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# Memorandum

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**To:** Mayor & Members of Council  
**From:** Jon Bisher/*rd*  
**Subject:** General Information  
**Date:** May 17, 2013

## CALENDAR

**AGENDA** – *City Council* May 20<sup>th</sup> @ 7:00 pm

### C. APPROVAL OF MINUTES

- May 6, 2013- Special and Regular Council Meeting Minutes

### E. PROPOSAL FOR DISPATCHING SERVICES: Sheriff Bodenbender and Henry County Commissioners

**AGENDA** – Dispatch Commission Joint Special Mtg w/City Council; May 20<sup>th</sup> @ 7:00 pm

#### 2. *Approval of May 13, 2013 Minutes*

- a. The meeting minutes are attached.

#### 3. *Submit Accrued Information to Council re: Dispatch Review*

- Information in the attached packet includes:
  - a) March 26, 2013 - Dispatch Commission Meeting Minutes;
  - b) April 23, 2013 - Dispatch Commission Meeting Minutes;
  - c) April 30, 2013 - Henry County Sheriff's Response on Dispatch Work Study Group Issues;
  - d) May 2, 2013 – Chief Weitzel's Memo to Sheriff's Response;
  - e) May 6, 2013 – Pros & Cons according to *Public Management Information*, if County takes over Dispatch Services;
  - f) May 10, 2013 – Chief Weitzel's Response to Pros and Cons;
  - g) March 2, 1987- Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan;
  - h) January 10, 2006 – Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan; and
  - i) Types of 9-1-1.

### H. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **RESOLUTION NO. 021-13** a Resolution Authorizing a Community Reinvestment Area Agreement between MWA Enterprises, Ltd. and the City of Napoleon, Ohio within Napoleon CRA #7 that includes a Payment in Lieu of Taxes; and Declaring an Emergency. – *a copy of the CRA Agreement is attached.*
2. **RESOLUTION NO. 022-13** a Restated Resolution Authorizing Ohio Police and Fire Pension Fund (OP&F) "Pick-Up" or Pre-Tax Contributions (Fire Department); and Declaring an Emergency. (*Suspension Requested*)

3. **RESOLUTION NO. 023-13** a Resolution Authorizing the City Manager to Enter into a Contract with Courtney and Associates for Professional Services Regarding the Electric Rate and Functionalized Cost of Service Study.
4. **RESOLUTION NO. 024-13** a Restated Resolution Authorizing Ohio Police and Fire Pension Fund (OP&F) “Pick-Up” or Pre-Tax Contributions (Police Department); and Declaring an Emergency. (*Suspension Requested*)

## **K. GOOD OF THE CITY**

1. **Recommendation to Approve May Billing Determinants**
  - a. The *Power Energy Cost Factor–History* and *Demand Cost Factory–History* charts are enclosed along with the *Rate Comparisons to Prior Periods*.
2. **Presentation of Information from Dispatch Commission**
3. **Dissolve Dispatch Commission**
4. **MMD&H Petro TIRC Agreement Approval** (Recommend to Continue)
  - The information with the numbers that were needed is enclosed.
5. **Approval of Plans and Specs for the Hudson Street Waterline Improvements**
  - a. We will be presenting this project at the June 3<sup>rd</sup> meeting.
6. **Review of Electric Rate Stabilization Program** (*Refer to Committee*)

## **RELATED ITEMS**

1. **AGENDA – City Tree Commission**; Monday, May 20<sup>th</sup> at 6:00 pm
2. **AGENDA – Parks & Rec Committee Meeting**; Monday, May 20<sup>th</sup> at 8:00 pm
  3. Lengthening the Season at the Golf Course: Please see the enclosed Memorandum from Tony Cotter.
4. Items from the Mayor:
  - a. OhioEPA letter Re: Public Notice NPDES Permit/Campbell Soup Supply Co.
  - b. Ohio Municipal League (OML): *2013 Schedule of Meetings* and *OML and Its Services*
5. Information from Greg Heath:
  - a. Revenue Zone Bonds-Reduction to Refundable Credits due to Sequestration;
  - b. Letter from Auditor Yost Re: Accuracy in Financial Reporting;
  - c. Public Notification Letter Re: Glen Arbors Apartments application for Recycled Tax Credit Assistance Program;
  - d. Proposed Schedules for 2014 Tax Budget and 2014 Appropriation Budget;
  - e. Article: Local Mayors – HB5 would take money from cities
6. *Thank-You* from the Napoleon Firemen’s Association
7. Ohio Municipal League Bulletin/May 17, 2013
8. AMP Update/May 17, 2013

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Records Retention  
CM-11 - 2 Years

April 2013							May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
BISHER - VACATION	5th Monday-No Scheduled Meeting Seasonal Cleanup	Seasonal Cleanup	Seasonal Cleanup	Seasonal Cleanup	Seasonal Cleanup	
5	6	7	8	9	10	11
	6:30 PM Housing Council/Special Council Meeting 7:00 PM City COUNCIL Meeting AV - Rox					8:00 AM Civil Service Testing
12	13	14	15	16	17	18
	6:30 PM Electric Committee BOPA Meeting 7:00 PM Dispatch Commission Meeting AV - Rox	10:30 AM Privacy Committee Meeting 3:00 PM - 5:00 PM OMEA Legislative Day 3:00 PM Preservation Commission 4:30 PM Board of Zoning Appeals Mtg. 5:00 PM - 7:00 pm OMEA Mayors' Reception AMP - Bisher	AMP - Bisher	BISHER - Vacation	BISHER - Vacation	BISHER - Vacation
19	20	21	22	23	24	25
BISHER - Vacation	6:00 PM City TREE Commission Meeting 7:00 PM City COUNCIL Meeting Dispatch Commission Mtg - Joint Special Meeting w/Council 8:00 PM Parks & Rec Committee Mtg. AV VACATION - Rox	VACATION - Rox AMP - Bisher		VACATION - Rox BISHER - VACATION	VACATION - Rox BISHER - VACATION	BISHER - VACATION
26	27	28	29	30	31	1
BISHER - VACATION	HOLIDAY - Memorial Day BISHER - VACATION	6:30 PM Finance & Budget Committee Mtg. 7:30 PM Safety & Human Resources Committee Mtg. AV - Shery BISHER - VACATION			7:00 PM Rally in the Alley	

City of Napoleon, Ohio

## CITY COUNCIL

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

### MEETING AGENDA

Monday, May 20, 2013 at 7:00 PM

- A. **Attendance** *(Noted by the Clerk)*
- B. **Prayer & Pledge of Allegiance**
- C. **Approval of Minutes:** May 6<sup>th</sup> Regular & Special Meetings *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- D. **Citizen Communication**
- E. **Proposal for Dispatching Services:** Sheriff Bodenbender and Henry County Commissioners
- F. **Reports from Council Committees**
  - 1. **Technology & Communication Committee** did not meet on Monday, May 6 due to lack of agenda items.
  - 2. **Electric Committee** *(Majority Report)* met on Monday, May 13 and recommended:
    - a. Approval of May billing determinants
  - 3. **Water, Sewer, Refuse, Recycling & Litter Committee** and **Municipal Properties, Buildings, Land Use & Economic Development Committee** did not meet on May 13 due to lack of agenda items.
  - 4. **Dispatch Commission** met on May 13 and is ready to present accrued information to Council tonight regarding Dispatch Review.
- G. **Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
  - 1. **Civil Service Commission** met on Saturday, May 11, 2013, with the following agenda items:
    - a. Administer and Grade Written & Agility Tests for Police Officer and Firefighter/Paramedic
    - b. Certify Lists for the Positions of Police Officer and Firefighter/Paramedic
  - 2. **Board of Public Affairs** met on Monday, May 13 with the following agenda items:
    - a. Review of May Electric Billing Determinants
    - b. Electric Department Report
  - 3. **Privacy Committee** met on Tuesday, May 14 with the following agenda items:
    - a. Review of Policies/Procedures for Identity Theft Prevention
    - b. Report from Staff
  - 4. **Preservation Commission** met on May 14 with the following agenda items:
    - a. NPC 13-02    625/631 N. Perry            BrickN'Brew Pub
    - b. NPC 13-03    118 W. Washington St.    ADOT Appraisal
    - c. NPC 13-04    123 E. Washington St.    Henry County Sheriff Dept.
  - 5. **Board of Zoning Appeals** met on May 14 with the following agenda items:
    - a. BZA 13-02    528 W. Clinton St.            Rear & Side Yard Variance
    - b. BZA 13-03    Remove from Table            915 Scott St.
  - 6. **Planning Commission** did not meet on Tuesday, May 15 due to lack of agenda items.
  - 7. **Tree Commission** met tonight with the following agenda items:
    - a. Tree Call Report
    - b. Spring Programs
- H. **Introduction of New Ordinances and Resolutions**
  - 1. **Resolution No. 021-13** A Resolution authorizing a Community Reinvestment Area agreement authorizing a Community Reinvestment Area agreement between MWA Enterprises, Ltd. And the City of Napoleon, Ohio with in Napoleon CRA #7 which includes a payment in lieu of taxes; and declaring an emergency
  - 2. **Resolution No. 022-13** A Restated Resolution authorizing Ohio Police and Fire Pension Fund (OP&F) "pick-up" or pre-tax contributions (fire department); and declaring an emergency *(Suspension requested)*
  - 3. **Resolution No. 023-13** A Resolution authorizing the City Manager to enter into a contract with Courtney and Associates for professional services regarding the electric rate and functionalized cost of service study
- I. **Second Readings of Ordinances and Resolutions**

There are no second readings of Ordinances and Resolutions.

**J. Third Readings of Ordinances and Resolutions**

There are no third readings of Ordinances and Resolutions.

**K. Good of the City** *Any other business as may properly come before Council, including but not limited to:*

- 1. Discussion/Action:** Recommendation to approve May billing determinants as follows:  
Generation Charge: Residential @ \$.07345; Commercial @ \$.08864; Large Power @ \$.04769; Industrial @ \$.04769; Demand Charge Large Power @ \$12.27; Industrial @ \$13.65; JV Purchased Cost: JV2 @ \$.04194; JV5 @ \$.04194
- 2. Discussion/Action:** Presentation of information from Dispatch Commission
- 3. Discussion/Action:** Dissolve Dispatch Commission
- 4. Discussion/Action:** MMD&H Petro TIRC agreement approval (*Recommend to continue*)
- 5. Discussion/Action:** Approval of plans/specs for Hudson Street Waterline Improvements
- 6. Discussion/Action:** Review of Electric Rate Stabilization Program (*Refer to Committee*)

**L. Executive Session** (*As needed*)

**M. Approve Payment of Bills and Approve Financial Reports** (*In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.*)

**N. Adjournment**

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*Gregory J. Heath, Finance Director/Clerk of Council*

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

**1. Technology & Communication Committee (1<sup>st</sup> Monday)**

*(Next Regular Meeting: Monday, June 3, 2013 @ 8:00 PM)*

**2. Electric Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 10 @ 6:30 PM)*

a. Review of Electric Billing Determinants

b. Electric Department Report

c. Utility Bill Assistance

**3. Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 10 @ 7:00 PM)*

a. Discussion on How to Handle Sanitary Sewer Leads on Upcoming Projects

**4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 10 @ 7:30 PM)*

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

**5. Parks & Recreation Committee (3<sup>rd</sup> Monday)**

*(Next Regular Meeting: Monday, May 20 @ 8:00 PM.)*

a. Lengthening the Season at the Golf Course

**6. Finance & Budget Committee (4<sup>th</sup> Monday)**

*(Next Regular Meeting: Tuesday, May 28 @ 6:30 PM)*

a. Mayor's Presentation on Spending Plan (Tabled)

**7. Safety & Human Resources Committee (4<sup>th</sup> Monday)**

*(Next Meeting: Tuesday, May 28 @ 7:30 PM)*

2013 Regular Meetings with Townships scheduled for July 22, November 25

**8. Personnel Committee (As needed)**

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

**1. Board of Public Affairs (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 10 @ 6:30 PM)*

a. Review of Electric Billing Determinants

b. Electric Department Report

c. Utility Bill Assistance

**2. Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**

*(Next Regular Meeting: Tuesday, June 11 @ 4:30 PM)*

**3. Planning Commission (2<sup>nd</sup> Tuesday)**

*(Next Regular Meeting: Tuesday, June 11 @ 5:00 PM)*

**4. Tree Commission (3<sup>rd</sup> Monday)**

*(Next Regular Meeting: Monday, June 17 @ 6:00 PM)*

**5. Civil Service Commission (4<sup>th</sup> Tuesday)**

*(Next Regular Meeting: Tuesday, May 28 @ 4:30 PM)*

a. Review Letter from Sgt. Patrick Lannan

*Special Meeting on Thursday, June 27 @ 6:00 PM*

a. Administer and Grade the Written Test for Police Lt. and Fire Lt.

b. Certify the Eligible Lists for Police Lt. and Fire Lt.

**6. Parks & Recreation Board (Last Wednesday)**

*(Next Regular Meeting: Wednesday, May 29 @ 6:30 PM)*

**7. Privacy Committee (2<sup>nd</sup> Tuesday in May & November)**

*(Next Regular Meeting: Tuesday, November 12 @ 10:30 AM)*

**8. Records Commission (2<sup>nd</sup> Tuesday in June & December)**

*(Next Regular Meeting: Tuesday, June 11 @ 4:00 PM)*

**9. Housing Council (1<sup>st</sup> Monday of the month after the TIRC meeting)**

*(Next Regular Meeting: Monday, May 5, 2014 @ 6:30 PM)*

**10. Health Care Cost Committee (As needed)**

**11. Preservation Commission (As needed)**

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

**13. Tax Incentive Review Council (As needed)**

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

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

**16. Board of Building Appeals (As needed)**

**17. ADA Compliance Board (As needed)**

**18. NCTV Advisory Board (As needed)**

*City of Napoleon, Ohio*  
**CITY COUNCIL**  
**Special Meeting Minutes**  
**Monday, May 6, 2013 at 6:30 PM**

**PRESENT**  
**Members**

**City Council**

**City Staff**

Patrick McColley, Travis Sheaffer (arrived at 6:35 pm), John Helberg, Christopher Ridley, Joel Miller, Kevin Yarnell, Cheryl Hershberger  
John Helberg, Travis Sheaffer, James Hershberger, Jeff Lankenau, Patrick McColley, Christopher Ridley, Jason Maassel  
Dr. Jon A. Bisher, City Manager  
Roxanne Dietrich, Exec. Assistant  
Trevor M. Hayberger, Law Director  
Gregory J. Heath, Finance Director/Clerk of Council  
Robert McColley, CIC Director  
Robert Weitzel, Police Chief  
Barbara Nelson  
None

**Recorder**  
**ABSENT**

**Call To Order**

President Helberg called the Special Council Meeting to order with four Councilors present at 6:36 pm.

**Annual**  
**Review/Inspection of**  
**CRA Premises**

Heath said the definition of CRAs is important because it impacts houses in the areas where CRAs are located.

R. McColley said the TIRC recommended approval of CRA agreements for Pet Vet, TriVet, A&J, Koester Land Acquisitions, Napoleon 1 LLC, and Innovative Tool & Die.

The TIRC recommended expiring the Carson Industries CRA. Due to expiration of their CRA agreement, Carson Industries will pay real estate taxes in 2014 that they approved this year.

The TIRC wanted clarification of some numbers from MMD&H Holdings and Holgate Metal Fab. R. McColley asked Housing Council to allow him to gather that data and bring a recommendation directly back to Council.

**Motion To Adjourn**  
**Special Council Mtg**

Motion: Ridley                      Second: Sheaffer  
To adjourn the special Council meeting at 6:45 pm

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

Roll call vote on above motion:  
Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

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John A. Helberg, Council President

**Date Approved:**  
**May 20, 2013**

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Ronald A. Behm, Mayor

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
**CITY COUNCIL**

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**Meeting Minutes**

Monday, May 6, 2013 at 7:00 pm

**PRESENT**

**Council**

John Helberg - President, Jeffrey Lankenau, Travis Sheaffer, James Hershberger, Patrick McColley, Christopher Ridley, Jason Maassel

**Mayor**

Ronald A. Behm

**City Manager**

Dr. Jon A. Bisher

**Law Director**

Trevor M. Hayberger

**Finance Dir./Clerk**

Gregory J. Heath

**Recorder**

Barbara Nelson

**City Staff**

Robert Bennett, Fire Chief

Tony Cotter, Parks & Recreation Director

Roxanne Dietrich, Executive Assistant

Chad Lulfs, City Engineer

Robert McColley, Henry County CIC

Jeff Nicely, Police Patrolman

Jeff Rathge, Operations Superintendent

Amy Rosebrook, Municipal Court Judge

Robert Weitzel, Police Chief

**Others**

News Media, INTV, Jeff Marihugh, Al Blackwood, Laurie Sans

**ABSENT**

**Council**

None

**Prayer**

President Helberg called the meeting to order at 7:00 pm with the Lord's Prayer and the Pledge of Allegiance. He asked everyone to put their cell phones on silent or vibrate. Heath noted that Council's microphones are direct mikes. Councilors must speak directly into them in order to be heard. We have more microphones on order. Bisher said he sat in the back during the last meeting and couldn't hear anything.

**Approval Of  
Minutes**

Minutes of the April 15 Council meeting stand approved with no objections.

**Citizen  
Communication**

None

**Committee Reports**

The Parks & Recreation Committee did not meet on Monday, April 15, due to lack of agenda items.

Chairman Ridley reported that the Finance & Budget Committee met on Monday, April 22 and:

- a.** Recommended that Council accept the Parks & Recreation (P&R) Board recommendation to waive credit card conveyance fees for all P&R programs, beginning June 1, 2013;
- b.** Took no action on *Review Of Income Tax Credit & Other Areas Of Savings*;
- c.** *Mayor's Presentation On Spending Plan* remained tabled.

The Safety and Human Resources Committee did not meet on April 22 due to lack of agenda items.

Dispatch Commission met on Tuesday, April 23 and reviewed information from the Dispatch Work Study Group.

**Introduction Of  
Resolution 020-13**

President Helberg read by title Resolution No. 020-13 A Resolution awarding the Scott Street Improvements (PID No. 86846) Project; and Declaring an Emergency

**Motion To  
Approve 1st Read**

Motion: Ridley                      Second: Maassel  
To approve first read of Resolution No. 020-13

**Discussion**

Hayberger said we normally review bids and award a bid verbally, but ODOT wanted it in legislation form with Miller Brothers listed as the winning bid at \$3,025,749.38. He requested suspension. There is also an emergency clause. The bid must be awarded by May 27.

**Motion To  
Suspend The Rule**

Motion: Lankenau                      Second: Sheaffer  
To suspend the rule requiring three readings

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

Roll call vote on above motion:  
Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

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

Roll call vote to pass Resolution No. 020-13 under suspension of the rule  
Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

**GOOD OF THE  
CITY**

**Discussion/Action  
Waive Credit Card  
Conveyance Fees  
For P&R Programs**

Cotter said when recreation fees were implemented, Council instituted a conveyance fee of \$3 for over the counter or online credit card use. The Parks & Recreation (P&R) Board thought this amount was excessive for a \$20 fee. They asked that the conveyance fee be waived for P&R programming. Ridley said the Finance & Budget Committee recommended waiving those fees. We were going to discuss whether to reimburse those people's credit cards. He asked how many people paid with a credit card. Cotter said 21 or 22 people paid conveyance fees for using their credit cards. Ridley said this would be around \$64 total refund.

Cotter said it wasn't the recommendation of the Board to reimburse people who used credit cards already, just to assure that the next round of registration had the conveyance fee waived. Heath said Council's policy was in place when the conveyance fees were charged. It is a hassle to go back and try to figure out who did or didn't pay. There will be costs associated with this. It must be set up with swipes. There are rental fees for equipment. Heath cannot get this done by June 1. He recommended moving the date for waiving P&R conveyance fees to July 1, 2013. Cotter said that is fine with him. The next large P&R registration will be this fall.

**Motion To Exempt  
Credit Card  
Conveyance Fees  
For P&R Programs  
Beginning 7/1/13**

Motion: McColley                      Second: Hershberger  
To exempt Parks & Recreation programs from conveyance fees, effective July 1, 2013

Maassel suggested giving people who paid the conveyance fee a \$3 voucher at the concession stand. Heath said he will do as directed, but his preference is to not have to hunt anyone down to refund money. If directed, he would prefer to give a \$3 refund instead of a voucher. If they want to come and ask for a refund, we can give it to them. A check will keep track of the refund. Helberg asked how much this would cost. Heath said that's why he recommended not doing it. Your policy is the policy when they paid. People could have paid with cash and not had to pay the \$3 conveyance fee. His recommendation is not to change the policy during that period.

<p><b>Passed</b> <b>Yea-7</b> <b>Nay-0</b></p>	<p>Roll call vote on motion to exempt P&amp;R programs from conveyance fees: Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley Nay-</p>
<p><b>Motion To Not Reimburse People Who Paid \$3 Conveyance Fee For P&amp;R Programs</b></p>	<p>Motion: Hershberger            Second: Lankenau To <u>not</u> reimburse/credit people who paid the \$3 credit card conveyance fee for parks &amp; recreation programs</p> <p>Ridley said he already paid the conveyance fee and is fine with the City keeping the extra \$3. Hayberger noted that Councilors should vote YES to not change the rule and vote NO if they want to change the rule. Lankenau said yes means no refund.</p>
<p><b>Passed</b> <b>Yea-5</b> <b>Nay-1</b> <b>Abstain-1</b></p>	<p>Roll call vote on above motion: Yea-Hershberger, Helberg, McColley, Sheaffer, Lankenau Nay-Maassel Abstain-Ridley</p>
<p><b>Recommendations From Dispatch Commission</b></p>	<p>Helberg said many things were recorded at the last Dispatch Commission meeting. More information came in after the meeting that we need to make a matter of public record. Helberg asked Hayberger if we need to read through the list for Council. Hayberger said whatever is in the record is in, there are just some supplemental issues to deal with. Helberg said Judge Rosebrook brought up some issues.</p> <p>The Honorable Amy Rosebrook, Napoleon Municipal Court Judge, said from what she found out, there is nothing statutorily to prevent the Sheriff (HCSO) from writing warrants. He processed them in the past. The Committee never asked for her input. She talked to a few committee members individually, but has no firm grasp on the status or what is proposed. She has heard many different versions of what is being proposed. Evidently, the sheriff had processed some of the warrants and that changed when Judge Collier was Judge. The system we have now isn't perfect as far as how warrants are processed and handled because no one is perfect, but it works. This is not her decision and she doesn't know enough about what is being proposed to have a stance. She and Chief Weitzel talked about what the police department (NPD) does for the court.</p> <p>There are about 470 outstanding warrants out of her court. They enter and delete about 500 warrants a year for failure to appear for something. Lankenau asked how the warrants are affected by combining or not combining dispatch. Rosebrook said NPD enters them and accepts payments now. We need someone there 24 hours to post bonds. This would have to be done by HCSO. Lankenau said NPD can utilize combined dispatch to get information. The Judge said they would have to have a LEADS terminal.</p> <p>Chief Weitzel said those warrants have to be available at a 24 hour site. Whoever has the terminal gets the hit from other jurisdictions and must confirm it. There is a 10 minute window to confirm. If you don't have the warrant physically there, you cannot confirm it. This should be kept at the central dispatch. With NPD dispatch closed, there will be no one to take bonds or warrants. That process would have to transfer. NPD would not be open 24 hours to be able to do this. Helberg said the Sheriff stated if dispatch gets transferred, he is prepared to be the custodian of the warrants. We could go the other way and combine dispatches and change it so the warrants stayed at NPD, but HCSO would have to have electronic access. Chief Weitzel said they are physical files and can't be transmitted electronically. Hayberger said it subjects us to liability if the warrant is not physically in their hand. Helberg said we need to take off the table the option of NPD keeping the warrants if dispatch is transferred to HCSO. Hayberger affirmed.</p>

Judge Rosebrook said she would like to know how HCSO would structure that and what kind of personnel would be there to enter warrants. Helberg said he heard there are 4 dispatchers now and they are talking about bringing on 4-1/2 more. Part of those duties would be these warrants.

Chief Weitzel said during the meetings he attended, it seems that the Sheriff was willing to take on that responsibility. He wants to do what the Judge wants him to do, but NPD can't do it without 24-hour staff. Helberg asked if the Sheriff is ramping up enough to cover this. Weitzel said in past years before this agreement was made, many bench warrants went to HCSO and were housed there. He doesn't know if anyone there now has experience in doing those entries.

Mayor Behm said Commissioner Miller left a message for him today saying the Commissioners plan to meet with Judge Rosebrook in the next week or two to have that discussion. Judge Rosebrook said she feels like she has been brought in after this has been decided. Helberg said no decision has been made. The Judge said she would want to know that the reasons the warrants were transferred to NPD wouldn't be repeated. She would like more time to make sure this is in place. A big part of dispatch is court work. She found out less than a week ago that this was moving in that direction.

Lankenau said we are nowhere close to making a decision. Helberg said these are all "if" discussions. He is the de facto chair of the Dispatch Commission. He apologized that Judge Rosebrook was not brought in earlier. Judge Rosebrook said what is in place now works well. The alarm system at the court was tested within the last year when a visiting judge accidentally set it off. NPD was there before the clerk or bailiff could call them off. We want a change for the better if we have to change. She will continue to look into things with Chief Weitzel and the Sheriff. Bisher said that security system is an independent system that would work equally well. Chief Weitzel said it is a radio alarm system that broadcasts. Any center would hear that broadcast. Dispatch would listen to all of those radios and if they heard that alarm, they would make sure there was a response regardless of what side of town it was on. The Municipal Court alarm broadcasts over the City's frequency. The county courthouse alarm broadcasts over the County's frequency. We would have to make sure there is an equal listening of the radios with equal volume.

Weitzel said this is not a 911 call. It is an alarm button from the Judge's offices. Hayberger said NPD listens to a handful of stations. Weitzel affirmed, noting that the City channel is the loudest. Other channels are deselected and quieter. Hayberger said if dispatch went to the County, the City's channel would be one of 7 or 8.

Judge Rosebrook said she hopes to meet with the Commissioners next week to find out the specifications. Bisher said we met with them and they told us it was up to the Sheriff.

Hershberger said he feels that NPD has the best system for alerting people in the county. He fears our services will be restricted somewhat from that. Many people agree with him. NPD needs to continue dispatch. He got sick on Easter Sunday and EMS was at his house in 3 minutes. He doesn't believe we can continue that kind of service and the people depending on that service would like to see it continue as it is. He believes we are jumping in the sand if we allow this to happen. He thinks we should continue with what we have.

Bisher said the Dispatch Commission should probably have one more meeting to accept minutes, then that is in the public record. We have no reason to re-enter it. Helberg said

**Dispatch  
Commission  
Meeting Scheduled  
For Monday, May  
13 At 7 PM**

the Sheriff's response was handed to him and can be entered into the record at the next Dispatch Commission meeting. Jeff Marihugh asked if this will be a public meeting. Helberg said Dispatch Commission meetings are public. Working group meetings are not. McColley said the working group meetings are done.

Helberg said we can add information as it is discovered. He asked for pros & cons if dispatch goes combined. That didn't happen. He studied a Public Management Forum from Cleveland State University and pulled out highlights from that report for combining dispatch. Hayberger said there is a difference between a combined/joint dispatch and what we are doing. We are basically getting out of the dispatch business. He does not believe these words are interchangeable. Helberg said that needs to be made clear.

Bisher said the governance issue is tough. Combined dispatch is when parties sit down and combine operations and both have input. That is what the Performance Audit people told us to do. If we hand it over to the Sheriff, he can do what he wants. If it is combined, you have some say in what tasks will be completed by this combined district. That was not what the Commission task was initially. The governance issue was another topic.

McColley suggested having the Dispatch Commission meeting and come back to discuss it when it is on the record. Bisher said people can study the minutes once they are approved. Lankenau said the meeting will be open to the public with published notice. Mayor Behm said he will be available next Monday. Helberg said the meeting can be scheduled at 7 pm after BOPA & Electric meetings on May 13. Councilors and Mayor agreed. Ridley asked if a special meeting of Council should be scheduled as well. Helberg said the Commission will read down the lists and get them entered into the record. Councilors can sit in the crowd if they want. McColley asked what the point of the Commission is if we have a Council meeting at the same time. Sheaffer asked if Councilors can speak as citizens. Hayberger said if we are close to a quorum, he would rather publish it as a Special Meeting of Council. McColley said Council will have an opportunity to discuss it at their next meeting. Helberg said the consensus is that Council will not schedule a Special Meeting. Hayberger said it is not his rule. It is the open meeting rule. Helberg asked if there is anything else to address on this issue tonight. Hayberger said no. Helberg said Council can call another Dispatch Commission meeting for Monday, May 20 to approve the minutes, disband the Commission, and put it in the court of full Council.

Laurie Sans introduced herself as a citizen of Napoleon. She worked with both HCSO & NPD for 20 years in her capacity as a department head in the county. She has respect for both. They do a fine job. She believes they should continue to do their fine jobs separately. They work together quite well when they need to, but dispatch should be separate and be there if needed to help each other. She does not know about warrants. She worked with them in emergency response situations. The Commission must decide how it is going to be monitored before they turn it over and leave it to the Sheriff to take care of. That may give Council more insight as to what your decision will be. As a resident, she thinks it should remain as it is.

Jeff Marihugh introduced himself as the former City Operations Superintendent for 22 years. He ran water distribution, wastewater collection, snowplowing, etc. His main concern is twofold. He hopes the Commission has put great stead in what City staff experts (Lulfs, Rathge, Clapp) have to say. There are millions of dollars worth of infrastructure to be taken care of. We have never let the water tower go dry and he hopes we never will. We know the system we have in place now is more than adequate

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with safeguards wired into it. There is a level of control he is comfortable with as a citizen and a level he is not. He is not sure where the Commission is at with their decision. He is running for City Council and has talked to many people on the street. Everybody is concerned that their quality of life not be eroded. You can live wherever you want to nowadays. People can work from home. People make a conscientious choice to live in Napoleon based on quality of life, what City services are offered and the level at which we maintain and operate them. The City has always been a recognized leader in the area. He would hate to see that go down.

Marihugh said 87% of NPD Dispatch is funded by the finance department. Utilities departments subsidize NPD Dispatch by about 13% due to dispatching utility calls. A dispatcher does much more than dispatch 911 calls. You may be on a ventilator and your power goes out. Your basement may be flooding and your house on fire. He asked that Council look at quality of life issues involved in this decision and be mindful of the millions of dollars of infrastructure, particularly on the electric side. Also, remembering EPA mandates re: water depressurization and response to sewer backups should have a large impact on where Council goes with their decision.

Helberg said we have to remember that what is happening at the State level is what's causing this. The State keeps grabbing money and keeping it to balance their own budget, it puts us in a world of hurt. We have to be economical, but we also want to be safe. We are trying to do things without raising taxes. The audit was brought on a lot by State funding issues. Sheaffer said none of the items he brought up in his alternative plan were present in the expensive audit. Helberg asked for any other comments. No response.

#### **Golf Course Recommendations**

Cotter said there were two recommendations from the advisory committee known as "Friends of the Napoleon Golf Course."

1. To lengthen the golf season to March 15-November 15 (from April 1 to Oct. 1)
2. An incentive program to generate more memberships. If a current member brings in a new member to purchase a membership, the current member receives a discount of \$50. This could be done with a rebate or refund.

Helberg said he agrees with #1, but has reservations about #2. We are trying to figure out how to keep the course running and find ways to raise money. If the group is asking for a \$50 discount for doing what they should be doing to make it survive, they don't understand the concern or problem. He strongly opposes #2.

Mayor Behm asked how much additional cost is incurred to have someone at the course during the extended time. Bisher said Cotter has 9 to 11 part-time people and enough hours to make it through the season. We are currently limited to 120 days and 36 hours/week for part-time. There is a new requirement under the Affordable Health Care Act in 2014 that starts this year by looking at hours per week. Anyone working over 30 hours/week must be offered healthcare. We would have to hire additional people to keep everyone in part-time status without having to offer health care benefits.

McColley asked the percentage of revenue coming from memberships compared to people paying for a round of golf. Cotter said he doesn't have the figures, but would guess 30%-40% are memberships. Sheaffer said he agrees on the second item. The advisory group's incentive should be to keep the course open rather than getting a reward for themselves. Hayberger said he agrees with Bisher due to health care and State limitations as to what we determine as seasonal. There is a reason for why it is as it is. There are consequences to opening earlier. Sheaffer asked how other businesses get around hiring part-time people. It is under 30 hours per week, but how many weeks?

**Motion To Not  
Implement  
Incentive  
Program**

**Passed  
Yea-6  
Nay-1**

***Lengthening the  
Season at the Golf  
Course Assigned To  
P&R Committee***

**TIRC&Housing  
Council Recomm.**

**Motion To Accept  
TIRC & Housing  
Council  
Recommendations**

Hayberger said it's an average. We could have Wave 1 and Wave 2 of part-time employees.

Maassel said he would like to see the projected income vs. new projected outflow. Until he sees something like that, he would have a hard time agreeing with it. Sheaffer said a lot depends on the weather. It would be easier to extend in the fall than the spring. Bisher said the weather is more predictable then. Lankenau asked if numbers are needed before voting on this. Sheaffer said he is okay with voting on #2.

Motion: Sheaffer                      Second: Ridley  
To not implement a new member incentive program based on the \$50 discount

Hayberger reminded Councilors that a yes vote means no incentive program.

Roll call vote on above motion:  
Yea- Maassel, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay- Hershberger

(Hershberger said he originally voted no, but wished to correct that vote to a yes.)  
Hayberger said it didn't matter because the motion would fail anyway. Maassel suggested taking an average of the last 15 days of the golf season for the last 5 years and adding 15 more of the same. Put the projected expenses against that average and project the additional revenue to get a rough estimate for extending the season. Bisher said the last days of the season would be October 15 to 31. Helberg said the only ones out there in November will be the members. President Helberg referred *Lengthening the Season at the Golf Course* to the P&R Committee.

Helberg said there was a Housing Council meeting prior to the Council meeting. The Housing Council made three motions based on recommendations from the TIRC.

Motion: Lankenau                      Second: McColley  
To accept the recommendations of the TIRC and Housing Council.

Mayor Behm said he would like Council to hear what was recommended before voting on this. Councilors said they were here and heard the recommendations. Mayor Behm said he wasn't here and wants to hear them.

Robert McColley reported that the TIRC reviewed 8 CRAs. The ones recommended to be continued because they met all criteria were:

- Koester Land Acquisitions
- Napoleon I, LLC (aka RiteAid)
- Innovative Tool & Die
- Pet Vet
- Tri Vet
- A&J

He is gathering more information on 2 CRA's. Housing Council made a motion authorizing him to gather that information and bring it directly to Council instead of taking it back to Housing Council. Those two businesses are:

- Holgate Metal Fab
- MMD&H (Petro Truck Stop, not CRA to be passed soon)
- The Carson Industries, LLC (Oldcastle Precast) CRA expired.

Sheaffer said he and Helberg were at the TIRC meeting. He thanked R. McColley for the quick and efficient meeting.

<b>Motion To Accept TIRC &amp; Housing Council Recommendations</b>	<p>Motion: Sheaffer                      Second: Maassel</p> <p>To accept the recommendations of the TIRC and Housing Council</p>
<p><b>Passed</b> <b>Yea-7</b> <b>Nay-0</b></p>	<p>Roll call vote on above motion:</p> <p>Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley</p> <p>Nay-</p>
<p><b>Infrastructure/ED Fund Review Committee Recommendation</b></p>	<p>Rob McColley said he brought a recommendation to Council previously regarding a loan and grant request at 631 N Perry St. for BrickN'Brew Pub. One of the requirements was that they must obtain all of their financing including RLF financing. The RLF financing was denied and they are not going back after that. The Napoleon Infrastructure/ Economic Development Fund Review Committee (NIEDF) reviewed the application and agreed to offer the same loan (\$10,000 to be repaid over 36 months at 2% per year) and a \$5,000 grant simultaneously with that loan with pre-conditions:</p> <ol style="list-style-type: none"> <li>1. Proof that the project is completely financed</li> <li>2. Obtain all building permits and permits of occupancy from the Wood County Building Inspector</li> </ol> <p>Bisher said Mr. Blackwood is financing this privately instead of RLF funding. Mayor Behm said Council approved this two meetings ago. Bisher said the agreement had the RLF stipulation then. When that fell out, we felt the best thing to do was have another meeting and redo the agreement with these stipulations including permits so there is no misunderstanding about when they could open.</p> <p>Mayor Behm asked why RLF funding was denied. R. McColley said the applicant hadn't demonstrated that the requested financing was truly Gap financing. In order to get an RLF loan, they want to see that you are putting in your own portion of money or going to a private lender to get it. They want to see a letter from the bank saying they won't loan the full amount. Mr. Blackwood did provide a commitment letter from the bank stating that he had come to them for funding. Proof of closing on that funding would be sufficient.</p> <p>Mayor Behm said he would be in support of doing so with proof from the financial institution. The County was burnt recently on other issues where big promises were made. Bisher said we are investing in an oven that will be permanently affixed to the building. This loan builds capacity. Ruralogic received money from downtown revitalization and the infrastructure fund. Those jobs are lost, but the money isn't. Mayor Behm asked who owns the building. Bisher said it is privately owned and they want to rent the building. What we put money in is still there. Behm said Ruralogic isn't a good example because we put money into a privately owned business and the taxpayers won't benefit from that money. The person who owns the building received the benefit because they can sell the building. Bisher said there is a building there to attract someone. That is different than the jobs promises that aren't there. Hayberger said Council can accept the new recommendation including overwriting the old motion.</p>
<p><b>Motion To Modify Previous Grant/ Loan To BrickN' Brew Pub</b></p>	<p>Motion: Sheaffer                      Second: Ridley</p> <p>To modify the previous grant of a \$10,000 loan and a \$5,000 grant to the 631 N Perry St. corporation and modify it to the following:</p> <p>A \$10,000 loan and \$5,000 grant with \$10,000 paid back over 36 months at 2% interest. The funds will be distributed simultaneously contingent on the following pre-conditions:</p> <ol style="list-style-type: none"> <li>1. That the applicant demonstrate that he received private financing in the form of proof</li> </ol>

	<p>of a letter from the Henry County Bank, demonstrating that they have closed on that loan application and on that financing that was made out to PCS Construction Services which is the business of Mr. Blackwood who is also one of the owners</p> <p>2. That 631 N. Perry Street corporation (aka BrickN'Brew Pub) receive all the building permits necessary in order to open their doors and a permanent certificate of occupancy.</p>
<p><b>Passed</b> <b>Yea-7</b> <b>Nay-0</b></p>	<p>Roll call vote on above motion: Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley Nay-</p> <p>Mayor Behm said he is in full support of this, but anytime you talk about taking taxpayers money and investing it in business, you want to be careful. He likes the two preconditions in there. Al Blackwood said he is closing on the loan this week. Blackwood Construction put the building up as collateral. He picked up the building permits from Wood County and we are working through the conditions. We plan to open on June 1. Blackwood introduced Dan Bischoff, General Manager of BrickN'Brew Pub.</p>
<p><b>MWA Enterprises CRA Approval</b></p>	<p>R. McColley said the MWA Enterprises CRA is for the current owner of Petro Truckstop. It has been approved by the requisite school districts: Four County Career Center and Liberty Center. We are waiting for Council's approval with legislation.</p>
<p><b>Motion To Bring Legislation</b></p>	<p>Motion: Lankenau                      Second: Sheaffer To direct the Law Director to draft legislation to approve the recommendation for MWA Enterprises CRA approval</p>
<p><b>Passed</b> <b>Yea-7</b> <b>Nay-0</b></p>	<p>Roll call vote on above motion: Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley Nay-</p>
<p><b>Bid For Scott St. Covered By Legislation</b></p>	<p>Helberg said the bid for the Scott Street Improvements Project was covered by legislation earlier in the meeting.</p>
<p><b>Plans/Specs For Ohio St. SS Replacement</b></p>	<p>Lulfs said we completed the Oberhaus I/I Study last year. A few areas were discovered to be in emergency situations for replacement. We addressed Indiana Ave. last fall. The Ohio Street Sanitary Sewer Replacement Project was approved in the 2013 budget. He requests approval of plans/specifications in order to bid this project.</p> <p>Helberg asked if Council addressed the issues on replacing the sanitary sewer (SS) leads on these projects. Lulfs said we put SS leads into the right of way. The existing sewer here runs underneath houses. Three SS taps are not in this line and would have to come around the house. We put taps into the right of way and the homeowner is given a certain time frame to tie into their new lead. Bisher said we have been messing with this line a long time.</p>
<p><b>Motion To Accept Plans/Specs</b></p>	<p>Motion: Lankenau                      Second: Maassel To accept the plans/specifications for the Ohio Street Sanitary Sewer Replacement Project</p>
<p><b>Passed</b> <b>Yea-7</b> <b>Nay-0</b></p>	<p>Roll call vote on above motion: Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley Nay-</p> <p>Helberg said we talked about assessing homeowners for SS leads. Lulfs said</p>

***Discussion on How to Handle SS Leads on Upcoming Projects Assigned to WSRRL***

**Approval Of Bills**

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

**Bisher**

**Hayberger**

**Lankenau**

**Sheaffer**

**McColley**

**Mayor Behm**

**Motion To Approve  
P&R Board Apptmt.**

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

Council has the authority to assess every project. Main, Welsted & Vine was the last project assessed by the City. We can assess, but have to prepare for that. The timeframe to go through assessments and public hearings takes several months. We may have to design projects a couple years in advance to allow for assessing. Helberg said he was only talking about the leads on the Indiana Ave. sewer job. Lulfs said Council can assess any portion they want. Helberg said he can assign this to Committee.

Lankenau said it can go to Water, Sewer, Refuse, Recycling & Litter Committee in June. Lulfs asked what Helberg wants staff to prepare. Lankenau said a history of assessments. Hayberger said this would have nothing to do with the Ohio Street project. Helberg assigned *Discussion on How to Handle Sanitary Sewer Leads on Upcoming Projects* to the June meeting of the Water, Sewer, Refuse, Recycling & Litter Committee. This would be for laterals only.

Bills and reports stand approved as presented with no objections.

Bisher – no items

Hayberger – no items

Lankenau – no items

Sheaffer said he was approached by a citizen about the area where Willard ties into Lagrange. There is a stub on the north side of Lagrange. He asked if that is a paper street. Lulfs said the property north of there was set up to be developed, but it never happened. Sheaffer said the resident to the west of that area put poles with a chain across to block people from going back there. A resident went back there to look for mushrooms and was blocked from getting out by this person.

McColley – no items

Mayor Behm requested an Executive Session to discuss Personnel. Hayberger asked what the Executive Session was for. Behm said it would be for conversation about HR. Hayberger asked if it would be in regard to compensation. Behm said it would be in regard to hiring. Hayberger read from the Ohio Revised Code. Executive Sessions for Personnel can be called: *To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.* Unless we are talking about a specific appointment, it would not be allowed. If you are talking in general terms, it is in open session. If you are talking about a specific person/people, it can be handled in executive session. For broad terms than that, it must be discussed in an open meeting. Mayor Behm said he will talk with Hayberger about it after this meeting and bring it to the next meeting.

Mayor Behm said Shawn Thompson had to resign from P&R Board. Behm would like to appoint Jon Tassler to fill that position.

Motion: McColley                      Second: Ridley  
To approve Jon Tassler's appointment to the P&R Board

Roll call vote on above motion:  
Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

Behm said he received a letter from a student who travels across the Maumee River bridge. The bridge jars to the left and there are no lines there. It will be resurfaced soon, but a solid line from the intersection would be helpful to keep people from crossing over into the other lane, especially those not familiar with the bridge.

Behm received a letter inviting Council to participate in the Memorial Day parade on May 27. They will meet at the Fairground at 9:15 am. The parade starts at 10 am. Contact Larry Adams if you are going to participate.

**Helberg**

Helberg said a few years ago the City went to great lengths to block an alley that parallels Dodd St. and runs north of Perry so people couldn't go through there. With the Scott St. Project, people won't be able to come out on Scott St. Can we take those barricades down? Lulfs said that has been discussed. He and Jeff Rathge are working on getting that opened back up and getting correct signage there. Helberg said there are no restrictions on the alley on the west side of the road. Lulfs affirmed.

**Hershberger**

Hershberger – no items

**Maassel**

Maassel asked where we stand on the additional IT position. Bisher said it has not been advertised, but the job description is ready. We have been busy trying to get the water position and HR position posted.

**Ridley**

Ridley – no items

**Heath**

Heath said he was asked for information regarding the tax credit reduction proposed by Councilor Sheaffer. About 25%-26% of tax filers would be impacted by this. This would be 1,800 out of 7,100 filers, using tax information from 2010 and 2011.

Heath said the Mayor asked about information on the back of the utility bill. He forgot we changed this when we outsourced the bills. He directed staff that the full definitions that were on the first bill are to be put on the website.

We finalized Workers Comp for 2012 that was paid in 2013. The rate came out to 2.145%. The State is in the process of refunding close to \$1,000,000,000 to employers from Workers Comp. We should get an additional refund this year, but Heath doesn't know how much.

**Utility Bill Assistance  
Referred To BOPA  
& Electric  
Committee's June  
Meetings**

Some cities do a care funding program where they round utility bills. It is a voluntary program. If a customer signs up, their bill would be rounded and the money put into a care fund. This is another source of funding for agencies that have been overtaxed in their resources. President Helberg referred *Utility Bill Assistance* to the June meetings of the Board of Public Affairs and Electric Committee.

Heath said Chief Weitzel received approval for a grant for mobile computers. The City's match would be \$600. This was not in the original budget. The grant from OCJS would be for \$5,400. With Council's approval Heath will include this in the 2<sup>nd</sup> quarter budget adjustments and make internal transfers to handle it. Chief Weitzel said Council gave him permission to apply for the grant. It took a long time. The original grant was for all of the computers. They told him to resubmit for fewer. He got enough money for two. Council already gave their permission, but he can't purchase them without an appropriation.

Heath said AMP has a Finance & Accounting Subcommittee that meets 5-6 times per year. We are hosting the meeting on Thursday, May 23. He invited Council to attend. It

will be at Oberhaus Park at 8 am. Sessions run from 9am to 4:30 pm. Maassel asked where Rotary will meet that day. Bisher will check on this.

Mayor Behm said Sheaffer is currently on the Lodge Tax Advisory & Control Board now. He would also like to appoint Patrick McColley to serve. Bisher said this Board normally met on the fifth Monday of the month.

**Motion To Approve  
Apptmt To Lodge  
Tax Adv Control Bd**

Motion: Ridley                      Second: Maassel  
To approve the appointment of Patrick McColley to the Lodge Tax Advisory & Control Board

**Passed  
Yea-7  
Nay-0**

Roll call vote on above motion:

Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

Helberg asked about the letter from ODOT regarding Appian Avenue. Lulfs said ODOT wanted us to send out more recent information.

Bisher said next week 424 east will be closed for 5 days per ODOT to take down the old railroad trestle. Helberg asked when they are doing the culvert by the marina. Lulfs said ODOT originally scheduled it for July 1 due to ODNR issues with the creek. That July 1 requirement was waived by ODNR. Miller Brothers submitted a revised schedule which Lulfs doesn't have. He spoke with Miller Bros. and they thought they would probably be working down there about the same time. The closure will probably be sometime this month for 180 days. Helberg asked if there is a reason it would be faster. Lulfs said it is an ODOT project. He believes they are taking it apart block by block, numbering, photographing, casting, and putting them back in. Casting and replacing as needed.

**Motion To Adjourn**

Motion: Ridley                      Second: Hershberger  
To adjourn the meeting

**Passed  
Yea -7  
Nay -0**

Roll call vote on above motion:

Yea- Maassel, Hershberger, Helberg, McColley, Sheaffer, Lankenau, Ridley  
Nay-

**Adjournment**

Meeting adjourned at 8:55 PM.

**Date Approved:  
May 20, 2013**

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John A. Helberg, Council President

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Ronald A. Behm, Mayor

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio

## **DISPATCH COMMISSION**

LOCATION: Council Chambers, 255 W. Riverview Avenue, Napoleon, OH 43545

### **Joint Special Meeting with City Council**

### **AGENDA**

Monday, May 20, 2013 at 7:00 PM

1. Call to Order
2. Approval of Minutes - May 13
3. Submit Accrued Information to Council re: Dispatch Review
4. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
**DISPATCH COMMISSION**

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**Meeting Minutes**

Monday, May 13, 2013, at 7:00 pm

**PRESENT  
Commission**

John Helberg – Council President/Commission Chair, Dr. Jon Bisher – City Manager, Robert Weitzel – Police Chief, Ronald Behm - Mayor

**City Staff**

Bob Bennett, Fire Chief  
Genia Donley, Police Dispatch  
Shannon Drain, Police Dispatch  
Trevor Hayberger, Law Director  
Gregory Heath, Finance Director/Clerk of Council  
Chad Moll, Police Lt.  
Jeff Nicely, President of Napoleon Police Patrolman Assoc.  
Judge Amy Rosebrook, Municipal Court

**Recorder  
Others**

Barbara Nelson  
News Media, Jim Hershberger, Patrick McColley, Jason Maassel, Robin Weirauch, Police & Fire Personnel

**ABSENT  
Committee**

None

**Call To Order**

Chairman Helberg called the meeting to order at 7:00 p.m.

**Minutes**

Minutes from the March 26<sup>th</sup> and April 23<sup>rd</sup> meetings stand approved.

**Update Of  
Info Re:  
Dispatch  
Review**

Chairman Helberg said in addition to documents already entered, we need to add the Sheriff's response to the list that the working group presented at our last meeting. This document was in last week's Council packet. The Sheriff's responses are listed in red. (*Henry County Sheriff's Responses on Dispatch Work Study Group Issues, received April 30, 2013*) The Commission is also entering a Memo (*To: Dr. Jon Bisher, From: Chief Robert L. Weitzel, Re: Helberg Briefing Paper, Date: May 2, 2013*) with clarifications from the Chief regarding the Sheriff's response. Weitzel believes the Sheriff may not have been clear on what the conversation was dealing with relating to the cost of the terminal.

Chief Bennett said he had not seen the Sheriff's responses until now. Bisher said Bennett's concern is getting one call from the Sheriff. Helberg said those issues are negotiable later after we get their number. Mayor Behm agreed that it is a negotiated issue if we choose to work with the Sheriff's office (HCSO). Chief Bennett said item #11 on the Sheriff's response is not what the Sheriff said in public session with the commissioners a couple of weeks ago. Helberg asked if this response is more suitable. Bennett said no, not at all. He reiterated his explanation of how personnel are called in for a "working fire" and why HCSO procedure will not work for the fire department. (See 4/23/13 Dispatch Commission minutes - p. 3, item 11).

Bennett said the Sheriff changed his position and says he would dispatch us like the balance of the county, which is a major impact to the way our operation proceeds. It is not what was said before. Bisher asked Bennett if they dispatched the county way and he was at the scene, could he make the decisions at the scene and dispatch whoever was needed. Bennett said he was the one who invented the current system so he wouldn't have to try to memorize three counties worth of apparatus while he is on the scene. Helberg said based on what the Sheriff told him, he doesn't think this is reading right. The Sheriff told Helberg that Bennett could make the decision in the field that he wanted somebody and call HCSO and HCSO will call them.

Bennett said the Sheriff is saying we will make the decision in the field. We don't do that. Helberg said however the request was made before, if you make the request the same way HCSO will make that dispatch but they won't automatically make the dispatch without Bennett or Chief Weitzel telling them to do that. Bennett said the HCSO currently dispatches secondary departments for fire calls. This is a huge issue for the fire department. Helberg said we must have this on the list for negotiations. Mayor Behm said this would be more of an issue if we were just dumping dispatch on HCSO. The direction Behm thinks we should go is to pay a certain service fee to the county to make the change. In doing so, this item could be negotiable with HCSO. Bennett said what is on the Sheriff's response is different from what was said in the past. Bisher noted that Bennett is not always in command for fires. Bennett said his lieutenants are frequently in command for fires.

Chief Weitzel distributed copies of Memo (*To: Dr. Jon Bisher, From: Chief Robert L. Weitzel, Re: Helberg Briefing Paper, Date: May 2, 2013*). Helberg noted that he was just the messenger on this. Bisher said #15 on this memo is particularly important and needs to be clarified. We do not do business this way now. Weitzel said one call may be integrated into the WENS system, but any additional calls will not be made from there. Bisher said it is similar to the fire scene commander. It sounds good to say call the supervisor and let him make the decision. The supervisor is on task in the field trying to deal with problems and shouldn't have to stop and think about who to call in next. This cannot be automated by pushing a button. That notification system was designed to call groups of people at the same time to notify them of an event, change in plans, etc.

Mayor Behm said the Sheriff's concern was calling the incorrect individual and having a grievance. Wouldn't it be better to have the supervisor in charge make the call? How long would it take? Weitzel said typically the supervisor doesn't know who is next in the rotation. The police department (NPD) keeps the lists and knows who is next on call in the rotation. Bisher said it probably takes ½ hour to an hour. They have to rotate down if someone doesn't answer. We pay someone to be on call and that call is fairly rapid, but other workers aren't expecting a call. Weitzel said we make mistakes and grievances get filed. Bisher said we have dispatch do the calls because they have to call over and over to get the personnel needed. It can take quite some time. We want the Field Commander to fix whatever problem as soon as possible. We open up the EOC if it is an overwhelming problem to help assist getting the kinds of resources we need. We don't do that very often. On normal calls it can get very hectic in the field.

Helberg said this would be the same answer as before. If we dump it on the Sheriff, they don't do it. If we are paying, we negotiate. Bisher said if they won't do it, we will have to hire it to be done somewhere else. Helberg said we could negotiate it in the price we are paying. Mayor Behm said the Sheriff needs to know how many calls are coming in and how much time is required so he knows how much it will cost him and bring us a number. Bisher said we were explicit in the details. The Sheriff's response was like #15 (see *Henry County Sheriff's Responses...received 4/30/13— p. 2, #15*). Weitzel said he gave the Sheriff copies of all the callout sheets for all departments. Bennett said we also gave him all of the procedures. Lulfs said we included the annual numbers.

Mayor Behm asked how many calls take more than one phone call. Weitzel said almost every call. With a water main break, the first call goes to the on call person. A crew is needed of at least 3 people. They go through the list until they get those 3. Otherwise, they call the supervisor or department head to say we're stuck. If everything worked perfectly in this situation, there would be 4 calls. Lulfs noted that if they have to dig, they also have to call electric, gas, phone, etc. Bisher said we also respond to emergency calls from OUPS. There is usually one phone call for that because we pay a standby person to be there ASAP, unless we need water in addition to electric. We must have crews of people. We could put more people

on standby status, but we pay for that. Our guys are responsible, but they aren't sitting home waiting for a call, and they can't drive if they have been drinking.

Weitzel said snowplowing is a multi-call to fill 4 or 5 trucks. Dispatch may go through the lists 2-3 times over the period of an hour or two. They check back to see if they still need more people. Electric calls may be one person or it may require a crew with multiple outages. Bisher said in extreme situations, we have to go for mutual aid. Behm asked how many after hours water main breaks there are in a year. Lulfs estimated six per year.

Bisher gave an example regarding the DTI bridge on 424 east that is being taken down now. They are knocking down two big pillars with jackhammers. We have a 12" transit line that goes to the water tower. If that line breaks, we could empty the water tower in an hour or two. That's how much time we have to react. If we depressurize the system, we have to boil alert the whole city. Some mains supply the tower and have a lot of pressure on them. They can deplete the system quickly. Will we have a system in place that can guard against that bad break? Mayor Behm said item #15 must be negotiated. Bisher said we must have an alternate if we don't get what we want. This is an important point.

Police Lt. Chad Moll said his main concern on second shift is weather related emergencies. There can be snow plow callouts, trees across the road, power lines down, high water. In addition, there are alarm drops to be taken care of. Dispatchers have to get call-ins done and send police out on calls. The inclement weather is as big or bigger concern than many of the other emergencies. Behm asked if this was discussed in the initial meeting with the Sheriff. Weitzel confirmed. Behm asked if the Sheriff was given the total amount of time associated with this number of calls. Weitzel said after Jeff Rathge presented him with the sheets, the Sheriff's response was that he would make one call. We didn't get past that. We were to come up with a different system of calldown. Bisher said we started to work on that at staff. Weitzel said this was in the original notes. Time analysis wasn't discussed because the Sheriff wasn't going to do it. Helberg said it is negotiable.

Helberg said he made a 2-page list of pros/cons for the Commission to enter (*If County Takes Over Dispatch Services - May 6<sup>th</sup>, 2013*). These are not his opinion. He took the information from the Cleveland State University (CSU) study for public management. Chief Weitzel responded and put his name on the last page of a 5-page Memo (*Comments on Pros and Cons offered by Councilman Helberg dated 5/6/2013*). Weitzel said he would like to present this as a report that can be published so the Commission doesn't have to read through every point. Weitzel also submitted a 22-page report detailing the setup of our current 911 and dispatch system (*Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan - March 2, 1987*). Weitzel submitted a 10-page report detailing technology changes and updates to the system (*Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan - January 10, 2006*), along with a 3-page description of 911 services (*Types of 911*).

Robin Weirauch asked if the 32 point pros/cons list from CSU is trying to discuss the total consolidation of two full departments or is it a hybrid of just moving dispatch into another department. There is a huge difference. Helberg said it is about a regional dispatch. It is pros and cons if they were consolidated into a regional format if they go combined. Weirauch asked if it is a combined dispatch or combined departments. Helberg said dispatch only, not combined departments. Weirauch said some don't sound like dispatch is being combined. They sound like total departmental consolidation. Helberg said he may have shortened the title too much. The case study was about dispatch consolidation only, not department consolidation. Chief Bennett said these studies are centered around a joint governance proposal, not a contract hire proposal. The whole concept of the CSU study was a joint governance form of dispatch. Helberg asked if having an advisory board is shared governance. Bennett said it depends on how it is set up.

Bisher said we already have such a Board. It was established in 1987. There was a meeting in 2006 when we went to enhanced 911. The three primary members are the City Manager, the Sheriff, and the Post Commander of the Defiance post of the State Highway Patrol. This Board was designed to meet every other month, but they have only had one meeting since 1987. That is the dilemma he sees with advisory boards. Behm said maybe that is because once they were established, there was no need for further meetings. Bisher said no, there is an issue with enhanced 911. Wireless call mapping locations is only done at the Sheriff's office. This isn't because we didn't want it at the City. It never got done. They never gave it to us.

Jeff Nicely introduced himself as President of the Napoleon Police Association representing dispatchers. There was talk about an advisory board running the joint communication center. Nicely talked to the Sheriff and expressed his concern. The Sheriff said he is not interested in an advisory board. If this happens, he wants complete, total control and that's how it will be. The Sheriff is against an advisory board. A comment was made by the Sheriff in the Northwest Signal saying that all 911 calls go to the Sheriff's Department. That is wrong. All 911 calls made from a landline go to the police department. Maybe 99% of 911 cell phone calls go to HCSO and that point needs to be addressed.

Bisher said he agrees with Patrolman Nicely. He does not believe this is the model the Sheriff wants. This Commission's goal was not about a governance issue. We were to describe what was needed and get feedback on the cost. Bisher is still concerned about the governance issue. We can talk with Council about it or go into negotiations. The Commission did a good job of defining issues, but we haven't gotten any feedback at all on cost. The Sheriff did not give us a number. Behm said he was told that the Sheriff would be at the next Council meeting to address Council with his number.

Robin Weirauch introduced herself as a taxpayer. She's been absorbing what's been going on from the newspaper. This is her first commission meeting. She believes the Commission needs to address the human side of the equation, not just the dollars and cents side. Weirauch is the wife of a 21-year veteran of the Napoleon Police Department (NPD). She has seen the importance of the dispatch function and how much the officers depend on having the dispatchers work for them, looking out for them, covering their backs, checking on them when they haven't heard from them for a while, keeping track of data so that their paperwork is diminished when they get back to the station. You can't put dollars and cents on the working relationship with the folks that take those calls and decide where they need to go. It's not just a question of answering the phone and looking on a list and determining where to call. They know the officers, know the city, often know the callers, and work together to solve problems. The dispatch person at the station troubleshoots with officers and allows them to vent when they come in from the street. It is a working relationship and they support each other.

Weirauch said the audit report talked about the efficiency of NPD and the Napoleon Fire Department (NFD). NPD exceeds their peers almost double in terms of the demand that is placed on them. For example, average total offenses addressed by NPD are 91.7% higher than their peers. Offenses per 1,000 residents is 102% higher. Offenses per total full-time equivalency (FTE) is 118.5% higher. Offenses per patrol FTE is 119% higher than its peer communities. NPD is hustling. We're getting our dollars worth out of them. NPD has lower total FTE employees, 12.4% lower FTE of patrol officers, 8.2% lower FTE per 1,000 residents and 7.2% lower FTE per 1,000 residents than their peers. Salary analysis shows over a 30 year period, NPD earned 13.1% lower dollars than their peers, yet their efficiency is almost double in terms of the demand they carry. NPD has lower total staff than their peers. The total number of dispatchers may be slightly higher, but the total staff is lower; yet their output is double. It seems we should be looking at the audit report and saying "Wow, NPD and NFD are not only working well together, they are exceeding the output of their peers; they

are saving money; they are earning less money; they're working with fewer people; fewer cars." Why aren't we doing attaboys, attagirls, keep up the good work, instead of looking at how to make their jobs harder by taking away a very valuable portion of their staff? You can't just measure the services of NPD in dollars and cents.

Weirauch said the audit report shows NPD is working with less resources, but the demand for NPD services is double their peers. How can you justify uprooting all of that and taking the risk that their efficiency goes down the tubes because you are trying to save less than \$335,000? You can't even save \$335,000 unless HCSO takes over all those functions for free. NPD has a \$1,400,000 budget and we are quibbling over \$335,000 with almost double the demand for services NPD is handling. Look at the human side of the equation. These folks depend on each other in a very dangerous job. Weirauch always wanted to know that senior dispatchers were working when her husband was on the road. Council is talking about dismantling this and putting it on the shoulders of a brand new Sheriff who has his own issues to deal with. It doesn't make sense. Weirauch thanked the Commission for listening.

Helberg said NPD & NFD are doing a great job. People on the street are asking if the citizens of Napoleon are that much worse than their peer cities, or if we are better at documenting. He is trying to find someone in Columbus to answer those questions. Weirauch said she gave some thought to that. One might look at it and say Napoleon is a higher crime city. The report talks about peer communities not just in size but the type of community and where they are located. This is a rural community, but it is located between Fort Wayne and Detroit. We get a lot of traffic coming through. Whenever there is a department that is competent and people trust and know something will happen when they make a complaint, more people utilize that department. Weirauch has worked in communities in a four state area. People in many communities say they can't call the police or sheriff because they won't do anything. This is true of any public service. If citizens have confidence in it and believe someone will respond to their calls, they will call them. If they believe nothing will happen or nothing gets solved, they stop calling. People have confidence in NPD & NFD and they call for help because they know something is going to get done. Looking at that graph with a glass half-full instead of half-empty perspective tells an important story. NPD & NFD are victims of their own success. People have confidence NPD/NFD will get something done, so they are asking them for help.

Helberg asked if Weirauch thinks the peer cities chosen were wrong. Weirauch said she doesn't know and isn't an auditor. Helberg said the peer cities were our choice. Weirauch said she doesn't know the peer communities that well. Helberg said they had similar types of services, population, utility departments, and income levels. Bisher said we had good input in that area early on. We put the list together with the auditors. Weirauch said the bigger story looking at the entire audit report is that we are getting a twofer with NPD. It speaks of the fact that our people work hard and the public has confidence in them.

Mayor Behm said Weirauch mentioned the human element. He does take that into consideration. He listened to dispatchers who will potentially lose their jobs and he understands their situation. Dragging this decision out makes it more difficult for them. He brought the performance audit on because of the different debt the City has been bringing on with utility rates, water/sewer increases. We had to ask the taxpayers to pay more money. At the same time, we are cutting back on the amount of money we put into capital improvements. For the second straight year, we cut back the amount we take out of the general fund and apply to those capital improvements. It used to be a 50/50 split and has now gone to 38/62. On top of that we have money being pulled away from us by the State. We are losing \$400,000 in death tax this year along with other revenues that were State funded to the City. Those are numbers we have to try and make up somewhere/somewhat. Before he became Mayor he noticed that taxpayers were being asked to pay more money and he didn't feel there was as much being done as what he felt could be in trying to find ways to cut and try to find ways to

become more efficient. That's why he pushed for the performance audit.

Behm said the audit results were somewhat mixed. There was a lot of positive in there and some things to take into consideration. Combined dispatch is one of them. Other communities have done this successfully. Some communities would say it didn't work so well for them one way or another. We are meeting to have discussions and try to find out the pros & cons. Council doesn't work in the jobs at NPD or NFD. We need to have that input. Meeting with the Sheriff was so he could come up with his own ideas of what he would need if we would combine. Council will have to take that into consideration to see if the money is there and if it justifies those kinds of changes.

Behm said when he is asked the question if he is considering the people themselves and service he might cut back on or the relationships, that tells him that he would have to also go into it with the thought process that the people from the Sheriff's office wouldn't care about the calls that are coming in and they wouldn't care about the police officers that they are dispatching for. He doesn't believe that is the case. He thinks HCSO would hire dispatchers with the same priority in every call that would come in. In that regard for the human element of it, he doesn't see that being a problem. Saving money any way we can is a big priority. We have to weigh the pros and cons and see if it makes sense. He doesn't know what a dollar amount would be, if we're looking at \$50,000 or \$100,000 or \$200,000. Reoccurring savings over a period of 10 years can be significant and can help us address items in the future like trying to pay for capital improvements.

Behm said there has not been a lot of discussion about EPA mandates. The City is in discussions on this. The EPA might come back and say we don't have to do anything else. This would save a lot of money. Or they could come back and say we will have to do what was expected and more. We can't afford that. Even trying to save the small amount of money that we are suggesting here now is not going to have any kind of impact. We have lost population over time. The amount of money people are making is not going up. Looking at what people pay currently with increased expenses in every day life, they have less and less money to buy things and pay for. That is what we're challenged with. The idea of coming here and asking Council to shut down something, to fire people, is not an ideal situation. He doesn't care to be a career politician or he would be arguing against this because it's not something that could potentially get him rehired. He wants to do what is best for the City and what is right. Individuals who have the job don't think this is right and he would probably feel the same if he was in their shoes.

Weirauch said she wants to make it clear that she was not saying HCSO dispatchers would not care about personnel, but you can't replace the face to face time that the dispatchers and the officers have, and also the Chief's ability to monitor the way that the dispatchers are responding to the public. It seems that management would be much harder having a portion of his staff at another location and out of his control.

Nicely said NPD must be doing something outstanding that the neighboring city of Wauseon modeled their dispatch center after ours. This was documented in a Northwest Signal article quoting Wauseon's police chief. We're doing something right. Mayor Behm said it was difficult to listen to dispatchers talk about losing their jobs. Nicely asked if any misleading information was given out. The Sheriff told Nicely that the Mayor told him dispatchers would not lose their jobs because there were positions in the City that they would be absorbed into. To Nicely's knowledge there are no such jobs.

Mayor Behm said his comment to the Sheriff was that, depending on how many people he had to hire, the potential would be that they could go over and work at the Sheriff's office. How many people he would have to hire would be the Sheriff's call. It would not be promised. The

comment made to the Sheriff at that time was if there were other opportunities for employment, we would try to fill those positions with the qualified individuals. On top of that, we try to find areas where if someone is ready to retire, not necessarily fill that position. The objective throughout this audit has not been to go out with a hatchet and start firing people and cut jobs. Nicely said that's kind of what it feels like. What the Sheriff told him is not exactly the way the Mayor is explaining it now. The Sheriff said there are other positions throughout the City that they would be absorbed into. Those positions are not there and there is no guarantee the Sheriff would hire NPD dispatchers. He personally made that clear too.

Judge Rosebrook asked when we will find out if the EPA will say the City has done enough, since some of this financial consideration is dependent on EPA mandates. Mayor Behm said it is probably a few years down the road. Chad Lulfs, City Engineer, said the existing Long Term Control Plan has 13 years left. Judge Rosebrook asked if the Mayor is concerned about a financial emergency if the EPA issues further mandates. Behm said we finished 1/3 of the mandates. The initial cost was \$35,000,000. We have debted out about \$24,000,000. Based on the projections for 2/3 of the projects, the costs are greater than 50% above the initial estimates. We have another 13 years to go. There are a lot of unknowns. The number started out at \$35,000,000. That number could double or go higher. Bisher said we are hoping that we can modify the EPA mandates due to work done at the EQ Basin. The Mayor is only talking about the sanitary sewer side. We also have to attack the water side at estimates of about \$22,000,000.

Helberg said even if the EPA issues weren't there, we have a responsibility to the taxpayers to do everything as practical and efficient as we can within reason in regards to safety. He asked Judge Rosebrook if she has other issues to address. The Judge said her biggest issue may be whether the Sheriff is legally able to take the cash bonds. Statutorily, the Sheriff is not a bailiff of the court and only a bailiff can take cash bonds after hours. That has to be addressed. It doesn't matter how many bonds are taken after hours. Even if we only took one, we have to have a legal mechanism to take it at 2:00 am when someone is picked up for an offense. Weitzel said every officer in NPD is an ex officio bailiff now. The Judge said the statute specifically says every law enforcement officer in this municipality is a deputy bailiff of her court. Helberg asked if the Judge can do the same thing with HCSO as she did with NPD. The Judge said NPD being her bailiff is an operation of statute. She didn't issue an order to appoint or hire them. It is a legal issue to be addressed if someone other than her present statutory bailiffs will take cash bonds. That choice on who, if anybody, would be appointed bailiff of her court though is exclusively hers.

Helberg said he would like to make 3 points:

1. There has been a lot of discussion about the value of the audit. Many on Council feel the audit has caused a lot of improvements in a lot of other areas. It has well paid for itself already in savings elsewhere. The questions that were raised caused other departments to look at themselves and make improvements even before the audit ever came out.
2. Another major point, contrary to what one of the politicians that stood at the podium last week said, is we can't do business like we used to. The revenue vs. the cost, we can't handle it that way. He isn't saying combining dispatches is the right way to go. These discussions are "what ifs." We just can't do that anymore. It is a prehistoric way of doing business now. We have to change our ways.
3. We are looking at options. We can leave dispatch as is, depending on how these numbers come back. If there are not realistic savings of a reasonable magnitude, it doesn't make sense to do it. We can dump dispatch on the county for emergency services only and hire a separate operations dispatch. There are people out there that are available to do it. Not saying we want to do that either. Another option is what we've been talking about: a joint dispatch with the county and a regionalized type of program with some type of governance that works, and "works" is the operative term. All of this would happen after significant negotiations. If the

Sheriff brings a number on Monday, that won't be the final say. There will be back and forth negotiations. He apologizes for the turmoil that we are all in. This is the toughest issue we have had to deal with. The golf course was tough, but not with the significance of this one. This is the most important one.

Weirauch said the audit report indicates the City requested that the auditors look at the possibility of contracting for police service, so they had to put some numbers to it. Sometimes the beauty of an audit report is that you find out what you are doing well, so that you can keep doing it. Helberg said auditors always look for bad stuff and make it look really bad. The stuff that's good, they won't pat you on the back; but there were about 16 items that they mentioned and went right on by because we were doing good. The auditors didn't delve into those areas because they couldn't make themselves look good.

Genia Donley introduced herself and Shannon Drain as NPD senior dispatchers. If Council takes their jobs away, Drain will have to find another job. Donley can't find one because she is too old, unless the City will hire her. Will Drain lose her retirement benefits? Donley checked into retirement and will get about \$400 a month after PERS takes out medical insurance and taxes on her retirement. That does not cut it. She may have to come knocking on doors and ask for a loan. This is killing her. There were 6 dispatchers and now there are 5. Don't destroy what is good. The dispatchers know their jobs. They know the people. They know Council and they are getting to know them quite better. Donley has talked to the Mayor. The Sheriff won't look at us and avoids us. When he was campaigning to get John Nye out, he didn't say anything about destroying us. He won't hire us. He can say he doesn't want us. Donley asked if the Commission understands where she is coming from. They are trying to save \$330,000. She has lights and gas to pay for, bills to pay, taxes to pay. She has to do the same as everybody else in this room. It doesn't matter if she loses her job. The bills still have to be paid.

Helberg said there will be negotiations no matter what the Sheriff's opinion is. We need to keep 1-1/2 or 2 people back here. The Sheriff needs to hire 4-1/2 people and his budget would absorb a certain % of those salaries. We can do what we can to try to insure that he takes our dispatchers. Donley said she needs to know right now if Council is sending dispatch to the Sheriff. Helberg said we are not saying we are sending it there. Donley said you are considering it quite heavy. Helberg said he won't even say that. Donley said the Mayor has given every indication that he wants this to go to the Sheriff. Helberg said we are doing our due diligence. Donley said she was getting too upset and had to leave. She thanked those present for letting her speak.

Bisher said things aren't easily done in a public forum sometimes. Council has gone the extra step to form this Commission. We put a fact finding group together to make it happen as quickly as possible. The Chief had a concern early on that this would be a very lengthy process and it almost becomes a self-fulfilling prophecy. We have to keep dispatch running. Bisher doesn't fault individuals for taking another job, but we are not in a reasonable position to fill that. It makes it more difficult and more stressful for the dispatchers who are left. Another one leaves and the decision is made. We can't sustain it because there are not enough people to do it. We understand that dilemma.

Bisher believes Council has proceeded as quickly as they can. He is not convinced that we got all the direct answers immediately. When we first went to the Commissioners, they said this is not a Commissioners issue; it is a Sheriff issue. Bisher understands that the Sheriff just came into office. He is trying to find his way in his own department, much less solve problems for the City. There is a lot of pressure on him. Bisher guarantees we will be within \$10,000 of the numbers we gave the day the report came out. He doesn't know how much the county wants to write off. We need those numbers. He is saying this because you can see the stress that

Genia Donley, one of our top dispatchers, is under. And that is no less for any of the others. Each one that works there doesn't know if they will have a job the next day. If anybody else offers them a job, any kind of job, they will probably take it. That is starting to happen.

Helberg said items to be entered into the record include:

*Henry County Sheriff's Responses on Dispatch Work Study Group Issues, received April 30, 2013.*

*Memo - To: Dr. Jon Bisher, From: Chief Robert L. Weitzel, Re: Helberg Briefing Paper, Date: May 2, 2013 (with clarifications from the Chief regarding the Sheriff's response) Pros/Cons List from Cleveland State University - If County Takes Over Dispatch Services May 6<sup>th</sup>, 2013*

*Memo from Chief Weitzel - Comments on Pros and Cons offered by Councilman Helberg dated 5/6/2013*

*Report - Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan March 2, 1987*

*Report - Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan January 10, 2006*

*Explanation of 911 wireless services: Types of 911*

*Information to be received from Judge Rosebrook on the bailiff issue*

Weitzel said the *Types of 911* report comes from the Internet and explains how 911 wireless works. We are still at a loss as to why we aren't receiving all of our 911 calls from cell phones. Bisher said the plan says we are responsible for that interface. The person doing that interface was Dan Wachtman. Weitzel said he was told mapping was holding us up. That is completed. Next it gets put on a map where the cell phone call is placed and we can tell you right where that call is coming from. Routing the call to us is the technology piece that is missing. We are a step away. Weitzel doesn't know why that isn't taking place. Bisher said this is frustrating because we heard this as, you don't even have mapping. We don't have it because they kicked our MIS guy out. Mayor Behm said Wachtman was just done there this year. This could have been done before that when he was working for HCSO. Weitzel said he would like to have an answer for that. If it is a technology issue, it should be relatively simple now since the mapping is complete. We know where the calls are coming from.

Helberg recommended having the next Dispatch Commission meeting during Monday's Council meeting to approve the minutes from this meeting. It could be a joint meeting and they can disband this group. Hayberger said it can be done like BOPA and Electric. Bisher believes the Commission has done what they were supposed to do without a dollar saved because we haven't gotten any feedback with a number from HCSO. Weitzel asked if the Commission will get the number from the Sheriff at Monday's Council meeting and make a recommendation to Council then.

Helberg said the Commission gathered information for Council. Other Council members want to be involved. Helberg called a special meeting of the Dispatch Commission for 7:00 pm on Monday, May 20 in conjunction with City Council. Hayberger said the meetings can run simultaneously. The Commission can approve the minutes and bring a recommendation. Bisher asked how they can recommend without having HCSO feedback. The Mayor said the Commission was initially started to decide who would talk to the Sheriff to gather information. It was not set up to make recommendations. Council needs to look at options.

Bisher said the Commission gathered as much information as they could and did a very good job. They completed their mission, but have zero information on dollars. Weitzel said after their first meeting, he asked the Sheriff if he needed any more information. The Sheriff said he had the information he needed to develop a plan and decide on a funding mechanism. The Commission doesn't need that because we are not a recommendation committee.

Helberg said we put the County and Sheriff at a big disadvantage because we were looking at the legalities of doing this long before we went to them. The delay here is them trying to figure out what they are legally responsible for. It may take us threatening to do what Delaware County did. Bisher said Delaware negotiated, but it went to court. Others have just handed it over. Helberg said that is another option. Maybe that is what it will take for them to come back with a number. Bisher said this is a tough decision. We need to get it back to Council to have their debate.

**Motion To  
Accept  
Documents &  
Testimony**

Motion: Bisher                      Second: Behm  
To accept all of the documents that were recommended earlier along with the testimony received tonight:  
*Henry County Sheriff's Responses on Dispatch Work Study Group Issues, received April 30, 2013.*  
*Memo - To: Dr. Jon Bisher, From: Chief Robert L. Weitzel, Re: Helberg Briefing Paper, Date: May 2, 2013 (with clarifications from the Chief regarding the Sheriff's response)*  
*Pros/Cons List from Cleveland State University - If County Takes Over Dispatch Services May 6<sup>th</sup>, 2013*  
*Memo from Chief Weitzel - Comments on Pros and Cons offered by Councilman Helberg dated 5/6/2013*  
*Report - Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan March 2, 1987*  
*Report - Henry County Enhanced 9-1-1 Emergency Telephone Number System Plan January 10, 2006*  
*Explanation of 911 wireless services: Types of 911*  
Information to be received from Judge Rosebrook on the bailiff issue

**Passed:**  
**Yea-4**  
**Nay-0**

Roll call vote on above motion:  
Yea-Bisher, Weitzel, Behm, Helberg  
Nay-

**Motion To  
Adjourn**

Motion: Bisher                      Second: Weitzel  
To adjourn the meeting at 8:45 pm

**Passed:**  
**Yea-4**  
**Nay-0**

Roll call vote on above motion:  
Yea- Bisher, Weitzel, Behm, Helberg  
Nay-

**Date**\_\_\_\_\_

\_\_\_\_\_  
John Helberg, Chair

## **RESOLUTION NO. 021-13**

### **A RESOLUTION AUTHORIZING A COMMUNITY REINVESTMENT AREA AGREEMENT BETWEEN MWA ENTERPRISES, LTD AND THE CITY OF NAPOLEON, OHIO WITHIN NAPOLEON CRA #7 WHICH INCLUDES A PAYMENT IN LIEU OF TAXES ; AND DECLARING AN EMERGENCY**

**WHEREAS**, the Ohio Reinvestment Area Program, pursuant to Ohio Revised Code Chapter 3735, authorizes the City to grant real property tax exemptions on eligible new investments; and,

**WHEREAS**, the City by Resolution 114-01 adopted on October 1, 2001 that designated an area (CRA 7) as a Community Reinvestment Area pursuant to Ohio Revised Code Chapter 3735 and, with the adoption of Resolution No. 65-02 adopted June 17, 2002 enlarged the area; and,

**WHEREAS**, the Director of Development determined that the area so designated by the City contained the characteristics set forth in Ohio Revised Code Section 3735.66; and,

**WHEREAS**, the Director of Development certified the area as a community reinvestment area known as Zone No. 069-53550-02 (the "Area"); and,

**WHEREAS**, the MWA Enterprises, Ltd. made application that will involve a total capital investment in real property currently estimated at One Million Four Thousand Three Hundred Dollars (\$1,004,300.00), plus or minus 10%, in development of a retail commercial building, approximate size being 10,000 square feet, and appurtenances at the site located at 900 American Road, Napoleon, Ohio and an estimated investment in tangible personal property of Four Hundred and Fifty-Nine Thousand Dollars (\$459,000.00), plus or minus 10 %; and,

**WHEREAS**, it was recommended by the Director of the Community Improvement Corporation of Henry County, Ohio, contracted administrator of the CRA's for the City, that MWA Enterprises, Ltd receive a 100% abatement for ten (10) years on the proposed real property improvements with a payment in lieu of taxes to the Napoleon Infrastructure Fund, the Liberty Center Local School District, and the Four County Career Center (collectively referred to as "the School Districts"); and,

**WHEREAS**, the School Districts were provided with all legally-required notices; and,

**WHEREAS**, the School Districts, either waived the timeliness of the notice requirement(s) and approved the proposed agreement or, timely received the notice(s) and made approval; Now Therefore,

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

Section 1. That, the City approves and consents to a certain Community Reinvestment Area Agreement with MWA Enterprises Ltd., in substantially the form as being currently on file with the City Finance Director, Agreement No. 2013-11 subject to any changes deemed appropriate by the City Manager and approved as to form and correctness by the City Law Director, provided that the amount and allocation of the annual payment in lieu of taxes may not be amended without consent of this Council; said agreement having been reviewed by this Council.

Section 2. That, the City Manager is both authorized and directed to execute the Community Reinvestment Area Agreement as referred to in Section 1 of this Resolution in the name of and on behalf of the City.

Section 3. It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Ohio Revised Code Section 121.22 and the Codified Ordinances of the City of Napoleon, Ohio.

Section 4. That, if any prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to expeditiously proceed with this development project for the economic welfare of the inhabitants of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_  
John A. Helberg, Council President

Approved: \_\_\_\_\_  
Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:  
\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 021-13 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and I further certify the compliance with the rules established in Chapter 103 of the Codified Ordinances of Napoleon, Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Gregory J. Heath, Clerk/Finance Director*

## **RESOLUTION NO. 022-13**

### **A RESTATED RESOLUTION AUTHORIZING OHIO POLICE AND FIRE PENSION FUND (OP&F) "PICK-UP" OR PRE-TAX CONTRIBUTIONS (FIRE DEPARTMENT); AND DECLARING AN EMERGENCY**

**WHEREAS**, the City Council of Napoleon, Henry County, Ohio met at a duly called and authorized meeting of the Council on May 20th, 2013, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council members, and the following resolution was made, seconded and adopted by those present at the meeting; and,

**WHEREAS**, the eligible employees of the City of Napoleon Fire Department participate in the Ohio Police and Fire Pension Fund ("OP&F"); and,

**WHEREAS**, the Napoleon City Council has, with the passage of Resolution No. 006-04, previously adopted a pick-up all of the ten percent (10%) mandatory contributions required under Section 742.31 of the Ohio Revised Code for participating employees of the Fire Department (Fire/Rescue Department) who are members of the OP&F; and,

**WHEREAS**, OP&F has adopted new procedures for reporting picked up contributions in order to properly prepare 1099-R forms for its members; and,

**WHEREAS**, the Napoleon City Council wishes reaffirm and/or amend and restate its prior ordinance in order to continue the pick-up under the new procedures; Now therefore,

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

Section 1. That, effective as of July 8<sup>th</sup>, 2013, Napoleon City Council has determined to continue pickup of all of the ten and three quarters percent (10.75%), effective as of July 7<sup>th</sup>, 2014, Napoleon City Council has determined to continue pickup of all of the eleven and a half percent (11.50%), and effective as of July 6<sup>th</sup>, 2015, Napoleon City Council has determined to continue pickup of all of the twelve and one quarter percent (12.25%) mandatory contributions by the employees of the Napoleon Fire Department (Fire/Rescue Department) who are members of the Ohio Police and Fire Pension Fund through a payroll reduction.

Section 2. That, said picked up contributions paid through a payroll reduction, even though designated as employee contributions for state law purposes, are being paid by the City of Napoleon in lieu of said contributions by the employee.

Section 3. That, said picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or stated income tax withholding taxes, until distributed from the Ohio Police and Fire Pension Fund.

Section 4. That, said picked up contributions will be included in the gross income of the employees, for employment tax purposes, as the contributions are made to the Ohio Police and Fire Pension Fund.

Section 5. That, said employees shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the City of Napoleon to the Ohio Police and Fire Pension Fund.

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

Section 7. That, Resolution No. 006-04 shall remain in effect unless otherwise repealed; however, if it or any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 8. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time because the increase will take effect in the pay period beginning on or after July 2, 2013; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

\_\_\_\_\_  
John A. Helberg, Council President

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

\_\_\_\_\_  
Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 022-13 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

**RESOLUTION NO. 023-13**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
ENTER INTO A CONTRACT WITH COURTNEY AND  
ASSOCIATES FOR PROFESSIONAL SERVICES REGARDING  
THE ELECTRIC RATE AND FUNCTIONALIZED COST OF  
SERVICE STUDY**

**WHEREAS**, the City of Napoleon does, from time to time, update and review its Electric Rate and Functionalized Costs of Service Study; and,

**WHEREAS**, this review of Electric Rate and Functionalized Costs of Services is helpful for creating fair and equitable utility rates; and,

**WHEREAS**, the City is now desirous of contracting with Courtney and Associates for their professional services to conduct the Electric Rate and Functionalized Costs of Service Study update, Now Therefore,

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

Section 1. That, the City Manager is authorized to enter into a contract with Courtney and Associates for their professional services regarding the Electric Rate and Functionalized Costs of Service Study update.

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

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

Section 4. That, this Resolution be in full force and effect at the earliest time permitted by law.

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

\_\_\_\_\_  
John A. Helberg, Council President

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

\_\_\_\_\_  
Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

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Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 023-13 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

---

*Gregory J. Heath, Clerk/Finance Director*

## **RESOLUTION NO. 024-13**

### **A RESTATED RESOLUTION AUTHORIZING OHIO POLICE AND FIRE PENSION FUND (OP&F) "PICK-UP" OR PRE-TAX CONTRIBUTIONS (POLICE DEPARTMENT); AND DECLARING AN EMERGENCY**

**WHEREAS**, the City Council of Napoleon, Henry County, Ohio met at a duly called and authorized meeting of the Council on May 20th, 2013, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council members, and the following resolution was made, seconded and adopted by those present at the meeting; and,

**WHEREAS**, the eligible employees of the City of Napoleon Police Department participate in the Ohio Police and Fire Pension Fund ("OP&F"); and,

**WHEREAS**, the Napoleon City Council has, with the passage of Resolution No. 006-04, previously adopted a pick-up all of the ten percent (10%) mandatory contributions required under Section 742.31 of the Ohio Revised Code for participating employees of the Police Department who are members of the OP&F; and,

**WHEREAS**, OP&F has adopted new procedures for reporting picked up contributions in order to properly prepare 1099-R forms for its members; and,

**WHEREAS**, the Napoleon City Council wishes reaffirm and/or amend and restate its prior ordinance in order to continue the pick-up under the new procedures; Now therefore,

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

Section 1. That, effective as of July 8<sup>th</sup>, 2013, Napoleon City Council has determined to continue pickup of all of the ten and three quarters percent (10.75%), effective as of July 7<sup>th</sup>, 2014, Napoleon City Council has determined to continue pickup of all of the eleven and a half percent (11.50%), and effective as of July 6<sup>th</sup>, 2015, Napoleon City Council has determined to continue pickup of all of the twelve and one quarter percent (12.25%) mandatory contributions by the employees of the Napoleon Police Department who are members of the Ohio Police and Fire Pension Fund through a payroll reduction.

Section 2. That, said picked up contributions paid through a payroll reduction, even though designated as employee contributions for state law purposes, are being paid by the City of Napoleon in lieu of said contributions by the employee.

Section 3. That, said picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or stated income tax withholding taxes, until distributed from the Ohio Police and Fire Pension Fund.

Section 4. That, said picked up contributions will be included in the gross income of the employees, for employment tax purposes, as the contributions are made to the Ohio Police and Fire Pension Fund.

Section 5. That, said employees shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the City of Napoleon to the Ohio Police and Fire Pension Fund.

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

Section 7. That, Resolution No. 006-04 shall remain in effect unless otherwise repealed; however, if it or any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 8. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time because the increase will take effect in the pay period beginning on or after July 2, 2013; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

\_\_\_\_\_  
John A. Helberg, Council President

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

\_\_\_\_\_  
Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

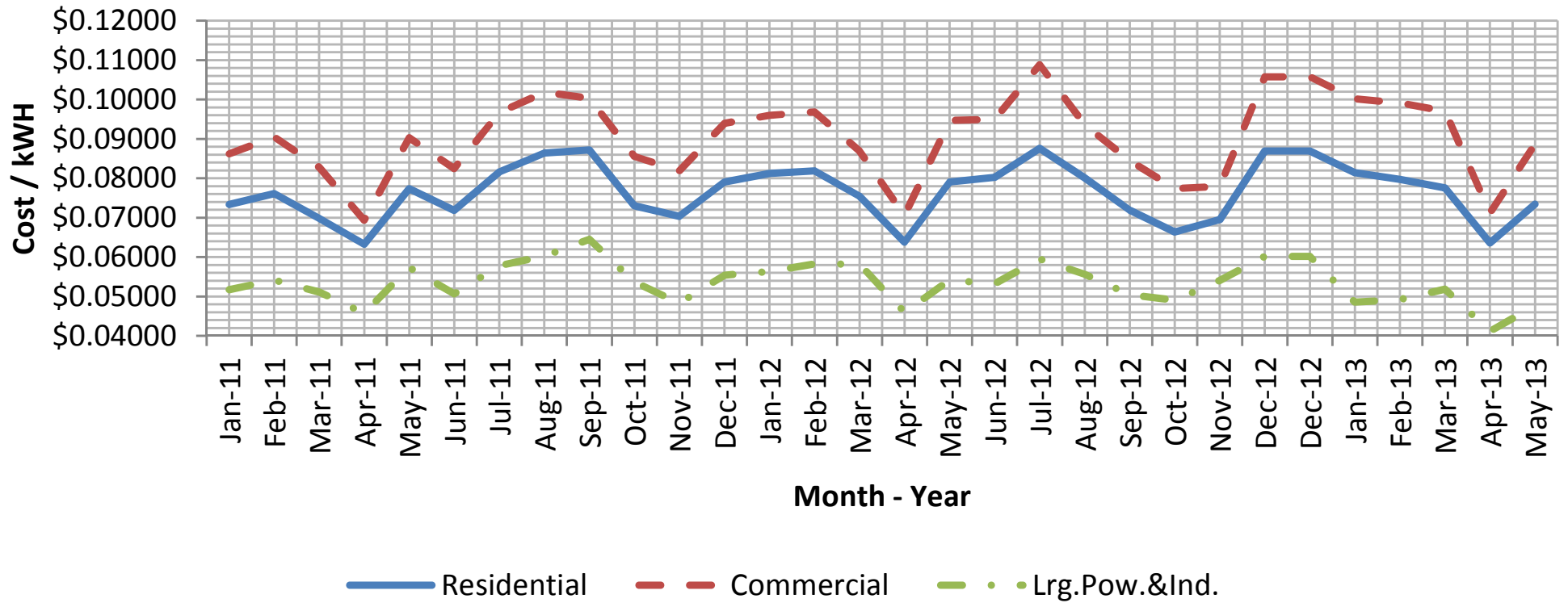
Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

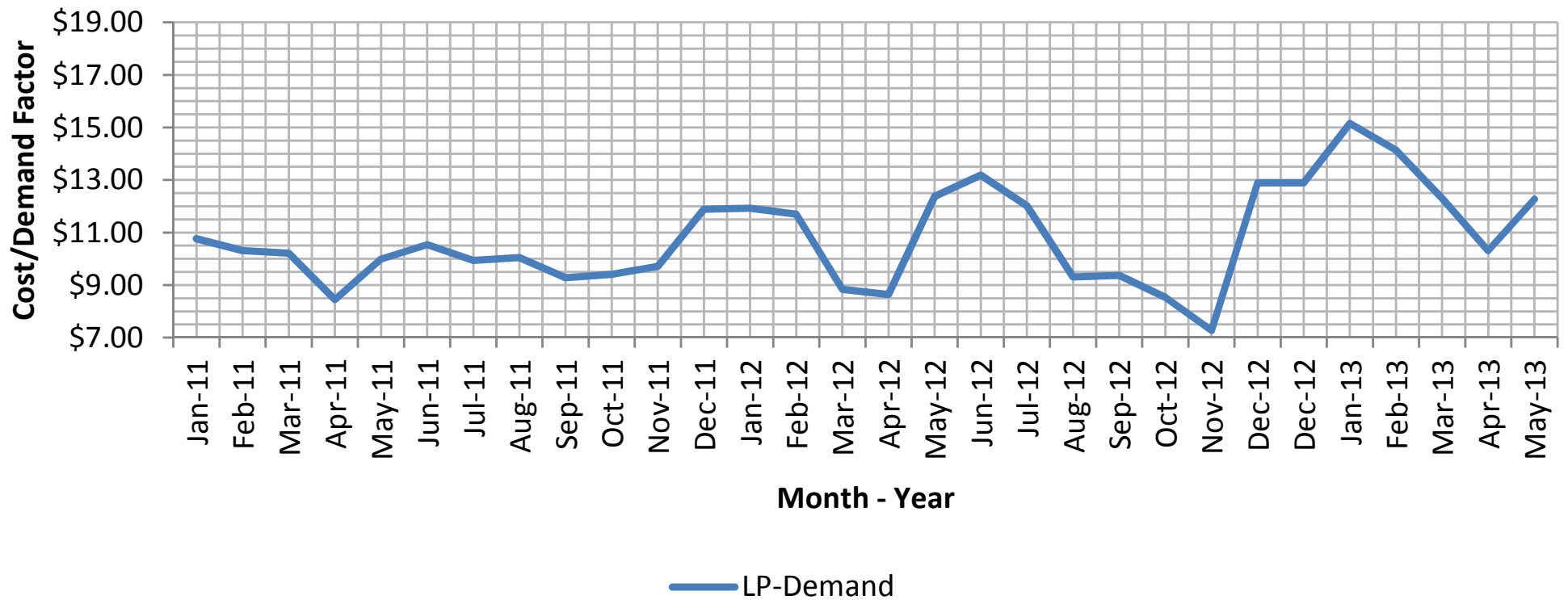
*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 022-13 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

## Power (Energy) Cost Factor - History



## Demand Cost Factor - History



2013 APRIL - BILLING DETERMINATES - RATE COMPARISONS TO PRIOR PERIODS										
Rate Comparisons to Prior Month and Prior Year for Same Period										
			Current	Prior Month	Prior Year					
	Service	Service	May	April	May			Current	Prior Month	Prior Year
Customer Type	Usage	Units	2013 Rate	2013 Rate	2012 Rate	Service	Service	May	April	May
								2013 Rate	2013 Rate	2012 Rate
<b>Customer Type -&gt;</b>			<b>RESIDENTIAL USER - (w/Gas Heat)</b>			<b>RESIDENTIAL USER - (All Electric)</b>				
Electric Customer Charge			\$6.00	\$6.00	\$6.00			\$6.00	\$6.00	\$6.00
Distribution			\$16.53	\$16.53	\$16.53			\$33.39	\$33.39	\$33.39
Demand										
Generation	978	kWh	\$71.83	\$62.18	\$77.33	1,976	kWh	\$145.14	\$125.63	\$156.24
kWH Tax- Level 1			\$4.55	\$4.55	\$4.55			\$9.19	\$9.19	\$9.19
kWH Tax- Level 2										
kWH Tax- Level 3										
			-----	-----	-----					
Total Electric			<b>\$98.91</b>	<b>\$89.26</b>	<b>\$104.41</b>			<b>\$193.72</b>	<b>\$174.21</b>	<b>\$204.82</b>
Water	6	CCF	\$39.57	\$39.57	\$37.71	11	CCF	\$63.07	\$63.07	\$59.75
Sewer	6	CCF	\$54.58	\$54.58	\$54.58	11	CCF	\$76.78	\$76.78	\$76.78
Storm Water (Rate/ERU)			\$9.50	\$9.50	\$9.50			\$9.50	\$9.50	\$9.50
Refuse (Rate/Service)			\$18.00	\$18.00	\$18.00			\$18.00	\$18.00	\$18.00
			-----	-----	-----					
Sub-Other Services			<b>\$121.65</b>	<b>\$121.65</b>	<b>\$119.79</b>			<b>\$167.35</b>	<b>\$167.35</b>	<b>\$164.03</b>
			-----	-----	-----					
Total Billing - All Services			<b>\$220.56</b>	<b>\$210.91</b>	<b>\$224.20</b>			<b>\$361.07</b>	<b>\$341.56</b>	<b>\$368.85</b>
Verification Totals->			\$220.56	\$210.91	\$224.20			\$361.07	\$341.56	\$368.85
				<u>Cr.Mo to Pr.Mo</u>	<u>Cr.Yr to Pr.Yr</u>					
Dollar Chg.to Prior Periods				\$9.65	-\$3.64				\$19.51	-\$7.78
% Inc/Dec(-) to Prior Periods				4.58%	-1.62%				5.71%	-2.11%
=====			=====	=====	=====	=====				
Cost/kWH - Electric	978	kWh	\$0.10113	\$0.09127	\$0.10676	1,976	kWh	\$0.09804	\$0.08816	\$0.10365
% Inc/Dec(-) to Prior Periods				10.80%	-5.27%				11.21%	-5.41%
Cost/CCF - Water	6	CCF	\$6.59500	\$6.59500	\$6.28500	2	CCF	\$31.53500	\$31.53500	\$29.87500
Cost/GALLONS - Water	4,488	GAL	\$0.00882	\$0.00882	\$0.00840	1,496	GAL	\$0.04216	\$0.04216	\$0.03994
% Inc/Dec(-) to Prior Periods				0.00%	4.93%				0.00%	5.56%
Cost/CCF - Sewer	6	CCF	\$9.09667	\$9.09667	\$9.09667	2	CCF	\$38.39000	\$38.39000	\$38.39000
Cost/GALLON - Sewer	4,488	GAL	\$0.01216	\$0.01216	\$0.01216	1,496	GAL	\$0.05132	\$0.05132	\$0.05132
% Inc/Dec(-) to Prior Periods				0.00%	0.00%				0.00%	0.00%
(Listed Accounts Assume SAME USAGE for kWH and Water (CCF) for All Billing Periods)										
(One "1" Unit of Water CCF "Hundred Cubic Foot" = 748 Gallons)										

2013 APRIL - BILLING DE			RATE REVIEW COMPARISONS								
Rate Comparisons to Prior Mo											
			Current	Prior Month	Prior Year			Current	Prior Month	Prior Year	
	Service	Service	May	April	May		Service	Service	May	April	May
Customer Type	Usage	Units	2013 Rate	2013 Rate	2012 Rate		Usage	Units	2013 Rate	2013 Rate	2012 Rate
Customer Type ->			COMMERCIAL USER - (3 Phase w/Demand)			INDUSTRIAL USER - (3 Phase w/Demand)					
Electric Customer Charge			\$18.00	\$18.00	\$18.00				\$100.00	\$100.00	\$100.00
Distribution			\$92.86	\$92.86	\$92.86	98,748	Reactive	\$7,279.05	\$7,279.05	\$7,279.05	
Demand	20.31	kW/Dmd				1510.1	kW/Dmd	\$16,180.06	\$13,598.11	\$16,325.11	
Generation	7,040	kWh	\$624.03	\$501.32	\$666.55	866,108	kWh	\$39,239.48	\$33,850.12	\$44,546.55	
kWH Tax- Level 1			\$9.66	\$9.66	\$9.66			\$9.66	\$9.66	\$9.66	
kWH Tax- Level 2			\$20.80	\$20.80	\$20.80			\$56.24	\$56.24	\$56.24	
kWH Tax- Level 3								\$3,087.71	\$3,087.71	\$3,087.71	
Total Electric			\$765.35	\$642.64	\$807.87			\$65,952.20	\$57,980.89	\$71,404.32	
Water	25	CCF	\$126.07	\$126.07	\$119.67	300	CCF	\$1,420.51	\$1,420.51	\$1,344.61	
Sewer	25	CCF	\$138.94	\$138.94	\$138.94	300	CCF	\$1,359.94	\$1,359.94	\$1,359.94	
Storm Water (Rate/ERU)			\$9.50	\$9.50	\$9.50			\$330.00	\$330.00	\$330.00	
Refuse (Rate/Service)			\$5.00	\$5.00	\$5.00			\$5.00	\$5.00	\$5.00	
Sub-Other Services			\$279.51	\$279.51	\$273.11			\$3,115.45	\$3,115.45	\$3,039.55	
Total Billing - All Services			\$1,044.86	\$922.15	\$1,080.98			\$69,067.65	\$61,096.34	\$74,443.87	
Verification Totals->			\$1,044.86	\$922.15	\$1,080.98			\$69,067.65	\$61,096.34	\$74,443.87	
				Cr.Mo to Pr.Mo	Cr.Yr to Pr.Yr				Cr.Mo to Pr.Mo	Cr.Yr to Pr.Yr	
Dollar Chg.to Prior Periods				\$122.71	-\$36.12				\$7,971.31	-\$5,376.22	
% Inc/Dec(-) to Prior Periods				13.31%	-3.34%				13.05%	-7.22%	
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Cost/kWH - Electric	7,040	kWh	\$0.10871	\$0.09128	\$0.11475	866,108	kWh	\$0.07615	\$0.06694	\$0.08244	
% Inc/Dec(-) to Prior Periods				19.10%	-5.26%				13.76%	-7.63%	
Cost/CCF - Water	6	CCF	\$21.01167	\$21.01167	\$19.94500	250	CCF	\$5.68204	\$5.68204	\$5.37844	
Cost/GALLONS - Water	4,488	GAL	\$0.02809	\$0.02809	\$0.02666	187,000	GAL	\$0.00760	\$0.00760	\$0.00719	
% Inc/Dec(-) to Prior Periods				0.00%	5.35%				0.00%	5.64%	
Cost/CCF - Sewer	6	CCF	\$23.15667	\$23.15667	\$23.15667	250	CCF	\$5.43976	\$5.43976	\$5.43976	
Cost/GALLON - Sewer	4,488	GAL	\$0.03096	\$0.03096	\$0.03096	187,000	GAL	\$0.00727	\$0.00727	\$0.00727	
% Inc/Dec(-) to Prior Periods				0.00%	0.00%				0.00%	0.00%	
(Listed Accounts Assume SAME											
(One "1" Unit of Water CCF "Hu.											

**Fw: MMD&H CRA Numbers/Holgate Metal Fab EZ**

From: "Gregory J Heath" <gheath@napoleonohio.com>  
To: "Roxanne Dietrich" <rdietrich@napoleonohio.com>  
Attachments: MMD&H Section C 051513.pdf (586.6 kB);

05/15/13 11:58 AM

Please include in Council Packets.

-----Original Message-----

From: "Robert McColley" <rmccolley@hencoed.com>  
To: "Gregory J Heath" <gheath@napoleonohio.com>, "Jon Bisher " <jbisher@napoleonohio.com>  
Cc: "Trevor Hayberger" <thayberger@napoleonohio.com>  
Date: 05/15/2013 10:47 AM  
Subject: MMD&H CRA Numbers/Holgate Metal Fab EZ

At the last council meeting, the Council did not vote to continue the MMD&H CRA Agreement (Petro's original agreement entered into in 2004), because Council still needed clarification of the items contained in the entity's section C, which is attached.

Specifically, we needed the numbers on the following sections to be clarified:

11(a) & (b)  
12

With respect to those sections, it was clarified that Petro actually currently has 27 employees, 21 of which are permanent full time. Because the CRA Agreement was granted prior to the business' existence, the answer for 11(a) & 11(b) would be the same (21).

The answer to question 12 is actually \$430,878.00.

Additionally, please ignore the retain section under question 6. This should not be filled out, but was through a misunderstanding.

It is clear that Petro fell below its job creation numbers (21/35) and Payroll Numbers (430,878.00/700,000.00). However, I would still recommend that City Council continue the CRA Agreement. Although the numbers fell short, Petro is still a relatively large employer in Napoleon, and continues to invest in the expansion of its facilities and the creation of more jobs. This type of investment and development should not be stifled. Therefore, I respectfully recommend the continuation of MMD&H's CRA Agreement and I also recommend the approval of MWA Enterprise Ltd's pending CRA Agreement.

Also, at the last Council meeting it was brought up that we were still awaiting information from Holgate Metal Fab Inc. concerning its tax abatement agreement. However, Holgate Metal Fab's agreement is actually an enterprise zone agreement and, thus, outside the scope of the City Council's authority. The ultimate authority on local approval of enterprise zone agreements lies with the County Commissioners. Sorry for any confusion.

If you have any questions, please let me know. Thank you.

*City of Napoleon, Ohio*

## **TREE COMMISSION**

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

### **Meeting Agenda**

Monday, May 20, 2013 at 6:00 PM

- I. **Approval of Minutes** (In the absence of any objections or corrections, the minutes shall stand approved.)
- II. **Tree Call Report**
- III. **Spring Tree Programs**
- IV. **Any Other Matters to Come before the Commission**

---

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
**TREE COMMISSION**

---

**Meeting Minutes**  
**Monday, April 15, 2013 at 6:00 PM**

**PRESENT**  
**Commission**

David Volkman - Chair, Bill Rohrs, Ron Bahler, Kirk Etzler, Anella Huff, Jason Maassel

**City Staff**  
**Recorder**

Marty Crossland  
Barbara Nelson

**ABSENT**  
**Members**

None

**Call To Order**

Chairman Volkman called the meeting to order at 6:00 pm. Anella Huff, new Tree Commission member, was sworn in prior to the start of the meeting.

**Approval Of Minutes**

Etzler said his only correction to the 3/18/13 minutes is that he can be at the Arbor Day celebration on Friday, April 26, but could not be there on Saturday. Minutes stand approved.

**Tree Call Report**

Crossland received a call from 230 W. Main. The homeowner was scheduled to get trees, but wanted larger trees planted by L.J. Irving, Inc. Crossland will get something for them to sign, so we are not liable and don't have to water the trees. We will prune them as needed. He will meet with Irving Bros. to show them where utilities are located. We planted a red oak where an ash tree was, but it didn't make it. They will level the ground and replant. There is plenty of room. Crossland will delete this line item from the N. Branch Nursery order. The homeowner is paying for everything, since she wants a 5" or 6" diameter tree planted. This would cost us almost \$600 each and there is less of a chance of survival when trees are bigger.

**Spring Tree Programs**

Crossland talked to electric about a tree on the embankment between Wayne Park & 424. It has a 10-12" leader coming out of it. He hopes our worker can reach and remove it. Volkman noted that Dennie Clapp said Jamie Howe will soon be a certified arborist. Crossland said he knew Howe had been through line clearance training, but didn't know about his arborist certification. Jamie does a good job. There have been no issues with trees even in high winds. Volkman said this was a Tree Commission goal.

Crossland said the cost for spring tree programs is about \$5,425. Jared will also grind stumps for Parks & Recreation and Electric. The contract shouldn't go over \$6,000. There will be no trimming this spring.

**Arbor Day Observation**

Etzler suggested setting the Arbor Day Celebration time for 1:00 pm. He will inform Mr. Dietrich and Ms. Freedman at Napoleon Middle School. Nelson will publish the Arbor Day Celebration notice. Volkman explained the Arbor Day observance to Huff. This annual observation is required to be a Tree City. Maassel suggested that Huff invite Garden Club members to the celebration.

**Any Other Matters**

No one is attending the Tree City Awards Banquet.

Etzler asked about the Tree City plaque that was to be hung in Council Chambers. Crossland said he talked to Stephanie about the yearly award markers for the plaque. He is missing five of 18 years. She sent one, but it is not the same as the others. Etzler suggested looking for a similar style at a trophy shop.

Crossland said we received the 125 gator bags that were ordered from Kurtz Hardware. We will stencil *City Parks Department* on them with spray paint. We usually plant 25 trees in fall and 25 in spring. We have enough bags for a two-year span with extras for breaks or theft. Trees will be watered starting in mid-May.

Etzler asked about tree software. Crossland said he finished putting in all the addresses. He can divide them into blocks.

Huff asked why the bottomland by the golf course has been cleared off. Crossland said the stone arches are being redone by the State as part of the highway's dedication to the City.

Rohrs said Michigan has an oak wilt problem. Volkman said Toledo had the problem 20 years ago. There aren't any here that he is aware of. Pruning sometimes infests trees because the same saw is used from tree to tree.

**Motion To Adjourn**

**Passed**

**Yea- 6**

**Nay- 0**

**Date:**

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Motion: Etzler      Second: Bahler  
To adjourn the meeting at 6:43 PM

Roll call vote on above motion:

Yea-Bahler, Etzler, Maassel, Volkman, Huff, Rohrs

Nay-

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David Volkman, Chair

City of Napoleon, Ohio

## **PARKS & RECREATION COMMITTEE**

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

### **Meeting Agenda**

Monday, May 20, 2013 at 8:00 PM

1. Call to Order
2. Approval of Minutes
3. Lengthening the Season at the Golf Course
4. Any other Items Currently Assigned to Committee
5. Adjournment

---

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
**PARKS AND RECREATION COMMITTEE**

---

**Special Meeting Minutes**  
**Wednesday, March 13, 2013 at 6:30 PM**

**PRESENT**  
**P&R Committee**  
**P&R Board**  
**City Council**  
  
**City Staff**

**Recorder**  
**Others**

**ABSENT**  
**P&R Committee**

**Call To Order**

**Approval Of Minutes**

**Review Of Municipal  
Operation Of The Golf  
Course**

Patrick McColley – Chair, Jeff Lankenau, John Helberg - Pro-Tem  
Matt Hardy – Chair, Peg Funchion, Chad Richardson, Shawn Thompson  
John Helberg – President, Jeff Lankenau, Patrick McColley, Christopher Ridley,  
Jason Maassel  
Ronald Behm, Mayor  
Tony Cotter, Parks & Recreation Director  
Gregory Heath, Finance Director/Clerk of Council  
Trevor Hayberger, Law Director  
Chad Lulfs, Acting City Manager  
Jeff Rathge, Operations Superintendent  
Sheryl Rathge, Executive Assistant  
Diane Ressler, Golf Clubhouse Supervisor  
Barbara Nelson  
News Media, Mike Lanzer, John Hoeffel, Jim Eisaman, Tom Russell

Travis Sheaffer

Chairman McColley called the meeting to order at 6:32 pm

Minutes of the September 26, 2012, special meeting stand approved.

Cotter said there has been an ongoing discussion regarding golf course operations. The goal is to boost revenues and cut expenses. We want to bring together people with interest in the course who want to take ownership of issues there. Cotter believes the best course of action would be to assemble a committee, commission or focus group to come up with ideas. They could meet once a month or more and bring ideas to the Committee.

Hardy said many people would like to increase the cost of golf memberships. Cotter said he isn't sure this can be done in time since the course opens on April 1. A rate would need to be agreed on, put in ordinance form and go to Council. Since it involves rates, it usually goes for three readings. Raising memberships for current members may be okay, but the goal is to bring in additional memberships. A higher rate may discourage new members.

Lankenau asked how many golf memberships were sold last year. Cotter said 150. There were over 300 ten years ago. There has been a downturn in individual memberships and an increase in senior members. Lankenau asked who this advisory board would answer to. Hayberger said it would have to be Council since they are the only ones who can establish a Commission. They could report to the P&R Committee who would report to Council, but they would need to publish meetings, take minutes, etc. McColley said all meetings would be public and be advertised in the newspaper. Hayberger said as a public body, members can't get together anywhere, even in the clubhouse, with a quorum of members.

Hardy said Council committed to keeping the course open this year. What needs to happen in order to stay open after this year? McColley said he does not believe P&R will get to a revenue neutral state this year or next, but they need to show that progress is being made. He can't speak for everyone on Council. Helberg said this Council can't speak for future Councils. Lankenau said he would like to minimize the subsidy from the general fund. Hardy asked for a specific number. McColley said he would like to see P&R reduce \$30,000 overall in their general fund subsidy, without capital costs. Lankenau said his number would be near zero for overall operations, not including capital. Ridley said his immediate goal is the overall subsidy.

Hardy said the golf course is being singled out. The pool lost much more money than the golf course. We want to keep both. Hardy said the Mayor stated that the golf course is a small part of a bigger picture and \$100,000 is nothing to the City. Mayor Behm said he meant that \$100,000 is nothing in the big picture, but Council is attacking every piece of the budget. McColley said the subsidy needs to be reduced. Hardy said the subsidy has already been reduced. The P&R Board did things we said we would never do in order to save money.

McColley said the Board has done a good job, but there has been a significant drop in income at the golf course. Hardy said there is more opportunity to generate revenue at the golf course than at the pool. McColley said that's why the commission is very important. They can take advantage of their knowledge and increase revenue at the course. Many more cities have pools than golf courses. A kid can't ride their bike to Defiance to swim, but a golfer can get in their car and drive there.

Cotter said several people asked to be part of the commission. He gave a list of names to McColley. He recommended that a member of Council be on the commission to help determine what the City can and can't do. Someone asked about having 50/50 drawings, but the City can't do that. Heath a Golfers Association, similar to the Firemen's Association, could have 50/50 drawings. Lankenau said Hayberger could attend meetings if necessary, but he wouldn't recommend too many Council members or Board members being involved. We want new ideas.

Hayberger said this can also be done privately, then those interested can do what they want and not have to follow City rules. Helberg said he would rather that it not be a Commission. Hayberger said recommendations would go through Council eventually, but the group can come up with recommendations any way they want. Cotter can bring the recommendations to Council. Heath said it would be similar to a levy committee. Hayberger said no motions would be needed to create a private group like that. McColley suggested that a list of issues be created for the group to address.

Ken Hawley asked what happens if they are able to enhance golf course revenue by \$30,000, but the pool loses \$30,000. Is this about the entire recreation budget? Some people think golf course membership rates should be raised tonight. Looking at the numbers, he believes a 20% increase in rates would be a start. Ridley said this is usually a big process with 3 readings and he supports that; however, the group that rates would impact is asking for the increase. He is in support of expediting this legislation. Helberg suggested putting a moratorium on memberships at this point and bringing legislation with emergency and suspension

**Motion For Moratorium  
On Acceptance Of Golf  
Memberships**

**Passed**  
**Yea - 3**  
**Nay - 0**

to the next meeting.

Mike Lanzer said he already got his membership this year. Hayberger said the City would honor that membership, but no new memberships would be issued under the old rates.

Motion: Helberg                      Second: Lankenau  
To recommend making a moratorium on acceptance of annual golf memberships

Roll call vote on above motion.  
Yea – Lankenau, McColley, Helberg  
Nay -

Cotter said current golf membership rates are:  
Resident \$290                      Non-resident \$350  
Senior resident \$240              Senior non-resident \$270  
Student resident \$160              Student non-resident \$200

Ridley said prices had been lowered in hopes of getting more memberships. Helberg said golfers realized they had it good for a long time. They are asking to raise the rates. McColley asked how soon the new group could get together to get a rate recommendation. Lulfs suggested the group email their recommendation to Cotter and get it on the agenda for the next Council meeting. Helberg said an avid golfer told him the cost should be no less than \$630 for a regular member. Hawley said that might be for an 18-hole golf course.

Hayberger said the next Council meeting is Monday, 3/18 and the next one after that is Monday, 4/1. Maassel said if someone wants to play golf in the meantime, they could pay the greens fees and we would put that money toward their membership. Ressler said she would prefer not to do it that way. The group could get together on Sunday to have a recommendation for Monday, 3/18. Hayberger said he can have legislation ready.

Hawley asked how the group can get more memberships if the City is planning to close the course next year. Helberg said no one wants to close the course, but we have to do something different, even if that means turning it over to someone else. We can't keep funding it at the current level.

Hardy said the P&R budget has to decrease as a whole. The Board and Cotter did a lot to reduce it. If the revenue at the golf course increases, Council would have a hard time closing it. Helberg said every round of golf that was played last year was subsidized another \$13 by the City for that round of golf including capital. Hardy said the numbers are way off for capital. Ridley said Council needs to determine a goal line for no subsidy in general and what the timeline is.

Hawley said the auditors picked nine courses for the performance audit and not one is making a profit. McColley said the course will never operate at a profit with capital expense included. It is a service to citizens. They will need to come up with ideas and do the legwork to make it work. Helberg said the group may want to talk to property owners west of the course and create an 18-hole golf course off City property, then the City would be out of it. McColley said the flooding won't go away. The Corps of Engineers won't allow the City to fix this. We would have to offset it and the ratio is usually 1.5 to 1. This is tough to do. If a non-profit group

takes it over, maybe the City could pay something for every day it floods.

Hayberger asked if the Board wants a presence in this decision making. Hardy said he doesn't care. McColley said this must move quickly. He would rather see it go to the Board first. Funchion said the Board just recommends. Council has the power. Hardy said he is fine with Council making the decision. McColley said in the future, these issues should go to the Board too.

Ressler said it is unrealistic to think that this can be turned around in one year. The group will have to go to businesses for donations. She has worked diligently to keep things going and cut back every expense she can. She asked for more time. McColley said his opinion is that Council wants to see progress. Thompson asked what Council will ask from the P&R Board when the golf course meets their goal, but we still have to come up with \$60,000. He wants to know what the line is. Is it a separate issue for the golf course or one single number for P&R? The golf course and pool are our white whales. If the golf course gains \$20,000, it goes back in the fund. Lankenau said his bottom number would be zero from the general fund, not including capital expenses.

Thompson asked if the Board needs to make things separate. Funchion asked if there should be a committee for the pool, T-ball, etc. Hawley said kids shouldn't have to pay a fee to play baseball. Hardy said the Board will do everything they can to reduce expenses. The new group can bring a recommendation on rates. He asked for questions from the audience.

John Hoeffel asked if City compensates the cost back to the golf course for employee discounts. McColley said that topic will come up later in the meeting.

Jim Eisaman said he was approached as a businessman to donate \$1,000 and get a golf membership. The golf course was packed last Sunday and no one paid greens fees. Why were people allowed to golf for free? McColley said this is something to be addressed. Eisaman said he is not a member of the golf course anymore, but he planned to join again this year. Having to pay \$1,000 just because he is a business person in town is not right. Cotter said this solicitation did not come from his staff. Hardy said no one here knows about the \$1,000 donation request. Eisaman said the golf course membership graph should show 10-15 years ago. Helberg said everyone thought the golf course was making good money, but that does not include capital expense.

Cotter said the issue of people going on the course and playing for free just came to his attention. He does not want this to happen. He is light staffed in the clubhouse with one person working. The first tee is by the parking lot. He tries to make sure this doesn't happen and will impress it on his staff even more now. Helberg suggested that others help police the golf course too.

## **Outsource Management Of Municipal Pool**

Cotter said one of the money saving ideas suggested by the performance audit was outsourcing management of the pool. He made contacts with two management companies in Ohio that manage country clubs and a few municipal pools. They try to minimize overall costs, but won't make money for the City. USA Pools of Ohio would charge \$74,130 per year. This includes staffing, day to day management and chemicals. The City would pay for utilities, maintenance and repairs, insurance and capital improvements. The City would keep revenues from attendance. Metro Pools of Cleveland gave a verbal quote in the minimum amount of \$75,000. Cotter

is waiting for their detailed proposal.

Total estimated costs for City managed swimming pool operations vs. USA Pools management is a potential savings of \$1,630. However, the cost of utilities could be considerably higher since USA Pools may use more water and increase the water temperature level. We have been saving \$5,000-\$6,000 in natural gas costs by lowering the pool temperature. There would also be loss of management control of the facility.

Cotter said Representative Wachtmann offered the services of the Putnam County YMCA. Someone from the Y said they will get figures back to him next week. The Y would do pool management, supply personnel, and keep pool revenues. McColley suggested the P&R Board table this and review the proposal at their next meeting.

**Motion To Take Off  
Agenda**

Motion: Lankenau                      Second: Helberg  
To take *Outsource Management Of Municipal Pool* off the agenda

**Passed**  
**Yea - 3**  
**Nay - 0**

Roll call vote on above motion.  
Yea – Lankenau, McColley, Helberg  
Nay -

**City Employee Discounts**

Cotter said Union contracts offer half-price rates for P&R memberships, program fees, etc. Non-bargaining employees also have this benefit per personnel policies. This item can be addressed in union negotiations and Council can do as it wants with non-bargaining employees. Lankenau noted that this is the last year for all three Union contracts. Helberg said Council can tell Bisher to get this out of Union contracts. The City should take those moneys from that savings and allocate it back to the golf course since the course didn't lose the money. Cotter said there are no more than 10 City employee golf course memberships, about 5-6 for the pool. He doesn't know about recreation fees since this is the first year

Tom Russell asked if this applies to part-time employees too. Most of the people working at the golf course are part-time. Cotter said it states in the Personnel Code that anyone working at that entity is exempt from fees. This has been in place for several years at the pool and golf course. Russell asked if the 50% discount includes park usage. Cotter affirmed. Ridley said Council is limited on what it can do with bargaining units, but they can end the practice for non-bargaining employees. Lankenau said he believes this should be consistent for all employees.

McColley said Council could take away the 100% free for people working at the pool and golf course. Ressler said it would be difficult to find a golf course that does not give this discount to their employees. McColley said there is usually not a public board overseeing it. Ressler said she feels like she is being attacked about this. Russell said golf cart fees are the biggest profit margin on the course. Cotter said employees do not get a discount on carts, just memberships.

Lankenau suggested that Council direct Bisher to get the 50% discount out of union contracts, then we can address non-bargaining employees too. McColley said the 100% discount is minor. Helberg asked if golf course employees get free golf carts as well as the 100% discount. Ressler affirmed. Hardy asked how many employees get the 100% discount. Ressler said eight, but many of them walk the course. Lankenau suggested leaving this issue for recommendations from the new

	group.
<b>Motion To Remove From Agenda</b>	Motion: Lankenau      Second: Helberg To remove <i>City Employee Discounts</i> from the agenda
<b>Passed</b> <b>Yea - 3</b> <b>Nay- 0</b>	Roll call vote on above motion. Yea – Lankenau, McColley, Helberg Nay -
<b>Reduce P&amp;R Department Staff by 1.5 FTE</b>	Cotter said the performance audit matched up full time employees compared to other cities, along with acreage and the overall expense of the P&R department. The auditors did not identify the acreage correctly or include revenue from parks entities. We glean \$13,000-\$15,000 per year in shelter house revenues that should have been included. The data used by the auditors was from 2011; however, the P&R Board started their cost reduction project in 2012 and made many changes to reduce costs. This included reductions in staff. We cut one golf course person in 2012 along with a permanent part-time employee. We also cut a permanent part-time staff in 2013. We compare evenly with peer cities with all of this data included. We do more than typical P&R tasks. Due to a reciprocating agreement to allow usage of the schools, we maintain some of the schools' athletic fields. We weed and spray the downtown tree wells. We maintain roadside areas other than parks. Cotter recommends no action on this item because we are in line with peer cities. Lankenau said we are lower on expenditure per acre by \$85.
<b>Motion To <u>Not</u> Reduce By 1.5 FTE</b>	Motion: Lankenau      Second: Helberg To recommend approval of staff recommendation re: <u>not</u> reducing Parks & Recreation staff by 1.5 FTE
<b>Passed</b> <b>Yea - 3</b> <b>Nay- 0</b>	Roll call vote on above motion. Yea – Lankenau, McColley, Helberg Nay -
<b>Outsource Of Cemetery Mowing, Burial &amp; Maintenance Functions</b>	Cotter said the performance audit cited a small village that outsourced mowing & trimming and burials and saved money. He did a RFP to two bigger landscape companies and received one quote back. He did not ask for a quote on burial costs. The estimate was \$76,840. When he added \$34,500 for burials based on \$500 times the average number of burials per year, it would actually cost the City more to outsource tasks at the cemetery. The biggest reason is there are many memorials to trim around and we use CCNO trustees to do that work. It is very time consuming. We use at least two trustees per day. The contractor couldn't compete because he would have to hire additional employees to do this.
<b>Motion To <u>Not</u> Outsource Cemetery Functions</b>	Motion: Lankenau      Second: Helberg To accept the staff recommendation regarding <u>not</u> outsourcing cemetery mowing, burial & maintenance functions
<b>Passed</b> <b>Yea - 3</b> <b>Nay- 0</b>	Roll call vote on above motion. Yea – Lankenau, McColley, Helberg Nay -
<b>Any Other Items</b>	Cotter will bring information regarding adjusting rates/fees at the cemeteries. We have not increased in ten years and are a little low compared with other local cemeteries. McColley thanked Cotter for his diligence in looking into issues and

**Motion To Adjourn**

**Passed**  
**Yea - 3**  
**Nay- 0**

**Date Approved**

getting proposals and quotes. McColley thanked the Board for their diligence.

Motion: Lankenau      Second: Helberg  
To adjourn the meeting at 8:13 pm

Roll call vote on above motion.  
Yea – Lankenau, McColley, Helberg  
Nay –

Patrick McColley, Chair

# City of Napoleon Parks and Recreation Department

255 West Riverview Avenue Napoleon, Ohio 43545  
(419) 592-4010 (419) 592-8955 (fax)  
tcotter@napoleonohio.com

## Memorandum

To: *Jon A. Bisher, City Manager*  
From: *Tony Cotter, Director of Parks and Recreation*  
Date: *Friday, May 17, 2013*  
Subject: *Golf Course Season Date Extension Revenue Estimate*

Per the request of City Council, the following represents projected revenue gleaned and the additional labor expenses at the Golf Course if the season were to be lengthened. The season dates proposed would be from March 15<sup>th</sup> - Nov. 15<sup>th</sup>.

### **Sales History – Greens Fees and Cart Rentals**

	<u>Weekday Greens Fees</u>	<u>Weekend Greens Fees</u>	<u>Cart Rental</u>	<u>Total</u>	<u>½ Month Avg.</u>
Apr. 2012	\$1,695	\$1,336	\$1,775	\$4,806	\$2,403
Apr. 2011	\$779	\$592	\$438	\$1,809	\$905
Apr. 2010	\$2,757	\$1,899	\$4,777	\$9,433	\$4,716
<b>3 Yr. Avg. (Apr)</b>					<b>\$2,675</b>
Oct. 2012	\$1,809	\$1,470	\$249	\$3,528	\$1,764
Oct. 2011	\$658	\$330	\$48	\$1,036	\$518
Oct. 2010	\$1,845	\$1,338	\$417	\$3,600	\$1,899
<b>3 Yr. Avg. (Oct)</b>					<b>\$1,393</b>
<b>Revenue Estimate (additional days)</b>					<b>\$4,068*</b>

\* Revenue estimate does not include concession, supplies, and other potential sales

### **Labor Cost – Clubhouse Staff**

	<u>No. of Days Worked</u>	<u>Avg. Hours Work/Day</u>	<u>Avg. Hourly Rate</u>	<u>Expense Total</u>
<b>Clubhouse Attendant</b>	30	8	\$9.75	<b>\$2,340</b>

Based on the above figures, additional revenue of approximately \$1,728 could be collected by lengthening the season. It is very important to note, however, that any additional revenue is highly dependent upon weather conditions. In order to maximize revenue and keep costs to a minimum, flexible, “on call” type staffing would need to be in place where on poor weather days the clubhouse would close early.

If you would like additional information, please let me know.



John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Scott J. Nally, Director

May 8, 2013

Re: Public Notice No.: 13-05-038

Mayor and Council  
City of Napoleon  
255 West Riverview Avenue  
Napoleon, OH 43545

Ladies and Gentlemen:

Enclosed is one copy of the Public Notice referenced above regarding National Pollutant Discharge Elimination System (NPDES) permits or modifications. This notice is being advertised in a newspaper of general circulation in the county, and is being provided to certain public officials and the regulated entity.

In order to provide further public notice, we will appreciate your assistance in posting this notice in a conspicuous location for a thirty-day period starting on the date of Public Notice.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink, reading "Ed Swindall".

Ed Swindall, Supervisor  
Permit Processing Unit  
Division of Surface Water

ERS/kep

Enclosure

**National Pollutant Discharge Elimination System (NPDES) Permit Program****PUBLIC NOTICE****NPDES Permit to Discharge to State Waters**

Ohio Environmental Protection Agency  
Permits Section  
50 West Town St., Suite 700  
P. O. Box 1049  
Columbus, Ohio 43216-1049  
(614) 644-2001

Public Notice No.: OEPA 13-05-038 DFT  
Date of Issue of Public Notice: May-15-2013  
Name and Address of Applicant: Campbell Soup Supply Company, LLC, 12-773 State Route 110,  
Napoleon, OH 43545

Name and Address of Facility  
Where Discharge Occurs: Campbell Soup Supply Company, LLC, 12-773 State Route 110,  
Napoleon, OH 43545, Henry County

Outfall Flow and Location List:	003	230,000 GPD 41N 24' 11"	84W 06' 12"
	004	320,000 GPD 41N 24' 24"	84W 05' 43"
	006	2,200,000 GPD 41N 24' 23"	84W 05' 04"
	007	600,000 GPD 41N 24' 19"	84W 04' 51"
	008	680,000 GPD 41N 24' 16"	84W 04' 33"
	009	1,300,000 GPD 41N 24' 15"	84W 04' 20"

Receiving Stream: Maumee River and Unnamed Tributary

Nature of Business: Manufacture and canning of soups, sauces, and beverages.

Key parameters to be limited  
in the permit are as follows:

Total Suspended Solids, E. coli, Maximum pH, Minimum pH,  
CBOD 5 day, Dissolved Oxygen, Ammonia Nitrogen (NH<sub>3</sub>),  
Total Phosphorus (P), Total Residual Chlorine, Total Residual  
Oxidants,, pH Range Excursion-Maximum Duration, Spray  
Application Rate-Wastewater, pH Range Excursions-> 60  
Minutes - Number/Day, Total in Sludge Arsenic, Total in Sludge  
Cadmium, Total in Sludge Copper, Total in Sludge Lead, Total in  
Sludge Nickel, Total in Sludge Selenium, Total in Sludge  
Mercury, Total in Sludge Zinc, Fecal Coliform in Sludge,  
Molybdenum in Sludge

On the basis of preliminary staff review and application of standards and regulations, the director of the Ohio Environmental Protection Agency will issue a permit for the discharge subject to certain effluent conditions and special conditions. The draft permit will be issued as a final action unless the director revises the draft after consideration of the record of a public meeting or written comments, or upon disapproval by the administrator of the U.S. Environmental Protection Agency. Any person may submit written comments on the draft permit and administrative record and may request a public hearing. A request for public hearing shall be in writing and shall state the nature of the issues to be raised. In appropriate cases, including cases where there is significant public interest, the director may hold a public hearing on a draft permit or permits prior to final issuance of the permit or permits. Following final action by the director, any aggrieved party has the right to appeal to the Environmental Review Appeals Commission.

Interested persons are invited to submit written comments upon the discharge permit. Comments should be submitted in person or by mail no later than 30 days after the date of this public notice. Comments should be delivered or mailed to both of the following locations: 1) Ohio Environmental Protection Agency, Lazarus Government Center, Division of Surface Water, Permits Processing Unit, 50 West Town St., Suite 700, P.O. Box 1049, Columbus, Ohio 43216-1049 and 2) Ohio Environmental Protection Agency, Northwest District Office 347 North Dunbridge Road, Bowling Green, Ohio 43402.

The Ohio EPA permit number and public notice numbers should appear next to the above address on the envelope and on each page of any submitted comments. All comments received no later than 30 days after the date of this public notice will be considered.

The application, fact sheets, permit including effluent limitations, special conditions, comments received, and other documents are available for inspection and may be copied at a cost of 5 cents per page at the Ohio Environmental Protection Agency at the address shown on page one of this public notice any time between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. Copies of the public notice are available at no charge at the same address.

Mailing lists are maintained for persons or groups who desire to receive public notice for all applications in the state or for certain geographical areas. Persons or groups may also request copies of fact sheets, applications, or other documents pertaining to specific applications. Persons or groups may have their names put on such a list by making a written request to the agency at the address shown above.



# Ohio Municipal League

*Our Cities and Villages ★ Bringing Ohio to Life*

May 2013

Dear Mayor and Members of Council:

Thank you for sending in your municipality's 2013 OML dues.

Your continued support in these challenging times (especially as the viability of the municipal income tax continues to be under attack) enables the League to offer the services and publications you have become accustomed to in an uninterrupted fashion . This year it will also enable us to provide to the members reports and seminars on both the basics of municipal government and new developments. You will also be able to visit our website at <http://www.omloho.org> for information on legislative activities, sample ordinances and many other items of interest.

Enclosed for your convenience, you will find an OML brochure listing our services, and a schedule of meetings.

Continuing in 2013, the OML will be communicating with members electronically with increasing frequency. The Legislative Bulletin, special bulletins, and some meeting notices will come to your municipal officials via email. Check our website for detailed information on OML activities.

Because of your ongoing support the League continues to be able to provide a toll free number for your convenience and easy access - 1-800-561-3597. If you have questions, suggestions or comments, please feel free to give me or any of the staff a call.

Sincerely,

Susan J. Cave  
Executive Director

**July 25-26**  
OMAA (Attorneys)  
Law Institute  
Marriott Northwest Dublin

**September 26-27**  
OML Annual Conference  
Sheraton Capitol Square, Columbus

**September 22-25**  
ICMA (City Managers)  
Boston, MA

**September 29-October 2**  
IMLA  
San Francisco, CA

**October 11**  
3-Hour General Mayors Court  
Refresher Courses  
3-Hour General Update in morning  
3 Hour OVI Update in afternoon  
Columbus Bar Association

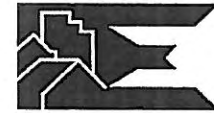
**November 7-8**  
MFOA Annual Conference  
Marriott Northwest, Dublin

**November 15**  
3-Hour General Mayors Court  
Refresher Courses  
3-Hour General Update in morning  
3 Hour OVI Update in afternoon  
Columbus Bar Association

**November 12-16**  
NLC Congress of Cities  
Seattle, WA

**December 6**  
Winter Municipal Law Seminar  
Marriott Northwest, Dublin

**December 13**  
3 hour CLE update courses for  
Magistrates hearing Mayors Court  
Holiday Inn, Worthington



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

**2013**

**OHIO MUNICIPAL  
LEAGUE**

**SCHEDULE  
OF MEETINGS**

**175 South Third Street, Suite 510  
Columbus, Ohio 43215-7100  
Phone: 614/221-4349  
Fax: 614/221-4390  
Toll Free: 800/561-3597  
[www.omloho.org](http://www.omloho.org)**

**January 17-19**

US Conference of Mayors  
Washington D.C.

**March 15**

Ohio Municipal Attorneys Association  
Law Institute

**May 19-23**

IIMC (Clerks)  
Atlantic City, NJ

**January 17**

6 Hour Initial GENERAL Mayor's  
Court  
Columbus Bar Association

**March 9-13**

NLC Congressional City Conference  
Washington, D.C.

**June 2-5**

GFOA  
San Francisco, CA

**January 18**

6 Hour Initial OVI Mayor's Court  
Training  
Columbus Bar Association

**April 14-16**

IMLA Conference  
Washington D.C.

**June 21-24**

US Conference of Mayors  
Las Vegas, NV

**February 6**

Legislative Luncheon  
Statehouse Atrium

**April 16-18**

Ohio Municipal Clerks Association  
Spring Conference  
Maumee Bay State Park

**June 8**

3-Hour General & OVI  
Mayor's Court Updates  
Canton

**February 21**

6 Hour Initial GENERAL Mayor's  
Court  
Columbus Bar Association

**May 3**

Ohio Association of Public Safety  
Directors Annual Conference  
Embassy Suites, Columbus

**June 5-7**

Mayors Association of Ohio  
Annual Conference  
Canton

**February 22**

6 Hour Initial GENERAL Mayor's  
Court  
Columbus Bar Association

**May 3**

OMAA Municipal Law Seminar  
Marriott Key Center, Cleveland

**July 11-12**

OML Income Tax Seminar  
Marriott Northwest, Dublin

## TRAINING PROGRAMS

The Ohio Municipal League has been accredited by the Ohio Supreme Court as a sponsor of both Continuing Legal Education Programs for attorneys and the required Mayors Court training for Mayors hearing all types of cases. In addition OML is an authorized sponsor of continuing education programs by the Ohio Accountancy board.

Regular Training Activities:

Regional Seminars for Veteran and Newly Elected Municipal Officials

Mayors Court Training (year round)

Income Tax Seminar (Annual)

OML Annual Conference

Annual Conferences of Cooperating Associations.

## RESEARCH/INQUIRIES

The staff responds to numerous requests for information on municipal problems. Resource documents include:

Sample ordinances from other Ohio cities and villages

Sample municipal policies

Municipal charters

Elected and appointed officials salaries

Ohio Revised Code

Ohio Administrative Code

Ohio Attorney General Opinions

Ohio Court Decisions

U.S. Code Service

Federal Register

Department of Taxation Reports

Publications from other State Municipal Leagues

National League of Cities Reports

Publications of National Organizations representing municipal officials

## PUBLICATIONS

Cities and Villages - Magazine published 6 times per year

**Municipal Government in Ohio** - Municipal government organization, municipal powers and functions; powers and duties of municipal officers; updated every other year

**Mayors Court Education Manual:** General Offenses

**Municipal Charters in Ohio:** A Source Book

**Various Sample Ordinances, Rules and Regulations** on disk

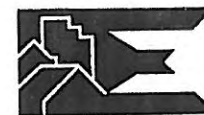
**Legislative Bulletin** (email only and on web)

**Classified Ad Service**

**Municipal Officials Directory**

## WEBSITE

Be sure to visit the OML website at [www.omloho.org](http://www.omloho.org) to review legislative bulletins, current news items, copies of testimony before committees, links to important statistical information and much more.



# Ohio Municipal League

*Our Cities and Villages ★ Bringing Ohio to Life*

**THE  
OHIO MUNICIPAL  
LEAGUE  
AND  
ITS SERVICES**

175 South Third Street, Suite 510

Columbus, Ohio 43215-7100

Phone: 614/221-4349

Fax: 614/221-4390

Toll Free: 1-800-561-3597

[www.omloho.org](http://www.omloho.org)

The Ohio Municipal League was incorporated as an Ohio non-profit corporation in 1952 by city and village officials who saw the need for a statewide association to serve the interests of Ohio municipal government.

The Ohio Municipal League is governed by a Board of Trustees, elected by the membership. The Board consists of all past presidents of the League, as long as they are municipal officials, and 28 Trustees elected for two-year terms. Of the 28 Trustees, at least one must be: the mayor of a city or village; a city manager; a fiscal officer or finance director; a solicitor or director of law; a member of a municipal legislative body, other than the mayor. The Board is the policy-making body and appoints an Executive Director to manage the League under their general direction.

Any city or village, by proper action of its legislative body and payment of the annual membership fee, may become a member. When an Ohio municipality becomes an active League member, all of the elected and key appointed officials are eligible to use the available services.

#### LEGISLATIVE REPRESENTATION

The OML represents the collective interest of Ohio cities and villages before the Ohio General Assembly and the state elected and administrative offices. An official legislative policy is developed every other year by a process that begins with the legislative committee and ends with the approval of the League's legislative policy statement by the membership at the annual conference.

Numerous bills affecting cities and villages are introduced each session. While the Ohio General Assembly is in session, **weekly legislative bulletins** are sent to municipal officials by regular mail and e-mail. These are supplemented by "**fax bulletins**" usually outlining some specific or fast action required. **Legislative directories** with Senators and Representatives addresses, phone numbers and committee assignments are provided to our members. And the first of each year, the League conducts a **legislative conference** where Senate and House

leadership speak and the Senators and Representatives attend as invited guests.

OML staff testifies before legislative committees, coordinates testimony of municipal officials, prepares amendments, and meets and confers with legislators and their staff regularly.

Through its membership in the National League of Cities, the OML is able to keep Ohio's municipalities alerted to activities in Washington. Cities that are members of the OML are eligible to become direct member cities of NLC; Only direct member city officials may serve on NLC Committees.

#### FIELD REPRESENTATIVE

As part of the outreach to members initiative, the OML has instituted a field representative program. A part-time employee of the League schedules visits to assist local officials in understanding how to better utilize the services of the OML. Our field representative will answer inquiries, provide minor technical assistance and inform members of important League sponsored and endorsed programs, training opportunities or pending and passed legislation.

#### SPECIAL PROGRAMS AND SERVICES

**Legal Advocacy Program** - In 1984 the OML established a Legal Advocacy Program funded by voluntary contributions of the members. This program allows the League to serve as the voice of cities and villages before the Ohio Supreme Court and the US Appeals and Supreme Court by filing briefs *amicus curiae* on cases of special concern to municipal governments.

**Workers' Comp. Group Rating Pool** - Established in 1991 as the result of a state law change, this program offers members of the League who qualify for and join the pool an opportunity to reduce their annual workers comp premiums. In addition the members receive assistance with claims administration from CompManagement, the plan administrator.

**Ohio Municipal Joint Self Insurance Pool** - Established in 1987 to provide municipal corporations coverage in the areas of general liability including public officials and police, auto liability and property. The pool is an unincorporated tax exempt non-profit organization, governed by its member municipalities. The pool is sponsored by the Ohio Municipal League and administered and operated by JWF Speciality Company.

**OML Long Distance Phone Plan** - A cost savings long distance phone plan administered by First Communications. In addition to lower long distance charges, member cities and villages receive calling cards, itemized billings and the availability of the program for their employees.

#### STAFF

Executive Director	Susan J. Cave
Director of Legislative Affairs	Edward L. Albright
Director of Communications	Kent M. Scarrett
Legislative Advocate	Josh Brown
Editor, Cities and Villages	Cynthia L. Grant
Accounting	Joyce A. Richardson
Office Manager	April Joos
Administrative Asst.	Zoe Wade
Legal Counsel	John E. Gotherman
Field Representative	Stanlev Umpleby



# CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151  
Gregory J. Heath, Director of Finance/Clerk of Council  
phone (419) 599-1235 fax (419)-599-8393  
Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)  
E-mail: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

DATE: May 14, 2013

TO: Members of City Council  
Ronald A. Behm, Mayor  
Dr. Jon A. Bisher, City Manger  
Trevor Hayberger, Law Director

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

SUBJECT: Revenue Zone Bonds – Reduction to Refundable Credits due to Sequestration

Please be informed, the City of Napoleon (City) received notice from the Department of Treasury, through the Internal Revenue Service, that due to the Sequestration there will be a **Reduction to Refundable Credits on City issued Revenue Zone Bonds by -8.7%**. In 2010, the City issued \$2,535,000 in Revenue Zone Economic Development Bonds (RZEDB) of Non-Tax Exempt Debt (Taxable) with a 45% Credit on Interest paid by the Federal Government. This Credit has always been subject to approval by Congressional Action, and this fact was noted during the presentation and review on this type of funding in 2010 to City Council. Council voted to assume the risk due to projected lower Net Interest Cost for the issue.

As a part of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, certain automatic cuts called the Sequestration Agreement would take place starting March 1, 2013, should no other Congressional action take place. At this time the Sequestration is in effect until September 30, 2013, and the RZEDB funding is CUT for the City by -8.7%. (Please See Attached Acknowledgment) This computes as follows:

- Refundable Credit on Interest for RZEDB's Debt in 2013	\$79,813.12
- Reduction Part of Sequestration -8.7%	<b><u>-\$ 6,943.74</u></b>
NET Credit to be Received In 2013	\$72,869.38

I will be including this requirement in the 2<sup>nd</sup> Quarter Budget Adjustments, it is currently not appropriated. Please let me know if you have any questions regarding this updated information.

Thank you.

## ATTACHMENTS

Cc: Chris Peddicord, Assistant Finance Director



Department of Treasury  
Internal Revenue Service  
Ogden UT 84201-0074

Notice	CP152A
Tax period	June 30, 2013
Notice date	May 13, 2013
Employer ID number	34-6400941
To contact us	Phone 1-877-829-5500 FAX 801-620-5670

Page 1 of 2

001051.183237.0004.001 1 AT 0.384 373



CITY OF NAPOLEON OHIO  
255 W RIVERVIEW AVE  
NAPOLEON OH 43545



L051

Acknowledgment of your June 1, 2013 Form 8038-CP and notice of reduction to your credit payment

## We received your tax-advantaged bond form

This notice serves as official acknowledgment that we received your Form 8038-CP. If you filed more than one form, you will receive a separate acknowledgment for each one.

### Tax-advantaged bond information

Bond issuer	CITY OF NAPOLEON OHIO
Name of issue	SEWER SYSTEM IMPROVEMENT REVENUE BO
Address	255 W RIVERVIEW AVE NAPOLEON OH 43545
CUSIP number	630721AQ1
Issue date	July 20, 2010
Interest payment date	June 1, 2013
Credit interest payment	\$39,906.57
IRS report number	800

### Credit payment reduction

Pursuant to the requirements of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, certain automatic reductions take place as of March 1, 2013. These required reductions include a reduction to refundable credits under Internal Revenue Code section 6431 applicable to certain qualified bonds. As a result, your refundable credit payment will be reduced by 8.7%. The sequestration reduction rate will be applied until the end of the fiscal year (September 30, 2013) or intervening Congressional action, at which time the sequestration rate is subject to change.

### Important reminders

- Attach a copy of this notice to all of your correspondence and documents related to this tax-advantaged bond.
- If a tax practitioner or someone else prepared your form, you may want to give them a copy of this notice. (A copy was automatically sent to all representatives authorized with a Power-of-Attorney for this form.)
- If you are an issuer, and have designated a trustee to receive your credit payment, we suggest you provide a copy of this notice to the trustee.

Continued on back...

W. Washington &amp; Avon Imp. Proj.

## City of Napoleon

Sewer Revenue - RZEDBs - Baird bid

\$2,535,000

## Debt Service Schedule w/ Federal Subsidy

Date	Principal	Coupon	Interest	Federal Subsidy 45%	Total P+I
12/01/2010	-	-	-	(29,681.73)	(29,681.73)
12/01/2011	20,000.00	6.000%	247,221.91	(81,568.12)	185,653.79
12/01/2012	45,000.00	6.000%	180,062.50	(81,028.12)	144,034.38
12/01/2013	45,000.00	6.000%	177,362.50	(79,813.12)	142,549.38
12/01/2014	45,000.00	6.000%	174,662.50	(78,598.12)	141,064.38
12/01/2015	45,000.00	6.000%	171,962.50	(77,383.12)	139,579.38
12/01/2016	50,000.00	6.000%	169,262.50	(76,168.12)	143,094.38
12/01/2017	50,000.00	6.000%	166,262.50	(74,818.12)	141,444.38
12/01/2018	55,000.00	6.000%	163,262.50	(73,468.12)	144,794.38
12/01/2019	55,000.00	6.000%	159,962.50	(71,983.12)	142,979.38
12/01/2020	55,000.00	6.000%	156,662.50	(70,498.12)	141,164.38
12/01/2021	60,000.00	7.250%	153,362.50	(69,013.12)	144,349.38
12/01/2022	65,000.00	7.250%	149,012.50	(67,055.62)	146,956.88
12/01/2023	65,000.00	7.250%	144,300.00	(64,935.00)	144,365.00
12/01/2024	70,000.00	7.250%	139,587.50	(62,814.37)	146,773.13
12/01/2025	70,000.00	7.250%	134,512.50	(60,530.62)	143,981.88
12/01/2026	75,000.00	7.250%	129,437.50	(58,246.87)	146,190.63
12/01/2027	80,000.00	7.250%	124,000.00	(55,800.00)	148,200.00
12/01/2028	85,000.00	7.250%	118,200.00	(53,190.00)	150,010.00
12/01/2029	90,000.00	7.250%	112,037.50	(50,416.87)	151,620.63
12/01/2030	95,000.00	7.250%	105,512.50	(47,480.62)	153,031.88
12/01/2031	100,000.00	7.500%	98,625.00	(44,381.25)	154,243.75
12/01/2032	105,000.00	7.500%	91,125.00	(41,006.25)	155,118.75
12/01/2033	110,000.00	7.500%	83,250.00	(37,462.50)	155,787.50
12/01/2034	120,000.00	7.500%	75,000.00	(33,750.00)	161,250.00
12/01/2035	125,000.00	7.500%	66,000.00	(29,700.00)	161,300.00
12/01/2036	135,000.00	7.500%	56,625.00	(25,481.25)	166,143.75
12/01/2037	140,000.00	7.500%	46,500.00	(20,925.00)	165,575.00
12/01/2038	150,000.00	7.500%	36,000.00	(16,200.00)	169,800.00
12/01/2039	160,000.00	7.500%	24,750.00	(11,137.50)	173,612.50
12/01/2040	170,000.00	7.500%	12,750.00	(5,737.50)	177,012.50
<b>Total</b>	<b>\$2,535,000.00</b>	<b>-</b>	<b>\$3,667,271.91</b>	<b>(1,650,272.27)</b>	<b>\$4,551,999.64</b>

OK  
IRS Held-383.44  
In Actual Payee  
Expensed to Pp.  
Sequester  
Reduction  
of 8.790  
= 8,943.74

22

## Yield Statistics

Bond Year Dollars	\$49,897.46
Average Life	19.683 Years
Average Coupon	7.3496167%
Net Interest Cost (NIC)	7.4004208%
True Interest Cost (TIC)	7.3858334%
Bond Yield for Arbitrage Purposes	4.0517535%
All Inclusive Cost (AIC)	4.1304953%

## IRS Form 8038

Net Interest Cost	7.3496167%
Weighted Average Maturity	19.683 Years

**Fw: Letter from Auditor Yost RE: Accuracy in Financial Reporting**

From: "Gregory J Heath" &lt;gheath@napoleonohio.com&gt;

05/08/13 09:41 AM

To: "Roxanne Dietrich" &lt;rdietrich@napoleonohio.com&gt;

Please include in Council Packet for May 20th. Thank you.

-----Original Message-----

From: "Dave Yost - Auditor of State of Ohio" &lt;NoReply@ohioauditor.gov&gt;

To: gheath@napoleonohio.com

Date: 05/07/2013 05:40 PM

Subject: Letter from Auditor Yost RE: Accuracy in Financial Reporting



## Dave Yost • Auditor of State

May 7, 2013

Dear Government Leader:

Yesterday, the Securities and Exchange Commission (SEC) found that the City of Harrisburg, in our neighbor state of Pennsylvania, had violated the Securities and Exchange Act of 1934. The SEC could have issued fines for the violations, and did in fact issue a cease-and-desist order. All issuers of municipal debt in Ohio should pay close attention to this case.

For the first time, the SEC cited public utterances by a politician - notably the State of the City speech by the mayor -- as contributing to the city's misrepresentation of its financial condition. Although such "spin" may be considered acceptable in political circles, the SEC's ruling yesterday makes it clear that it may be evidence of a material misrepresentation when it comes to financial reporting.

I write to you today to make you aware of this ruling and to suggest that all communications touching on your government's financial condition, as well as the MD&A portion of your CAFR, should be carefully scrutinized for accuracy and candor.

You may find the SEC report at [www.sec.gov/litigation/admin/2013/34-69515.pdf](http://www.sec.gov/litigation/admin/2013/34-69515.pdf). The Wall Street Journal also published a story today regarding the ruling: [www.wsj.com](http://www.wsj.com).

This order was issued as a result of the City's failure to submit timely and accurate annual financial information, audited financial statements, and notices as required by its Continuing Disclosure Certificates related to its bonded debt. The SEC report describes the City's long-time fiscal problems related to an inability to meet debt requirements and found the City made material misrepresentations and omissions in its financial statements, related disclosures and other publicly-issued reports regarding multiple downgrades in its Moody's credit ratings, guarantee debt payments made by the City, and the impact of the situation on the City's financial condition. The most recent annual financial information made publicly available was incomplete and outdated, leaving investors and trading markets without the necessary awareness of the City's deteriorating situation to make sound financial decisions.

The Wall Street Journal article indicates while this is the first time the SEC has brought such charges, analysts estimate as much as 20% of the nearly 50,000 issuers of municipal debt in the United States fail to supply timely disclosures after their bonds have been issued, and the SEC has been stepping up its investigations with recent charges in Illinois and New Jersey.

As publicly elected officials, we all have a responsibility to help ensure these types of situations do not befall government entities in Ohio. It is a basic responsibility for the leadership of your entity to ensure publicly available financial information is issued in a timely and accurate manner and continuing disclosure standards in compliance with SEC rules are met.

I urge you to seriously consider the SEC's findings in evaluating the policies and procedures your entity has in place to ensure the financial information released to the public is accurate in all material respects. Additionally, I

encourage you to review the Government Finance Officers Association's (GFOA) best practice, Understanding Your Continuing Disclosure Responsibilities

([http://www.gfoa.org/downloads/GFOA\\_understandingcontinuingdisclosureBP.pdf](http://www.gfoa.org/downloads/GFOA_understandingcontinuingdisclosureBP.pdf)), which provides key recommendations to ensure your entity meets the SEC requirements related to your entity's debt obligations.

Respectfully,

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Dave Yost  
Auditor of State



Miller-Valentine Group  
9349 WaterStone Blvd.  
Cincinnati, Ohio 45249  
513-774-8400  
513-683-6165 Fax

RECEIVED

MAY 17 2013

Gregory J. Heath, Finance Director/Clerk  
City of Napoleon, Ohio

Per \_\_\_\_\_

## Public Notification Letter

Glen Arbors Apartments  
MV Residential Development, LLC  
9349 WaterStone Blvd.  
Cincinnati, OH 45249

May 13, 2013

### CERTIFIED MAIL RETURN RECEIPT REQUESTED

Greg Heath  
Clerk of City Council  
City of Napoleon  
PO Box 151  
Napoleon, OH 43545

RE: Glen Arbors Apartments

Dear Mr. Heath,

The purpose of this letter is to apprise your office that Miller-Valentine Apartments II Ltd. is the general partner of a residential rental development located in or within a one-half mile radius of your political jurisdiction, and will submit an application to utilize the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) to help preserve this property.

The Glen Arbors development is an existing 84 unit apartment complex comprised of a mix of two and three bedroom units featuring income restricted and market rate units.

The development was financed with a conventional first mortgage and Housing Credit proceeds.

Development Team:

General Partner(s): Miller-Valentine Apartments II Ltd. & CAC Housing Partner, Inc (HHWP CAC) & Associated Land Group, Inc

Developer: MV Residential Development LLC

Property Manager: MV Residential Property Management, Inc.

Project Address: The development is located in Henry County Ohio, more specifically 2400 Glen Arbors Drive, Napoleon, OH 43545-5613.

Number of Units: The development contains 72 total residential units today. The development contains a mix of 60 two bedroom units and 12 three bedroom units.

RECEIVED

MAY 17 2013

Per Gregory J. Heath, Finance Director/Clerk  
City of Napoleon, Ohio



Miller-Valentine Group  
9349 WaterStone Blvd.  
Cincinnati, Ohio 45249  
513-774-8400  
513-683-6165 Fax

Program(s) to be Utilized  
in the Project:

The property was developed with the assistance of the Housing Tax Credit Program. The development is currently applying for the Recycled Tax Credit Assistance Program.

Right to Submit  
Comments:

You have the right to submit comments to OHFA regarding the proposed project's impact on the community. Any objection to the project must be submitted in writing and signed by a majority of the voting members of the legislative body. Comments must be submitted within 30 days of the mailing date of this notice, and received by OHFA within 45 days of the mailing date of this notice.

The person to be notified at OHFA and their address is:

Mr. Douglas A. Garver, Executive Director  
Ohio Housing Finance Agency  
57 E. Main Street  
Columbus, OH 43215

OHFA will provide a written response to any objections submitted under the terms outlined above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daren M. Scott".

Daren Scott  
Senior Asset Manager  
MV Residential Development, LLC  
9349 WaterStone Blvd.  
Cincinnati, OH 45249  
E-Mail: daren.scott@mvg.com

**2014 TAX BUDGET & 2014 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**



## CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151

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

phone (419) 599-1235

fax (419)-599-8393

Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

E-mail: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

DATE: May 17, 2013

TO: Members of City Council; Ronald A. Behm, Mayor  
Dr. Jon A. Bisher, City Manager; Trevor M. Hayberger, City Law Director  
All Department/Division Heads

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

SUBJECT: **2014 Tax Budget & 2014 Appropriation Budget – Proposed Schedules -**  
(General Steps and Timetable for Preparation, Submission and Adoption)

The following information outlines the various legal steps and proposed timetables for the preparation, submission and adoption of the **2014 Tax Budget** and the **2014 Appropriation Budget**:

### **TAX BUDGET:**

The **Tax Budget**, as adopted and approved by City Council, and then Certified by the County, serves two (2) primary purposes; **1<sup>st</sup>** is to establish the "need level" for the property tax levied inside the 10 mill limitation as set forth in the Ohio Revised Code (ORC), Sections 5705.01 to 5705.47; **2<sup>nd</sup>** purpose is to set the maximum available resources the City may appropriate in its **Annual Appropriation Budget**. The **Tax Budget** is adjusted for *Fund Balance Carryover* and *Revised Revenue Estimates* at the end of the year and becomes the basis for the "**Official Certificate of Estimated Resources**", and is used to determine the maximum appropriation level by fund.

**NOTE:** In 1998, the County adopted by Resolution a revised procedure pursuant to ORC Section 5705.281 that waves the requirement to file a formal **Tax Budget**. The revised procedure eliminates the need to list all funds and projected expenditures, and only lists ***Property Tax Levies*** and ***Inside 10 Mill Levy*** amounts.

Previous to 1998, the **Tax Budget** served to demonstrate the "RELATIVE NEED", following the Statutory Formula in ORC Section 5747.51; for both the **Undivided Local Government Fund** and **Real and Personal Property Taxes** levied within the ten (10) mill non-voted limitation.

In Henry County, the Alternate Method (ORC Sections 5747.53 & 5747.63), was adopted to compute the **Undivided Local Government Fund Allocation (LGF)**. The formula is **population based** and is formally accepted by all Subdivisions in the County. This process has been used for many years to determine the allocation of LGF funds, and is subject to periodic review and potential change.

(Tax Budget and Appropriation Budget - Continued Next Page)

**2014 TAX BUDGET & 2014 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

(Tax Budget and Appropriation Budget - Continued)

For the City, the primary function of the current **Tax Budget** is to certify the Property Tax Mills levied by the City that are within the ten (10) mill limitation.

At Year End the Unencumbered Fund Balance (Cash Balance less Open PO's), by Fund, plus Revenue Estimates for each Fund are Certified to the County by the City. The County Auditor certifies back to the City the First Amended Official Certificate of Estimated Resources.

The City may legally appropriate Funds Up-To the amount listed on the First Amended Official Certificate of Estimated Resources for each Fund. Adjustments to the First Amended Official Certificate of Estimated Resources may be made only when the Estimated Receipts are exceeded or reduced by an Actual Amount; or, if a New and Unanticipated source of Revenue, or Loss of a Current Revenue occurs. (Example: An *Increase* in Water or Sewer Rates, or a New Tax; conversely a *Decrease* in certain sources like Income Tax Revenue, or Interest Earnings, all occurring after submission of the original First Amended Official Certificate of Estimated Resources)

**APPROPRIATION BUDGET:**

The **Appropriation Budget**, as formally adopted by City Council, establishes the Maximum Allowable Expenditures by ***Fund, Department and Category*** (Personal Services and Other), through the use of Appropriations for the City's Fiscal Year. The **Appropriation Budget** must be passed in either a *Temporary* or *Final* basis on or about January 1<sup>st</sup> of each year. The **Final Appropriation Budget** must be passed no later than March 31<sup>st</sup> of each respective budgetary year.

The process followed in the development of the **Appropriation Budget** covers both Revenues and Expenditures. The final document will establish detailed revenue and expenditure guidelines and give formal approvals to submitted requests of all City Departments, Divisions, Boards and Commissions.

The **Appropriation Budget** is limited to the amounts Certified by each Fund as listed in the First Amended Official Certificate of Estimated Resources; as may be amended from time to time.

I have attached a Proposed Schedule of Dates for the preparation and adoption of the **2014 TAX BUDGET** and the **2014 APPROPRIATION BUDGET**. Some of these dates are statutory.

Please call me if you have any questions on the proposed schedule and process for preparing the **2014 TAX BUDGET** and the **2014 APPROPRIATION BUDGET**.

I can be reached at 419-599-1235.

Thank you.

---

Gregory J. Heath  
Finance Director/Clerk of Council

Attachments

**2014 TAX BUDGET & 2014 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

**TAX BUDGET PROCESS**

- > **April 1, 2013**  
ORC 5705.28
- Under the *ORC statutory code*, Departments, Divisions, Boards and Commissions are requested to submit an estimate of contemplated Revenues and Expenditures for 2014 by the 1<sup>st</sup> of June. However, this is *Not Necessary* with the *Alternate Method* for the allocation of the Undivided Local Government Fund. Actual Department Budgets receive consideration when they submit their **2014 Appropriation Budgets** requests. (See APPROPRIATION BUDGET PROCESS.)
- > **May 20, 2013**  
ORC 5705.08
- Finance Director is to certify to City Council any amounts necessary to provide payment for final judgments.
- NOTE:** *No certification is required for 2014. The City did not have any Final Judgments outstanding as of this date.*
- > **June 1, 2013**  
ORC 5705.28
- Only if requested by April 1<sup>st</sup>, Departments/Divisions, Boards and Commissions are to submit Revenue and Expenditure estimates to City Manager and Finance Director for the **2014 Tax Budget**.
- NOTE:** **Not Normally Requested at this Time.**
- > **June 17, 2013**  
ORC 5705.28  
ORC 5705.28.1
- Finance Director to present the **2014 Tax Budget** in its tentative form to City Council for consideration and study. *Only the inside ten (10) mill limit allocation is presented. ORC allows County Budget Commission to waive the requirement of a formal "Tax Budget".*
- > **June 17, 2013**  
ORC 5705.30
- Proposed **2014 Tax Budget (2 Copies)** on File with the Finance Director and City Council, minimum of ten (10) days prior to adoption and ten (10) days prior to a required Public Hearing. NLT -06/20/2013.
- NOTE:** Council is requested to set a Public Hearing for Monday, **July 1, 2013**, or if there is NO MEETING on this date, then set it for **July 8, 2013** as a Special Meeting; to have a Public Hearing, review and adopt the **2014 Tax Budget**.
- > **June 20, 2013**  
**On or Before**  
ORC 5705.30
- Publication of Public Hearing Notice for meeting on July 1<sup>st</sup> or July 8<sup>th</sup> for a Public Hearing as established by City Council.
- NOTE:** Notice of Public Hearing to be published in a newspaper of local general circulation a minimum of ten (10) days prior to hearing. NLT -06/20/2013.
- > **July 1, 2013 or**  
**July 8, 2013**  
ORC 5705.28
- Public Hearing and Adoption of the **2014 Tax Budget**. **2014 Tax Budget** must be adopted on or before **July 15, 2013**.
- > **July 15, 2013**  
**On or Before**  
ORC 5705.28
- **2014 Tax Budget** must be adopted by City Council on or before this date.

(Tax Budget Process - Continued Next Page)

**2014 TAX BUDGET & 2014 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

(Tax Budget Process - Continued)

- > **July 20, 2013**  
    **On or Before**  
    ORC 5705.28                      -    **2014 Tax Budget** must be submitted to the County Auditor on or before this date.
- NOTE:     The statutory penalty for failure to meet these time frames may result in the **LOSS** of the City's share of the **Undivided Local Government Fund**.
- > **September 1, 2013**    -    The County Budget Commission shall certify back to the City the **Official Certificate of Estimated Resources**. This certification includes an estimate of the rate of each tax necessary to be levied, and the apportionment of the Year 2014 Undivided Local Government Fund to the City.
- > **September 3, 2013 or-  
September 16, 2013**  
    ORC 5705.34                      City Council to authorize necessary tax levies listed in the **2014 Tax Budget**, and *Special Assessments* for the **2013 Tax Duplicate**. This must be certified back to the County Auditor by **October 1, 2013**.
- > **October 1, 2013**                      -    City must certify back to the County Auditor amounts listed in the **2014 Tax Budget** for tax levies, including any **Special Assessments** for the **2013 Tax Duplicate**, amounts collected in 2014.

**APPROPRIATION BUDGET PROCESS**

- > **August 5, 2013**                      -    Departments, Divisions, Boards and Commissions should be notified by the City Manager and Finance Director to prepare and submit by **September 3, 2013**, their detailed **2014 Appropriation Budget Requests** on the forms provided.
- NOTE:     Personal Service and Debt Information will be provided to all Departments, Divisions, Boards and Commissions by the Finance Department. The Other Category requests are those prepared by Department/Division Heads.
- > **September 3, 2013**    -    Departments, Divisions, Boards and Commissions to submit their **2014 Appropriation Budget Requests** to the City Manager.
- > **September 3, 2013**    -    City Manager to review the **2014 Appropriation Budget Requests** with the Departments/Divisions and prepare Council presentation.
- > **September 23, 2013**    -    City Manager to review the **2014 Appropriation Budget Requests** with the **Finance and Budget Committee of City Council**.
- NOTE:     Finance and Budget Committee of City Council to schedule Budget Review Meetings as needed.
- > **November 4, 2013 to -  
November 18, 2013**                      Final changes to the **2014 Appropriation Budget Requests** made by **Finance and Budget Committee of City Council**.

(Appropriation Budget Process - Continued Next Page)

**2014 TAX BUDGET & 2014 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

(Appropriation Budget Process - Continued)

- > **November 18, 2013 or-  
December 2, 2013**  
Charter Sec. 2.13      Mayor presents **2014 Appropriation Budget** to City Council as recommended by the **Finance and Budget Committee of City Council**. (This is required by *City Charter*.)
- > **November 18, 2013 or-  
December 2, 2013**  
ORC 5705.38      City Council to adopt *Temporary* or *Final* **2014 Appropriation Budget**.
- > **December 2, 2013 or-  
December 16, 2013**  
ORC 5705.38      Final **2013 Appropriation Budget Adjustments** and/or adopt the *Temporary or Final* **2014 Appropriation Budget**.  
(Possible Special Meeting on the 30<sup>th</sup>, only if Necessary.)
- > **January 1, 2014**  
**On or About**  
ORC 5705.36      - Finance Director must certify to the County Auditor the actual **Unencumbered Balances of each Fund**.
- > **January 31, 2014**  
ORC 5705.36      - County Auditor certifies the **First Official Amended Certificate of Estimated Resources** for 2014 to the City.
- > **March 31, 2014**  
**On or Before**  
ORC 5705.38      - City Council must have passed the **Final 2014 Appropriation Budget**, if not already passed.
- > **April 1, 2014**      - Start it **all over again**, the process for the Year 2015 Budget.

## New equipment purchase

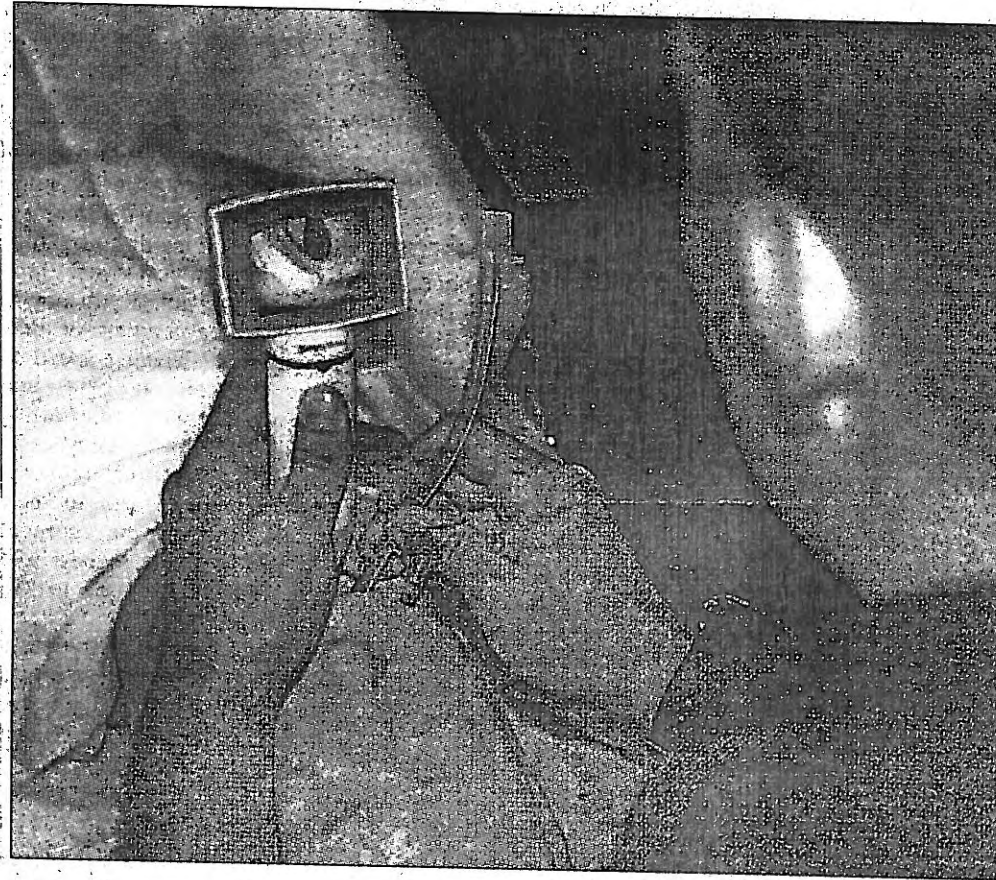


Photo by BRIAN KOELLE

*Napoleon Firemen's Association  
wishes to thank you for helping  
us continue to assure a high level  
of emergency care for those who deserve  
the best . . . the people of our community.*

*Thank you for the use of the  
facility for this fundraiser. The  
equipment purchased is in use on  
Squad.*

Napoleon firefighter and paramedic Clayton O'Brien demonstrates the latest equipment purchase made by the department, the King Vision intubation aid. The device uses a small camera to help paramedics locate the vocal chords of an injured person to allow the emergency personnel know if they are intubating in the right spot. The equipment was purchased from the proceeds of the department's recent pancake breakfast fundraiser. Two of the devices were purchased, along with extra disposable attachments.



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

# Legislative Bulletin

## Ohio Municipal League Legislative Bulletin

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**May 17, 2013**

### **INTERESTED PARTIES MEET ON HB5**

On Tuesday, House Ways and Means Committee Chairman Peter Beck convened an interested party meeting to discuss issues included in HB5, the municipal income tax uniformity bill. The meeting was attended by nearly a dozen members of the House Ways and Means Committee, in addition to municipal representatives from Columbus, Cleveland, Cincinnati, Dayton, RITA, CCA, Oakwood, Sharonville, Mason, Troy and Athens. Also present at the meeting were representatives from the coalition seeking municipal tax reform along with the Sponsors of the bill.

The meeting was centered on topics the coalition is considering to alter in the current treatment being offered through HB5 and remaining areas that we may find common ground which would result in greater uniformity and simplicity in the municipal income tax. The drafters of the legislation verbally explained their new suggested treatments, that they represented were in response to concerns they have received from municipalities, that vary from how HB 5 currently reads. The items that were verbally covered as new treatments being consideration were the removal of the municipal tax policy board and the problem resolution officer, the removal of the state's Bright Line residency test for determining municipal residency, and the elimination of the language that would prohibit municipalities from applying the Throwback provision. Unfortunately, the drafters of the new language were unable to provide to our municipal representatives the actual legislative language that was being referenced in the meeting, which may relieve municipalities of our present objections to these areas. It is difficult for us to share with you what the new proposals from the coalition would do until we are given an opportunity to read what the language says. We are encouraged by some aspects of the verbal information that was shared with us but the details are critical to our understanding the results of the new language being considered by the drafters.

From the discussions that took place during the over three hour meeting, we are fairly confident that we can share with you that in addition to concerns surrounding the authority of municipalities to continue to have local control of their tax operations, other areas remain unresolved include: the treatment of 12 day occasional entrant rule, treatment of pass-thru entities, net operating loss carry-forward (NOLs), changes in definition to audits and assessments, access to local courts for enforcement, penalty and interest standardization, and Tax Administrator legal exposures.

HB 5 is not on the calendar next week in the House Ways and Means Committee but we do anticipate more meetings will be held to continue discussing solutions to the remaining issues. We very much appreciate the time and attention all members of the Ohio legislature are giving to this critical issue for every municipality in their districts but especially the dedication being shown by Chairman Beck and the members of the House Ways and Means Committee. Many components and areas being proposed for reform in HB 5 can get extremely complicated and technically confusing for

those without a tax administrative background. We want to acknowledge and thank the committee members for their level of commitment being shown to achieve greater municipal tax uniformity in a responsible manner.

## **BUREAU OF WORKERS' COMPENSATION ANNOUNCES REBATES OF \$112.8 MILLION TO LOCAL GOVERNMENTS AND SCHOOLS**

Under a plan announced by Gov. John Kasich, Ohio schools and local governments would receive \$112.8 million in a rebate from the Ohio Bureau of Workers' Compensation (BWC). The proposal, which also calls for a tripling of safety grants and a 4% public employer rate reduction, would be funded by BWC's \$8.3 billion in net assets. The proposal also includes: issuing \$1 billion in rebates to the state's 210,000 public and private employers paying into the State Insurance Fund; upping the state's Safety and Wellness Grant programs to \$15 million; and giving BWC the power to bill employers in advance of the coverage period, resulting in rate decreases.

The rebates would go to nearly 3,800 local governments and schools. The administration said schools would get about \$42.5 million of the rebate, followed by cities (\$37 million), counties (\$16.5 million), and townships receive \$7.6 million. Local governments and schools that are self-insured and do not pay into the BWC system would not be impacted. A list of those receiving rebates and the amounts can be found [HERE](#)

Added to a one-time forgiveness of premiums when the program goes into effect, the administration has touted the rebate plan as saving more than \$1.9 billion. Governor Kasich and Administrator Buehrer have said that the rebates and reforms are possible because of larger-than-expected fund balances "generated by strong investment management."

Public employers will be receiving approximately 56 percent of their annual workers' compensation insurance premium. The administration said checks could be mailed as early as June or July if the rebates are approved by the BWC Board of Directors on May 30. In addition, the proposal includes a 4 percent rate reduction for public employers.

## **ROUND 6 OF LOCAL GOVERNMENT INNOVATION FUND LOANS OPENS**

The Development Services Agency (DSA) announced Thursday that the Round 6 Local Government Innovation Fund Program Loan application is now available on its website. The form can be found at [http://development.ohio.gov/cs/cs\\_localgovfund.htm](http://development.ohio.gov/cs/cs_localgovfund.htm) under 'Application Materials' on the left-hand side of the site. DSA said application materials should be downloaded to the online submission site, which can be found on the Local Government Innovation Fund website. Once the application is complete, use the online submission form to upload the application and supporting materials. Supporting materials should be combined into one document for submission. Applicants are required to submit both an application and the online submission form. All applications are due to the Office of Redevelopment by 5 p.m. on Monday, June 10, 2013.

### **Past Bulletins:**

**[2013](#)**

**[2012](#)**

**[2011](#)**

**[2010](#)**



# Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

May 17, 2013



Sen. Cliff Hite (R-Findlay) discusses legislative issues facing Ohio municipal electric systems with members during the annual OMEA Mayors' Reception held May 14 at the Vern Riffe Center in Columbus.

## Key lawmakers attend annual OMEA events

By Jolene Thompson – senior vice president member services & external affairs/OMEA executive director

Thanks to our members, the OMEA Legislative Day and Mayors' Reception were once again a success.

Officials from throughout Ohio attended the legislative briefing, and met with lawmakers and key state officials May 14. More than 45 elected and appointed officials, representing 23 public power communities participated in the annual event.

The afternoon session covered topics including the state budget, energy policy, municipal income tax, call-before-you-dig, and pole attachments.

Sen. Bill Beagle (R-Tipp City), a former council member and chairman of the Senate Workforce and Economic Development Committee, provided members with insight on the transition from local government to the state legislature, as well as an update on legislative priorities of the Senate.

Craig Butler, assistant policy director of energy, agriculture and envi-

*continued on Page 2*



Sen. Bill Beagle (R-Tipp City), a former council member and chairman of the Senate Workforce and Economic Development Committee, was a guest speaker at the 2013 OMEA Legislative Day briefing held May 14 at the Vern Riffe Center in Columbus.

## Trends in Sustainability

By Julia Blankenship – director of energy policy and sustainability

There are two items of note this month for Trends in Sustainability.

- Is the “cash-back” electric vehicle (EV) a reality? It may be soon, if a demonstration project in PJM proves successful. In late April, vehicles entered into an NRG Energy – University of Delaware program known as “eV2g” became an official resource in PJM, for the first time demonstrating that electric vehicle-to-grid technology can sell electricity from EVs back to the power grid.

The eV2g program, which was first announced in September 2011, is being developed using restricted test fleets of EVs. It is not commercial at this time, but it is intended to initially help managers of commercial EV fleets by providing revenue (thus, “cash-back”) while the vehicles are parked, generally overnight.

If proven, the program would be extended to individual owners of EVs. Grid operators looking for innovative energy-storage approaches may look to programs like eV2g to help balance against intermittent resources, like renewables.

For more information, please visit <http://www.economicdevelopmenthq.com/blog/delaware-ev2g-electric-vehicle-to-grid-power-project/>

- On-site renewable energy installations are on the rise at certain big-box retailers like Wal-Mart and IKEA, who have recently announced goals to have 100 percent of their electricity needs supplied by renewables by 2020.

At a recent conference held by the National Energy Marketers Association, Wal-Mart's director of markets and compliance, Chris Hendrix, remarked that, as a general trend among commercial customers, “I see larger customers trying to take more control of their energy

*continued on Page 2*

## AMP and member communities recognized at OEP's celebration

By Karen Ritchey – manager of communication programs

AMP has been recognized for its 25-year partnership with the Ohio Energy Project (OEP) at the annual OEP Youth Energy Celebration held May 14 at the Ohio State University's Ohio Union. AMP's support of student programs, high school leadership training, and professional development were highlighted.

Additionally, many teachers and schools in AMP member communities were recognized for their outstanding achievements in energy education for the 2012-13 school year.

### Carey

- Carey Elementary School – Participant Ribbon

### Bowling Green

- Bowling Green High School – Fourth Place, Senior Division
- Gloria Gajewicz – High school teacher, 5 Year Joule Award

### Blanchester

- Blanchester High School – Hope Award, Senior Division

### Jackson

- Jackson High School – Innovation Award, Senior Division
- Stephen Cochran – High school teacher, 5 Year Joule Award
- Southview Elementary School – Participant Ribbon
- Westview Elementary School – Participant Ribbon

### Westerville

- Hanby Elementary School – First Place, Elementary Division
- Genoa Middle School – Second Place, Junior Division
- Heritage Middle School – First Place, Junior Division
- Westerville City Schools – Outstanding School District
- Debbie Pellington, MS teacher – 10 Year Eagle Award
- City of Westerville Electric Division – 15 Year Partner Award

OEP provides energy programs and materials for schools utilizing innovative, hands-on techniques correlated to the Ohio Academic Content Standards. Their mission is to facilitate students' and teachers' understanding of the science of energy and its efficient use in order to empower the next generation of energy consumers.

Many AMP member communities in Ohio participate in OEP programs. If you would like more information about the programs, please contact me at 614.540.0933 or [kritchey@amppartners.org](mailto:kritchey@amppartners.org).



Photo courtesy of Westerville City Schools

Manager of the Westerville Electric Division Andy Boatright, OEP Board President and member of the AMP Board of Trustees, accepts the 25 Year Partner Award from Debby Yerkes, OEP executive director, on AMP's behalf.

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

### Week ending May 17

MON	TUE	WED	THU	FRI
\$39.00	\$40.50	\$44.50	\$44.25	\$42.00

### Week ending May 10

MON	TUE	WED	THU	FRI
\$34.79	\$41.38	\$40.51	\$44.54	\$39.54

AEP/Dayton 2014 5x16 price as of May 17 — \$43.40

AEP/Dayton 2014 5x16 price as of May 10 — \$43.46

## Annual OMEA events

*continued from Page 1*

ronment for Gov. John Kasich's office, discussed energy policy and the booming shale industry.

Following the legislative briefing, local officials had the opportunity to meet with lawmakers to discuss the vital role public power plays in Ohio communities during the Mayors' Reception. More than 50 lawmakers and key state officials attended the evening reception.

This annual OMEA event provides important information regarding the key legislative issues facing Ohio municipal electric systems at the Statehouse, and shows lawmakers that we remain engaged in the process.

On behalf of the OMEA Board of Directors, I want to express appreciation and gratitude to all our member community officials for their participation and dedication to protecting public power.

## Trends in Sustainability

*continued from Page 1*

destiny." Wal-Mart is extending that viewpoint to include a corporate energy efficiency target (to reduce its energy usage per square foot by 20 percent as compared to 2010 usage), solar panels installed on its buildings, wind turbines installed in parking lots, and renewable energy purchased from others.

While many commercial facilities with solar lease their systems from a third-party, IKEA owns its own photovoltaic generation and has allocated \$1.8 billion to spend on renewables through 2015. These large commercial facilities cite energy security, sustainability, fuel-cost variability, and declining prices for solar as key reasons for their investment decisions.

### April Operations Statistics

	JV6 Wind Output	Belleville Output	Avg. A/D Hub On-Peak Rate
April 2013	32%	91%	\$42.74/MWh
April 2012	28%	92%	\$32.27 /MWh
	Fremont Energy Center Output	Blue Creek Wind Output	Napoleon Solar Output
April 2013	51%	37%	20%
April 2012	35%		

\*Fremont capacity factor based on 675 MW rating

\*Solar capacity factor based on 3.54 MW rating



## On the move at AMP

By Jolene Thompson

I'm pleased to announce that Teri Tucker has been promoted to director of human resources and John Pawlak has been promoted to manager of human resources.

Teri has been with AMP since 2007 and previously served as manager of human resources. Before coming to AMP, she worked for the Ohio Consumers' Counsel for more than 21 years.

John has been with AMP since 2008 and previously served as human resources generalist. He recently received his MBA with honors from Capital University. Before coming to AMP, he was a recruiter for an industrial servicing company. Both Teri and John hold the Professional in Human Resources (PHR) certification.

Beth Lander, who joined AMP in early 2012 in payroll, is now the human resources generalist. Beth previously worked at a staffing agency and at the ALS Association.

Additionally, Julia Blankenship has been named the director of energy policy and sustainability. She previously held the title of manager. Julia has been with AMP since 2005 and has extensive energy policy background, having worked at Duke Energy, on Capitol Hill, at the Department of Energy and for various Washington trade organizations.

Congratulations to all.



Teri Tucker



John Pawlak



Beth Lander



Julia Blankenship

## AMP promotes Walton to mechanical engineer position

By Scott Kiesewetter – assistant vice president of generation business & development

I'm pleased to announce that Timothy Walton has been promoted to mechanical engineer.

Tim began working at AMP in 2000 as a power dispatcher and was named transmission affairs specialist in 2005.

In his new position as mechanical engineer, he will be supporting generation operations existing generation assets and new developments.

Prior to AMP, he was a graduate assistant at West Virginia University, where he received a bachelor's degree in mechanical engineering.

Please join me in congratulating Tim.



Timothy Walton

## Finance department promotes Blair, Deeter and Sillasen

By Bob Trippe – senior vice president and chief financial officer

I'm pleased to announce that Chris Deeter and Andrew Blair have both been promoted to the position of assistant vice president. Previously the senior director of member credit compliance, Chris is now the assistant vice president of finance and member credit compliance. Andy was formerly the director of energy accounting and reporting and is now the assistant vice president of billing.

Chris joined AMP in 2003 after working as a portfolio manager and chief compliance officer for G.A. Gummer & Associates. Prior to Gummer, he spent nearly 14 years with AEP. He holds bachelor's and master's degrees in business administration from the University of Toledo.

Andy came to AMP in 1987 as a power dispatcher and worked in operations until moving to Gorsuch Station in 1992. He held several positions in engineering and management at the Marietta generating plant before returning to AMP headquarters in 2005. He holds a degree in electrical engineering.

Additionally, Tom Sillasen has been promoted and will take on additional responsibilities as the director of energy accounting and reporting. Tom first joined AMP in 2008 after previously working for the City of Columbus Department of Taxation. He holds a bachelor's from Ohio State University and an MBA from Capital University.



Andrew Blair



Chris Deeter



Tom Sillasen

## 2012 financial statements available on AMP website

By Bob Trippe

The Joint Venture (JV) and MESA audits as of Dec. 31, 2012 and 2011 are now available online at the AMP website <http://amppartners.org/investor-relations/financial-reports/>

The audits completed by Clark Schaefer Hackett were given an unqualified (clean) opinion, which means the auditor feels the JVs and MESA followed all accounting rules appropriately and the financial reports are an accurate representation of the financial condition for each entity.

In their letter for each JV and MESA audit, Clark Schaefer Hackett stated, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the JVs and MESA as of December 31, 2012 and 2011, and the changes in the cash flows for the years then ended are in accordance with accounting principles generally accepted in the United States of America."

The audit reports were also distributed to financial institutions and all participants in the MESA and JV projects.



## AFEC weekly update

By Ryan Thompson – power supply planning engineer

Unit 2 at AFEC was taken offline last Friday night for a maintenance outage that lasted through the week. Prices were just high enough to keep AFEC online in 1X1 configuration for the weekend.

For the week AFEC averaged a 39 percent load factor (based on 675 MW). AFEC was \$6.74/MWh cheaper than on-peak market prices over the last seven days. Unit 2 at AFEC will be available for return to service tonight.

## Natural gas prices fall

By Ryan Thompson

With normal temperatures and an overall net injection of 99 BCF (Billion Cubic Feet), natural gas prices fell for the week.

June natural gas prices finished trading as of close Wednesday down \$0.13/MMBtu from last week to end at \$3.93/MMBtu.

2014 on-peak electric prices at AD Hub finished up \$0.15/MWh from last week, closing at \$43.40/MWh.

## Coldwater Board of Utilities receives DEED scholarship

By Michelle Palmer – assistant vice president of technical services

Charles Bauschard, with Coldwater Board of Public Utilities, was recently awarded a \$4,000 Demonstration of Energy & Efficiency (DEED) scholarship from the American Public Power Association (APPA).

The scholarship, one of 12 this spring, was given for the project "Minimize Reactive Power Financial Penalties: Medium Size Midwest Utility."

The board of directors of APPA's DEED program approved grants and scholarships totaling \$599,418 at its spring meeting in Kissimmee, Fla., in March.

As a reminder, the fall funding cycle for grants will open June 1 with an Aug. 15 deadline, and the scholarship process runs Aug. 1 through Oct. 15.

Each year, AMP pays for its members (you must also be an APPA member) to be a DEED member. If you need AMP's assistance in compiling your application for DEED, please contact me at [mpalmer@amppartners.org](mailto:mpalmer@amppartners.org) or 614.540.0924 or Alice Wolfe at 614.540.6389 or [awolfe@amppartners.org](mailto:awolfe@amppartners.org)

For additional program information, email to [DEED@PublicPower.org](mailto:DEED@PublicPower.org) or visit the DEED section of APPA's website at <http://www.publicpower.org/DEED/index.cfm?ItemNumber=31245&navItemNumber=33563>

## APPA Academy Webinar Series



An internet connection and a computer are all you need to educate your entire staff for just \$89. Register today at [www.APPAAcademy.org](http://www.APPAAcademy.org). Non-APPA members enter coupon code **AMP** to receive the member rate.

- **Safety in Confined Spaces** June 4
- **Utility Governance Webinar Series—Rate Making for Utility Boards and City Councils** June 11
- **Regional Transmission Organizations: RTO 101** June 26
- **Using Regulatory Accounting in Developing Rate Structures** June 27
- **Regional Transmission Organizations: RTO 201** July 10
- **Utility Governance Webinar Series—Strategic Planning for Utility Boards and City Councils** July 16
- **Information Technology Governance for Auditors and Accounting & Finance Personnel** July 23

Co-hosted by



## News or Ads?

Call Krista Selvage at 614.540.6407 or email to [kbselvage@amppartners.org](mailto:kbselvage@amppartners.org) if you would like to pass along news or ads.

## Calendar

**May 23—AMP finance & accounting subcommittee meeting**

*Napoleon Shelter House, Napoleon*

**June 3-7—AMP Basic 1 Lineworker training**

*AMP Headquarters, Columbus*

**June 6—AMP finance & accounting subcommittee meeting**

*Salem Civic Center, Virginia*

**June 14-19—APPA National Conference and Public Power Expo**

*Nashville, Tennessee*

**June 17-21—AMP Intermediate Lineworker training**

*AMP Headquarters, Columbus*

**July 25—AMP finance & accounting subcommittee meeting**

*AMP Headquarters, Columbus*

**Aug. 29—AMP finance & accounting subcommittee meeting**

*Holiday Inn-Johnstown, Pennsylvania*

**Sept. 12—AMP finance & accounting subcommittee meeting**

*Piqua Power System, 201 Hemm Ave., Piqua*

**Oct. 6-12—Public Power Week activities in member communities**

**Oct. 7-11—AMP Advanced Lineworker training**

*AMP Headquarters, Columbus*

**Oct. 28-31—AMP/OMEA Conference**

*Hilton Columbus at Easton, Columbus*

## Update Classifieds

### AMP seeks vice president of finance and accounting

AMP is seeking qualified candidates for the position of vice president of finance and accounting.

Reporting to the senior vice president/chief financial officer, the position will consist of responsibilities in accounting, treasury and cash management, and finance.

Applicants must hold a bachelor's degree in accounting from an accredited university, MBA is preferred. CPA certification is required, and minimum of five years of Big Four public accounting experience is preferred. A minimum of five years of electric utility industry experience is required. In addition, a minimum of five years of supervisory experience is required. Candidates must also demonstrate knowledge of generally accepted accounting standards, governmental accounting standards board and the Federal Energy Regulatory System of Accounts. Oracle Financial Systems experience a plus.

For a complete job listing, please visit [www.amppartners.org](http://www.amppartners.org) or email to [jpawlak@amppartners.org](mailto:jpawlak@amppartners.org)

### Cuyahoga Falls gives notice of examination for assistant street/sanitation superintendent

The City of Cuyahoga Falls has given notice that the Cuyahoga Falls Civil Service Commission will administer a written examination for the following position: Assistant Street/Sanitation Superintendent (Open – Competitive Exam) at 6 p.m. June 18 in the Cuyahoga Falls High School Library, 2300 Fourth Street, Cuyahoga Falls, OH 44221 (Registration will begin at 5 p.m.). A valid driver's license or state issued ID must be presented on the evening of the examination.

Under the general direction of the Street/Sanitation Superintendent, the Assistant Street and Sanitation Superintendent supervises, plans, organizes, coordinates and schedules the activities and crews in the Street and Sanitation Departments. The person appointed to this position will be on-call and may be called to respond to emergency snow removal and other city emergencies while off-duty.

Applicant must be a high school graduate or have GED equivalent and have considerable experience in the field of street maintenance, repair and construction, solid waste utility and public works; or any equivalent combination of education and experience.

For a full description, visit [http://www.ohiowater.org/otco/New%20Site/Jobs\\_PDF/2013/Cuyahoga%20Falls%20Asst%20Street-Sanitation%20Supt.pdf](http://www.ohiowater.org/otco/New%20Site/Jobs_PDF/2013/Cuyahoga%20Falls%20Asst%20Street-Sanitation%20Supt.pdf)

Visit [www.cityofcf.com](http://www.cityofcf.com) to print Civil Service applications. Applications are also available at the City Building, 2310 Second Street, Cuyahoga Falls, OH 44221 from 8 a.m. to 5 p.m. weekdays.

### Milan seeks applicants for electric department superintendent

The Village of Milan is looking for a competent individual to head its Electric Department.

Applicant must possess thorough knowledge of the construction, operation and maintenance of an electric distribution system, substations and its related facilities and equipment. Starting salary will range from \$31,200 to \$56,160 depending on experience.

A full job description and application may be obtained at the Milan Administration Building located at 11 S. Main St. Milan OH 44846, or online at [www.milanoio.com](http://www.milanoio.com). Applications will be accepted until the position is filled.

### Wastewater Treatment Plant Operator Class II or Class III needed in City of Shelby

The City of Shelby has an opening for an Ohio Certified EPA Waste Water Treatment Plant Operator. The hourly position is responsible for all operations at the activated sludge Waste Water Treatment facility. Responsibilities include but are not limited to; maintains plant equipment and grounds, operates equipment, collects samples, performs lab test, makes operational rounds throughout the plant, prepares and maintains reports and assists with the industrial pretreatment program.

Requirements for the position are: a High School Diploma or General Education Degree (GED); a valid Ohio Driver's License, and a minimum of an Ohio Environmental Protection Agency (OEPA) Waste Water Treatment Class II License.

Applications may be obtained at Shelby City Hall, 43 West Main Street, Shelby, Ohio, 44875 or call 419.347.5131.

**American Municipal Power**

**1111 Schrock Road,**

**Columbus, Ohio 43229**

**614.540.1111 • FAX 614.540.1113**

**[www.amppartners.org](http://www.amppartners.org)**

