

September 2016

◀ Aug 2016

Oct 2016 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			August 31 6:30 pm Parks & Rec Bd	1	2	3
4	5 Labor Day Offices Closed	6 7:00 pm City Council	7	8	9	10
11	12 6:30 pm Electric Committee 6:30 pm Board of Public Affairs 7:00 pm Water & Sewer Committee 7:30 pm Muni Prop/ED Comm	13 4:30 pm BZA 5:00 pm Planning Comm	14	15	16	17 8:00 am Civil Service
18	19 6:00 pm Tree Comm 6:15 Parks & Rec Comm 6:30 pm Ad-Hoc Committee on Organizational Health 7:00 pm City Council	20	21	22	23	24
25	26 6:30 pm Finance & Budget 7:30 pm Safety & Human	27 4:30 pm Civil Service Comm	28 6:30 pm Parks & Rec Board	29	30	

City of Napoleon, Ohio
CITY COUNCIL
Meeting Agenda

Tuesday, September 6, 2016 at 7:00pm

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

- A. Attendance** *(Noted by the Clerk)*
- B. Prayer & Pledge of Allegiance**
- C. Approval of Minutes: August 8 and August 15, 2016** *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- D. Citizen Communication**
- E. Reports from Council Committees**
- 1. Finance and Budget Committee** met on August 22, 2016 and recommended:
- Adding .3% on the Income Tax for Design, Engineering and Construction for Capital Maintenance of City Streets and Roads
- F. Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
- 1. Civil Service Commission** met on August 23, 2016 with the following agenda item:
- Approve the Applicants for the Firefighter/Paramedic and Patrolman Civil Service Test.
- 2. Parks & Recreation Board** met on Wednesday, August 31, 2016, with the following agenda items:
- Discussion and/or Action on Financial Reports for the Golf Course and Swimming Pool Operations
 - Discussion and/or Action on Proposed 2017 Capital Improvements
 - Discussion and/or Action on Upcoming Recreation Programs
- G. Introduction of New Ordinances and Resolutions**
- 1. Resolution No. 030-16**, a Resolution Authorizing the Expenditure of Funds Over Twenty-five Thousand Dollars (\$25,000.00) for the Purpose of Purchasing and Installing a Power Cot System and Power Load System for an Ambulance, and to Sole Source said Purchase to Stryker EMS Equipment and Installation to Inst-A-Tech, LLC; and Declaring an Emergency. *(Suspension Requested)*
- 2. Resolution No. 031-16**, a Resolution Authorizing the City Manager to Execute all Documents Necessary to Apply and Accept Ohio Public Works Commission State Capital Improvement Program (SCIP) and Local Transportation Improvement Program (LTIP) Funds for Projects Deemed Necessary by the City Engineer in the Year 2017; and Declaring an Emergency. *(Suspension Requested)*
- 3. Ordinance No. 032-16**, an Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of \$1,400,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Water System by Improving and Rehabilitating the Existing Water Treatment Plant and Related Storage Facilities, Rehabilitating the Elevated Storage Tanks, and Acquiring and Improving Related Interested in Real Property, Together with all Necessary and Related Appurtenances thereto, and Declaring an Emergency. *(Suspension Requested)*
- 4. Resolution No. 033-16**, a Resolution Imposing a Temporary Moratorium on Medical Marijuana Cultivation, Processing, and Retail Dispensary Facilities within the City of Napoleon, Ohio; and Declaring an Emergency. *(Suspension Requested)*
- 5. Resolution No. 034-16**, a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for the 2016 Tax Duplicates Payable in Year 2017; and Declaring an Emergency.

6. **Resolution No. 035-16**, a Resolution Authorizing and Directing the Finance Director/Clerk to Certify and File Annual Special Assessments of the City of Napoleon, Ohio, with the County Auditor of Henry County for Placement and Collection on the 2016 Tax Duplicates Payable in the Year 2017; and Declaring an Emergency.

H. Second Readings of Ordinances and Resolutions

1. **Ordinance No. 029-16**, an Ordinance Repealing Resolution No. 051-13 which Authorizes the City Manager to Terminate or Assign the City of Napoleon's Water Purchase Agreement with the Village of Malinta, Ohio; and Declaring an Emergency.

I. Third Readings of Ordinances and Resolutions

1. **Ordinance No. 026-16**, an Ordinance Amending Section 1121.03 of the Planning and Zoning Code of the City of Napoleon, Ohio.

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

1. **Discussion/Action:** Approval of Change Order No. 2 for the WTP UV Disinfection Improvements Project an Increase of \$36,730.00 to Peterson Construction Co.
2. **Discussion/Action:** Recommendation Adding .3% on the Income Tax for Design, Engineering and Construction for Capital Maintenance of City Streets and Roads
3. **Discussion/Action:** to Accept a Donation of \$597.00 from the Girl Scouts of Western Ohio for the Dog Park.
4. **Discussion/Action:** to Accept a Donation of \$1,276.00 from the Fraternal Order of Eagles #4428 for a Cargo Box for Units 28 and 30 to the Police Department.

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

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: Tuesday (Due to Holiday), September 6, 2016 @6:15 pm)
 - 2. Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, September 12, 2016 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for September, 2016
 - b. Electric Department Report
 - c. Review of the Net Metering Policy (Tabled)
 - 3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(Next Regular Meeting: Monday, September 12, 2016 @7:00 pm)
 - 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Next Regular Meeting: Monday, September 12, 2016 @7:30 pm)
 - a. Updated Info from Staff on Economic Development (as needed)
 - b. Review of the CIC Agreement (Tabled)
 - 5. Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, September 19, 2016 @6:15 pm)
 - 6. Finance & Budget Committee (4th Monday)**
(Next Regular Meeting: Monday, September 26, 2016 @6:30 pm)
 - 7. Safety & Human Resources Committee (4th Monday)**
(Next Meeting: Monday, September 26, 2016 @7:30 pm)
2016 Regular Meetings with Townships scheduled for February and November
 - 8. Personnel Committee** (as needed)
 - 9. Ad Hoc Committee on Strategic Vision** (as needed)
 - 10. Ad Hoc Committee on Organizational Health** (as needed)
- B. Items Referred or Pending In Other City Committees, Commissions & Boards**
- 1. Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, September 12, 2016 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for September, 2016
 - b. Electric Department Report
 - c. Review of the Net Metering Policy (Tabled)
 - 2. Board of Zoning Appeals (2nd Tuesday)**
(Next Regular Meeting: Tuesday, September 13, 2016 @4:30 pm)
 - 3. Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, September 13, 2016 @5:00 pm)
 - 4. Tree Commission (3rd Monday)**
(Next Regular Meeting: Monday, September 19, 2016 @6:00 pm)
 - 5. Civil Service Commission (4th Tuesday)**
(Special Meeting: Saturday, September 17, 2016 @8:00 am)
 - a. Civil Service Exam: Police Officer and Firefighter/Paramedic
 (Next Regular Meeting: Tuesday, September 27, 2016 @4:30 pm)
 - 6. Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wednesday, September 28, 2016 @6:30 pm)
 - 7. Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, November 8, 2016 @10:30 am)
 - 8. Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, December 13, 2016 @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. Volunteer Peace Officers' Dependents Fund Board** (as needed)
 - 16. Lodge Tax Advisory & Control Board** (as needed)
 - 17. Board of Building Appeals** (as needed)
 - 18. ADA Compliance Board** (as needed)
 - 19. NCTV Advisory Board** (as needed)

City of Napoleon, Ohio
City Council
in Joint Session with
Water, Sewer, Refuse, Recycling & Litter Committee

Meeting Minutes

Monday, August 08, 2016 at 7:00pm

PRESENT

**Water & Sewer Committee
Council**

City Staff

Recorder

Others

Absent

**Review of History of the Water
Treatment Plant Project**

Discussion

Jeff Comadoll – Chair, Travis Shaeffer, Rita Small
Travis Shaeffer – President, Patrick McColley, Dan Baer, Joe Bialorucki, Jeff Comadoll, Rita Small, Jeff Mires
Monica S. Ireland, City Manager
Chris Peddicord, Assistant Finance Director/Acting Clerk of Council
Lisa L. Nagel, Law Director
Scott Hoover, Water Treatment Plant Superintendent
Chad Lulfs, Director of Public Works
Tracy Crist
Media

Ireland presented the history of the Water Treatment Plant project. (see attached).

There were no questions or comments on the history of the project.

Ireland gave a quick history update of the Malinta water agreements. (see attached).

There were no questions or comments on the update.

Ireland gave an update on the Water Treatment Plant Rehab project. (see attached).

Ireland reminded council and committee that in May she brought an update stating with the improved economy, the costs for rehabilitation were also increasing. She stated staff has made line item cuts of approximately \$350,000 and design cuts made by council of approximately \$300,000 have resulted in roughly \$650,000 in savings. But the overall cost of the project is now at about \$17.1 million.

Ireland informed council that the city is still waiting on whether it will be approved for a \$2.9 million grant or not, and that she has also applied for several low or no interest loans.

Ireland stated the overall rehab plans were turned into the EPA in July, which is six (6) months behind schedule. Ireland stated she is still hopeful the project can be bid out by the end of this year. She also said that although the ultraviolet disinfection portion of the project is also behind schedule, it should still be installed later this fall.

McColley asked if there were any other grants available? Ireland replied non for which the city qualifies.

Bialorucki asked who was a fault for this being behind schedule? Ireland said 100% it's all on them; that we have been pushing our engineers and they are aware of our unhappiness.

Bialorucki asked if there is anything in the contract that holds the engineering firm responsible? Ireland said those details will be discussed when it comes time to hold an executive session on such issues.

Motion To Go Into Executive Session To Discuss Personnel Compensation

Motion: Small Second: McColley

Passed
Yea-7
Nay- 0

Roll call vote on above motion:
Yea- Bialorucki, Small, McColley, Shaeffer, Commadoll, Baer, Mires
Nay-

Council went into Executive Session at 7:30 p.m.

Motion To Come Out of Executive Session

Motion: Small Second: McColley

Passed
Yea-7
Nay- 0

Roll call vote on above motion:
Yea- Bialorucki, Small, McColley, Shaeffer, Commadoll, Baer, Mires
Nay-

Council came out of Executive Session at 7:53 p.m. No action was taken.

Motion to Adjourn

Motion: Shaeffer Second: Bialorucki
To adjourn the meeting at 7:30 pm

Passed
Yea – 7
Nay – 0

Roll call vote on above motion:
Yea- Bialorucki, Small, McColley, Shaeffer, Commadoll, Baer, Mires
Nay-

Approved

Travis Shaeffer, President

Jason P. Maassel, Mayor

Gregory J Heath, Finance Director/Clerk of Council

DRAFT

City of Napoleon, Ohio
City Council

Meeting Minutes
Monday, August 15, 2016 at 7:00pm

PRESENT

Council

Travis Sheaffer – President, Patrick McColley – President Pro Tem, Dan Baer, Joe Bialorucki, Jeff Comadoll, Rita Small, Jeff Mires

Mayor

Jason P. Maassel

City Manager

Monica S. Irelan

Law Director

Lisa L. Nagel

Finance Director/ Clerk

Gregory J. Heath

Of Council

Recorder

Kristi Rhoads

City Staff

Chad Lulfs, Director of Public Works

Bobbie Stites, MIS

Lt. Dave Mack, Police Dept

Chief Clayton O'Brien, Fire Chief

Scott R. Durham, News Media; NCTV

Others

ABSENT

Council

Others

Call To Order

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

Approval Of Minutes

Minutes of the August 1, 2016 Council meeting stand approved as read with no objections or corrections.

Citizen Communication

Scott R. Durham addressed Council, wanted to know if the City is going to resurface E. Washington St.

Irelan is guessing sometime between 2018 & 2020 because of the sewer line.

Durham is also concerned because he received a bill from the City for repainting of curbs at his business on E. Riverview Ave. He painted them orange to make his business look better but the City came through and repainted them. If he would have known he wasn't supposed to paint them he would not have touched them.

Irelan informed him that the curbs are in a right of way and he is not supposed to be painting them. Also, orange is not an approved color. Because we were already using a business for striping the roads at that time she had them paint the curbs the correct color. It was much cheaper for him that way.

Durham wanted to know if he could paint the light poles on the property.

Irelan told him if they're in the right of way he needs to come in and talk to Chad Lulfs first.

**Reports From
Committees**

The Parks & Recreation Committee did not meet tonight due to lack of agenda items.

Chairman Sheaffer reported that the Ad Hoc Committee on Organizational

project that hasn't already started.

Mayor Maassel

Do we need to figure out a way to start saving money for the water treatment plant? Irelan says they've reached out to Courtney & Associates for another rate study. We've received a little bit of money from the last rate structure.

Comadoll

Last Thursday there wasn't any CCNO help and we really need that. We were already short staffed and we had to use water distribution guys to help out. Irelan will talk to the Commissioners about other options. Jeff Rathge and Irelan sat down last week and discussed this.

Baer

Safety & Human Resources meeting for next week has been cancelled. Also, Baer is going to meet with the Government teacher at the High School to possibly start a Government Student of the Month.

Irelan

A \$30,000 grant for testing equipment for the water treatment plant was applied for back in October, we just got notification that we were accepted. We have about \$25,000 to purchase testing equipment. We need council to accept the grant so we can sign the paperwork.

**Motion to Accept
\$30,000 Grant for
Testing Equipment at
the Water Treatment
Plant**

Motion: Comadoll Second: Bialorucki
To Accept the \$30,000 grant for testing equipment at the Water Treatment Plant

Passed

**Yea- 7
Nay- 0**

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

Approval Of Bills

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

Motion To Adjourn

Motion: Small Second: Comadoll
To adjourn the meeting.

Passed

**Yea- 7
Nay- 0**

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

Adjournment

Meeting adjourned at 7:38 pm.

Approved:

Travis B. Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council