Memorandum

To: Mayor & Members of Council **From:** Monica Irelan, City Manager

Subject: General Information

**Date: October 3, 2014

CALENDAR

CANCELLATION: Technology Committee Meeting

AGENDA: City Council - Monday, October 6th @7:00 pm

C. APPROVAL OF MINUTES

- 1. City Council Regular Meeting Minutes/September 15, 2014
- 2. Special Council Meeting Minutes/September 22, 2014

G. Introduction of New Ordinances And Resolutions

1. **RESOLUTION No. 060-14**, a Resolution Authorizing the Acceptance of an Annexation Agreement with Napoleon Township for the Annexation of 5.448 Acres of Land Owned by MDC Holdings, LLC; and Declaring an Emergency.

H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS

1. **RESOLUTION No. 057-14**, a Resolution Authorizing the City Manager to File for and Execute all Documents Necessary to Enter into the Share Ohio Program

I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS - None

J. GOOD OF THE CITY (Discussion/Action)

- 1. Updated Fixed Asset Policy; Direct Law Director to bring back Legislation Changing the Minimum Capitalization Amount from \$1,000 to \$7,500.
 - a. This was recommendation of Finance & Budget Committee at their Sept. 22nd meeting.
- 2. Approval of Recommendation for Trick-or-Treat Night
 - a. Please see the enclosed Memorandum from Tony Cotter with his recommendation.
- 3. Economic Development Plan (Refer to Committee)

For items 4 and 5 we have enclosed a Memorandum from Chad and also a copy of each Change Order.

- 4. Approval of Change Order No. 2 (Final) for the 2014 Miscellaneous Street Improvements Project; Gerken Asphalt Paving, Inc., Contractor; a Decrease of \$49,135.71.
- 5. Approval of Change Order No. 4 (Final) for the Perry St. Parking Lot Improvements Project; Hohenbrink Excavating, Contractor, an Increase of \$600.13

- 6. Approval of Specifications, Documentation and Contract for the Replacement of the Police Department Quanset Hut Roof.
 - a. This project was approved in the 2014 budget. A copy of the specifications is on file with the Finance Director/Clerk's office.
- 7. Acceptance of Gift of Property from Kevin and Kerri Homan on Industrial Drive
 - a. Included in the packet is a Memo from Trevor explaining the "gift of property" and a map.
- 8. Approval of Specifications, Documentation and Contract for the 2014 Recycling Processing
 - a. The specifications are on file with the Finance Director/Clerk's office.

INFORMATIONAL ITEMS

- 1. AMP UPDATE/October 3, 2014
- 2. Greg Heath Items:
 - a. Memo requesting an increase of 1.4% to the ambulance transport rates.
 - b. Tax Notification Bulletin from Ohio Municipal League,
 - c. Auditor of State Award

MI:rd Records Retention CM-11 - 2 Years

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	11:00 AM - 1:00 pm Employee Appreciation Picnic at					
	Appreciation Picnic at					
	Oberhaus Shelterhouse					
	7:00 PM City COUNCIL					
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	6:30 PM ELECTRIC	4:30 PM Board of Zoning	Napoleon's 180th Birthday - Cen			
	Committee	Appeals Meeting				
	Board of Public Affairs	5:00 PM Planning Commission				
	7:00 PM WATER/SEWER					
	Committee					
	7:30 PM Municipal Properties/ED Committee					
	Meeting Committee					
	Meeting					
19	20	21	22	23	24	25
	6:00 PM City TREE					
	Commission Meeting					
	6:15 PM PARKS & REC					
	Committee Meeting					
	7:00 PM City COUNCIL					
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Memorandum

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

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

Date: 10/1/2014

Re: Technology and Communication Committee Meeting Cancellation

The Technology and Communication Committee meeting regularly scheduled for Tuesday, October 6, 2014 at 6:15 PM has been CANCELED due to lack of agenda items.

City of Napoleon, Ohio

CITY COUNCIL

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

MEETING AGENDA

Monday, October 6, 2014 at 7:00 pm

- **A.** Attendance (Noted by the Clerk)
- B. Prayer & Pledge of Allegiance
- C. Approval of Minutes: (In the absence of any objections or corrections, the minutes shall stand approved.)

September 15 Regular Meeting

September 22 Special Meeting

- **D.** Citizen Communication
- E. Reports from Council Committees
 - 1. Technology & Communication Committee did not meet on Monday, October 6 due to lack of agenda items.
 - 2. Finance & Budget Committee (Majority Report) met on Monday, September 22 and recommended:
 - **a.** Approving changes to the 2014 Fixed Asset Policy as listed
 - 3. Safety & Human Resources Committee did not meet on Monday, September 22 due to lack of agenda items.
- F. Reports from Other Committees, Commissions and Boards (Informational Only-Not Read)
 - 1. Health Care Cost Committee met on Wednesday, September 17 and discussed:
 - a. Review Of Health Care Premium Cost Increases
 - 2. Civil Service Commission did not meet on Tuesday, September 23 due to lack of agenda items.
 - 3. Parks & Recreation Board did not meet on Wednesday, September 24 due to lack of a quorum.
- G. Introduction of New Ordinances and Resolutions
 - 1. **Resolution No. 060-14,** a Resolution authorizing the acceptance of an Annexation Agreement with Napoleon Township for the annexation of 5.448 acres of land owned by MDC Holdings, LLC; and declaring an Emergency
- H. Second Readings of Ordinances and Resolutions
 - 1. **Resolution No. 057-14,** a Resolution authorizing the City Manager to execute any and all documents necessary to enter into the ShareOhio Program
- I. Third Readings of Ordinances and Resolutions

There are no third readings of Ordinances and Resolutions.

- J. Good of the City Any other business as may properly come before Council, including but not limited to:
 - **1. Discussion/Action:** Updated Fixed Asset Policy; direct Law Director to bring back Legislation changing the Minimum Capitalization Amount from \$1,000 to \$7,500
 - 2. Discussion/Action: Approval of Recommendation for Trick Or Treat Night
 - **3. Discussion/Action:** Economic Development Plan (Refer to Committee)
 - **4.** Discussion/Action: Change Order No. 2 (Final) Miscellaneous Street Improvement; Decrease of \$49,135.71
 - **5. Discussion/Action:** Change Order No. 4 (Final) Perry St. Parking Lot Improvements; Increase of \$600.13
 - **6. Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for the Police Department Building Roof
 - 7. Discussion/Action: Acceptance of gift of property from Kevin and Kerri Homan on Industrial Drive
 - **8. Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for Recycling Processing Contract
- K. Executive Session: Economic Development
- L. Approve Payment of Bills and Approve Financial Reports (In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)
- M. Adjournment

A. Items Referred or Pending in Committees of Council

1. Technology & Communication Committee (1st Monday)

(Next Regular Meeting: Monday, November 3 @ 6:15 pm)

2. Electric Committee (2nd Monday)

(Next Regular Meeting: Monday, October 13 @ 6:30 pm)

- a. Review of Electric Billing Determinants
- b. Electric Department Report

3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)

(Next Regular Meeting: Monday, October 13 @ 7:00 pm)

4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)

(Next Regular Meeting: Monday, October 13 @ 7:30 pm)

- a. City Manager Update on Economic Development Plan
- **b.** Updated Info from Staff on Economic Development (as needed)

5. Parks & Recreation Committee (3rd Monday)

(Next Regular Meeting: Monday, October 20 @ 6:15 pm)

6. Finance & Budget Committee (4th Monday)

(Next Regular Meeting: Monday, October 27 @ 6:30 pm)

7. Safety & Human Resources Committee (4th Monday)

(Next Meeting: Monday, October 27 @ 7:30 pm)

2014 Regular Meetings with Townships scheduled for February and November

8. Personnel Committee (As needed)

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

1. Board of Public Affairs (2nd Monday)

(Next Regular Meeting: Monday, October 13 @ 6:30 pm)

- a. Review of Electric Billing Determinants
- b. Electric Department Report

2. Board of Zoning Appeals (2nd Tuesday)

(Next Regular Meeting: Tuesday, October 14 @ 4:30 pm

a. BZA 14-04 900 W. Riverview Ave.

3. Planning Commission (2nd Tuesday)

(Next Regular Meeting: Tuesday, October 14 @ 5:00 pm)

- a. PC 14-06 Replat Lot 2 Scott Street
- **b.** PC 14-07 North Point Plat No. 4
- c. PC 14-08 Replat Lot 41 Jackson Cleaners
- d. PC 14-09 Replat Lots 6 & 7 Derrow Properties
- e. PC 14-10 Pocket Park

4. Tree Commission (3rd Monday)

(Next Regular Meeting: Monday, October 20 @ 6:00 pm)

5. Civil Service Commission (4th Tuesday)

(Next Regular Meeting: Tuesday, October 28 @ 4:30 pm)

6. Parks & Recreation Board (Last Wednesday)

(Next Regular Meeting: Wednesday, October 29 @ 6:30 pm)

7. Privacy Committee (2nd Tuesday in May & November)

(Next Regular Meeting: Tuesday, November 11 @ 10:30 am)

8. Records Commission (2nd Tuesday in June & December)

(Next Regular Meeting: Tuesday, December 9 @ 4:00 pm)

- **9.** Housing Council (1st Monday of the month after the TIRC meeting)
- **10.** Health Care Cost Committee (As needed)
- 11. Preservation Commission (As needed)
- 12. Infrastructure/Economic Development Fund Review Committee (As needed)
- **13.** Tax Incentive Review Council (As needed)
- 14. Volunteer Firefighters' Dependents Fund Board (As needed)
- **15.** Lodge Tax Advisory & Control Board (As needed)
- **16.** Board of Building Appeals (As needed)
- 17. ADA Compliance Board (As needed)
- **18.** NCTV Advisory Board (As needed)

City of Napoleon, Ohio

CITY COUNCIL

Meeting Minutes

Monday, September 15, 2014 at 7:00 pm

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Council John Helberg (President), Jason Maassel (President Pro-Tem), Jeff Comadoll, Jeffrey

Marihugh, Christopher Ridley, Travis Sheaffer, Heather Wilson

Mayor

Ronald A. Behm Monica S. Irelan Trevor M. Hayberger

City Manager Law Director Finance Director/Clerk

Gregory J. Heath Tammy Fein

Recorder City Staff

Robert Bennett, Fire Chief

Dennis Clapp, Electric Superintendent Marty Crossland, Staff Engineer Dan Wachtman, MIS Administrator Robert Weitzel, Police Chief

Others

News Media; NCTV; Betty Smith; Jason Erickson

ABSENT

Council Others

Call To Order

President Helberg called the meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance.

Minutes Approved

Minutes of the September 2 Council meeting stand approved with no objections or corrections.

Citizen

Communication

None

Reports From Committees

The Parks & Recreation Committee did not meet on September 2 due to lack of agenda items.

Chairman Sheaffer reported that the Electric Committee met on September 8 and recommended Council approval of:

- 1. September electric billing determinants
- 2. Three (3) Month Rolling Average Rate Structure
- 3. Unbundled Rate Billing Format

Chairman Ridley reported that the Water, Sewer, Refuse, Recycling and Litter Committee met on September 8 and recommended Council approval of:

1. No change to the current Sewer Lateral Charge Policy

The Municipal Properties, Buildings, Land Use and Economic Development Committee did not meet on September 8 due to lack of agenda items.

Introduction Of Resolution No. 057-14

President Helberg read by title Resolution No. 057-14, a Resolution authorizing the City Manager to execute any and all documents necessary to enter into the ShareOhio Program

Motion To Approve First Read

Motion: Maassel Second: Ridley

To approve first read of Resolution No. 057-14

Discussion

Irelan reported that Staff members and the Mayor met with the Auditor in July regarding the ShareOhio Program, and Council directed on August 4 that all current mutual aid contracts be reviewed; these contracts were brought before Council on August 18 at which time Council directed the Law Director to draft this Resolution to approve Council recommendation to enter into the ShareOhio Program. Irelan stated there is no new information to present, however there may be more liability clauses added to the Contract.

Passed Roll call vote on above motion:

Yea- 6 Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer

Nav-1 Nay- Marihugh

Introduction Of Resolution No. 058-14 President Helberg read by title Resolution No. 058-14, a Resolution authorizing the expenditure of funds over twenty five thousand dollars (\$25,000.00) for the purchase of, off State Bid, a powered ambulance cot from R.S.V.P., Inc; and declaring an Emergency

Second: Ridley

Motion To Approve First Read

Motion: Maassel To approve first read of Resolution No. 058-14

Discussion Discussion

Irelan stated that a Grant was received from the Bureau of Workers Compensation (BWC) and approved by Council on August 4 to purchase the powered ambulance cot to be fitted in the newly purchased ambulance; a Budget Adjustment and Appropriation Measure (Supplemental No. 3) were approved by Council on August 18 and now authorization is required due to the total cost of \$38,232; adding that the City portion of this cost will total \$13,314.45 which has been approved by Council previously. Hayberger asked for this Resolution to be passed under Suspension and with an Emergency Clause as the cost will increase as of October 1, due to the beginning of the new fiscal year. Marihugh asked if there are any changes needed to be made to the new ambulance to accept the new cot; Irelan replied that the changes are included in the cost and will be installed before the ambulance is delivered to the City.

Motion To Suspend The Rules

Motion: Marihugh Second: Ridley To suspend the rules requiring three readings

Passed Roll call vote on above motion:

Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Yea-7

Nay- 0 Nay-

Passed Roll call vote to pass Resolution No. 058-14 under suspension of the rules Yea-7 Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Nay- 0 Nay-

Introduction Of Resolution No. 059-14 President Helberg read by title Resolution No. 059-14, a Resolution approving the provisions of a certain Collective Bargaining Agreement No. 2014-21 between the City of Napoleon, Ohio and Local 240 IUPA, AFL-CIO Napoleon Police Officers Association for the term commencing from December 1, 2013 through November 30, 2016; authorizing the City Manager to execute the same; approving the Fact Finding Report; and declaring an Emergency

Motion To Approve

Motion: Ridley First Read

Second: Maassel

To approve first read of Resolution No. 059-14

Discussion

Irelan stated that the Fact Finding Report has been previously approved by Council on September 2; Irelan stated that she is not asking for this Resolution to be passed under Suspension yet, though she will be asking for this Resolution to be passed under Suspension at the Second Read. Irelan stated that this has not been Ratified as of yet but the Union did approve the Fact Finding Report; the Ratification will be discussed at the Labor Management Meeting tomorrow though Irelan does not know when the Ratification vote will be held.

Passed Roll call vote on above motion:

Yea- 6 Yea- Comadoll, Ridley, Maassel, Helberg, Sheaffer, Marihugh

Nav- 0

Abstain- Wilson Abstain- 1

No 2nd Or 3rd Readings

There were no second or third readings of Ordinances and Resolutions.

GOOD OF THE CITY

Discussion/Action

Motion To Approve Billing Determinants Motion: Maassel Second: Sheaffer

To accept the recommendation for approval of September electric billing

determinants as follows:

Generation Charge: Residential @ \$0.08870; Commercial @ \$0.11225; Large Power @ \$0.05417; Industrial @ \$0.05417; Demand Charge Large Power @ \$15.57; Industrial @ \$16.40; JV Purchased Cost: JV2 @ \$0.03917; JV5 @ \$0.03917

Passed

Yea-7 Nav- 0 Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh

Nay-

Changing the Permitted Parking On **Highland Avenue** (Tabled)

Motion To Untable

Marihugh Second: Ridlev

To untable changing the permitted parking on Highland Avenue

Passed

Roll call vote on above motion:

Roll call vote on above motion:

Yea- 6 Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Marihugh

Nay- 0 Nay-

Abstain- 1 Abstain- Sheaffer

Discussion

Wilson stated that she has concerns regarding this issue; she believes this is not a City issue and is hesitant to involve the City, adding that the residents do have other options.

Jason Erickson, 1140 Highland Avenue, showed Council a picture taken on Friday, September 12, 2014 at 11:00 am showing only two (2) cars parked on Highland Avenue; see attached, stating that he believes that parking is not an issue. Wilson added that she received a letter stating that the residents were willing to move their mailboxes and this could be another option. Helberg determined there is one (1) car

3 of 7 10/1/2014 Council Meeting Minutes

per block in the picture brought by Erickson; Erickson stated the cars shown are the usual cars parked in this area. Helberg restated that the City would prefer to stay out of this issue; Irelan stated the only option that the City can legally enforce is changing the parking. Hayberger stated that he does not want the City involved in civil matters and being involved in this issue could create a Taxpayer Lawsuit against the City.

Betty Smith, 1035 Highland Avenue, stated this issue has been over a three (3) year period and has previously gone three (3) days without receiving her mail. Helberg asked if the residents have tried to work together to ease this issue; Smith believes this issue is a bit better than it was and understands that the City is at a loss to help the residents with this issue as it is a Post Office issue. Erickson added that it should be the residents' responsibility to notify people who have parked in front of mailboxes and work together to fix this issue.

Approval Of Change Order No. 4 (Final) For The Northcrest Circle Improvements Project; Vernon Nagel, Inc., Contractor Lulfs distributed a memo regarding Change Order No. 4; see attached.

Irelan explained that Lulfs requested Council approval of Change Order No. 4 (Final) regarding the Northcrest Circle Improvements Project for Vernon Nagel, Inc. for a total amount of \$391,694.34 which includes an increase of \$16,869.51 due to the previous placement of the underground pipes causing additional footage of piping being required, and adding an additional fire hydrant. Marihugh asked why the addition of a fire hydrant was missed on the plan review; Crossland stated that this was correct on the plans but only one (1) was accounted for in the line item specifications. Marihugh asked how the mulching and seeding were incorrect by 2,800 square feet; Irelan stated the original plan was to go in on a right-of-way, but upset neighbors changed the direction. Wilson stated that even with the Change Order addition, the project still came in under budget. Helberg added that this is the project in which the plans were modified for traffic access; Irelan stated that the project went smoothly and residents commented that the contractor was accountable and easy to work with regarding getting into driveways. Maassel asked if the incorrectly placed pipes were replaced straight; Irelan stated that some pipes had to be replaced as they currently are but are recorded as such on the As Built Plans.

Motion To Approve Change Order No. 4 (Final) For The Northcrest Circle Improvements Project; Vernon Nagel, Inc., Contractor Motion: Sheaffer Second: Ridley
To approve Change Order No. 4 (Final) for the Northcrest Circle Improvements
Project; Vernon Nagel, Inc. Contractor

Passed Yea- 6 Nay- 0 Abstain- 1 Roll call vote on above motion:

Yea- Comadoll, Wilson, Ridley, Maassel, Sheaffer, Marihugh

Nay-

Abstain- Helberg

Approval Of Three (3) Month Rolling Average Electric Billing Rate Structure And Unbundled Rate Billing Format Irelan distributed memos discussed during the BOPA/Electric Committee regarding Bundled versus Unbundled Rate Structures and Electric Bill Comparison; see attached.

Irelan stated that the Electric Committee recommendation was to approve the three (3) month rolling average electric billing rate structure as well as the unbundled rate billing format. Sheaffer added that these items were discussed at length, adding that

he voted for the bundled rate structure so the Residential customers were not confused, and Heath already sends out a detailed list to the Industrial and Large Power customers. Irelan stated that for the Residential rate the Energy Charge is broken down into Distribution Charge and Power Supply Cost. Heath stated that the City currently has the unbundled rate format, and has used this rate structure since 2001. Helberg added that he prefers the unbundled rate structure so the bills can be used for comparisons for the customers, and can also be used for an economic development standpoint to potentially attract business to the City. Sheaffer asked if the Residential customers call regarding their current bill; Heath stated that Residential customers do call in with questions, and believes this will continue. Heath added that the three (3) month rolling average will fix the Energy Charge, Distribution Charge and Demand Charge; the only change will be the differential based on the computed Energy Charge which is based on the cost of purchased power, which is included in the Demand Charge. Heath stated that this process began with the Electric Rate Review in 2013 with a goal of having these changes effective January 1, 2015, with Legislation being brought forward no later than October 20. Heath restated that this is not a rate increase; this is just a different way of applying the approved billing determinants across all rate classes.

Motion To Direct Law Director To Draft Legislation To Implement The Three (3) Month Rolling Average Electric Billing Rate Structure And Unbundled Rate Billing Format Motion: Sheaffer Second: Wilson

To direct the Law Director to implement the three (3) month rolling average electric billing rate structure and unbundled rate billing format

Passed Yea- 7

Nav- 0

Approval Of No Change To The Current Sewer Lateral Charge Policy

Good Of The City

(Cont.) Heath

Wilson

Ridley

Maassel

Roll call vote on above motion:

Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Nay-

Irelan stated that this issue was discussed at length during the Water, Sewer, Recycling, Refuse and Litter (WSRRL) Committee meeting; the Committee recommended no change to the current policy due to the charge being based on the number of bills, including properties that do not have sewer.

None

Wilson canceled the upcoming Safety & Human Resources meeting.

None

Maassel congratulated the City of Defiance for being named one of the five (5) best cities in Ohio.

Maassel thanked Tony Cotter for his customer service with Northwest Capital Financial; a railroad spike got hit by a mower near Bales Avenue which then flew into a building and chipped the building; Cotter spoke with the building owner.

Helberg

Helberg heard on the radio that there is a scam regarding income tax issues; Chief Weitzel stated the called identification makes it look like the call is coming from Washington, DC; Weitzel met with the Attorney General regarding scams going to all residents.

Helberg stated that Tenneco invited Council members to the 60th anniversary open house on October 3; RSVP is due tomorrow morning.

Helberg stated that Ohio Department of Transportation (ODOT) invited Council members to an open house format hearing regarding the initial stages of developing the 2016-2019 Statewide Transportation Improvement Program (STIP) on September 24 at the Bowling Green ODOT Building.

Behm

Behm reported that the Henry County Economic Development Plan was turned into the Community Improvement Corporation (CIC) Board and will be reviewed tomorrow; Behm invited Council to attend this meeting adding that a copy will be distributed for review.

Sheaffer

Sheaffer encouraged Council members to attend the Feel The Heat Program.

Sheaffer suggested reminding the company that manages the railroad to mow near Haley Avenue; Irelan stated that they have been updated on the City concerns. Helberg added that the condition of the crossings should also be discussed; Irelan stated this is currently in discussion. Irelan added that this management company is more responsive than the previous company was; Maassel agreed.

Sheaffer stated that the AMP Ohio Conference will take place at the end of October; Sheaffer will attend the OMEA meetings as well. Sheaffer stated that the City Board seat will be elected that week as well. Roxanne has the information regarding this Conference.

Sheaffer stated that he has spoken with City employees and he would like to remind Council members of their role; Council members are not part of a micro-managing body and we have a capable City Manager.

Sheaffer stated the Fire Department is having a chicken barbecue; see Chief Bennett for tickets.

Marihugh

Marihugh asked if any hydrant maintenance was being done this year, the caps and bonnets should be color coded; Irelan will research this information and report back.

Comadoll

None

Hayberger

Requested Executive Session for Preparing for Contract Negotiations.

Irelan

Irelan requested the 2015 salary and fringe benefits and debt listing be referred to the Finance and Budget Committee.

Helberg Referred 2015 Salary And Fringe Benefits And Debt Listing To The Finance & Budget Committee

Helberg Called A

Helberg called a Special Council meeting to meet in Joint Session with the Finance

Special Council & Budget Committee **Meeting To Meet In Joint Session With** Finance & Budget **Committee Motion To Go Into** Motion: Marihugh Second: Ridley To go into Executive Session regarding contract negotiations **Executive Session: Contract Negotiations** Roll call vote on above motion: **Passed** Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Yea- 7 Nay- 0 Nay-**Into Executive Session** Council went into Executive Session at 7:54 pm. **Motion To Come Out** Motion: Maassel Second: Wilson To come out of Executive Session Of Executive Session **Passed** Roll call vote on above motion: Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Yea-7 Nay- 0 Nav-**Out Of Executive** Council came out of Executive Session at 8:34 pm. President Helberg reported that Session the discussion was regarding the preparation for contract negotiations concerning healthcare costs and no action was taken. Bills and financial reports stand approved as presented with no objections. **Approval Of Bills** Ridley Second: Maassel Motion To Adjourn Motion: To adjourn the meeting. **Passed** Roll call vote on above motion: Yea-7 Yea- Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer, Marihugh Nay- 0 Nay-Adjournment Meeting adjourned at 8:38 pm. Approved: John A. Helberg, Council President Ronald A. Behm, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio

FINANCE AND BUDGET COMMITTEE IN JOINT SESSION WITH CITY COUNCIL

Meeting Minutes

Monday, September 22, 2014 at 6:30 pm

PRESENT

Committee

Council

Jason Maassel - Chair, Ron Behm, Chris Ridley, Heather Wilson

John Helberg (President), Jason Maassel (President Pro-Tem), Jeff Comadoll,

Christopher Ridley, Heather Wilson

City Staff

Gregory J. Heath, Finance Director/Clerk of Council

Monica S. Irelan, City Manager Trevor M. Hayberger, Law Director

Chief Weitzel

Tammy Fein

News Media

Roxanne Dietrich, Administrative Assistant

Recorder Others

ABSENT

Members Others

Jeffrey Marihugh, Travis Sheaffer

Call To Order

Chairperson Maassel called the meeting to order at 6:30 pm.

Approval Of Minutes

Minutes from the July 28 meeting stand approved with no objections or corrections.

Changes In Fixed **Asset Policy For 2014** Heath distributed memos regarding Fixed Assets/Inventory Control for Various Cities, and Changes in the Fixed Asset Policy; see attached.

Heath explained the history behind using the Generally Accepted Accounting Principles (GAAP) to prepare Annual Financial Reports, as well as the guidelines presented for the proposed threshold increase for recording Assets under the Policy from \$1,000 to \$7,500.

Heath stated that Cities in the past had not been concerned with Fixed Assets, however a requirement in the late 1980s deemed that Fixed Assets must be included in the Financial Reports; adding that the Fixed Assets have evolved to include only larger priced items that will depreciate out over time. Heath stated that the requested changes to the Policy were listed in the memo; Heath requests that Council change this Policy from a \$1,000 baseline to a \$7,500 baseline to be used in the Comprehensive Annual Financial Report (CAFR) Balance Sheet, adding that this change does not address inventory control, though it can be partially used for this purpose; it is mainly for tracking the larger Fixed Assets for purposes of the Financial Statements.

Heath requested that Section 3.5 on Page four (4) of the memo, Categorization of Fixed Assets, listing a specific carveout for computerized office equipment, be removed.

Behm asked how the \$7,500 baseline amount was created; Heath replied this was at the suggestion of the Auditors. Maassel asked what items are being counted now that will not be counted when the baseline is increased; Heath replied computers as well as certain mowers, certain snowplows purchased separately from the truck among other items that may fall off for reporting purposes.

Heath stated that the rest of the Policy has no suggested changes at this time. Ridley asked if the requested changes will impact the Financial Statements regarding the dollar values of the Fixed Assets; Heath stated this baseline amount is minimal.

Ridley asked how the proposed changes would impact the management of inventory; Heath explained that there are two (2) types of inventory; expendable inventory which is tracked annually by departments and treated with a First In First Out (FIFO) method, and all other items are considered operational inventory including furniture, small tools and all items under \$7,500. Heath stated that the Policy originally was intended to cover those items, but without direct enforcement, the inventory was not tracked correctly. Heath directed Christine Peddicord, Assistant Finance Director, to survey other Cities and their tracking options; see attached. Heath stated that the operational inventory lists are not typically turned into the Finance Department for recording or tracking purposes. Maassel stated that \$7,500 seems like a big jump and is comfortable with \$5,000 as a baseline. Heath stated that all cities are required to do GAAP statements by the State of Ohio Auditors Office. Ridley asked what the benefit of raising the threshold would be; Heath replied to improve efficiency and ease recording burdens. Behm stated he has no problem with the \$7,500 baseline; Ridley agreed, adding that this will not impact the recording of inventory tracking. Heath stated inventory tracking of operational inventory will be addressed later.

Motion To Recommend Council Approve Changes In Policy As Listed As Recommended By Heath Motion: Behm Second: Wilson
To recommend Council approve changes in the Fixed Asset Policy as listed, as recommended by Heath; these changes are:

- 1. Raising the threshold for recording Assets under the Policy from \$1,000 to \$7,500; and
- 2. Removing Policy 3.0, Categorizations of Fixed Assets, under Section 3.5.

Passed Yea- 4 Nay- 0 Roll call vote on above motion: Yea- Behm, Maassel, Ridley, Wilson Nav-

Council Call To Order

President Helberg called the meeting to order at 6:48 pm.

Second Read of Resolution No. 059-14 President Helberg read by title Resolution No. 059-14, a Resolution approving the provisions of a certain Collective Bargaining Agreement No. 2014-21 between the City of Napoleon, Ohio and Local 240 IUPA, AFL-CIO Napoleon Police Officers Association for the term commencing from December 1, 2013 through November 30, 2016; authorizing the City Manager to execute the same; approving the Fact Finding Report; and declaring an Emergency (Suspension Requested)

Motion To Approve Second Read Motion: Ridley Second: Maassel To approve first read of Resolution No. 059-14

Discussion

Hayberger noted Wilson was a part of the Executive Session and does not need to recuse herself from this vote.

Irelan stated there were no changes to the Resolution since the first read, adding that there is a time issue due to the Resolution being retroactive.

Page 2 of 5

Motion To Suspend

The Rules

Motion: Ridley Second: Comadoll

To suspend the rules requiring three readings

Passed

Yea- 5

Nay- 0

Passed Yea- 5

Nay- 0

Salary and Fringe Benefits For 2015 Roll call vote on above motion:

Yea- Wilson, Ridley, Maassel, Helberg, Comadoll

Nay-

Roll call vote to pass Resolution No. 058-14 under suspension of the rules

Yea- Wilson, Ridley, Maassel, Helberg, Comadoll

Nay-

Heath distributed a memo regarding Salary and Fringe Benefits for 2015; see attached.

Irelan distributed a packet containing the City's Mission Statement; Three (3) Year History of Budgeted Salaries and Benefits; and a ten (10) year history of Employees by Function; see attached.

Irelan stated these memos will demonstrate where cuts have taken place in City departments through 2013. Heath stated that this is a budget document being established based on the current existing positions, upcoming retirements and current vacancies with current contracts that impact wages, adding that step increases are listed for the entire year along with the healthcare full projection of twelve percent (12%) for budgeting review purposes. Heath stated that nonbargaining increases are not listed since they are not yet approved; these numbers are pulled directly into the summaries by fund and will be discussed at the budget meetings, and the dollar figures are listed for appropriation purposes in vacancies. Heath stated that the Accounts Payable Clerk position is not currently vacant as listed; the position will retire in 2015, however his estimated number of hours before retirement, along with the filled position hours after the retirement are listed.

Maassel asked if a date had been set for the two (2) day budget meetings; Heath suggested doing this at this meeting. Irelan assumed November 7and 8; Council agreed. Heath stated the documents being received tonight are at the request of Council to receive any information available ahead of the scheduled budget meetings.

Behm suggested the wages listed were set by contracts; Irelan reminded Council that all nonbargaining employees were listed at no raise as of yet; Heath added that the vacancies would be corrected as well. Irelan stated that she will have some suggestions as to where items were listed as a line item in the budget but nothing that will impact the bottom line. Irelan spoke with Hoover and Bilow regarding their potential upcoming retirements; and she will be asking to have a Chief Operator position re-added; there is already a job description and a wage scale created for this position. Maassel asked if the retirements were cemented; Irelan stated that Bilow is retiring next year though Hoover is not.

Irelan stated that the second part of the distributed Mission Statement will be researched to make sure the City is competitive; currently the City is average. Irelan stated that she wants to make sure the City can continue providing the service, staying competitive and staying within budget. Irelan stated that the comparable budgets of other cities were compared line item by line item to compare with the City's. Ridley asked to discuss the cost of living increases for the nonbargaining employees; Heath stated that in the past, this figure would be listed however this was not directed by Council for this year, though this should be considered to have accurate figures to

work with. Behm stated that the nonbargaining usually get the same increases as the Unions.

Wilson asked if Council should expect decreases in operating budgets from departments to make sure the budget remains balanced; Irelan stated that her budgeting style is new to the departments and she is teaching them what she expects to see from them. Irelan stated that service is the goal of the City and the employees are the core for this service, and no decreases in operational budgets are expected at this time, however there will be a plan in place to reach the budgetary goals.

Behm asked how the tax revenues are so far this year; Heath sated that the income tax revenues have increased though interest earnings are not up, and believes the year will be finished at approximately a three percent (3%) increase. Irelan stated that the Fire Department increases were 0%, 1.5%, and 1.5% increases for the next three (3) years; AFSCME increases were 1.5%, 2.0% and 0% over the next three (3) years, and the Police Department increases were 1.5%, 1.5%, 1% over the next three (3) years, adding that AFSCME had a signing bonus lump sum addition. Heath suggested that Council allow the Appointing Authority to discuss the nonbargaining increases to be included in the budget. Irelan stated that the budget is not a known figure on the expenditure side and a structural issue must be fixed, but Irelan does not know what the General Fund can afford to give to the nonbargaining employees as an increase; Irelan asked for direction from Council if they would like to see the nonbargaining employees get an increase. Ridley stated that it is hard to give a direction without the City Manager recommendation; Irelan recommended allowing the Appointing Authorities to discuss what can be afforded to give the nonbargaining employees; Wilson prefers the Appointing Authority take the time to research this before any decision or suggestion is made.

Heath believes the requirement will be met and the City is cautious on expenditures, the biggest challenge will be the General Fund and the upcoming Long Term Control Plan (LTCP) projects and the Water Plant project. Behm suggested the increase to Income Tax revenues could cover the potential increase in wages; Heath believes it could. Heath suggested looking at other fees as well; the Court has not increased revenues in the last few years, however the City has no control over the Court. Heath resuggested that Council lobby the State regarding taking the Income Tax revenue away from the City.

Comadoll asked what the salt budget would do to the General Fund and are there other plans in place regarding the salt issue; Irelan stated the City had planned to build a new salt shed but it was cut from the budget which cut Irelan's ability to purchase salt at \$60 per ton instead of the \$160/ton. Behm stated that the salt shed was in the budget a number of years and always cut, and last year the City began saving toward this project, however, projections were not being made to forecast future projects. Behm stated the original salt shed cost was estimated at approximately \$300,000 however there are sheds that cost approximately \$80,000.

2015 Debt Summary

Heath distributed memos regarding the Schedule of Listed Debt Principal and Actual and Projected Debt Amortization; see attached.

Heath stated that under the State of Ohio General Obligation Debt rule, the City is to appropriate for debt before any other appropriations are made. Heath added that the numbers listed in this memo are estimations for budgeting purposes; and the specific Funds are listed along with the Funding Source matrix. Heath stated that the memo assumes the Water Plant being rehabbed and the bonds are projected along with the

debt associated and these figures match the Courtney Study. Heath reminded Council that these figures go directly into the budget.

Heath stated that the Funding Source Matrix shows the exact Revenue Fund which expenditures are paid from; showing the originating source of funding.

Ridley asked if the projections of the Sewer Revenue Fund take into account future projects; Heath stated for rates they do but not for expenditures as they will not be listed until the project is completed. Irelan added there are no new changes to the debt side of this projection. Heath stated that in terms of dollars, debt, salaries, and fringe benefits are at least one-third (1/3) of the total budget.

Irelan welcomed any questions from the Committee or Council before the two (2) day budget session.

Any Other Matters Or Items Currently Assigned To The Committee

None

Finance Motion To Adjourn

Motion:

Ridley

Roll call vote on above motion:

Second:

Wilson

Passed

Yea-4 Nay- 0 Yea- Behm, Maassel, Ridley, Wilson Nay-

Council Motion To

Motion: To adjourn the meeting at 7:39 pm

Maassel

To adjourn the meeting at 7:39 pm

Second:

Comadoll

Adjourn

Passed Yea-7

Nay- 0

Approved:

Roll call vote on above motion:

Yea-

Nay-

Date

John Helberg, Chair

RESOLUTION NO. 060-14

A RESOLUTION ACCEPTING THE ANNEXATION TO THE CITY OF NAPOLEON OF 5.448 ACRES OF LAND OWNED BY MDC HOLDINGS, LLC; AND DECLARING AN EMERGENCY

WHEREAS, the City of Napoleon has previously entered into an annexation agreement with MDC Holdings LLC in compliance with an Expedited Type I Annexation of approximately 5.448 acres of land which is currently in the Township of Napoleon, Henry County, Ohio; and,

WHEREAS, the City of Napoleon has previously consented to said annexation it now chooses to accept said annexation; and,

WHEREAS it is the intent of the City of Napoleon to respond accordingly; Now therefore,

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

- Section 1. That, the Council of the City of Napoleon, Ohio does hereby accept the annexation of the territory proposed.
- Section 2. That, the Clerk of Council is hereby directed to forward a copy of this Resolution to the Henry County Board of Commissioners, the Henry County Auditor, the Henry County Recorder, and the Secretary of State for Ohio.
- Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.
- Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.
- Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for the City to comply with ORC requirements regarding Type I Annexation; 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/Fin	nance Dire	ctor	
_ ·	No. 060-14	was duly pu	of the City of Napoleon, do hereby certify blished in the Northwest Signal, a day of
; & I further certify	the complic	ance with rul	les established in Chapter 103 of the of the State of Ohio pertaining to Public
			Gregory I Heath Clerk/Finance Director

RESOLUTION NO. 057-14

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO THE SHAREOHIO PROGRAM

WHEREAS, the City of Napoleon desires to enter into the ShareOhio Program for the loaning and borrowing of capital equipment from other governmental agencies; **Now therefore**,

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

- Section 1. That, the City Manager is directed to execute all documents necessary to enter into the ShareOhio Program.
- 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 take effect at the earliest possible time permitted by law.

Passed:	
	John A. Helberg, Council President
Approved:	
	Ronald A. Behm, Mayor
VOTE ON PASSAGE Yea Nay	Abstain
A	
Attest:	
Gregory J. Heath, Clerk/Finance Director	

that the foregoing Resolution No. 057-14 wa	, <u>, , , , , , , , , , , , , , , , , , </u>
newspaper of general circulation in said Cir	
	with rules established in Chapter 103 of the Codified
Ordinances Of Napoleon Ohio and the laws	of the State of Ohio pertaining to Public Meetings.
	Gregory J. Heath, Clerk/Finance Director

City of Napoleon Parks and Recreation Department

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

Memorandum

To: Monica Irelan, City Manager

From: Tony Cotter, Director of Parks and Recreation

Date: Thursday, September 25, 2014

Subject: Trick or Treat Night Recommendation

The Parks and Recreation Board did not meet on September 24th due to a lack of a quorum and therefore no recommendation was made for Trick or Treat night. Normally, this recommendation is made at the Board's September meeting and forwarded to City Council for their approval. Since the board will not meet again until the end of October, I am recommending that Trick or Treat night in Napoleon be set for Thursday, October 30th from 5:30 – 7:00 p.m. This recommendation can be made to City Council for their approval at their October 6th meeting.

Please let me know if you have any questions or would like additional information.



City of Napoleon, Ohio

Department of Public Works

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

Memorandum

To: Monica Irelan, City Manager

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

cc: Mayor & City Council

Greg Heath, Finance Director

Date: October 6, 2014

Subject: 2014 Miscellaneous Street Improvements

Change Order No. 1 - Final

The above referenced project has been completed and final quantities have been tabulated. Change Order No. 1 – Final is -\$49,135.71. The final project cost is \$223,084.29. I request that Council approve Change Order No. 1 – Final to allow us to close out this project.

CEL

CHANGE ORDER

No. 2 (FINAL)

PROJECT		DATE OF ISSUANCE					
2014 Miscellaneous Str	reet Improvements	September 29, 2014					
OWNER							
City of Napoleon							
255 W. Riverview Ave.,	P.O. Box 151						
Napoleon, OH 43545	1 .O. DOX 101						
CONTRACTOR		ENGINEER					
Gerken Asphalt Paving	Inc	Chad E. Lulfs, P.E., P.S.					
9072 County Road 424		City Engineer					
Napoleon, OH 43545		, ,					
CONTRACT FOR:	2014 Miscellaneous Street	Improvements					
You are hereby directed to p	proceed promptly with the following	•					
DESCRIPTION:	Work Completed, Final Qua						
	, ,	, ,					
ATTACHMENTS - (List Doc	uments Supporting Change)						
	- · ·	rice or Contract Time, any claim for a Change					
	e one of the following methods of dete	5					
Method of Determining Char	ige In	Method of Determining Change In					
CONTRACT PRICE		CONTRACT TIME					
☐ Time and Materials		☐ Contractor's Records					
☐ Unit Prices		☐ Engineer's Records					
☐ Cost Plus Fixed Fee		□ Other					
☐ Other							
Estimated Increase/Decreas	e in	Estimated Increase/Decrease in					
CONTRACT PRICE	(\$49,135.71)	CONTRACT TIME days					
If the Change involves an Incre	ase, the estimated amount	If the Change involves an Increase, the estimated time is not					
is not to be exceeded without fu	urther authorization.	to be exceeded without further authorization.					
Recommended		Accepted					
CITY of NAPOLEON		GERKEN ASPHALT PAVING, INC.					
		Contractor					
	δ	:					
Chad E. Lulfs, P.E., P.S.; Cit	ry Engineer						
Authorized							
Monica Irelan, City Manager	<u> </u>						

Original Contract Prior to this Change Order Increase / Decrease Resulting from this Change Order Current Contract Price, Including this Change Order

FINAL CHANGE ORDER

September 29, 2014

NAME of PROJECT - 2014 Miscellaneous Street Improvements Project CONTRACTOR - Gerken Asphalt Paving, Inc.

		ESTIMATED	ACTUAL	QUANTITY		UNIT	AMOUNT	AMOUNT
ITEM	DESCRIPTION	QUANTITY	QUANTITY	DIFF.	UNIT	PRICE	DECREASE	INCREASE
Scott S	Street (U.S. 24 South Exit Ramp to Bonaparte Drive)							
1	Cold Planing	5,600.00	5,600.00	0.00	SY	\$3.00	\$0.00	\$0.00
2	Tack Coat @0.05 Gal/SY	300.00	331.75	31.75	GAL	\$2.00		\$63.50
3	0" - 1/2" Asphalt Concrete Scratch Course (ODOT 448 Type 1							
	Medium), PG64-22	175.00	175.00	0.00	TON	\$94.00	\$0.00	\$0.00
4	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	650.00	450.00	-200.00	TON	\$88.00	-\$17,600.00	
5	8" Edge Line, Single White	0.60	0.50	-0.10	MI	\$2,000.00	-\$200.00	
	Centerline Stripe, Double Yellow, Type 1	0.30	0.31	0.01	MI	\$1,000.00	Ψ_00.00	\$10.00
7	Channelizing Line, White	75.00	100.00	25.00	LF	\$1.00		\$25.00
8	Directional Arrows	1.00	2.00	1.00	EA	\$50.00		\$50.00
9	Turn Lane "ONLY"	1.00	0.00	-1.00	EA	\$75.00	-\$75.00	
10	Transverse/Directional Line	135.00	104.00	-31.00	LF	\$4.00	-\$124.00	
11	Maintenance of Traffic	1.00	1.00	0.00	LS	\$4,500.00	\$0.00	\$0.00
12	Mobilization	1.00	1.00	0.00	LS	\$5,000.00	\$0.00	\$0.00
Lagra	nge Street (Scott Street to Dodd Street)							
1	Cold Planing (2" Deep)	1,300.00	1,342.20	42.20	SY	\$3.00		\$126.60
2	Tack Coat @0.05 Gal/SY	70.00	67.11	-2.89	GAL	\$2.00	-\$5.78	
	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	150.00	144.03	-5.97	TON	\$90.00	-\$537.30	
4	Centerline Stripe, Double Yellow	0.15	0.13	-0.02	MI	\$1,000.00	-\$20.00	
5	Maintenance of Traffic	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
6	Mobilization	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
	Avenue (W. Washington Street to W. Main Street)					1		
1	Cold Planing	430.00	438.90	8.90	SY	\$6.00		\$53.40
2	Tack Coat @0.05 GAL/SY	25.00	35.00	10.00	GAL	\$2.00		\$20.00
3	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	50.00	48.02	-1.98	TON	\$105.00	-\$207.90	
4	Maintenance of Traffic	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
5	Mobilization	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00

		ESTIMATED	ACTUAL	QUANTITY		UNIT	AMOUNT	AMOUNT
ITEM	DESCRIPTION	QUANTITY	QUANTITY	DIFF.	UNIT	PRICE	DECREASE	INCREASE
Clairn	nont Avenue (Woodlawn Avenue South to West School Drive)							
1	Cold Planing	200.00	180.97	-19.03	SY	\$9.00	-\$171.27	
2	Tack Coat @ 0.05 GAL/SY	10.00	9.05	-0.95	GAL	\$2.00	-\$1.90	
3	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	25.00	27.54	2.54	TON	\$140.00		\$355.60
	Remove Type 2 Curb (Saw Cut and Do Not Remove Pan Portion of	23.00	21.34	2.34	TON	\$140.00		φ333.00
4	Curb and Gutter) and Install Type 6 Curb	6.00	5.50	-0.50	LF	\$400.00	-\$200.00	
5	Crosswalk	10.00	11.00	1.00	LF	\$3.00	Ψ200.00	\$3.00
6	Maintenance of Traffic	1.00	1.00	0.00	LS	\$2,000.00	\$0.00	\$0.00
	Mobilization	1.00	1.00		LS	\$900.00	\$0.00	\$0.00
	nore Drive (Jahns Road to Hurst Drive)					77 00100	+	+ 3133
	Cold Planing (1" to 1½" Deep)	1,120.00	1,125.71	5.71	SY	\$3.00		\$17.13
2	Tack Coat	60.00	65.00	5.00	GAL	\$2.00		\$10.00
						·		·
3	1½" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	100.00	82.37	-17.63	TON	\$102.00	-\$1,798.26	
4	Maintenance of Traffic	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
5	Mobilization	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
Ameri	can Road (Industrial Drive to West Truck Stop Drive)							
1	Cold Planing (0" to 2" Deep)	2150.00	2150.00	0.00	SY	\$4.00	\$0.00	\$0.00
2	Tack Coat @ 0.05 GAL/SY	115.00	130.00	15.00	GAL	\$2.00		\$30.00
3	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	250.00	212.37	-37.63	TON	\$88.00	-\$3,311.44	
4	7-3/4" Asphalt Concrete Base (ODOT 301 Medium, PG64-22)	22.00	22.05	0.05	TON	\$200.00	1-7-	\$10.00
5	12" Crushed Aggregate Base (ODOT 304)	35.00	24.64	-10.36	TON	\$148.00	-\$1,533.28	·
6	Water Valve Adjust to Grade	1.00	0.00	-1.00	EA	\$450.00	-\$450.00	
7	8" Edge Line, Single White	0.01	0.21	0.20	MI	\$2,000.00		\$400.00
8	Centerline Stripe, Double Yellow	0.10	0.09	-0.01	MI	\$1,000.00	-\$10.00	
9	24" Stop Bar	20.00	16.00	-4.00	LF	\$4.00	-\$16.00	
10	Maintenance of Traffic	1.00	1.00	0.00	LS	\$3,500.00	\$0.00	\$0.00
11	Mobilization	1.00	1.00	0.00	LS	\$2,500.00	\$0.00	\$0.00
Indust	rial Drive (North Abutment to American Road)						-	
1	Tack Coat	70.00	0.00	-70.00	GAL	\$2.00	-\$140.00	
	0"-4" Asphalt Concrete Scratch Course (ODOT 448 Type 1 Medium, PG64-22)	165.00	0.00	-165.00	TON	\$106.00	-\$17,490.00	
3	Maintenance of Traffic	1.00	0.00	-1.00	LS	\$2,500.00	-\$2,500.00	
4	Mobilization	1.00	0.00		LS	\$2,500.00	-\$2,500.00	
	1					·		

		ESTIMATED	ACTUAL	QUANTITY		UNIT	AMOUNT	AMOUNT
ITEM	DESCRIPTION	QUANTITY	QUANTITY	DIFF.	UNIT	PRICE	DECREASE	INCREASE
1775 Industrial Drive City of Napoleon Operations Building)								
1	Concrete Removal	10.00	10.00	0.00	SY	\$200.00	\$0.00	\$0.00
2	Tack Coat @0.05 Gal/SY	11.00	25.00	14.00	GAL	\$2.00		\$28.00
3	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	25.00	26.94	1.94	TON	\$170.00		\$329.80
4	7-3/4" Asphalt Concrete Base (ODOT 301 Medium, PG64-22)	95.00	102.50	7.50	TON	\$95.00		\$712.50
5	12" Crushed Aggregate Base (ODOT 304)	150.00	113.20	-36.80	TON	\$80.00	-\$2,944.00	
6	Maintenance of Traffic	1.00	1.00	0.00	LS	\$1,500.00	\$0.00	\$0.00
7	Mobilization	1.00	1.00	0.00	LS	\$1,400.00	\$0.00	\$0.00
Indiar	a Avenue (Ohio Street to Oakdale Avenue)							
1	Cold Planing (0" to 1½" Deep)	250.00	278.18	28.18	SY	\$6.00		\$169.08
2	Tack Coat @ 0.05 GAL/SY	15.00	13.91	-1.09	GAL	\$2.00	-\$2.18	
3	2" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	30.00	32.00	2.00	TON	\$129.00		\$258.00
4	24" Stop Bar	12.00	10.00	-2.00	LF	\$4.00	-\$8.00	
5	Maintenance of Traffic	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
6	Mobilization	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
West (Clinton Street (Eastbound Turn Lane at N. Perry Street)							
1	Cold Planing (0" to 1½" Deep)	220.00	207.92	-12.08	SY	\$7.00	-\$84.56	
2	Tack Coat @ 0.05 GAL/SY	15.00	25.00	10.00	GAL	\$2.00		\$20.00
3	1½" Asphalt Concrete Surface (ODOT 448 Type 1 Medium, PG64-22)	20.00	21.07	1.07	TON	\$165.00		\$176.55
4	24" Stop Bar	20.00	20.00	0.00	LF	\$4.00	\$0.00	\$0.00
5	Parking Stall Line, White	35.00	36.00	1.00	LF	\$2.00		\$2.00
6	Directional Arrows	2.00	2.00	0.00	EA	\$50.00	\$0.00	\$0.00
7	Turn Lane "ONLY"	1.00	0.00	-1.00	EA	\$75.00	-\$75.00	
8	Maintenance of Traffic	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
9	Mobilization	1.00	1.00	0.00	LS	\$900.00	\$0.00	\$0.00
						Subtotals:	-\$52,005.87	\$2,870.16
						TOTAL DI	FFERENCE:	-\$49,135.71



City of Napoleon, Ohio

Department of Public Works

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

Memorandum

To: Monica Irelan, City Manager

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

cc: Mayor & City Council

Greg Heath, Finance Director

Date: October 6, 2014

Subject: Perry Street Parking Lot Improvements

Change Order No. 4 - Final

The above referenced project has been completed and final quantities have been tabulated. Change Order No. 4 – Final is \$600.13. The final project cost is \$75,689.13. I request that Council approve Change Order No. 4 – Final to allow us to close out this project.

CEL

CHANGE ORDER

No. 4 (FINAL)

PROJECT Perry Street Parking Lo	t Improvements	DATE OF ISSUANCE September 23, 2014				
OWNER City of Napoleon 255 W. Riverview Ave., Napoleon, OH 43545	P.O. Box 151					
CONTRACTOR Hohenbrink Excavating, LLC 514 McManness Ave. Findlay, OH 45839		ENGINEER Chad E. Lulfs, P.E., P.S. City Engineer				
CONTRACT FOR:	Perry Street Parking Lot Imp	provements				
You are hereby directed to p DESCRIPTION:	roceed promptly with the following of Work Completed, Adjustmer					
	• • ,	ice or Contract Time, any claim for a Change mining the effect of the change(s).				
Method of Determining Chan CONTRACT PRICE Time and Materials Unit Prices Cost Plus Fixed Fee Other	ge In	Method of Determining Change In CONTRACT TIME ☐ Contractor's Records ☐ Engineer's Records ☐ Other				
Estimated Increase/Decrease	e in	Estimated Increase/Decrease in				
CONTRACT PRICE If the Change involves an Increa is not to be exceeded without fu		CONTRACT TIME days If the Change involves an Increase, the estimated time is not to be exceeded without further authorization.				
Recommended CITY of NAPOLEON		Accepted HOHENBRINK EXCAVATING, LLC Contractor				
Chad E. Lulfs, P.E., P.S.; Cit	бу: y Engineer					
Authorized	- -					
Monica Irelan, City Manager						

Original Contract Prior to this Change Order Increase / Decrease Resulting from this Change Order Current Contract Price, Including this Change Order

FINAL CHANGE ORDER

NAME of PROJECT - Perry Street Parking Lot Improvements CONTRACTOR - Hohenbrink Excavating, LLC

		ESTIMATED	ACTUAL	QUANTITY		UNIT	AMOUNT	AMOUNT
ITEM	DESCRIPTION	QUANTITY	QUANTITY	DIFF.	UNIT	PRICE	DECREASE	INCREASE
ROAD	OWAY			•		•		
1	Clearing and Grubbing	1.00	1.00	0.00	LS	\$110.00	\$0.00	\$0.00
2	Concrete Curb Removal	70.00	77.00	7.00	LF	\$10.00		\$70.00
3	Concrete Pavement Removal	75.00	105.08	30.08	SY	\$15.00		\$451.20
	Excavation, including Embankment Construction							
4	(Roadway, Drives and Concrete)	275.00	275.00	0.00	CY	\$17.00	\$0.00	\$0.00
5	Subgrade Compaction	865.00	865.00	0.00	SY	\$1.00	\$0.00	\$0.00
6	Subgrade Stabilization Fabric	500.00	500.00	0.00	SY	\$2.00	\$0.00	\$0.00
7	6" Aggregate Base (ODOT 304)	80.00	80.00	0.00	CY	\$33.00	\$0.00	\$0.00
8	Asphalt Concrete Base (ODOT 301 PG64-22)	2.00	0.00	-2.00	CY	\$800.00	-\$1,600.00	
	Asphalt Concrete Intermediate (ODOT 448 Type 2,							
9	Medium Traffic, PG64 22)	0.00	0.00	0.00	CY	\$0.00	\$0.00	\$0.00
	Asphalt Concrete Surface (ODOT 448 Type 1, Medium							
10	Traffic, PG64-22)	1.00	1.00	0.00	CY	\$1,000.00	\$0.00	\$0.00
	6" Concrete Walk with 6" Stabilized Crushed Aggregate							
	Base (ODOT 411)	5.00	63.58	58.58	SY	\$50.50		\$2,958.29
	8" Concrete Walk with 6" Stabilized Crushed Aggregate							
	Base (ODOT 411)	30.00	17.78	-12.22	SY	\$50.50	-\$617.11	
	8" Plain Portland Cement Concrete Pavement with 6"							
13	Crushed Aggregate Base (ODOT	865.00	842.95	-22.05	SY	\$45.00	-\$992.25	
	Handicap Ramp with ADA Truncated Dome Detectable							
	Warning Strip	4.00	4.00	0.00	EA	\$300.00	\$0.00	\$0.00
	Type 2A Concrete Curb	210.00	201.50	-8.50	LF	\$10.00	-\$85.00	
	Type 6 Concrete Curb	65.00	104.00	39.00	LF	\$20.00		\$780.00
	6" HDPE Perforated Corrugated Tubing (Underdrains)							
	Including No. 8 Stone Backfill (Along Building							
	Foundation)	85.00	80.00	-5.00	LF	\$15.00	-\$75.00	
	6" PVC ASTM D3034 SDR35 (Storm), Type B	60.00	56.00	-4.00	LF	\$40.00		
	12" PVC ASTM D3034 SDR 35 (Storm), Type B	15.00	15.00	0.00	LF	\$100.00	\$0.00	\$0.00
	6" HDPE Corrugated Tubing Caps	2.00	2.00	0.00	EA	\$10.00	\$0.00	\$0.00
	6" x 6 " PVC Tee	1.00	1.00	0.00	EA	\$40.00	\$0.00	\$0.00
22	Flexible Coupling with Stainless Steel Bands (All Sizes)	2.00	0.00	-2.00	EA	\$35.00	-\$70.00	
	2-2B Catch Basin with Bike-Safe Grate (Stone Backfill							
	Included)	1.00	1.00	0.00	EA	\$1,000.00	\$0.00	\$0.00
	Connect to Existing Catch Basin	1.00	1.00	0.00	EA	\$500.00	\$0.00	\$0.00
25	Remove Parking Stall Line	100.00	90.00	-10.00	LF	\$6.00	-\$60.00	

		ESTIMATED	ACTUAL	QUANTITY		UNIT	AMOUNT	AMOUNT
ITEM	DESCRIPTION	QUANTITY	QUANTITY	DIFF.	UNIT	PRICE	DECREASE	INCREASE
26	Remove Handicap Parking Symbol	1.00	1.00	0.00	EA	\$100.00	\$0.00	\$0.00
27	Transverse/Diagonal Line	1,600.00	1,600.00	0.00	LF	\$0.50	\$0.00	\$0.00
28	Parking Stall Line	725.00	725.00	0.00	LF	\$0.50	\$0.00	\$0.00
29	Direction Arrow	3.00	3.00	0.00	EA	\$50.00	\$0.00	\$0.00
30	Topsoil	5.00	5.00	0.00	CY	\$100.00	\$0.00	\$0.00
31	Fertilizer, Seeding & Mulching	50.00	50.00	0.00	SY	\$10.00	\$0.00	\$0.00
32	Construction Layout Stakes	1.00	1.00	0.00	LS	\$950.00	\$0.00	\$0.00
33	Mobilization	1.00	1.00	0.00	LS	\$2,990.00	\$0.00	\$0.00
34	Maintaining Traffic	1.00	1.00	0.00	LS	\$1,600.00	\$0.00	\$0.00
35	Storm Water Pollution Prevention Plan	1.00	1.00	0.00	LS	\$200.00	\$0.00	\$0.00
							-\$3,659.36	\$4,259.49

TOTAL DIFFERENCE:

\$600.13



CITY OF NAPOLEON, OHIO

LAW DEPARTMENT MEMORANDUM

255 W. RIVERVIEW AVENUE, PO Box 151 Napoleon, OH 43545

PHONE: 419.592.3503 - FAX: 419.592.4723

To:

FROM:

Trevor M. Hayberger, City Law Director

CC:

DATE:

Friday, October 03, 2014

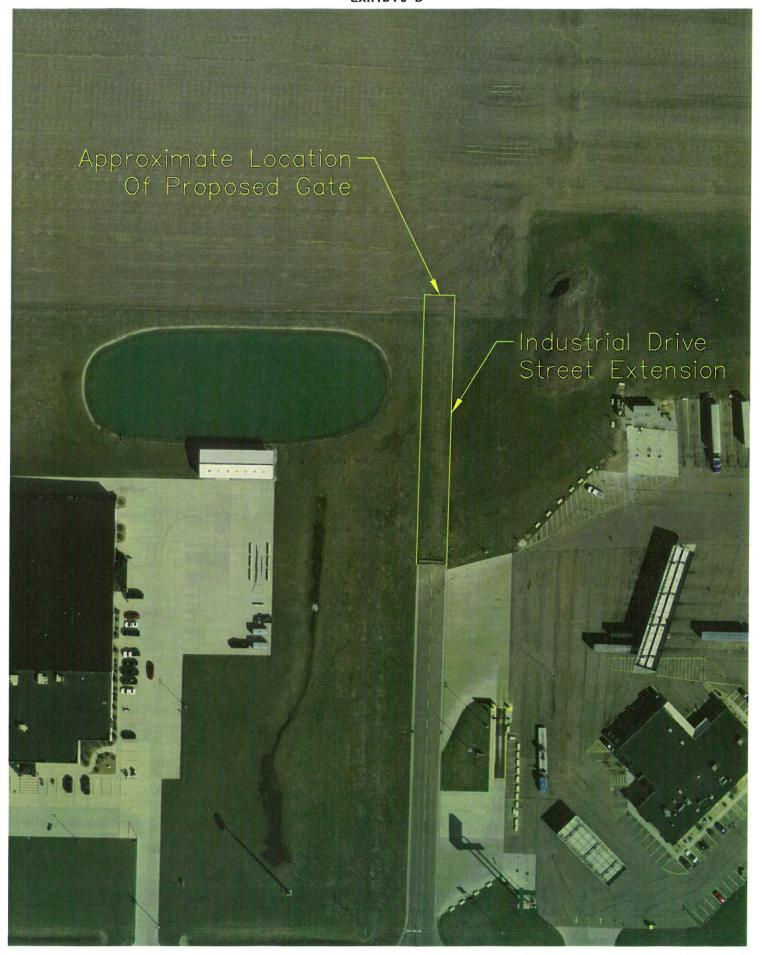
SUBJECT:

Kevin and Kerri Homan have gifted approximately 300 hundred feet by 100 feet of property just north of the current end of Industrial Drive in front of Petro gas station. The property has been gifted to the city so that Industrial Drive can be extended for economic purposes to help accommodate expansion at the Petro gas station. The cost of the additional roadway is funded completely by a grant the County is overseeing. The total distance is approximately 300 feet with only about half of that needing to be maintained for snow removal. Thank you.

Sincerely,

Trevor M. Hayberger

tmh/skr





City of Napoleon, Ohio

Department of Public Works

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

Memorandum

To: Monica Irelan, City Manager

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

cc: Mayor & City Council

Greg Heath, City Finance Director

Date: October 6, 2014

Subject: 2014 Recycling Processing Contract

Approval of Specifications

The City of Napoleon's Department of Public Works requests approval of the specifications for the 2014 Recycling Processing Contract. Copies of the specifications are on file in the office of the City Finance Director.

CEL

October 3, 2014



AMP staff cleans preserve, watershed for 2014 Day of Giving event

By Krista Selvage – manager of publications

Nearly 30 AMP staff members helped Friends of the Lower Olentangy Watershed (FLOW) by picking up litter in Columbus' Rush Run Preserve last week. AMP volunteers collected 45 bags of trash and some large items, including the back seat of a car, two



box spring mattresses and a shopping cart.

Rush Run is a 1.5-mile tributary of the Olentangy River. The forested nature preserve where AMP volunteered to clean up is owned by the Columbus Recreation and Parks Department.

"AMP's Day of Giving shows how AMP leads by example when it comes to sustainability efforts," said AMP President/CEO Marc Gerken. "Thank you to all the staff members who volunteered to pick up litter and keep the watershed clean."

FLOW is a nonprofit organization dedicated to keeping the Olentangy River and its tributaries clean and safe for all to enjoy through public education, volunteer activities, and coordination with local decision makers.

Click here for more information about the FLOW organization.

Blanchester mourns the loss of Mayor Hollon

Blanchester Mayor Thaddeus Chadwick "Chad" Hollon Jr. passed away on Sept. 30. Hollon, 74, served his community throughout his life, including at the Blanchester Chamber of Commerce, as a councilman, a member of Rotary Club, on the



Chad Hollon

Blanchester Life Squad board and as a member of the Blanchester Senior Center.

Hollon was also president and CEO of Thad Hollon Trucking Inc., church trustee at Grace United Methodist Church, president of the Ohio Milk Haulers Association, International Milk Haulers Association and Ohio Sanitation Board for the Department of Agriculture. He was involved in a number of community groups and clubs.

A supporter of public power, Hollon had participated in the American Public Power Association's Legislative Rally and the OMEA Mayors Reception.

He is survived by his wife of 24 years, children, grandchildren, great-grandchildren and siblings.

Council President John Carman will serve as acting mayor.

AMP and OMEA offer sincere condolences to Chad's family and the entire Blanchester community.



AMP/OMEA Conference features **Technical-Sustainability track**

The Technical/Sustainability track of the AMP/OMEA Conference will include sessions on Value Proposition of Energy Efficiency, Customer Sited Generation, and Update on New OSHA Regulations. Details on these informative sessions are listed below. Registration information for the AMP/OMEA Conference is available on the main page of the AMP website.

- 2 to 3 p.m. Oct. 28: Value Proposition of Energy Efficiency - Speakers Richard Homrighausen of Dover, Bruce Metz of Jackson Center and Brian O'Connell of Bowling Green will discuss experiences of their respective communities in AMP's Efficiency Smart program. Additional commentary will be provided as to the potential use of energy efficiency as a compliance option for the U.S. Environmental Protection Agency's proposed rule for 111(d).
- 3 to 4 p.m. Oct. 28: Customer Sited Generation - Tom Natarian of Ephrata and Kimberly Schlichting with DEMEC will discuss how a utility should prepare for installation requests for customer-owned generation, and will also cover interconnection policies and net metering rates.
- 4 to 5 p.m. Oct. 28: Update on New OSHA **Regulations** – AMP's Director of Safety Kyle Weygandt will provide an overview of the new Occupational Health and Safety Administration standards, and how they could impact AMP and OMEA members.

AFEC weekly update

By Craig Kleinhenz - manager of power supply planning

The power grid is in the heart of the fall maintenance season, which led Fremont to an unusually high dispatch amount considering the mild temperatures outside. The plant was dispatched online every day this week except for Wednesday. During the day, the plant operated at base maximum levels during on-peak hours. The plant was offline for four nights and at base minimum levels on three nights. Duct burners were used 12 hours this week, mostly during Monday afternoon/evening. The plant ended the week with a capacity factor of 50 percent (based on a plant rating of 675 MW).

Exhibit space is still available for MEP reception

Municipal Electric Partner (MEP) exhibit space is still available for the AMP/ OMEA Conference MEP Reception, to be held from 5 to 7 p.m. Oct. 28. For more information regarding exhibit space or the MEP program, please contact Manager of Communication Programs Karen Ritchey at 614.540.0933 or kritchey@amppartners.org.

Onrea	K (10 Hou	r) prices in	to HEI / Du	yton mub
Week end	ling Oct. 3			
MON	TUE	WED	THU	FRI
\$44.25	\$41.69	\$35.76	\$40.29	\$36.08

Week ending Sept. 26 TUE WED MON THU FRI \$40.46 \$35.88

\$38.37

AEP/Dayton 2015 5x16 price as of Oct. 3 — \$45.65 AEP/Dayton 2015 5x16 price as of Sept. 26 — \$46.25

\$38.06

\$38.31

Natural gas storage continues to build this week

By Mike Migliore - assistant vice president of power supply planning & transmission

After hitting a two-month high price on Wednesday, following the release of some colder-than-normal winter forecasts, the natural gas market reversed course on Thursday and ended down for the week. Thursday's natural gas inventory report showed another sizable injection into storage.

Natural gas storage levels continue to reduce the gap to last year and now stand 10.7 percent below last year. As the injection season draws to a close, the 10 percent gap is expected to last through the end of the year. November natural gas prices were down \$0.08/MMBtu from last week closing yesterday at \$3.93/MMBtu. 2015 on-peak electric rates finally saw some relief and are \$0.60/MWh lower than last week with AD Hub now priced at \$45.65/MWh.

Mutual Aid yearly updates

By Jennifer Flockerzie – technical services program coordinator

AMP's Mutual Aid Program is a network of municipal electric systems that quickly and effectively provide needed assistance to member municipal systems when utility emergencies occur that are too widespread to be handled by one system alone.

provide accurate and up-to-date information, AMP updates the contact and system information for each mutual aid member on a yearly basis.

Mutual Aid members are being asked to take a moment to review the current information for their electric system and provide any updates or changes that need to be made. Updates are due Oct. 7, 2014.

For further information on the Mutual Aid Program, visit the member extranet section of the AMP website. If you have any questions, please contact me at 614.540.0853 or jflockerzie@amppartners.org.

Technical guidance on LED streetlights for municipalities

By Tim Stearns - Efficiency Smart senior energy consultant and author of "A Guide to LED Municipal Street Lighting Upgrades"

We've heard from several AMP members that, although their community has considered the benefits of upgrading to more efficient street lighting, they lack the time or resources required to thoroughly evaluate the options available. Efficiency Smart energy consultants can provide guidance and technical assistance to help its participating municipalities upgrade to LED street lighting, including:

- Reviewing street lighting inventory
- Identifying opportunities to eliminate unnecessary lighting
- Preparing a scope of work for converting current fixtures to LEDs
- Performing a financial analysis of proposed projects
- Evaluating the relative costs and benefits of purchasing versus leasing lighting
- Verifying that installation is complete and lighting fixtures are working as intended

Efficiency Smart can also assist municipalities in comparing lighting quality and cost savings analyses for communities of similar size that have already completed LED street lighting projects. These comparisons help municipalities pick the solution that best fulfills the community's specific circumstances and needs.

If your community is interested in learning more about LED streetlights, copies of "A Guide to LED Municipal Street Lighting Upgrades" will be available for all AMP member communities at the AMP/OMEA Conference in October. The guide will also be available for download from Efficiency Smart's website by the end of October. To pre-order a copy for pickup at the AMP/OMEA Conference, please contact Carrie Hoover at 614.468.4916 or choover@efficiencysmart.org by Oct. 15.

This article is part two of a three-part series on municipal streetlights.

St. Clairsville to host AMP regional safety meeting

By Kyle Weygandt, LSP-MSA – director of member safety

AMP will hold its fourth regional safety meeting of 2014 on Nov. 19 at the St. Clairsville Electric Department, 129 Reservoir Road.

Sponsored by St. Clairsville, the meeting will feature presentations on electrical grounding, and the Occupational Safety and Health Administration's latest fall protection and climbing gear requirements. A manufacturer's representative will be on hand to discuss climbing equipment.

The meeting will begin at 9 a.m. with lunch at 11:30 a.m. and conclusion at 2:30 p.m. For more information or to register, please contact me at kweygandt@amppartners.org or 330.323.1269.

Sustainability Subcommittee to meet during conference

By Julia Blankenship – director of energy policy & sustainability

AMP's Sustainability Subcommittee will hold its quarterly meeting in person during the annual AMP/ OMEA Conference, which is being held Oct. 27-30 at the Hilton Columbus at Easton. The Sustainability Subcommittee will meet at 11 a.m. Oct. 29.

Participation in the Sustainability Subcommittee is open to all AMP members - please join us for this informative session. Highlights on the agenda include:

- A presentation from AMP Board Member Andy Boatright, manager of the City of Westerville Electric Division, on the recent Solar Electric Power Association (SEPA) tour of solar developments in Germany.
- An update on AMP's Carbon Offset RFP awards.
- A presentation by Alice Wolfe, AMP's assistant vice president of power supply planning and alternative generation, on benefits of SEPA membership and the AMP Solarium solar development program.
- A discussion of AMP's member sustainability reporting initiative.
- A Member Roundtable for attendees to highlight their own sustainability projects and interact with other members.

Classifieds

AMP seeks apprentice trimmer

American Municipal Power, Inc. (AMP) is seeking applicants for an apprentice trimmer position. Reporting to a crew supervisor, apprentice trimmer will climb trees using ladders, climbing equipment or work from bucket of an aerial lift truck boom to perform tree maintenance tasks, pruning or line clearing.

Candidates must have knowledge of electrical line clearing hazards and ability to maintain OSHA approved Qualified Line Clearance/Tree Trimmer status; must have the ability to climb trees using safety ropes and maintain Certified Tree Worker status (ISA).

Working conditions include exposure to adverse weather, noise, hazardous conditions/equipment and precarious or high locations.

For a complete job description, please visit the "careers" section of the AMP website or email to Teri Tucker at ttucker@amppartners.org.

Front Royal has opening for crew leader position

The Town of Front Royal is currently seeking a qualified lineman who has successfully completed a recognized formal development program, has related experience and looking to apply their skills and further their career as a Crew Leader (\$19.04-\$30.44 depending on qualifications) for the Town of Front Royal.

This position will supervise and participate in the work of the power line crews engaged in the construction, maintenance, and repair of electric transmission and distribution lines.

The successful applicant must submit to and pass a preemployment, post-offer physical examination and drug screen, paid for by the Town and a criminal records check. Successful applicant must possess or obtain a Class B CDL within the six-month initial period of employment

Front Royal offers a full range of benefits including group health insurance, retirement plan, and paid time off.

Employment applications are available and will be accepted through Monday, Oct. 20, 2014 at 4:30 p.m. at the Town Administration Building 102 E. Main St., 2nd Floor, Front Royal, VA 22630. Applications may be printed from the website www.frontroyalva.com. Email to jbush@frontroyalva.com or fax to 540.631.9006. Front Royal is an equal opportunity employer and encourages all qualified persons to apply.

City of Hamilton seeks field service superintendent

The City of Hamilton Electric Department is accepting applications for Field Service Superintendent. This position involves difficult technical and responsible administrative work servicing the city's commercial, industrial and residential customers. Supervision is exercised over supervisory, technical, clerical and skilled personnel. Salary: \$73,778 to \$94,536 annually.

Possession of an associate's degree from a college of recognized standing in electrical engineering or closely related area is preferred, coupled with extensive experience in electric systems and standards, electrical inspections, energy efficiency and energy conservation programs and principles or thorough understanding of utility rates and cost of service studies.

Visit the website employment quick link at <u>www.</u> <u>hamilton-city.org</u> for more details about this job posting.

Current detailed resumes must be submitted by 5 p.m. Oct. 16, 2014 to: Civil Service Dept., Hamilton Municipal Bldg., 345 High Street-1st Fl., Hamilton, OH 45011 in person or by Fax: 513.785.7037 or email: cspersonnel@ci.hamilton.oh.us. Use Word or PDF only. Specify interest in FIELD SVC SUPT.

The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.

Village of Bradner in need of electrical lineworker candidates

The Village of Bradner is accepting applications for a qualified fulltime electrical lineworker position. Candidates must possess a high school diploma, five years of general electrical utilities experience, distribution lines, and substations, as well as the ability to respond to nec-

essary field work on a daily and emergency basis. Water and waste water experience is preferred, but not necessary. Candidate must be willing to obtain these licenses if not currently held. A valid driver's license is required. A Class A CDL with air brake endorsement is required or must be obtained within six months of hire. This position will report to the Utility Superintendent.

Salary commensurate with experience plus an excellent benefit package. Applications and complete job description can be obtained at the village offices, located at 130 N. Main St., Bradner, OH 43406 or by contacting the fiscal officer at 419.288.2890. The Village of Bradner is an Equal Opportunity Employer.

Wapakoneta accepts resumes for groundworker position

The City of Wapakoneta is accepting resumes for the full-time position of Groundworker.

Please visit <u>www.wapakoneta.net</u> for additional details and application.

Resume and application should be mailed to: Donald Schnarre, Electric Superintendent, City of Wapakoneta, P.O. Box 269, Wapakoneta, OH 45895. Deadline is 3 p.m. on Oct. 31, 2014.

Danville Utilities Department has two positions available

The City of Danville Utilities Department is seeking candidates for two positions. For more information and to apply online, please visit www.danville-va.gov. Both positions will remain open until filled. Equal Opportunity Employer.

Electric Substation Superintendent: An experienced candidate is needed to perform administrative and expert technical support for the Substation and Meter department as well coordinating the dispatch/control of power supply. Ability to read, understand, and interpret financial reports and/or legal documents is required. Qualified candidates must have broad knowledge in a general professional or technical field or a bachelor's degree in related field. Possession of valid driver's license is required. Starting salary range: \$56,993 - \$68,391/annual.

Key Accounts Manager: A qualified professional is needed to manage major accounts, administer energy efficiency programs; coordinate customer information and education activities, promote service offerings, and participate in budgetary, accounting, and utility rate computations. Education and experience equivalent to a bachelor's degree in engineering, business marketing, or other related field and extensive experience preferred in marketing, business retention, economic development or utility industry experience with large customers. Compensation pay range: \$51,345.00 - \$61,614.00/ DOQ.



News or Ads?

Call Krista Selvage at 614.540.6407 or email to kbselvage@amppartners.org if you would like to pass along news or ads.

Napoleon Fire/Rescue

Memo

To:

Ms. Monica Irelan, City Manager

From:

Chief Robert J. Bennett, EFO

CC:

Greg Heath, File

Date:

September 10, 2014

Re:

Ambulance Service rates

In accordance with the attached information from McKesson and Medicare I would recommend we increase our ambulance transport rates 1.4% to keep pace with the inflation factor supplied by Medicare.

This normally occurs I April when we renew the contracts with the Townships, but I thought the information would be helpful from a budget standpoint. I don't think we have seen the effect of the co-pay reduction yet and this may help off-set that to some minor point.

MCKESSON

September 10, 2014

The Center for Medicare and Medicaid Services recently released The Ambulance Inflation Factor (AIF) for CY2015 and has approved a 1.4% rate increase for EMS services. PLEASE NOTE: you are not limited to a 1.4% fee increase. McKesson recommends that your department review and adjust your charge rates annually, and adjust them when appropriate. Now is also a good time to make any other adjustments that may be applicable. For your convenience we have included your current charge rates. If you elect to adjust the fees, simply list the new amount and the effective date of the rate change and place a check mark (v) in the boxes of the rates your agency would like to establish.

E47- Napoleon	Current Rates (if preferred, check mark each box that applies)	2015 with AIF of 1.4% Rates (if preferred, check mark each box that applies)	2015 Preferred Adjusted Rates	
Mileage (A0425)	\$ 13.68	\$ 13.87	\$	
BLS (A0429)	\$ 534.71	\$ 542.20	\$	
ALS1 (A0427)	\$ 822.13	\$ 833.64	\$	
ALS2 (A0433)	\$ 1144.32	\$ 1160.34	\$	

Effective date change of new rates:		
X		
Authorized Signature	Printed Name	
If you have any concerns/questions, plea	se feel free to contact me.	
Best,		

Meghan Creecy, Client Services Representative EMS Billing Division

937-291-2971 Fax 937-353-1816 Office

McKesson Business Performance Services 3131 Newmark Drive Suite 100 Miamisburg, OH 45342 www.mckesson.com

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Medicare & Medicaid Services





REVISED products from the MLN

"ICD-10-CM/PCS Myths and Facts," Fact Sheet, ICN 902143, Downloadable only.

MLN Matters® Number: MM8895

Related Change Request (CR) #: CR 8895

Related CR Release Date: August 29, 2014

Effective Date: January 1, 2015

Related CR Transmittal #: R3057CP

Implementation Date: January 5, 2015

Ambulance Inflation Factor for CY 2015 and Productivity Adjustment

Provider Types Affected

This MLN Matters® Article is intended for physicians, other providers, and suppliers submitting claims to Medicare Administrative Contractors (MACs) for ambulance services provided to Medicare beneficiaries.

Provider Action Needed

CR8895 furnishes the CY 2015 ambulance inflation factor (AIF) for determining the payment limit for ambulance services. Make sure that your billing staffs are aware of the change.

Background

CR8895 furnishes the CY 2015 ambulance inflation factor (AIF) for determining the payment limit for ambulance services required by section 1834(l)(3)(B) of the Social Security Act (the Act).

Section 1834(I)(3)(B) of the Act provides the basis for an update to the payment limits for ambulance services that is equal to the percentage increase in the consumer price index for all urban consumers (CPI-U) for the 12-month period ending with June of the previous year. Section 3401 of the Affordable Care Act amended Section 1834(I)(3) of the Act to apply a

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This article was prepared as a service to the public and is not intended to grant rights or impose obligations. This article may contain references or links to statutes, regulations, or other policy materials. The information provided is only intended to be a general summary. It is not intended to take the place of either the written law or regulations. We encourage readers to review the specific statutes, regulations and other interpretive materials for a full and accurate statement of their contents. CPT only copyright 2013 American Medical Association.

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productivity adjustment to this update equal to the 10-year moving average of changes in economy-wide private nonfarm business multi-factor productivity (MFP) beginning January 1, 2011. The resulting update percentage is referred to as the AIF.

The MFP for calendar year (CY) 2015 is 0.70 percent and the CPI-U for 2015 is 2.10 percent. According to the Affordable Care Act, the CPI-U is reduced by the MFP, even if this reduction results in a negative AIF update. Therefore, the AIF for CY 2015 is 1.40 percent.

Part B coinsurance and deductible requirements apply to payments under the ambulance fee schedule. The 2015 ambulance fee schedule file will be available to MACs in November 2014. It may be updated with each quarterly Common Working File (CWF) update.

Additional Information

The official instruction, CR 8895 issued to your MAC regarding this change is available at http://www.cms.gov/Regulations-and-

<u>Guidance/Guidance/Transmittals/Downloads/R3057CP.pdf</u> on the Centers for Medicare & Medicaid Services (CMS) website.

If you have any questions, please contact your MAC at their toll-free number. That number is available at http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/index.html under - How Does It Work.

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Fw: Fwd: Ohio Municipal League Legislative Bulletin

From: "Gregory J Heath" <gheath@napoleonohio.com>
To: "Roxanne Dietrich" <rdietrich@napoleonohio.com>

09/29/14 08:46 AM

For Council Packet. Important for Council Persons to contact legislators.

---Originai Message---

From: "Michelle Jordan" <datataxgroup@gmail.com>
To: "undisclosed-recipients:"@napoleonohlo.com

Date: 09/26/2014 08:31 AM

Subject: Fwd: Ohio Municipal League Legislative Bulletin

Dear DATA members:

Please forward this important Bulletin on to your administration.

Thank you!

Michelle

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

From: Ohio Municipal League < kscarrett@omlohio.org >

Date: Thu, Sep 25, 2014 at 2:04 PM

Subject: Ohio Municipal League Legislative Bulletin

To: datataxgroup@gmail.com

Having trouble viewing this email? Click here



Legislative Bulletin

September 25, 2014

DEPARTMENT OF TAXATION NOTIFICATION CONFUSES MUNICIPALITIES

Earlier this week, the Department of Taxation sent to municipal Auditors, Finance Directors, Treasurers and Township Fiscal Officers a directive from the Tax Analysis Division requesting municipalities provide enhanced taxpayer revenue breakdowns. This contact from Columbus has some of our members puzzled.

The communication, which a copy can be found <u>HERE</u>, cites the statutorily authorized annual survey the Department of Taxation conducts on Ohio cities and villages to collect data pertaining to municipal income, lodging and admissions taxes, for their annual report. What caught our attention and the attention of the nearly 600 municipalities that received the directive is the part of

the letter that references sub.HB5, the municipal income tax reform bill. As our members will remember, the legislation has received two hearings in the Senate Finance Committee, and remains in that committee for further action once the General Assembly returns in mid November for the Lame Duck session.

The passage reads, "In accordance with Substitute House Bill 5, we've expanded this data collection to determine the breakdown between revenues generated by business and by individual or personal income. In addition, we've asked for clarification on joint economic development distributions. Specifically, the exact name of the agreement, with whom it is contracted with and the distribution amounts for each."

Sub. HB5 has not been passed and enacted by the Ohio General Assembly so we are a bit puzzled by the "in accordance" directive by Ohio's State Tax Commissioner to compel Ohio cities and villages to provide this enhanced data collection information. Furthermore, there is no legislative language in the current version of sub.HB5 that would require municipalities to collect this information and provide it to the Ohio Department of Taxation.

We just want to make sure our members are aware of this issue and are familiar with the facts.

SUB. HB 5 TECHNICAL ISSUES ADDRESSED

On Monday, a meeting was convened by Chairman Oelslager and Senator Peterson with representatives from municipalities along with tax reform coalition members to discuss areas of sub.HB5 that have been identified as <u>strictly technical issues</u> and discrepancies in the as passed by the House version of the bill.

In addition to the representatives from municipalities and the reform coalition, those present for the review included a representative from Governor Kasich's office, the Department of Taxation, the Senate Majority Caucus and Legislative Service Commission (LSC). The real purpose of the meeting was to go over the strictly technical errors that require corrective language and present the alternative, technical language to the LSC staff attorney who will be responsible for drafting the appropriate alternative language for the Senate to consider amending to the bill.

As part of the meeting, the significant policy issues which remain the focus of municipality's opposition towards sub.HB5, currently before the Senate Finance committee, were not addressed. There was no discussion of when a future meeting would occur before the legislature returns to legislative activity in November, to discuss these serious and potentially financially devastating "reforms" to Ohio's municipal income tax.



CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO Box 151 • Napoleon, Ohio 43545-0151 phone (419) 592-4010 fax (419)-599-8393 Gregory J. Heath, Finance Director/Clerk of Council

Web Page: www.napoleonohio.com
gheath@napoleonohio.com

For Immediate Release:

10/03/2014

Contact:

Gregory J. Heath Finance Director/Clerk of Council (419) 599-1235

City of Napoleon Receives Auditor Of State Award

255 West Riverview Avenue – A recent financial audit of the City of Napoleon by the Auditor of State's office has returned a clean audit report. The City of Napoleon's excellent record keeping has earned it the *Auditor of State Award*.

The *Auditor of State Award* is presented to local governments and school districts upon the completion of a financial audit. Entities that receive the award meet the following criteria of a 'clean' audit report:

- The entity must file timely financial reports with the Auditor of State's office in accordance with GAAP (Generally Accepted Accounting Principles);
- The audit report does not contain any findings for recovery, material citations, material weaknesses, significant deficiencies, Single Audit findings or questioned costs;
- The entity's management letter contains no comments related to:
 - Ethics referrals
 - Questioned costs less than \$10,000
 - Lack of timely report submission
 - Reconciliation
 - Failure to obtain a timely Single Audit
 - o Findings for recovery less than \$100
 - Public meetings or public records



Dave Yost · Auditor of State

Gregory Heath, Finance Director City of Napoleon 255 West Riverview Avenue Napoleon, OH 43545

Dear Mr. Heath,

Congratulations! Based upon your recently completed financial audit, it gives me great pleasure to inform you that the City of Napoleon has received the *Auditor of State Award with Distinction*. Clean and accurate record-keeping are the foundation for good government, and the taxpayers can take pride in your commitment to accountability.

The *Auditor of State Award with Distinction* is given to those entities that file an annual CAFR and timely financial reports in accordance with GAAP, as well as receive a "clean" audit report. The "clean" audit report means that your financial audit did not contain findings for recovery, material citations, material weaknesses, significant deficiencies, Single Audit findings or any questioned costs.

Congratulations again on receiving the *Auditor of State Award with Distinction*. My office looks forward to continuing to work with you to ensure clean, accountable and efficient government for all Ohioans.

Sincerely,

Dave Yost

Auditor of State



OHIO AUDITOR OF STATE AWARD WITH DISTINCTION

Presented to

City of Napoleon

Gregory Heath, Finance Director

This award is presented for excellence in financial reporting for your Comprehensive Annual Financial Report for the fiscal year ended 2013.

Your exemplary reporting serves as the standard for clean, accountable government, representing the highest level of service to Ohioans.



Dave Yost, Auditor of State