Memorandum

To: Mayor & Members of Council

From: Monica Irelan, City Manager

Subject: General Information

Pate: February 12, 2016

Sunday, February 14th 7:00 am – 1:00 pm Fire & Rescue Association's



CALENDAR

Saturday, February 13th @9:00 am; Joint Meeting with Henry Co. Commissioners Monday, February $15^{\rm th}$

AGENDA: City Council @7:00 pm

C. APPROVAL OF MINUTES

The meeting minutes from February 1, 2016 are attached.

- G. Introduction of New Ordinances and Resolutions None
- H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS None
- I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS None
- **J. GOOD OF THE CITY** (Discussion/Action)
 - 1. Recommendation to Approve February Power Supply Cost Adjustment Factor
 - 2. Approval of Specifications, Documentation and Contract for the Purchase of a DuraPatch Machine Off the State Contract
 - a. Enclosed is a Memorandum and information from Chad on this purchase.
 - 3. Approval of Specifications, Documentation and Contract for the Purchase of a Bucket Truck for the Electric Department Off the State Contract
 - a. Dennie Clapp's Memorandum is attached and also a copy of the state specifications.
 - 4. Approval of Plans, Specifications, Documentation and Contract for the Dodd Street Project
 - a. The enclosed Memorandum from Chad explains this CDBG project. The plans and specs are on file with the Finance Director's Office.
 - 5. Approval of Contract with Peterman Associates, Inc. for the Professional Design Services for the Industrial Drive Improvements Project
 - a. The "Agreement for Professional Design Services" is on file with the Finance Director's office.
 - 6. Approval of the Sanitary Sewer Cleaning Program Year 2
 - a. A Memorandum from Chad is enclosed.
 - 7. Mayor's Appointment to the Charter Review Commission
 - 8. Approval of Expenditure of Funds in Excess of Two Hundred Dollars (\$200.00) for Attendance at the APPA Legislative Rally for Council President and ProTem.
 - a. Please see the enclosed Memo from Travis.

L. APPROVE PAYMENT OF BILLS AND APPROVE FINANCIAL REPORTS

INFORMATIONAL ITEMS

- 1. **MEETING AGENDAS:**
 - a. Tree Commission; Monday, February 15th @6:00 pm
 - b. Parks & Recreation Committee; Monday, February 15th @6:15 pm
 - III. Discussion Regarding the City Pool Operations and Options Enclosed is the Memorandum Tony Cotter has put together.
- 2. AMP Weekly Update/February 12, 2016
- 3. OML Legislative Bulletin/February 12, 2016
- 4. Sunday, February 14th Napoleon Fire & Rescue Association's Pancake & Sausage Breakfast

MI:rd
Records Retention - CM-11 - 2 Years

City of Napoleon, Ohio

City Council

in Joint Session with

County Commissioners

LOCATION: Commissioners Office Meeting Room, 1853 Oakwood Ave., Napoleon, Ohio 43545

Special Meeting Agenda Saturday, February 13, 2016 at 9:00am

- I. Discussion regarding the current Senior Center building
- II. Good of the County/City
- III. Adjournment

Gregory J. Heath, Finance Director/Clerk

January 2016						
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Calendar

<u>(i)</u> Calendar		- ·			F	
Sunday 31	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6
7	7:00 PM City COUNCIL Meeting	9	10	11	12	13
- 1	8 6:30 PM ELECTRIC	9	10	- 11	12	9:00 AM City Council & Henry
	Committee Board of Public Affairs (BOPA) Mtg. 7:00 PM Municipal Properties/ED Committee Meeting					9:00 AM City Council & Henry County Commissioners Joint Meeting (@Commissioners' Office)
14	15	16	17	18	19	20
7:00 AM - 1:00 PM Fire & Rescue Assoc. Pancake & Sausage Breakfast	6:00 PM Tree Commission Meeting 6:15 PM Parks & Recreation Committee Meeting 7:00 PM City COUNCIL Meeting					
21	22	23	24	25	26	27
	6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting					
28	29 5th Monday/No Scheduled Mee	1	2	3	4	5
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City of Napoleon, Ohio

City Council

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

Meeting Agenda Monday, February 15, 2016 at 7:00pm

- **A.** Attendance (Noted by the Clerk)
- B. Prayer & Pledge of Allegiance
- **C. Approval of Minutes: February 1** (*In the absence of any objections or corrections, the minutes shall stand approved.*)
- **D.** Citizen Communication
- E. Reports from Council Committees
 - 1. Parks & Recreation Committee met tonight and discussed:
 - **a.** Review of the City pool operations and options
 - **2.** Electric Committee (Majority Report) met on Monday, February 8 and recommended:
 - a. Approval of February Power Supply Cost Adjustment Factor
 - **3.** Water, Sewer, Refuse, Recycling & Litter Committee did not meet on Monday, February 8 due to a lack of agenda items.
 - **4. Municipal Properties, Buildings, Land Use & Economic Development Committee** met on Monday, February 8 and recommended:
 - a. Tabling discussion of St. Paul Methodist Church parking lot lease for further research
 - **b.** Tabling the discussion of the current Engineering Rules and directing the City Manager to bring back an internal Standard Operating Procedure for a Review Process
 - **c.** Tabling the discussion of Assessment percentages and directing the City Manager to create a draft Policy regarding Assessment
 - **d.** Approval of the Plans, Specifications, Documentation and Contracts for the Dodd Street Project
- F. Reports from Other Committees, Commissions and Boards (Informational Only-Not Read)
 - **1. Board of Public Affairs** met on February 8 with the following agenda items:
 - a. Review of Power Supply Cost Adjustment Factor
 - **b.** Electric Department Report
 - 2. Board of Zoning Appeals did not meet on Tuesday, February 9 due to lack of agenda items.
 - **3. Planning Commission** did not meet on Tuesday, February 9 due to lack of agenda items.
 - **4. Tree Commission** met tonight with the following agenda items:
 - a. Tree Call Report
 - **b.** Spring Programs
 - c. Arbor Day Celebration

G. Introduction of New Ordinances and Resolutions

There are no First Readings of new Ordinances and Resolutions.

H. Second Readings of Ordinances and Resolutions

There are no Second Readings of Ordinances and Resolutions.

I. Third Readings of Ordinances and Resolutions

There are no Third Readings of Ordinances and Resolutions.

- **J.** Good of the City Any other business as may properly come before Council, including but not limited to:
 - **1. Discussion/Action:** Recommendation to approve February Power Supply Cost Adjustment Factor as follows:

PSCAF three (3) month averaged factor: -\$0.00747

JV2: \$0.032455 JV5: \$0.032455

2. Discussion/Action: Approval of Plans, Specifications, Documentation and Contracts for the purchase of a DuraPatch machine off State Contract

- **3. Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for the purchase of a bucket truck for the Electric Department off State Contract
- **4. Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for the Dodd Street Project
- **5. Discussion/Action:** Approval of contract with Peterman Associates, Inc. for professional design services for the Industrial Drive Improvements project
- **6. Discussion/Action:** Approval of the Sanitary Sewer Cleaning Program Year 2
- 7. Discussion/Action: Mayor's Appointment to Charter Review Commission
- **8. Discussion/Action:** Approval of expenditure of funds in excess of two hundred dollars (\$200) for attendance at APPA Legislative Rally for Council President and Pro-Tem
- K. Executive Session (As needed)
- L. Approve Payment of Bills and Approve Financial Reports (In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)
- M. Adjournment

Constant Hards Figure Disease (Clark of Constitution)

Gregory J. Heath, Finance Director/Clerk of Council

A. Items Referred or Pending in Committees of Council

1. Technology & Communication Committee (1st Monday)

(Next Regular Meeting: Monday, March 7 @ 6:15 pm)

- **a.** NCTV Contract and Financial Reports
- **b.** Review of social media presence: Facebook and Blog statistics
- c. Time Warner Cable Contract

2. Electric Committee (2nd Monday)

(Next Regular Meeting: Monday, March 14 @ 6:30 pm)

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

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

(Next Regular Meeting: Monday, March 14 @ 7:00 pm)

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

(Next Regular Meeting: Monday, March 14 @ 7:30 pm)

- a. Discussion regarding St. Paul Methodist Church parking lot lease (Tabled)
- **b.** Review of current Engineering Rules (Tabled)
- c. Review of Assessment percentages (Tabled)
- d. Updated Info from Staff on Economic Development (as needed)

5. Parks & Recreation Committee (3rd Monday)

(Next Regular Meeting: Monday, March 21 @ 6:15 pm)

6. Finance & Budget Committee (4th Monday)

(Next Regular Meeting: Monday, February 22 @ 6:30 pm)

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

(Next Meeting: Monday, March 21 @ 7:30 pm)

a. Review of Fire Department Organizational Structure

2015 Regular Meetings with Townships scheduled for February and November

- **8. Personnel Committee** (As needed)
- **9.** Ad Hoc Committee on Strategic Vision (As needed)
- **10.** Charter Review Commission (As needed)

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

1. Board of Public Affairs (2nd Monday)

(Next Regular Meeting: Monday, March 14 @ 6:30 pm)

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

2. Board of Zoning Appeals (2nd Tuesday)

(Next Regular Meeting: Tuesday, March 8 @ 4:30 pm)

3. Planning Commission (2nd Tuesday)

(Next Regular Meeting: Tuesday, March 8 @ 5:00 pm)

4. Tree Commission (3rd Monday)

(Next Regular Meeting: Monday, March 21 @ 6:00 pm)

5. Civil Service Commission (4th Tuesday)

(Next Regular Meeting: Tuesday, February 23 @ 4:30 pm)

6. Parks & Recreation Board (Last Wednesday)

(Next Regular Meeting: Wednesday, February 24 @ 6:30 pm)

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

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

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

(Next Regular Meeting: Tuesday, June 14 @ 4:00 pm)

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

City of Napoleon, Ohio City Council

Meeting Minutes Monday, February 1, 2016 at 7:00pm

PRESENT

Council

Mayor City Manager Law Director

Finance Director/Clerk

of Council Recorder City Staff

Others

ABSENT Council City Staff

Call To Order

Mayor's State Of The City Address

Approval Of Minutes

Citizen Communication – St. Paul Methodist Parking Lot Lease

Travis Sheaffer – President, Patrick McColley – President Pro Tem, Dan

Baer, Joe Bialorucki, Jeff Comadoll, Rita Small

Jason P. Maassel Monica S. Irelan Lisa L. Nagel Gregory J. Heath

Tammy Fein

Robert Weitzel, Police Chief Clayton O'Brien, Fire Chief Dan Wachtman, MIS Administrator

News Media; NCTV; Tom Baughman Rodger Latta, and Chad Roper of

St. Paul United Methodist Church

Jon Tassler None

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

Mayor Maassel presented the State of the City Address; see attached.

Minutes of the January 18 Council meeting stand approved as read with no objections or corrections.

Tom Baughman, Trustee of St. Paul Methodist Church, asked why the City decided to allow the lease to expire in which the City handled the maintenance of the parking lot between the Church and the Post Office; Irelan reported that this is not City property, this is owned by the Church. Baughman gave the history of the lease, stating that the City constructed a public parking lot on the Church owned property in the mid-1960s which included the City maintaining the lot with a renewal required every five (5) years. Baughman reminded Council that this parking lot is access to the Salvation Army, adding that many community organizations use the parking lot for services at the Church; Baughman stated that the Church refuses to block or chain off the lot, and asked the City to reconsider maintaining the lot.

Rodger Latta, St. Paul Methodist Church, believes there is need for this parking space and would like this taken into consideration when reconsidering whether to keep the lot open.

Council 2/1/16 page 1 of 13

St. Paul Methodist Parking Lot Lease (Continued)

Pastor Chad Roper, St. Paul Methodist Church, stated that the City and Church are neighbors and he would like this service from the City to serve the residents, adding that the lot is a part of the Church's neighborly mission.

Sheaffer stated his concern in keeping this lot maintained by the City, stating that there is now another parking area close by and the funds and Staff being used to maintain the Church owned lot could be used for street maintenance; Sheaffer suggested that the Church discuss this issue with the Post Office. McColley asked if the City created the lot, how the Church received ownership of it; Baughman stated that the Church purchased this property as a separate lot with an agreement between the Church and City Trustees; Maassel believes that this makes sense due to the City parking concerns at that time.

Comadoll and McColley believe that some research must be done before deciding whether to extend the expired lease. Irelan reported that the last lease extension was signed July 7, 2010 with a potential for a five (5) extension, adding that she chose not to extend this due to having a maintained parking lot nearby on Main Street and Perry Street, adding that she found it hard to justify paying the cost to maintain a private parking lot that is not owned by the City, including the cost of Staff. Sheaffer believes that this will set a precedent for other parking lots within the City. Irelan reported that she met with the Baughman this afternoon to explain her decision, adding that she believes this will definitely set a precedent for City maintenance of private lots, adding that if this is the direction that Council chooses, this may cause many other requests; McColley disagreed, stating that Council can decide which lots they maintain due to the lease.

Sheaffer referred the St. Paul Methodist Church parking lot lease discussion to the Municipal Properties, Buildings, Land Use & Economic Development Committee.

Sheaffer Referred The St. Paul Methodist Church Parking Lot Lease Discussion To Municipal Properties, Buildings, Land Use & Economic Development Committee

Committee Reports

The Technology & Communication Committee did not meet on Monday, February 1 due to lack of agenda items.

Chairman Sheaffer reported that the Ad Hoc Committee on Strategic Vision met on Wednesday, January 27 and recommended:

1. Tabling the review of the City Vision Statement, Mission Statement and Goals

Committee member Maassel reported that the Finance & Budget Committee met on Monday, January 25 and recommended:

1. Approval of the parttime seasonal Income Tax position

Chairman Baer reported that the Safety & Human Resources Committee

met on Monday, January 25 and recommended:

- 1. Approval of the Human Resources and Payroll positions remaining as fulltime positions
- 2. Approval of email notification being sufficient regarding traffic control changes
- 3. Approval of maintaining current Codified Ordinances regarding Parking Fines
- 4. Approval of extending EMS Nonemergency Transport Run trial period for an additional one (1) year

Introduction Of Resolution No. 001-16

President Sheaffer read by title Resolution No. 001-16, a Resolution authorizing the City Manager to execute the "Housing Revolving Loan Fund Administration Agreement" between the State of Ohio Development Services Agency and the City of Napoleon; and declaring an Emergency (Suspension requested)

Motion To Approve First Read

Motion: McColley Second: Comadoll To approve First Read of Resolution No. 001-16

Discussion

Irelan reported that this Legislation allows the City to be an eligible recipient of the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) funds when available; this Agreement must be executed every three (3) years and the last Agreement was executed by the City on January 7, 2013, expiring on December 31, 2015 pursuant to Resolution No. 001-13; upon execution, the new Agreement will have an effective timeframe of January 1, 2016 through December 31, 2018.

Motion To Suspend The Rules

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

Passed

Yea-6

Nav- 0

Passed

Yea-6

Nay- 0

Roll call vote on above motion:

Nay-

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

Roll call vote to pass Resolution No. 001-16 under Suspension of the Rules Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Introduction Of Resolution No. 002-16

President Sheaffer read by title Resolution No. 002-16, a Resolution authorizing Patrick McColley to serve as delegate to represent the City of Napoleon as a member of the Board of Directors of the Ohio Municipal Electric Association; and declaring an Emergency (Suspension requested)

Motion To Approve First Read

Motion: Comadoll Second: Bialorucki To approve First Read of Resolution No. 002-16

Discussion

Irelan reported that the City is a member of the Ohio Municipal Electric Association (OMEA); the OMEA is managed by a Board of Directors, and the City is required to formally designate a representative on the OMEA

Council 2/1/16 page 3 of 13

Board, adding that through this Legislation, the City designates Patrick McColley to serve as the City's representative on the OMEA Board, and it also authorizes Travis Sheaffer to serve as an alternate; Irelan added that this Resolution will allow OMEA to pay the travel costs associated with meetings. Sheaffer noted that the Suspension is being requested due to the APPA Legislative Rally taking place in March.

Motion To Suspend The Rules

Motion: Comadoll Second: Bialorucki

To suspend the Rules requiring three Readings

Passed Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

Nay- 0

Roll call vote to pass Resolution No. 002-16 under Suspension

Roll call vote to pass Resolution No. 002-16 under Suspension of the Rules Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Second And Third Readings Of Ordinances And Resolutions

There were no Second and Third Readings of Ordinances and Resolutions.

GOOD OF THE CITY

Yea- 6

Yea- 6

Nav-0

Discussion/Action

BSI Online Tracking Program (Backflow Testing)

Irelan reported the history related to the backflow testing program, reporting that the Division of Drinking and Ground Waters (DDAGW) rules were created under the EPA Safe Drinking Water Act (SDWA) in which Rules for Ohio public drinking water systems are adopted under Ohio Revised Code (ORC) Section 6109, and rules for Underground Injection Control, under ORC 6111.043. Irelan reported that this means that the City must have a backflow prevention program that does not allow a private entity's water usage to contaminate the public water system; the City does this by forcing the entity to put in isolation and/or containment devices on the property, adding that there are rules that regulate how the City handles this process which can be found in Rule 24 of the City of Napoleon Rules for Water and Sewer Services. Irelan reported that Rule 24 was adopted by Ordinance No. 082-97 which was passed October 20, 1997; Rule 24.7 Backflow Prevention Program: "The City Manager, with assistance of the Operations Superintendent, may establish rules and regulations to govern the application of the backflow prevention program, including, but not limed to, developing necessary questionnaires, forms and reports."

Irelan reported that the current effectiveness of the backflow prevention program has suffered due to elimination of Staff and budget cuts; in order to bring the program back up to an acceptable level, the City is currently outsourcing the administration/data entry, tracking, notification letters, and training to BSI; according to BSI's website: "BSI Online 2.0 is the first and only COMPLETE, web-based backflow tracking system. Easy to use and even easier to sign up, BSI Online will automate and simplify your backflow tracking program. BSI Online 2.0 is designed to increase

Council 2/1/16 page 4 of 13

backflow testing compliance, while more efficiently allocating your most valuable resource – time."

Irelan reported that BSI will come to the City and train not only City Staff but also local plumbers on how to use the program; the plan is to turn over the record tracking of the backflow program to BSI as soon as possible while the City Staff will still be doing the inspections. Irelan reported that she is bringing this to Council because during the transition, some business owners may need to install new backflow devices and this may upset some of them, Irelan wanted Council to be aware of why the City is moving in this direction; it is for the overall health and safety of the public drinking water system. Irelan added that no action is necessary, this is for informational purposes only.

Approval Of HR & Senior Account Clerk Positions Remaining Fulltime Baer reported that the Safety & Human Resources Committee met on Monday, January 25 and unanimously recommended that Council approve keeping the Senior Account Clerk and Human Resources Director positions fulltime, adding that these positions are currently budgeted to remain fulltime and the Appointing Authorities and Administration personnel agree that these positions should be maintained as fulltime.

Motion To Approve Safety & HR Committee
Recommendation To Keep
HR & Senior Account Clerk
Positions Fulltime

Motion: Baer Second: Small
To approve Safety & Human Resources Committee recommendation to keep the Human Resources Director and Senior Account Clerk positions fulltime

McColley does not believe that one and a half full time equivalent (1.5 FTE) was proposed, adding that he recommended that the two (2) departments work together to figure one and a half (1.5) FTE to 'reduce the redundancy that is currently going on and is extremely inefficient'.

Failed Yea- 3 Nav- 3 Roll call vote on above motion: Yea- Baer, Small, Sheaffer

Nay- Bialorucki, McColley, Comadoll

Sheaffer asked for an alternative Motion regarding these positions.

Motion To Direct The Finance Director And City Manager To Bring Proprosal Back To Council For 1.5 FTE Motion: McColley Second: Comadoll To direct Finance Director and City Manager to bring back proposal to Council for one and a half (1.5) FTE

Sheaffer reminded Council that the Safety & Human Resources Committee has already discussed this issue, unanimously agreeing to recommend both positions remain fulltime, asking McColley where he believes the proposal should be brought back to; McColley suggested either Council or sending the discussion back to the Safety & Human Resources Committee again. Sheaffer stated this is what was directed before and this is the decision that was reached by the Committee as well as Administration.

Approval Of HR & Senior Account Clerk Positions Remaining Fulltime (Continued)

Heath reminded Council that the Senior Account Clerk position is a vital fulltime position which handles far more than just 'duplication of services' as previously suggested as well as handling more duties than just payroll with many duties assumed by that position since 2007 along with duties assumed for the two (2) positions that have been taken from the Finance Department; Heath restated that the Finance Department requires the Senior Account Clerk position to remain fulltime and it would be difficult to run the Finance Department without it. McColley suggested bringing back another proposal; Heath believes this has already been presented. Irelan agreed with Heath, adding that this has been discussed by the Finance Director and the City Manager, and both Appointing Authorities require these fulltime positions to run effectively, adding that the City currently has an amazing fulltime Human Resources Director handling many duties well. Irelan stated that forcing her and Heath to try to create a proposal for one and a half (1.5) FTE will not create a solution due to both Departments requiring the positions in question to remain fulltime. McColley believes that the efficiency of the City Departments must be researched; Heath believes that McColley is assuming that the Departments are not running efficiently due to the need of the two (2) fulltime positions, stating that there is no inefficiency in the way the Departments are run, adding that in some cases overlap is required such as for position backup purposes. Heath restated that the Senior Account Clerk position is a fiduciary position that is critical for the payroll duties as well as other duties including reporting, and other requirements that Heath is responsible for as Finance Director.

McColley stated that his motion stands, requesting a proposal for one and a half (1.5) FTE, adding that this does not mean this would be the action taken regarding these positions. Heath agreed with Irelan that neither would have a viable proposal for one and a half (1.5) FTE for these duties. Sheaffer addressed Comadoll's concerns regarding who would assume the Senior Account Clerk position, adding that the Supervisor, Heath, would be responsible for the position and any concerns with that position would be addressed with Heath to handle; Comadoll agreed and requested that this issue move forward.

Weitzel agreed with Heath and Irelan, stating his support for these positions to remain as fulltime positions, adding that he has worked extensively with these positions and sees no redundancy and in fact both positions have been helpful in assisting with complicated payroll issues as well as human resource issues, adding that he believes these are both very important positions to the City. Sheaffer agreed, stating that he has talked with several different Department Heads who agree that these positions are different in their required duties, and both are necessary to be fulltime to keep the current level of service and reduce liability risk, adding that the Human Resources Policies were previously noted as being 'the best' at a recent training, adding that the Unions will be negotiating Contracts this year, and the City has eliminated the need for Clemons & Nelson due to the work being done by the Human Resources Director and the Law Director, leading to a substantial financial savings. Bialorucki asked if

Council 2/1/16 page 6 of 13

there would be a limit to the hours worked by the position that was one and a half (1.5) FTE; Sheaffer stated that the hours worked would be required to be below twenty nine (29) hours per week.

Comadoll withdrew his Second to revote on the original motion; McColley withdrew his Motion as well.

Motion To Approve Safety & HR Committee
Recommendation To Keep
HR & Senior Account Clerk
Positions Fulltime

Motion: Comadoll Second: Baer

To approve the Safety & Human Resources Committee recommendation to keep the Human Resources Director and Senior Account Clerk positions fulltime

Sheaffer noted that the City is sensitive to running efficiently, adding that the Departments are doing a fantastic job in doing so, and while Sheaffer applauds the efforts put forth by each Department to run efficiently, these issues will be discussed at appropriate times.

Passed

Yea- 4

Nay- 2

Approval Of Email Notification Being Sufficient Regarding Traffic Control Changes Roll call vote on above motion:

Yea- Baer, Small, Sheaffer, Comadoll

Nay- Bialorucki, McColley

Baer reported that the Safety & Human Resources Committee met on Monday, January 25 and unanimously recommended the approval of email notification being sufficient regarding traffic control changes.

McColley stated that this discussion stemmed from his concerns, though he now agrees with this recommendation and his concerns have been addressed. Irelan reminded Council that the email notification allows Council thirty (30) days to vote to override her decision on all permanent issues.

Motion To Approve Safety & HR Committee
Recommendation To Approve Email Notification Being
Sufficient Regarding Traffic Changes

Motion: Baer Second: McColley

To approve Safety & Human Resources Committee recommendation to approve email notification being sufficient regarding traffic changes

Passed

Yea- 6

Nay- 0

Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Approval Of Maintaining Current Codified Ordinances Regarding Parking Fines Baer reported that the Safety & Human Resources Committee met on January 25 and unanimously recommended the approval of maintaining the current Codified Ordinances regarding parking fines.

Baer reported that City law allows for ten dollar (\$10) fines for parking offenses while the Ohio Revised Code allows for a one hundred sixty dollar (\$160) fine; Baer reminded Council that this issue is State Law and would still be required to be enforced, even without City Policy, however

Approval Of Extending EMS Nonemergency Transport Run Trial Period For An Additional One (1) Year the fine would be much higher and the City would not receive the funds.

Baer reported that the Safety & Human Resources Committee met on January 25 and unanimously recommended the approval of extending the EMS nonemergency transport run trial period for an additional one (1) year. O'Brien presented information outlining the benefits of extending the EMS nonemergency transport run trial period, explaining that he believes that the nonemergency EMS runs are an asset to the community with approximately no start-up cost to the City, and an asset to the patient by allowing the patient to be directly transported to the appropriate facility without decreasing any current level of service. Maassel asked if this was being coordinated with the Henry County Transportation Network; O'Brien stated that the nonemergency transport runs have certified EMTs to ride with the patients and the transports are required to be deemed necessary by a physician. Sheaffer commended O'Brien and the Fire Department for this service.

Motion To Approve Safety & HR Committee
Recommendation to Approve
Extending EMS
Nonemergency Transport
Run Trial Period For An
Additional One (1) Year

Motion: Baer Second: Bialorucki
To approve the Safety & Human Resources Committee recommendation to

approve the Safety & Human Resources Committee recommendation to approve extending the EMS nonemergency transport run trial period for an additional one (1) year

Passed

Yea- 6

Nay- 0

Approval Of Payment Of Increased Administrative Fees For PPO Plan Participants Roll call vote on above motion: Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Irelan reported that the previous fees were guaranteed for a three (3) year period when Aflac transitioned to WageWorks; there is now an increase in the Compliance costs to fifty dollars (\$50) per month resulting from the Affordable Care Act modifications over the previous three (3) years.

Irelan reported the history of these fees; a WageWorks Healthcare Flexible Spending Account (FSA) is a pre-tax benefit account used to pay for eligible medical, dental, and vision care expenses that are not covered by the insurance plan or elsewhere; the City offers this benefit to employees through a payroll deduction and the City does not contribute to the account financially except in shared cost of fees and administration; from 2013 through 2015 the employees received a waiver of the compliance fee while the City transitioned from Aflac to WageWorks; that contract has ended and a decision must be made on how to allocate the compliance fee to the employee, adding that the new rate took effect as of January 1, 2016. Irelan reported the financial implications of the fifty dollar (\$50) per month compliance fee; there are currently forty one (41) employees participating in the program and the City has options to choose from, including: Option 1 – sending this issue to the Healthcare Cost Committee to review and recommend a decision to Council, adding that in the meantime the City would pay the total fee per month;

Option 2 – split the fee 50/50 with the employees, adding that this would cost \$0.61 to the employee and \$0.61 to the City per employee enrolled totaling twenty five (\$25) per month or three hundred dollars (\$300) annually; or,

Option 3 – charging the entire fee to all forty one (41) participants; this would be \$1.22 per month per participant or \$14.64 per participant per year. Irelan stated that this issue is open for discussion and the direction of Council, adding that she is recommending that the City continue its tradition of sharing the costs of healthcare with the employees and pay a 50/50 split; Option 2 above.

Motion To Approve Split Payment Of Increased Administrative Fees For PPO Plan Participants; Option 2 Motion: McColley Second: Comadoll To approve the 50/50 split payment of increased administrative fees for PPO Plan participants; Option 2

Comadoll stated that he approves of this payment, adding that he previously tried for years to get this approved, but could not.

Passed Yea- 6

Nay- 0

2015 Statistics On The City Manager's Blog

Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Irelan reported the history of the City Manager's blog, stating that in 2015 a goal was set to increase communication with the public and Council, and to meet part of that goal, Irelan set up a free blog on Wordpress.com: http://napoleoncitymanager.wordpress.com.

Irelan reported the statistics from the end of August 2015 through December 2015 noting that there were 719 visits and 1,117 views; Irelan added that the top five (5) articles were:

- 1. Parking and Sidewalks
- 2. Home Page/Archives
- 3. About the City Manager
- 4. Pavement Rating
- 5. About the City of Napoleon

Irelan noted that when a post is entered, there is also a link on the City's Facebook page, adding that this is the number one referral and there are some referrals from the City's webpage and from Irelan's personal LinkedIn account.

Approval Of Plans, Specifications, Documentation And Contracts For Purchase Of Two (2) Police Vehicles Off State Contract Irelan requested approval of the specifications of two (2) Police Department fleet vehicles that were previously approved in the 2016 Budget; both vehicles will be 2016 or newer Ford Utility Police Package vehicles from Statewide Lincoln in VanWert, Ohio including the upfitting. Weitzel stated that he will have the City MIS Department handle installing the mobile computers in the vehicles, adding that the Police Department will be trading in a 2013 Dodge Charger with over 100,000 miles for a trade in price of three thousand dollars (\$3,000). McColley asked why one (1) vehicle is being traded in but the Police Department is purchasing two (2); Weitzel reminded McColley of the process of vehicles being used in other Departments as the fleet is replaced. McColley asked when the

vehicles will be in service; Weitzel reported these are purchased off State Contract, with a timeframe of approximately one hundred twenty (120) days from the receipt of the order, estimating July. Maassel stated that he would like to see the vehicles when they are received; Weitzel will show the vehicles to Council when they arrive.

Motion To Approve Plans, Specifications, Documentation And Contracts For Purchase Of Two (2) Police Vehicles Off State Contract Motion: McColley Second: Comadoll To approve Plans, Specifications, Documentation and Contracts for purchase of two (2) Police vehicles off State Contract

Passed

Yea- 6

Nay- 0

Approval To Pay Ethics Commission Filings With The State

Motion To Approve Payment Of Ethics Commissions Filings With The State

Passed

Yea- 6

Nay- 0

Good Of The City (Cont.) Heath

Motion To Approve A
Parttime Seasonal Income
Tax Position For A One Time
Special Project

Roll call on above motion: Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

Heath reported that the annual required filing of the Financial Disclosure Statements are required to be personally filed and paid for however there is an exception in the Law that allows the City to pick up that cost, adding that previous Councils have approved the payment of the thirty five dollar

(\$35) filing fee associated with the required annual filing of each Financial Disclosure Statement to the State and would like a Motion to verify that this Council wants to continue this payment.

Motion: McColley Second: Bialorucki

To approve payment of Ethics Commission filings with the State

Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

Nay-

Heath reported that the Finance & Budget Committee meeting met on Monday, January 25 and unanimously approved the recommendation of a parttime, seasonal Income Tax Department position for a one (1) time special project involving preparing and filing documents with the Court regarding prior year non-filing cases that require auditing, documenting, completion and filing; Heath added that this position would work solely on non-filing cases by auditing the potential non-filers, gathering evidence, and preparing case files to be filed in the Municipal Court with the goal of catching up the prior years of non-filing cases so only the current year of non-filing cases remains.

Motion: Comadoll Second: Bialorucki
To approve a parttime seasonal Income Tax Department position for a one time special project

Roll call vote on above motion:

Passed

Council 2/1/16 page 10 of 13

Yea- 6 Nay- 0

Small

McColley

President Sheaffer

Sheaffer Referred The Following:

Technology Committee -

- 1. Review Of NCTV Contract
- 2. Finance Reports
- 3. Review Of Social Media Presence, Facebook & Blog
- 4. Time Warner Contract BOPA/Electric Committee –
- 1. AMP Project Update WSRRL Committee (April) –
 - 1. Update On The Water Treatment Plant Rehabilitation Design

Parks Committee -

- 1. Review Of City Pool
 Operations And Options
- Safety & HR Committee -
 - 1. Fire Department Organizational Structure

Sheaffer Set Special Joint Meeting Of Council With Commissioners On Saturday, February 13 At 9:00am

Mayor Maassel

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay-

None at this time.

McColley believes that the public internet does not work at the City Building; the wireless connection was found to be working now.

Sheaffer referred the review of the NCTV Contract, Financial Reports, review of social media presence Facebook and blog statistics, and the Time Warner Contract to the Technology & Communication Committee.

Sheaffer referred the AMP Project update to the Board of Public Affairs and Electric Committee.

Sheaffer referred the update on the Water Treatment Plant rehabilitation design to the April agenda of the Water, Sewer, Refuse, Recycling & Litter Committee.

Sheaffer referred the review of the City pool operations and options to the Parks & Recreation Committee.

Sheaffer referred the discussion of the Fire Department organizational structure to the Safety & Human Resources Committee.

Sheaffer set a special joint meeting of Council with the County Commissioners for Saturday, February 13 at 9:00am at the Commissioners' Office.

Sheaffer requested an Executive Session to discuss Economic Development.

Maassel distributed the Municipal Bond letters for signatures from Council.

Maassel informed a member of Senator Brown's office on the current status of the City.

Maassel requested appointment of Megan Lytle and David Creager to the Civil Service Commission; appointment of Dr. Terry Holman and himself to the Charter Review Commission; Nick Frysinger to the Board of Public Affairs.

Motion: Comadoll Second: McColley

Council 2/1/16 page 11 of 13

Motion To Approve Mayor Maassel's Appointments: Lytle and Creager To Civil Service, Holman And Maassel To Charter Review Commission; Frysinger To BOPA To approve Mayor Maassel's appointments of Megan Lytle and David Creager to the Civil Service Commission, Dr. Terry Holman and Mayor Jason Maassel to the Charter Review Commission, and Nick Frysinger to the Board of Public Affairs

Passed

Yea- 6

Nay- 0

Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

Nay-

Maassel reported that the Parks & Recreation Board are working on their nomination for the Board to replace Bialorucki.

Maassel reported that he helped celebrate City employee Dorothy Fahy's ninetieth (90th) birthday; Fahy still teaches exercise classes at the Senior Center; Maassel believes that a local television station is going to run a story on Fahy.

None at this time.

Comadoll

None at this time.

Baer

None at this time.

Bialorucki

Nagel requested an Executive Session to discuss pending litigation.

Second: Small

Nagel

None at this time.

Motion: McColley

Irelan

Motion To Go Into

Executive Session: Economic

Development

Roll call vote on above motion: Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

To go into Executive Session to discuss economic development

Nay-

Passed

Yea-6

Nav- 0

Motion: Comadoll Second: McColley

To go into Executive Session to discuss pending litigation

Motion To Go Into

Executive Session: Pending

Litigation

Passed

Yea- 6

Nay- 0

Roll call vote on above motion:

Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll

Nay-

Into Executive Session

Motion To Come Out Of

Executive Session: Economic

Development

Council went into Executive Session at 8:25pm.

Motion: Comadoll Second: McColley

To come out of Executive Session discussing economic development

Council 2/1/16 page 12 of 13

Roll call vote on above motion: **Passed** Yea- 6 Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay- 0 Nay-**Motion To Come Out Of** Motion: Comadoll Second: Bialorucki **Executive Session: Pending** To come out of Executive Session discussing pending litigation Litigation **Passed** Roll call vote on above motion: Yea- 6 Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay- 0 Nay-Council came out of Executive Session at 8:50pm. President Sheaffer **Out Of Executive Session** reported that the discussion was regarding economic development and pending litigation; no action was taken. **Approval Of Bills** Bills and financial reports stand approved as presented with no objections. **Motion To Adjourn** Motion: Bialorucki Second: Small To adjourn the meeting. **Passed** Roll call vote on above motion: Yea- 6 Yea- Baer, Bialorucki, Small, McColley, Sheaffer, Comadoll Nay- 0 Nav-Meeting adjourned at 8:52pm. Adjournment Approved: Travis B. Sheaffer, Council President Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

Council 2/1/16 page 13 of 13



City of Napoleon, Ohio

Department of Public Works

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

Memorandum

To: Monica Irelan, City Manager

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

cc: Mayor & City Council

Greg Heath, Finance Director

Jeff Rathge, Operations Superintendent

Date: February 15, 2016

Subject: Purchase of Durapatcher

Included in the 2016 Final Budget is the purchase of Durapatcher. I request approval of the purchase of one Durapatcher, Model 125DJT, trailer mounted spray injection machine equipped with features per the list on file, from the State of Ohio Term Schedule Contract. The purchase price is \$56,673.00. The available budget amount for this unit is \$60,000.00. If you have any questions or require additional information, please contact Jeff Rathge, Operations Superintendent.

CEL

City of Napoleon, Ohio CITY COUNCIL

Special Meeting Minutes

Friday, November 13, 2015 at 8:00am

PRESENT City Council

Travis Sheaffer - President, Jason Maassel - President Pro-Tem, Jeff Comadoll, John Helberg, Patrick McColley, Christopher Ridley (arrived at 8:17am)

Jason Maassel - Chair, Chris Ridley (arrived at 8:17am), Patrick McColley

Finance & Budget City Staff

Monica S. Irelan, City Manager

Gregory J. Heath, Finance Director/Clerk of Council

Lisa L. Nagel, Law Director Robert Weitzel, Police Chief

Matt Bilow, Wastewater Treatment Plant Superintendent

Tony Cotter, Parks & Recreation Director Morgan Druhot, Human Resources Director

Scott Hoover, Water Treatment Plant Superintendent

Chad Lulfs, Director of Public Works

Clayton O'Brien, Fire Chief

Christine Peddicord, Assistant Finance Director Amy Rosebrook, Municipal Court Judge Dan Wachtman, MIS Administrator

Tom Zimmerman, Building & Zoning Official

News Media; Amanda Griffith, CIC Director; Joel Miller, Chamber of

Commerce

Recorder ABSENT

Others

Tammy Fein Mayor Ron Behm

Council Call To Order

President Sheaffer called Council to order at 8:03am.

Marihugh Resignation

Sheaffer read into record a resignation letter from Councilman Marihugh, dated

November 12, 2015 and effectively immediately.

Motion To Accept **Resignation Of Marihugh Effective Immediately**

Second: Maassel Motion: Comadoll

To accept the resignation of Councilman Marihugh effective immediately

Passed Yea-5 Nay-0

Nay-0

Roll call vote on above motion:

Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel

Sheaffer stated that Marihugh will be missed; Heath will contact the Democratic

Party to begin the replacement process.

Motion To Go Into Executive Session: Imminent Litigation

Second: Comadoll Motion: McColley

To go into Executive Session to discuss imminent litigation

Roll call vote on above motion: Passed

Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel Yea-5

Nay-

Council/Finance 11/13/2015

page 1 of 19

Into Executive Session

Motion To Come Out Of Executive Session: Imminent Litigation

Passed Yea- 5 Nay- 0

Out Of Executive Session

Finance & Budget Call To Order

Ridley Arrived

Review Of 2016 Budget Proposals Council entered Executive Session at 8:06am

Motion: Maassel Second: Comadoll

To come out of Executive Session discussing imminent litigation

Roll call vote on above motion:

Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel

Nay-

Council came out of Executive Session at 8:15am. President Sheaffer reported that the discussion was regarding imminent litigation; no action was taken.

Chairman Maassel called the Finance & Budget Committee to order at 8:15am.

Councilman Ridley arrived at 8:17am.

Heath reported that each Fund is an entity into itself, as defined by the Ohio Revised Code (ORC), which are considered separately for improvements on and appropriations to; funds are appropriated by Fund, by Department, then by either of two (2) Categories, either Personal Services or Other. Heath reported that the total Budget being presented equals \$62.9 million, including \$17.4 million in the Water Treatment Plant project representing two (2) rollings of the current note; \$5 million represents the rolling over of a note from one period to the next period and the issuance of an additional \$12.5 million note for the purposes of construction. Heath reported that the City currently uses a cash budgeting format for the budget and reports on an accrual basis which is an ORC requirement; by Law the City cannot appropriate or expend more than the actual amount in each Fund, adding that the appropriation process is cash based and stays balanced within the budget, with the typical approach being a conservative estimate of Revenue (lower) to a level anticipated higher, and Expenditures are assumed liberally with a ten percent to fifteen percent (10%-15%) unused appropriation which helps drive the expenses down. Heath stated that the cash balances are used as a buffer, and these are projections on projections; the actuals roll out at the end of the year.

Irelan distributed a memo regarding the Budget review summary; see attached. Irelan reported that the total proposed expenditure budget for 2016 is \$62,918,388; the proposed General Fund totals \$6.399 million and the Capital Fund is approximately \$1.8 million. Irelan reported that the General Fund is paid for through thirty two percent (32%) from revenue and income tax, thirty eight percent (38%) from reimbursements, with approximately 5.6% of the revenue coming from the kilowatt hour tax and the remaining 24.4% being made up from thirty five (35) different revenue sources. Irelan reported that the Departments in the General Fund are cost centered and expenditures may be reimbursed from other Accounts.

Irelan reported that the Capital Fund receives thirty eight percent (38%) of its revenue from income tax, approximately \$1.168 million, and there is approximately \$1 million that was not expended in 2015 to be discussed for allocation later in the discussions.

Irelan reported that in the Streets Fund there is currently \$300,000 listed for Miscellaneous Streets, \$255,000 listed for Roundhouse Road, \$400,000 for Dodd Street Improvements which includes a grant, \$245,000 for the design of Industrial Road, along with the tree program, sidewalk program and alley program. Irelan stated that she will be proposing to add more money to the Miscellaneous Street Fund, to be discussed later.

Irelan reported that a dump truck, a Durapatch machine, see attached memo, a utility tractor, upgrades to the CMI system, and a police vehicle and required equipment will be requested from the Equipment and Services Fund.

Municipal Court

TIME: 8:25am

Amy Rosebrook, Municipal Court Judge

Personnel

Rosebook explained that there is an increase in expenses in Personnel due to the retirement of the Clerk of Court in 2016; this expense includes the payout of accrued time along with a proposed three (3) month parallel training period for the new Clerk.

Rosebrook noted that the Professional Services Fees request is approximately \$11,000 less than last year due to payments for fines now be taken online which includes a service charge, causing the processing fee to be absorbed by the individual paying the fine.

McColley asked if Rosebrook expected the Salary Non-bargaining expense in 2017 to be closer to the 2015 figure; Rosebrook believes this will be the case. Heath reported that the payout amount is \$17,140 with approximately \$20,000 budgeted for approximately five hundred sixty (560) hours of parallel training. Heath reminded Council that there is a built in one and a half percent (1.5%) increase built into this budget as presented for nonbargaining employees, adding that this is subject to Council approval.

Court Specialized Funds

Heath reported that the Court Specialized Funds have their own funding source by the Supreme Court, or as required by the ORC, and the fines go to different jurisdictions, adding that the Law Library receives some Court funding.

Heath reported that the Indigent Driver Alcohol Fund represents the appropriation of the available balance. Rosebrook explained that the classification of indigent is based on one hundred thirty percent (130%) of the Federal poverty level; this money is available for treatment for indigent drivers convicted of Operating a Vehicle under the Influence (OVI) related offenses, adding that this Fund has limited uses that are not allowed to be expanded.

Heath reported the Court Computerization Fund is an allocation of a portion of Court costs used for equipment and upgrades along with \$10,000 toward MIS Director Wachtman's salary; Irelan clarified that the \$10,000 supplements the General Fund.

Probation Officer Service Fund

Rosebrook reported that a new Grant was received from the State Probation Department; Heath created the 1810 Municipal Probation Department to track this Grant funding. Rosebrook stated that this funding will be used toward recovery services related to the local heroin addiction issue, adding that this Grant will be audited at least three (3) times per year and was developed by the Department of Corrections with protocols that have the same requirements as

larger counties. McColley asked if this Grant will allow a drug court to be started next year; Rosebrook does not believe so, as a drug court must be managed with weekly hearings, adding that this may be the foundation to create a drug court in the future with additional funding. Maassel asked if a drug court could be a multicounty endeavor; Rosebrook stated no, drug courts must remain within the jurisdiction of the Court which is Henry County, however the expense of the treatment can be distributed among other counties.

Heath reported that the Special Projects Fund is being used to pay the debts on the Court building renovations until 2025.

Heath reported that a mobile file storage unit was requested from the Capital Fund; Irelan added that the infrastructure was included with the rehabilitation of the building, and the equipment is now being purchased.

Heath reported that there are safety concerns at the Court building; he and Rosebrook had discussed having a safety audit completed. Rosebrook stated that Mondays and Thursdays are high traffic days through the court, adding that there are no metal detectors and the Court is minimally staffed. Rosebrook would like the bench to have more protection and would like the doors to be more tightly controlled. Heath asked Chief Weitzel his recommendation on this; Weitzel believes there has been a ruling from the Supreme Court of Ohio that designates certain security measures that must be adhered to, agreeing that Court Staff is not as protected as they should be. McColley believes that the Supreme Court handles all aspect of the security audit; Irelan suggested researching the costs of audits before committing.

Judge Rosebrook left at 9:05am.

Law Department

TIME: 9:05am

Lisa L. Nagel, Law Director

Irelan reported that there were no new personnel services requested; the secretary position will currently remain vacant.

Irelan reported there is a request for a \$30,000 increase in Service Fees covering all court and legal services while Nagel is learning the Department, adding that this will be reduces when the Department is organized.

Irelan reported that there is an additional request by Nagel to join the Ohio Municipal Attorneys Association (OMAA); Nagel reported that this is a group of attorneys attached to the Ohio Municipal League (OML) with the benefits of networking, listservs, and other helpful materials that Nagel can use on a daily basis.

Irelan reported there is a request for \$2,000 in Capital Improvements for equipment replacement. Sheaffer asked if the Prosecutor contract is signed; Nagel believes this will be received any day and this is included in the presented budget. Irelan added that the City Staff and Court Staff are working on methods for better communication; Sheaffer added that the Judge offered for Council to watch Court proceedings when they would like.

Law Department budget discussion completed at 9:08am.

Council Recess

Council went into recess at 9:09am.

Council Reconvened

Council reconvened at 9:16am.

Second Read Of Resolution No. 058-15 President Sheaffer read by title Resolution No. 058-15, a Resolution authorizing the City Manager to negotiate vacation benefits, different from that which is stated in the Personnel Code, for the position of Wastewater Superintendent for the City of Napoleon, Ohio; and declaring an Emergency

Motion To Approve Second Read Motion: Maassel Second: McColley To approve Second Read of Resolution No. 058-15

Discussion

McColley restated that he opposes this Resolution; he sees this as a sign on bonus for a public employee, adding that he is not opposed to the proposed accrual of time. Comadoll believes that the public is not in favor of this. Ridley stated that he has previously negotiated benefits and compensation, and knows that this is done regularly and sometimes this is needed to hire the best qualified candidate; Helberg agreed that this must be done to stay competitive, adding that the candidate is accepting lesser pay to compensate; McColley clarified that the candidate is accepting lesser pay than he currently receives.

Passed Yea- 4 Nay- 2 Roll call vote to approve Second Read of Resolution No. 058-15 Yea- Sheaffer, Helberg, Ridley, Maassel

Nay- McColley, Comadoll

Human Resources

TIME: 9:20am

Morgan Druhot, Human Resources Director

Personnel

Irelan reported that the only change to this budget was the built in one and a half percent (1.5%) increase, and the healthcare costs.

Irelan reported that almost every line item was cut, and legal advertising was added to this budget since this Department handles the advertising and posting for new positions. Irelan reported there are no additional requests or capital requests. McColley asked how often the advertising funds would be used; Druhot stated that this depends on the positions to be posted; Irelan added that this also depends on the level of the position as to where it would be advertised. Druhot stated that free advertising venues are used as much as possible as well, though most of the advertising is through the local newspapers, adding that the post interview survey shows that most positions are found this way while higher positions are found through the trade magazines.

Druhot left at 9:22am.

Building & Zoning

TIME: 9:22am

Tom Zimmerman, Building/Zoning Official

Nuisance Abatement

Irelan reported that the only increase to this budget is the built in one and a half percent (1.5%) increase, and the healthcare costs.

Irelan reported that the biggest change to this budget is a request for an increase in funding available for Code enforcement. McColley asked what Codes were enforced by this Department; Irelan stated the abatement of property.

Building & Zoning (Continued)

Zimmerman reported this is handled through nuisance property hearings, with the cost of the completed work added to the property taxes; Irelan added that the City does receive some of this fee back. McColley asked if the money could go back into the Reserve Fund if it is not used for Code enforcement; Irelan explained that this money would remain in the Reserve Fund and be able for use if it is needed, adding that nuisance abatement funding is still available and this request would be earmarked for use if necessary, adding that Council would be made aware of any large abatement issue that would require this request to be used. Helberg asked if Irelan or Zimmerman had an estimate as to how much money would be required for animal abatements; Irelan restated that the City is not currently and will not be responsible for animal abatement. Maassel asked if there is a specific timeframe for work during the different phases of Code enforcement on a residence; Zimmerman reported that a building permit is valid for one (1) year and a request can be made to have it extended for six (6) months, adding that the Code enforcement is handled through the Property Maintenance Code. Maassel asked how long the process takes to complete; Zimmerman reported that twenty five (25) letters have been sent to residential property owners regarding Code enforcement and all but six (6) of the properties have started the necessary repair. Maassel noted that the focus of Code enforcement in 2015 was residential properties asking Irelan if this will remain the focus in 2016; Irelan stated that this decision is made by the Municipal Properties, Buildings, Land Use & Economic Development Committee.

Council thanked Zimmerman for his efforts and efficiency in enforcing the Code.

Zimmerman left at 9:35am.

MIS 9:35am

Irelan reported that there were no changes to this budget, adding that line items that showed a trend of decrease were cut. Irelan reported that the Capital budget is significantly lower since the City website upgrade was completed last year. Irelan reported that Department improvements included allowing Bobby Stites, Assistant MIS Director, to have access to all accounts and information to ensure that support can be administered when necessary; as well as creating a ticket system for support questions, and the availability of the Department at all hours for an emergency issues that may occur.

Irelan reported that an accrued time payout is listed once again this year, preparing for a potential retirement.

Sheaffer asked if individual license were purchased for the Office software suite or if Office 365 was used; Irelan will research this along with the potential cost savings. Ridley agreed that Office 365 has some beneficial add-ons available at low cost.

Maassel asked if there were any special projects to be funded from this budget; Irelan replied no, there is a Fund that is used for projects that are outside the scope of the MIS Department. McColley complimented the current website. Ridley noted that the budgetary requests are lower than last year.

TIME: 9:45 am

Amanda Griffith, CIC Director

Irelan reported that this money is a transfer and is a General Fund Equivalent page 6 of 19

MIS

Community
Improvement
Corporation

Additional Contribution Request

Fund. Griffith reported that there are potential upcoming projects for the downtown and riverfront areas. Griffith commended Irelan and City Staff regarding the vision of the City, adding that the CIC will help with aggressive marketing for growth and to attract businesses.

Griffith requested that the City increase the CIC contribution from \$31,000 to \$34,000; Helberg noted that the City was willing to increase their contribution last year by \$9,000 if the County would match this contribution, though the County was not willing to do this. Irelan restated that marketing will be the focus for this contribution.

Helberg asked Griffith to explained the reduction in revenue due to projects falling off; Griffith explained that the Regional Board Partnership will no longer be a project which will cause a reduction of approximately five thousand dollars (\$5,000), adding that three (3) Tax Abatement Agreements will be finished, which is another reduction of approximately four thousand dollars (\$4,000).

Griffith stated that there will be an increase in revenue totaling approximately one thousand two hundred dollars (\$1,200).

Helberg noted that the CIC is still working with the Regional Board Partnership even though there is no payment to retain the relationship, adding that this contribution increase request is less than the amount that the City was willing to approve last year, asking Griffith if the County was asked for a contribution as well; Griffith stated that the County was asked, though no answer has been given regarding their participation yet.

Griffith left at 9:55am.

Chamber Of Commerce

Marketing Of The City

TIME: 9:55am Joel Miller, Henry County Chamber of Commerce (COC)

Miller reminded Council that it is a requirement that a portion of the Hotel/Motel Tax be used towards tourism, adding that the COC uses the funding as seed money and for advertising. Miller distributed the latest materials handed out each year by the COC, adding that he shares the materials with other COCs in the State, and they are used to attract businesses, travelers, and residents. Miller stated that the smaller brochure is aimed toward the traveler and business traveler and has been updated with latest information. Miller stated that the COC is a member of the Ohio Association of COC and the Ohio Travel Association Network, along with using social media such as Facebook and Twitter for community calendar information. Miller stated that the COC is responsible for the Spring, late Summer/early Fall, and Winter displays in downtown planters, as well as the yearly replacement of lights on trees downtown and the replacement bulbs for the Ritter Park holiday display, the administration duties of FallFest for last nine (9) years, and list of events that COC Funds help support, adding that these events are what create the most revenue, including the downtown cruise-ins for the River City Rodders and the Pumpkin Festival at the Civic Center. Miller reported that the major expenditures in the recent past include the Christmas lights and the downtown bridge lights; Miller reported that the rain insurance monies were used to cover these. Miller thanked the Electric Department crew for the help with setting up the lights each year. Miller reported that the carryover balance comes from the rain insurance monies received on a prior event and is generally being spent down, adding that this may be used for the Ritter Park display replacement.

Chamber Of Commerce (Continued)

Miller reported that the current major expenditure will be the permanent installments of three (3) bike repair stations to make the City more bicyclist friendly; one (1) of these stations will be placed in downtown while the areas for the other two (2) will continued to be researched. Ridley asked if there is enough bicycle traffic for these stations to be effective; Miller replied that there definitely is; Irelan added that the City should be involved in economic gardening, finding unique assets of the City and expanding on those.

Maassel asked if there are any plans for uses of the Pocket Park; Miller stated that this are will have electric service and lighting, and there will be a contest to name the area. Miller reported that the cost of canopies for the area was researched, however these were too expensive, adding that fundraisers will be utilized to install some shaded areas into the Pocket Park. Maassel asked if concerts would take place there; Miller stated yes, and this will all be handled by the COC. Miller thanked Council for being such great partners with the COC.

Maassel asked if there are any additional festivals being suggested; Miller stated that this is always being researched with various visitor bureaus around the area. Irelan thanked the COC for their efforts regarding local festivals, adding that these give the City the feeling of community; Helberg agreed.

Council Recess

Miller left at 10:25am.

Council Reconvened

Council went into recess at 10:25am.

Council reconvened at 10:31am.

Engineering/Public Works

TIME: 10:31am

Chad Lulfs, Director of Public Works

Irelan reported that the only increase to this budget is the built in one and a half percent (1.5%) increase with an approximate increase of one thousand dollars (\$1,000) in the overall budget. Irelan reported that a Professional Engineer registration has been requested for Marty Crossland, Staff Engineer, who recently sat for the exam.

Irelan reported that the CAD software licensing changes will require a small investment to purchase a larger suite that will allow the City to remain on the current subscription, adding that CAD projects can never be completely in-house due to the ODOT projects. Lulfs stated that he would like to do the ODOT and water treatment projects in-house to maintain better control of the projects. Maassel asked what the Professional Engineer status will mean for the Staff; Lulfs stated that Crossland currently works mainly in the field due to being shorthanded on Staff, though Crossland should be designing projects, adding that the Professional Engineer designation reinforces Crossland's knowledge.

McColley asked if the surveying services were designed by another firm; Lulfs stated that this is done for miscellaneous projects that require a survey or a plat; Irelan reminded Council that Lulfs is a surveyor as well as a Professional Engineer, which is rare in the State of Ohio. Sheaffer stated to Lulfs that his work and knowledge are appreciated.

Street Fund

Irelan reported a sixty thousand dollar (\$60,000) request from the Street Fund for a DuraPatch machine, adding that this will have paid for itself in 2019 and allow

page 8 of 19

more spray patching to occur; see attached. McColley stated that the County has purchased this equipment and believes it to be a good investment. Comadoll asked if there are enough personnel to operate this; Irelan stated that this equipment would reduce the costs associated with the cold patch process; Lulfs added that no increase in personnel would be needed. McColley believes that there are studies showing that DuraPatch may be a better option than the current type of cold patch that is used; Lulfs stated that there is still some cold patch included in the budget, adding that the annual maintenance cost for the DuraPatch machine is anticipated to be very low provided that the cleaning is properly done.

Vehicles

Irelan reported a request to purchase a utility tractor to replace the current tractor; this tractor is used by the Parks & Recreation Department, Operations Department and Wastewater Department with eleven thousand dollars (\$11,000) being appropriated to each Department. McColley asked if this is a trailer mower; Rathge stated this is a three (3) point attachment adding that a picture of the tractor was provided in the Budget Books. Irelan reported that the first choice for this tractor is a 1990 John Deere tractor, using the current tractor as a \$4,500 trade in. Maassel asked if there is a tractor currently in the Wastewater that could be used for this purpose; Irelan stated that the tractor in the Wastewater Department is a different type of tractor with a different use; Rathge added that he is not certain if the mower would fit onto that tractor and this will be discussed more during the Parks & Recreation budget discussion. McColley asked how much this tractor would be used; Lulfs replied this tractor is used for all of City Hall, the Wastewater Treatment Plant, as well as all slopes and is used regularly during the lawn mowing season. Comadoll stated that the tractor that is currently being used was never intended for this use but was substituted in due to need. Helberg asked why the dump truck that was purchased was not split between various Departments as well; Irelan believes the dump truck stays in the Street Department due to the purposes it is used for.

Streets

Irelan reported that the Streets budget line is cut to fifty thousand dollars (\$50,000) partially due to the goal of repairing the roads, not decorative items. Lulfs stated that one Staff member spends approximately eighty percent (80%) of his time dealing with trees, moving to other projects only when time allows. Lulfs stated that the TreeTracker software program is greatly utilized and even though Crossland is overqualified, there is no other Staff member to do this work, adding that this involves setting stakes and inspecting the work after it is completed. Heath stated that some larger cities have a Forestry position under the Parks Department that is responsible for the work equivalent to what Crossland is responsible for. Lulfs stated that the City does a great job handling tree issues; Rathge agreed, adding that this helps with electric lines and damage control during storms.

Maassel asked why more Gator bags were requested; Lulfs stated that there is not enough bags currently since the bags stay on the newly planted trees for approximately two (2) years.

Irelan reported that the Fund that reimburses residents one dollar and fifty cents (\$1.50) per square foot for voluntary repair of sidewalks and twenty dollars (\$20) per linear foot for voluntary repair of curbs was cut by five thousand dollars (\$5,000) based on the current trend to remain at approximately twenty thousand dollars (\$20,000) with continual tracking.

Irelan reported that the Miscellaneous Street Fund total is \$300,000, adding that not all of the Capital Funds were used to allow for direction from Council in the allocation of the funds, suggesting that another \$200,000 be added to this line item as a future recommendation will be to raise the mill and fill spending to approximately \$480,000 annually to improve the quality of the City streets. Lulfs stated that the pavement data collection program is a great help, thanking Council for allowing this study to be completed; Maassel believes that this data must be used appropriately to ensure that the study is worth the cost. Helberg noted that ODOT is changing the focus of their projects; Lulfs stated that he and Rathge will be presenting information to Council regarding the new processes and the research of alternative treatments.

Irelan reported that alley improvements will focus on the resurfacing program of the Chief Market alley by Hill's Restaurant, adding that this may need to be torn out. Irelan stated that the City ownership of this alley has recently been researched through the County records and the project will be moved up on the priority list. Lulfs reported that he will communicate with the owners of the businesses regarding this project; Helberg added that he would like to discuss assessing the bill for this project.

Irelan reported that the downtown resurfacing project is being researched since Route 108 is a State highway; Irelan believe it may be better for the community if the City handled the resurfacing instead of dealing with the red tape of having ODOT handle the project, adding that there should be more communications with the business owners before deciding to start this project. Irelan reported the areas of this project include Scott Street to Monroe Street and Riverview Avenue, moving North to Shelby Avenue, and Perry Street to the railroad tracks and Oakwood Avenue to the railroad tracks, adding that there may be phasing included in this project. Irelan reported that ODOT will not do this project; Lulfs will research the traffic control issues as well.

Maassel asked if any feedback has been received regarding the paving project underneath the underpass; Lulfs stated that no feedback has been received.

Irelan reported that the GIS costs are being split between various departments. Ridley asked if new sites are being tagged into the GIS system; Lulfs stated that this is currently being developed and Staff is entering infrastructure information for City Staff use currently. McColley asked if the cost for this project was for staffing; Lulfs stated that the cost is for data collection. McColley believes the data collection could be done by interns; Lulfs stated that this is currently done by Staff during down times. Irelan added that the infrastructure information will only be allowed to be used internally as a security measure, while residents will have access to information regarding the cleanouts and permits pulled for their residence. McColley restated that he believes the data collection should be handled by a lower paid employee; Irelan stated that there is a parttime secretary for the Department that works on this project as well.

Irelan reported that the Roundhouse Road project currently has a total of \$255,000 with no grant funding attached, and is still in the assessment process. Irelan reported that the Dodd Street project has grant funding attached to it, adding that though this is a request for approval of the project, the project can be pushed back to August 2017 if necessary while still keeping the grant funding. Irelan believes that Dodd Street has been neglected and there may be access issues; Lulfs added that this is the fifth time that Dodd Street has been a budget

request. Helberg asked if the alley could allow access; Irelan stated that access will definitely be made available during this project; Lulfs will research access when this project is approved. Irelan reminded Council that the assessment discussion must begin soon if this project is to be assessed. Comadoll asked if this is a low income area; Lulfs will research whether assessment is an option for this project and report back to Council. Ridley asked if the approval would include the plans and specifications of the project; Irelan replied no, the approval would be of the funding; the plans and specifications of the project would be approved later. Irelan reminded Council that she and her Staff still need the direction of Council regarding the assessment of projects. Irelan reported that the design of the Industrial Drive project is listed in the budget, adding that a walk through with a representative with ODOT was scheduled but was canceled by ODOT; this walk through will take place before Winter and the results will be brought before the Municipal Properties, Buildings, Land Use & Economic Development Committee for approval. Irelan stated that this grant funding was approved at a ninety five percent (95%) rate, with the City being responsible for five percent (5%).

Irelan reported that the Park Lane improvements project has grant funding tied to it and has been approved for the acceptance of the grant. Irelan reported that Park Lane is one (1) phase of a four (4) phase project tied to the LTCP and is being managed to ensure that the new road will not have heavy equipment on it after it is completed to get to the other streets in the area. Ridley asked if only Park Lane was being proposed for this project or if all the phases are included; Irelan stated that just Park Lane is included. Sheaffer asked if this project could be assessed; Lulfs stated that an extension could be filed to allow time for the assessment process since the grant will not begin until July 1, 2016, adding that any assessment discussion for this project should begin soon since it will add time to the project. Lulfs reported that the EPA has changed its interpretation of a rule that now requires ten (10) feet between any sewer line and water line, including storm sewers. Irelan reported that the sanitary sewer improvements are tied to the current negotiations with the EPA regarding the LTCP, and the LTCP updates are being used as a place holder for getting outside help for any LTCP mandates from the EPA. Irelan added that the sanitary sewer cleaning project may be awarded for years two (2) and three (3) to the same company that was awarded year one (1); this is currently being researched. Irelan reported that revisions to I/I studies were added during negotiations of a new permit which added needing new information; Maassel asked if there would by any further revisions required; Irelan stated that the City is in constant contact with the EPA and all additional information is debated for the National Pollutant Discharge Elimination System (NPDES) permit, adding that Irelan has contacted the State Legislation as well as representatives in Washington.

Irelan reported that the Service Building Property and Equipment Fund has one (1) employee that handles all maintenance for all the City facilities as well as other duties; Irelan is requesting this employee be titled from Maintenance Serviceman to Maintenance Foreman to create a growth path; this title change currently has no significant wage increase but will allow the employee to move through the steps while remaining in AFSCME.

Irelan reported that the Streets Account was reduced approximately six thousand dollars (\$6,000) from the operating side that handles street maintenance. Maassel asked if the new salt shed was built; Irelan replied that the trusses are up. Irelan reported that there is enough if the fund to cover purchasing salt, though there will only be enough to function with no added cushion. Ridley asked what

generates revenue to that account; Heath replied that this is generated from the Fuel Tax.

Lulfs left at 12:15pm

Council Recessed

Council went into recess at 12:15pm.

Helberg Left

Helberg left at 12:15pm.

Council Reconvened

Council reconvened at 12:26pm.

Parks & Recreation

TIME: 12:27pm

Tony Cotter, Parks & Recreation Director

Burials

Irelan reported that the Cemetery Department has one (1) fulltime and two (2) permanent parttime employees. Irelan reported that the number of indigent burials has been reduced; Comadoll asked if cremation would be a more cost effective choice; Cotter stated that the cost would be the same.

Administration

Cotter reported that the Administration line consists of Cotter's wages as well as travel and training and office requirements, along with the consignment sales of Cedar Point tickets in the Utilities office.

Golf Course

Cotter reported that the Golf Course line went over budget due to the flooding event which received no FEMA reimbursement, adding that the course did recover after the weather began to cooperate; Cotter commended the Staff for the repair of the course, adding that the funds used to cover the golf course damage did not come out of the General Fund. Comadoll asked if the flowers came out of this budget; Cotter replied approximately two thousand five hundred dollars (\$2,500) was budgeted for the flowers.

Swimming Pool

Cotter reported that a leak has been identified in the swimming pool and is requesting another twenty five thousand dollars (\$25,000) contribution to the Reserve Fund.

Helberg Returned

Helberg returned at 12:41pm.

Cotter suggested considering a potential income tax levy for a new pool/water park, adding that this discussion will go before the Parks & Recreation Board soon. Cotter commended his Staff for handling the daily operations of the swimming pool and cutting costs as much as possible. Irelan noted that Cotter and Staff are aware of the option of closing the pool if this becomes necessary; Cotter stated that the Parks & Recreation Board would like direction from Council regarding this; Ridley requested historical data regarding participation at the swimming pool before considering this option. Ridley asked if the Parks & Recreation Board had discussed using the pool at the high school; Cotter stated this will be discussed; Irelan added that the Aquatic Club will be included in these discussions. Helberg asked if research was done regarding the new pool there; Cotter stated that their cost was approximately two million dollars (\$2,000,000). Irelan pointed out that a public pool does not have a goal of creating revenue off the initial capital, but instead is viewed as a public service.

Machinery &

Cotter reported that the capital expenses include \$11,000 for a utility tractor.

Equipment

Building & Improvements

Property & Materials

Durham stated that the current Wastewater tractor is a standard with the same clutch issues as the tractor that is proposed to be replaced.

Cotter reported that the Building and Improvements Account includes restoration of the basketball court at Glenwood Park and repair of the shelterhous roof at Oakwood Park. McColley asked if either the new school or St. Paul's school had an outdoor basketball court that could be utilized; Cotter replied that the new school had some poles constructed but Cotter does not believe that this will be a full size court. Maassel asked if the playground equipment issue had yet been decided; Irelan reported that this is still being negotiated; Cotter added that he is concerned with the condition of the posts and any potential add-on costs. Heath added that the industry requirements may not approve of the equipment under the guidelines that are strictly followed.

Cotter stated that he would like to replace four (4) golf carts with four (4) used golf carts and auction off or trade in the four (4) oldest ones; the golf course currently has nineteen (19) golf carts. McColley asked for the annual golf cart revenue; Cotter reported that this is approximately thirty five thousand dollars (\$35,000) annually.

Cotter requested a new mower deck for the four wheel drive tractor used on the hills, as well as the annual request for twenty five thousand dollars (\$25,000) to the Reserve Funds. Cotter reminded Council that his Department is responsible for the snow removal from the downtown sidewalks during all level 2 snow emergencies; the snow is blown into the street in the evening for easier removal by the Streets Department. Cotter reported that the current tractor is a 1993 Steiner tractor with a plow attachment to be replaced with a four wheel drive articulating type fit with a two (2) stage snowblower. Sheaffer asked if the tractor had any trade in value; Cotter replied approximately five hundred dollars (\$500). McColley asked how long the tractor was used per run; Cotter stated each run is approximately three (3) hours. Helberg asked how many times per Winter the tractor is used; Cotter stated that the tractor has been used approximately ten (10) times per Winter for the last two (2) years. Ridley stated his concerns regarding the low awnings and trees in the downtown area if a cab is attached to the tractor; Cotter stated that there is a smaller snowblower that can be used for these areas.

Cotter is requesting a mower that is replaced each year, as well as a walk behind snowblower for the cemeteries; one of the parttime employees is using their personal equipment from home.

Cotter reported that research has begun regarding Priority Based Budgeting (PBB); this information will be distributed to the Parks Committee at a later date.

Cotter left at 1:13pm.

WWTP

TIME: 1:14 pm

Leonard Durham, Acting Wastewater Treatment Plant Superintendent

Personnel

Irelan reported that the Personnel account will decrease by approximately twenty nine thousand dollars (\$29,000) due to a retirement with the position being filled at a lower salary rate.

Maassel asked Durham if the Department had everything necessary to handle the job requirements; Durham replied yes; Irelan added that the Staff is doing a great

Council/Finance 11/13/2015

page 13 of 19

job and Durham was involved in the interviewing process to ensure the team works as cohesively as it does presently.

Durham left at 1:20pm.

WTP

Time 1:30pm Scott Hoover, Water Treatment Plant Superintendent

Irelan reported that Durham and the WWTP Staff handled the care of the plant and the systems, while line collection is handled by the Operations Department, adding that these are separate funds.

Irelan reported that the Personnel Services for the Department are approximately the same as last year while the Operations Fund has been cut by approximately nine thousand dollars (\$9,000). Comadoll asked what the tower rental fee consisted of; Irelan reported that a portion of the rental fee is used for County Road R power backup for the radio, adding that all expenses in the Water Distribution is funded by the water rates, not tax dollars.

Irelan reported that there will be an increase in Personnel due to a project retirement payout. Maassel asked Hoover if he plans to retire; Hoover stated that he plans to stay for a long period of time with no intent of retirement this year.

McColley asked why the Service Fees Professional has a potential increase of forty percent (40%); Irelan stated that potential EPA testing has been added which includes HAV testing that was not listed in the previous budgets. Hoover stated that this is required to be completed for the entire year.

Machinery & Equipment

Irelan reported that the Building and Improvements Fund lists a request of one thousand dollars (\$1,000) for a new computer to handle the new automated information along with the SCADA system and controls for new projects, adding that there are serious issues with the current alarm system.

Building & Improvements

Irelan reported that an electric valve will be installed on the South tower to replace the current altitude valve which requires a lot of maintenance. Hoover reported that the GS12 and the GS9 are new, inexpensive mixing systems that will be providing mixing to each tank to be beneficial for the required THM testing, adding that the plates on the chains are wearing and need to be replaced.

Hoover reported that this is the fifth year of a five (5) year plan for general maintenance, noting for the record that the listing of immediate repairs necessary would cost approximately \$5.7 million and still would not meet the compliance of the 2016 deadlines for all EPA restrictions.

Personnel

Irelan reported that there is an additional request based on succession planning to turn the Summer intern position into a fulltime position in 2016 to train the employee and allow the employee to earn the required licensing and the processes to prepare for the pending retirement; Hoover added that either he or the Chief Operator must be present at all times during the rehabilitation project including night hours. Ridley asked if the Chief Operator would move into Hoover's position when Hoover retired and the proposed position would move into the Chief Operator position; Irelan stated no, reminding Council that the Chief Operator position was created only for succession planning and there is no need for an additional position to replace the Chief Operator at this point, though this

can be added when necessary. Hoover stated that the budget has been reduced each year, including reducing the MIEX processes and along with other testing to reduce chemical costs.

Heath reported that the Rehabilitation Project represents \$5 million which allows for the rolling of two (2) notes totaling approximately \$17 million, with the balance going into the Water Plant improvements totaling approximately \$12.3 million, though the actual total will not be known until the project is bid. Irelan added that these figures have been accounted for previously. Ridley asked how the construction portion of the project will be paid, either up front or as each portion of the project is completed; Irelan reported that this is similar to any other project, with each portion being paid only after the work is completed and checked, adding that a Project Manager will oversee the construction. Ridley asked if the funds that are allocated in 2016 will be paid in 2016; Irelan replied no, this is why the project involves notes and not a bond. Heath stated that the notes must still be encumbered and will be rolled the same as the current notes, adding that the funds must be certified and the funding source must be identified; Irelan added that only the actual cost will be rolled into a bond, stating that notes give more flexibility. Irelan reported that funding sources are still being researched including grants and low interest loans, however the funds must be appropriated in order to move forward with the project. Irelan reported that the project is still on track to have the design done in December, and the EPA will take approximately six (6) months to review the design and give comments and Staff will work internally on the logistics of the project to be ready to bid in July or August 2016. Irelan reported that the ultra violet (UV) filtration system will be the first system to go in as there is a deadline of October 2016, adding that this will be discussed with the EPA as they are reviewing the plans. Hoover added that the UV filtration system has previously been approved by the EPA. Maassel thanked Hoover and his Staff for all that they do.

Hoover left at 1:55 pm.

Council Recessed

Council went into recess at 1:57pm.

Council Reconvened

Council reconvened at 2:07pm.

Finance Department

TIME: 2:08pm

Gregory J. Heath, Finance Director

Heath reported that there is a budgeted placeholder for the Payroll Clerk, Mary Thomas, who is contemplating retirement, though Heath has received no official notification, this includes an estimated payout of approximately twelve thousand dollars (\$12,000) as well as overlapping of training for this critical fiduciary position.

Heath reported the remaining items in the Finance Department budget is approximately the same as last year including the professional service preparation of the CAFR, the annual audit, and a consultant fee for assistance with City investments.

Personnel

Maassel asked if Thomas' current duties could be combined with another positon; Heath stated that he has no personnel that these duties could be effectively added to. McColley believes that these duties could be combined with the HR position; Irelan asked how McColley would believe this to be structured; McColley believes

Personnel (Continued)

this could be a fulltime position, working parttime for the Finance Department and parttime for the Administration Department. Heath asked if this would be McColley's recommendation for the position even if Thomas does not retire; McColley believes this could be the recommendation when Thomas does retire. Heath stated that the training for these duties must be done properly for the end of the year issues. Heath reminded Council that he has always been supportive of a fulltime HR position as a risk management position along with the duties of meeting the ObamaCare requirements and hiring among other duties, however the payroll duties are different in that it is a fiduciary position that generates payroll in which Heath has a legal responsibility to manage pursuant to the City Charter as well as the Codifieds. Heath stated that the HR position could be placed under the Finance Department, however the HR position duties were changed when this position became fulltime, adding that there are many duties that Thomas does currently that are not payroll related but are still critical Finance Department functions including backup duties in the Utilities Department. Heath believes that this recommendation will ask Heath to remove a position from the Finance Department that is critical, and believes that the split responsibilities between two (2) departments may not work as efficiently as expected, adding that backup for the payroll duties would also be required to ensure that payroll is generated properly. McColley stated that he is not opposed to having the position be managed by Heath; Heath stated that he is not proposing to give the position up. Irelan stated that when she originally discussed this idea, she was only proposing that the data entry duties be given to the HR, not to eliminate Thomas' position but to find a more efficient use for the position. Irelan restated that the intent was not to eliminate the position for cost savings but to help with better tracking of sick time and FMLA related time, reminding Council that there are duties that are required to be redundant based on the fiduciary responsibility requirements listed in the Charter, adding that Heath's department is already understaffed and at times there is only one (1) person running the Utilities counter, the Tax Department, running the mail and handling the billing. McColley believes this should be addressed now, while there is a potential retirement. Sheaffer asked if the HR position could do the data entry while the payroll position continued to process the payroll; Heath reported that there is more to the process than just data entry, adding that Council did vote to create and fund the fulltime HR position. Heath stated that he appreciates the accolades from Council regarding the awards that are earned by the Finance Department, reminding Council that these are not earned on accident, and the personnel is required to be able to continue to do this. McColley believes that the payroll position must in the Finance Department, and the HR position to be moved. Sheaffer believes that an analysis must be done after the retirement is official to compare the effectiveness of the options. Irelan asked if Sheaffer is recommending researching only cost savings, or is level of service a priority as well; Sheaffer stated that he would prefer the level of service remain the same. Heath stated that there is reporting that must be done at certain intervals throughout the payroll process, adding that outsourcing with ADP was researched, but the payroll process is complicated and expensive. Heath reminded Council that he has already given up a position from his Department adding that he is not willing to give up another; Helberg agreed, stating that there are many other duties attached to each position that still would be required to be completed. Irelan suggested that she and Heath create an analysis to substantiate the options and figure out the most effective option. Sheaffer believes that both the HR and Payroll Clerk positions should remain fulltime; Heath agreed, adding that he has always supported having a fulltime HR position, adding that he believes one lawsuit will cover that salary for many years. Heath requested these

Personnel (Continued)

positions be left as if for now, and is willing to reopen the discussion when the retirement is official; Heath and Irelan will research the analysis together. McGolley thanked them for researching this information, adding that if it is effective, that the new Council move the HR position to parttime. Ridley asked if the payroll position is paid entirely out of the General Fund; Irelan replied that neither of the positions are paid entirely out of the General Fund, but are split out to all Funds; Sheaffer agreed that the Enterprise Funds should be responsible for both positions due to the duties.

McGolley believes that a firm was hired to help with negotiations as needed; Irelan replied that this line item was eliminated since it could now be handled in house; Sheaffer agreed that there is a savings associated with this.

Helberg believes that the administrative assistant will end up with the responsibilities of the extra duties; Sheaffer stated that the savings prove the need for the fulltime HR position, adding that prior to this position being hired, each Department Head did their own hiring with the help of the fulltime administrative assistant to the Law Director, which is a position that has not been filled. Nagel added that there are legalities that must be focused on by the HR Department also; Heath explained the benefits of having a fulltime HR position including risk management duties and processes and procedures to eliminate legal risks. Irelan and Heath will research the options as requested.

Heath reported that there are not many changes from the prior year budget, the dollar figure in the Salaries line includes a permanent, parttime position that was approved last year but not filled due to having seasonal positions; Heath may hire a permanent, parttime position to float between the Income Tax and Utilities Departments, depending on the results of the above listed research.

Heath reported that the billing collection agency was previously Credit Adjustments, however there were issues with this company and the contract was terminated in the early Summer of this year after meeting with them and requesting information from them that they could not provide; Council then approved a different collection agency out of the Cleveland are and additional money was included for this service. Heath explained that the collection fees are less and the City will earn more on each dollar collected with this firm, adding that the previous firm placed many accounts in their Legal line which were released back to the City for EMS, Utility, and Miscellaneous Billing for collection upon the separation, including approximately \$100,00 in the Utility Billing and approximately \$100,000 in the EMS Billing over the last fifteen (15) years. Irelan added that the Utility Billing is allocated to the Enterprise Fund, with nothing coming out of the General Fund; Heath reminded Council that the administrative charges were directly charged to the Enterprise Funds.

Heath reported a decrease in the Income Tax Department Fund.

Heath reported a \$2,500 request from the Miscellaneous Fund to convert the new financial software to make the ACH vendor payments available.

Finance Department discussion completed at 3:00pm.

TIME: 3:00pm

Monica S. Irelan, City Manager

Billing

City Manager

Personnel

Irelan reported that the City Manager contractual raise is included in the budget however the 1.5% increase is not included; there is a 1.5% increase built in for the Administrative Assistant and the Front Desk Clerk.

Irelan reported that \$1,600 was cut from the Operations line of the budget.

Irelan reported that there is a seven hundred fifty dollar (\$750) request in the Travel, Training and Education line to attend a Transforming Local Government conference; Irelan may not be able to attend due to AMP responsibilities, adding that City Manager education should be a priority as well as AMP.

Irelan reported that there is an additional request of twenty thousand dollars (\$20,000) for a citizen survey as well as training in strategic planning as well as priority based budgeting. Maassel asked if the citizen survey would be similar to the performance audit that was completed; Irelan stated that the citizen survey will be based on statistical data received from citizens, and will help to find citizen priorities regarding the level of services and will allow for media coverage and an intern at no cost; Heath added that he does not believe this will be similar to the performance audit.

Irelan reported that replacement of two (2) galvanized doors is being requested for security reasons.

Irelan reported that the General Miscellaneous items include the Codifications, drug tests for employment contracts, the Employee Assistance Program (EAP), miscellaneous billing, radio tower rental, fireworks, the cost of the Emergency Management Center, and the Senior Center building maintenance and janitorial services. Irelan stated that the City owns a 60%/40% ratio on the current Senior Center building with the County but has no ownership ties to the new building. Irelan stated that she has been discussing selling the current building to interested parties for an office facility though she believes that the County has other ideas; Irelan added that the County can purchase the City share of the building. Irelan reported that the City currently has a parttime exercise director through the Parks & Recreation Department that works at the Senior Center; this position will be discussed if the hours are to be increased. Heath commended the current cleaning employee on her excellent job with the cleaning duties at City Hall and the Police Department. Comadoll asked if NCTV had received any complaints; Irelan stated that NCTV has attended every regular Council meeting along with some special meetings and have significantly improved their attendance over the last year.

Comadoll believes that residents are paying for the yard waste site with only one tenth (1/10) of the cost being allocated to the County; Irelan stated that the site is open to the entire County for \$4,100 per year, adding that the County gets recognition at the State level for being part of the program and Irelan is researching how to better serve the City residents. Comadoll stated that he has received complaints from citizens regarding non-City landscaping services using the site; Irelan believes that usage could be hard to track, though she agrees and is researching the guidelines for the site. Heath agrees that there are specific rules, but enforcement may be difficult.

Maassel

Budget & Finance Committee Motion To Adjourn Council/Finance 11/13/2015 Motion: Ridley Second:

To adjourn the meeting at 3:26pm

Passed
Yea- 3
Nay- 0

Roll call vote on above motion:
Yea- Maassel, Ridley, McColley
Nay-

December 07, 2015

Council Motion: Helberg Second: Ridley
Motion To Adjourn
To adjourn the meeting at 3:26pm

Passed
Yea- 6
Nay
Roll call vote on above motion:
Yea- Sheaffer, Helberg, McColley, Comadoll, Ridley, Maassel
Nay-

Approved:

Travis B. Sheaffer, Council President

Ronald A. Behrn Mayor

Gregory J. Heatle, Finance Director/Clerk of Council

RESOLUTION NO. 064-15

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AUTHORIZING A DEPARTMENT DIRECTOR TO TAKE BIDS ON CERTAIN PROJECTS, SERVICES, EQUIPMENT, MATERIALS, OR SUPPLIES WITHOUT THE REQUIREMENT FOR ADDITIONAL LEGISLATION TO DO SO IN THE YEAR 2016; AND DECLARING AN EMERGENCY

WHEREAS, each year from time to time, a Department Director (City Manager, City Finance Director, or City Law Director) is required to come to Council for authority to take bids for certain projects, services, or the purchase or lease of equipment, materials or supplies used in the City operations; and,

WHEREAS, in order to provide a more feasible, economical, and expedited method of bidding procedures, it is deemed necessary to give to the above mentioned Department Directors authority to bid such projects, services, equipment, materials, or supplies without the necessity of continued legislation; Now Therefore,

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

Section 1. That, the City Manager, City Finance Director, and City Law Director, for their respective departments, subject to Council's approval as to the specifications, plans, agreements, and other related bid documents when applicable, are hereby authorized to advertise and receive bids or take proposals as applicable for the projects, services, equipment, materials, or supplies that are anticipated to be in excess of \$25,000.00 as listed in attached Exhibit "A", (such exhibit being incorporated into this Resolution by attachment and made a part hereof), without the necessity of further legislation in the year 2016; further, Council finds that the expenditure of funds in excess of \$25,000.00 for each project, service, equipment, material, or supply listed in said Exhibit "A", is necessary and authorized, subject to an approved motion of Council permitting the respective Department Director to make award. If a contract for said project, service, equipment, material, or supply is awarded to a successful bidder (lowest and best) as a result of a competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awardee subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director. In the case of a non-competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awarded subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director

Section 2. That, Council reserves the right, by motion of Council, to approve for award, direct no award, reject all or some bids, or rebid, when deemed in the best interest of the City as it relates to the projects identified in Section 1 of this Resolution; moreover, Council may waive any informalities in the bidding process.

- That, Chapters 105 and 106 of the Codified Ordinances of Napoleon. Section 3. Ohio, shall continue to be applicable to any projects, services, equipment, materials, or supplies listed in attached Exhibit "A"; moreover, nothing in this Resolution shall be construed as limiting the Department Directors in making purchases or contracting for services in any manner as provided for in said Chapters, statutory law or as otherwise provided by Council. When competitive bidding is required for any project, service, equipment, material or supply as a matter of law, it shall be utilized unless otherwise eliminated by act of Council. When quality based selection is required for any project listed in Exhibit "A" for architectural, engineering, or construction management services as a matter of law, then the quality based selection process shall be utilized unless otherwise eliminated by act of Council. Also, Council hereby finds that the expenditure of funds in excess of \$25,000.00 for each architectural, engineering, or construction management service as found in Exhibit "A" is necessary and approved as a proper public expenditure of funds, subject to approved motion of Council permitting the Department Director to make the award. Finally, the combining of projects, or the contracting the purchase of services, equipment, materials, or supplies is permitted of any project or item listed in Exhibit "A" without necessity of further authorization by Council.
- Section 4. That, a Department Director is authorized to use this Resolution for authority for said bids and/or purchases as contained in this Resolution.
- Section 5. That, any item listed in attached Exhibit "A" may be leased in lieu of purchasing when deemed appropriate by the respective Department Director.
- Section 6. That, all leases, purchases and contracts for projects, services, equipment, materials, or supplies is subject to appropriation and certification of funds.
- Section 7. That, any trade-ins shall be controlled by §107.05(c) of the Codified Ordinances of Napoleon, Ohio, as may be amended from time to time.
- Section 8. 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 §121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.
- Section 9. That, if any other prior resolution or ordinance 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 10. 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 the timely purchase of materials, supplies, equipment or services essential to provide public peace, health or 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: December 07, 2015	Travis B. Sheaffer, Council President
Approved: December 07, 2015	Rohald A. Berim, Mayor
VOTE ON PASSAGE 6 Yea 0 Nay 0	Abstain
Attest:	
Gregory J. Heath, Clerk/Finance Director	
I, Gregory J. Heath, Clerk/Finance Di that the foregoing Resolution No. 064-15 was duly pub general circulation in said City, on the day of further certify the compliance with rules established in Napoleon Ohio and the laws of the State of Ohio pertain the Complex of the State of Ohio pertain Gregory J. Heath Clark/Finance Director	of January , 20_l6 ; & I of Chapter 103 of the Codified Ordinances Of

DEPARTMENT/CATEGORY/ITEM DESCRIPTION		
1300 CITY MANAGER/ADMINISTRATION		
Janitorial Services and Supplies for City Building, Police Building & Operations Building		
2100 POLICE/SAFETY SERVICES		
Patrol Car – Replacement of two vehicles		
ration Cat – Repracement of two vehicles		
2200 FIRE/SAFETY SERVICES		
Power Load System & Cot for Ambulance		
4400 DECDE ATION/DA DVG 0 DDCCD ANG		
4400 RECREATION/PARKS & PROGRAMS		
Tractor/Mower with Stage Snow Blower & Cab Encloser		
5100 SERVICES/STREETS SCM&R		
Roadside Mowing (contracted)		
Ice & Snow Removal – (Salt Contracts)		
New Compaction Roller		
Tree Trimming & Stump Removal (contracted)		
Purchase of Dump Truck		
Purchase of Dura Patcher, Spray Patch Machine		
Dod C. Carrat T.		
-Road & Street Improvement Programs		
Street Striping & Misc. Painting (contracted) Milling & Resurfacing Local Streets (Annual)		
Materials – Crack Sealing, Stone & Other		
Annual Concrete Grinding		
Spray Patching and Street Materials – Yearly Program		
Dodd Street Improvements		
Park Lane Street Improvements		
Misc. Street Improvements		
Roundhouse Road Street Improvements		
Industrial Drive Improvements		
6110 ELECTRIC/OPERATIONS DIST.		
Service Bucket Truck		
Small Tow Motor Replacement		
-Street Lighting Improvement Program		
Street Lighting Improvements		
-Electric Feeder Line Improvements		
Electrical Underground Upgrades & Maintenance		
Electrical Overhead Upgrades & Maintenance		

-Transformer Replacement & Disposal Programs

Transformer Replacement and Disposal (Inventory)

-Electrical Improvements & Upgrades

New System Growth & Updates

Industrial Substation - New Transmission Structures

Three Phase Reclosure-Distribution Circuit Upgrade

6200 WATER TREATMENT PLANT OPERATIONS

Outside Services Clean Sludge Lagoons (contracted)

Repaint Miex Contact & Settler Tanks - Tnemec Paint

Miex Building Natural Gas Heaters

Water Plant Rehabilitation Project

Chemicals (Water Treatment Plant)

Chemicals (Miex Resin & Salt)

6210 WATER DISTRIBUTION SYSTEM

Leak Detection & Repair Program

Valve Asset & Water Loss Program

Water Supplies (Yokes, Stops, Saddles, Valve, etc.)

6300 SEWER/WASTEWATER TREATMENT PLANT

Knight 8118 Spreader

Various Sanitary Sewer Emergency Repairs (contracted)

Sanitary Sewer Cleaning Program (contracted)

Long Term Control Plan Updates (contracted)

Storm Sewer Improvements

Chemicals (Wastewater Treatment Plant)

Revise I/I Studies NPDES Requirements

Sanitary Later Repairs in City ROW

6400, 6410, 6411 & 6420 SANITATION/COLLECTION & DISPOSAL

Landfill Services (contracted)

Yard Waste Grinding (contracted)

Recycling Services (contracted)

Chemicals for Mosquito Control

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City of NAPOLEON - Electric Department

1775 Industrial Dr., P.O. Box 151, Napoleon, OH 43545

Phone: 419/599-1891 Fax: 419/592-4379



Electric Superintendent Dennis P. Clapp

Electric Construction Supervisor Greg Kuhlman

Distribution Services Supervisor Mike Dietrich

Substation Specialist Todd Wachtman

Memorandum

To: Monica Irelan, City manager

From: Dennis P. Clapp, Electric Superintendent

Cc: Mayor & City Council

Greg Heath, Finance Director

Date: February 11, 2016

Subject: Purchase of Bucket Truck

Included in the 2016 Final Budget acct. # 503.6110.57000 is the purchase of a Bucket Truck. I request approval of the purchase of a 55' material handling aerial unit under State of Ohio contract. The purchase price is \$269,790.00. The approved budget amount is \$270,000.00. If you have any questions concerning this purchase, please contact Dennis Clapp, Electric Superintendent.

DPC

Monica,

Here is the specifications for the bucket truck to replace truck # 53 we had approved in the 2016 budget acct # 503 6110 57000 under Capital Improvement with \$270,000.00 budgeted. It is under the State Contract with UTE, Utility Tuck Equipment, Inc. The final bid amount is \$269,985.00. Please proceed with the necessary steps to allow approval by city council for ordering.

Sincerely,

Dennis P. Clapp

Dennis P. Clapp



UTILITY TRUCK EQUIPMENT, INC. 23893 U.S. 23 SOUTH P.O. BOX 130 CIRCLEVILLE OH 43113

Telephone 740-474-5151

Fax 740-474-4402

NAPOLEON 55' MATERIAL HANDLING AERIAL UNIT AERIAL TOWER AND ACCESSORIES

Versalift model VO-355X-MHI heavy duty insulated, articulating over center material handling aerial tower, with a maximum working height of 60'. Includes the following features and accessories:

- 24" x 48" x 42" enclosed side hung fiberglass platform with integral step and a maximum capacity of 550 lbs.
- 50 KV liner for 24" x 48" platform.
- Vinyl cover for 24" x 48" platform.
- Scuff pad with step for 24" x 48" platform with liner.
- 90 degree hydraulic platform rotator assembly.
- Heavy duty hydraulic platform elevator system with platform mounted control, providing 24" of additional vertical platform travel, independent of boom operations.
- Hydraulic platform tilt system for cleanout or rescue.
- Unitrol single handle control between boom and platform with safety trigger and emergency stop. Includes winch / jib and tool circuit controls at platform.
- Turret mounted individual lower controls, with upper override.
- Mechanical leveling system with heavy duty roller chain and fiberglass rods.
- 5' material handling jib and winch with a maximum capacity of 2000 pounds.
 Includes hydraulically articulating and telescoping jib assembly. Winch is equipped with 75 feet of 9/16" diameter synthetic load line.
- Fiberglass over center upper boom assembly, ANSI category "C" 46KV.
- Steel lower boom with 12" fiberglass insert and 125 degree articulation.
- White finish on upper fiberglass boom and lower insert.
- 360 degree continuous rotation utilizing a shear ball bearing turntable with hydraulic worm and spur gear drive system.



FIBERGLASS LINE BODY

Special FX Body model BFXB150-48 fiberglass line body, 165" long, 94" wide, with 18" deep side compartments, suitable for mounting on a medium duty dual rear wheel chassis having a 126" C.A. dimension, with 21" clearance between cab and body for X-frame front outriggers. Includes all standard features and accessories, equipped as follows:

White gelcoat sideboxes to match International #9219 white.

6" aluminum body understructure. Body sideboxes to measure 28" from cargo floor to top of each sidebox.

Delete wheel well offsets on cargo floor.

Body modification for aerial tower subframe and outriggers.

Aluminum treadplate cargo area floor and cargo wall liners.

Recessed rotary action stainless steel paddle handles.

Spring loaded door stops on all vertical doors, cable stops on horizontal doors.

Automotive bulb type rubber door seals.

CURBSIDE COMPARTMENTATION

<u>First Vertical 25.75"</u> – Three (3) adjustable shelves with adjustable dividers.

<u>Second Vertical 25.25"</u> – Aluminum gripstrut access steps to cargo area, with a 1" opening between the back of each step and riser panel to allow mud and ice to fall through. Includes two (2) 45 degree angled grab handles, one (1) each side of opening.

6" high removable retainer board installed across access opening at floor level.

<u>Third Vertical 21.25"</u> – Three (3) adjustable shelves with adjustable dividers.

<u>Fourth Horizontal 53.5" - Two (2) full length shelves with twelve (12) adjustable dividers each, one (1) in center and one (1) on bottom of compartment.</u>

<u>Fifth Vertical 39.68"</u> – Nine (9) swivel material hooks as high as possible, 2-5-2. Heavy duty material rail installed 6" down from top across full width of compartment, centered from front to rear, capable of carrying 100#.



132" long, 20" high, 8" wide aluminum treadplate ladder box, installed vertically against streetside sidebox in cargo area at rear, to clear rear X-frame outriggers. Rear opening shall have a bottom roller below the ladder box opening. Includes a 1" lip around perimeter on top of ladder box for storage.

6" x 10' PVC storage tube with aluminum canister kit installed on the streetside cargo wall on ladder box – exact location to be determined.

2" x 132" PVC storage tube, open one end, capped on other - location to be determined.

Two (2) 4" PVC tubes installed vertically on curbside to store long handle shovels, tools, etc. – exact locations to be determined.

8" x 40" PVC blanket storage tube with aluminum canister kit – location TBD.

Aluminum preform storage rack on streetside sidebox at front of cargo area, 24" wide, 12" deep, with eleven (11) 2" wide openings – constructed of 2" bar stock.

18" L, 18" H, 24" D aluminum treadplate storage box with four (4) deep Equipto drawers mounted on the right side, open on the left side. Door must have right hand hinge and heavy duty lock assembly hasp — exact configuration TBD.

Weatherguard model 304-3 48" long, 30" wide drawer unit installed at rear between chassis frame rails as space permits. NOTE: CHASSIS MUST BE VOID OF CROSSMEMBERS AT REAR TO ACCOMMODATE THIS.

96" long, 18" wide, 12" high aluminum treadplate storage box installed on top of curbside sidebox, with one (1) 72" center top opening aluminum treadplate lid with gripstrut on top. Lid to have bulb type seals and gas struts to hold it open in the vertical position for access from cargo area. Includes rubber interior coating. Exact configuration to be determined.

Aluminum gripstrut steps and grab rails installed as required for easy bucket access and egress from cargo area.

48" long, 18" wide, 16" high aluminum treadplate storage box with center top opening aluminum treadplate lid, installed at front on streetside sidebox. Lid to have bulb type rubber door seals and gas struts to hold it open in a vertical position for access from cargo area. Includes rubber interior coating.

102" long, 18" wide open top punched aluminum storage tray with 6" high perimeter side rails, installed at rear on top of streetside sidebox, raised approximately 6".

Two (2) 6" fixed hooks on curbside in cargo area – location to be determined.

Model 5478 Robo reel installed horizontally above curbside #1 compartment, extending forward above front outriggers. Reinforce mounting as required.

Truck Lite recessed LED shock mounted lighting package installed on body to meet F.M.V.S.S. # 108. All rear lights are recessed in tailshelf riser, including two (2) combination LED stop/tail/turn signals with LED strobe in between each side.

Two (2) tractor style back up lights, one (1) each side at rear under tailshelf, wired to switch on chassis dash.

Lighted dash switches for auxiliary 12 volt electrical accessories.

Aerial tower auxiliary function components located in a protected location inside cab, integrated with chassis electrical system (as applicable).

Two (2) Hella 12 volt amber strobes, one (1) each side of boom rest, visible above cab. Includes a single lighted switch on dash. Includes additional room provided on curbside mounting plate for customer installed accessories.

Four (4) corner LED strobe system with grille mounted front and grommet mounted rear amber strobes. Includes wiring to lighted dash strobe switch.

Two (2) Unity 6" halogen spotlights, one (1) each side on chassis cab door post.

Two (2) Night Ray NR4C-1C100-MS wireless remote control spotlights – exact location to be determined.

Four (4) Ecco LED work lights for cargo area and work perimeter – exact locations to be determined. Wire through compartment light circuit.

LED rope lighting installed across the top and down each side inside each side compartment door opening, with a single lighted switch on dash panel.

UTE LED underbody service light package providing perimeter ground lighting for night time operations. Includes dash mounted control switch.

12VDC fused charging circuit installed in cab with 3-bank 12 volt receptacles – exact location to be determined.

All 12 volt wiring color coded, protected with loom, and secured at regular intervals. All body lighting connections to be terminated in a weatherproof junction box located in an accessible position at rear under body.

7-prong trailer receptacle installed at rear near pintle hook.

Back up alarm installed at rear under tailshelf, wired to back up light circuit.



- Horton fan clutch.
- Electronic hand throttle.
- Fuel / water separator with heater.
- 50 gallon L.H. short aluminum step fuel tank.
- 6 gallon L.H. DEF tank aft of fuel tank.
- Conventional cab with standard interior trim.
- Air suspension cloth driver seat with two man tool box cloth passenger seat.
- Standard gauge cluster with tachometer.
- · Engine hour meter.
- Factory air conditioning.
- West coast bright finish heated mirrors with LH and RH remote.
- Interior grab handles.
- 22.5 x 9.0 10-hole hub piloted Alcoa LVL One aluminum disc front wheels.
- 22.5 x 8.25 10-hole hub piloted Alcoa LVL One aluminum disc rear wheels.
- 12R22.5G Michelin radial front tires.
- 11R22.5G Michelin traction type radial rear tires.
- · Freightliner standard white.

TOTAL F.O.B. DESTINATION.....\$269,985.00.

NOTES

- Delivery: Approximately 270-300 days after receipt of order.
- Terms: 1%-20 days or Net 30 days.

We appreciate the opportunity to assist with your equipment requirements. If you have any questions or require additional information, please contact us at your earliest convenience.

Sincerely,

Utility Truck Equipment, Inc.

Rick Ellingsworth

Rick Ellingsworth

City of Napoleon, Ohio CITY COUNCIL

Special Meeting Minutes

Saturday, November 14, 2015 at 8:00am

PRESENT City Council

Travis Sheaffer - President (arrived at 8:04am), Jason Maassel - President Pro-Tem,

Jeff Comadoll, John Helberg, Patrick McColley, Christopher Ridley

Finance & Budget City Staff Jason Maassel - Chair, John Helberg, Patrick McColley Dennis Clapp, Electric Department Superintendent Gregory J. Heath, Finance Director/Clerk of Council

Monica S. Irelan, City Manager Robert Weitzel, Police Chief Clayton O'Brien, Fire Chief

Others Christine Peddicord, Assistant Finance Director

Recorder
ABSENT
Tammy Fein
Mayor Ron Behm

Call To Order President Pro Tem Maassel called Council to order at 8:00am.

Chairman Maassel called the Finance & Budget Committee to order at 8:00am.

Moment Of Silence Chairman Maassel asked for a moment of silence in remembrance of the tragedy in

Paris.

Irelan reviewed a summary of the Friday budget discussions; see attached.

Fire Department

TIME: 8:02am

Clayton O'Brien, Fire Chief

Personnel

Irelan reported a potential increase due to retirement as well as a decrease in

fulltime salaries due to Captains and Firefighters being replaced at a lower rate.

Irelan reported that the City has stopped funding the accidental death and disability insurance for parttime firefighters adding that this insurance has never been used.

Irelan reported adjustments throughout the Operating budget to total \$8,200.

EMS Fund Irelan reported that the EMS Transport fund is used for EMS related education and

operating costs. Maassel asked where the revenue from the nonemergency

transports will be placed; Irelan reported that it will be placed in this Fund first then

to the General Fund.

Machinery & Equipment

Irelan reported that the Miscellaneous Equipment Fund is used for all equipment both new and used, as well as with grant money and training reimbursements; the Townships receive their direct revenue based on billing from the Fund with all net amounts going back to the General Fund as a reimbursement.

Irelan reported that the Fire Equipment Fund will have a balance of \$525,374 by

Machinery & Equipment (Continued)

the end of the year which has been built up over the last ten (10) years to buy equipment as it is saved for. Irelan reported that there is no equipment scheduled to be purchased this year other than the daily use equipment. Irelan reported that the fire truck was sold to a buyer in Sylvania for \$3,600 and the equipment was retained for training purposes. Maassel asked if the historic fire truck was parked in the garage; O'Brien stated that this truck was repaired and running, and believes it to be too historically valuable to sell. Helberg asked if O'Brien had considered taking it to Greenfield Village Museum; O'Brien believes this truck should be displayed and will research this option. Maassel stated that he does not approve of selling or scrapping the historical truck; O'Brien agreed.

Irelan reported that there is a request for approximately \$100,000 to purchase the quick release fittings for the hoses that will be installed by the Water Distribution Staff; O'Brien added that these fittings cost approximately two hundred twenty dollars (\$220) apiece, adding that this request will not equip the entire City yet but these will be placed in highly utilized areas. Heath asked the number of active working fires within the City limits over the last year; O'Brien estimated approximately six (6).

Buildings & Improvements

Irelan reported there is \$55,000 listed in the Buildings & Improvements line to purchase a \$5,000 kitchen remodel which includes flooring and countertops, adding that the Association will assist with the other costs, as well as to purchase a power lift system for the backup ambulance which primarily used for the nonemergency runs. O'Brien explained that the power cot and power load system can lift up to seven hundred fifty (750) pounds, taking the strain off the employees' backs; Irelan added that this is a preventative measure that may save cost to the Department in the future. McColley asked the age of the ambulance; O'Brien stated this is a 2002, adding that the load system can be switched to another ambulance as necessary. Irelan reported that there is an apparatus cord reel included in this request that will ensure the appropriate amps in the cord that attaches to the charging apparatus; Irelan explained that this is what caused the fire in the Florence Township Fire Station. O'Brien reported that the Electric Department Superintendent reviewed the current cord finding that the plug is a twenty (20) amp plug, the truck requires twenty (20) amps, but the cord in between is not.

Irelan reported that the analysis on the nonemergency transports is not yet complete, though an estimate of the net revenue brought in during the first twenty six (26) days of the program totals approximately twenty six thousand dollars (\$26,000) being billed out; O'Brien estimated approximately forty percent (40%) collection on the emergency side, and expects more on the nonemergency side due to insurance coverage of the patients, netting approximately six thousand dollars (\$6,000) per month. O'Brien reported that there have been wait times for nonemergency transports from Henry County Hospital of approximately three (3) to four (4) hours. Helberg stated that the City tries not to compete with the private sector, however he believes that in this case the private sector has not taken the opportunity or are highly backed up; O'Brien stated there is no private sector in the Henry County Hospital regarding this issue. McColley stated that he would like to see the analysis when it is available, adding that he believes it is a rare occasion that when services can be increased to the residents without raising expenses; Irelan explained that with the nonemergency transfers, research can be done to ensure that the patient has insurance before the run is made; Heath reminded Council that with

Medicare insured patients, Medicare will only pay their rate no matter what the billed amount is listed at, suggesting to review the analysis data when it is available. Helberg believes that the squad equipment should be used since it has to be replaced at regular intervals; O'Brien stated that the City mechanics are certified and do a great job in maintaining the trucks. Irelan stated that this program is building a strong relationship with the County wide health community as well as sending the parttime EMTs on these runs as practice. Maassel asked if there is a risk to the City residents when the squad is on the way to Toledo with a nonemergency run; O'Brien reported that there is three (3) squads; the staffing level never drops to lower than what it was before the nonemergency runs, adding that if the parttime EMTs do not show up, there is no nonemergency run. Ridley commended O'Brien and the Department for doing such a great job.

O'Brien left at 8:33 am.

Police Department

TIME 8:33am Robert Weitzel, Police Chief

MAN Unit

Irelan reported that the Operating budget will be staying the same as last year, with twenty five thousand dollars (\$25,000) being used in the MAN Unit. McColley asked if Chief was satisfied with the MAN Unit; Weitzel reported that he is highly satisfied with it, adding that good progress is being made with the biggest focus being on the heroin problem; there are twelve (12) agents available through this program including City, Henry County, BCI and FBI efforts. Helberg asked if this program was at the expense of one (1) Patrolman; Weitzel stated yes; Helberg added that he agrees with this effort. Ridley stated that he noticed a thirty five thousand dollar (\$35,000) increase for the Dispatchers asking if a position is being filled; Weitzel reported that this amount was budgeted for a current vacancy that will not be filled at this time. Comadoll asked if there is any money requested for the Auxiliary; Weitzel reported that he is requesting one thousand dollars (\$1,000), commending the efforts of the auxiliary volunteers.

Alcohol Fund

Weitzel reported that the Alcohol Fund uses fines to service covert operations and equipment including blood testing equipment, urine testing equipment and breathalyzer equipment, as well as paying Officer time in court related to alcohol offenses and necessary search warrants. Weitzel reported that recently this Fund was used to fund an alcohol compliance check within the City and to team up with the County to do a County wide sweep as well. Weitzel reported that the Drug Fund uses fines in the same manner as the Alcohol Fund for drug related offenses.

Weitzel reported that the fines from corporate violations, including gambling operations, and personal crimes are used for any items that are needed to further a law enforcement purpose; these fines are not alcohol or drug related.

Weitzel reported that the Certified Police Training Fund mandates a certain number of hours for training with the State reimbursing the Fund at a rate of twenty dollars (\$20) per hour. Maassel asked if this included ammunition to be used on the training range; Weitzel stated that this could be used for firearms training as necessary.

Equipment

Weitzel reported that Department is equipped with tasers that have a warrantied life

span which become noncertifiable after the warranty expires at which time the tasers are put into reserve status, adding that the industry standard is five (5) years and there is usually a Federal Grant reimbursement at a rate of fifty percent (50%) for replacement. Weitzel added that he will not ever sell a weapon, adding that these are transferred to the auxiliary if the weapon is still functioning or destroyed if they are not. Weitzel reported that the tasers are equipped with cameras and audio recorders to enable a record of use.

Vehicles

Weitzel reported that a replacement vehicle has been request for car 28 which currently has 88,000 miles on it and is dangerous to Staff, adding that car 30 currently has 59,600 miles. Irelan reported that she is cutting other projects in the Capital Fund to allow for the replacement of a second car. Weitzel stated that the Department prefers the performance rated SUVs over cars; Comadoll requested that both vehicles be replaced with SUVs, adding that he has heard complaints about the cars from both Officers and Sheriffs. McColley asked for the different in cost; Weitzel stated approximately \$3,000. McColley asked if the equipment in the car can be reused; Weitzel believes it can. McColley asked if the average mileage for a police car to be approximately 90,000; Weitzel stated that the industry standard is approximately 50,000 miles. Sheaffer believes that the Chief and his Department have been very responsible with City finances, adding that he only puts in his budget what is necessary to function. Irelan reminded Council that she is asking for the second vehicle replacement, adding that Weitzel only requested one (1). Heath asked how far behind the vehicle rotation currently stands for the Department; Weitzel reported that car 24 will be the Detective's car for approximately ten (10) years; car 25 has approximately 22,000 miles and car 26 is the Lieutenant/Staff SUV that has approximately 54,000 miles, adding that if two (2) vehicles are rotated next year as well, the vehicle rotation will be back to where it should be. Irelan stated that she is doubling the request of \$33,000 to \$66,000 to replace both vehicles. Weitzel reported that car 22 was originally the second Detective car that was driven by the Chief then rotated to the Auxiliary, with the appropriate markings to be used during emergencies; Comadoll added that the Detective currently reported that the transmission had gone out on this vehicle.

Maassel asked if drug prevention programs were taught in schools; Weitzel stated this the Department is an over fifty (50) year member of the Child Safety Council bringing programs to schools. Weitzel reported that both the Police Department and Fire Department work together in drug overdose calls; O'Brien added that because the Police Department arrives so quickly to clear the safety of the area, the Fire Department can then administer the necessary medical treatment, adding that the Police Department are not trained to gauge the amount of medicine to administer so the patient may wake up agitated or violent, however the Fire Department does have a higher level of training in this area.

Comadoll asked if the red lights on vehicles should be changed to blue to increase visibility; Weitzel believes the light has a high or low intensity setting; the high intensity allows for visibility of approximately ten (10) miles and the low intensity allows for the safety of traffic and the officer approaching the scene.

Weitzel left at 9:16am.

Council Recess

Council went into recess at 9:16am.

Council Reconvened

Council reconvened at 9:26am.

Third Read Of Resolution No. 058-15

President Sheaffer read by title Resolution No. 058-15, a Resolution authorizing the City Manager to negotiate vacation benefits, different from that which is stated in the Personnel Code, for the position of Wastewater Superintendent for the City of Napoleon, Ohio; and declaring an Emergency

Motion To Approve Third Read

Motion: Ridley Second: Maassel To approve third Read of Resolution No. 058-15

Discussion

McColley restated that he opposes this Resolution; he sees this as a sign on bonus for a public employee, adding that he is not opposed to the proposed accrual of time. Comadoll agreed, adding that he believes this will be a factor during contract negotiations.

Passed Yea- 4 Nay- 2 Roll call vote to approve Third Read of Resolution No. 058-15 Yea- Sheaffer, Helberg, Ridley, Maassel

Nay- McColley, Comadoll

Electric Department

TIME: 9:28 am

Dennie Clapp, Electric Department Superintendent

Personnel

Irelan reported there is only a small increase to Personnel with the built in one and a half percent (1.5%) for nonbargaining, adding that the AFSCME contract has a zero percent (0%) increase this year.

Operating

Irelan reported that the Operating budget was significantly cut last year and the needs of the Department are being realigned to the basic needs to function properly.

Vehicles & Equipment

Clapp reported there is a large request in the Vehicle line; the bucket truck needs the lower boom replaced; this vehicle is very expensive due to a lift mechanism on the bucket that has an elevator in the bucket to be used when the boom is up against a wire to allow for safety; Clapp reported this elevator lift should last another ten (10) to fifteen (15) years with a normal cost of approximately \$240,000, adding that there is an additional \$30,000 request for upgrades including equipment to protect the mechanism from water damage. Maassel asked the age of the truck to be replaced; Clapp replied this truck is a 2005 with 75,000 miles, adding that the truck is still usable however it did not pass the required testing and would require approximately \$100,000 in repairs to meet the required standards. Irelan stated that Bryan allows the City to borrow the truck that was sold to them. Helberg asked if it was common for the assembly on the boom to wear out within ten (10) years; Clapp stated that this varies as the equipment is manufactured differently.

Comadoll asked if the cost of the tow motor could be split among the Departments as the tractor was; McColley agreed; Irelan stated that she and Heath will research how often this equipment is used among the other Departments for budgeting purposes.

Irelan reported that the Electrical Improvement Projects include an upgrade on the radio, installation of upgrades to the software, and the Industrial Substation new

transmission structure camera upgrade; the current camera is twelve (12) years old and keeps failing, adding that the underground cable is fifty (50) years old and must be repaired and changed to overhead lines; Irelan reminded Council that this project has been previously approved and this is the second phase of the project.

Irelan reported that \$14,119,000 was budgeted as the AMP estimate for the purchase of wholesale power, adding that the cost of power will increase due to increased transmission costs and the involvement in projects. Irelan reported that AMP has completed client surveys and has discussed with the Board and clients to prioritize and restructure services of the Joint Action Committee, adding that a consultant was hired to find the specific needs of the area allowing AMP to better respond to each community, adding that more education for Council is needed to assist the City Manager with the goals of the City. Irelan reported that she sits on the Board and sees the benefits of AMP services to communities and would like to get the Electric Committee more involved in the Joint Action Committee to understand more about the City's full power portfolio as well as Legislation. Maassel asked how that would affect the Board of Public Affairs; Irelan stated that they are welcome to the same education, adding that Chairman Engler has continued to be involved in this education. Irelan added that AMP is a Joint Action Committee that is involved in the implementation of Legislation and believes that Council should also be involved in the OMEA which is a more political aspect of the Legislative arm.

Comadoll stated that he has been asked by residents how to dispose of light bulbs; Irelan stated that this program was ended due to the health risk to the employees, adding that there are places to recycle light bulbs; the list was distributed on social media as well as in a memo; Irelan will resend this information.

Clapp left at 10:02am

Debt Listings

Heath reported the Debt Listings and Principal Balances remaining at the end of 2016, adding that there will be a short term note of \$2.5 million that will roll into a full bond in July 2016. Heath reported that the ORC mandates that debt be appropriated first; the debt total is \$6,911,000 with a total of \$2.7 million annual payments. Maassel asked if, when the \$14.5 million note is issued and sold, would the City receive a check for the full amount; Heath stated yes, though there may be some potential for interest as the bond is spent down, adding that there are specific IRS pertaining to bonds over \$10 million stating that the interest is required to go back into the project, either to pay the interest or to reduce the principal. Heath added that the terms of the bond agreement determine that the interest goes back into the bond. Maassel asked for the status of the negotiations with the satellite water customers; Irelan doubts there will be a final proposal by November 15, however there is a counterproposal that is being worked on, Irelan believes that it has been proven to the satellite customers that the cost given is the cost to produce water with no additional debt tied into the figures, with a much better understanding of the cost of service; Irelan believes the counterproposal should be received in a few weeks, adding that the satellite customers have approved to let the first proposal die and offering the counterproposal; adding that they understand that there will be no more extensions allowed. Helberg stated that the surcharge was due to the City since the City is holding the debt; Irelan stated that she believes that the satellite customers understand that the financial liability is much higher to the City

than it is to the satellite customers. Irelan stated that a relationship of trust is being rebuilt during these negotiations.

Council & Mayor

Irelan reported that Council has a built in one and a half percent (1.5%) increase along with the nonbargaining employees.

Sheaffer reported an additional request of \$3,000 for training to cover sending the new members of Council to Ohio Municipal League (OML) training including an orientation, FEMA training, and Ethics training. Heath reported that the Mayor's budget is minimal and straightforward, adding that he believes that the Mayor should be belong to associations and travel to Columbus and Washington as an ambassador to the City. Heath restated that the budget is a fluid document and can be amended at any time by Council as needed.

Revenue

Heath reported that the Revenue is broken down by Fund with a listing of four (4) years of historical data; the General Fund has been depleted by the State by approximately \$500,000 including the State Tax and undivided local funds being decreased. Heath reported that there is some control over smaller fines and fees; Irelan added that she has a presentation of revenue enhancement options that will be presented to Council in the new year. Heath reported that the collection of income tax has helped with revenue as well.

Other Administrative Funds

Heath reported that the Capital Improvements Fund Reserve transfer is project to continue to build a sufficient balance for rehab and repairs on the pool. Helberg asked where this money is coming from; Heath stated from the Income Tax transferred into the General Fund and allocated out to the Reserve Fund.

Heath reported that the Water Revenue Funds have an approximate three percent (3%) increase as approved by Ordinance; the Sewer Funds had no increase and although there is an adequate balance in these Funds, Heath believes an increase could be researched. Heath reported that the Sanitation Fund carries an adequate amount. Ridley asked if the General Fund has seen decreases in revenue in large amounts; Irelan stated that the specific line items have seen decreases that add to the larger overall figures. Ridley noted that the line items have also seen increases that keep the revenue at a flat pace; Irelan reminded Council that expenses will always increase and believes that Council should trust the Appointing Authorities to tie a number to the items to meet the necessary guidelines.

Heath reported that the General Fund balance is a protected \$58.4 million in Revenue and \$62.9 million in expenditures, reminding Council that they have control over assessments and General Fund credits.

Irelan reviewed the budget discussions from Friday, November 13; see attached. Irelan listed the additional requests:

\$200,000 to go into the Miscellaneous Streets Fund;

\$7,000 for a cab on the Parks tractor/snow blower;

\$33,000 for an additional vehicle in the Police Department; and,

\$3,000 for a Court safety audit.

Heath stated that enough is needed in the balance for any emergency unappropriated expenses that may occur as well. Comadoll suggested increasing the Miscellaneous Streets request to \$250,000; Maassel asked if this would be used for

Other Administrative Funds Continued

maintenance as well; Irelan replied that maintenance is handled from the Capital Fund. Maassel believes the money should go toward permanent fixes. Heath restated that the LTCP projects include the street portion of projects, adding that there would be more available resources by using the assessment process. Ridley asked if the road was included in the project rates; Irelan stated yes, due to the road being destroyed during the project; Comadoll agreed. McColley, Sheaffer and Comadoll agreed that the Miscellaneous Street request should be increased to \$250,000; McColley believes that this is a level of service that is deficient.

Irelan stated that both Dodd Street and Park Street can be assessed, although this would put the schedule a little behind. McColley stated that he is not in favor of assessing these projects; Maassel agreed. Irelan asked if the full body of Council would like to review the assessment process; Comadoll asked how long ago the last project was assessed; Irelan reported 1999. Maassel does not believe that Park Street should be assessed; Heath noted that this is the same process that was used on the South side. Helberg believes that some of these residents did not pay for a street by their residence. Council stated that they are comfortable discussing assessments for future projects.

Irelan listed the additional requests to be approved:

\$3,000 for Council training;

\$20,000 in the City Manager budget for Strategic planning;

\$800 in the Law Department budget for the Ohio Municipal League; and, \$3,000 increase donation to the CIC, totaling \$26,800. Irelan reminded Council that there are two requests involving increasing the Mayor's budget and adding an additional Water Personnel position that can be discussed. Irelan suggested pushing the additional position out another year, reminding Council that the idea is not to fill the position when a retirement occurs; McColley agreed, adding that Superintendent Hoover will be available during this process. Helberg believes that experience is needed before the massive project begins; Irelan stated the she would like personnel available during this transition, requesting that the position be budgeted though she would not fill it until the rehabilitation process is closer to being started which will give the employee experience with both treatment facilities. Maassel stated his concern in the perception given to Staff in creating a position at the same time as considering the combination of the Payroll Clerk and HR positions. McColley suggested adding this position to the budget later as it is needed; Irelan stated that the allocation of the funds is merely to plan, not to implement at this point. McColley stated his appreciation for Irelan's proactive approach regarding the budgeting process.

Motion To Fund The Water Treatment Position Which Will Not Be A Permanent Position Upon The Retirement Of Superintendent Hoover Motion: McColley Second: Comadoll

To fund the Water Treatment position which will not be a permanent position upon
the retirement of Superintendent Hoover

Passed

Roll call vote on above motion:

Yea- 6 Nay- 0 Yea- Helberg, McColley, Comadoll, Ridley, Maassel, Sheaffer Nay-

Motion To Increase Mayor's Budget To \$2,000 Motion: McColley Second: Ridley

To increase Mayor's budget to \$2,000

Passed

Roll call on above motion:

Yea- 5 Yea- Helberg, McColley, Comadoll, Ridley, Sheaffer

Nay- 0 Nay-

Abstain- 1 Abstain- Maassel

Motion To Approve Additional Budget Requests For Council Training, Strategic Planning, Law Department And CIC Donation Totaling \$26,800 Motion: Ridley Second: Maassel
To approve the additional budget requests for Council training, strategic planning,
Law Department and CIC donation totaling \$26,800

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

Yea- Helberg, McColley, Comadoll, Ridley, Maassel, Sheaffer

Nay-

Motion To Approve \$3,000 From The Capital Fund For A Court Safety Audit Motion: Ridley Second: Comadoll

To approve \$3,000 from the Capital Fund for the purpose of a Court Safety Audit

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

Yea- Helberg, McColley, Comadoll, Ridley, Maassel, Sheaffer

Nav-

Heath asked Council if this budget is approved and able to be presented out to Council by the Mayor; Maassel suggested this be discussed at the regular Council meeting on November 16 for presentation by the Mayor at the December 7 regular Council meeting. Sheaffer added that Appointing Authority evaluations and the nonbargaining increase can be discussed before the December 7 meeting as well. Heath reminded Council that the budget must be passed on or before January 1, 2016, which would include approval of the allocations, adding that First Read could take place at the December 7 regular Council meeting, and the Second Read would be needed to be passed with Emergency Clause under Suspension of the Rules at the December 21 regular Council meeting to meet the required deadline; Heath added that the Second Read could also include the final budgetary adjustments as has been done in the past.

Finance & Budget Motion To Adjourn Motion: Ridley Second: McColley To adjourn the Finance & Budget Committee at 11:42am

Passed Roll call vote on above motion: Yea-3 Yea-Ridley, McColley, Maassel Nay- 0 Nay-Second: Ridley Motion: Comadoll **Council Motion To** To adjourn Council at 11:42am Adjourn Roll call vote on above motion: **Passed** Yea- Helberg, Comadoll, Ridley, Maassel, Sheaffer Yea-5 Nay- McColley Nay-1 Approved: Travis B. Sheaffer, President December 07, 2015 Director/Clerk of Council

RESOLUTION NO. 064-15

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AUTHORIZING A DEPARTMENT DIRECTOR TO TAKE BIDS ON CERTAIN PROJECTS, SERVICES, EQUIPMENT, MATERIALS, OR SUPPLIES WITHOUT THE REQUIREMENT FOR ADDITIONAL LEGISLATION TO DO SO IN THE YEAR 2016; AND DECLARING AN EMERGENCY

WHEREAS, each year from time to time, a Department Director (City Manager, City Finance Director, or City Law Director) is required to come to Council for authority to take bids for certain projects, services, or the purchase or lease of equipment, materials or supplies used in the City operations; and,

WHEREAS, in order to provide a more feasible, economical, and expedited method of bidding procedures, it is deemed necessary to give to the above mentioned Department Directors authority to bid such projects, services, equipment, materials, or supplies without the necessity of continued legislation; Now Therefore,

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

Section 1. That, the City Manager, City Finance Director, and City Law Director, for their respective departments, subject to Council's approval as to the specifications, plans, agreements, and other related bid documents when applicable, are hereby authorized to advertise and receive bids or take proposals as applicable for the projects, services, equipment, materials, or supplies that are anticipated to be in excess of \$25,000.00 as listed in attached Exhibit "A", (such exhibit being incorporated into this Resolution by attachment and made a part hereof), without the necessity of further legislation in the year 2016; further, Council finds that the expenditure of funds in excess of \$25,000.00 for each project, service, equipment, material, or supply listed in said Exhibit "A", is necessary and authorized, subject to an approved motion of Council permitting the respective Department Director to make award. If a contract for said project, service, equipment, material, or supply is awarded to a successful bidder (lowest and best) as a result of a competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awardee subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director. In the case of a non-competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awarded subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director

Section 2. That, Council reserves the right, by motion of Council, to approve for award, direct no award, reject all or some bids, or rebid, when deemed in the best interest of the City as it relates to the projects identified in Section 1 of this Resolution; moreover, Council may waive any informalities in the bidding process.

- That, Chapters 105 and 106 of the Codified Ordinances of Napoleon. Section 3. Ohio, shall continue to be applicable to any projects, services, equipment, materials, or supplies listed in attached Exhibit "A"; moreover, nothing in this Resolution shall be construed as limiting the Department Directors in making purchases or contracting for services in any manner as provided for in said Chapters, statutory law or as otherwise provided by Council. When competitive bidding is required for any project, service, equipment, material or supply as a matter of law, it shall be utilized unless otherwise eliminated by act of Council. When quality based selection is required for any project listed in Exhibit "A" for architectural, engineering, or construction management services as a matter of law, then the quality based selection process shall be utilized unless otherwise eliminated by act of Council. Also, Council hereby finds that the expenditure of funds in excess of \$25,000.00 for each architectural, engineering, or construction management service as found in Exhibit "A" is necessary and approved as a proper public expenditure of funds, subject to approved motion of Council permitting the Department Director to make the award. Finally, the combining of projects, or the contracting the purchase of services, equipment, materials, or supplies is permitted of any project or item listed in Exhibit "A" without necessity of further authorization by Council.
- Section 4. That, a Department Director is authorized to use this Resolution for authority for said bids and/or purchases as contained in this Resolution.
- Section 5. That, any item listed in attached Exhibit "A" may be leased in lieu of purchasing when deemed appropriate by the respective Department Director.
- Section 6. That, all leases, purchases and contracts for projects, services, equipment, materials, or supplies is subject to appropriation and certification of funds.
- Section 7. That, any trade-ins shall be controlled by §107.05(c) of the Codified Ordinances of Napoleon, Ohio, as may be amended from time to time.
- Section 8. 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 §121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.
- Section 9. That, if any other prior resolution or ordinance 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 10. 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 the timely purchase of materials, supplies, equipment or services essential to provide public peace, health or 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: December 07, 2015	Travis B. Sheaffer, Council President
Approved: December 07, 2015	Rohald A. Berim, Mayor
VOTE ON PASSAGE 6 Yea 0 Nay 0	Abstain
Attest:	
Gregory J. Heath, Clerk/Finance Director	
I, Gregory J. Heath, Clerk/Finance Di that the foregoing Resolution No. 064-15 was duly pub general circulation in said City, on the day of further certify the compliance with rules established in Napoleon Ohio and the laws of the State of Ohio pertain the Complex of the State of Ohio pertain Gregory J. Heath Clark/Finance Director	of January , 20_l6 ; & I of Chapter 103 of the Codified Ordinances Of

DEPARTMENT/CATEGORY/ITEM DESCRIPTION		
1400 CYMY NA ANA CHID (A DEMINISTRED A MYON)		
1300 CITY MANAGER/ADMINISTRATION		
Janitorial Services and Supplies for City Building, Police Building & Operations Building		
2100 POLICE/SAFETY SERVICES		
Patrol Car – Replacement of two vehicles		
2200 FIRE/SAFETY SERVICES		
Power Load System & Cot for Ambulance		
4400 RECREATION/PARKS & PROGRAMS		
Tractor/Mower with Stage Snow Blower & Cab Encloser		
5100 SERVICES/STREETS SCM&R		
Roadside Mowing (contracted)		
Ice & Snow Removal – (Salt Contracts)		
New Compaction Roller		
Tree Trimming & Stump Removal (contracted)		
Purchase of Dump Truck		
Purchase of Dura Patcher, Spray Patch Machine		
Dood & Street Improvement Due		
-Road & Street Improvement Programs Street Striping & Misc. Painting (contracted)		
Milling & Resurfacing Local Streets (Annual)		
Materials – Crack Sealing, Stone & Other		
Annual Concrete Grinding		
Spray Patching and Street Materials – Yearly Program		
Dodd Street Improvements		
Park Lane Street Improvements		
Misc. Street Improvements		
Roundhouse Road Street Improvements		
Industrial Drive Improvements		
6110 ELECTRIC/OPERATIONS DIST.		
Service Bucket Truck		
Small Tow Motor Replacement		
Small 10 W Motor Replacement		
-Street Lighting Improvement Program		
Street Lighting Improvements		
-Electric Feeder Line Improvements		
Electrical Underground Upgrades & Maintenance		
Electrical Overhead Upgrades & Maintenance		

-Transformer Replacement & Disposal Programs

Transformer Replacement and Disposal (Inventory)

-Electrical Improvements & Upgrades

New System Growth & Updates

Industrial Substation - New Transmission Structures

Three Phase Reclosure-Distribution Circuit Upgrade

6200 WATER TREATMENT PLANT OPERATIONS

Outside Services Clean Sludge Lagoons (contracted)

Repaint Miex Contact & Settler Tanks - Tnemec Paint

Miex Building Natural Gas Heaters

Water Plant Rehabilitation Project

Chemicals (Water Treatment Plant)

Chemicals (Miex Resin & Salt)

6210 WATER DISTRIBUTION SYSTEM

Leak Detection & Repair Program

Valve Asset & Water Loss Program

Water Supplies (Yokes, Stops, Saddles, Valve, etc.)

6300 SEWER/WASTEWATER TREATMENT PLANT

Knight 8118 Spreader

Various Sanitary Sewer Emergency Repairs (contracted)

Sanitary Sewer Cleaning Program (contracted)

Long Term Control Plan Updates (contracted)

Storm Sewer Improvements

Chemicals (Wastewater Treatment Plant)

Revise I/I Studies NPDES Requirements

Sanitary Later Repairs in City ROW

6400, 6410, 6411 & 6420 SANITATION/COLLECTION & DISPOSAL

Landfill Services (contracted)

Yard Waste Grinding (contracted)

Recycling Services (contracted)

Chemicals for Mosquito Control

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City of Napoleon, Ohio

Department of Public Works

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

Memorandum

To: Monica Irelan, City Manager

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

cc: Mayor & City Council

Greg Heath, City Finance Director

Date: February 15, 2016

Subject: Dodd Street Improvements – Approval of Plans &

Specifications

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the above referenced project. This project consists of: reconstruction of Dodd Street from Scott Street to Lagrange Street and from Lagrange Street north approximately 400 l.f. north; resurfacing Dodd Street from the end of the reconstruction through the cul-de-sac; replacing all of the existing concrete walks and installing concrete drive approaches and curbing; replacing a portion of the sanitary sewer main and installing new sanitary sewer services; extending the storm sewer main and installing storm taps to all properties along the project; replacing the waterline from Scott Street to the north end of the project.

The Engineer's Estimate for this project exceeds the budget by \$40,000.00. This is due to the addition of the resurfacing on the north end of the project. Since the presentation of the budget, I was able to acquire additional grant money. With this grant money we will be able to stay within the City's portion of the cost of the project.

Engineer's Estimate of Construction: \$805,000.00. Budgeted amount for Construction: \$765,000.00.

There is a C.D.B.G. Critical Infrastructure Grant attached to this project:

Original Amount = \$195,000.00 Revised Amount = \$285,000.00.

CEL



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: February 15, 2016

Subject: Sanitary Sewer Cleaning – Renewal of Contract

In 2015, Advanced Rehabilitation Technology was awarded the Sanitary Sewer Cleaning contract for Year 1. As part of that bid, bidders were allowed to bid on Year 2 & Year 3. The City had the option to execute a new contract for Year 2 and possibly Year 3 to the contractor that received the Year 1 Contract.

Advanced Rehabilitation Technology's bid for Year 2 was \$79,296.00. The annual budget amount for each year is \$90,000.00. This project consists of cleaning various sections of the sanitary sewer collection system. I request that Council pass a motion for us to execute a renewal contract with Advanced Rehabilitation Technology for the Sanitary Sewer Cleaning Project for Year 2 in the amount of \$79,296.00. If you have any questions or require additional information, please contact me at your convenience.

CEL



City of NAPOLEON, Ohio

255 West Riverview Avenue • P.O. Box 151 Napoleon, Ohio 43545-0151 Phone: (419) 592-4010 • Fax: (419) 599-8393 www.napoleonohio.com

Mayor Jason Maassel

Members of Council
Travis B. Sheaffer, President
Patrick McColley
Jeff Comadoll
Rita Small
Dan Baer
Jon Tassler
Joe Bialorucki

City Manager Monica Irelan

Finance Director Gregory J. Heath

Law Director Lisa Nagel DATE: February 12, 2016

TO: Members of Council

FROM: Travis B. Sheaffer, Council President

SUBJECT: Approval to expend in excess of \$200 for a proper public

purpose for APPA Legislative Rally

During the budget process this past year, it was discussed that several us would be attended the American Public Power Association Legislative Rally in Washington, DC during the first week of March. In reading the Council Rules, anytime a member wishes to spend more than \$200 on a proper public purpose, it must be approved by Council.

This Rally is very important to the City of Napoleon. Having Board seats for both AMP and OMEA, it is important for us to collaborate with other AMP communities and speak with our legislators about issues that affect our utility rates.

In the past, City Manager Irelan and I have also scheduled separate meetings with our legislators to discuss water and sewer issues. We will be doing the same this year.

The Mayor has the money in his budget and is not required by our rules to seek approval of expenditures.

Council President Pro-Tem McColley serves as our OMEA board member and the majority of his expenses are paid for AMP.

City Manager Irelan is on the AMP Board and they are paying the majority of her expenses as well.

During the Budget cycle, we added some money to the Electric Budget to cover my expenses as Chair of the Electric Committee and OMEA Board Alternate.

Below I have attached the approximate expenses related to the trip. I ask for a simple motion of Council to approve these expenditures.

Pat McColley- Registration Mileage Reimb. Lodging	\$ 0.00 \$ 579.96 \$ 0.00	<- Paid by OMEA <- 1,074 Rnd.Trip X \$.54/Mile <- Paid by OMEA
Meals- Breakfast Lunch Dinner TOTAL REQ.	\$ 48.00 \$ 51.00 \$ 124.00 \$ 802.96	<- Based on (3 X \$16 /per diem) <- Based on (3 X \$17 /per diem) <- Based on (4 X \$31 /per diem)
Travis Sheaffer- Registration Mileage Reimb. Lodging Lodging	\$ 325.00 \$ 543.24 \$1,061.42 \$ 134.10	<- Paid and Mailed by Separate Check <- 1,006 Rnd.Trip X \$.54/Mile <- On City VISA <- Extra Night due to travel timing
Meals- Breakfast Lunch Dinner TOTAL REQ.	\$ 48.00 \$ 85.00 \$ 31.00 \$2,227.76	<- Based on (3 X \$16 /per diem) <- Based on (5 X \$17 /per diem) <- Based on (1 X \$31 /per diem)

City of Napoleon, Ohio Tree Commission

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

Meeting Agenda Monday, February 15, 2016 at 6:00pm

- I. Approval of Minutes (In the absence of any objections or corrections, the Minutes shall stand approved.)
- II. Tree Call Report
- III. Spring Programs
- IV. Arbor Day Celebration
- V. Any other matters to come before the Commission
- VI. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio Tree Commission

Meeting Minutes

Monday, January 18, 2016 at 6:00pm

PRESENT

Commission City Staff

David Volkman - Chair, Bill Rohrs, Jim Fitzenreiter Gregory J. Heath, Finance Director/Clerk of Council

Marty Crossland

Recorder

Tammy Fein

ABSENT

Members

Anella Huff; Kirk Etzler

Call To Order

Clerk of Council Heath called the meeting to order at 6:00pm.

Election Of Chairman

Heath asked each member in order of seniority for a nomination for Chairman:

Rohrs nominated Volkman

Motion To Appoint Volkman Chairman Motion: Fitzenreiter Second: Volkman To appoint Volkman as Chair for the Tree Commission

Volkman passed Fitzenreiter passed

Passed Yea- 3 Roll Call vote on above motion: Yea- Rohrs, Volkman, Fitzenreiter

Nay- 0

Approval Of Minutes

Minutes from October 19, 2015 stand approved as presented with no objections or corrections.

Tree Call Report

Crossland distributed the TreeTracker Report noting that the top three (3) listings are new calls; see attached, adding that the 131 Brownell Avenue call regarded a Pear Tree that split due to weather damage and should be removed.

Crossland reported that the call regarding 1057 Sheffield Avenue involves a large Maple Tree that the caller would like removed due to widening the driveway, while the call regarding 1061 Sheffield Avenue involves a large Maple Tree that was previously requested to be removed though the City only trimmed it at that time.

Crossland reported that he will be distributing planting and removal information to begin the bidding process in the next two (2) weeks; the Commission will research the trees and 1057 and 1061 Sheffield Avenue and report back to Crossland.

Spring Programs

Crossland reported that the Spring trimming is currently taking place with All

Seasons Tree Care for \$123.99 per hour; All Seasons is continuing where the trimming left off last year. Crossland reported that this is going well, adding that he has added the trimming information to the City website, informing residents that this is merely trimming to maintain the health of the trees, and that removals have not begun.

Crossland reported that there are two (2) stump removals on Highland Avenue that will be billed to the Electric Department.

Crossland reported that the Spring Planting lists consists mainly of Scott Street planting, adding that the topsoil and seeding contracts are current and believes this will be better completed in the Fall. Crossland will research the cost of purchasing more Gator bags to replace as needed, adding that the watering program is going well. Fitzenreiter suggested fertilizing established trees once per year in the future.

Crossland reported that 915 Haley Street had a Sugar Maple Tree that was skipped during trimming; this tree is currently stable but may be added to the removal list if necessary.

Any Other Matters To Come Before The Commission

Crossland reported that the budget for this year was set at \$50,000, the same as last year but believes this may go back down to \$40,000 next year.

Fitzenreiter asked if there were any 2016 projects that would involve tree removals; Crossland does not believe there are other than the Dodd Street reconstruction project which may involve some, along with Park Lane and Union Street possibly having a few removals necessary.

Crossland reminded the Commission that Arbor Day is April 29, 2016, suggesting planting a Lilac Tree at First Federal Bank on Washington Street or replanting a Weeping Cherry at the Veterans' Park.

Rohrs reported that he and Huff went to the Tree Seminar noting that it was very educational; the Commission thanked Rohrs for attending.

Motion To Adjourn

Motion: Fitzenreiter Second: Rohrs

To adjourn the meeting at 6:36pm.

Passed Yea- 3 Nay- 0 Roll call vote on above motion: Yea- Rohrs, Volkman, Fitzenreiter

Nay-

Approval Date:

David Volkman, Chair

City of Napoleon, Ohio Parks & Recreation Committee

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

Meeting Agenda Monday, February 15, 2016 at 6:15pm

- I. Call to Order
- II. Approval of Minutes
- III. Discussion regarding the City Pool operations and options
- IV. Any other items currently assigned to the Committee
- V. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio

Parks & Recreation Committee

Meeting Minutes

Monday, January 19, 2015 at 6:15pm

PRESENT

P&R Committee **City Staff**

Recorder

Others

ABSENT P&R Committee

Call To Order

Approval Of Minutes

Golf Course Rates

Jeff Comadoll - Chair, Jason Maassel, Heather Wilson

Tony Cotter, Parks & Recreation Director Gregory Heath, Finance Director/Clerk of Council

Tammy Fein

Chairperson Comadoll called the meeting to order at 6:15pm.

Minutes of the July 21, 2014 meeting stand approved as presented with no objections or corrections.

Cotter distributed a memo regarding the proposed Golf Course Rate and Cart Fee increases; see attached.

Cotter stated that the Golf Course Fees were originally increased in 2012 but were decreased in 2013 to create more usage of the Golf Course. Cotter stated the Parks & Recreation Board unanimously passed a Motion to recommend to the Committee to increase Golf Course Rates and Cart Fees, adding that even with the proposed increases, the rates would remain competitive with local golf courses. Cotter reported that the increased revenue will be used to purchase required chemicals and to meet expenses; the fairways have not been treated recently as they should be with fungicides and Cotter would like to be at a preventative method for the turf management. Wilson asked if the new rates will impact memberships; Cotter stated the increased rates will not impact the memberships as the memberships are not included in the proposed rate increases, adding that consumers are comparatively shopping for greens fees. Maassel asked what the proposed increased rates would be; Cotter reviewed the proposed rates for Green Fees and Cart Rates as listed in the distributed memo.

Cotter requested that the Committee approve the Golf Course Rate increases and recommend Council approval of the rate increases.

Motion To Recommend Council Approve Increasing Golf Course Rates And Cart Fees For 2015 As Proposed

Passed Yea-3

Motion: Second: Maassel

To recommend Council approve increasing the Golf Course Rates and Cart Fees for 2015 as proposed

Roll call vote on above motion: Yea- Comadoll, Wilson, Maassel Nay- 0 Nay-

Motion To Adjourn Motion: Maassel Second: Wilson

To adjourn the meeting at 6:21pm

Passed Roll call vote on above motion: Yea- 3 Yea- Comadoll, Wilson, Maassel

Nay- 0 Nay-

Date Approved Jeff Comadoll, Chair

City of Napoleon Parks and Recreation Department

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

Memorandum

To: Monica Irelan, City Manager

From: Tony Cotter, Director of Parks and Recreation

Date: Thursday, February 11, 2016

Subject: Swimming Pool Current Status and Financial History

After several months of discussion, the Parks and Recreation Board has recommended to City Council the issue of a potential long term plan for the current swimming pool. I have discussed with both the Board and City Council my concerns with the deterioration of the pool and the need for a decision on what the City should plan for with regard to the facility's long term viability.

The pool was built in the late 1970's and has outlived its useful life. Although the pool is still functional, the costs of utilities, chemicals, concrete repairs, etc. are steadily increasing. Water loss has become a worsening problem for several years due to the aging concrete floor and walls and a failing gutter system. In addition to the rising cost of water used to fill the pool to the proper level, chemical costs have risen due to the need to maintain chlorine residual and pH balance. Heating cost also rise as makeup water is added. Concrete repairs are becoming more extensive each Spring. I have included a history of revenue and expenses since 2002 which will show the financial impact of the swimming pool to the City.

I have recommended two options to be considered. The first option would be a renovation of the existing pool basin and gutter replacement. The renovation would consist of a PVC type membrane or liner that would be poured over the existing floor and walls. This would make the concrete water tight. The gutters would also need to be replaced as staff believes this is another source of water loss. Preliminary estimates for that work range between \$175,00 - \$250,000 depending on the scope of the project. Capital funds are currently being placed into a reserve fund (currently \$75,000) to pay for this option. It is important to remember that this option would only reduce current expenses and would not likely enhance revenues. No physical change in appearance would be seen following the completion of this work.

The second option to consider would be building a new facility. This would be similar to a water park with features such as water slides, splash pads, a lazy river, etc. A competition pool would also be included for use by the Napoleon Aquatic Club. I would also recommend installing a new filtration system and the construction of a new bathhouse. These improvements would range between 1-4 million dollars depending upon the type and size of the facility. The total estimated costs of this type of facility would be generated by an architect specializing in aquatic facilities. A special levy would be needed to fund this option.

Both of these options will require a major capital expense and would likely not generate sufficient revenue to recoup these costs. The swimming pool would remain and be considered a "service" to the taxpayers. The ultimate decision would be what type of facility, if any, would be the most beneficial to the community.

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

Napoleon Municipal Pool Revenue vs Expense Summary 2002-2015

	Revenue	Operating Expense	Operating Rev. v. Exp.	Capital Improvements	Total Annual Expense	Total Net Rev. vs. Exp.
2002	\$25,668	\$103,340	\$77,672	\$7,848	\$111,188	\$85,520
2003	\$21,906	\$94,193	\$72,287	\$42,711	\$136,904	\$114,998
2004	\$16,705	\$97,109	\$80,404	\$11,459	\$108,568	\$91,863
2005	\$17,451	\$100,931	\$83,480	\$2,002	\$102,933	\$85,482
2006	\$18,707	\$124,769	\$106,062	\$21,400	\$146,169	\$127,462
2007	\$19,468	\$127,241	\$107,773	\$0	\$127,241	\$107,773
2008	\$18,368	\$154,705	\$136,337	\$3,800	\$158,505	\$140,137
2009	\$13,622	\$98,071	\$84,449	\$12,605	\$110,676	\$97,054
2010	\$17,903	\$97,619	\$79,716	\$5,888	\$103,507	\$85,604
2011	\$22,201	\$97,256	\$75,055	\$6,477	\$103,733	\$81,532
2012	\$21,577	\$96,477	\$74,900	\$8,315	\$104,792	\$83,215
2013	\$15,827	\$84,983	\$69,156	\$6,605	\$91,588	\$75,761
2014	\$14,476	\$88,131	\$73,655	\$4,976	\$93,107	\$79,431
2015	\$14,154	\$103,089	\$88,935	\$1,096	\$104,185	\$90,031

Napoleon Municipal Pool Revenue History

	2002	2003	2004	2005	2006	2007	2008
Memberships							
Family	\$9,960	\$8,665	\$7,860	\$6,910	\$6,730	\$9,670	\$8,120
Individual - Child	\$840	\$810	\$300	\$490	\$1,500	\$360	\$440
Individual - Adult	\$140	\$220	\$120	\$120	\$634	\$0	\$0
Daily Admissions							
Child - 18 & Under	\$9,768	\$8,456	\$5,888	\$6,856	\$7,681	\$6,436	\$6,010
Adult - 18 & Over	\$4,555	\$2,835	\$1,615	\$2,310	\$1,557	\$2,172	\$2,628
Pool Rental	\$325	\$400	\$500	\$350	\$200	\$400	\$600
Open Swim - Winter	\$80	\$520	\$422	\$415	\$405	\$430	\$570
	\$25,668	\$21,906	\$16,705	\$17,451	\$18,707	\$19,468	\$18,368
	2009	2010	2011	2012	2013	2014	2015
Memberships							
Family	\$4,800	\$5,600	\$8,825	\$8,700	\$5,450	\$6,475	\$3,475
Individual - Child	\$240	\$60	\$390	\$360	\$180	\$180	\$360
Individual - Adult	\$0	\$70	\$0	\$70	\$105	\$200	\$100
Daily Admissions							
Child - 18 & Under	\$4,971	\$7,178	\$7,078	\$7,100	\$5,042	\$3,885	\$6,033
Adult - 18 & Over	\$2,196	\$3,510	\$3,758	\$4,042	\$2,480	\$2,180	\$2,626
Pool Rental	\$500	\$900	\$1,400	\$450	\$1,150	\$1,100	\$1,400
Open Swim - Winter	\$915	\$585	\$750	\$855	\$1,420	\$456	\$160
	\$13,622	\$17,903	\$22,201	\$21,577	\$15,827	\$14,476	\$14,154

Napoleon Municipal Pool Expense History

	2002	2003	2004	2005	2006	2007	2008
Salaries and Benefits	\$61,327	\$55,863	\$54,751	\$60,868	\$75,186	\$80,144	\$90,577
Utilities - Electric	\$5,902	\$3,054	\$7,005	\$7,366	\$8,593	\$7,063	\$9,374
Utilities - Water	\$5,798	\$59	\$6,324	\$5,943	\$5,204	\$6,666	\$5,903
Utilities - Nat Gas	\$7,005	\$14,265	\$7,147	\$2,401	\$7,260	\$6,397	\$9,106
Contract Maintenance	\$1,344	\$0	\$1,000	\$320	\$1,750	\$1,400	\$1,815
Operating Supplies	\$5,835	\$4,705	\$5,468	\$7,047	\$6,371	\$6,469	\$7,230
Chemicals	\$13,994	\$13,618	\$12,838	\$14,320	\$17,755	\$16,416	\$28,663
Micellaneous	\$2,135	\$2,629	\$2,576	\$2,666	\$2,650	\$2,686	\$2,037
Capital Improvements	\$7,848	\$42,711	\$11,459	\$2,002	\$21,400	\$0	\$3,800
	\$111,188	\$136,904	\$108,568	\$102,933	\$146,169	\$127,241	\$158,505
	2009	2010	2011	2012	2013	2014	2015
Salaries and Benefits	\$48,888	\$45,177	\$49,536	\$47,820	\$40,059	\$41,307	\$45,647
Utilities - Electric	\$7,330	\$8,398	\$9,191	\$8,487	\$7,741	\$8,177	\$7,865
Utilities - Water	\$9,213	\$9,161	\$6,803	\$8,369	\$9,489	\$10,168	\$15,487
Utilities - Nat Gas	\$5,361	\$1,233	\$4,471	\$3,263	\$4,565	\$5,735	\$5,100
Contract Maintenance	\$1,550	\$1,825	\$975	\$980	\$948	\$1,457	\$2,145
Operating Supplies	\$6,839	\$6,742	\$4,275	\$6,126	\$5 <i>,</i> 175	\$6,271	\$6,500
Chemicals	\$17,451	\$23,122	\$20,614	\$19,599	\$15,192	\$13,424	\$18,827
Micellaneous	\$1,439	\$1,961	\$1,391	\$1,833	\$1,814	\$1,592	\$1,518
Capital Improvements	\$12,605	\$5,888	\$6,477	\$8,315	\$6,605	\$4,976	\$1,096
	\$110,676	\$103,507	\$103,733	\$104,792	\$91,588	\$93,107	\$104,185

February 12, 2016

Supreme Court grants stay of Clean Power Plan, suspends implementation

By Adam Ward – assistant vice president of environmental affairs & policy

In a 5-4 vote, the U.S. Supreme Court granted a stay of the Clean Power Plan (CPP) rule on Feb. 9, effectively halting the plan's implementation. Through this action, the Supreme Court has suspended implementation of the CPP through the entirety of the pending challenge to the U.S. Environmental Protection Agency's (USEPA) CPP filed by over 27 states and entities in the U.S. Court of Appeals for the District of Columbia (D.C.) Circuit.

AMP/OMEA has been an active participant as the plan developed, having submitted comments on the draft plan, federal implementation plan (FIP) and associated model trading rules – as did a number of other states and customer interests. The CPP would affect compliance obligations for the AMP Fremont Energy Center and Prairie State, impact market prices, and potentially provide value to AMP's hydro and other renewable generation.

The package of USEPA carbon regulations aims to govern carbon dioxide emissions from new and modified/reconstructed fossil fuel units [under Clean Air Act Section 111(b)] and existing fossil fuel units [under CAA Section 111(d)]. The existing unit rule intends to reduce carbon emissions nationwide from utility-scale fossil generation to 32 percent below 2005 levels by 2030 based on a three-building block system: Steam Plant Heat Rate Improvements, Coal to Natural Gas Shift, and New Zero-Emitting Renewable Energy.

The American Public Power Association (APPA) issued the following statement in support of the decisions: "Regardless of their position on these issues, almost all parties agree that implementation of the CPP will result in broad and transformative changes to the electricity industry. Thus, resolving these highly controversial issues will significantly reduce the uncertainty of the program and, ultimately, the costs to consumers. APPA looks forward to a meticulous review and consideration of these matters by the court. In the interim, public power utilities will continue their substantial progress in reducing greenhouse gas emissions through greater use of renewable, nuclear, and other low- and non-emitting sources of electricity generation, and the implementation of energy efficiency and conservation programs."

According to the *New York Times*, the Supreme Court has "never before granted a request to halt a regulation before review by a federal appeals court."

AMP/OMEA will continue to provide updates on this issue as it moves forward in the U.S. Court of Appeals for the D.C. Circuit and, ultimately, the U.S. Supreme Court.

January 2016: Prices rise, but still lowest since 2002

By Mike Migliore - vice president of power supply & marketing

January 2016 temperatures returned to normal, but natural gas prices remained low after the warm end of 2015. Power prices for January finished at an average price that a month of January had not been seen since 2002. The low prices of power and gas also kept congestion in check throughout PJM.

AVERAGE DAII	Y RATE	COMPAR	ISONS
	Jan 2016 \$/MWh	Dec 2015 \$/MWh	Jan 2015 \$/MWh
A/D Hub 7x24 Price	\$27.40	\$24.44	\$32.82
PJM West 7x24 Price	\$30.99	\$25.42	\$38.62
A/D to AMP-ATSI Congestion/Losses	\$0.25	-\$0.25	\$1.17
A/D to Blue Ridge Congestion/Losses	\$2.28	\$1.41	\$2.98
A/D to PJM West Congestion/Losses	\$3.60	\$0.97	\$5.80
PJM West to PP&L Congestion/Losses	-\$3.67	-\$6.54	\$1.36
IND Hub to A/D Hub Congestion/Losses	\$3.43	\$1.62	\$2.06

^{*}Note: Market rates are for energy only and do not include capacity value

AFEC weekly update

By Jerry Willman – assistant vice president of energy marketing

Fremont operated in a 2x1 base configuration for the week. The plant ramped down during the off peak hours on Monday due to lower PJM real-time prices from the warmer overnight temperatures, but remained close to baseload for remainder of the week as the cold weather moved in. Duct firing operated for 13 hours this week. The plant generated at an 83 percent capacity factor (based on 675 MW rating).

Course covers underground distribution systems

By Bob Rumbaugh - manager of technical training

Fifteen participants from 10 member communities attended the American Public Power Association's (APPA) underground distribution training course hosted at AMP headquar-



ters this week. The class, APPA Constructing, Operating & Maintaining Underground Distribution Systems, covered the effective design, construction, operation and maintenance of underground distribution systems.

The next AMP training offering, a metering course, will be held March 15-17 in Piqua. AMP's 2016 training catalog, which includes a comprehensive list of training courses and events, is available on the Member Extranet.

For more information, please contact Jennifer Flockerzie at 614.540.0853 or jflockerzie@amppartners.org.

Woodward is named director of hydroelectric operations

By Scott Kiesewetter – senior vice president of generation operations

AMP is pleased to announce that Ron Woodward has been named to director of hydroelectric operations. In this new role, Woodward will be responsible for the oversight of the Cannelton and Smithland operations (when the Smithland plant becomes operational). He will



Ron Woodward

also continue to provide any construction wrap-up activities at both locations.

Woodward joined AMP in 2011 as the Cannelton site manager. He has more than 37 years of experience in the construction and power industries, including more than 20 years as a construction manager with Willamette Industries. A U.S. Marine Corps veteran, he holds a degree in civil engineering from Western Kentucky University.

Ron has been a vital AMP asset in overseeing the construction of the Cannelton hydro plant and in the hiring of Cannelton staff. Please join me in congratulating Ron.

JANUARY OPERATIONS STATISTICS				
Jan 2016 Jan 2015				
JV6 Wind Capacity Factor	28%	29%		
Belleville Capacity Factor	99%	100%		
AFEC Capacity Factor	67%	66%		
Blue Creek Wind Capacity Factor	48%	38%		
Napoleon Solar Capacity Factor	10%	10%		
Prairie State Capacity Factor	70%	91%		
Avg. A/D Hub On-Peak Rate	\$31/MWh	\$35/MWh		

- *Fremont capacity factor based on 675 MW rating
- *Solar capacity factor based on 3.54 MW rating
- *PS capacity factor based on 1,582 MW rating

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

Week end	ling Feb. 12			
MON \$26.57	TUE \$31.46	WED \$33.13	THU \$38.56	FRI \$30.81
Week end	ling Feb. 5			
MON \$25.23	TUE \$24.30	WED \$22.29	THU \$26.42	FRI \$29.94
, ,		6 price as of I		

Energy markets update

By Jerry Willman

NYMEX natural gas for March 2016 fell \$0.052 cents Thursday to settle at \$1.994. The EIA reported a withdrawal of 70 Bcf yesterday from U.S. gas inventories for the week ending Feb. 5, 2016. The smaller than expected draw matched the low end of the forecasted range and prices immediately responded by moving lower to test the \$2 support level.

Forecasts continue to call for temperatures to rise above seasonal averages through the end of February after a brief cold spell this weekend.

On-peak power prices for 2017 at AD Hub closed yesterday at \$37.13/MWh, which was \$0.06/MWh higher for the week.

AMP welcomes Ward to environmental group

By Jolene Thompson - executive vice president of member services & external affairs

AMP welcomed Adam Ward to the environmental group this week. Ward will serve in the new position of assistant vice president of environmental affairs and policy, and will manage AMP's environmental compliance activities and lead our environmental regulatory and policy efforts.



Adam Ward

He comes to AMP after more than 20 years with the Ohio Environmental Protection Agency. Most recently, Ward served as the assistant chief of the air pollution control office where he was responsible for administering the statewide application of air pollution control regulations across six offices and nine local air agencies, including compliance and enforcement, state implementation planning and ambient monitoring, as well as recently playing a key role in Ohio's Clean Power Plan efforts.

He holds a bachelor's degree in environmental health from Bowling Green State University; a master's degree in environmental, safety and emergency management from the University of Findlay; and is a Certified Public Manager through the Ohio State University John Glenn School of Public Affairs.

Please join me in welcoming Adam to AMP.

www.amppartners.org

Shopping for LEDs? Look for the ENERGY STAR® label

By Steven Nyeste - communications project manager, Efficiency Smart

It wasn't long ago when light-emitting diodes (LEDs) cost \$30 per lightbulb, but prices have steadily dropped and it is now common to find them for less than \$10. With the many benefits that LEDs offer, such as lasting up to 25 times longer than incandescent bulbs and using around 80 percent less energy, it is no surprise that customers have been gradually switching to LEDs in recent years.

LEDs represented 15 percent of bulb shipments in the United States by the third quarter of 2015, a 237 percent increase over the same quarter in 2014, according to the National Electrical Manufactures Association. Many manufactures have started to produce LEDs as a result of this popularity, which means there a lot of options to pick from when shopping for new lightbulbs.

At your home improvement store, you might find a few LEDs that are cheaper than the others, and it can be easy to be drawn towards purchasing these options for a few dollars less. While they may look similar, there are some major drawbacks to cheaper LEDs. A close look at the packaging can show that many may have a shorter lifespan, might produce less light and - most importantly - the lightbulb packaging doesn't have the ENERGY STAR label on it.

The ENERGY STAR label is important to look for when selecting LEDs. This label was created to make it easy for consumers to identify and purchase energy-efficient products that offer savings on energy bills without sacrificing performance, features and comfort. The label guarantees quality performance, as the LEDs undergo testing in environments similar to how it would be used in your home. There is also a three-year minimum warranty requirement on ENERGY STAR certified LEDs, and a minimum lifetime rating of 25,000 hours.

The less expensive bulb without the ENERGY STAR certification might end up being a good LED, but there is no guarantee that the product will match the details listed on the packaging. There are some LEDs on store shelves that may only last for a few years, may flicker, shift in color, lose brightness over time, look dim, offer uneven light, or even use power when turned off.

So, the next time you view the price differences between ENERGY STAR certified and non-certified LEDs, keep in mind that a cheaper price today can end up costing you more in the long run, both in cost and quality. Instead, look for the ENERGY STAR label to select the best lightbulb for your money.

Efficiency Smart supports customers of participating municipal electric systems in their purchase of energy-efficient equipment. Efficiency Smart has partnered with ENERGY STAR and offers discounts on ENERGY STAR LEDs and CFLs on its online lighting store and through other initiatives, helping to make these lightbulbs more affordable and costcompetitive with the non-certified versions. For more information about Efficiency Smart, visit www.efficiencysmart.org or call 877.889.3777.

Calendar

March 7-9—APPA Legislative Rally Grand Hyatt Washington, Washington, D.C.

March 10—AMP Finance & Accounting Meeting New Martinsville, West Virginia

March 15-17—AMP Metering Course Piqua, Ohio

April 2-6—APPA Rodeo and E&O Conference Minneapolis, Minnesota

April 7—AMP Finance & Accounting Meeting Philadelphia, Pennsylvania

April 26-27—AMP Technical Services Conference AMP Headquarters, Columbus

May 5—AMP Finance & Accounting Meeting Hillsdale, Michigan

May 18-19—AMP Underground Distribution

AMP Headquarters, Columbus

June 2—AMP Finance & Accounting Meeting Salem, Virginia

June 13-17—Basic 1 Lineworker Training AMP Headquarters, Columbus

June 27-July 1—Intermediate Lineworker Training AMP Headquarters, Columbus

July 28—AMP Finance & Accounting Meeting AMP Headquarters, Columbus

Aug. 26-27—AMP Rodeo AMP Headquarters, Columbus

Register now for Webinars



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

- Electric Utility 101 Series: Generation Feb. 16
- Governance Series: Legal Obligations, Duties and Responsibilities of Public Power Governing Boards March 10
- Electric Utility 101 Series: Substations March 15
- Rating Agency Outlook for Public Power March 16





Classifieds

Borough of Ephrata seeks electric system manager

The Borough of Ephrata (Pop. 13,000) located in northern Lancaster County, Pennsylvania, seeks a successful candidate for the full-time position of Electric System Manager.

This position is responsible for managing skilled individuals involved with the operation and maintenance of a Public Power electrical distribution system. The Electric System Manager will direct the day to day activities, preventative maintenance, and capital projects of the borough's electrical distribution systems in order to provide operations that are safe, cost effective and reliable. The Electric System Manager will be expected to interact with the customers of the system on a regular basis and to ensure that safe and sound practices are employed throughout the electric distribution system.

To be considered for this position, candidates must have at least 10 years of experience in the electric utility industry with a minimum of five years supervisory experience and a proven track record of achieving positive results. A thorough working knowledge of line work, electric distribution, substations and high voltage systems (up to 69kv) is essential. An associate degree in electrical engineering technology or related field from an accredited college or trade school is desired, however, relevant practical experience in lieu of a degree will be considered.

Please send resumes to Human Resources, Borough of Ephrata, 124 S. State St., Ephrata, Pennsylvania 17522. EOE M/F/D/V

City of Bowling Green in need of administrative secretary

The City of Bowling Green - Planning Department is seeking an Administrative Secretary (Pay Band 2: \$19.14 to \$25.43 per hour). This hourly, non-exempt position is responsible for providing overall administrative assistance and support to the Planning Department. Must have ability to use spreadsheet, database, word processing and selected job-specific software (examples: Word, Excel, Access). Must be able to work overtime. Two-year associate degree or equivalent; three to five years progressive experience including senior level administrative and clerical support in a zoning and/or planning enforcement related field; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Interested persons must complete an application that is available in the City of Bowling Green's Personnel Department, 304 N. Church St., Bowling Green, Ohio 43402.

The online application can be accessed here. Resumes may be included, but will not substitute for a completed application. Email: BGPersonnel@bgohio.org; Telephone: 419.354.6200. Office hours: 8 a.m. to 4:30 p.m. weekdays. Copy of the job description will be provided to applicants. Deadline for making application is 4:30 p.m. Feb. 16, 2016. AA/EEO

Columbus has opening for power division administrator

The City of Columbus, Department of Public Utilities is seeking qualified candidates for the position of Power Division Administrator. This position is responsible for planning and coordinating the operations of the Division of Power. Other duties include directing the personnel involved with municipal power generation, transmission, and distribution systems, advising the fiscal staff in the preparation of the division's budget, and developing work methods to improve efficiency in the Division of Power.

To qualify you must have a bachelor's degree and five years of management experience to include policy formulation and implementation, management of a budget in excess of one million dollars, and direction of a large staff (20 employees or more) through subordinate supervisors. Substitution: A master's degree in business administration, public administration, or closely related field may be substituted for one year of the required experience. Must have a valid Driver's License. (Salary \$90,076 - \$158,433)

Interested candidates should submit an application to the Civil Service Commission by applying online at www. csc.columbus.gov by March 1, 2016. Please attach a resume to your application. You may also apply by emailing your resume to DPURecruitment@columbus.gov. If you prefer to mail in a paper application, please mail it to the address below. EOE. Applicants may inspect and acquire a copy of the City of Columbus, Department of Public Utilities EEO Plan by visiting the **DPU** website.

Painesville has meters available

The City of Painesville has a surplus of 52 new Class 100, 120V GE meters.





If interested, please contact Jeffrey McHugh, City of Painesville Electric Department superintendent, at 325 Richmond St., Painesville, Ohio 44077; 440.392.5939; or jmchugh@painesville.com.

Piqua seeks associate engineer

The City of Piqua is accepting applications for the position of Associate Engineer for the Municipal Power Department. The position performs engineering and planning for the Power System. Responsibilities include, but are not limited to, working with engineering staff to complete a variety of projects, primary responsibility is the day-to-day operation of the Power System's metering department. Qualifications include experience in the power utility industry or related business and an associate degree in engineering/engineering technology. Individuals with demonstrated related work exCLASSIFIEDS continued from Page 4

perience may be considered with bachelor degrees in other disciplines.

Please send letter of interest, three business references, salary requirements and application to: 201 W. Water St., Human Resources Department 2nd floor, Piqua, Ohio 45356. Visit www.piquaoh.org to download an application. Deadline for applications is Feb. 26, 2016. EOE.

Tipp City arborist needed

The Tipp City Electric Department will be accepting applications for the position of Tree Trimmer/Arborist. Duties of the Tree Trimmer/Arborist will include, but will not be limited to: Line clearance near energized electric circuits up to 69,000 volts; tree trimming/removal of city owned trees, in the curb lawn, and parks, etc.; landscaping, tree planting; assisting Electric crews when required; assisting other city departments when needed.

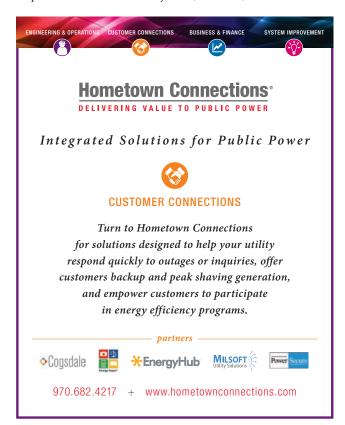
A preference of three years of experience in aerial lift operation, tree climbing, rigging and chipper operation is required. Class A CDL with trailer certification will be required within six months of employment. ISA Arborist certification will be required within a one year period from date of hire. This position will require periodic drug and alcohol testing, work in inclement weather and non-traditional hours. Pay Range is \$19.15 to \$24.40/hour. Resume and application to City Manager's Office, Tipp City Government Center 260 S. Garber Dr. Tipp City, Ohio 45371 by 4 p.m. Feb. 26, 2016. Tipp City is an equal opportunity employer.

Hamilton accepts applications for engineering positions

The City of Hamilton is seeking candidates for the following positions. Current detailed resumes must be submitted in Word or PDF by 5 p.m. Feb. 18, 2016 to: Civil Service Dept., One Renaissance Ctr., 345 High St.-1st Fl., Hamilton, Ohio 45011, by email: cspersonnel@ci.hamilton.oh.us or fax: 513.785.7037. If necessary, application may be made in person or via USPS. Specify interest in SUPERVG MECH or ENG.ELEC ENG. The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.

Supervising Mechanical Engineer – This position is responsible for professional work in the design, construction, inspection and maintenance in a variety of public utilities facilities, which may include the power plant, water plants, water reclamation plant, and other city facilities. Candidates should possess any combination of education and experience equivalent to graduation from a college or university of recognized standing with a bachelor's degree in mechanical engineering and considerable experience in mechanical system design and engineering or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work. Current, valid driver's license also required and will be verified for finalist. Salary: \$73,382-\$94,099.

Electrical Engineer - This position is responsible for professional work in the design, construction, inspection and maintenance of a variety of electric utility facilities. Desire graduation from a college or university of recognized standing with a bachelor's degree in electrical engineering and considerable experience in electric system design and engineering; knowledge of and experience working with the National Electric Safety Code is preferred. Desire experience sizing, specifying, and reviewing manufacturer submittals for, electric transmission and distribution switchgear, transformers and other related electric utility equipment. Registration as a PE the State of Ohio or similar professional engineering certification from another state or an equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work. Salary: \$63,253-\$81,120.





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

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Committee Schedule

February 12, 2016

LEGISLATION ALTERING TAX INCREMENT FINANCING (TIF) STRUCTURE GETS ATTENTION IN HOUSE COMMITTEE

This week the House Ways and Means committee held a second hearing on HB 12, legislation introduced by Rep. Jim Butler and Tony Burkley that would establish a procedure by which political subdivisions proposing a tax increment financing (TIF) incentive district are required to notify the owner of each parcel within the proposed incentive district before creating the district, and to permit such owners, under specific conditions, to exclude their parcels from the TIF by submitting a written response. The legislation was introduced last General Assembly as HB198, which cleared the House but received only one hearing by the Ohio Senate.

Rep. Butler said his bill would set procedures to allow property owners to opt out of Tax Increment Financing incentive districts proposed by local governments. This is obviously a concern of the league and our members as changes to lessen the effectiveness of the incentive districts takes away the effectiveness of the original structure and the purposes for which the program was initiated to address.

In general the legislation as currently drafted would:

- Specify that for a proposed Tax Increment Financing (TIF) district, a notice must be sent to all owners of real property in the proposed district and is to include a map of the proposed district with an "overlay" defined as a square or rectangular and not to exceed 300 acres;
- Allow a property owner located within a proposed TIF district, whose entire parcel is not within the overlay, to submit a written response asking that their property be excluded from the proposed district;
- Allow property owners who opt out of a TIF district to pay taxes instead of service payments.

The bill is scheduled for a third hearing for all testimony this coming Tuesday, February 12 in Statehouse Hearing Room #121 at 1:30p.m. We encourage any of our members who are concerned about this proposed alteration to the current TIF structure to consider providing testimony to the committee members on February 12 th, sharing your communities' issues with the bill.

SENATE WAYS AND MEANS COMMITTEE HEARING BILL SUPPORTING MUNICIPAL DOWNTOWN REVITALIZATION

The Senate Ways and Means committee will be holding a third hearing on HB233, legislation introduced by Rep. Kirk Schuring, providing cities and villages greater opportunities to encourage economic development through redeveloping historical downtown properties. The hearing, scheduled for all testimony including proponent, opponent and interested parties, is set for Wednesday, February 17 th at 9:30 A.M. in the South Hearing Room of the Statehouse/Senate Annex building.

As we have reported to our members in previous bulletins, Rep. Schuring's bill establishes a procedure by which municipal corporations may designate Downtown Redevelopment Districts (DRDs), in conjunction with the Ohio Historical Preservation Tax Credit program. The DRD program is designed to allow municipalities to harness the value and functionality of their historical infrastructure assets for the purposes of rehabilitating historic buildings, creating jobs, and encouraging economic development in commercial and mixed-use commercial and residential areas. In addition to implementing the new DRDs, the bill also allows for the creation of an Innovation District within a DRD designed to attract and facilitate growth of technology-oriented businesses.

As proposed, the redevelopment district is similar to the current structure of a TIF, except DRD funds may be used for a broader range of purposes than TIF funds. Some of the ways DRD revenue can be used include:

- To finance grants and loans to owners of historic buildings and other property located within the district;
- To make contributions to special improvement districts (SIDs), community improvement corporations (CICs), or to a nonprofit corporation organized for the purpose of redeveloping historic buildings and districts;
- The use of TIF funds that exist in current law, to finance public infrastructure improvements to the extent authorized in the ordinance creating the district.

The league is supportive of the bill and is hopeful that such forward thinking proposals will give Ohio cities and villages the financial leverage and tools they need to harness the emerging synergy between historical assets and a communities' ability to affordably repurpose desirable space for economic development.

We encourage any of our members who may have an opinion on how the bill would be beneficial to the future growth plans of their community to consider joining us at the Senate Ways and Means committee hearing on February 17 th, to lend your communities voice to the process.

OHIO HOUSE MOVES JEDD BILL TO OHIO SENATE

On Wednesday, the Ohio House of representatives unanimously approved HB 182, legislation sponsored by Rep. Kirk Schuring which seeks to make changes to the current Joint Economic Development District (JEDD) law. The bill proposes numerous changes to the original 1995 JEDD development program, by allowing:

- In some circumstances, residents as JEDD electors who may be part of a JEDD through allowing the inclusion of mixed-use residential facilities to a district;
- Income of persons residing in JEDDs to be subject to the JEDD income tax;
- JEDD income tax be based on the income of persons employed or residing in the district and on the net profits of businesses operating in the district;
- The creation of a "Swiss cheese" effect by permitting a business that operated in an unincorporated part of a JEDD prior to the JEDD's creation be permitted to apply for exemption from the JEDD income tax;
- Investments in retail facilities in an enterprise zone to be exempt or partly exempt from property taxes, if

- approved by affected school boards;
- Decisions of the Director of Development Services to be appealed to county courts of common pleas regarding exemption for certain businesses and their employees from the JEDD income tax.

The bill has been sent to the Ohio Senate, where it will begin the committee process in that chamber. We will be tracking this legislation closely and alerting our members to future committee hearings on the proposal.

LOCAL GOVERNMENT EFFECTIVENESS SURVEY DEADLINE FEBRUARY 26th

A few weeks ago, the league sent to our members a special bulletin that contained a survey that the league and the Ohio City/County Management Association have partnered together on, to gauge the perspectives of our local municipal officials concerning the shifting attitudes of the constituencies that they serve towards the delivery of services, community development and other local government issues.

Although we have had a good response with completed surveys, we would like to ask those that have not completed the brief questionnaire to please take a few minutes and share your experiences and perceptions with us.

The link to the survey is: https://www.surveymonkey.com/r/trustohio . We would appreciate if surveys could be completed by Friday, February 26th.

The information provided by our "frontline" public officials will be very beneficial to both organizations and their members, as we all work to increase the effectiveness and efficiency of addressing resident issues and concerns, hopefully resulting in more effective delivery of services and overall consumer satisfaction. Thank you.

Below is the committee schedule for next week. If there are any changes to the schedule, we will have those posted to our website on Tuesday, as our offices are closed Monday in observance of President's Day.

Have a safe and warm weekend~

Committee Schedule

Past Bulletins:
<u>2016</u>
2015

2014

Napoleon Fire & Rescue Association

Invites You to Join Us at Our Free Will Donation

Breakfast

Including:

-Pancakes

-Scrambled eggs

-Sausage patties

-Toast

-Beverages

Sunday, February 14th, 2016
7:00am to 1:00pm
Carryout Available!