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# Memorandum

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**To:** Mayor & Members of Council  
**From:** Monica Irelan, City Manager  
**Subject:** General Information  
**Date:** February 2, 2015

## CALENDAR

**AGENDA:** *City Council* - Monday, February 2 @7:00 pm

### **D. APPROVAL OF MINUTES** – January 19, 2015

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

1. **RESOLUTION NO. 005-15**, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand Dollars (\$25,000.00) for the Purpose of Repairing an Area of the Scott Street Sanitary Sewer and Authorizing the City Manager to Enter into a Contract with Liquiforce Services for said Repairs; and Declaring an Emergency. (Suspension Requested)
  - a. Please see the enclosed Memorandum from Chad regarding these repairs.
2. **ORDINANCE NO. 006-15**, an Ordinance to Approve the Current August 2014 Replacement Pages to the Napoleon Codified Ordinances.
  - a. Exhibit "A" to Ordinance No. 006-15 is attached to the original legislation that is on file with the Finance Director's office.
3. **ORDINANCE NO. 007-15**, an Ordinance Approving the Street Name Change from Marco Drive to that of Roundhouse Road.
4. **RESOLUTION NO. 008-15**, a Resolution Authorizing the Mayor and/or City Manager to Request the Ohio Department of Transportation Director to Establish and Extend the School Zone Distances as it relates to School Zones for the Napoleon High School; and Declaring an Emergency. (Suspension Requested)
5. **RESOLUTION NO. 009-15**, a Resolution Authorizing the City Manager to Execute all Documents Necessary to Enter into a Contract with Spyglass, Regarding a Telephone Audit; and Declaring an Emergency. (Suspension Requested)
6. **RESOLUTION NO. 010-15**, a Resolution Authorizing the City Manager to Make Application for the Safe Routes to Schools (SRTS) Funds Authorizing a Contract if awarded; and Declaring an Emergency. (Suspension Requested)

7. **RESOLUTION NO. 011-15**, a Resolution Authorizing the City Manager to Execute any and all Documents Necessary to Apply for and Accept Ohio Department of Transportation Funds for a Project on Industrial Drive; and Declaring an Emergency. (Suspension Requested)
8. **RESOLUTION NO. 012-15**, a Resolution Authorizing the City Manager to Execute all Documents Necessary to Enter into a Contract with URS Planning and Design; and Declaring an Emergency. (Suspension Requested)

**J. SECOND READINGS OF ORDINANCES AND RESOLUTIONS - *None***

**K. THIRD READINGS OF ORDINANCES AND RESOLUTIONS - *None***

**L. GOOD OF THE CITY (*Discussion/Action*)**

1. *Approval of Contract with URS Planning and Design*
  - a. The recommendation of award Memorandum is attached.
2. *Approval of Specifications, Documentation and Contract for the Sanitary Sewer Cleaning Program*
  - a. A copy of the specifications and related documents are on file with the Finance Director's office.

**INFORMATIONAL ITEMS**

**1. Financial Disclosure Statement**

- a. Filing Reminder
- b. Form No. OEC-2014
- c. Instructions

**2. CANCELLATION**

- a. *Technology Committee Meeting*

**3. *Sunday, February 8<sup>th</sup>* - Napoleon Fire & Rescue Association **PANCAKE BREAKFAST****

MI:rd

Records Retention

CM-11 - 2 Years

January 2015							February 2015							March 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	7:00 PM City COUNCIL Meeting					
8	9	10	11	12	13	14
7:00 AM - 1:00 PM Annual Pancake Breakfast @ Fire Dept.	6:30 PM ELECTRIC Committee Board of Public Affairs (BOPA) Mtg. 7:00 PM WATER & SEWER Committee Mtg. 7:30 PM Municipal Properties/ED Committee Meeting	4:30 PM Board of Zoning Appeals Meeting 5:00 PM Planning Commission				
15	16	17	18	19	20	21
	6:00 PM City TREE Commission Meeting 6:15 PM PARKS & REC Committee Meeting 7:00 PM City COUNCIL Meeting					
22	23	24	25	26	27	28
	6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting		6:30 PM Parks & Rec Board Meeting			

City of Napoleon, Ohio

## CITY COUNCIL

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

### MEETING AGENDA

Monday, February 2, 2015 at 7:00 pm

- A. Attendance** *(Noted by the Clerk)*
- B. Prayer & Pledge of Allegiance**
- C. Mayor's State of the City Address**
- D. Approval of Minutes:** January 19 *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- E. Citizen Communication**
- F. Reports from Council Committees**
  - 1. **Technology & Communication Committee** did not meet tonight due to lack of agenda items.
  - 2. **Finance & Budget Committee** did not meet on Monday, January 26 due to lack of agenda items.
  - 3. **Safety & Human Resources Committee** did not meet on Monday, January 26 due to lack of agenda items.
- G. Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
  - 1. **Personnel Committee** met on Monday, January 26 and discussed:
    - a. Compensation of Personnel
  - 1. **Civil Service Commission** did not meet on Tuesday, January 27 due to lack of agenda items.
  - 2. **Parks & Recreation Board** did not meet on Wednesday, January 28 due to lack of agenda items.
- H. Introduction of New Ordinances and Resolutions**
  - 1. **Resolution No. 005-15**, a Resolution authorizing the expenditure of funds over twenty-five thousand dollars (\$25,000.00) for the purpose of repairing an area of the Scott Street sanitary sewer and authorizing the City Manager to enter into a Contract with Liquiforce Services for said repairs; and declaring an Emergency (Suspension Requested)
  - 2. **Ordinance No. 006-15**, an Ordinance to approve the current August 2014 replacement pages to the Napoleon Codified Ordinances
  - 3. **Ordinance No. 007-15**, an Ordinance approving the street name change from Marco Drive to that of Roundhouse Road
  - 4. **Resolution No. 008-15**, a Resolution authorizing the Mayor and/or City Manager to request the Ohio Department of Transportation Director to establish and extend the school zone distances as it relates to school zones for the Napoleon High School; and declaring an Emergency (Suspension Requested)
  - 5. **Resolution No. 009-15**, a Resolution authorizing the City Manager to execute any and all documents necessary to enter into an agreement with the Spyglass Group, LLC to audit the City of Napoleon's telecommunication accounts (Suspension Requested)
  - 6. **Resolution No. 010-15**, a Resolution authorizing the City Manager to make application for the Safe Routes To Schools (SRTS) funds; authorizing a contract if awarded; and declaring an Emergency (Suspension requested)
  - 7. **Resolution No. 011-15**, a Resolution authorizing the City Manager to execute all documents necessary to submit an application to the Ohio Department of Transportation (ODOT) for an ODOT Small City Grant; and declaring an Emergency (Suspension Requested)
  - 8. **Resolution No. 012-15**, a Resolution authorizing the City Manager to enter into a Contract with URS Corporation for Professional Design Services for the project known as the Water Treatment Plant Improvements Final Design, which was not included in the 2015 Master Bid Resolution; and authorizing the expenditure of funds in excess of twenty five thousand dollars (\$25,000.00) for said Project; and declaring an Emergency (Suspension Requested)
- I. Second Readings of Ordinances and Resolutions**

There are no Second Readings of Ordinances and Resolutions.
- J. Third Readings of Ordinances and Resolutions**

There are no Third Readings of Ordinances and Resolutions.
- K. Good of the City** *Any other business as may properly come before Council, including but not limited to:*
  - 1. **Discussion/Action:** Approval of Contract with URS Planning and Design
  - 2. **Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for the annual Sanitary Sewer Cleaning Project
- L. Executive Session:** Compensation of Personnel

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

**N. Adjournment**

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

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

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

*(Next Regular Meeting: Monday, March 2 @ 6:15 pm)*

- a. City Website Upgrade (Tabled)

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

*(Next Regular Meeting: Monday, February 9 @ 6:30 pm)*

- a. Review of Power Supply Cost Adjustment Factor
- b. Electric Department Report
- c. Electric Department Cash Reserve Policy

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

*(Next Regular Meeting: Monday, February 9 @ 7:00 pm)*

- a. Water Plant Update (Tabled)
- b. Review of City Water and Sewer Rules (Tabled)

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

*(Next Regular Meeting: Monday, February 9 @ 7:30 pm)*

- a. Specifications and Contract Wording on Future Projects
- b. Updated Info from Staff on Economic Development (as needed)

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

*(Next Regular Meeting: Monday, February 16 @ 6:15 pm)*

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

*(Next Regular Meeting: Monday, February 23 @ 6:30 pm)*

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

*(Next Meeting: Monday, February 23 @ 7:30 pm)*

2015 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 (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, February 9 @ 6:30 pm)*

- a. Review of Power Supply Cost Adjustment Factor
- b. Electric Department Report

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

*(Next Regular Meeting: Tuesday, February 10 @ 4:30 pm)*

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

*(Next Regular Meeting: Tuesday, February 10 @ 5:00 pm)*

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

*(Next Regular Meeting: Monday, February 16 @ 6:00 pm)*

- a. 2014 Fall Programs
- b. Spring Tree Programs
- c. Tree Commission Webpage

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

*(Next Regular Meeting: Tuesday, February 24 @ 4:30 pm)*

- a. Fire Chief Civil Service Exam

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

*(Next Regular Meeting: Wednesday, February 25 @ 6:30 pm)*

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

*(Next Regular Meeting: Tuesday, May 12 @ 10:30 am)*

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

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

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

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

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

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

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

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

**15. 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**  
In Joint Session with  
**WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE**

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**Meeting Minutes**

Monday, January 19, 2015 at 7:00pm

<b>PRESENT</b>	
<b>Council</b>	Travis Sheaffer – President, Jason Maassel – President Pro Tem, Jeff Comadoll, John Helberg, Jeffrey Marihugh, Christopher Ridley, Heather Wilson
<b>WSRRL Committee</b>	Chris Ridley – Chair, John Helberg, Jeff Comadoll
<b>Mayor</b>	Ronald A. Behm
<b>City Manager</b>	Monica S. Ireland
<b>Law Director</b>	Trevor M. Hayberger
<b>Finance Director/Clerk</b>	Gregory J. Heath
<b>Recorder</b>	Tammy Fein
<b>City Staff</b>	Tony Cotter, Director of Parks & Recreation Tony Druhot, Acting Fire Chief Scott Hoover, Water Plant Superintendent Chad Lulfs, Director of Public Works Bobby Stites, Assistant MIS Administrator Robert Weitzel, Police Chief
<b>Others</b>	News Media; Brady Gerken and Caleb Bostelman, St. John Lutheran Freedom Township; Ben Bostelman and Brock Wiemken, St. Paul Lutheran; Brook Baldwin, Central; Isaac Herman, St. Augustine; Amanda Griffith, CIC Director; Carl Ireland; Rick Baden; Dan Baer; David Cordes; Jeff Nolton; Nick Rettig; Marv Arps; Max Fetterman; Frank Godwin
<b>ABSENT</b>	
<b>Council</b>	
<b>Others</b>	
<b>Call To Order</b>	President Sheaffer called the meeting to order at 7:00pm with the Lord's Prayer followed by the Pledge of Allegiance.
<b>Minutes Approved</b>	Minutes of the January 5 Council meeting stand approved with no objections or corrections.
<b>Presentation Of Service Award To Jeff Comadoll</b>	Chief Weitzel recognized Councilperson Comadoll for his volunteer service in the Police Auxiliary from March 1982 through 2014 when Comadoll entered Council, serving over 4,325 volunteer hours. Weitzel presented Comadoll with a certificate and a plaque recognizing his service to the Police Department.
<b>Presentations For Renaming Drive Currently Known As Marco Drive</b>	Councilperson Maassel asked the four (4) winners from the schools to present their suggestions for renaming the drive currently known as Marco Drive:  St. John Lutheran/Freedom Township – Brady Gerken, Caleb Bockelman recommended Eagle Avenue due to the patriotic theme.  St. Paul Lutheran – Ben Bostelman, Brock Weimken recommended Roundhouse Road due to the history of the roundhouse that was located at the old Walmart plaza.

Central School – Brook Baldwin recommended Allegiance Drive to show loyalty and respect to the town and the nation.

St. Augustine – Isaac Herman recommended Burrito Boulevard due to the location of the road near Taco Bell and his fondness of burritos.

Maassel asked for further recommendations from Council members by seniority, the Mayor, and the Appointing Authorities:

Sheaffer – no recommendation

Helberg – no recommendation

Ridley – no recommendation

Maassel – no recommendation

Marihugh – no recommendation

Wilson – no recommendation

Comadoll – no recommendation

Behm – no recommendation

Heath – no recommendation

Irelan – no recommendation

Hayberger – recommended Hershberger Drive and Heft Drive

Maassel thanked the participants for their hard work and research.

Maassel asked Council by seniority to list their two (2) favorite recommendations:

Sheaffer – Burrito Boulevard, Roundhouse Road

Helberg – Roundhouse Road, Eagle Avenue

Ridley – Roundhouse Road, Allegiance Drive

Maassel – Roundhouse Road, Eagle Avenue

Marihugh – Roundhouse Road, Allegiance Drive

Wilson – Eagle Avenue, Roundhouse Road

Comadoll – Roundhouse Road, Eagle Avenue

**Motion To Direct Law  
Director To Draft  
Legislation To Name  
The Drive Currently  
Known As Marco Drive  
To Roundhouse Road**

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

#### **Citizen Communication**

#### **Reports From Committees**

Motion: Maassel

Second: Marihugh

To direct the Law Director to draft Legislation to rename the drive currently known as Marco Drive to Roundhouse Road

Roll call vote on above motion:

Yea – Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer

Nay –

Amanda Griffith introduced herself as the Executive Director of the CIC.

The Parks & Recreation Committee met on January 19 and recommended:

1. Increasing Golf Course Rates and Cart Fees for 2015 as proposed

Chairman Sheaffer reported that the Electric Committee met on January 12 and recommended:

1. Approval of January Power Supply Cost Adjustment Factor at \$0.00233
2. Approval of charging City Departments/Division the appropriate current rate of other customers as soon as Legislation is passed

**Sheaffer Moved The Review Of Water And Sewer Rules And Water Treatment Plant Update Up On The Agenda – No Objections**

**WSRRL Call To Order**

**WSRRL Approval Of Minutes**

**Review Of Water And Sewer Rules**

**WSRRL Motion To Table Review Of The Water And Sewer Rules**

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

**Water Treatment Plant Update**

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on January 12 due to the meeting being rescheduled as a joint session with Council on January 19, 2015.

The Municipal Properties, Buildings, Land Use and Economic Development Committee did not meet on January 12 due to lack of agenda items.

President Sheaffer moved the Review of the Water and Sewer Rules and the Water Treatment Plant Update up on the Agenda; there were no objections from those in attendance.

Chairperson Ridley called the Water, Sewer, Refuse, Recycling and Litter Committee to order at 7:26 pm.

The December 8, 2014 meeting minutes stand approved as presented with no objections or corrections.

Heath requested that the review of the City Water and Sewer Rules be tabled until the March 9, 2015 meeting of the Water, Sewer, Refuse, Recycling & Litter Committee.

Motion: Comadoll                      Second: Helberg  
To table the review of the Water and Sewer Rules

Roll call vote on above motion:  
Yea- Ridley, Helberg, Comadoll  
Nay-

Irelan reported that the City researched a cost evaluation of the Water Treatment Plant rehabilitation, considering the options of:

Option 1. Lime-Soda Ash Softening, Conventional Filter Upgrade, and Granular Activated Carbon;

Option 2. Conventional Sedimentation, Conventional Filter Upgrades, and NanoFiltration Membrane; and

Option 3. Conventional Sedimentation, Ultrafiltration Membranes, and NanoFiltration Membrane.

Irelan reported that the evaluation assumed the elimination of the MIEX process, and the evaluation only included the different treatment portions of water distribution; adding that the overall cost is still being developed. Irelan reported that structure and the high service pumps are not being discussed in the analysis as they are consistent through all three (3) options.

Irelan reported that:

Option 1 is more expensive than option 2 but far less expensive than option 3:

Option 1 - \$4.3 million total capital

Option 2 - \$4 million total capital

Option 3 - \$6.3 million total capital.

Options 1 and 2 propose pretreatment with conventional filtration, however the difference is in organic removal and softening.

**Water Treatment Plant  
Update (Continued)**

Option 2 is the most cost effective option but has more operational based concerns as it does not remove pesticides or nitrates.

Option 3 would require a pilot study for the membrane process.

Irelan stated that the City is in discussions with the EPA to install the membrane process and keep the MIEX system available until the City can demonstrate that the membrane does remove organics at which point the MIEX system would no longer be used; Irelan added that the worst case scenario with this process would be plugging and shorter times between membrane cleaning which would create more of an expense. Irelan reported that Option 3 is similar to the new plant proposal using a nanofiltration membrane which creates superior water and allows for microbial protection, but is significantly more expensive in capital and operating costs. Irelan stated that Option 2 is the most cost effective option, but the cost may increase slightly with tighter membranes for nitrates and pesticides.

Irelan reported that Option 3 requires additional pumping and cleaning, adding costs of approximately \$125,000 annually and \$100,000 every ten (10) years. Helberg asked if option 3 is viable due to the cold water in the winter; Irelan stated another pilot study would be required for this information and extra structures would be required to be built adding \$200,000. Irelan stated that she does not see Option 3 as a viable option.

Maassel asked if Options 1 or 2 are more flexible regarding future EPA requirement changes; Irelan reported that the UV reactors allow for the requirement changes as needed. Irelan believes that Option 2 may have more flexibility as a skid of membranes can be removed and replaced as needed.

Sheaffer asked Irelan to ask the Engineers as to which option would provide better quality to the other communities and to have the information available for the next Water, Sewer, Refuse, Recycling & Litter Committee meeting. Helberg added that the financial effect on customers should be considered as well, if expanding is needed. Ridley asked if there is a difference in water quality between Options 1 and 2; Irelan stated they are similar but it depends on the type of membrane used. Behm asked if option 2 is used by other communities pulling water directly from the river as the City does; Irelan stated that she researched this, Lancaster, Tipp City, Pinkerton, and Paulding are among communities that use this option however she does not believe that any pull water off rivers; adding that the nitrates in the water should be handled by the UV.

Behm asked Hoover his preference of the three (3) options and a history of his experience with any of the processes; Hoover stated that he leans toward Option 1; pulling water from the river has high turbidity; however, Hoover believes that there are benefits to the lime soda ash that the other Options do not have. Hoover stated that taste, odor, and future pharmaceuticals regulations will be handled better with Option 1 due to the additional processes. Hoover stated that several of his employees have experience with a membrane plant, however the procedure had operational issues. Behm stated that other communities using Option 2 must be researched before accepting that Option.

Marihugh asked if Option 2 restricted capacity; Irelan reported that the capacity would remain as it currently is. Marihugh asked the membrane life; Irelan reported that the nanofiltration membrane life is generally five (5) years.

Marihugh asked if the cost of Option 2 would increase due to cold weather; Irelan does not believe it will; Hoover believes this is why a looser membrane is recommended. Marihugh is concerned with the cold weather since a whole process will be taken out. Marihugh asked the additional pumping costs to Wauseon using more reservoir water with Option 2; Irelan does not believe there will be any additional pumping costs. Marihugh asked if a pilot study is required for Option 2; Irelan reported that a pilot study is not required for Option 2. Marihugh asked how hard it would be to reactivate the MIEX system after it has been stopped being used; Irelan stated that once the nanofiltration process is approved, the MIEX will be removed completely and not restarted. Marihugh asked how the backwash water and solids left on the membranes in Option 2 would be handled; Irelan stated that the City would get permission for direct discharge. Marihugh asked if the nanofiltration system could be oversoftened; Irelan stated a combination of membranes would make sure this did not happen. Marihugh believes that Option 2 takes out the recarbonization process and lime soda process, meaning that oversoftening the water would require chemical feeders as to not ruin the distribution system; Irelan stated there would be a combination of membranes, and blending would bypass the membranes. Marihugh asked if the UV would drag anything out of distribution; Hoover stated it would still be finished with the nanofiltration or UV, adding that the filter would handle this. Marihugh suggested going with Option 1. Behm asked to have the proven technology researched; Irelan agreed and will research this information.

**Sheaffer Referred The Water Treatment Plant Update To The WSRRL Committee; Removing The Item From The City Council Agenda**

Sheaffer Referred the Water Treatment Plant Update to the Water, Sewer, Refuse, Recycling & Litter Committee; removing it from the City Council Agenda.

**WSRRL Motion To Table Water Plant Update**

Motion: Comadoll Second: Helberg  
To table the Water Treatment Plant Update

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

Roll call vote on above motion:  
Yea- Ridley, Helberg, Comadoll  
Nay-

**WSRRL Committee Motion To Adjourn**

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

Motion: Comadoll Second: Helberg  
To adjourn the meeting  
Roll call vote on above motion:  
Yea- Ridley, Helberg, Comadoll  
Nay-

**Adjournment**

Water, Sewer, Refuse, Recycling & Litter Committee adjourned at 8:01pm.

**Introduction Of Ordinance No. 002-15**

President Sheaffer read by title Ordinance No. 002-15, an Ordinance amending certain Sections of the Personnel Code Chapter 197 of the Codified Ordinances of the City of Napoleon; and declaring an Emergency

**Motion To Approve First Read**

Motion: Ridley Second: Wilson  
To approve First Read of Ordinance No. 002-15

## Discussion

Irelan distributed a memo regarding the proposed changes to the Ordinance; see attached.

Irelan reported that the Fire Chief position was switched from a shift position to an hourly position causing the proposed changes in banking leave time, holiday pay, and vacation time. Irelan added that the legal holiday of President's Day that is not a benefit for other positions was intentionally left in during the negotiating process.

Irelan reported that the Police Lieutenant position is a nonbargaining personnel position that follows the Personnel Code, which receives eight (8) hours of holiday pay as well as time and a half for hours worked on holidays. Irelan added that Patrolmen receive time and a half as well as one (1) hour of comp time for more than eight (8) hours worked per day, and Lieutenants are not entitled to that benefit per the Personnel Code. Irelan requested that Council approve this benefit for Lieutenants as well. Wilson asked if the proposed changes to the Personnel Code were temporary; Irelan stated they are permanent. Ridley asked if the wording of the Personnel Code at the bottom of page eight (8) could be changed to delete the word 'him' and create a gender neutral sentence.

### **Motion To Edit Page Eight (8) Of The Personnel Code To Use Gender Neutral Wording**

Motion: Ridley Second: Wilson  
To edit page eight (8) of the Personnel Code to use gender neutral wording

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

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer  
Nay-

### **Motion To Suspend The Rules**

Motion: Comadoll Second: Marihugh  
To suspend the Rules requiring three Readings

**Passed**  
**Yea- 6**  
**Nay- 1**

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Helberg, Sheaffer  
Nay- Maassel

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

Roll call vote to pass Ordinance No. 002-15 under Suspension of the Rules  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer  
Nay-

### **Introduction Of Resolution No. 003-15**

President Sheaffer read by title Resolution No. 003-15, a Resolution authorizing the City Manager to execute any and all documents necessary to enter into a programmatic agreement with the Ohio Historic Preservation Office for the administration of programs using HUD allocated funds; and declaring an Emergency *(Suspension Requested)*

### **Motion To Approve First Read**

Motion: Maassel Second: Comadoll  
To approve First Read of Resolution No. 003-15

## Discussion

Hayberger stated that the HUD program allocated certain funds and this agreement must be in place for funds to filter through to the appropriate programs; this agreement was previously in place but terminated Dec. 31, 2014

## Motion To Suspend The Rules

## Introduction Of Ordinance No. 004-15

## Motion To Approve First Read

## Discussion

## Motion To Suspend The Rules

## Second Read And Third Read Of Ordinances And Resolutions

## GOOD OF THE CITY

### **Discussion/Action**

## Motion To Approve Power Supply Adjustment Factor

7 of 12



**Approval Of Plans,  
Specifications,  
Documentation And  
Contracts For Appian  
Avenue Street  
Improvements Project  
(Continued)**

Lulfs reported that this project is partially funded through a grant from the Ohio Department of Transportation, with an Engineer's Estimate of Construction totaling \$2,685,761.10, and an ODOT Grant Amount totaling \$1,291,200.

Irelan reported that the previous issues including accessibility were researched and residents will have access to their driveways until it is necessary to use the area for the completion of the project; adding that door hangers will be hung on each residence affected. Irelan reported that there will be access to the restaurant, barbershop and Church, and the alleys will be maintained and restoned for additional access. Irelan stated that the City will describe their expectations to each bidder when the specifications for the project are purchased, and contractors must submit updated schedules throughout the construction process along with attendance of monthly meetings, as well as the project being monitored by the City and ODOT, adding that the City has the option not to approve the submitted contractor schedule and change the schedule as necessary. Sheaffer reminded Council that this project is part of the Long Term Control Plan and is required to be completed, either now when there is grant money available or later when the City may have to pay the entire cost of the project. Helberg asked if there could be a 'no excuse' clause added allowing for no additional time due to factors such as weather; Irelan stated that she has concerns with changing the contract language without approval from ODOT and the Federal Government due to the grant money involved; Lulfs added that there are notes in the specifications stating that errors must be reported to the City and the City will not be held liable for errors that were not reported. Irelan stated that any extra hours worked over forty (40) will create an added expense due to the overtime hours that must be paid. Helberg believes that this is not a labor intensive project but the benefit in hurrying the job exceeds the overtime cost; Marihugh agreed, adding that four (4) days at ten (10) hours per day is unreasonable, however five (5) days at eight (8) hours per day is more reasonable due to the perception issue and the extra day of idle time. Marihugh questioned the need for curbs to the creek, and has issues with the specification of the intersection of Maumee Avenue and Appian Avenue. Ridley asked if there is a way to control the end date as well as control the work schedule during the week; Irelan stated that construction contracts require a foundation but the City cannot control the ways and means of the work, as this opens the City up to litigation. Wilson stated that multiple companies bid on the projects and the City must trust the company to do their job. Helberg stated that the City can state an end date but the amount of days that effect residents can be listed in the contract as well. Shaffer stated that he trusts the City Manager and the Engineer to handle this project effectively. Irelan restated that she is not comfortable changing the wording in the Contract. Maassel asked if monthly meetings are often enough; Irelan stated that there is more contact than just monthly meetings, the monthly meetings are purely for the schedule. Behm asked if Helberg's suggestion of adding work clauses to the contracts could be added to future projects; Irelan will bring back the pros and cons of this to Council before anything is added to future contracts, adding that this should be discussed at the Municipal Properties, Buildings, Land Use & Economic Development Committee. Marihugh agreed with Behm.

**Sheaffer Referred  
Specifications And  
Contract Wording Of  
Future Projects To The  
Municipal Properties,**

Sheaffer referred Specifications and Contract Wording of Future Projects to the Municipal Properties, Buildings, Land Use & Economic Development Committee.

**Buildings, Land Use & Economic Development Committee**

**Motion To Approve Plans, Specifications, Documentation And Contracts For Appian Avenue Street Improvements Project**

**Passed**  
**Yea- 6**  
**Nay- 1**

Motion: Comadoll                      Second: Ridley  
To approve plans, specifications, documentation and contracts for Appian Avenue Street Improvements Project, PID No. 89266

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Sheaffer  
Nay- Helberg

**Approval Of Charging City Departments/ Divisions The Appropriate Current Rate Of Other Customers As Soon As Legislation Is Passed**

Heath reported that the Electric Committee tabled this discussion and it was not taken off the table, and the rates were then passed as Interdepartmental Rates and do not reflect any change in rate design; Maassel added that the approval of charging City Departments/Divisions the appropriate current rate of other customers has been since approved by the BOPA and the Electric Committee.

**Motion To Direct The Law Director To Draft Legislation Approving Charging City Departments/ Divisions The Appropriate Current Rate Of Other Customers**

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

Motion: Maassel                      Second: Comadoll  
To direct the Law Director to draft Legislation approving charging City Departments/Divisions the appropriate current rate of other customers

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer  
Nay-

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

None

**Hayberger**

None

**Comadoll**

None

**Marihugh**

Marihugh stated that he was asked by residents about the timeliness of removing Christmas decorations. Comadoll stated the Christmas decorations are still up in Lima as well; Irelan added that ice and wind have stalled this project, though it is a priority when it can be safely completed.

**Behm**

Behm stated that he will be giving his State of the City address at the next Council meeting.

Behm requested Tree Commission nominations to fill a recent vacancy.

**Sheaffer**

Sheaffer referred the Electric Department Cash Reserve Policy to the Electric Committee.

Sheaffer appointed Maassel to replace Helberg on the Personnel Committee.

**Motion To Approve  
Sheaffer's  
Appointment Of  
Maassel To The  
Personnel Committee  
Replacing Helberg**

Motion: Ridley Second: Comadoll  
To approve Sheaffer's appointment of Maassel to the Personnel Committee replacing Helberg

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

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer  
Nay-

Sheaffer referred the Compensation of Personnel to the Personnel Committee meeting on Monday, January 26 at 6:30pm.

Sheaffer created an Ad Hoc Committee to review Council Rules; appointing Sheaffer, Ridley, Maassel to the Committee with the meeting date and time to be determined.

**Maassel**

Maassel congratulated Comadoll on his Service Award.

Maassel reported that the fence at Meyerholtz Park was hit by a vehicle; Ireland explained that the fence saved someone's life as it kept them from going in the river. Ireland added that Cotter had brought the sunken bank to Ireland's attention and the fence was then erected.

**Ridley**

Ridley stated the intersection of Monroe Street and East Washington Street by the Henry County Bank and the Sheriff's Office has a large pothole; Lulfs stated this area is on the list to be patched.

**Wilson**

Wilson thanked Cotter for bringing the embankment issue to Ireland's attention.

Wilson thanked Maassel for setting up the student presentations tonight.

Wilson canceled the Safety & Human Resources Committee meeting scheduled for Monday, January 26.

**Heath**

Heath stated the 2014 books were rolled and the budget summary with actuals will be available soon.

Heath reminded Council that the mics in Chambers will be replaced; this expense was budgeted.

**Motion To Go Into  
Executive Session**

Motion: Maassel Second: Wilson  
To go into Executive Session to discuss Economic Development

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

Roll call vote on above motion:  
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer  
Nay-

**Into Executive Session**

Council went into Executive Session at 8:48pm.

**Motion To Come Out Of Executive Session**

Motion: Ridley Second: Wilson  
To come out of Executive Session.

**Passed**

**Yea- 7**

**Nay- 0**

Roll call vote on above motion:

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

Nay-

**Out Of Executive Session**

Council came out of Executive Session at 9:06pm. President Sheaffer reported that the discussion was regarding Economic Development and no action was taken.

**Approval Of Bills**

Bills and financial reports stand approved as presented with no objections.

**Council Motion To Adjourn**

Motion: Maassel Second: Marihugh  
To adjourn the meeting

**Passed**

**Yea- 7**

**Nay- 0**

Roll call vote on above motion:

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

Nay-

**Adjournment**

Meeting adjourned at 9:06pm.

**Approved:**

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Travis B. Sheaffer, Council President

---

Ronald A. Behm, Mayor

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Gregory J. Heath, Finance Director/Clerk of Council

**RESOLUTION NO. 005-15**

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FOR THE PURPOSE OF REPAIRING AN AREA OF THE SCOTT STREET SANITARY SEWER AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LIQUIFORCE SERVICES FOR SAID REPAIRS, AND DECLARING AN EMERGENCY**

**WHEREAS**, during the large Inflow and Infiltration Study performed by Stantec it was found that portions of the sanitary sewer on Scott Street and the VanHynning Interceptor were in need of spot repairs; and,

**WHEREAS**, after reviewing price quotes from companies, LiquiForce Services was chosen to perform the repairs which totaled less than \$25,000.00; and,

**WHEREAS**, after completing some of the work it was noticed that the spot repairs would not be sufficient; and,

**WHEREAS**, the added repairs would cause the total contract price to exceed \$25,000.00 and out of an abundance of caution it was advised that the matter be sole sourced; and,

**WHEREAS**, LiquiForce Services has already started the project and can continue to make the additional changes it is recommended that the matter be sole sourced to LiquiForce Services; and,

**WHEREAS**, the Council believes it is in the best interest of the City of Napoleon to eliminate the necessity for competitive bidding; **Now Therefore**,

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

Section 1. That, the City of Napoleon authorizes the expenditure of funds in excess of \$25,000.00 for the repair of the Scott Street sanitary sewer. Also, Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 2. That, the City Manager is authorized to enter into a contract with LiquiForce Services to conduct the repairs.

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 so that the repairs can be timely made which affect the public

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

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

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

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

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

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

Attest:

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

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 005-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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



# *City of Napoleon, Ohio*

## *Department of 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*  
*Jeff Rathge, Operations Superintendent*  
*Date: January 5, 2015*  
*Subject: Scott Street & Oakwood Avenue Sanitary Sewer Repairs*

The City of Napoleon's Department of Public Works requests that the above project be Sole Sourced to LiquiForce Services. The original scope of this project was under \$25,000.00. During the course of the project it was discovered that more pipe was in need of lining than what could be covered by the planned spot repairs. This additional work will force the project to exceed the \$25,000.00 threshold.

Quotes were requested for the original scope of work. LiquiForce Services provided the lowest quote: \$20,000. The portion of work required on the VanHyning Interceptor was completed at a cost of \$8,000. The remaining work consists of lining 638 l.f. of 10" sanitary sewer on Scott Street at a cost of \$33,500. The additional funds required for this project will be taken from the Sanitary Sewer Emergency Repairs budget. **I request that Council approve the Sole Sourcing of this project to allow us to repair the sanitary sewer on Scott Street.**

*CEL*

## ORDINANCE NO. 006-15

### AN ORDINANCE TO APPROVE CURRENT AUGUST 2014 REPLACEMENT PAGES TO THE NAPOLEON CODIFIED ORDINANCES

**WHEREAS**, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

**WHEREAS**, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

**WHEREAS**, the City has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is before Council; Now Therefore,

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

Section 1. That, the ordinances of the City of Napoleon, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the August 2014 Replacement Pages to the Codified Ordinances are hereby approved and adopted; such having been certified as correct by the Clerk of Council and the Mayor.

Section 2. That, the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law.

#### Traffic Code

301.161	Highway Maintenance Vehicle. (Added)
301.162	Highway Traffic Signal. (Added)
303.04	Road Workers, Motor Vehicles and Equipment Excepted. (Amended)
333.031	Approaching a Stationary Public Safety, Emergency or Road Service Vehicle. (Amended)
337.16	Number of Lights; Limitations on Flashing. (Amended)
337.17	Focus and Aim of Headlights. (Amended)

Section 3. That, the complete text of the sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this Ordinance as Exhibit "A". Any summary publication of this ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any

part thereof.

Section 6. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

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

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

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

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

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

Attest:

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

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 006-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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

## ORDINANCE NO. 007-15

### AN ORDINANCE APPROVING THE STREET NAME CHANGE FROM MARCO DRIVE TO THAT OF ROUNDHOUSE ROAD

**WHEREAS**, on the re-plat of Lot # 5 of the MWT Subdivision there was a paper street named Marco Drive; and,

**WHEREAS**, the Council for the City of Napoleon desired to change the name of said paper street; and,

**WHEREAS**, the Council for the City of Napoleon sought suggestions for the name change; and,

**WHEREAS**, at the January 19, 2015 regularly scheduled Council meeting Council heard the following suggested names from area students:

St. John Lutheran was represented by Brady Gerken and Caleb Bockelman who recommended Eagle Avenue;

St. Paul Lutheran was represented by Ben Bostelman and Brock Weimken who recommended Roundhouse Road;

Central School was represented by Brook Baldwin who recommended Allegiance Drive;

St. Augustine was represented by Issaac Herman who recommended Burrito Boulevard; and,

**WHEREAS**, having reviewed this matter, City Council found that Roundhouse Road was the most appropriate due to the history of the railroad roundhouse having been located near said property; and, **Now Therefore**,

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

Section 1. That, the paper street named "Marco Drive", as illustrated in the attached Exhibit "A", which is attached and incorporated herein, be changed to "Roundhouse Road"; and Council finding that the name change will not be detrimental to the general interest, and that it should be made.

Section 2. That, all maps of the City be changed to reflect said name change.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance 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 Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 5. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

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

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

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

\_\_\_\_\_  
Ron A. Behm, Mayor

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

Attest:

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

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

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



## **RESOLUTION NO. 008-15**

### **A RESOLUTION AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO REQUEST THE OHIO DEPARTMENT OF TRANSPORTATION DIRECTOR TO ESTABLISH AND EXTEND THE SCHOOL ZONE DISTANCES AS IT RELATES TO SCHOOL ZONES FOR THE NAPOLEON HIGH SCHOOL; AND DECLARING AN EMERGENCY**

**WHEREAS**, upon the request of the City of Napoleon School Officials who recommended school zones be established and extended for Napoleon High School to assure safety for school children; and,

**WHEREAS**, ORC 4511.21 requires the approval of the Ohio Department of Transportation Director to make such extensions; and, when applicable, designation of the school zones;

**WHEREAS**, the Council for the City of Napoleon does authorize the City Manager of the City to execute any and all documents necessary to request the Ohio Department of Transportation Director to establish and extend traditional school zone boundaries for Napoleon High School in accordance with documents marked "Exhibit A" which is attached and incorporated herein; Now Therefore,

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

Section 1. That, this Council hereby authorizes the City Manager in and for the City of Napoleon, Ohio, to request the Ohio Department of Transportation Director to establish and extend the traditional school zone boundaries for the Napoleon High School in accordance with a document marked Exhibit A which is attached and incorporated herein pursuant to provisions of ORC 4511.21.

Section 2. That, the City Engineer may supplement and revise the information as may be required by the Ohio Director of Transportation to accomplish the intent of this Resolution.

Section 3. That, to the extent required by law, upon extensions and/or designations of the School Zones as requested in Section 1. of this Resolution, the School Zones shall be deemed hereby designated and marked as such in accordance with law.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for timely establishment of school zones with the City that provide for safety to the children; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

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

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

\_\_\_\_\_  
Ron A. Behm, Mayor

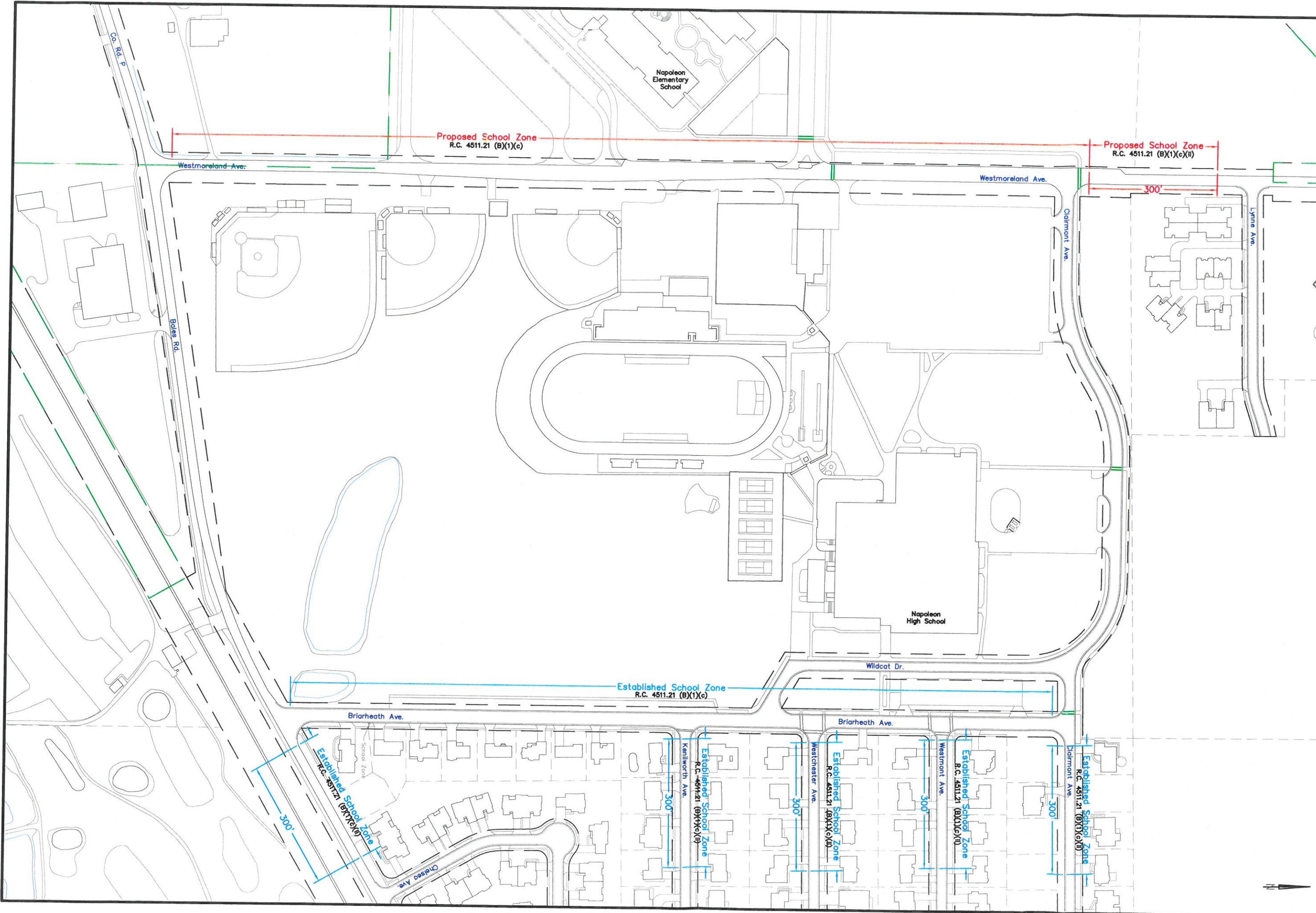
VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain


Attest:

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

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 008-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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



Created:	1/5/15	Plotted:	1/29/15	Scale:	1"=200'
Drawn:	Mark B. Spiess	Approved:	Chad E. Lulfs		
Drawing Name:	Napoleon Elementary School.dwg				
<b>Napoleon City Elementary School Proposed School Zone Exhibit A</b>					
<b>City Of Napoleon Engineering Department 255 West Riverview Avenue Napoleon, Ohio 43545 Phone: (419) 592-4010 Fax: (419) 599-8393</b>					
					
Plans Prepared By: City Of Napoleon Engineering Department Chad E. Lulfs, P.E., P.S. Director Of Public Works					
No.		Date		Revision	
Chkd. By					

Sheet 00 Of 00

**RESOLUTION NO. 009-15**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO  
ENTER INTO AN AGREEMENT WITH THE SPYGLASS GROUP,  
LLC TO AUDIT THE CITY OF NAPOLEON'S  
TELECOMMUNICATIONS SERVICE ACCOUNTS**

**WHEREAS**, the City of Napoleon may have various telecommunication accounts, such as local voice, long distance voice, data, wireless, and internet services; and,

**WHEREAS**, the SpyGlass Group, LLC will conduct audit services of said accounts and services to determine if there are more cost effective ways of handling those accounts or services; **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 an agreement with The SpyGlass Group, LLC to conduct an audit of the City of Napoleon's telecommunication service accounts.

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 shall be in full force and effect at the earliest time permitted by law.

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

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

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

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

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

Attest:

---

Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 009-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

---

*Gregory J. Heath, Clerk/Finance Director*

**RESOLUTION NO. 010-15**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
MAKE APPLICATION FOR THE SAFE ROUTES TO SCHOOLS  
(SRTS) FUNDS; AUTHORIZING A CONTRACT IF AWARDED;  
AND DECLARING AN EMERGENCY**

**WHEREAS**, the United States Congress has set aside monies for Safe Routes to Schools (SRTS) Projects through the State of Ohio, Department of Transportation; and,

**WHEREAS**, City, being the Local Public Agency, hereafter called "LPA" may apply for these monies and be selected for funding by the State of Ohio, Department of Transportation; and,

**WHEREAS**, the **Napoleon School Connectivity Improvement Project** is a transportation activity eligible to receive federal funding; now therefore,

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

Section 1. That, the City Manager of Napoleon, Ohio is hereby empowered on behalf of the LPA to prepare and execute an application for Safe Routes to Schools (SRTS) funds for the stated described project and to submit the same to the State of Ohio, Department of Transportation.

Section 2. That, the total cost of the project is estimated to be up to **Four Hundred Thousand Dollars (\$400,000.00)**, of which the LPA, if awarded the funds agrees to pay One Hundred Percent (100%) of the construction cost over and above the maximum amount, provided by the Sate of Ohio, Department of Transportation.

Section 3. That, upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintaining the right-of-way, keeping it free of obstructions; and, (4) if necessary, hold said right-of-way inviolate for public highway purposes.

Section 4. That, if the application is approved for the funding, the City Manager of Napoleon, Ohio is hereby empowered on behalf of the LPA to enter into a contract with the Director of the Ohio Department of Transportation necessary to complete the above described project.

Section 5. 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 6. 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 7. 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 in order to timely take effect and be in force to meet the Safe Routes to School application deadline; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

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

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

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

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

Attest:

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

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 010-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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

**RESOLUTION NO. 011-15**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
EXECUTE ALL DOCUMENTS NECESSARY TO SUBMIT AN  
APPLICATION TO THE OHIO DEPARTMENT OF  
TRANSPORTATION (ODOT) FOR AN ODOT SMALL CITY  
GRANT; AND DECLARING AN EMERGENCY**

**WHEREAS**, the ODOT provides financial assistance to local governments for the purpose of addressing local transportation issues; and,

**WHEREAS**, the Industrial Drive Improvements Project is a local transportation issue which may qualify for ODOT financial assistance; and,

**WHEREAS**, the City of Napoleon desires to participate in the ODOT Small City Grant Program to receive financial assistance for the Industrial Drive Improvements Project; now therefore,

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

Section 1. That, the City Manager is authorized to sign and submit an application to ODOT for funding through the ODOT Small City Grant Program for the Industrial Drive Improvements Project.

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 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 application to be timely filed for consideration, funds to be used, if received, for public improvements related to public peace, health safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

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

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

\_\_\_\_\_

Ronald A. Behm, Mayor

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

Attest:

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Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 011-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Gregory J. Heath, Clerk/Finance Director*

## **RESOLUTION NO. 012-15**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH URS CORPORATION FOR PROFESSIONAL DESIGN SERVICES FOR THE PROJECT KNOWN AS THE WATER TREATMENT PLANT IMPROVEMENTS FINAL DESIGN, WHICH WAS NOT INCLUDED IN THE 2015 MASTER BID RESOLUTION; AND AUTHORIZING THE EXPENDITURE OF FUNDS IN EXCESS OF \$25,000.00 FOR SAID PROJECT; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City desires to move forward with the design of a water treatment plant; and,

**WHEREAS**, the City sought statements of qualifications from engineering firms for the final design of a water treatment plant; and,

**WHEREAS**, the City ranked the responding firms and determined that URS Corporation as the most qualified firm; and,

**WHEREAS**, the City now desires to enter into a contract with URS Corporation for professional design services for the Water Treatment Plant Improvements Final Design Project; and,

**WHEREAS**, this Project was not included in the annual 2015 Master Bid List Resolution, and that the cost of this project exceeds \$25,000.00; Now therefore,

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

Section 1. That, the expenditure of funds in excess of \$25,000.00 for professional design services for the Water Treatment Plant Improvements Final Design Project is hereby authorized as a necessary public expenditure.

Section 2. That, having found URS Corporation to be the most qualified firm, the City Manager is hereby authorized to enter into a contract with URS Corporation for professional design services for the Water Treatment Plant Improvements Final Design Project.

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 comply with EPA mandates; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

\_\_\_\_\_  
Travis Sheaffer, Council President

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

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

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

Attest:

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

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 012-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., City Engineer

Telephone: (419) 592-4010 Fax: (419) 599-8393

[www.napoleonohio.com](http://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  
Gregory J. Heath, City Finance Director  
**Date:** February 2, 2015  
**Subject:** Water Treatment Plant Improvements Final Design  
Consultant Selection

Quality based selection was utilized to select a consulting firm for the above referenced project. The firms that submitted Qualification Statements were ranked as follows:

1. URS Corporation
2. Stantec Consulting Services, Inc.
3. Jones & Henry Engineers, Ltd.
4. CT Consultants, Inc.
5. GRW Engineers, Inc.

Negotiations were entered into with URS Corporation and a contract price was agreed upon. The negotiated price for the above referenced project is \$1,393,000.00.

**Having reviewed the submitted Qualification Statements and after extensive negotiations, it is my recommendation that Council award the contract for the Water Treatment Plant Improvements Final Design to URS Corporation in the amount of \$1,393,000.00.** If you have any questions or require additional information, please contact me at your convenience.

*CEL*



# Filing Reminder:

## 2014 Financial Disclosure Statement to be Filed in 2015

Dear City Official,

You are receiving this letter because you are currently serving or have served at some point in 2014 or 2015 in a city elected office. Ohio law **requires** that all individuals serving for any amount of time in **2014** or **2015** in such positions file a calendar year 2014 financial disclosure statement.

For most of you, the filing deadline is **WEDNESDAY, APRIL 15, 2015**.

If you were appointed to an unexpired term in 2015, you are required to file a 2014 financial disclosure statement within **fifteen** days of being sworn in.

If you will also be a candidate in 2015 for the same office or any other elected office which would require you to file a calendar year 2014 financial disclosure statement and are certified to the ballot prior to April 15, 2015, you are required to file 30 days (20 days for write-in candidates) before the first primary, special, or general election when your name will appear on a ballot. If you are not certified to the ballot prior to April 15, 2015 the April 15, 2015 deadline applies.

### ONLINE FILING AVAILABLE

You may file electronically through the Commission's website at <https://disclosure.ethics.ohio.gov>.

First time users will need to register for an account. A valid e-mail address is all that is required.

Filing electronically provides the following benefits:

- No postage costs
- Instant filing confirmation and the ability to save a time-stamped copy of your filed statement
- Payments can be made via credit card or electronic check (ACH)
- Import your responses from the prior year's statement\*
- View previously filed statements at any time\*
- Upload attachments (PDF format only)
- 24/7 availability, statements filed prior to midnight are time-stamped the same day
- Elect to receive annual filing reminders via e-mail

\*Only applies to statements filed electronically

For those that wish to file by paper, blank 2014 financial disclosure statements are available on the Commission's website at <http://ethics.ohio.gov>.

If you have any questions regarding financial disclosure, please feel free to contact me at (614) 721-8675.

Regards,

A handwritten signature in black ink, reading "Stacey Plybon".

Stacey Plybon  
Financial Disclosure Analyst



Merom Brachman, *Chairman*  
Michael A. Flack, *Vice Chairman*  
Bruce E. Bailey  
James C. Evans  
Elizabeth E. Tracy



OHIO ETHICS COMMISSION  
William Green Building  
30 West Spring Street, L3  
Columbus, Ohio 43215-2256  
Telephone: (614) 466-7090

[www.ethics.ohio.gov](http://www.ethics.ohio.gov)

Paul M. Nick  
*Executive Director*

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**To:** City Clerks of Council and Other Financial Disclosure Liaisons

**From:** Stacey Plybon, Financial Disclosure Analyst

**Date:** January 20, 2015

**Re:** Official List of Elected Officials and Notification of Filing Requirement

As you know, Ohio law **requires** any person who serves as a city elected official in 2015, or who served in such a position in 2014, to file a financial disclosure statement for calendar year 2014. In order to help ensure that all city officials comply with this requirement, we depend upon information provided by you to identify all of the individuals who must file for your city.

We appreciate your help addressing and completing the following:

**1. Review, Sign, Notarize, and Return the Original Enclosed List**

A final list, based on information you provided in response to our letter in November, is enclosed. The list includes the names, and term dates for the following individuals:

- a. Any person who held an elected office in your city at **any time during 2014**, including any person who was appointed in 2014 to fill a vacancy in an unexpired term of office; and
- b. Any person who serves or is appointed to serve in an elected office in your city **in 2015**.

Please review this list and make any minor changes. If there are significant revisions, please contact me at (614) 721-8675.

Once reviewed, sign the list, have it notarized, and return the original to me by **February 6, 2015**.

**2. Remind City Elected Officials of Filing Requirement**

Please take a moment to notify and remind all of the individuals on your finalized list of the requirement to file a calendar year 2014 financial disclosure statement.

The filing deadline for individuals who served in a city elective office in 2014 or serve in 2015, and are not candidates in 2015, is **WEDNESDAY, APRIL 15, 2015**.

For your convenience, I have included a sample reminder letter which you may send to the individuals identified on your finalized list.

### 3. Changes and Updates During 2015

If there are any changes to the elected officials in your city during 2015, **please contact our office as soon as possible**. It is especially important that any person appointed to fill an unexpired term in a city elective office is notified of the filing requirement right away. **He or she must file the statement no later than fifteen (15) days after being sworn in to office**. We also need to know about other changes such as new addresses or resignations.

### 4. Important Note Regarding Electronic Filing

By statute city elected officials are responsible for their own filing fees. If your city would like to pay for its officials fees, please send an email to [ethics@ethics.ohio.gov](mailto:ethics@ethics.ohio.gov) with the words **"Online Payment"** in the subject line and be sure to identify your city in the body of the email. Once received, an additional option of "My public entity has agreed to pay my fee(s)" will be made available for your officials to select when prompted for payment.

If you don't notify us, when filing electronically, all of your city officials will be required to submit payment via credit card or electronic check (ACH) prior to submitting their filing.

If you elect to pay for your officials fees, please mail a check made payable to "Ohio Ethics Commission" for the amount of filing fees you wish to pay to the address below:

Ohio Ethics Commission  
30 West Spring Street, L3  
Columbus, OH 43215

The current filing fee for each city elected official is \$35.00. When sending the payment, we only ask that you identify the names of the filers for whom the payment is to be applied.

If you choose to pay for your filers we strongly urge you to do this on or before the April 15<sup>th</sup> deadline, otherwise, your filers may receive a letter indicating that they still owe us a filing fee.

If you have any questions, I can be reached directly at (614) 721-8675.

Thanks again for your assistance.

**FINANCIAL DISCLOSURE STATEMENT**This statement is to be filed in **2015**Financial information for calendar year **2014**

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Please type or print clearly. See [instructions](#) for assistance with this page.**SECTION A. PERSONAL CONTACT INFORMATION**

Last Name		First Name		MI
<input type="text"/>		<input type="text"/>		<input type="text"/>
Address		City	State	Zip
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
County	E-mail Address		Phone	
<input type="text"/>	<input type="text"/>		<input type="text"/>	

**SECTION B. STATUS (Check all that apply)**

- ☐ Candidate  
☐ Write-in Candidate  
☐ Elected to an office  
☐ Appointed to an unexpired term in elective office  
☐ Public Official  
☐ Public Employee  
☐ Voluntary Filer

**CANDIDATES:** Please list the date of the first election (primary, special, or general) when your name will appear on the ballot.

Month	Day	Year
<input type="text"/>	<input type="text"/>	2015

**FOR OFFICIAL USE ONLY****SECTION C. PUBLIC POSITION, OFFICE, OR JOB**

Position/Title (Example: council member, sheriff, board member, or job title)		<input type="checkbox"/> Seeking
<input type="text"/>		<input type="checkbox"/> Hold
Public Entity you serve in 2015, served in 2014, or will serve if elected		<input type="checkbox"/> Held
<input type="text"/>		
Public Salary:	Start Date:	End Date:
<input type="checkbox"/> Uncompensated	Month Day Year	Month Day Year
<input type="checkbox"/> Less than \$16,000	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> \$16,000 or more	<input type="text"/>	<input type="text"/>

**SECTION D. ADDITIONAL PUBLIC POSITION, OFFICE, OR JOB**

Position/Title (Example: council member, sheriff, board member, or job title)		<input type="checkbox"/> Seeking
<input type="text"/>		<input type="checkbox"/> Hold
Public Entity you serve in 2015, served in 2014, or will serve if elected		<input type="checkbox"/> Held
<input type="text"/>		
Public Salary:	Start Date:	End Date:
<input type="checkbox"/> Uncompensated	Month Day Year	Month Day Year
<input type="checkbox"/> Less than \$16,000	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> \$16,000 or more	<input type="text"/>	<input type="text"/>

**FOR OHIO ETHICS COMMISSION USE ONLY**

<input type="checkbox"/> Walk-in <input type="checkbox"/> Inter Office <input type="checkbox"/> No Check Rev'd by:	<input type="checkbox"/> Filer has answered every required question. <input type="checkbox"/> Filer has not answered these questions: _____	Date incomplete form returned to filer: _____ Date completed form returned to OEC: _____
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**1. SOURCES OF INCOME - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 4](#))☐ I have no sources of income that I am required to list.

Source of Income	Service Provided	Amount*
A		
B		
C		
D		
E		
* Check <a href="#">instructions</a> to see whether you are required to disclose amounts of income.		

**2. SOURCES OF GIFTS - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 5](#))☐ I have no sources of gifts that I am required to list.

Source of Gift	Source of Gift
A	D
B	E
C	F

**3. NAMES OF SPOUSE RESIDING IN HOUSEHOLD AND ANY DEPENDENT CHILDREN - ALL FILERS MUST ANSWER THIS QUESTION:**☐ There are no immediate family members whose names I am required to list. (For help, see instructions [page 5](#))

Husband/Wife Residing in Household	Dependent Children

**4. NAMES OF BUSINESSES - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 5](#))

If you or anyone you listed in Question 3 owns or operates a business, list the name of the business.

☐ There are no business names that I am required to list.

Business Name	Business Name
A	C
B	D

**5. LAND (REAL ESTATE) IN OHIO - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 6](#))☐ I have no real estate that I am required to list.

Land (Real Estate) in Ohio (List address or, if address is unavailable, plat number and county)
A
B
C
You are not required to disclose your personal residence or real property held primarily for personal recreation.

**6. CREDITORS OVER \$1,000 - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 6](#))☐ I have no creditors that I am required to list.

Creditor	Creditor
A	D
B	E
C	F

**7. DEBTORS OVER \$1,000 - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 6](#))☐ I have no debtors that I am required to list.

Debtor	Debtor
A	C
B	D

**8. INVESTMENTS OVER \$1,000 - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 6](#) and [7](#))☐ I have no investments that I am required to list.

Corporation, Trust, Business Trust, Partnership, or Association	Nature of Investment
A	
B	
C	
D	
E	
F	
IF YOU NEED ADDITIONAL SPACE, PLEASE ATTACH A SEPARATE SHEET.	

**9. OFFICES/FIDUCIARY RELATIONSHIPS - ALL FILERS MUST ANSWER THIS QUESTION:**(For help, see instructions [page 8](#))☐ I have no offices or fiduciary relationships that I am required to list.

Corporation, Trust, Business Trust, Partnership, or Association	Office or Nature of Relationship
A	
B	

**SKIP QUESTIONS 10 AND 11 IF YOU ARE A:**

- College or university trustee
- Candidate for a city, township, school district, or ESC position that is paid less than \$16,000 a year
- City, township, school district, ESC, or sanitary district official or employee serving in a position that is paid less than \$16,000 a year

**10. FOOD OR BEVERAGES - SKIP THIS QUESTION IF LISTED IN BOX ABOVE:**(For help, see instructions [page 8](#))☐ I have no sources of meals, food, or beverages that I am required to list.

Source of Food or Beverages	Source of Food or Beverages
A	C
B	D

**11. TRAVEL EXPENSES - SKIP THIS QUESTION IF LISTED IN BOX ON PAGE 3:**(For help, see instructions [page 9](#))☐ I have no sources of travel expenses that I am required to list.

Source of Travel Expenses	Amount
A	
B	
C	
D	
E	
F	

**12. NON-DISPUTED INFORMATION - ALL state employees, state officials and state board and commission members (except college and university trustees) are REQUIRED to answer Question 12.** All other filers should skip this question and go to question 13.☐ I have no information that I am required to list.(For help, see instructions [page 9](#))

Non-Disputed Information
A
B

**13. SIGNATURE - ALL FILERS MUST SIGN THE STATEMENT:**(For help, see instructions [page 10](#))

By signing this statement:

- I swear or affirm that this statement and any additional attachments have been prepared or carefully reviewed by me, and constitute my complete, truthful, and correct disclosure of all required information, and that the address listed on page 1 is a correct mailing address.
- I acknowledge and understand that, among other potential violations and penalties, knowingly filing a false statement is a criminal misdemeanor of the first degree, in violation of Sections 102.02(D) and 2921.13(A)(7) of the Revised Code, punishable by a fine of not more than \$1,000, imprisonment of not more than six months, or both.
- I acknowledge and understand that filing a false statement may be grounds for removal from public office or dismissal from public employment pursuant to Sections 3.04 and 124.34 of the Revised Code.
- I acknowledge that, in 2014, I served in, or in 2015, I am serving in or a candidate for, the position indicated on page 1 of this statement.

***If you have any questions before signing this form, please contact the Ohio Ethics Commission at (614) 466-7090.***

Before signing this statement, please review to make sure that you have answered each question you are required to answer. If you have nothing to list in response to any question, check the box indicating that you have nothing to list. If the response to any required question is omitted, the Commission will return the statement to you as incomplete. **Any person who fails to file a complete statement by the appropriate filing deadline will be assessed a late filing fee and may be subject to criminal penalty.**

**Deliver completed statement to:** Ohio Ethics Commission, 30 W. Spring St., L3, Columbus, OH 43215**My filing fee is:**(For help, see instructions [page 2](#))

- ☐ Enclosed (check or money order payable to "Ohio Ethics Commission")
- ☐ Submitted Online
- ☐ Included in my attorney registration fees (Judges, Magistrates, and Judicial Candidates Only)
- ☐ My public agency is required or has agreed to pay my filing fee.

**YOUR SIGNATURE IS REQUIRED HERE:** \_\_\_\_\_**Date:** \_\_\_\_\_



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **PURPOSE OF FINANCIAL DISCLOSURE AND REQUIREMENT FOR DISCLOSURE**

Filing a financial disclosure statement is part of the responsibility of choosing to hold or run for public office or employment. The purpose of requiring public officials and employees to file financial disclosure statements is to increase confidence in government and openness by: (1) Assisting public servants in identifying potential conflicts of interest; and (2) Allowing citizens to become aware of the financial interests of the officials and employees who serve them.

Filing an annual financial disclosure statement is required by law and Commission rule. [For more information on positions required to file by Commission rule, [click here](#).] Financial information must be completed for the entire preceding calendar year. A person who leaves a filing position must file for the last calendar year in which he or she held the position. No person is required to file more than one statement for any calendar year.

### **WHO IS REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT:**

#### **Anyone who is elected, appointed to, or a candidate for the following elective offices:**

- State elective office
- County elective office
- City elective office
- State Board of Education
- School district board of education (in districts with a total student count of 12,000 or more)
- Educational service center (ESC) governing board in an ESC with a total student count of 12,000 or more

**Candidates** for office should note that this financial disclosure statement is NOT the same as a campaign finance report that is filed with the Secretary of State's Office or county board of elections. This statement must be filed regardless of whether the candidate raised or spent money for his or her campaign.

#### **Anyone who is appointed to the following non-elective public positions:**

- Member, state board or commission
- Appointed member, State Board of Education
- Trustee, state college or university
- Member, state retirement system board
- Appointed member, ESC governing board in an ESC with a total student count of 12,000 or more

#### **Anyone who is employed in these public positions:**

- State department director, assistant director, deputy director, or division chief
- Person in an equivalent rank to the above state department employees
- Chief executive officer of a state board, commission, or retirement system
- All state retirement system investment officers
- All professional employees of the Casino Control Commission
- All technical employees of the Casino Control Commission who perform an internal audit function
- Administrator, Director of Investments, and Chief Investment Officer, Bureau of Workers' Compensation
- State employees paid under Schedule "E-2" or "C"
- President, State college or university
- Superintendent, Treasurer, or Business Manager, school district or ESC

**Other Filing Categories:** Other filers include members and employees of JobsOhio, members of some sanitary districts, and members of school district academic distress commissions.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **FILING DEADLINES:**

The disclosure statement must be received by the Commission, or have a U.S. postmark or date from a commercial delivery service, by the applicable deadline. The filing deadline for disclosure statements is **WEDNESDAY, APRIL 15, 2015**, unless you are filing for any of the following reasons:

**Candidates:** The disclosure statement is due for most candidates thirty days before the first primary, special or general election when their names will be on the ballot. For write-in candidates, the statement is due twenty days before the first primary, general, or special election when their names will be on the ballot. For example:

Candidate in the May 5, 2015, primary election . . . . .	Monday, April 6, 2015
Write-in candidate in the May 5, 2015, primary election . . . . .	Wednesday, April 15, 2015
Candidate in the November 3, 2015, general election (who has not already filed as an incumbent or primary candidate) . . . . .	Monday, October 5, 2015
Write-in candidate in the November 3, 2015, general election (who has not already filed as an incumbent or primary candidate) . . . . .	Wednesday, October 14, 2015

**Person Appointed to Unexpired Term in Elected Office:** Within 15 days after being sworn in to office.

**Person Appointed or Promoted to, or Employed in, a Non-Elective Filing Position after February 15, 2015:**  
Within 90 days of appointment, promotion, or employment.

### **FILING FEES:**

Disclosure statements must be accompanied by a filing fee based on the position for which the person is filing.

State elected office holder or candidate . . . . .	\$ 95.00
State Board of Education member or candidate . . . . .	\$ 35.00
County elected office holder or candidate . . . . .	\$ 60.00
City elected office holder or candidate . . . . .	\$ 35.00
School district board of education member or candidate . . . . .	\$ 30.00
ESC governing board member . . . . .	\$ 30.00
School district or ESC superintendent, treasurer, or business manager . . . . .	\$ 30.00
All other filers . . . . .	\$ 60.00

Filing fees can be paid by check or money order made payable to the Ohio Ethics Commission.

### **LATE FEES:**

Any person who files the disclosure statement after the appropriate deadline is required to pay a late fee of \$10 a day for each day the statement is late. The maximum late fee is \$250.

### **FAILURE TO FILE A DISCLOSURE STATEMENT OR FILING A FALSE DISCLOSURE STATEMENT:**

Any person who fails to file a disclosure statement or who files a false statement may be subject to prosecution. R.C. 102.02(C) makes it a fourth-degree misdemeanor to knowingly fail to file a disclosure statement that is required by law. R.C. 102.02(D) and 2921.13(A)(7) make it a first-degree misdemeanor to knowingly file a false disclosure statement.

### **PUBLIC RECORDS:**

Once filed, every disclosure statement is a public record. Most statements and their attachments are available for public inspection. For security purposes, filers should NOT list or attach any of the following to their disclosure statements: (a) social security numbers; (b) account numbers for bank, credit card, or investment accounts; or (c) IRS documents or filings.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### STEP-BY-STEP INSTRUCTIONS

#### **SECTION A—PERSONAL CONTACT INFORMATION:**

Fill in your name, preferred mailing address, county, phone number, and e-mail address. Your e-mail address will be used to provide you with updates and notices about financial disclosure filings.

#### **SECTION B—STATUS:**

Check all of the appropriate boxes indicating your status—the reason you are filing this statement. For example, if you are a county elected official who is running for a city elected office, you would check the box for “Candidate” and the box for “Elected to an office.”

Check “Public official” if you are filing a disclosure statement because you have been appointed to a public board or commission (such as a state board, university board of trustees, or board of a sanitary district).

Check “Public employee” if you are filing a disclosure statement because you are an employee of a state or local public agency (such as a state department director, retirement system investment officer, or school district superintendent).

If you are a candidate, please list the date of the first primary, special, or general election in 2015 when your name will appear on the ballot. If you are a write-in candidate, list the date of the first election at which voters can write in your name on the ballot.

**SECTION C—PUBLIC POSITION, OFFICE, OR JOB:** Information about the public position for which you are filing a disclosure statement.

List your public position or title, such as council member, sheriff, board member, or department director.

List the public entity that you serve in 2015, served in 2014, or will serve if elected. For example, if you are a city council member, list the name of the city. If you are a county sheriff, list the name of the county. If you are a board member, list the name of the board. If you are a department director, list the name of the department.

If you are a candidate seeking the position, check the “Seeking” box. If you are currently serving, check the “Hold” box.

If you served in 2014 or 2015, and are no longer serving, check the “Held” box.

Indicate whether the position you hold, held, or are seeking is uncompensated, or check the box next to the salary category paid for service in the position.

List the start date for the position you hold. If you are an elected official, list the start date for the current term. If you were appointed to an unexpired term in an elected office, your start date is the date you were sworn in to the office. List the end date for the position if there is an end date.

#### **SECTION D—ADDITIONAL PUBLIC POSITION, OFFICE, OR JOB:**

If you are required to file a disclosure statement for more than one public position, provide information for the other public position here. If you are not required to file a disclosure statement for more than one public position, skip Section D.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### QUESTION 1—SOURCES OF INCOME:

[For more information, check out FAQs on Income](#)

"Income" includes:

1. "Gross income" as defined in the federal Internal Revenue Code (26 USC 61); and
2. Interest and dividends on all governmental securities, whether federal, state, or local.

Examples of "gross income" include compensation for services (such as salary), interest, rent, and pensions.

Most filers\* must list every source of income, regardless of amount, that: (a) they received in 2014; or (b) any other person received in 2014 for their use or benefit. Following each source of income, briefly describe the services you provided in return for the income.

Another person has received income for your "use or benefit" if the source's purpose for giving compensation to that person is to provide it for your use or for your benefit. For example, if you are a beneficiary of a trust, the trust earns income for your use or benefit. You must list the trust as a source of income and all sources of income received by the trust. For more information about trust disclosure, see [Advisory Opinion No. 2005-01](#).

If you are paid for your public service, include the public agency as a source of income.

You are **not required** to disclose:

- A. Your spouse's income sources (although you may benefit from your spouse's income, he or she usually does not receive income for the purpose of providing it to you [see [Advisory Opinion No. 75-036](#)]); or
- B. The names of clients, patients, or customers of your business or practice (simply disclose the business or practice).

Amount of Income: You must also disclose the amount of income you received from any source, IF:

1. The source is doing or seeking to do business with the public agency you serve; or
2. You earned the income because you provided goods or services to a legislative agent (lobbyist).  
[See R.C. 101.70 or contact the Joint Legislative Ethics Committee for a list of registered lobbyists.]

### EXAMPLES:

Source of Income	Service Provided	Amount
A Your Public Employer	Your position	
B Smith & Jones Co., L.P.A.	Private law practice	
C ABC Pension Fund	Retirement	
D XYZ Corporation	Stock dividends	
E Friendly National Bank	Interest on savings account	\$45.00**

\*\* Because this bank is a depository for the filer's public agency, the amount must also be disclosed.

\* **NOTE:** These filers disclose only sources of income over \$500 and are **not required** to disclose amounts of income:

- College or university trustees;
- Any official or employee of a city, school district, ESC, or sanitary district if his or her public position is paid less than \$16,000; and
- Any candidate for an elective office of a city, school district, or ESC if the office is paid less than \$16,000.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **QUESTION 2—SOURCES OF GIFTS:**

[For more information, check out FAQs on Gifts](#)

Most filers\* list every source of a single gift valued at over \$75 or multiple gifts with a total value of over \$75 that:

- A. You personally received in 2014; and
- B. Any other person received for your use or benefit in 2014.

Another person has received a gift for your “use or benefit” if the giver’s purpose for giving a gift to that person is to provide it for your use or for your benefit. For example, if your spouse has received a gift and the giver’s purpose is to provide the gift to you, your spouse received the gift for your use or benefit.

Sources of gifts can include individuals, corporations, or groups of individuals or corporations, such as co-workers, not-for-profit organizations, and trade associations.

You are **not required** to disclose:

- A. The nature of the gift;
- B. Campaign contributions;
- C. Gifts received by will or inheritance or by distribution from a trust established by a spouse or ancestor;
- D. Gifts received from any of these family members: spouse, parents, grandparents, children, grandchildren, siblings, nephews, nieces, uncles, aunts, brothers- or sisters-in-law, sons- or daughters-in-law, or parents-in-law; or
- E. Gifts from any person to whom you stand in the place of a parent.

**\* NOTE:** These filers disclose only sources of gifts valued at over \$500:

- College or university trustees;
- Any official or employee of a city, school district, ESC, or sanitary district if his or her public position is paid less than \$16,000; and
- Any candidate for an elective office of a city, school district, or ESC if the office is paid less than \$16,000.

### **QUESTION 3—IMMEDIATE FAMILY MEMBER:**

[For more information, check out FAQs on Family Members](#)

List the names of your spouse (husband or wife) living in your household and any dependent children.

### **QUESTION 4—NAMES OF BUSINESSES:**

[For more information, check out FAQs on Business Names](#)

List all names under which you, or any of the immediate family members you listed in response to Question 3, do business. For example, list the name of any business that you or your immediate family members own or operate.

#### **EXAMPLES:**

- A. You are a partner in a law firm named Smith & Jones. You should list “Smith & Jones.”
- B. Your spouse who lives with you has an accounting firm called Ace Accounting. You should list “Ace Accounting.”
- C. Your dependent child mows lawns under a business called Carl’s Lawn Service. You should list “Carl’s Lawn Service.”



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **QUESTION 5—LAND (REAL ESTATE):**

[For more information, check out FAQs on Real Estate](#)

List all of your leasehold and ownership interests in land and real estate located in Ohio.

**NOTE:** Because of an exception in the law, you are **not required** to disclose:

- A. Your personal residence; or
- B. Any property you use primarily for personal recreation.

### **QUESTION 6—CREDITORS:**

[For more information, check out FAQs on Creditors](#)

List the name of any person or business residing or transacting business in Ohio to whom you owe, or owed, in 2014, more than \$1000 in your own name or in the name of any other person.

For example, if you charged more than \$1000 on a credit card during 2014, you must disclose the name of the credit card issuer even if you paid off the card during the grace period.

**NOTE:** Because of an exception in the law, you are **not required** to disclose a creditor if the debt:

- A. Is secured on your personal residence (such as a mortgage or home equity loan);
- B. Is secured on real estate used primarily for personal recreation (such as a home equity loan); or
- C. Results from the ordinary conduct of your business or profession.

### **QUESTION 7—DEBTORS:**

[For more information, check out FAQs on Debtors](#)

List the name of anyone residing or transacting business in Ohio who owed you, or any other person for your use or benefit, more than \$1000 during 2014.

**NOTE:** Because of an exception in the law, you are **not required** to disclose as a debtor:

- A. A bank or other financial institution if the only money it owes to you is money you deposited with it;
- B. Any person who owes you money as a result of the ordinary conduct of your business or profession; or
- C. Clients or patients who owe you money if you are a lawyer, doctor, or psychologist.

### **QUESTION 8—INVESTMENTS:**

[For more information, check out FAQs on Investments](#)  
and [Advisory Opinion No. 2011-01](#)

List the name of each corporation that is incorporated in, or holds a certificate of compliance to do business in, Ohio, and every trust, business trust, partnership, or association that transacts business in Ohio, in which during 2014:

- A. You had an investment of over \$1000 at any time during the year; and
- B. Any other person had an investment of over \$1000 for your use or benefit at any time during the year.

You should list any investment you held at any time in 2014, even if you sold or otherwise disposed of it during the year. Briefly describe the nature of each investment you disclose.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

**NOTE:** You are **not required** to disclose:

- A. Saving and checking accounts, certificates of deposit, and other deposits with financial institutions; or
- B. Personal identifying information such as social security or investment account number.

**EXAMPLES:**

Corporation, Trust, Business Trust, Partnership, or Association	Nature of Investment
<b>A</b> ABC Growth Fund	Mutual Fund
<b>B</b> XYZ Corporation	Common Stock
<b>C</b> Smith Family Trust	Beneficiary
<b>D</b> Planet Us Company	Stock in trust
<b>E</b> All American Fund	Deferred Compensation Mutual Fund
<b>F</b> Lifeplan 2030	Deferred Compensation Investment
<b>G</b> 123 Corporation	Stock in Investment Account
<b>H</b> Popular Company	Stock in IRA
<b>I</b> MegaGrowth Fund	Mutual Fund in 401(k) Account

### QUICK INVESTMENT DISCLOSURE GUIDE

([Advisory Opinion No. 2011-01](#))

If I have more than \$1,000 invested in a(n).....	Do I need to disclose this investment?	Do I need to list the individual holdings within this investment?
<b>Mutual Fund</b>	Yes	No
<b>Stock</b>	Yes	No
<b>Bond</b>	Yes	No
<b>Brokerage Account</b>	Yes	Yes
<b>Managed Account</b>	Yes	Yes
<b>Trust (Beneficiary)</b>	Yes	Yes
<b>Investment Club Account</b>	Yes	Yes
<b>529 Plan</b>	Yes	Yes
<b>ESA</b>	Yes	Yes
<b>Public Retirement System Account (PERS, STRS, SERS, HPRS, or OPFPPF)</b>	No	No
<b>Social Security</b>	No	No



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **QUESTION 9—OFFICES AND FIDUCIARY RELATIONSHIPS:**

[For more information, check out FAQs on Fiduciary Interest](#)

List the name of each corporation that is incorporated in, or holds a certificate of compliance to do business in, Ohio, and every trust, business trust, partnership, or association incorporated or authorized to do business in Ohio, or transacting business in Ohio:

- A. In which you held an office in 2014; or
- B. With which you had a fiduciary relationship in 2014.

A person has a “**fiduciary relationship**” with an entity if he or she has the authority to make decisions in the entity’s interests.

### **EXAMPLES:**

	Corporation, Trust, Business Trust, Partnership, or Association	Office or Nature of Relationship
A	Buckeye Friends Trust	Trustee
B	Smith & Jones Co., L.P.A.	Partner
C	Smith Cleaning Company	Member, Board of Directors

### **SKIP QUESTIONS 10 and 11 if you are a:**

- College or university trustee;
- City, school district, ESC, or sanitary district official or employee and serving in a position paid less than \$16,000 a year; or
- Candidate for a city, school district, or ESC position paid less than \$16,000 a year.

### **QUESTION 10—MEALS, FOOD, AND BEVERAGES:**

[For more information, check out FAQs on Meals](#)

List **any source** of payment for meals, food, or beverages valued at over \$100 that was received in connection with your official duties by you or any other person for your use or benefit in 2014.

Include your public agency if it paid for more than \$100 of meals, food, or beverages for you.

**NOTE:** Because of an exception in the law, you are **not required** to disclose anyone who provided meals, food, or beverages to you:

- A. At a meeting where you participated in a panel, seminar, or speaking engagement; or
- B. At a meeting or convention of a national or state organization to which any state agency, legislative agency, state institution of higher education, political subdivision, or office or agency thereof, pays membership dues.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **QUESTION 11—TRAVEL EXPENSES:**

[For more information, check out FAQs on Travel Expenses](#)

List **both** the source and the amount of each individual payment of travel expenses, received in 2014, that was:

- A. Received by you in connection with your official duties; or
- B. Paid to any other person for your use or benefit in connection with your official duties.

Include your public agency if it paid for or reimbursed travel expenses for you.

You must list each payment or reimbursement separately. Travel expenses include parking fees, lodging, airline tickets, and mileage reimbursements.

**NOTE:** Because of an exception in the law, you are **not required** to disclose anyone who provided travel expenses to a meeting or convention of a national or state organization to which any state agency, legislative agency, state institution of higher education, political subdivision, or office or agency thereof, pays membership dues.

### **SKIP QUESTION 12 unless you are a:**

- State elected official; or
- State Employee; or
- State board or commission member (except college or university trustee).

### **QUESTION 12—NON-DISPUTED INFORMATION:**

**ALL state employees, state officials, and state board and commission members (except college and university trustees) are REQUIRED to answer Question 12.**

If you received a statement from a legislative agent, executive agency or retirement system lobbyist or the employer of such that identifies you as the recipient of expenditures made by that lobbyist or employer, and you do not dispute the information contained in the statement, attach a copy of the statement or list the non-disputed information below. If you dispute a legislative lobbying expenditure made in your name please contact the Office of the Legislative Inspector General at **614-728-5100**. To dispute an executive or retirement system expenditure made in your name, please contact the Ohio Ethics Commission.



## OHIO ETHICS COMMISSION FORM NO. OEC-2014 FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

### **QUESTION 13—SIGNATURE:**

Please note that by signing your financial disclosure statement:

- You swear or affirm that this statement and any additional attachments have been prepared or carefully reviewed by you, and constitute your complete, truthful, and correct disclosure of all required information, and that the address listed in the PERSONAL CONTACT INFORMATION on page 1 is your correct mailing address;
- You acknowledge and understand that, among other potential violations and penalties, knowingly filing a false statement is a criminal misdemeanor of the first degree, in violation of Sections 102.02(D) and 2921.13(A)(7) of the Ohio Revised Code punishable by a fine of not more than \$1,000, imprisonment of not more than six months, or both;
- You acknowledge and understand that filing a false statement may be grounds for removal from public office or dismissal from public employment, pursuant to Sections 3.04 and 124.34 of the Ohio Revised Code; and
- You acknowledge that you served in 2014, or are serving in or a candidate for in 2015, the position indicated in the STATUS section on page 1 of the statement.

### **BEFORE SIGNING AND SENDING YOUR STATEMENT:**

Please carefully review your disclosure statement to make sure that you have answered ALL questions, either by disclosing the information required or checking the appropriate box indicating that you have no information to disclose. Incomplete statements will be returned for completion.

If you are required to pay your filing fee, check the box indicating that the fee is enclosed. Otherwise, check the box indicating that the agency you serve in required to pay your filing

Unless your agency is required to pay your filing fee, please also enclose a check or money order payable to "Ohio Ethics Commission." State departments, boards, commissions, colleges, and universities are required to pay the disclosure filing fees for officials and employees who are required to file disclosure statements for service with those state agencies.

(If you are unsure of whether your agency must pay your filing fee, please contact your agency or the Ethics Commission.)

Please do NOT staple your payment to the statement.

**Please mail the completed and signed statement, along with the filing fee, to:**

**OHIO ETHICS COMMISSION  
William Green Building  
30 West Spring Street, L3  
Columbus, Ohio 43215-2256**

*If you have any questions before signing this statement, please contact  
the Ohio Ethics Commission at (614) 466-7090 or  
visit the Commission's Web site: [www.ethics.ohio.gov](http://www.ethics.ohio.gov)*

# 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:** 1/27/2015

**Re:** Technology and Communication Committee Meeting Cancellation

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The Technology and Communication Committee meeting regularly scheduled for Monday, February 2, 2015 at 6:15pm has been CANCELED due to lack of agenda items.

**Napoleon Fire & Rescue Association**

**Invites You to Join Us  
at Our Free Will Donation**

# **Breakfast**

## **Including:**

- Pancakes
- Sausage links and patties
- Toast
- Scrambled eggs
- Beverages

**Sunday, February 8th, 2015**

**7:00am to 1:00pm**

**Carryout Available!**

## **Fw: Fwd: Ohio Municipal League Legislative Bulletin**

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

01/26/15 07:41 AM

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

From: "Michelle Jordan" <datataxgroup@gmail.com>  
To: "undisclosed-recipients:"  
Date: 01/23/2015 03:40 PM  
Subject: Fwd: Ohio Municipal League Legislative Bulletin

Dear DATA members:

Please share this with your administration.

Thank you!

Michelle

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

From: **Ohio Municipal League** <kscarrett@omloho.org>  
Date: Fri, Jan 23, 2015 at 12:51 PM  
Subject: Ohio Municipal League Legislative Bulletin  
To: [datataxgroup@gmail.com](mailto:datataxgroup@gmail.com)

Having trouble viewing this email? [Click here](#)



## **January 23rd 2015**

### **OML LEGISLATIVE RECEPTION RECEIVING STRONG LEGISLATOR ATTENDANCE RESPONSE**

We want to remind our members to register for the upcoming OML Legislative Reception that will be held at the Ohio Statehouse Atrium, Wednesday, March 18 from 6-7pm. We are very pleased by the large amount of members of the Ohio House and Senate who have confirmed their attendance for the event, with many expressing their anticipation of meeting with their local municipal officials from back in their districts to discuss upcoming legislative action that may affect them and to hear concerns from their local leaders.

We highly encourage our municipal officials who have not yet responded with their attendance confirmation for this important event to do so as soon as possible. Evening events like our reception are a more informal, comfortable atmosphere for legislators and their local leaders to become better acquainted and to strengthen the lines of communication which are more vital than ever at

the Ohio Statehouse as major policy issues affecting local government are debated. Mark your calendar and join us for a bite to eat and good conversation with legislators on March 18th.

### **LEGISLATIVE LEADERS SELECTED; HOUSE ANNOUNCES COMMITTEE ASSIGNMENTS**

The 131st legislative session of the Ohio General Assembly continues to take shape as members of the Ohio House and Senate go about the responsibilities of the new session to pick whom will serve as leaders for the respective caucuses and what committees legislators will be serving on, once legislation begins to be introduced and the processes begins again.

The Ohio House of Representatives has seen the most significant change as far as the amount of new members to join the body and the succession of a new Speaker. After over 30 years of service to the state of Ohio and the Ohio House of Representatives, William G. Batchelder was unable to run for reelection due to term limits and thus stepped down as Speaker of the Ohio House. The returning majority Republican caucus members elected Rep. Cliff Rosenberg of Clarksville to take the Speaker's gavel and serve as leader of the Ohio House. The league would like to congratulate Rep. Rosenberger on this high honor to serve as Speaker and we look forward to our ongoing productive dialogue with the newly elected Speaker. Also as part of the caucus duties, other members of the House majority leadership were selected and they include: Speaker Pro Temp. Ron Amstutz, Majority Floor Leader Barbara Sears, Asst. Maj. Floor Leader Jim Buchy, Majority Whip Mike Dovilla and Asst. Maj. Whip Dorothy Pelanda.

The Democrat members of the Ohio House also elected their new leadership team for the upcoming session by selecting Rep. Fred Strahorn of Dayton to serve as the House Minority Leader. Serving with Leader Strahorn to lead the House Democrat members include Reps. Nicholas Celebreeze as Assistant Minority Leader, Kevin Boyce, Minority Whip and Nickie Antonio as Assistant Minority Whip.

This week, Ohio House Speaker Rosenberger released the eagerly anticipated committee assignments for the 131st General Assembly which can be found [HERE](#). Although there are members serving as new "Chairs" of House standing committees for this session, the committee structure mainly remains the same as previous session except for a few changes. The State and Local Government Committee was divided into two and now there will be a "stand alone" Local Government committee chaired by Rep. Marlene Anielski and a separate State Government Committee chaired by Rep. Maag. The House Agriculture Committee has been split into two with the naming of the new Agriculture and Rural Development committee and the Energy and Natural Resources committee. Also, the Community and Family Advancement Committee was formed which is a new House standing committee that will be chaired by Rep. Derickson.

As for the Ohio Senate, the Republican majority caucus retained the leadership team from last session with Sen. Keith Faber having been re-elected as Senate President, Chris Widener as President Pro Temp., Tom Patton as Majority Floor Leader and Larry Obhof as Majority Whip. The Senate minority caucus announced their leadership team and retained Sen. Shiovoni as Minority Leader, and elected Charleta Travares as Asst. Minority Leader, Edna Brown as Minority Whip and Lou Gentile as Asst. Minority Whip. The Senate has not released their member committee assignments yet, but when they do we will be sure to announce the information to our members, in our next bulletin.

The league congratulates all of the members of each leadership team and we look forward to working with each of them to craft the soundest public policy, as local government issues are addressed and considered.

### **FIRE PROTECTION STANDARDS UNDER REVIEW**

The National League of Cities has asked that we share with our members the attached memo

which provides an update on National Fire Protection Association (NFPA) Standards 1710 and 1730. The full memo can be found [HERE](#).

The National Fire Protection Association (NFPA) has published proposed revisions to its 1710 Standard governing career department staffing and response times and a new draft 1730 Standard on fire prevention inspection and code enforcement, plan review, investigation and public education operations. The documents are available for review on the NFPA website at [www.nfpa.org/1710](http://www.nfpa.org/1710) and [www.nfpa.org/1730](http://www.nfpa.org/1730) under the Next Edition tab. The documents are in the final stages of development. This summer any amending motions that have been filed and certified by NFPA will be presented at the 2014 NFPA Technical Meeting, which is held at the NFPA Annual Conference & Expo, June 22-25, in Chicago, IL. The deadline for filing a Notice of Intent to Make a Motion is March 6, 2015. The two standards are scheduled to be issued by the NFPA Standards Council in August 2015. In addition to these developments, the committee working on the fire prevention standard was recently asked to develop a new standard that helps fire departments follow the process steps for a Community Risk Reduction (CRR) Plan.

### **Up Coming Events**

**OAPSD Seminar** January 30th [Registration](#)

**OMCA One-day Academy** February 6th [Registration](#)

**OAPSD Seminar** February 27th [Registration](#)

**Please Click [Here](#) to see our entire 2015 Meeting & Conference Schedule**

**No Bills of Interest This Week**



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

# Legislative Bulletin

## Ohio Municipal League Legislative Bulletin

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**January 30th 2015**

### **FIRST GROUP OF BILLS INTRODUCED IN OHIO HOUSE; REPUBLICAN/DEMOCRAT LEGISLATIVE PRIORITIES OUTLINED**

The new legislative session is taking shape with the recent introduction of legislation and leadership teams for both the House and Senate holding press conferences to announce their particular caucus's legislative priorities. On Wednesday, the Ohio House of Representatives got the legislative ball rolling for the 131 st General Assembly through the introduction of the first 23 bills. The full list of bills introduced in the Ohio House can be found [HERE](#). Senate President Faber has stated that the first round of Senate bills will be introduced next week.

During the press conference held to unveil the new bills introduced by members of the Ohio House, Speaker Rosenberger said his caucus will focus on four policy "pillars" which include energy, education, competitiveness and health care. To help determine what the primary focus of the majority legislative caucus will be for a new legislative session, the best indicators is usually through the policy issues addressed in the first five bills presented for introduction. As such, looking at the first five bills introduced by the Ohio House, HB1 and HB2 deal with education related issues, HB3 addresses the reduction of certain fees incurred by Ohio businesses, HB4 relates to issues surrounding drug abuse and HB5 allows the Auditor of State to conduct "business case studies" regarding the efficiency of Ohio's local public offices and state agencies. HB5 also would establish a "shared equipment service agreement" program among political subdivisions.

Democratic members of the House Finance and Appropriations Committee held a press event Tuesday to briefly outline their priorities for the upcoming state budget, set to be released by Governor Kasich next week. Ranking Finance Committee minority member Rep. Driehaus said democrat members are calling for a more fair tax system, increased access to health care, and increased investment in education and local governments. Rep. Driehaus stated that specific policy proposals will not be introduced until after the budget is released.

Also on Wednesday, the majority leadership team from the Senate Republican Caucus held their press event to outline the Senate's to-do list for the new session. As part of the Senate administrative duties, President Faber also released the list of committee assignments for members of the Ohio Senate. The list can be found [HERE](#). Although bills will not be formally introduced in the Ohio Senate until next week, the President Faber reviewed policy items he expects members of the Senate to take up. Top on the Senate's list, much like the list from the Ohio House, issues related to education will receive the most focus, including concerns related to higher education and charter school management. Also discussed by the majority leadership as top priorities to be addressed are issues concerning the abuse of drugs and the consideration of new Drug Prisons; toxic algae bloom management

which has also been identified by leadership in the Ohio House as a top issue; Medicaid related issues; government efficiency matters including the continued conversation surrounding the creation of a constitutional provision to establish an elected official pay raise commission and work surrounding the Ohio Sunset Review Commission which will be considering the continued existence of various boards and commissions established by the state of Ohio and general broader assessment of state government. To that end, during the press event President Faber reflected on the parallels of state and local government by saying: ""We're going to expand that evaluation to look at all state agencies. Look, we got 23 cabinet officers in this state. Most of us believe that that's probably too many. It's time for us to look at streamlining the effectiveness and efficiency of state government just like we've asked our local government partners to do as well."

Sen. Faber said some of the other top issues his chamber will consider include:

- Allowing first responders suffering from PTSD receive workers' compensation.
- Providing benefits for volunteer police officers killed in the line of duty.
- Increasing the statute of limitations for rape cases.
- Requiring GPS tracking devices for violent sexual predators.
- Deliberating on further revisions of the clean energy law through the Energy Mandates Study Committee.
- Increasing the college savings credit.
- Curbing the infant mortality rate.
- Aligning veterans' benefits with other social services.
- Authorizing unemployment compensation for military spouses.
- Regulating powdered caffeine.

Last week, Senate Democrats laid out their legislative priorities, sharing several general themes of concern and need for greater attention to policy issues as their republican counterparts. Senate Minority Leader Schiavoni told members of the press that Charter School reform measures and issues dealing with Medicaid top his caucus' list of issues to be taken up. Also included in the list of priority issues for Senate democrats are raising the minimum wage, making the earned income tax credit refundable, restoring LGF monies and making the Ohio College Opportunity Grants available to community college students.

## **TENTATIVE SCHEDULE FOR STATE OPERATING BUDGET RELEASED**

At the first meeting of the House Finance and Appropriations Committee this Tuesday, Chairman Smith shared with committee members the tentative schedule for the committee's and it's subcommittees' deliberations on the FY 2016-'17 budget.

Noting that the budget is due from the Governor to the Legislature Monday, Feb.2 and the formal introduction of the budget bill sometime during the week of Feb. 9 th, Chairman Smith explained that there will be three budgets to be considered by the committee: the main budget, the transportation budget, and the BWC/Ohio Industrial Commission budgets. Committee members were told to expect hearings to begin in the full committee Feb. 3rd and 4th with presentations from various state agencies.

The tentative schedule shows the House voting on the operating budget April 22 nd or 23 rd and then the Ohio Senate will begin altering that package with their recommendations. The bill must be completed and on the Governor's desk by June 30th.

Late Thursday afternoon, Governor Kasich was at an event in Columbus where he provided members of the media with a preview of areas to be included in his upcoming budget proposal. An overview of what the Governor calls a "Blueprint for a New Ohio" can be found [HERE](#).

Committee Schedule

**Past Bulletins:**