
Memorandum

TO: Mayor and City Council
City Manager, Finance Director, City Law Director
FROM: Roxanne
SUBJECT: General Information
DATE: April 13, 2017



CALENDAR

MONDAY, APRIL 17, 2017

@ 6:30 pm–Special Municipal Properties, Buildings, Land Use and Economic Development Committee Meeting

1. *Review/Discussion: Changing the Table of Permissible Uses in the Zoning Code*
 - PC 17-02 explains the requested changes and was approved by the Planning Commission at their meeting on April 11th.

@ 7:00 pm – City Council Meeting

G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **Ordinance No. 014-17**, an Ordinance Amending Ordinance No. 120-00 passed October 16, 2000; Removing the Department of Engineering as the Housing Officer for the City of Napoleon, Ohio; and Establishing and Authorizing the Department of Management to Perform the Duties of Housing Officer for the City of Napoleon, Ohio; and Declaring an Emergency. *(Suspension Requested)*
2. **Resolution No. 017-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand Dollars (\$25,000.00) for the Purpose of Repairing the Roller Supports and Insulation of the Waterline Located at the City of Napoleon, Ohio Perry Street Bridge and Authorizing the Sole Sourcing of BGL Asset Services, LLC., and Authorizing the City Manager to enter into a Contract for said Repairs; and Declaring an Emergency. *(Suspension Requested)*
 - Attached to the Resolution is a Memorandum from Chad Lulfs for this sole source request.
3. **Resolution No. 018-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand Dollars (\$25,000.00) for the purpose of Purchasing five (5) City of Napoleon, Ohio Entrance Signs and Authorizing the Sole Sourcing of the Project to Masterpiece Signs & Graphics, Inc., and Authorizing the City Manager to enter into a Contract for said Purchase; and Declaring an Emergency. *(Suspension Requested)*
 - In addition to the Resolution, also enclosed is Tony Cotter's Memorandum for sole sourcing this project.
4. **Ordinance No. 020-17**, an Ordinance establishing a New Position Classification Pay Plan for Employees of the City of Napoleon, Ohio for the Year 2017; Amending Ordinance No. 061-16; and Declaring an Emergency. *(Suspension Requested)*
5. **Resolution No. 021-17**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency. *(Suspension Requested)*
6. **Resolution No. 022-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000.00) for the Purpose of the City of Napoleon, Ohio Annual Audit for the Year Ending December 31, 2016, and Authorizing the Finance Director of the City of Napoleon, Ohio to Enter into a Contract for said Audit with the Auditor of State of the State of Ohio; and Declaring an Emergency. *(Suspension Requested)*

H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS - None

I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS - None

J. GOOD OF THE CITY (*Any other business as may properly come before Council, including but not limited to*):

- Enclosed are Memorandums from Greg Heath for both Item 1 and Item 2.
- 1. **Discussion/Action:** Recommendation to approve the PSCAF for April 2017 as: PSCAF corrected three (3) month averaged factor \$0.00536, JV2 \$0.011319, JV5 \$0.011319.
- 2. **Discussion/Action:** Recommendation to approve using the procedure outlined by the Finance Director for Inactive Electric Accounts that may have a Credit.
- 3. **Discussion/Action:** Award Contract for the Park Street Improvements ~ Phase 2 (L.T.C.P. Project No. 17C & 11E ~ Partial).
 - As noted on the attached Memorandum from Chad Lulfs, the recommendation is to award this project to Bryan Excavating, LLC in the amount of \$661,492.50.
- 4. **Discussion/Action:** Renewals of Agricultural Districts Located in the City of Napoleon, Ohio, for various properties; and to direct the Law Director to Draft Legislation approving the Ag-Districts.
 - A copy of the renewals received by the Finance Director from the County Auditor's office are enclosed.
- 5. **Discussion/Action:** Set a Public Hearing for Agricultural Districts for Monday, May 1, 2017 at 6:45 pm.
 - Greg Heath has recommended setting the public hearing for this date and time.
- 6. **Discussion/Action:** Recommendation to add Sidewalk Assessment Process on Construction Projects according to Assessment Laws found in the ORC.
 - This recommendation came from the Municipal Properties Committee.
- 7. **Discussion/Action:** Review and Approval of Home Energy Assistance Program (HEAP) on Electric Bills.
 - Enclosed is information from the Ohio Development Services Agency on the HEAP program.
- 8. **Discussion/Action:** Accept the Donation of a Used Flag Pole from Herron's Furniture, North Scott Street.
- 9. **Discussion/Action:** Approve PC 17-01 Replat of Mahnke Orchards – Plat No. 1.
 - A copy of PC 17-01 that was approved by the Planning Commission is attached.
- 10. **Discussion/Action:** to direct the Law Director to Draft Legislation Changing the Table of Permissible Uses in the Zoning Code.

L. Approve Payments of Bills and Approve Financial Reports

MISCELLANEOUS INFORMATION

- a. **Agenda** – City Tree Commission; April 17th at 6:00 pm
- b. **Canceled** - Ad-hoc Committee on Organizational Health and Strategic Vision
- c. **Canceled** - Parks and Rec Committee
- d. Greg Heath will be out-of-the-office from April 14 through April 30, 2017 and has appointed Chris Peddicord as the Acting Finance Director/Clerk of Council in his absence (the Memo is attached).
- e. AMP Update/April 7, 2017

April 2017

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 26 - Apr 1	Mar 26	27	28	29	30	31	Apr 1
Apr 2 - 8	2	3 6:00pm Technology and Communications Committee 6:30pm Housing Council 7:00pm City Council	4	5	6	7	8
Apr 9 - 15	9	10 10:00am HealthcareCost Comm. 6:30pm Board of Public 6:30pm Electric Committ 7:30pm Municipal Prope	11 5:00pm Planning Commission	12	13	14 Good Friday - Offices C	15
Apr 16 - 22	16 Easter Day (United State	17 Tax Day (United States) 6:00pm City Tree Commission 6:30pm Special Municipa 7:00pm City Council	18	19	20	21	22
Apr 23 - 29	23	24 6:30pm Finance and Budget Committee 7:30pm Safety and Human Resources Committee	25 4:30pm Civil Service Commission	26 6:30pm Parks and Rec Board	27	28	29
Apr 30 - May 6	30	May 1	2	3	4	5	6

City of Napoleon, Ohio

SPECIAL MEETING

of the

**MUNICIPAL PROPERTIES, BUILDINGS, LAND USE,
AND ECONOMIC DEVELOPMENT COMMITTEE**

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

SPECIAL MEETING AGENDA

Monday, April 17, 2017 at 6:30 pm

- 1) Review/Discussion: Changing the Table of Permissible Uses in the Zoning Code.
- 2) Any other matters currently assigned to the Committee.
- 3) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

PC 17-02

Review Proposed Changes to Planning & Zoning Code

MEMORANDUM

TO: Members of The City Planning Commission

FROM: Mark B. Spiess, Sr. Eng. Tech / Zoning Admin.

SUBJECT: Review Changes to Planning & Zoning Codes

MEETING DATE: April 11, 2017 @ 5:00PM

HEARING #: PC 17-02

BACKGROUND:

Section 1145.01, Table of Permissible Uses, of Chapter 11 of the Planning & Zoning section of the City of Napoleon's Codified Ordinances has proposed changes. These changes must be approved, by this board and by a committee of council. Pending approval by both, it will then go before the full body of council.

RESEARCH AND FINDINGS

1. Allowing Farm Markets and Stands, Plant Cultivation, and Specialized Animal Raising on a conditional basis in a C-4 area will improve economic development while maintaining the intended use of the C-4 zone.

PLANNING COMMISSION RESOLUTION NO. PC 17-02

A RESOLUTION OF THE CITY OF NAPOLEON PLANNING COMMISSION RECOMMENDING TO COUNCIL THE APPROVAL AND ENACTMENT OF PROPOSED AMENDMENT TO SECTION 1145.01, TABLE OF PERMISSIBLE USES, IN CHAPTER 11 OF THE PLANNING & ZONING SECTION OF THE CITY OF NAPOLEON'S CODIFIED ORDINANCES

WHEREAS, the City of Napoleon Planning Commission has been requested to process a duly filed application for an amendment to the current zoning code; and,

WHEREAS, pursuant to Section 1121.03 of the Codified Ordinances of Napoleon, Ohio (Zoning Code) the Planning Commission, within sixty (60) days of receipt of such application held meetings and hearings on the application with notice thereof; and,

WHEREAS, this Commission finds that proper application has been made and notice given in conformance with Section 159.03 of the Administrative Code as found in the Codified Ordinances of the City of Napoleon, Ohio; and,

WHEREAS, the Planning Commission so desires to make a recommendation concerning the adoption and enactment of the proposed planning and zoning code amendments as presented to it on a specific case in Hearing PC 17-01.

BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, in accordance with Section 1145.01 Table of Permissible Uses in the "Agricultural" table under the "Commercial" heading, the "C-4" column; changing the "Farm Markets & Stands", "Plant Cultivation", and "Specialized Animal Raising" rows to the letter "C", this change indicating that the use may be permissible with a conditional use permit in the indicated zone as may be issued by the Zoning Administrator upon approval by the Council after Planning Commission review. This change is shown in Exhibit A.

Section 2. That, this Commission considered the following criteria in making its decision:

- a. The present zoning classification of the general property of the area in question is currently zoned C-4 Planned Commercial; and,
- b. The existing use of the property within the general area in question; and,
- c. The suitability of the property in question to the uses permitted under the existing zoning classification; and,
- d. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification; and,
- e. Changed or changing conditions in the applicable area, or in the City, generally that make the proposed zoning or amendment thereto reasonably necessary to the promotion of the public health, safety, or general welfare.

Section 3. That, this Commission recommends approval of rezoning and the adoption of the proposed amendment and/or rezoning of the property to reflect a zoning for the area as described in Section 1 of this Resolution to a classification of C-4 (Planned Commercial), such adoption being in the public interest and not solely for the interest of the petitioner.

Section 4. That, it is recommended that the official zone map shall be amended to reflect the changes in zoning as recommended in Section 3 of this Resolution.

Section 5. That, this Resolution along with the minutes from the PC 16-05 meeting shall serve as a report from this Commission.

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

Section 7. That, upon passage, this Resolution shall take effect at the earliest time permitted by law.


Robert McLimans, Chairman

VOTE:

Member: Robert McLimans	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
Member: Marv Barlow	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
Member: Fredric Furney	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
Member: Tim Barry	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
Member: Jason Maassel, Mayor	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain

PC 17-01

Exhibit A

CHAPTER 1145 Table of Permissible Uses

1145.01 Table of Permissible Uses.

CROSS REFERENCES
Uses defined- see P. & Z. Ch. 1101

1145.01 TABLE OF PERMISSIBLE USES.

The Table of Permissible Uses should be read in close conjunction with the definitions of terms set forth in Definitions of Basic Terms and the other interpretive provisions set forth in this Planning and Zoning Code.

- (a) Use of the Designation "P" and "C" in Table of Permissible Uses. When used in connection with a particular use in the Table of Permissible Uses, the letter "P" means that the use is permissible in the indicated zone with a zoning permit issued by the Zoning Administrator. When the letter "P" is nonexistent in the Table, then it shall be deemed a non-permissible use unless a special use or conditional use permit is approved in accordance with this Zoning Code.
In the zone district. When used in connection with a particular use in the Table of Permissible Uses, the letter "C" means that the use may be permissible with a conditional use permit in the indicated zone as may be issued by the Zoning Administrator upon approval by the Council after Planning Commission review.
- (b) Jurisdiction Over Uses Otherwise Permissible with a Zoning Permit.
Notwithstanding any other provisions of this Planning and Zoning Code, whenever the Table of Permissible Uses (interpreted in light of subsection (a) hereof and the other provisions of this Planning and Zoning Code) provides that a use is permissible with a zoning permit, and/or a conditional use permit, as applicable, shall nevertheless be required if the Zoning Administrator finds that the proposed use would have an extraordinary impact on neighboring properties or the general public. In making this determination, the Zoning Administrator shall consider, among other factors, whether the use constitutes a change from one principal use classification to another, whether the use is proposed for a site that poses peculiar traffic or other hazards or difficulties, and whether the proposed use is substantially unique or is likely to have impacts that differ substantially from those presented by other uses that are permissible in the zoning district in question.
- (c) Permissible Uses and Specific Exclusions.
 - (1) The presumption established by this Planning and Zoning Code is that all legitimate uses of land, except those uses which, if allowed, would not serve to promote public health, safety, convenience, comfort, prosperity or general welfare, are permissible within at least one zoning district in the City's planning jurisdiction. Therefore, because the list of permissible uses set forth in (Table of Permissible Uses) cannot be all inclusive, those uses that are listed shall be interpreted liberally to include other uses that have similar impacts to the listed uses, subject to the issuance of a conditional use permit.
 - (2) The "Table of Permissible Uses" shall not be interpreted to allow a use in one zoning district when the use in question is more closely related to

- another specified use that is permissible in other zoning districts.
- (3) Without limiting the generality of the foregoing provisions, the following uses (a) through (d) are specifically prohibited in all districts:
- A. Any use that involves the manufacture, handling, sale, distribution, or storage of any highly combustible or explosive materials in violation of the City's Fire Prevention Code.
 - B. Stockyards, slaughterhouses, and rendering plants.
 - C. Use of a travel trailer as a temporary or permanent dwelling.
 - D. Use of a motor vehicle parked on a lot as a structure in which, out of which, or from which any goods are sold or stored, any services are performed, or other business is conducted.
- (d) Accessory Uses.
- (1)) The Table of Permissible Uses classifies different principal uses according to their different impacts.
 - (2) Accessory use, or accessory: an "accessory use" is a use that is clearly incidental to, customarily found in connection with, and (except in case of accessory off-street parking spaces or loading) located on the same zoning lot as the principal use to which it is related. When "accessory" is used in the text, it shall have the same meaning as "accessory use". An "accessory use" includes, but is not limited to, the following:
 - A. Swimming pools for use of occupants of a residence or their guests.
 - B. Domestic or agricultural storage in a barn, shed, tool room, or similar accessory building or other structure.
 - C. Home occupations when carried on by the owner-resident of the dwelling when no physical or visual affects are observed beyond the walls of the dwelling.
 - D. Storage of merchandise normally carried in stock in connection with a business or industrial use, unless such storage is excluded in the applicable district regulations.
 - E. Storage of goods used in or produced by industrial uses or related activities, unless such storage is excluded in the applicable district regulations.
 - F. Accessory off-street parking regulations for the district in which the zoning lot is located.
 - G. Accessory signs, subject to the sign regulations for the district in which the zoning lot is located.
 - H. Satellite antenna or microwave receiving antenna, following all regulations set forth in Section 1127.20.
 - (4) The following activities shall not be regarded as accessory to a residential principal use and are prohibited in residential districts.
 - A. Storage outside of a substantially enclosed structure of any motor vehicle that is unlicensed and not operational.
 - B. Parking outside a substantially enclosed structure of more than four motor vehicles between the front building line of the principal building and the street on any lot used for purposes that fall within the permitted use in a residential district.
- (e) Permissible Uses Not Requiring Zoning Permits. Notwithstanding any other provisions of this Planning and Zoning Code, no zoning, or conditional-use permit is necessary for the following uses:
- (1) Streets.
 - (2) Electric power, telephone, telegraph, fiber optic cable, cable television, gas, water, and sewer lines, wires or pipes, together with supporting poles or structures, located within a public right-of-way, except that a use of right-of-way permit may be required by the City.
 - (3) Neighborhood utility facilities located within a public right-of-way with the permission of the owner or controller (state or city) of the right-of-way.
- (f) Change in Use.

- (1) A substantial change in use of property occurs whenever the essential character or nature of the activity conducted on a lot changes. This occurs whenever:
 - A. The change involves a change from one principal use category to another; or
 - B. If the original use is a Combination Use or Planned Development, the relative proportion of space devoted to the individual principal use that comprises the Combination Use or Planned Development Use changes to such an extent that the parking requirements for the overall use are altered; or
 - C. If the original use is a Combination Use or Planned Development Use, the mixture of types of individual principal uses that comprise the Combination Use or Planned Development Use changes; or
 - D. If the original use is a Planned Residential Development, the relative proportions of different types of dwelling units change; or
 - E. If there is only one business or enterprise conducted on the lot (regardless of whether that business or enterprise consists of one individual principal use or a Combination Use), that business or enterprise moves out and a different type of enterprise moves in (even though the new business or enterprise may be classified under the same principal use or Combination Use category as the previous type of business). For illustration purposes only, if there is only one building on a lot and a florist shop that is the sole tenant of the building moves out and is replaced by a clothing store, which constitutes a change in use even though both tenants fall within a permitted principal Use. However, if the florist shop were replaced by another florist shop, that would not constitute a change in use since the type of business or enterprise would not have changed. Moreover, if the florist shop moved out of a rented space in a shopping center and was replaced by a clothing store, that would not constitute a change in use since there is more than one business on the lot and the essential character of the activity conducted on that lot (shopping center, Combination Use) has not changed.
 - (2) A mere change in the status of property from unoccupied to occupied or vice versa does not constitute a change in use. Whether a change in use occurs shall be determined by comparing the two active uses of the property without regard to any intervening period during which the property may have been unoccupied, unless the property has remained unoccupied for more than 181 consecutive days or has been abandoned.
- (g) Combination Uses.
- (1) When a Combination Use comprises two or more principal uses that require different types of permits, then the permit authorizing the Combination Use shall be a conditional use permit along with a zoning permit.
 - (2) When a Combination Use consists of a single-family detached residential subdivision that is not architecturally integrated and two-family or multi-family uses, the total density permissible on the entire tract shall be determined by having the developer indicate on the plans the portion of the total lot that will be developed for each purpose and calculating the density for each portion as if it were a separate lot.
 - (3) When a Combination Use consists of a single-family detached, architecturally integrated subdivision two-family or multi-family uses, then the total density permissible on the entire tract shall be determined by dividing the area of the tract by the minimum square footage per dwelling unit specified therein.
- (h) More Specific Use Controls. Whenever a development could fall within more than one use classification in the Table of Permissible Uses, the use classification that most closely and most specifically describes the development controls.

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
AGRICULTURAL:	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	1-1	1-2
FARM MARKETS & STANDS					C			C	p		
KENNELS								p		p	
PLANT CULTIVATION								C		p	
SPECIALIZED ANIMAL RAISING								C		p	

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
RESIDENTIAL:	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	1-1	1-2
ONE FAMILY DWELLING	p	p	p	p							
TWO FAMILY DWELLING	p	p	p	p							
MULTIPLE FAMILY DWELLING				p							
DAY CARE CENTERS				C			C	p			
APARTMENTS ABOVE 1ST FLOOR			p	p	p			p			
BED & BREAKFAST			p	p	p						
FUNCTIONAL EQUIVALENT FAMILY	C	C	C	C							
HOME OCCUPATION	p			C	C						
REASONABLE ACCOMMODATION USE	C	C	C	C							
ASSISTED LIVING UNITS				p							
MANUFACTURED HOMES										p	

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	I-1	I-2
COMMERCIAL:									p	p	p
AGRICULTURE, CONSTRUCTION , SEMI- TRUCK SALES/SERVICE									p	p	p
ANIMAL HOSPITAL/VETERINARY CLINIC							p	p			
AUTOMOTIVE OIL & LUBE SERVICE FACILITIES								p	p	c	
AUTOMOTIVE SALES OR LEASE FOR NEW & USED VEHICLES- OUTDOORS								p	p		c
AUTO REPAIR									p	c	
AUTO WASH							c	c	p		
COMMERCIAL RECREATIONAL FACILITIES								p	p		
COMMERCIAL SCHOOL							p	p	p		
BANKS					p		p	p	p		
COMMERCIAL SEMI- TRUCK SALES/SERVICE									c	p	p

COMMERCIAL:	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	I-1	J-2
ENTERTAINMENT AND SPECTATOR SPORT FACILITIES								p	p	C	C
GROCERY STORES								p	p		
MESSAGE/RELAXATION ESTABLISHMENT									C	p	
MOTEL & HOTEL								p	p	C	
NEIGHBORHOOD BUSINESS LESS THAN 10,000 SQ. FT.					p		p	p	p		
PERSONAL SERVICES					p		p	p	p		
OFFICE					p		p	p	p		
PRINTING					p		p	p	p		
RECREATIONAL VEHICLE/EQUIPMENT OUTDOOR SALES								C	p	C	p
RESTAURANT CARRY-OUT ONLY					p		C	p	p		
RESTAURANT DRIVE-IN								p	p	C	
RESTAURANT FAST FOOD					p		C	p	p	C	

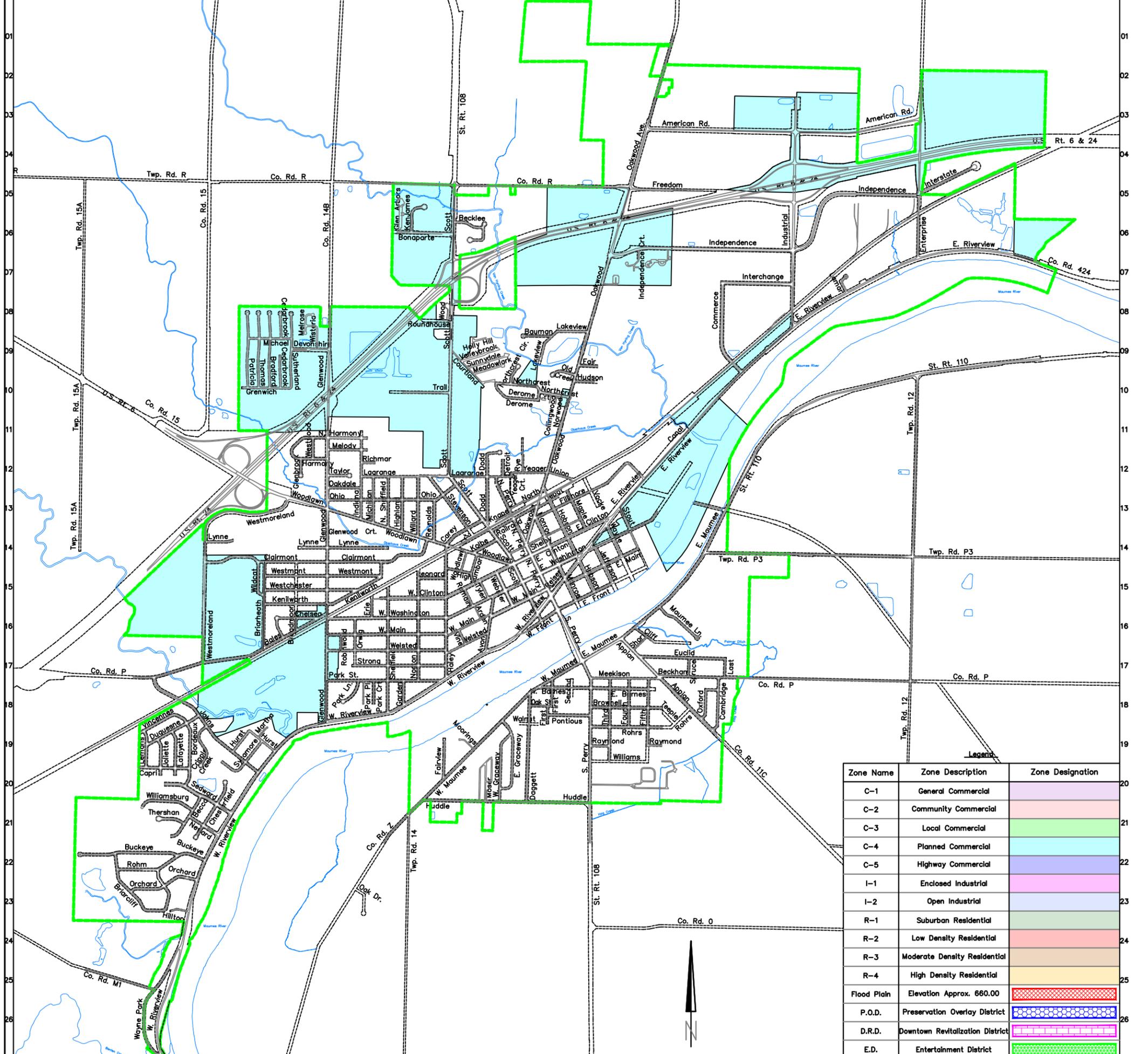
	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	I-1	J-2
COMMERCIAL:					P			P	P		
RESTAURANT OUTDOOR CAFE					P			P	P		
RESTAURANT FULL SERVICE					P			P	P	C	
RETAIL BUSINESS: LESS THAN 60,000 GSF					P		P	P	P		
RETAIL BUSINESS MORE THAN 60,000 GSF								P	P		
SALE & STORAGE OF BUILDING MATERIALS										P	P
SELF-SERVICE STORAGE									P	P	P
SERVICE STATION					P			P	P		
SEXUALLY ORIENTED BUSINESS						C					
SHOPPING CENTER					C			P	P		
HOSPITALITY FACILITIES								P	P		
ROOMING HOUSE	C	C	C	C	C						

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	I-1	I-2
COMMERCIAL:					P						
CEMETERY			C	C			C				
REPAIR SERVICES, CONSUMER					P		P	P	P		
NURSERY/GREENHOUSE									P	C	C

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
INDUSTRIAL:	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	I-1	I-2
ARTIFICIAL LAKE, POND, OR RESERVOIR	C	C	C	C	C	C	C	C	C	C	C
AUTO & METAL SALVAGE, JUNK YARDS										P	C
BORROW PITS	C	C	C	C	C	C	C	C	C	C	C
FOOD PROCESSING									C	P	P
EXCAVATION, SAND, GRAVEL, CLAY, STONE & TOPSOIL FACILITIES										C	C
LABORATORIES										P	P
MANUFACTURING, SALE/STORAGE BUILDING MATERIALS									C	P	P
MANUFACTURING- GENERAL										C	P
MANUFACTURING: LIGHT										P	P
OIL & GAS WELLS										C	P
OUTSIDE STORAGE											P

	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	1-1	1-2
INDUSTRIAL:											
PUBLISHING										p	p
TRANSPORT & TRUCKING										c	p
WAREHOUSING										p	p
WHOLESALE BUSINESS									c	p	p
WIND GENERATOR (TURBINE)	c	c	c	c						c	p
PLANNED APARTMENT DEVELOPMENT			c	c				c			
PLANNED COMMERCIAL DEVELOPMENT							c	c	c		
PLANNED CLUSTER DEVELOPMENT			c	c				c			
PLANNED RESIDENTIAL DEVELOPMENT			c	c							

INSTITUTIONAL:	RESIDENTIAL				COMMERCIAL					INDUSTRIAL	
	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	C-5	1-1	1-2
Cemetery	C	C	C	C	C		C	C	C	C	C
Child Day Care Centers				C	p		p	p	p		
Clubs, Lodges, Fraternal and Civic Assembly				C	p		p	p	p		
Convalescent and Nursing Homes				C	p		p	p	p		
Essential Service	p	p	p	p	p		p	p	p	p	p
Hospital					p		p	p	p		
Institutional Use			C	C	p		p	p	p	p	
Mortuaries and Funeral Homes			C	C	p		p	p	p		
Public and Private Schools			C	C	p		p	p	p		
Public Service Facilities	p	p	p	p	p		p	p	p	p	p
Wireless Telecommunication Facilities										C	C



Zone Name	Zone Description	Zone Designation
C-1	General Commercial	[Pink Box]
C-2	Community Commercial	[Light Blue Box]
C-3	Local Commercial	[Light Green Box]
C-4	Planned Commercial	[Light Purple Box]
C-5	Highway Commercial	[Light Orange Box]
I-1	Enclosed Industrial	[Light Yellow Box]
I-2	Open Industrial	[Light Blue Box]
R-1	Suburban Residential	[Light Green Box]
R-2	Low Density Residential	[Light Orange Box]
R-3	Moderate Density Residential	[Light Yellow Box]
R-4	High Density Residential	[Light Orange Box]
Flood Plain	Elevation Approx. 660.00	[Red Hatched Box]
P.O.D.	Preservation Overlay District	[Blue Dotted Box]
D.R.D.	Downtown Revitalization District	[Pink Dotted Box]
E.D.	Entertainment District	[Green Dotted Box]

- | | | | |
|-------------------|------|----------------------|------|
| American Rd. | V-03 | Maple St. | N-13 |
| Appian Ave. | O-17 | Martha Ln. | F-19 |
| Arden Ct. | K-16 | Maumee Ave.,East | N-17 |
| Avon Pl. | K-16 | Maumee Ave.,West | M-17 |
| Bales Rd. | F-16 | Maumee Ln. | P-16 |
| Barnes Ave.,East | M-18 | Meadowlark Ln. | K-09 |
| Barnes Ave.,West | O-18 | Meekison St. | O-17 |
| Bauman Pl. | M-09 | Melody Ln. | H-11 |
| Becca Ln. | D-21 | Melrose Pl. | G-08 |
| Beckham St. | P-17 | Michael Dr. | F-09 |
| Becklee Dr. | K-06 | Michigan Ave. | I-13 |
| Bonaparte Dr. | J-06 | Monroe St. | N-15 |
| Bordeaux Dr. | D-19 | Moorings Dr. | K-19 |
| Bradford Ave. | F-10 | Moser Dr. | L-20 |
| Briarcliff Dr. | C-23 | Neward Dr. | E-21 |
| Briarheath Ave. | F-16 | North St. | M-13 |
| Broadmoor Ave. | G-16 | Northcrest Cir. | L-10 |
| Brownell Ave. | O-18 | Northcrest Dr. | M-10 |
| Buckeye Ln. | C-22 | Norton Ave. | J-17 |
| Cambridge St. | Q-18 | Norwood Dr. | M-10 |
| Canal St. | P-11 | Oak Dr. | I-23 |
| Capri Dr. | C-20 | Oak St. | M-18 |
| Carey St. | K-14 | Oakdale Dr. | H-12 |
| Cedarbrook Ave. | G-10 | Oakwood Ave. | M-12 |
| Chelsea Ave. | G-16 | Ohio St. | H-13 |
| Chesterfield Dr. | E-21 | Old Creek Dr. | N-10 |
| Clairmont Ave. | H-14 | Orchard Ln. | D-22 |
| Cliff St. | O-16 | Orwig Ave. | H-17 |
| Clinton St.,East | M-14 | Oxford St. | O-18 |
| Clinton St.,West | J-15 | Park Cr. | I-18 |
| Collingwood Dr. | M-10 | Park Pl. | I-18 |
| Commerce Dr. | Q-08 | Park St. | H-17 |
| Courtland Dr. | K-09 | Park Ln. | H-18 |
| Cripple Creek Cr. | E-19 | Patricia Ave. | F-10 |
| Daggett Dr. | M-20 | Perry St.,North | M-15 |
| Depot St. | M-13 | Perry St.,South | N-16 |
| Derome Cr. | L-10 | Pontious Pl. | M-18 |
| Derome Dr. | L-10 | Railroad St. | L-13 |
| Detroit Ave. | L-12 | Raymond St. | P-19 |
| Devonshire Dr. | G-09 | Reiser St. | M-15 |
| Dodd St. | K-13 | Reynolds St. | J-14 |
| Duquesne Dr. | C-19 | Richmar Ln. | I-12 |
| Enterprise Ave. | V-06 | Riverview Ave.,East | O-13 |
| Erie St. | I-16 | Riverview Ave.,West | K-17 |
| Euclid Ave. | P-17 | Robinwood Ave. | H-16 |
| Fair St. | N-09 | Rohm Dr. | C-22 |
| Fairview Dr. | I-20 | Rohrs Ave. | O-19 |
| Fifth St. | O-18 | Romain Ave. | K-15 |
| Fillmore St. | M-13 | Roundhouse Rd. | J-08 |
| First St. | M-18 | Rye St. | L-12 |
| Fourth St. | O-18 | Scott St. | L-14 |
| Freedom Dr. | O-05 | Second St. | N-18 |
| Front St.,East | N-15 | Seward Ave. | D-20 |
| Front St.,West | M-16 | Sheffield Ave. | I-17 |
| Garden St. | J-18 | Sheffield Ave.,North | I-13 |
| Glen Arbors Dr. | I-06 | Shelby Ave. | M-14 |
| Glenbrook Cr. | G-12 | Short St. | O-16 |
| Glenwood Ave. | H-13 | Spruce St. | Q-17 |
| Glenwood Cr. | H-13 | Stevenson St. | K-13 |
| Graceway Dr.,East | L-20 | Stout St. | O-13 |
| Graceway Dr.,West | L-20 | Strong St. | I-17 |
| Greenwich Dr. | F-10 | Sunnydale Ln. | K-09 |
| Haley Ave. | K-17 | Sutherland Ave. | G-10 |
| Harmony Dr. | G-12 | Sycamore Dr. | F-19 |
| Harmony Dr.,North | H-11 | Taylor Dr. | H-12 |
| High St. | K-15 | Teeple St. | P-19 |
| Highland Ave. | I-13 | Thershan Dr. | D-21 |
| Hilltop Ln. | D-23 | Third St. | O-18 |
| Hobson St. | N-15 | Thomas Ave. | F-10 |
| Holly Hill Dr. | K-09 | Township Rd. P3 | Q-14 |
| Huddle Rd. | N-20 | Trail Dr. | J-10 |
| Hudson St. | N-10 | Tyler St. | K-15 |
| Hurst Dr. | F-19 | Union St. | M-12 |
| Independence Cr. | O-07 | Valleybrook Ln. | K-09 |
| Indiana Ave. | H-13 | Vincennes Dr. | D-18 |
| Industrial Dr. | S-06 | Vine St. | K-16 |
| Interchange Dr. | R-07 | Vocke St. | N-13 |
| Interstate Dr. | V-05 | Walnut St. | M-18 |
| Jahns Rd. | D-18 | Washington St.,East | N-14 |
| Jefferson St. | N-14 | Washington St.,West | J-16 |
| Joliette Dr. | D-19 | Wayne St. | O-14 |
| Kenilworth Ave. | H-15 | Wayne Park Dr. | C-26 |
| KenJames Cr. | J-06 | Webster St. | L-15 |
| Knap St. | L-13 | Welsted St. | I-17 |
| Kolbe St. | K-14 | Westchester Ave. | G-15 |
| Lafayette Dr. | D-19 | Westmont Ave. | G-15 |
| Lagrange St. | K-12 | Westmoreland Ave. | E-17 |
| Lakeview Dr. | N-08 | Westwood Ave. | G-12 |
| Lamar Ln. | T-07 | Wildcat Dr. | F-15 |
| Last St. | Q-17 | Willard St. | J-13 |
| Lemans Dr. | C-19 | Williams St. | O-19 |
| Leonard St. | J-15 | Williamsburg Ave. | D-20 |
| Lumbard St. | K-15 | Wisteria Ln. | G-08 |
| Lynne Ave. | G-14 | Wood Dr. | K-08 |
| Main St.,East | O-14 | Woodlawn Ave. | G-13 |
| Main St.,West | M-15 | Woodlawn Cr. | K-14 |
| | | Yeager Cr. | L-12 |
| | | Yeager St. | M-12 |

City of Napoleon Department
 Engineering Department
 255 West Riverview Avenue
 Napoleon, Ohio 43545
 Phone: (419) 592-4010
 Fax: (419) 599-8393

Plans Prepared By:
 City of Napoleon
 Engineering Department
 Chad E. Luffs, P.E., P.S.
 Director of Public Works

Created: 1/24/17
 Drawn: Mark B. Spless
 Plotted: 3/31/17
 Scale: N.T.S.
 Approved: Tom Zimmerman
 Drawing Name: Zoning Map.dwg
 Sheet 00 of 00

CITY COUNCIL

Meeting Agenda

Monday, April 17, 2017 at 7:00 pm

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

A. Attendance (Noted by the Clerk)

B. Prayer and Pledge of Allegiance

C. Approval of Minutes: *(in the absence of any objections or corrections, the minutes shall stand approved)*

1. April 03, 2017 (Regular Council Meeting)

D. Citizen Communication

E. Reports from Council Committees

1. **Electric Committee** met on April 10, 2017 and:
 - a. Recommend accept BOPA recommendation to approve PSCAF for April 2017 as: PSCAF corrected three (3) month averaged factor \$0.00536, JV2 \$0.011319, JV5 \$0.011319.
 - b. Recommend accept BOPA recommendation to use procedure outlined by the Finance Director for Inactive Electric Accounts that may have a Credit.
2. **Water and Sewer Committee** did not meet on April 10, 2017 due to lack of agenda items; and
3. **Municipal Properties, Building, Land Use and Economic Development Committee** met on April 10, 2017; and
 - a. Received an update on the Downtown Improvements
 - b. Recommended to add in sidewalk assessment process on construction projects according to assessment laws found in ORC.
 - c. Roundhouse Road and Parking Spaces Remain Tabled.
4. **Municipal Properties, Building, Land Use and Economic Development Committee** met in a Special Meeting earlier this evening with the agenda item:
 - a. Changing the Table of Permissible Uses in the Zoning Code
5. **Ad-hoc Committee on Organizational Health and Strategic Vision** was canceled at the direction of the Chair.
6. **Parks and Rec Committee** did not meet due to lack of agenda items.

F. Reports from Other Committees, Commissions and Boards *(Informational Only-Not Read)*

1. **Board of Zoning Appeals** did not meet due to lack of agenda items
2. **Planning Commission** met on April 11, 2017 with the following agenda items:
 - a. PC 17-01 Replat of Mahnke Orchards – Plat No. 1
 - b. PC 17-02 Review Proposed Changes to Planning and Zoning Code
3. **City Tree Commission** met earlier tonight with the following agenda items:
 - a. Reviewed Tree Call Reports
 - b. Finalize Arbor Day Celebration
 - c. Spring Plantings Update
 - d. Spring Removals Update

G. Introduction of New Ordinances and Resolutions –

1. **Ordinance No. 014-17**, an Ordinance Amending Ordinance No. 120-00 passed October 16, 2000; Removing the Department of Engineering as the Housing Officer for the City of Napoleon, Ohio; and Establishing and Authorizing the Department of Management to Perform the Duties of Housing Officer for the City of Napoleon, Ohio; and Declaring an Emergency. *(Suspension Requested)*
2. **Resolution No. 017-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand Dollars (\$25,000.00) for the Purpose of Repairing the Roller Supports and Insulation of the Waterline Located at the City of Napoleon, Ohio Perry Street Bridge and Authorizing the Sole Sourcing of BGL Asset Services, LLC., and Authorizing the City Manager to enter into a Contract for said Repairs; and Declaring an Emergency. *(Suspension Requested)*

3. **Resolution No. 018-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand Dollars (\$25,000.00) for the purpose of Purchasing five (5) City of Napoleon, Ohio Entrance Signs and Authorizing the Sole Sourcing of the Project to Masterpiece Signs & Graphics, Inc., and Authorizing the City Manager to enter into a Contract for said Purchase; and Declaring an Emergency. *(Suspension Requested)*
4. **Ordinance No. 020-17**, an Ordinance establishing a New Position Classification Pay Plan for Employees of the City of Napoleon, Ohio for the Year 2017; Amending Ordinance No. 061-16; and Declaring an Emergency. *(Suspension Requested)*
5. **Resolution No. 021-17**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency. *(Suspension Requested)*
6. **Resolution No. 022-17**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000.00) for the Purpose of the City of Napoleon, Ohio Annual Audit for the Year Ending December 31, 2016, and Authorizing the Finance Director of the City of Napoleon, Ohio to Enter into a Contract for said Audit with the Auditor of State of the State of Ohio; and Declaring an Emergency. *(Suspension Requested)*

H. Second Readings of Ordinances and Resolutions - None

I. Third Readings of Ordinances and Resolutions - None

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 the PSCAF for April 2017 as: PSCAF corrected three (3) month averaged factor \$0.00536, JV2 \$0.011319, JV5 \$0.011319.
2. **Discussion/Action:** Recommendation to approve using the procedure outlined by the Finance Director for Inactive Electric Accounts that may have a Credit.
3. **Discussion/Action:** Award Contract for the Park Street Improvements ~ Phase 2 (L.T.C.P. Project No. 17C & 11E ~ Partial).
4. **Discussion/Action:** Renewals of Agricultural Districts Located in the City of Napoleon, Ohio, for various properties; and to direct the Law Director to Draft Legislation approving the Ag-Districts.
5. **Discussion/Action:** Set a Public Hearing for Agricultural Districts for Monday, May 1, 2017 at 6:45 pm.
6. **Discussion/Action:** Recommendation to add Sidewalk Assessment Process on Construction Projects according to Assessment Laws found in the ORC.
7. **Discussion/Action:** Review and Approval of Home Energy Assistance Program (HEAP) on Electric Bills.
8. **Discussion/Action:** Accept the Donation of a Used Flag Pole from Herron's Furniture, North Scott Street.
9. **Discussion/Action:** Approve PC 17-01 Replat of Mahnke Orchards – Plat No. 1.
10. **Discussion/Action:** to direct the Law Director to Draft Legislation Changing the Table of Permissible Uses in the Zoning Code.

K. Executive Session *(as may be 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: Monday, May 1, 2017 @6:15 pm)
 - a. Costs for an Email Exchanger (Tabled)
- 2. Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, May 08, 2017 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for May, 2017
 - b. Electric Department Report
- 3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(Next Regular Meeting: Monday, May 08, 2017 @7:00 pm)
- 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Special Meeting on Monday, April 17, 2017 @6:30 pm; Next Regular Meeting: Monday, May 08, 2017 @7:30 pm)
 - a. 4-17-2017: Changing the Table of Permissible Uses in the Zoning Code
 - b. Discussion on Roundhouse Road (tabled)
 - c. Discussion on Downtown Improvements (tabled)
 - d. Discussion on Parking Spaces (Cake Walk Bakery-tabled)
 - e. Updated Information from Staff on Economic Development (as needed)
- 5. Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, May 15, 2017 @6:15 pm)
- 6. Finance & Budget Committee (4th Monday)**
(Next Regular Meeting: Monday, April 24, 2017 @6:30 pm)
 - a. Review Credit Card Usage Policy (Tabled)
 - b. Review Formal Bidding Process and Threshold.
 - c. Review Purchasing Local.
- 7. Safety & Human Resources Committee (4th Monday)**
(Next Meeting: Monday, April 24, 2017 @7:30 pm)
 - a. directed the Law Director to bring to the next committee meeting a draft of the recommended changes to Section 197.18 of the Personnel Code.
- 8. Personnel Committee (as needed)**
- 9. Ad Hoc Committee on Organizational Health and Strategic Vision (Next Mtg: Mon., April 17, 2017 at 6:00 pm-canceled)**
 - a. Discussion on Mission and Strategic Vision.
- 10. Ad Hoc Committee on Council Rules (as needed)**

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

- 1. Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, May 08, 2017 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for May, 2017
 - b. Electric Department Report
- 2. Board of Zoning Appeals (2nd Tuesday)**
(Next Regular Meeting: Tuesday, May 09, 2017 @4:30 pm)
- 3. Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, May 09, 2017 @5:00 pm)
- 4. Tree Commission (3rd Monday)**
(Next Regular Meeting: Monday, May 15, 2017 @6:00 pm)
- 5. Civil Service Commission (4th Tuesday)**
(Next Regular Meeting: Tuesday, April 25, 2017 @4:30 pm)
- 6. Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wed., April 26, 2017 @6:30 pm)
- 7. Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, May 9, 2017 @10:30 am)
- 8. Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, June 13, 2017 @4:00 pm)
- 9. Housing Council (1st Monday of the month after the TIRC meeting)**
- 10. Health Care Cost Committee (Friday, May 12, 2017 at 10:00 am)**
- 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 COUNCIL

Meeting Minutes

MONDAY, APRIL 03, 2017 AT 7:00 PM

PRESENT

Council

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

Mayor

Jason P. Maassel

Finance Director/Clerk

Gregory J. Heath

City Manager

Joel L. Mazur

Law Director

Billy D. Harmon

Recorder

Roxanne Dietrich

City Staff

Dennie Clapp-Electric Dist. Superintendent; Robert Weitzel- Police Chief

Others

News Media, NCTV, Jerry Tonjes, Lori Siclair

ABSENT

Prayer

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

Motion to Remove Joel Miller from Housing Council

Motion: McColley Second: Bialorucki
to remove Joel Miller from the Housing Council.

Passed
Yea-7
Nay-0

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

Motion to Appoint Lori Siclair to the Housing Council

Motion: McColley Second: Bialorucki
to appoint Lori Siclair to the Housing Council.

Passed
Yea-7
Nay-0

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

Motion to Recess

Motion: Small Second: Bialorucki
to recess at 7:03 pm.

Passed
Yea-7
Nay-0

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

Motion to Reconvene

Motion: Small Second: Bialorucki
to reconvene the City Council meeting at 7:14 pm.

Passed
Yea-7
Nay-0

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

There was discussion on the economic impact by buying locally. Heath informed everyone that it is written in the codifieds the cost has to be \$1.00 under what the state bid price is and then stated Council may want to send to committee review of the formal bidding process and also buying locally.

Council President Sheaffer referred to the Finance and Budget Committee review of the formal bidding process and threshold, and discussion on buying locally.

Purchase of 2017 Ford F550 Cab and Chassis for the Electric Department

Mazur said this vehicle is in the budget and will replace the flatbed truck that is used for transporting the heavier equipment and it is our recommendation to purchase the 2017 Ford F550 truck from Walt Sweeney Ford off the state contract. Clapp was asked if he had contacted the closest Ford dealership and he responded he did not.

Motion to Approve Purchase of Ford F550 Cab and Chassis

Motion: McColley Second: Small
to approve the purchase of a 2017 Ford F550 Cab and Chassis from Walt Sweeney Ford off the state term contract.

**Passed
Yea-7
Nay-0**

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

Purchase and Installation of City Entrance Signs

Mazur stated the cost to put in new five sign entrance signs to the City is a little over \$27,000. Napoleon Schools will be contributing \$5,300 for one sign to be located at the intersection near Woodlawn and Napoleon Alive will be donating \$2,500. In addition to Woodlawn other areas we are looking at placing the signs include, one on Scott Street, one on Industrial Drive by the Operations Building, one on Riverview this side of the Henry County Hospital and one on the south side (St. Rt. 108). We would recommend it would be best to have one contract with one entity for this project.

Motion to Direct Law Director to Draft Legislation to Sole Source Contract with Masterpiece Signs and Graphics

Motion: Baer Second: Small
To direct the Law Director to develop legislation to sole source construction and installation of the signs by Masterpiece Signs and Graphics, Inc. of Bluffton, Ohio.

**Passed
Yea-7
Nay-0**

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

Modify Pay Ordinance

Mazur stated Tom Zimmerman left last Tuesday. So far, Mark Spiess has taken over the position of Zoning Administrator and I am proposing to increase the pay scale 10% and add the Zoning Administrator duties. We have added the position of a part-time Code Enforcement Inspector for approximately twenty-four hours a week and that position will be under the Police Department. I would also like to make the Front Desk Administrator a full time position.

Motion to Direct the Law Director to Modify the Pay Ordinance

Moton: Bialorucki Second: McColley
to direct the Law Director to Modify the Pay Ordinance to add Code Enforcement Inspector and to change Senior Engineering Tech/Zoning Administrator and Front Desk Administrator.

ORDINANCE NO. 014-17

AN ORDINANCE AMENDING ORDINANCE NO. 120-00, PASSED OCTOBER 16, 2000; REMOVING THE DEPARTMENT OF ENGINEERING AS THE HOUSING OFFICER FOR THE CITY OF NAPOLEON, OHIO AND ESTABLISHING AND AUTHORIZING THE DEPARTMENT OF MANAGEMENT TO PERFORM THE DUTIES OF HOUSING OFFICER FOR THE CITY OF NAPOLEON, OHIO; AND DECLARING AN EMERGENCY

WHEREAS, the City of Napoleon, Ohio has in past years established Community Reinvestment Areas (CRA(s)) in the City of Napoleon, Ohio and different positions were named as the “Housing Officer”; and,

WHEREAS, pursuant to ORC 3735.65, a “Housing Officer” means an officer or agency of a municipal corporation as designated by the legislative authority; such Housing Officer being able to be utilized for more than one (1) Community Reinvestment Area; and,

WHEREAS, Council does not wish, at this time, to disturb currently established Community Reinvestment Area(s), however does wish to amend the current Housing Officer authority;

WHEREAS, in the Ordinance No. 120-00 the Department of Engineering was authorized as the Housing Officer by and for the City of Napoleon, Ohio; and,

WHEREAS, due to personnel changes, the City Council desires to remove the Housing Officer authority from the Department of Engineering and authorize the Department of Management to perform those duties; **Now Therefore:**

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

Section 1. That, Ordinance No. 014-17 hereby amends Ordinance No. 120-00, and hereby establishes and authorizes the Department of Management as the “Housing Officer” for any Community Reinvestment Area established (or reestablished) after October 4, 2000, in and for the City of Napoleon, Ohio, being an “agency” of this Municipal Corporation. The Department Director or Department Head may designate subordinate(s) within the Department to perform the duties imposed upon a Housing Officer pursuant to Chapter 37 of the Ohio Revised Code; moreover, such Department Director or Department Head may cause a Contract to be implemented with the Henry County Community Improvement Corporation, or other agency, to assist in the administrative duties therefore, subject to approval of Council.

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

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

Section 4. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for effective legal services to be rendered to the City, including those legal services related to 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. The reason for the Emergency Clause is the fact that this Ordinance is necessary to allow for the Department of Management to begin the Housing Officer duties in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 014-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 017-17

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FOR THE PURPOSE OF REPAIRING THE ROLLER SUPPORTS AND INSULATION OF THE WATERLINE LOCATED AT THE CITY OF NAPOLEON, OHIO PERRY STREET BRIDGE, AND AUTHORIZING THE SOLE SOURCING OF THE PROJECT TO BGL ASSET SERVICES, LLC., AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SAID REPAIRS; AND DECLARING AN EMERGENCY

WHEREAS, it has been determined that the waterline attached to the underside of the City of Napoleon's Perry Street Bridge is in need of repair; and,

WHEREAS, this matter was already in the budget with the estimated amount of \$50,000.00, and this matter is being brought before Council again because it has been brought to staff's attention that the quoted cost for this matter could run over the budgeted \$50,000.00 by approximately \$3,424.36, as well over the \$25,000.00 bidding threshold; and,

WHEREAS, BGL Asset Services, LLC. was the company that has inspected the waterline at the City of Napoleon's Perry Street Bridge for several years and therefore is familiar with repairs that may be required; and,

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

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

Section 1. That, the City of Napoleon authorizes the expenditure of funds in excess of \$25,000.00 from the 2017 Budget for the repair of the roller supports and insulation of the waterline located at the City of Napoleon's Perry Street Bridge.

Section 2. That, Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 3. That, the City Manager is authorized to enter into a contract with BGL Asset Services, LLC. to conduct the repairs.

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

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

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the

earliest possible time so that the repairs can be done as soon as possible in hopes of avoiding a complete rebuild, which affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the repair process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 017-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director



City of Napoleon, Ohio

Engineering Department

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: Joel L. Mazur, City Manager
From: Chad E. Lulfs, P.E., P.S., Director of Public Works
cc: Billy D. Harmon, City Law Director
Jeff Rathge, Operations Superintendent
Date: March 3, 2017
Subject: Perry Street Bridge Waterline Support & Insulation
Repair – Sole Source Request

For several years the City of Napoleon has hired BGL Asset Services, L.L.C. to inspect the waterline that is attached to the underside of the Perry Street Bridge. As part of the inspection services, each year a detailed report is provided outlining the findings. In the 2016 report, it was noted that the roller supports and insulation were in need of repair.

For the 2017 budget, \$50,000 was included to repair one-half of the supports and insulation. Attached is a quote from BGL for one-half of the repairs. The quote from BGL is \$53,424.36. The additional funding required for this work could be supplied from this same account, 510.6210.53300.

Because of our past experience with BGL and their intimate knowledge of this waterline, I am requesting that this work be sole sourced to BGL Asset Services, L.L.C. in the amount of \$53,424.36.

CEL

RESOLUTION NO. 018-17

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FOR THE PURPOSE OF PURCHASING FIVE (5) CITY OF NAPOLEON, OHIO ENTRANCE SIGNS, AND AUTHORIZING THE SOLE SOURCING OF THE PROJECT TO MASTERPIECE SIGNS & GRAPHICS, INC., AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SAID PURCHASE; AND DECLARING AN EMERGENCY

WHEREAS, it has been determined that the City of Napoleon, Ohio desires to purchase five (5) entrance signs; and,

WHEREAS, this matter was already in the budget with the estimated amount of \$20,000.00, and this matter is being brought before Council again because it has been brought to staff's attention that the quoted cost for this matter could run over the budgeted \$20,000.00 by approximately \$7,457.68, as well over the \$25,000.00 bidding threshold; and,

WHEREAS, Masterpiece Signs and Graphics, Inc. was the company that has been working with the City regarding the creation and placement for several months and therefore is familiar with what will be required; and,

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

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

Section 1. That, the City of Napoleon authorizes the expenditure of funds in excess of \$25,000.00 from the 2017 Budget for the purchase of five (5) City of Napoleon, Ohio entrance signs. Also, Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 2. That, the City Manager is authorized to enter into a contract with Masterpiece Signs & Graphics, Inc. to deliver and install said entrance signs.

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

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

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time so that the repairs can be done as soon as possible in hopes of

avoiding a complete rebuild, which affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the delivery and installation process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 018-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

City of Napoleon Parks and Recreation Department

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

Memorandum

To: *Joel Mazur, City Manager*
From: *Tony Cotter, Director of Parks and Recreation*
Date: *March 27, 2017*
Subject: *City Entrance Signs – Request to Sole Source*

As you know, the planning stages are nearly complete for the new City entrance signs project. We have identified the locations and the number of signs needed. The Mayor has met with both the Napoleon Schools and the Napoleon Alive committee and both have agreed to contribute financially to the project. The Schools will be reimbursing the City for the full cost of a sign in the amount of \$5,301.00. This will be a new sign and will be located at the intersection of Woodlawn and Westmoreland Ave. The Napoleon Alive Committee has donated \$2,500 towards the project. A total of five (5) signs is proposed for purchase. (see quotation attached)

The total cost of the project, excluding the school's reimbursement and the donation from Napoleon Alive, will total \$27,457.68. The net cost of the project, including reimbursements and donations, will total \$19,656.68. The budgeted amount for this project is \$20,000.00.

Since the purchase price exceeds \$25,000, we are requesting that this project be sole sourced. The company we are recommending to construct and install the signs is Masterpiece Signs and Graphics, Inc. of Bluffton, Ohio.

Let me know you have any questions or would like more information.



CLIENT
City of Napoleon

DATE
3-7-17

50% deposit required to initiate any order of \$500 or more. Remaining balance due at completion or delivery. Thank You.

LOCATION
Napoleon, OH

DRAWN BY
Jason

This design and engineering is submitted as our proposal and is to remain our property exclusively until accepted and approved by purchase.

JOB or ORDER NO.

Ph. - 419-358-0077

902 N. Main St., P.O. Box 124, Bluffton, OH 45817

Fax - 419-358-6800

Monument Entrance signs 3 quote

MONUMENT ENTRANCE SIGN 5

***(3) 72"x 96" s/s sign with sandblasted HDU logo sign, stainless steel hardware & aluminum pole mount system (4959.17 each):**

\$14,877.51

MONUMENT ENTRANCE SIGN 6

***(1) 72"x 96" s/s sign with sandblasted HDU logo sign, stainless steel hardware & aluminum pole mount system (includes "Home of the Wildcats"):**

\$4,721.00

***Delivery & installation for all four signs:**

\$2,320.00

***Total:**

\$21,918.51

***All installation is quoted with any ground leveling done by the City.**

***Prices represent a single order of (4) signs as described above.**

Qty. 4 Size: 72" H 96" W 22" D D/F S/F

Material Polystyrene monument Mounting aluminum pole-mount system

Customer Install Masterpiece Install Ship Pick-Up Delivered

Approved by: _____ Date: _____



CLIENT
City of Napoleon

DATE
3-7-17

50% deposit required to initiate any order of \$500 or more. Remaining balance due at completion or delivery. Thank You.

LOCATION
Napoleon, OH

DRAWN BY
Jason

This design and engineering is submitted as our proposal and is to remain our property exclusively until accepted and approved by purchase.

JOB or ORDER NO.

Ph. - 419-358-0077

902 N. Main St., P.O. Box 124, Bluffton, OH 45817

Fax - 419-358-6800

Monument Entrance sign 5 spec



***The logo is a sandblasted HDU sign mounted to the monument**

Qty. 3 Size: 72" H 96" W 22" D D/F S/F

Material Poly-styrene monument Mounting aluminum pole-mount system

Customer Install Masterpiece Install Ship Pick-Up Delivered

Approved by: _____ Date: _____



CLIENT
City of Napoleon

DATE
3-7-17

50% deposit required to initiate any order of \$500 or more. Remaining balance due at completion or delivery. Thank You.

LOCATION
Napoleon, OH

DRAWN BY
Jason

This design and engineering is submitted as our proposal and is to remain our property exclusively until accepted and approved by purchase.

JOB or ORDER NO.

Ph. - 419-358-0077 902 N. Main St., P.O. Box 124, Bluffton, OH 45817 Fax - 419-358-6800

Monument Entrance sign 6 spec



COLOR will be NAVY BWE

***The logo is a sandblasted HDU sign mounted to the monument**

Qty. 1 Size: 72" H 96" W 22" D D/F S/F

Material Poly-styrene monument Mounting aluminum pole-mount system

Customer Install Masterpiece Install Ship Pick-Up Delivered

Approved by: _____ Date: _____

ORDINANCE NO. 020-17

**AN ORDINANCE ESTABLISHING A NEW POSITION
CLASSIFICATION PAY PLAN FOR EMPLOYEES OF THE CITY
OF NAPOLEON, OHIO FOR THE YEAR 2017; AMENDING
ORDINANCE NO. 061-16; AND DECLARING AN EMERGENCY**

WHEREAS, Council previously adopted Ordinance No. 061-16, creating a 2017 Classification Pay Plan for its non-bargaining employees; and,

WHEREAS, Council now desires to amend Ordinance No. 061-16 to amend certain positions and pay scales for those positions; and,

WHEREAS, Exhibits A, B, and C attached hereto and incorporated herein, reflect pay scales for City of Napoleon non-bargaining employees. The pay scales noted in these Exhibits generally contain a two percent (2%) pay increase from 2016 pay scales; and

WHEREAS, Council desires to make said position and compensation additions or amendments effective on the pay period starting April 24, 2017; **Now Therefore**,

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

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") had previously established a new 2017 Position Classification Pay Plan ("Pay Plan") for its non-bargaining employees, passed by Council on December 21, 2016.

Section 2. That, effective with the first pay period for the Year 2017, that commenced on or about December 19, 2016, the pay scale (steps) for the City's non bargaining employees (full time) were established as provided in Exhibit "A." Exhibit "A" contains base hourly rates. Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 3 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level of compensation the Department Director or Appointing Authority deems appropriate as listed in Exhibit "A." Additionally, the positions of Front Desk Administrator and Senior Engineering Technician/Zoning Administrator are hereby amended and created respectively, and the pay is set as expressed in Exhibit "A." The duties of the Front Desk Administrator and Senior Engineering Technician/Zoning Administrator will be defined in a job description which may be approved by simple vote of City Council; any changes to the job description would need to be made by simple vote or the passage of appropriate legislation, either or which must clearly define the changes and new effective date. Said job description shall be on file with the City of Napoleon, Ohio Human Resources Department.

Section 3. That, effective with the first pay period for the Year 2017, which commenced on or about December 19, 2016, each non-bargaining employee (full time regular) (hourly), subject to Employment Policy Manual Policy §8.10 (Compensation Reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with the City, to be advanced one (1) step in the Pay Plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly)

step location prior to advancement in the Pay Plan shall be determined by contrasting the base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit "A" for the respective year. For new hires, the Department Director or Appointing Authority may place an employee within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer. Notwithstanding any other provision of this Pay Plan, the Zoning Administrator shall receive a bonus to be pro-rated over the calendar year of *Five Hundred (\$500.00) Dollars* for each certification he or she holds, as follows: an Ohio Residential Building Official; Ohio Residential Plumbing Inspector; and, Ohio Electrical Safety Inspector. The Zoning Administrator must provide written proof of each certification to the City Manager prior to receiving the bonus.

Section 4. That, effective with the first pay period for the Year 2017, that commenced on or about December 19, 2016, the pay scale for non-bargaining employee (salaried) (full time) positions of this City which are exempt under the Fair Labor Standards Act (FLSA) as it relates to overtime, shall be provided, unless modified, as established in Exhibit "B," attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 5 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "B."

Section 5. That, effective with the first pay period for the Year 2017, that commenced on or about December 19, 2016, each non bargaining employee (salaried) (full time) position of this City as defined in Section 4 of this Ordinance, is eligible to have a minimum salary increase of two percent (2%) for Year 2017, subject to Employment Policy Manual "Policy §8.10 (Compensation Reviews)," calculated from what the employee is making at the time just prior to the proposed increase period, and as reflected in the amounts expressed in Exhibit "B." In no event shall any increase place the employee above the top scale as established in Section 4 of this Ordinance. For new hires or current employees, the Department Director or Appointing Authority may place an employee, at any time, within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay.

Section 6. That, effective with the first pay period of the Year 2017, that commenced on or about December 19, 2016, the Pay Scale (steps) for part time, permanent part time, and temporary employees of this City shall be provided unless modified, as stated in the table found in Exhibit "C" (attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of the City's Personnel Code and Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "C." Employment Policy Manual 2014-1, Policy Section 8.10, (compensation reviews), is applicable only to

permanent part time employees, not part time or temporary employees. Additionally, the position Code Enforcement Officer is hereby created and the pay is set as expressed in Exhibit "C." The duties of the Code Enforcement Officer will be defined in a job description which may be approved by simple vote of City Council; any changes to the job description would need to be made by simple vote or the passage of appropriate legislation, either or which must clearly define the changes and new effective date. Said job description shall be on file with the City of Napoleon, Ohio Human Resources Department.

Section 7. That, Council's intent of Section 6. is to create a "Code Enforcement Inspector", not a Zoning Administrator, therefore the current Zoning Administrator shall remain the Zoning Administrator for the City of Napoleon, Ohio.

Section 8. That, all paid part time, permanent part time, and temporary employees of the City shall, effective with the first pay period of the Year 2017, that commenced on or about December 19, 2016, have a minimum hourly base pay increase of two percent (2%) for Year 2017 calculated from what the employee's base rate was just prior to this proposed increase, and as is reflected in the amounts expressed in Exhibit "C" (the amounts include the two percent (2%) increase). Only permanent part time employees are subject to Employment Policy Manual 2014-1 Policy §8.10 (compensation reviews), when applicable. Part time employees of the Fire/Rescue Department will remain on probationary/trainee status until removed by the City Manager upon recommendation of the Fire Chief. For new hires or current employees of the City, the Appointing Authority or Department Director may place an employee within the scale where the Appointing Authority or Department Director deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non-full time status positions found in Exhibit "C" (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority or Department Director at any time, except that Council shall approve any modification to a full time status. Additionally, the position of Probation Officer PIIG Grant is hereby set as expressed in Exhibit "C."

Section 9. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director or Appointing Authority, except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director or Appointing Authority by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director or Appointing Authority so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 10. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in Section 4 of this Ordinance and as stated in Exhibit "B" unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 11. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 and as stated in Exhibits “A-C.”

Section 12. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC §1901.32 and as stated in Exhibits “A-C.”

Section 13. That, the position of Chief Probation Officer as established in and for the City for the Napoleon Municipal Court shall be considered a full time regular employee having a salary, non-exempt status. The job description as included in the Pay Plan, as prepared and/or revised by the Municipal Court Judge, is continued to be approved by this Council. The Chief Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Chief Probation Officer’s salary at any time so long as within the limits of the CCA Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Chief Probation Officer’s pay and benefits exceed the amount of the CCA Grant or as otherwise may be supplemented by the Municipal Court. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 14. That, effective with the first pay period for the Year 2017, that commenced on or about December 19, 2016, the annual salary of the City Manager of this City shall be ninety five thousand dollars (\$95,000.00), and which is supported by Resolution No. 071-16.

Section 15. That, effective with the first pay period for the Year 2017, that commenced on or about December 19 2016, the biweekly salary of the City Finance Director of this City shall be three thousand nine hundred eleven dollars and sixty eight cents (\$3,911.68) and shall continue as such each year thereafter, so long as employed, unless modified by Council.

Section 16. That, effective with the first pay period for the Year 2016, that commenced on or about December 19, 2016, the annual salary of the City Law Director of this City shall be eighty five thousand dollars and zero cents (\$85,000.00) and shall continue as such each year thereafter, so long as employed, unless modified by Council.

Section 17. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director or Appointing Authority as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 18. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 19. That, all compensation paid under this Ordinance is subject to appropriation of funds by Council.

Section 20. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 21. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 22. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 23. That, any employee who is employed by the City in more than one position shall be paid overtime in accordance with State and Federal wage and salary laws (specifically, after forty hours of work within one week the person should receive overtime based on the salary or wage for the position they are working when they surpass forty hours for that work week). However, but for the employee's normal scheduled employment, the department that causes the overtime shall be liable for the payment of overtime regardless of where the hours were worked.

Section 24. That, Ordinance No. 068-15 is repealed in its entirety effective December 19, 2016.

Section 25. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 26. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 27. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 020-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

EXHIBIT "A"

(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.54	13.28	14.26	15.29
Receptionist	13.05	14.97	16.05	17.26
Administrative Assistant	15.91	18.36	19.72	21.23
Front Desk Administrator	11.54	13.02	13.67	14.45
Service Building Secretary	11.54	13.02	13.67	14.45
Senior Service Building Secretary	14.34	16.45	17.70	19.09
Executive Assistant to Appointing Authority	19.3188			23.2859
Account Clerk I	11.54	13.02	13.67	14.45
Account Clerk II	14.34	16.45	17.70	19.09
Utility Billing Administrator	16.29	18.75	20.09	21.52
Senior Account Clerk	15.91	18.36	19.72	23.30
Records Clerk/Recorder	14.34	16.45	17.70	19.09
Accounts Payable Clerk	14.34	16.45	17.70	19.09
Tax Administrator	16.29	18.75	20.09	23.85
Engineering Technician	17.49	20.09	21.52	23.09
Senior Engineering Technician	20.77	23.92	25.61	27.47
Senior Engineering Technician/Zoning Administrator	20.77	23.92	25.61	30.22
Staff Engineer	19.31	22.26	23.92	25.70
Licensed Staff Engineer	26.14	28.11	30.23	32.50
Construction Inspector	22.73	26.11	27.98	30.74
Senior Electric Engineering Technician	20.77	23.92	25.61	27.47
Electrical Construction/Maintenance Inspector	25.20	28.99	31.09	33.32
Zoning Administrator	22.73	26.11	27.98	30.00
Chief Water Treatment Operator	20.77	23.92	25.61	27.47
Chief Wastewater Treatment Operator	20.77	23.92	25.61	28.95
Police Lieutenant	25.99	29.20	30.57	32.11
Deputy Court Clerk	15.42	16.79	18.01	19.30
Chief Probation Officer	16.3914			17.3079

EXHIBIT "B"

(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$2600.00	\$3000.00
City Engineer	3050.00	3700.00
Public Works Director	3700.00	4430.00
Golf Course & Grounds Supt.	1852.50	2490.14
Parks & Recreation Director/Cemetery	1678.79	2917.77
Assistant Finance Director	2770.43	3216.00
City Finance Director	3076.92	3911.68
Electrical Engineer	2885.23	3360.19
Electric Distribution Superintendent	2941.62	3623.65
Management Information System Administrator	1814.90	2572.14
Human Resources Director	2069.23	3140.12
Municipal Court Bailiff		1295.37
Municipal Court Clerk	1753.70	1961.54
Assistant Fire Chief	2050.00	3000.00
Fire Chief	2550.00	3366.58
Operations Superintendent	2115.38	3000.00
Water Superintendent	2316.00	3121.34
Wastewater Superintendent	2316.00	3121.34
Chief of Police	2688.46	3466.58
City Law Director	3076.92	3911.68
City Manager	3269.23	4423.08

EXHIBIT “C”

(BASE HOURLY RATE)

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$9.28	\$12.68
Legal Clerk (Temporary)	13.35	21.45
MIS Technician (Part Time)	14.28	21.12
Probationary/Trainee Fire Fighter/EMT	8.26	12.58
All Fire/Rescue Department (Part Time)	11.83	16.42
Deputy Court Clerk (Part Time)	10.29	14.14
Deputy Court Bailiff (Part Time)		13.54
Probation Officer PIIG Grant		15.30
Construction Inspection (Temporary)	12.48	13.37
Construction Engineer (Temporary) Engineering Dept.	37.88	40.60
Income Tax/Collection Clerk (Part Time)	9.28	16.38
Lifeguard (Seasonal)	8.26	13.87
Seasonal Laborer – Other	8.26	13.87
Recreation Worker (Seasonal)	8.26	13.87
Parks Maintenance Worker (Seasonal)	8.26	13.87
Golf Course Clubhouse Attendant (Seasonal)	8.26	13.87
Senior Center Fitness Coordinator (Part Time)	8.26	13.86
Code Enforcement Inspector	18.00	28.00

EXHIBIT "A"

(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.54	\$13.28	\$14.26	\$15.29
Receptionist	\$13.05	\$14.97	\$16.05	\$17.26
Administrative Assistant	\$15.91	\$18.36	\$19.72	\$21.23
Front Desk Administrator	\$11.54	\$13.02	\$13.67	\$14.45
Service Building Secretary	\$11.54	\$13.02	\$13.67	\$14.45
Senior Service Building Secretary	\$14.34	\$16.45	\$17.70	\$19.09
Executive Assistant to Appointing Authority	\$19.32			\$23.29
Account Clerk I	\$11.54	\$13.02	\$13.67	\$14.45
Account Clerk II	\$14.34	\$16.45	\$17.70	\$19.09
Utility Billing Administrator	\$16.29	\$18.75	\$20.09	\$21.52
Senior Account Clerk	\$15.91	\$18.36	\$19.72	\$23.30
Records Clerk/Recorder	\$14.34	\$16.45	\$17.70	\$19.09
Accounts Payable Clerk	\$14.34	\$16.45	\$17.70	\$19.09
Tax Administrator	\$16.29	\$18.75	\$20.09	\$23.85
Engineering Technician	\$17.49	\$20.09	\$21.52	\$23.09
Senior Engineering Technician	\$20.77	\$23.92	\$25.61	\$27.47
Senior Engineering Technician/Zoning Administrator	\$20.77	\$23.92	\$25.61	\$30.22
Staff Engineer	\$19.31	\$22.26	\$23.92	\$25.70
Licensed Staff Engineer	\$26.14	\$28.11	\$30.23	\$32.50
Construction Inspector	\$22.73	\$26.11	\$27.98	\$30.74
Senior Electric Engineering Technician	\$20.77	\$23.92	\$25.61	\$27.47
Distribution Services Supervisor	\$25.20	\$28.99	\$31.09	\$33.32
Electrical Construction/Maintenance Inspector	\$25.20	\$28.99	\$31.09	\$33.32
Zoning Administrator	\$22.73	\$26.11	\$27.98	\$30.00
Chief Water Treatment Operator	\$20.77	\$23.92	\$25.61	\$27.47
Chief Wastewater Treatment Operator	\$20.77	\$23.92	\$25.61	\$28.95
Police Lieutenant	\$25.99	\$29.20	\$30.57	\$32.11
Deputy Court Clerk	\$15.42	\$16.79	\$18.01	\$19.30
Chief Probation Officer	\$16.39			\$17.31

EXHIBIT "B"

(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$2,600.00	\$3,000.00
City Engineer	\$3,050.00	\$3,700.00
Public Works Director	\$3,700.00	\$4,430.00
Golf Course & Grounds Supt.	\$1,852.50	\$2,490.14
Parks & Recreation Director/Cemetery	\$1,678.79	\$2,917.77
Assistant Finance Director	\$2,770.43	\$3,216.00
City Finance Director	\$3,076.92	\$3,911.68
Electrical Engineer	\$2,885.23	\$3,360.19
Electric Distribution Superintendent	\$2,941.62	\$3,623.65
Management Information System Administrator	\$1,814.90	\$2,572.14
Human Resources Director	\$2,069.23	\$3,140.12
Municipal Court Bailiff		\$1,295.37
Municipal Court Clerk	\$1,753.70	\$1,961.54
Assistant Fire Chief	\$2,050.00	\$3,000.00
Fire Chief	\$2,550.00	\$3,366.58
Operations Superintendent	\$2,115.38	\$3,000.00
Water Superintendent	\$2,316.00	\$3,121.34
Wastewater Superintendent	\$2,316.00	\$3,121.34
Chief of Police	\$2,688.46	\$3,466.58
City Law Director	\$3,076.92	\$3,911.68
City Manager	\$3,269.23	\$4,423.08

EXHIBIT "C"

(BASE HOURLY RATE)

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$9.28	\$12.68
Legal Clerk (Temporary)	\$13.35	\$21.45
MIS Technician (Part Time)	\$14.28	\$21.12
Probationary/Trainee Fire Fighter/EMT	\$8.26	\$12.58
All Fire/Rescue Department (Part Time)	\$11.83	\$16.42
Deputy Court Clerk (Part Time)	\$10.29	\$14.14
Deputy Court Bailiff (Part Time)		\$13.54
Probation Officer PIIG Grant		\$15.30
Construction Inspection (Temporary)	\$12.48	\$13.37
Construction Engineer (Temporary) Engineering Dept.	\$37.88	\$40.60
Income Tax/Collection Clerk (Part Time)	\$9.28	\$16.38
Lifeguard (Seasonal)	\$8.26	\$13.87
Seasonal Laborer – Other	\$8.26	\$13.87
Recreation Worker (Seasonal)	\$8.26	\$13.87
Parks Maintenance Worker (Seasonal)	\$8.26	\$13.87
Golf Course Clubhouse Attendant (Seasonal)	\$8.26	\$13.87
Senior Center Fitness Coordinator (Part Time)	\$8.26	\$13.86
Code Enforcement Inspector	\$18.00	\$28.00

RESOLUTION NO. 021-17

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PURCHASE OF SODIUM CHLORIDE IN COOPERATION WITH ODOT; AND DECLARING AN EMERGENCY

WHEREAS, Section 5513.01(B) of the Ohio Revised Code provides the opportunity for Counties, Townships, Municipal Corporations, Port Authorities, Regional Transit Authorities, State Colleges/Universities, and County Transit Boards to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies, or other articles;

WHEREAS, the City of Napoleon hereby relies upon this Resolution No. 021-17 as a written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid (018-18) in accordance with Ohio Revised Code 5513.01(B), and hereby agrees to all terms and conditions as noted below in regard to the City's participation in the ODOT winter road salt contract; **Now Therefore**,

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

Section 1. That, intending to be legally bound, the City Manager of the City of Napoleon, Ohio, is given the authority in the name of the City of Napoleon, Ohio, to participate in the Ohio Department of Transportation's Contract for Sodium Chloride (winter contract 018-18) and this Council agrees as follows:

- A. The City of Napoleon hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- B. The City of Napoleon hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the City of Napoleon; and
- C. The City of Napoleon agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the City of Napoleon's participation in the winter road salt contract; and
- D. The City of Napoleon hereby requests through this participation agreement a total of seven hundred (700) tons of Sodium Chloride (Road Salt) of which the City agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- E. The City of Napoleon hereby agrees to purchase a minimum of ninety percent (90%) of its above-requested salt quantities from its awarded salt supplier during the contract's effective period of October 1, 2017 through April 30, 2018; and

- F. The City of Napoleon hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- G. The City of Napoleon acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Thursday, June 1, 2017. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the City of Napoleon's participation request. Furthermore, it is the sole responsibility of the City of Napoleon to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive the City's participation agreement and/or the City's request to rescind its participation agreement.

Section 2. That, the City Manager and/or the City Manager's representative are authorized to fill out and submit any and all necessary documentation to effectuate the intent of this legislation, including the ODOT prescribed form that is attached as Exhibit "A" to this legislation, and that the City of Napoleon agrees to the above terms and conditions regarding participation on the ODOT winter salt contract

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

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

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for the timely purchase of Sodium Chloride, needed for placement on streets in winter months for safe travel; 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. Further, the Emergency Clause is necessary to begin the purchasing process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____
Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 021-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

**RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT WINTER CONTRACT (018-18) FOR ROAD SALT**

WHEREAS, the City of Napoleon (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual winter road salt bid (018-18) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the winter road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of seven hundred (700) tons of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period of October 1, 2017 through April 30, 2018; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Thursday, June 1, 2017. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT winter road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT winter salt contract:

_____ (Authorized Signature) _____ Approval Date

**THIS RESOLUTION MUST BE UPLOADED TO THE WINTER SALT PARTICIPATION WEBSITE
BY NO LATER THAN WEDNESDAY, MAY 10, 2017.**

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.

RESOLUTION NO. 022-17

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FOR THE PURPOSE OF THE CITY OF NAPOLEON, OHIO ANNUAL AUDIT FOR THE YEAR ENDING DECEMBER 31, 2016, AND AUTHORIZING THE FINANCE DIRECTOR OF THE CITY OF NAPOLEON, OHIO TO ENTER INTO A CONTRACT FOR SAID AUDIT WITH THE AUDITOR OF STATE OF THE STATE OF OHIO; AND DECLARING AN EMERGENCY

WHEREAS, the City of Napoleon, Ohio's financial statements are audited on an annual basis; and,

WHEREAS, the City of Napoleon, Ohio desires to enter into a contract with the Auditor of State of the State of Ohio to conduct said audit; and

WHEREAS, this matter was previously listed in Resolution No. 065-16, and this matter is being brought before Council due to the approximated cost of \$36,900.00 being over the \$25,000.00 bidding threshold; and,

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

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

Section 1. That, the City of Napoleon authorizes the expenditure of funds in excess of \$25,000.00 from the 2017 Budget for the annual audit of the financial statements of the City of Napoleon, Ohio for the year ending December 31, 2016.

Section 2. That, Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 3. That, the Finance Director is authorized to enter into a contract with the Auditor of State of the State of Ohio to conduct said audit.

Section 4. That, the Agreement may contain a provision that allows the terms and conditions of the Agreement to be retroactively applied, the same being hereby approved if it so exists.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 7. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time so that the repairs can be done as soon as possible in hopes of

avoiding a complete rebuild, which affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the audit process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 022-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director



Dave Yost • Auditor of State

March 30, 2017

Gregory Heath, Finance Director
City of Napoleon

This letter of arrangement between the City of Napoleon, Henry County, Ohio (the City) and the Auditor of State describes the objective and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the City's audit requirements.

Summary of Services

We will audit the City's basic financial statements as of and for the year ended December 31, 2017⁶. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements present fairly, in all material respects, the City's financial position, changes in financial position, required budgetary comparison, and cash flows (where applicable), in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about June 30, 2017.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

We also will read the other information included in the introductory and statistical sections of the Comprehensive Annual Financial Report (CAFR) and consider whether this information, including the manner of its presentation, is materially consistent with information appearing in the financial section. However, we will not express an opinion or any other assurance on the introductory or statistical sections of the CAFR.

Engagement Team

The engagement will be led by:

- * Stephen Flickinger, CPA, Chief Auditor, and Jonathan Lawless, Assistant Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Christopher White, CPA, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * Kristina Hoyng, CPA, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the City's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America.
2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information in accordance with the applicable criteria.

- a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
 6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
 7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
 8. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the City's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the City.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the City (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide

assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are entities to which you have outsourced accounting functions. Service organizations process transactions reflected in your City's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your City uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls* Report (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* (SSAE No. 16) discusses the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SSAE No. 16 report.) Our staff can discuss SSAE No. 16 and possible monitoring controls you might use with you.

You are responsible for informing our staff of the service organizations your government uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- Henry County, which collects and distributes property taxes and special assessments on the City's behalf.
- MED 3000, which was your EMS Billing Provider until November 1, 2016.
- The Accumed Group, which was your EMS Billing Provider beginning November 1, 2016.
- Smart Bill LTD, which prints and mails utility bills;
- The Shamrock Companies Inc. which prints and mails income tax packets and returns, in addition to providing an online tax preparation tool;
- Weltman, Weinberg and Reis, which provides credit collection services for delinquent utility bills, income taxes and miscellaneous billings.
- Central Collections Agency, which provides credit collection services on income taxes.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles;
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the City's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to GASB-required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements* include the related footnotes and required and other supplemental information).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Unadjusted Differences (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the City and the Auditor of State have agreed to an approach designed to meet the City's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the City regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the City will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Your Responsibilities:

The City will provide in a timely manner all financial records and related information to us, an initial list of which has been furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information and assistance, the Auditor of State and the City will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$36,900.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds in accordance with Auditor of State Bulletin 2009-011.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter paragraph(s), or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with *Government Auditing Standards* on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report describes only the scope of our tests of internal control over financial reporting and on compliance and other matters and the results of these tests, and does not opine on the effectiveness of the City's internal control over financial reporting or on compliance or other matters. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

Peer Review Report

As required by *Government Auditing Standards*, we have attached a copy of our most recent external quality control review report (Peer Review). Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Christopher White, CPA at 419-245-2811.

Very truly yours,

Dave Yost
Auditor of State of Ohio



Stephen D. Flickinger, CPA
Chief Auditor

Attachment

cc: City Council and Finance Committee



ACCEPTED BY

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

TITLE

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

3/30/2017
DATE

SAMPLE
AMENDMENT # ___ TO LETTER OF ARRANGEMENT

March 30, 2017

Gregory Heath, Finance Director
City of Napoleon

Dear Mr. Heath:

The letter of arrangement dated March 30, 2017 between the Auditor of State and the City is hereby amended to reflect the following:

<u>Description of / Causes for Amendment</u>	<u>Estimated Fee Effect</u>
1	
2	
3	
4	
	<hr/>
Total this amendment	\$0.00
Previous fee estimate	<u>\$36,900.00</u>
Revised fee estimate	<u><u>\$36,900.00</u></u>

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call Christopher White, CPA at 419-245-2811.

Very truly yours,

Dave Yost
Auditor of State of Ohio

Stephen D. Flickinger, CPA
Chief Auditor

cc: City Council and Finance Committee

ACCEPTED BY

DATE

TITLE



PEER REVIEW REPORT
April 3, 2015

The Honorable David Yost, Ohio Auditor of State
Office of Auditor of State
88 E. Broad Street, 5th Floor
Columbus, Ohio 43215

Dear Auditor of State:

We have reviewed the system of quality control of the Ohio Auditor of State (the office) in effect for the period March 1, 2014 through February 28, 2015. A system of quality control encompasses the office's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The design of the system and compliance with it are the responsibility of the office. Our responsibility is to express an opinion on the design of the system and the office's compliance with the system based on our review.

We conducted our review in accordance with the policies and procedures for external peer reviews established by the National State Auditors Association (NSAA). In performing our review, we obtained an understanding of the office's system of quality control for engagements conducted in accordance with professional standards. In addition, we tested compliance with the office's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the office's policies and procedures on selected engagements. The engagements selected represented a reasonable cross-section of the office's engagements conducted in accordance with professional standards. We believe that the procedures we performed provide a reasonable basis for our opinion.

Our review was based on selective tests; therefore it would not necessarily disclose all design matters in the system of quality control or all compliance matters with the system. Also, there are inherent limitations in the effectiveness of any system of quality control; therefore, noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control of Ohio Auditor of State in effect for the period March 1, 2014 through February 28, 2015 has been suitably designed and was complied with during the period to provide the audit organization with reasonable assurance of performing and reporting in conformity with *Government Auditing Standards* in all material respects. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Ohio Auditor of State has received a peer review rating of *pass*.

Keith Dommer, CPA
Team Leader
National State Auditors Association
External Peer Review Team

Kathleen A. Davies, CPA-PA
Concurring Reviewer
National State Auditors Association
External Peer Review Team



CITY OF NAPOLEON, OHIO

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

DATE: April 10, 2017

TO: Members of Board of Public Affairs
Members of Electric Committee of Council
Members of City Council
Jason P. Maassel, Mayor
Joel L. Mazur, City Manager
Billy D. Harmon, City Law Director

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

SUBJECT: April, 2017, Computation of Power Supply Cost Adjustment Factor (PSCAF)

Attached herewith, is the April, 2017, Computation of Power Supply Cost Adjustment Factor (PSCAF). This computation includes the following information with changes or general information as noted:

> 1-2017-04-NAPOLEON-PSCAF-COMPUTATION spreadsheet.

- a. The Prior Fields that were in error (AMP-kWh Delivered) were corrected back to the Original Error. The PSCA's listed in Column (j) are now Correct. April, 2017, PSCA is +0.00536.
- b. A section has been added for the Preparers Signature (the person completing the PSCAF Computation); and, the Reviewers Signature (the person auditing and reviewing the information in the computation).
- c. AMP-kWh Delivered, listed in Column (c), and Purchased Power Supply Costs, listed in Column (d), both from last line for April, 2017, billing as listed in the 3-2017-14-APRIL-BILLING-USAGE spreadsheet and highlighted in yellow on Page 2.
(NOTE: The Total Purchase Power Costs of \$912,320.61 includes other Credits that Are Not Listed on the AMP Bills. Credits represent payments to the City and other Computed Credits as listed.)

> 2-2017-04-PSCAF-MONTHLY-TRACKING Chart.

- a. Corrected back to Original Error.

> 3-2017-04-APRIL-BILLING-USAGE Spreadsheet.

- a. AMP Billing Summary - kWh Delivered and Billed to the City, less other Credits not listed on Billings.
- b. Prior Month City Billed kWh by Customer Class.

> 3-2017-04-PSCAF-INTEREST-ERROR-CORRECTION Spreadsheet.

- a. Computed Interest Credit of -\$2,389.64 from Error Correction listed as a Credit in the April, 2017, PSCAF computation. (NOTE: You will see this number in the 3-2017-14-APRIL-BILLING-USAGE spreadsheet under the Column labeled Miscellaneous Charges & Levelization. It is included in with the JV5 Refund Credit of -\$86,927.01 for a Total Credit of -\$89,316.65.)

Net Error Totals	- Active Accounts -	\$529,640.56
	- Inactive Accounts -	<u>\$ 14,835.03</u>
Total Used for Interest Computation -		<u>\$544,475.59</u>

(April PSCAF – Continued Next Page)

(April PSCAF – Continued)

> 4-NPPB INV-197125 (A,B,C,D) pdf files.

a. AMP City large power billing with attachments.

> 5-RATE-LEVELIZATION-UPDATE Spreadsheet.

a. Updated Rate Levelization information.

> 6-JV2-INV-196941 through 8-JV6-INV-197081 pdf files.

a. AMP City JV2, JV5 & JV6 power billing with attachments.

> 9- USBANK-STATEMENT-02-28-2017 pdf file.

a. US Bank Statement on Levelization Balances held by AMP.

> 10-2017-04-BILL-REVIEW-DET Spreadsheet.

a. Updated Bill Impact based on April, 2017, Determinates.

> 11-2015-AMP-CREDIT-SCORE pdf file.

a. Informational Letter from AMP on City's 2015 Credit Score.

Other Items of Information:

On April 1, 2017, Electric Billing a Credit of \$529,640.56 was applied to the Active Accounts, as allocated to each individual account, based on kWh used during the error period. This is listed with the Electric Section of the bill and a Credit to Electric.

The Non-active Account Credit of \$14,835.03 shall be handled based on a procedure developed. This procedure is presented as a separate document.

I will review this information during the regular meeting of the BOPA and Electric Committee of Council. Should you have questions, please feel free to email me, or call me.

Thank you.



City of Napoleon, Ohio

FINANCE DEPARTMENT

255 West Riverview Avenue, P.O. Box 151
 Napoleon, OH 43545-0151
 Telephone: (419) 599-1235 Fax: (419) 599-8393
 www.napoleonohio.com

Memorandum

To: Members of City Council & Electric Committee
 Jason P. Maassel, Mayor
 Members of Board of Public Affairs
 Joel L. Mazur, City Manager
 Billy D. Harmon, City Law Director

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

cc: Chris Peddicord, Assistant Finance Director
 Lori Rausch, Utility Billing Supervisor

Date: April 10, 2017

Subject: PSCAF ERROR – INACTIVE ACCOUNTS

At the prior month (March, 2017) Board of Public Affairs and Council Electric Committee Meetings, the PSCAF Overcharge Error was brought forward along with recommendations on how to correct the error. Both the Board of Public Affairs and the Council Electric Committee made motions of recommendation to City Council to correct and pay back the overcharged PSCAF caused by the error on the “Active” Accounts only; and, to write-off Accounts with a Net Debit PSCAF accrued during the error period. At my request the handling of “Inactive” Accounts was put on hold until the April, 2017 meeting.

As a review and statue on the number of accounts, please note the following:

Active Accounts Impacted by Error

Total Active Accounts Impacted by Error	5,781		
Of those – Active Accounts with a Net Credit (-)	5,755	Totaling	(\$529,640.56)
Of those – Active Accounts with a Net Debit (+)	26	Totaling	\$ 169.12

Current Status –

Applied Council Authorized Credit on April 1, 2017 Billing	5,755	Totaling	(\$529,640.56)
Write-off of the PSCAF Net Debits for the Error Period	26	Totaling	\$ 169.12

This leaves the “Inactive” Accounts

Total Inactive Accounts Impacted by Error	1,919		
Of those – Inactive Accounts with a Net Credit (-)	1,512	Totaling	(\$ 14,835.03)
Of those – Inactive Accounts with a Net Debit (+)	224	Totaling	\$ 155.68
Of those – Inactive Accounts in Error Period with Zero	183	Totaling	\$ -0-

Current Status –

Pending Application of Credits to Inactive Accounts	1,512	Totaling	(\$ 14,835.03)
Write-off of the PSCAF Net Debits for the Error Period	224	Totaling	\$ 155.68

(PSCAF Inactive Accounts – Continued Next Page)

(PSCAF Inactive Accounts – Continued)

I have reviewed the how to best handle the remaining Credits with Finance Staff Members, and we have the following recommendations-

Proposed Procedure on Handling the Inactive Accounts:

1. Post (Update) the Utility Billing System (CMI UTYX) the Credit Balances to Inactive Accounts, 1,512 Accounts at (\$14,835.03).
2. Create a Form for Customers to apply for a Refund of the Credit. See Attached proposed Form.

NOTE: Customers applying for a Refund must be the Original Account Holder and provide proof of whom they are. Normal policies will be followed for Estates.

3. Place Form on City of Napoleon's WEB page, and make copies for walk in's at the counter.
4. Inactive Accounts with a Credit will be worked by Utility Billing (UB) personnel as follows:
 - a. Accounts with Credits > \$100 (11 Accounts, Totaling \$3,630.35) will be actively worked by UB Staff to contact Account Holder, obtain a valid Address, and generate a Refund.
 - b. Accounts with Credits < \$100 and > \$10 (332 Accounts, Totaling \$7,260.47) will be actively worked by UB Staff generating a letter using current file information to notify the listed Account Holder of a possible Refund. This letter shall contain a copy of the Form.
 - c. Accounts with Credits < \$10 (848 Accounts, Totaling \$3,827.11) will NOT be actively worked by UB Staff.

Utility Billing will issue a Press Release, place a Legal Notice in the paper for two (2) consecutive weeks and place a Message on the bottom of the Bill for current active customers regarding available Credits. Those desiring to make a Claim for Refund of a Credit < \$10 can submit a Form, along with Proof and receive a Refund.

- d. Accounts with Credits < \$1.00 (321 Accounts, Totaling \$117.10) SHALL NOT receive a Refund.
- c. Other Specialized Account situations –
 - > Of the Inactive Accounts there are 140 Accounts turned over to the Collection Agency for various amounts, and at various levels of collections. Credits for these Accounts shall be applied by the Collection Agency, and if a Refund is due, they will directly handle the Refund.
 - > UB Staff will work any Inactive Accounts with a Customer that has a current Active Account, and will post the Credit from the Inactive Account to the Active Account. Certain major Landlord accounts will also be worked as a total.
 - > UB Staff will track and reconcile the outstanding un-refunded balance.

(PSCAF Inactive Accounts – Continued Next Page)

(PSCAF Inactive Accounts – Continued)

5. The period for making or requesting Refunds would be six (6) months from May 1, 2017. Balances Remaining at the end of six (6) months would be rolled in as a Credit in the regular PSCAF Computation for December, 2017. The purpose of this would be to get the error and error correction off the books in the same year.
6. UB Staff would remove the Refund Request Form from the City's website at the end of 2017. However, the City would review any Refund Requests after 2017 on a case by case basis.

I am requesting the Board of Public Affairs and Council Electric Committee to review, and approve, the above proposed procedure to City Council.



City of Napoleon
Utility Billing Department
255 W Riverview Ave, P O Box 151
Napoleon, Ohio 43545-0151

**VERIFICATION/REQUEST FOR REFUND FROM PSCA ERROR
FOR AN INACTIVE UTILITY ACCOUNT**

Account Holders Photo I.D. required and must accompany this form!

Check to acknowledge that a photo I.D. is attached with this form.

Date:

Name:

Account Number:

Previous Service Address:

Current Mailing Address:

Phone number:

Email Address:

For Office Use Only:

Amount of Refund on Account: _____

Approval: _____ Date: _____

Approval: _____ Date: _____



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: Joel L. Mazur, City Manager
From: Chad E. Lulfs, P.E., P.S., Director of Public Works
cc: Mayor & City Council
Greg Heath, City Finance Director
Date: April 12, 2017
Subject: Park Street Street Improvements ~ Phase 2 –
Recommendation of Award

On Wednesday, April 12, 2017, bids were opened and read aloud for the above referenced project. Four bids were submitted and read as follows:

Bryan Excavating, L.L.C.	\$661,492.50
Vernon Nagel, Inc.	\$692,160.50
Crestline Paving & Excavating Co., Inc.	\$748,663.00
Geddis Paving & Excavating, Inc.	\$749,896.00

The Engineer's Estimate for this project is \$750,000.00. This project consists of: replacing the existing cast iron waterline on Park Street from Glenwood Avenue to Sheffield Avenue; replacing the remaining portion of the existing clay sanitary sewer with PVC sewer pipe; replacing drainage structures and installing storm leads to each property; reconstructing the street and drive approaches; installing new concrete walks along the Police Station property.. The completion date for this project is August 26, 2017.

Having reviewed the submitted bids, it is my recommendation that Council award Bryan Excavating, L.L.C. the contract for the Park Street Street Improvements ~ Phase 2 in the amount of \$661,492.50. If you have any questions or require additional information, please contact me at your convenience.

CEL



HENRY COUNTY AUDITOR
Kevin Garringer
Auditor

660 North Perry Street, P.O. Box 546 Napoleon, Ohio 43545
Phone: 419-592-1956 Fax: 419-592-4024

April 4, 2017

Fiscal Officers,

Please find enclosed the 2017 Ag District renewal applications. Please sign and return to our office.

Thank you,

Angela Straight
Deputy Auditor

A. Owner's Name & Address / Parcel Information
 Parcel Number 27-050014.0100 Acres 48.9100 Description Of Land PCL NW COR SW EX PCL
 FILE NUMBER 012032
 Property Location COUNTY ROAD 12

Total Number of Acres: 48.9100

VORWERK, KENNETH W., ETAL
 R-938 COUNTY ROAD 11
 NAPOLEON OH 43545

B. Does any land lie within a municipal corporation limit? Yes No
 If YES, copy must be submitted to Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 O.R.C. ? Yes No CAUV# 4944

1. If "NO" complete the following showing how land was used the past 3 years.
 Acres: Last Year 2 Years Ago 3 Years Ago

	Acres:	Last Year	2 Years Ago	3 Years Ago
Cropland				
Permanent Pasture for animal husbandry				
Woodland=commercial timber,nursery stock				
Land Retirement or Conservation Program pursuant to agreement with federal agency				
Building areas devoted to AGR production				
Roads,other areas not used AGR production				
TOTAL ACRES				

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? YES NO

If "NO", 1. Attach evidence of gross income for each of past 3 years, if the average yearly income from agricultural production was at least \$2500 or more.
 OR 2. If owner anticipates land will produce annual gross income of \$2500 or more, evidence must be attached showing the anticipated gross income.

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare that this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Signature of Owner Kenneth W. Vorwerk Date 3/10/2017

***** DO NOT COMPLETE FOR OFFICAL USE ONLY *****
***** ACTION OF COUNTY AUDITOR: ***** CAUV Application No. _____
 Application Approved _____ Rejected _____ *
 Date Application Filed with County Auditor _____
 Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature _____ Date _____
 Date Decision Mailed to Applicant _____ Certified Mail No. _____
***** ACTION OF LEGISLATIVE BODY OF MUNICIPAL CORPORATION: *****
 Application Approved _____ Approved with Modifications _____, * Rejected _____ *
 Date Application Filed with Clerk _____
 Date of Public Hearing _____ Date of Legislative Action _____

Clerks Signature _____ Date _____
 Date Decision Mailed to Applicant _____ Certified Mail No. _____
 *IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

A. Owner's Name & Address / Parcel Information
Parcel Number 27-069303.0020 Acres 6.0700 Description Of Land PCL PT S 1/2 SE 1/4

FILE NUMBER 012051
Property Location AMERICAN ROAD

Total Number of Acres: 6.0700 ROCKY, LLC OWNR

ROCKY LLC

P O BOX 268
NAPOLEON OH 43545

B. Does any land lie within a municipal corporation limit? Yes X No
If YES, copy must be submitted to Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 O.R.C. ? Yes X No CAUV# 3921

1. If "NO" complete the following showing how land was used the past 3 years.
Acres: Last Year 2 Years Ago 3 Years Ago

Table with 4 columns: Use Category, Last Year, 2 Years Ago, 3 Years Ago. Rows include Cropland, Permanent Pasture, Woodland, Land Retirement, Building areas, Roads, and TOTAL ACRES.

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? YES NO

If "NO", 1. Attach evidence of gross income for each of past 3 years, if the average yearly income from agricultural production was at least \$2500 or more. OR 2. If owner anticipates land will produce annual gross income of \$2500 or more, evidence must be attached showing the anticipated gross income.

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare that this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Signature of Owner [Signature] Date 4-3-17

***** DO NOT COMPLETE FOR OFFICIAL USE ONLY *****
*** ACTION OF COUNTY AUDITOR: ***
Application Approved Rejected * CAUV Application No.
Date Application Filed with County Auditor
Date Filed (if required) with Clerk of Municipal Corporation

County Auditor's Signature Date
Date Decision Mailed to Applicant Certified Mail No.
*** ACTION OF LEGISLATIVE BODY OF MUNICIPAL CORPORATION: ***
Application Approved Approved with Modifications * Rejected *
Date Application Filed With Clerk
Date of Public Hearing Date of Legislative Action

Clerks Signature Date
Date Decision Mailed to Applicant Certified Mail No.

APPLICATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT (ORC 929.02)

A. Owner's Name & Address / Parcel Information			FILE NUMBER
Parcel Number	Acres	Description Of Land	Property Location
27-060008.0000	38.0600	PCL NW SW FR EX PCL	012049
27-060008.0300	.2500	SW 1/4	COUNTY ROAD 13A (REAR)
41-010028.0100	77.9000	PCL NW PT SE FR AND SW PT	AMERICAN DRIVE
41-010030.0000	2.6700	PCL NE PT SE FL E RD	COUNTY ROAD 13A
			R-390 COUNTY ROAD 13A

Total Number of Acres: 118.8800

HOMAN, KEVIN, M., ETUX
12 026 COUTNY ROAD T
NAPOLEON OHIO 43545

B. Does any land lie within a municipal corporation limit? Yes X No _____
If YES, copy must be submitted to Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 O.R.C. ? Yes X No _____ CAUV# 1854

1. If "NO" complete the following showing how land was used the past 3 years.
Acres: Last Year 2 Years Ago 3 Years Ago

	Acres	Last Year	2 Years Ago	3 Years Ago
Cropland		118.88	118.88	118.88
Permanent Pasture for animal husbandry		0	0	0
Woodland=commercial timber,nursery stock		0	0	0
Land Retirement or Conservation Program pursuant to agreement with federal agency		0	0	0
Building areas devoted to AGR production		0	0	0
Roads,other areas not used AGR production				
TOTAL ACRES		118.88	118.88	118.88

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? YES X NO _____

If "NO", 1. Attach evidence of gross income for each of past 3 years, if the average yearly income from agricultural production was at least \$2500 or more.
OR 2. If owner anticipates land will produce annual gross income of \$2500 or more, evidence must be attached showing the anticipated gross income.

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare that this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Signature of Owner [Signature] Date 3/10/17

***** DO NOT COMPLETE FOR OFFICAL USE ONLY *****
*** ACTION OF COUNTY AUDITOR: *** CAUV Application No. _____
Application Approved _____ Rejected _____ *
Date Application Filed with County Auditor _____
Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature _____ Date _____
Date Decision Mailed to Applicant _____ Certified Mail No. _____
*** ACTION OF LEGISLATIVE BODY OF MUNICIPAL CORPORATION: ***
Application Approved _____ Approved with Modifications _____ * Rejected _____ *
Date Application Filed with Clerk _____
Date of Public Hearing _____ Date of Legislative Action _____

Clerks Signature _____ Date _____
Date Decision Mailed to Applicant _____ Certified Mail No. _____
*IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

A. Owner's Name & Address / Parcel Information
Parcel Number Acres Description Of Land
41-010024.0000 31.6600 PCL SE PT SE FL W RD

FILE NUMBER 012070
Property Location
R 025 COUNTY ROAD 13A

Total Number of Acres: 31.6600

HOMAN, JAMES F., ETAL, TRUSTEES

1260 WEST RIVERVIEW
NAPOLEON, OH 43545

B. Does any land lie within a municipal corporation limit? Yes No
If YES, copy must be submitted to Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 O.R.C. ? Yes No CAUV# 1853

1. If "NO" complete the following showing how land was used the past 3 years.
Acres: Last Year 2 Years Ago 3 Years Ago

	Acres	Last Year	2 Years Ago	3 Years Ago
Cropland				
Permanent Pasture for animal husbandry				
Woodland=commercial timber,nursery stock				
Land Retirement or Conservation Program pursuant to agreement with federal agency				
Building areas devoted to AGR production				
Roads,other areas not used AGR production				
TOTAL ACRES				

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? YES NO

If "NO", 1. Attach evidence of gross income for each of past 3 years, if the average yearly income from agricultural production was at least \$2500 or more.
OR 2. If owner anticipates land will produce annual gross income of \$2500 or more, evidence must be attached showing the anticipated gross income.

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare that this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Signature of Owner James F. Homan Date 3/10/2017

***** DO NOT COMPLETE FOR OFFICAL USE ONLY *****
*** ACTION OF COUNTY AUDITOR: *** CAUV Application No. _____
Application Approved _____ Rejected _____ *
Date Application Filed with County Auditor _____
Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature _____ Date _____
Date Decision Mailed to Applicant _____ Certified Mail No. _____
*** ACTION OF LEGISLATIVE BODY OF MUNICIPAL CORPORATION: ***
Application Approved _____ Approved with Modifications _____, * Rejected _____ *
Date Application Filed with Clerk _____
Date of Public Hearing _____ Date of Legislative Action _____

Clerks Signature _____ Date _____
Date Decision Mailed to Applicant _____ Certified Mail No. _____
*IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

APPLICATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT (ORC 929.02)

A. Owner's Name & Address / Parcel Information
Parcel Number 24-190076.0000 Acres 13.2200 Description Of Land PT W 1/2 NW

FILE NUMBER 012029
Property Location APPIAN

Total Number of Acres: 13.2200 LANKENAU PROPERTIES II, LTD. OWNR

LANKENAU PROPERTIES II LTD
705 N PERRY STREET
NAPOLEON OH 43545

B. Does any land lie within a municipal corporation limit? Yes X No
If YES, copy must be submitted to Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 O.R.C. ? Yes X No CAUV# 2617

1. If "NO" complete the following showing how land was used the past 3 years.
Acres: Last Year 2 Years Ago 3 Years Ago

	Acres:	Last Year	2 Years Ago	3 Years Ago
Cropland				
Permanent Pasture for animal husbandry				
Woodland=commercial timber,nursery stock				
Land Retirement or Conservation Program pursuant to agreement with federal agency				
Building areas devoted to AGR production				
Roads,other areas not used AGR production				
TOTAL ACRES				

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? YES NO

If "NO", 1. Attach evidence of gross income for each of past 3 years, if the average yearly income from agricultural production was at least \$2500 or more. OR 2.If owner anticipates land will produce annual gross income of \$2500 or more, evidence must be attached showing the anticipated gross income.

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare that this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Signature of Owner S. J. [Signature] Date 3.13.17

***** DO NOT COMPLETE FOR OFFICAL USE ONLY *****

*** ACTION OF COUNTY AUDITOR: *** CAUV Application No. _____

Application Approved _____ Rejected _____ *

Date Application Filed with County Auditor _____

Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature _____ Date _____

Date Decision Mailed to Applicant _____ Certified Mail No. _____

*** ACTION OF LEGISLATIVE BODY OF MUNICIPAL CORPORATION: ***

Application Approved _____ Approved with Modifications _____, * Rejected _____ *

Date Application Filed with Clerk _____

Date of Public Hearing _____ Date of Legislative Action _____

Clerks Signature _____ Date _____

Date Decision Mailed to Applicant _____ Certified Mail No. _____

*IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

**APPLICATION FOR PLACEMENT OF
FARMLAND IN AN AGRICULTURAL DISTRICT
(O.R.C. Section 929.02)**

New Application 
Renewal Application 

(See page 4 for General Information regarding this Application)

INSTRUCTIONS FOR COMPLETING APPLICATION

Print or type all entries.

- o List description of land as shown on the most recent tax statement or statements. Show total number of acres.
- o Describe location of property by roads, etc., and taxing district where located.
- o State whether any portion of land lies within a municipal corporation.
Note: See "Where to File" on page 4 to be sure that a copy of this Application is also filed with the Clerk of the municipal legislative body as well as the County Auditor.
- o A renewal application must be submitted after the first Monday in January and prior to the first Monday in March of the year in which the agricultural district terminates for the land to be continued in this program.
- o If the acreage totals 10 acres or more, do not complete Part D.
- o If the acreage totals less than 10 acres, complete either D (1) or (2).
- o Do not complete page 3. This space to be completed by the County Auditor and/or Clerk of the municipal legislative body.

A.

Owner's Name:	EDWARD A. HOFFEL, ETUX
Owner's Address:	7 PARK LAVE DRIVE NAPOLEON, OHIO 43545
Description of Land as Shown on Property Tax Statement:	
Agricultural Land - Seeded to Alfalfa in the fall of 2016.	
Location of Property:	
Street or Road-	ROSE-13A & FREEDOM DRIVE - CITY OF NAPOLEON OHIO
County-	HENRY

TAX DISTRICT(S)	PARCEL NUMBER(S)	# of Acres
	27. 060014. 0000	22.55
	41. 010026. 0000	7.92
Total Number of Acres		30.47

B. Does any of the land lie within a municipal corporation limit or subject to pending annexation?
Yes No

If YES, REMEMBER a copy of this application must be submitted to the Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 of the Ohio Revised Code? Yes No

If NO, complete the following showing how the land was used the past three years:

	ACRES		
	LAST YEAR	TWO YEARS AGO	THREE YEARS AGO
Cropland	Soybeans 13.92	Soybeans 13.92	Corn 13.92
Permanent Pasture used for animal husbandry	0.		
Woodland devoted to commercial timber and nursery stock	0.		
Land Retirement or Conservation Program pursuant to an agreement with a federal agency	0.		
Building areas devoted to agricultural production	0.		
Roads, building areas, and all other areas not used for agricultural production	1.0	1.0	1.0
Total Acres	12.92	12.92	12.92

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government? Yes No

If NO, complete the following:

1. Attach evidence of the gross income for each of the past 3 years, if the average yearly income from agricultural production was at least twenty-five hundred (\$2,500.00) dollars or more, or
2. If the owner anticipates that the land will produce an annual gross income of twenty-five hundred (\$2,500.00) dollars or more, evidence must be attached showing the anticipated gross income.

Authorization and Declaration

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Edward A. Hoefel
Signature of Owner

Date: 4-11-2017

DO NOT COMPLETE FOR OFFICIAL USE ONLY

CAUV Application No. _____

Action of County Auditor

Application Approved Rejected _____*

Date Application Filed with County Auditor 4/11/17

Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature [Signature] Date 4-11-17

Date Decision Mailed to Applicant _____ Certified Mail No. _____

Action of Legislative Body of Municipal Corporation

Application Approved _____ Approved with Modifications _____* Rejected _____*

Date Application Filed with Clerk _____

Date of Public Hearing _____

Date of Legislative Action _____

Clerk's Signature _____ Date _____

Date Decision Mailed to Applicant _____ Certified Mail No. _____

* IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

INFORMATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT

A. WHO MAY FILE?

Any owner of land used for agricultural production may file an application to have the land placed in an agricultural district.

B. WHERE TO FILE

The completed application must be filed with the auditor of the county where the land is located. The applicant will be notified of action taken by the county auditor within 30 days of the filing of the application if the land is not within a municipal corporation or an annexation petition has not been filed. If the land for which an application has been made lies within a municipal corporation limit or if an annexation petition that includes the land has been filed with the Board of County Commissioners under Section 709.02 of the Ohio Revised Code, a copy of the application must also be filed with the Clerk of the legislative body of the municipal corporation. The legislative body is required to conduct a public hearing on the application within 30 days after the application has been filed with the Clerk. Within 30 days of the hearing, the legislative body may approve the application, modify and approve the application as modified, or reject the application.

C. WHEN TO FILE AND RENEWAL

The original application may be filed at any time for placement of land in an agricultural district for a five-year period. If at the end of five years, the owner decides to keep some or all of his or her land in a district, he or she shall submit a renewal application and must meet the same land requirements and use the same application process as the original application. The renewal application may be filed at any time after the first Monday in January and prior to the first Monday in March of the year during which an agricultural district terminates, for a period of time ending on the first Monday in April of the fifth year following the renewal application.

D. WHAT IS "LAND USED FOR AGRICULTURAL PRODUCTION?"

In accordance with Section 929.01(A) of the Revised Code, land is devoted to "agricultural production" when it is used for commercial aquaculture, apiculture, animal husbandry, poultry husbandry; the production for a commercial purpose of field crops, tobacco, fruits, vegetables, timber, nursery stock, ornamental shrubs, ornamental trees; flowers or sod; the growth of timber for a noncommercial purpose if the land on which the timber is grown is contiguous to or part of a parcel of land under common ownership that is otherwise devoted exclusively to agricultural use; or any combination of such husbandry, production, or growth; and includes the processing, drying, storage and marketing of agricultural products when those activities are conducted in conjunction with such husbandry, production, or growth.

"Agricultural production" includes conservation practices provided that the tracts, lots, or parcels of the land or portions thereof that are used for conservation practices comprise not more than twenty-five percent of tracts, lots, or parcels of land that are otherwise devoted exclusively to agricultural use and for which an application is filed.

"Conservation practices" are practices used to abate soil erosion as required in the management of the farming operation, and include, but are not limited to, the installation, construction, development, planting, or use of grass waterways, terraces, diversions, filter strips, field borders, windbreaks, riparian buffers, wetlands, ponds, and cover crops for that purpose.

E. WHAT DOES "TRACTS, LOTS, OR PARCELS OF LAND" MEAN?

Tracts, lots, or parcels mean distinct portions of pieces of land (not necessarily contiguous) where the title is held by one owner, as listed on the tax list and duplicate of the county, is in agricultural production and conforms with the requirements of either D1, D2, or D3 below.

F. ARE THERE ANY OTHER REQUIREMENTS?

1. The land for which the application is made must have been used exclusively for agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with a federal agency for the three consecutive calendar years prior to the year in which application is made. Evidence must be shown on the application. If the land contains timber which is not being grown for commercial purposes the land on which the timber is growing must be contiguous to or part of a parcel under common ownership that is otherwise devoted exclusively to agricultural use.
2. If the total amount of land for which application is made is less than 10 acres, there is an additional requirement that the applicant submit evidence with his application that the activities conducted on the land have produced an average yearly gross income of at least twenty-five hundred dollars over the three years immediately preceding the year in which application is made or that the land will produce an anticipated annual gross income of that amount.
3. Evidence of annual gross income may be satisfied by attaching to the application form a short statement stating the number of animals by species and anticipated market value, number of acres of crops to be grown, their expected yield and price per bushel or similar specific information.

G. IS THERE A PENALTY FOR EARLY WITHDRAWAL?

Land removed from this program before the 5-year enrollment period is subject to penalty, per Section 929.02(D) of the Ohio Revised Code. See County Auditor's Office for details on how the amount of the withdrawal penalty is determined.

H. APPEAL OF APPLICATION

The applicant may appeal the denial of the application to the court of common pleas of the county in which the application was filed within thirty days of the receipt of the notice denying the application. When the land lies within a municipality the applicant may also appeal a decision to modify or reject an application to the court of common pleas of the county in which the application was filed within thirty days of the receipt of the notice of modification or rejection. In addition, the applicant may withdraw an application modified by a legislative body if he or she disapproves of the modifications.



March 29, 2017

Dear Home Energy Supplier,

We appreciate your participation in the Home Energy Assistance Program (HEAP). Each year we must update our HEAP vendor file with those companies wishing to continue as program providers.

If your company is still interested in being a HEAP Home Energy Supplier, please review and sign the attached Agreement. You will also need to complete and sign all the forms listed below:

- Home Energy Assistance Program Participation Agreement
- Form W-9
- OCEAN Data Confidentiality Agreement for Vendors
 - This form is only applicable for companies using our web based interface, Ohio Community and Energy Assistance Network (OCEAN).
 - **Each** individual accessing the OCEAN website **must** complete a separate form.

The deadline for updating your vendor file is **April 30, 2017**. If we do not receive all of the signed documents by the deadline, your company may no longer receive HEAP payments. Please return the complete package using **one** of the following methods:

- Email: Vendorhelp@development.ohio.gov
- Fax# (614) 466-6267/ Attn: OCEAN Help Desk/HEAP Vendor
- Mail to:
 - Ohio Development Services Agency
 - Office of Community Assistance 25th floor
 - PO Box 1001
 - Columbus, Ohio 43216-1001
 - Attn: OCEAN Help Desk/ HEAP Vendor

If you have questions, please contact OCEAN Help Desk at 1-888-995-2227, option 1. Thank you for your participation as a Home Energy Supplier.

Sincerely,

Randall Hunt, Deputy Chief
Office of Community Assistance

Enclosure

**HOME ENERGY ASSISTANCE PROGRAM
PARTICIPATION AGREEMENT**

**Ohio Development Services Agency
Office of Community Assistance / Home Energy Assistance Program (OCA/HEAP)
P.O. Box 1001, Columbus, Ohio 43216-1001**

Below is the statement of conditions for participation in Ohio's Home Energy Assistance Program in accordance with the Low-Income Home Energy Assistance Act of 1982.

1. The Home Energy Supplier shall charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by Ohio Development Services Agency (ODSA). The actual cost of the home energy shall not exceed the customary cost charged by the industry for energy to consumers in the geographical area in which the energy is provided.
2. Residential landlord and/or residential management companies are not eligible to be a Home Energy Supplier
3. The Home Energy Supplier shall not discriminate against any eligible household in regard to the terms and conditions of sale, credit, delivery price, program participation, race, religion, color, sex, military status, national origin, disability, age or ancestry.
4. The Home Energy Supplier shall inform ODSA if ownership changes or if the supplier buys or merges with another supplier of the Home Energy Assistance Program.
5. The Home Energy Supplier agrees to comply with state law regulation applicable to "Subdivision" or "Taxing Unit" as defined by Ohio Revised Code Section 5705.01. Furthermore, the Home Energy Supplier warrants that it is not disbarred and/or suspended, and will comply with ODSA rules and guidelines which govern the implementation of the Home Energy Assistance Program.
6. The Home Energy Supplier shall expend energy assistance payments solely for residential dwellings comprised of any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.
7. Should the Home Energy Supplier refund a customer's payment in whole or in part back to ODSA, the following information must be included with the refund amount:
 - a. Customer's name
 - b. Customer's OCEAN Number
 - c. Refund amount
 - d. Home Energy Assistance Program year associated with the refund
 - e. Reason for the refund
8. The Home Energy Supplier shall assure that the benefit of any energy assistance payment accrues to the eligible household for which the payment is made.
 - a. The Home Energy Supplier agrees to note on the customer's account the date on which the Notice of Decision/Intent to Pay was received by the Home Energy Supplier.
 - b. The Home Energy Supplier agrees to credit the customer's account upon payment by ODSA.

9. The Home Energy Supplier agrees to indemnify and to hold ODSA, its agents, and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement and Home Energy Supplier's performance of the obligations or activities in furtherance of HEAP which are attributable to the Home Energy Supplier's own actions or omissions or those of its trustees, officers, employees, subcontractors, suppliers, third parties utilized by the Home Energy Supplier, or joint ventures while acting under this Agreement. Such claims shall include, but are not limited to, any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks. The Home Energy Supplier shall bear all costs associated with defending ODSA, its agents, and the State of Ohio against any claims.

If the Home Energy Supplier is a "Subdivision" or "Taxing Unit", as defined by ORC Section 5705.01, it shall maintain liability and property insurance to cover actionable legal claims for liability of loss which are the result of injury to or death of any person, damage to property (including property of ODSA) caused by the negligent acts or omissions, or negligent conduct of the Home Energy Supplier, to the extent permitted by law, in connection with the activities of the Agreement. Furthermore, each party to this Agreement agrees to be liable for the negligent acts or negligent omissions by or through itself, its employees, agents and subcontractors. Each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such liability from one to the other.

10. The Home Energy Supplier shall retain all books, records and other documents relevant to normal billing procedures and upon reasonable notice to the Home Energy Supplier, any duly authorized representative of ODSA shall have full access to said materials to audit sample or otherwise evaluate energy assistance payments.
11. The Home Energy Supplier agrees to collect and report customer information, including but not limited to, each customer's annual bill amount, annual usage, and service information. All information must be reported in a format (for example: Excel) and method (for example: Web Upload) established by ODSA. ODSA will provide further instruction to the Home Energy Supplier on how and when to report such data. Failure to collect and report required information may result in termination of this Agreement.
12. Should the Home Energy Supplier fail to perform satisfactorily any requirements of this Agreement, or upon just cause, ODSA may immediately terminate this Agreement.
13. In accordance with Executive Order 2007-01, Home Energy Supplier, by its signature on this document, certifies: (1) it has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, Ohio Revised Code Sections 102.01 et seq., Sections 2921.01, 2921.42, 2921.421 and 2921.43, and Sections 3517.13(I) and (J), and (2) will take no action inconsistent with those laws and the order, as any of them may be amended or supplemented from time to time. The Home Energy Supplier understands that failure to comply with this order is, in itself, grounds for termination of this Agreement and the grant of funds made pursuant to this Agreement and may result in the loss of other contracts or grants with the State of Ohio.

HOME ENERGY ASSISTANCE PROGRAM PARTICIPATION AGREEMENT

Please check if you will be using our web-based interface (OCEAN) for accepts and rejects. A Confidentiality Agreement must be completed for each user. Please see attached.

1. Legal Name of Business/Individual: <p style="text-align: center;">CITY OF NAPOLEON, OHIO</p>		3. Employer Identification Number (EIN) <div style="border: 1px solid black; padding: 2px; text-align: center;">34-6400941</div> <p style="text-align: center;">OR</p> Social Security Number (SSN) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2. Business Trade Name, DBA Name (if different from above) 		6. Email Address: <p style="text-align: center;">gheath@napoleonohio.com</p>	
4. Telephone Number: 419-599-1235	5. Fax Number: 419-599-8393	7. Put a "v" in the box that applies to your business entity. <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Other (Specify) <u> * </u> <p style="text-align: center;">* Political Subdivision of Ohio</p> Note: If Sole Proprietor, individual's name must appear in block #1	
8. Company Website: <p style="text-align: center;">www.napoleonohio.com</p>		9. County(ies) Served: <p style="text-align: center;">HENRY COUNTY</p>	
10. Office Address: 255 WEST RIVERVIEW AVENUE P.O. BOX 151 NAPOLEON, OHIO 43545-0151		11. County: <p style="text-align: center;">HENRY</p>	
12. Mailing Address:(If different from above) <p style="text-align: center;">same</p>		13. County: <p style="text-align: center;">same</p>	
14. Type of Fuel/Service Provided: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane/Bottle Gas <input type="checkbox"/> Coal/Wood/Pellets <input type="checkbox"/> Repair/Install Heating/Cooling Systems <input checked="" type="checkbox"/> Electric <input type="checkbox"/> Fuel Oil/Kerosene <input type="checkbox"/> Portable Heaters <input type="checkbox"/> Room Air Conditioners			
<div style="border: 1px solid black; padding: 5px; text-align: center;">PLEASE ATTACH A SAMPLE COPY OF YOUR INVOICE</div>		<div style="border: 1px solid black; padding: 5px;"> Please enter the minimum # of gallons before you will make a delivery _____ </div>	
15. Name and Title of Contact Person: Lori A. Rausch Utility Billing Supervisor	16. Phone Number: <p style="text-align: center;">419-599-1235</p>	17. Email Address: <p style="text-align: center;">lrausch@napoleonohio.com</p>	
18. CERTIFICATION: The undersigned Home Energy Supplier agrees to comply with the conditions listed on pages one and two as a Participant for HEAP, effective on the signature date of this agreement and represents that to the best of his or her knowledge the information given is true, correct and complete.			
Signature of Authorized Representative Gregory J. Heath		Date _____	
Finance Director/Clerk of Council			
For OCA Staff only			
Vendor #	Initial & Date of Reviewer	Initial & Date of Supervisor	

State of Ohio

Development Services Agency

OCEAN Data Confidentiality Agreement for Vendors

Security and confidentiality are matters of concern of all users of the Development Services Agency (DSA) information systems, including all other persons who are given limited access to DSA confidential data for business reasons. Each person entrusted with an authorized ID to access any DSA information system holds a position of trust relative to the information it contains and must recognize and accept the responsibilities entrusted to him/her in preserving the security and confidentiality of that information. DSA information is subject to various state and federal confidentiality laws, including, but not limited to, section 1347.15 of the Ohio Revised Code.

An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of information. It is the responsibility of every user to know and understand the following:

1. You are being given access to DSA's OCEAN system only for the purpose of confirming delivery of goods or services for which you are to be paid by DSA. You must not use, or permit any other person to use, OCEAN or any information in OCEAN for any other purpose.
2. You must not seek to benefit personally, or permit others to benefit personally, from any information to which you are given access by virtue of your Utility relationship with DSA.
3. You must not disclose the contents of any record you may access through OCEAN to any person except as necessary for you to provide the goods or services for which you are to be paid by DSA.
4. You must not knowingly include or cause to be included in any record or report you create for DSA any false, inaccurate, or misleading entry.
5. You must not disclose or share any security codes, *i.e.*, sign-ons, passwords, *etc.*, used to access OCEAN or otherwise to do business with DSA.
6. You must report any violation of this Agreement to DSA immediately to: Chris Bowsheer at Christopher.Bowsheer@development.ohio.gov or 614-644-1421.
7. You acknowledge that certain information in OCEAN may be subject to privacy protections under federal and state law, and you understand that you may be subject to civil and/or criminal penalties if you violate those laws by unauthorized use or disclosure of information you obtain from DSA through OCEAN.
8. You understand that accounts that are not used for 90 days will be disabled. You will be required to sign a new confidentiality agreement to re-establish any account that has been disabled (except an account disabled due to invalid password entered).
9. You certify to DSA that the email address below is your work account, and it is not shared or accessed by anyone other than you.

Any violation of this policy may result in termination of your OCEAN access. DSA may exercise any remedy available to it under law to enforce this Agreement.

ONE FOR EACH USER

I have read and understand the OCEAN Data Confidentiality Agreement:

Vendor Name City of Napoleon, Ohio

Signed _____ (Date) _____

Name (Print) _____ (Position Title) _____

Work Address (full address) 255 West Riverview Avenue, P.O. Box 151
Napoleon, Ohio 43545-0151

Phone Number 419-599-1235 Ext _____

Work E-Mail _____

*****To be filled out by company owner or above employees supervisor only *****

Please list any other companies the employee listed above should have access to 0..... _____

Authorized Approval (Print) _____

Authorized Approval (Sign)..... _____ (Date) _____

<i>For OCA Use Only:</i> User Created/updated by: _____ DSA Approval _____
--

PC 17-01

Re-plat Of Manhke Orchards – Plat No. 1

MEMORANDUM

TO: Members of The City Planning Commission

FROM: Mark B. Spiess, Sr. Eng. Tech / Zoning Admin.

SUBJECT: Replat

MEETING DATE: April 11, 2017 @ 5:00PM

HEARING #: PC 17-01

BACKGROUND:

An application filed by Bradley N. Hibbard and Laura J. Sillis-Hibbard. The applicant is requesting to replat lot 1 of Mahnke Orchards – Plat No. 1. The request is pursuant to Chapter 1105 of the Codified Ordinances of Napoleon Ohio. This property is located in a C-4 Planned Commercial Zoning District.

RESEARCH AND FINDINGS

1. The proposed subdivision of land meets all the requirements of Chapter eleven of City's Codified Ordinances pertaining to Subdivision regulations, building setbacks, parking requirements, lot size and are accessible by permanent access easements.
2. All lots have existing water and sewer services to each lot.
3. The City Engineer has reviewed and approved the proposed subdivision.

PLANNING COMMISSION RESOLUTION NO. PC 17-01

A RESOLUTION RECOMMENDING THE APPROVAL OF A RE-PLAT OF LOT 1 OF MAHNKE ORCHARDS PLAT NO. 1

WHEREAS, Mahnke Orchards owners, Bradley N. Hibbard and Laura J. Sillis-Hibbard, have made an application pursuant to Chapter 1105 of the Codified Ordinances of the City of Napoleon, Ohio, to approve a re-plat of Lot 1 of Mahnke Orchards Plat No. 1.

WHEREAS, this Commission has held a hearing pursuant to Section 1105 of the Codified Ordinances of the City of Napoleon, Ohio and other applicable sections of law, to wit: Hearing No. PC17-01 (held April 17, 2017); and,

WHEREAS, the Zoning Administrator has complied with the provisions of said Section 1105.09 (b) (1)-(6); and,

WHEREAS, no Performance Agreement is required; and,

WHEREAS, based upon the submittals, testimony, and/or other evidence received by the Commission it has been determined to recommend approval of said minor subdivision and approve the proposed plat; Therefore,

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

Section 1. That, it is the recommendation of this Planning Commission that a Re-plat of Lot 1 of Mahnke Orchards Plat No. 1, creating Lot A and Lot B. Lot A being a part of the Southwest quarter (1/4) of Section 5, Township Five (5) North, Range Seven (7) East, Liberty Township, in the City of Napoleon, Henry County, Ohio, be approved by the City Council of Napoleon, Ohio. Lot B being a part of the Southwest quarter (1/4) of Section 5, Township 5 North, Range Seven (7) East, Liberty Township, in the City of Napoleon, Henry County, Ohio; as shown in Exhibit "A".

Section 2. That, these lots do have frontage on a city street with water and sewer services available to these lots and it can therefore be addressed according to city standards.

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

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

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



Robert McLimans, Chairman

VOTE:

Member: Robert McLimans Yea _____ Nay _____ Abstain

Member: Marv Barlow Yea _____ Nay _____ Abstain

Member: Fredric Furney Yea _____ Nay _____ Abstain

Member: Tim Berry Yea _____ Nay _____ Abstain

Member: Mayor Maassel Yea _____ Nay _____ Abstain

Re-Plat of Mahnke Orchards- Plat No. 1,

Also being a part of the Southwest quarter (1/4) of Section 5, Township 5 North, Range 7 East, Liberty Township, City of Napoleon, Henry County, Ohio.

For: Bradley N. & Laura J. Sills-Hibbard

Deed Reference: OR 299, Pg. 998; 35.147 Ac.
OR 305, Pg. 20, Mahnke Orchards Plat No. 1

Legal Description

Lot A, 11.070 Ac.

Lot B, 27.947 Ac.

Being a part of the Southwest quarter (1/4) of Section 5, Township 5 North, Range 7 East, Liberty Township, City of Napoleon, Henry County, Ohio and which is more particularly described as follows;

Commencing at a railroad spike found at the Northwest corner of the Southwest quarter (1/4) of Section 5; Thence South 0°59'45" West, (assumed bearing for the purpose of this description), on the West line of the Southwest quarter (1/4) of Section 5, eight hundred eight and fifty-three hundredths (808.53) feet to a point; Thence South 89°54'15" East, fifty-nine and ninety-six hundredths (59.96) feet to a mag nail set and the point of beginning for the parcel herein described;

Thence continuing South 89°54'15" East, eight hundred forty-one and zero hundredths (841.00) feet to an iron pin and cap set;

Thence South 0°23'26" West, six hundred eighty-two and sixty-six hundredths (682.66) feet to an iron pin and cap set;

Thence on a curve to the left on a line thirty and zero hundredths (30.00) feet Northerly of and parallel to the Northerly right of way line of United States Route 6 & 24, said curve having a radius of twelve thousand four hundred thirty-seven and sixty-seven hundredths (12,437.67) feet, an arc length of five hundred eighteen and seven hundredths (518.07) feet, a delta angle of 2°23'12", a chord distance of five hundred eighteen and three hundredths (518.03) feet, said chord bearing South 78°52'25" West, to an iron pin and cap set;

Thence North 72°36'21" West, eighty-two and forty-one hundredths (82.41) feet to an iron pin and cap set;

Thence North 0°59'47" East, five hundred fifty-three and fifty-five hundredths (553.55) feet to an iron pin and cap set;

Thence South 86°22'57" West, two hundred thirty-seven and twenty-nine hundredths (237.29) feet, to an iron pin and cap set on the Easterly right of way line of Enterprise Drive, (Co. Rd. 12);

Thence North 5°44'43" West, on the Easterly right of way line of Enterprise Drive, (Co. Rd. 12), two hundred twenty-two and zero hundredths (222.00) feet to the point of beginning.

Containing 11.070 acres of land more or less. Subject to all legal highways, easements, zoning regulations or restrictions of record.

Being a part of the Southwest quarter (1/4) of Section 5, Township 5 North, Range 7 East, Liberty Township, City of Napoleon, Henry County, Ohio and which is more particularly described as follows;

Commencing at a railroad spike found at the Northwest corner of the Southwest quarter (1/4) of Section 5;

Thence South 0°59'45" West, (assumed bearing for the purpose of this description), on the West line of the Southwest quarter (1/4) of Section 5, eight hundred eight and fifty-three hundredths (808.53) feet to a point;

Thence South 89°54'15" East, nine hundred and ninety-six hundredths (900.96) feet to an iron pin and cap set and the point of beginning for the parcel herein described;

Thence continuing South 89°54'15" East, one thousand seven hundred sixty-one and forty-five hundredths (1761.45) feet to an iron pin found on the East line of the Southwest quarter (1/4) of Section 5;

Thence South 0°32'30" West, on the East line of the Southwest quarter (1/4) of Section 5, five hundred twenty-nine and twenty-three hundredths (529.23) feet to an iron pin found on the Northerly right of way line of United States Route 6 & 24;

Thence on a curve to the left on the Northerly right of way line of United States Route 6 & 24, said curve having a radius of twelve thousand four hundred seven and sixty-seven hundredths (12,407.67) feet, an arc length of two thousand two hundred eighty-three and forty-four hundredths (2283.44) feet, a delta angle of 10°32'40", a chord distance of two thousand two hundred eighty and twenty-two hundredths (2280.22) feet, said chord bearing South 82°57'09" West, to an iron pin found;

Thence South 77°41'30" West, on the aforesaid line, three hundred four and three hundredths (304.03) feet to an iron pin found at the intersection of the aforesaid line with the Easterly right of way line of Enterprise Drive, (Co. Rd. 12);

Thence North 1°20'22" West, on the Easterly right of way line of Enterprise Drive, (Co. Rd. 12), one hundred forty-two and fifty hundredths (142.50) feet to an iron pin found;

Thence North 0°02'41" West, on the aforesaid line, four hundred and three hundredths (400.03) feet, to an iron pin found;

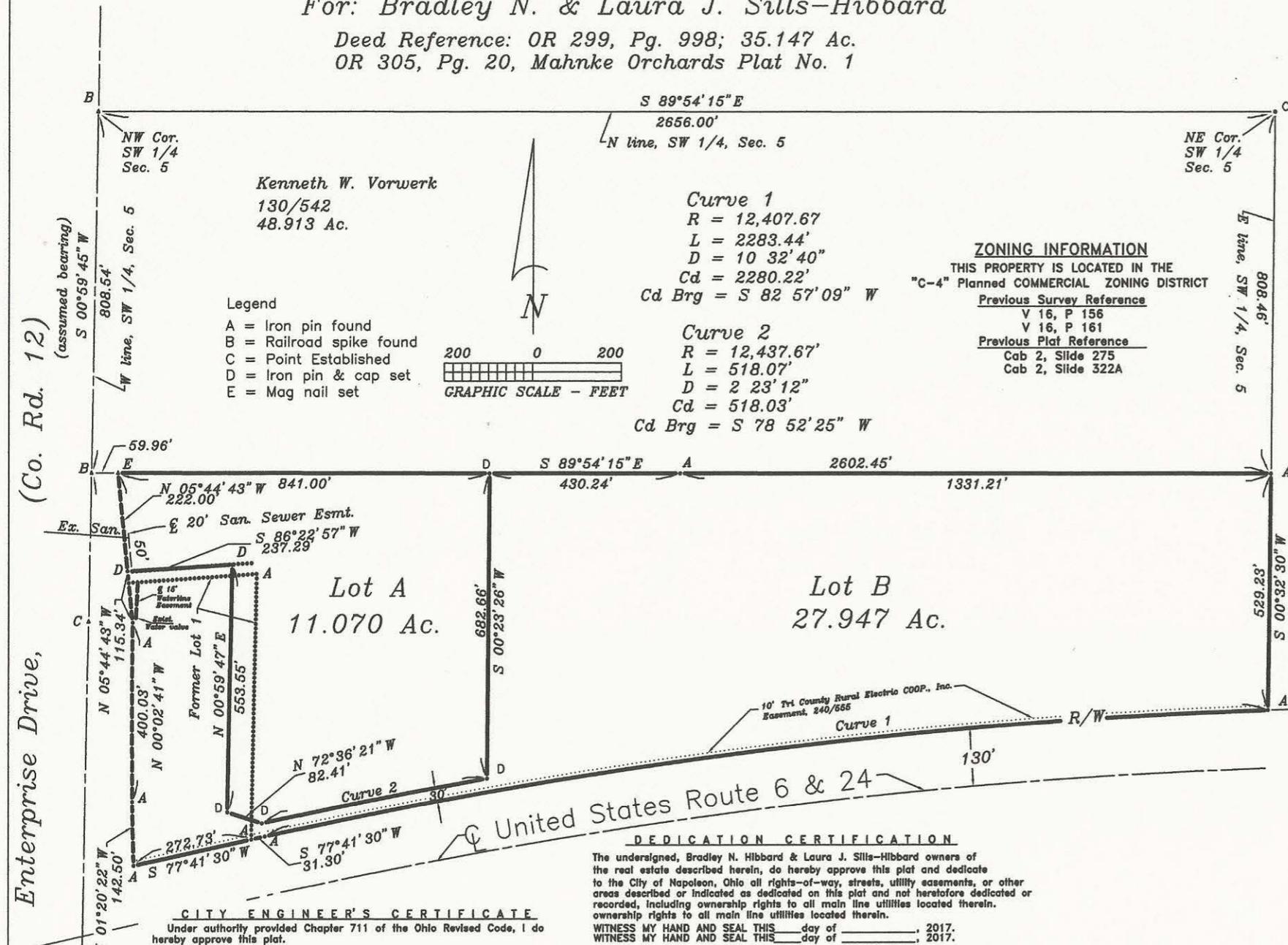
Thence North 5°44'43" West, on the aforesaid line, one hundred fifteen and thirty-four hundredths (115.34) feet to an iron pin and cap set;

Thence North 86°22'57" East, two hundred thirty-seven and twenty-nine hundredths (237.29) feet, to an iron pin and cap set;

Thence South 0°59'47" West, five hundred fifty-three and fifty-five hundredths (553.55) feet to an iron pin and cap set;

Thence South 72°36'21" East, eighty-two and forty-one hundredths (82.41) feet to an iron pin and cap set;

Thence on a curve to the right on a line thirty and zero hundredths (30.00) feet Northerly of and parallel to the Northerly right of way line of United States Route 6 & 24, said curve having a radius of twelve thousand four hundred thirty-seven and sixty-seven hundredths (12,437.67) feet, an arc length of five hundred eighteen and seven hundredths (518.07) feet, a delta angle of 2°23'12", a chord distance of five hundred eighteen and three hundredths (518.03) feet, said chord bearing North 78°52'25" East, to an iron pin and cap set;



ZONING INFORMATION
THIS PROPERTY IS LOCATED IN THE
"C-4" Planned COMMERCIAL ZONING DISTRICT
Previous Survey Reference
V 16, P 156
V 16, P 161
Previous Plat Reference
Cab 2, Slide 275
Cab 2, Slide 322A

Curve 1
R = 12,407.67
L = 2283.44'
D = 10 32'40"
Cd = 2280.22'
Cd Brg = S 82 57'09" W

Curve 2
R = 12,437.67'
L = 518.07'
D = 2 23'12"
Cd = 518.03'
Cd Brg = S 78 52'25" W

Legend
A = Iron pin found
B = Railroad spike found
C = Point Established
D = Iron pin & cap set
E = Mag nail set

Kenneth W. Vorwerk
130/542
48.913 Ac.

DEDICATION CERTIFICATION

The undersigned, Bradley N. Hibbard & Laura J. Sills-Hibbard owners of the real estate described herein, do hereby approve this plat and dedicate to the City of Napoleon, Ohio all rights-of-way, streets, utility easements, or other areas described or indicated as dedicated on this plat and not heretofore dedicated or recorded, including ownership rights to all main line utilities located therein, ownership rights to all main line utilities located therein.

WITNESS MY HAND AND SEAL THIS ___ day of ___, 2017.
WITNESS MY HAND AND SEAL THIS ___ day of ___, 2017.

Witness _____ Bradley N. Hibbard, Owner
Witness _____ Laura J. Sills-Hibbard, Owner

STATE OF OHIO, HENRY COUNTY, SS:
Before me, the undersigned Notary Public in and for said county and state, personally appeared Bradley N. Hibbard & Laura J. Sills-Hibbard, owners of the real estate described herein, who did acknowledge the execution of the foregoing instrument as his voluntary act and deed for the purposes therein expressed.

Witness my hand and notarial seal this ___ day of ___, 2017.

Notary Public _____
WITNESS OUR HANDS AND SEAL THIS ___ day of ___, 2017.

Witness _____ Bradley N. Hibbard, Owner
Witness _____ Laura J. Sills-Hibbard, Owner

STATE OF OHIO, HENRY COUNTY, SS:
Before me, the undersigned Notary Public in and for said county and state, personally appeared Bradley N. Hibbard & Laura J. Sills-Hibbard, owners of the real estate described herein, who did acknowledge the execution of the foregoing instrument as their voluntary act and deed for the purposes therein expressed.

Witness my hand and notarial seal this ___ day of ___, 2017.

Notary Public _____

CITY COUNCIL CERTIFICATE

Under authority provided by Chapter 711 of the Ohio Revised Code and the City of Napoleon Code of Ordinances, this plat is hereby approved by the City Council of the City of Napoleon, Ohio

Dated _____ Mayor _____
Attest: Clerk of Council _____

COUNTY AUDITOR'S CERTIFICATE

Transferred _____, 2017.
Henry County Auditor _____

COUNTY RECORDER'S CERTIFICATE

Filed for record _____, 2017 at _____, M.
Recorded on _____, 2017 in Plat Cabinet _____, Slide _____
Fee \$ _____
Henry County Recorder _____

CITY ENGINEER'S CERTIFICATE

Under authority provided Chapter 711 of the Ohio Revised Code, I do hereby approve this plat.

Dated _____
Chad E. Lufts, P.E., P.S.
City Engineer, Napoleon, Ohio

PLANNING COMMISSION CERTIFICATE

Under authority provided by Chapter 711 of the Ohio Revised Code and the City of Napoleon Code of Ordinances, this plat is hereby approved by the Planning Commission of the City of Napoleon, Ohio.

Dated _____
Chairman _____
Clerk of Council _____

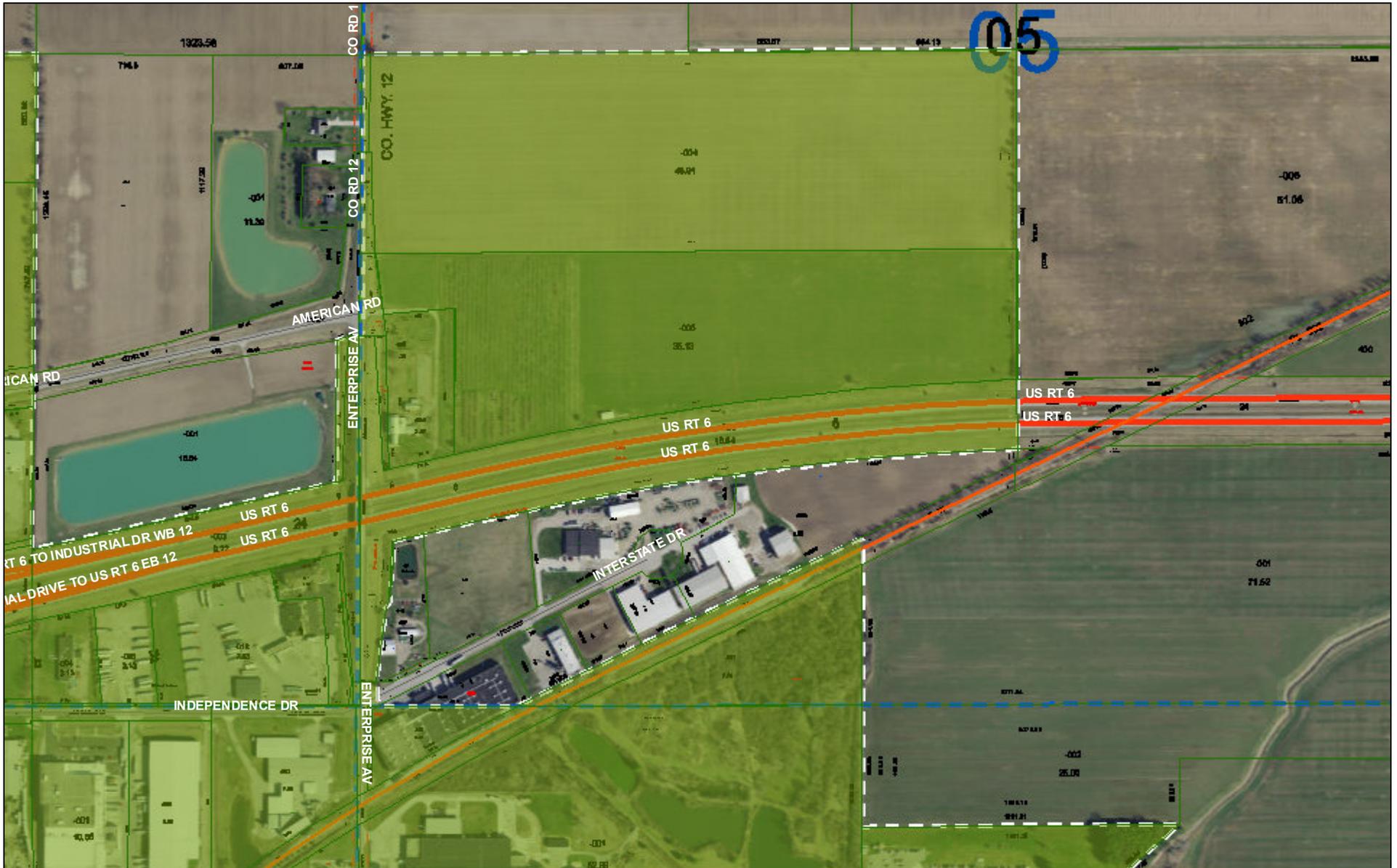
SURVEYOR'S CERTIFICATE

I hereby certify that this plat represents a survey made by me, and that the specified monumentation shown actually exists and its location is correctly shown.

Dated _____
Douglas W. Els, P.S.
Ohio Registered Surveyor #7758

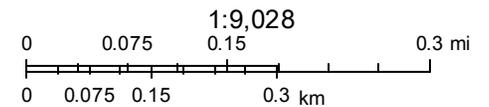
NOTES:
SW Cor. Survey Number: 82607
SW 1/4 D.W. Els Surveying
Sec. 5 16-883 State Route 281
Holgate, Ohio 43527
Douglas W. Els, Registered Surveyor No. 7758
Ph: (419) 782-5488

Henry County ArcGIS Web Map



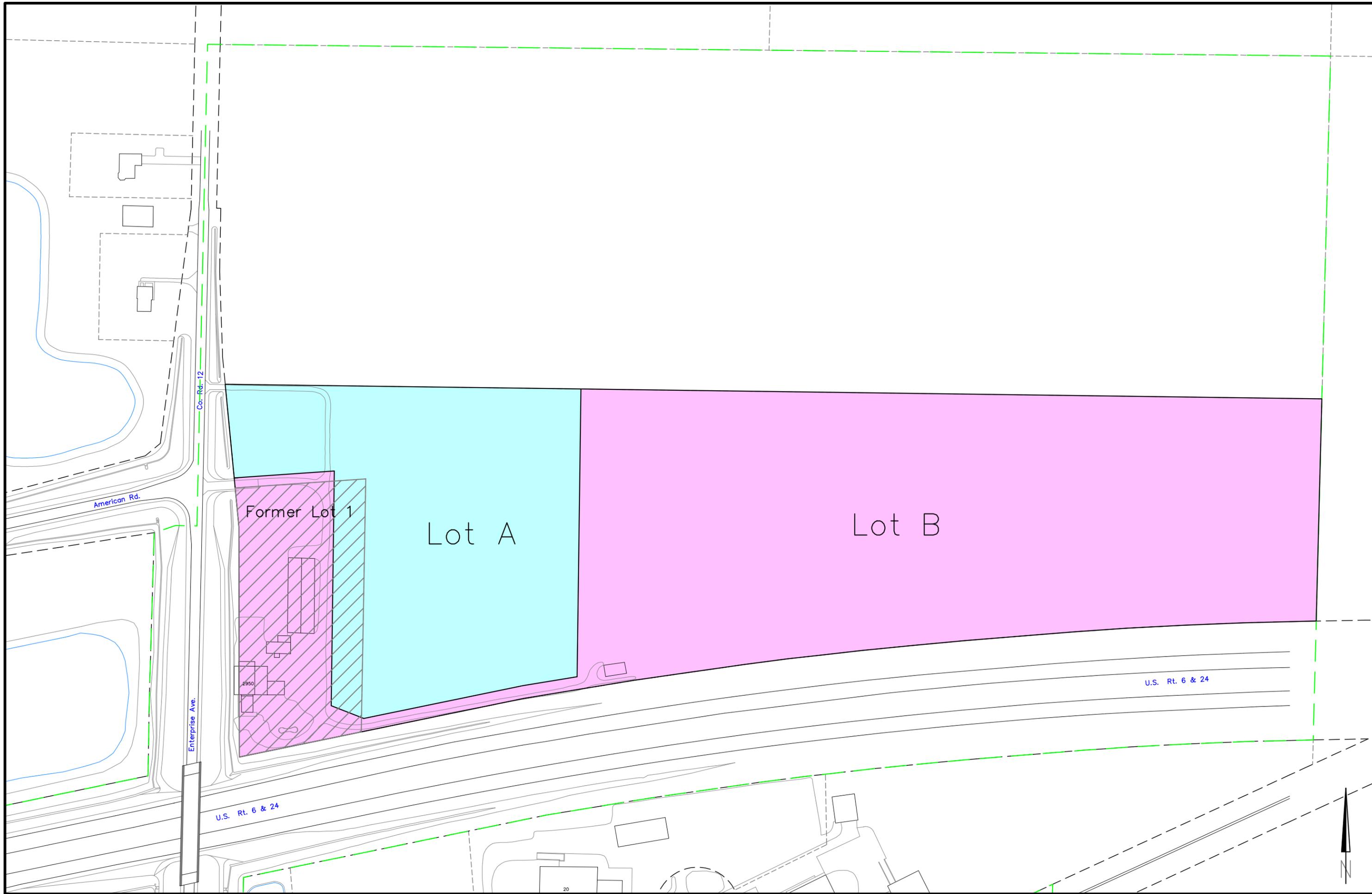
March 31, 2017

- Parcels
- Rail Lines
- Section Lines
- Right of Way NPL
- Incorporation Lines
- Street Centerlines
- US ROUTE
- COUNTY ROAD
- STREET



Dan Jenkins
Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors

Henry County Engineer
Henry County Engineer



Former Lot 1

Lot A

Lot B

American Rd.

Co. Rt. 12

Enterprise Ave.

U.S. Rt. 6 & 24

U.S. Rt. 6 & 24



2950

20

City of Napoleon, Ohio

TREE COMMISSION

MEETING AGENDA

Monday, April 17, 2017 at 6:00 pm

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

1. Approval of Minutes from March 20, 2017 *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
2. Review Tree Call Reports
3. Finalize Arbor Day Celebration
4. Spring Plantings Update
5. Spring Removals Update
6. Any other matters to come before the Commission
7. Adjournment



Gregory J. Heath
Finance Director/Clerk of Council



City of Napoleon, Ohio

255 West Riverview Avenue • P. O. Box 151
Napoleon, Ohio 43545-0151
Phone (419) 599-1235 Fax (419)-599-8393
www.napoleonohio.com

MEMORANDUM

TO: City Council, Mayor, City Law Director, City Manager, Department Supervisors, Newsmedia

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

DATE: April 13, 2017

RE: Ad-hoc Committee on Organizational Health and Strategic Vision Meeting Cancellation

The Ad-hoc Committee on Organizational Health and Strategic Vision meeting scheduled for Monday, April 17, 2017 at 6:00 pm has been CANCELED at the direction of the Chair.



City of Napoleon, Ohio

255 West Riverview Avenue • P. O. Box 151
Napoleon, Ohio 43545-0151
Phone (419) 599-1235 Fax (419)-599-8393
www.napoleonohio.com

MEMORANDUM

TO: Parks and Recreation Committee, City Council, Mayor, City Law Director, City Manager, Department Supervisors, Newsmedia

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

DATE: April 13, 2017

RE: Parks and Recreation Committee Meeting Cancellation

The regular Parks and Recreation Committee meeting scheduled for Monday, April 17, 2017 at 6:15 pm has been CANCELED due to lack of agenda items.



City of Napoleon, Ohio

FINANCE DEPARTMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545-0151
Telephone: (419) 599-1235 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Members of City Council
Jason P. Maassel, Mayor
Joel L. Mazur, City Manager
Billy D. Harmon, City Law Director
All Department/Division Heads

From: Gregory J. Heath, Finance Director/Clerk of Council
cc: Chris Peddicord, Assistant Finance Director

Date: April 13, 2017
Subject: Acting Finance Director/Clerk of Council – Assigned to
Christine Peddicord, Assistant Finance Director

Please be informed I will be out of the office from Friday, April 14, 2017, through Sunday, April 30, 2017. I will return to my office on Monday, May 1, 2017.

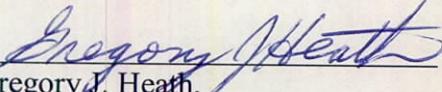
During this period I am out, I appoint the following person as Acting Finance Director/Clerk of Council:

Christine Peddicord, Assistant Finance Director

This person is hereby delegated all such power and authority of the Office of the Finance Director/Clerk of Council for the periods so listed as authorized by City Charter and Codified Ordinances.

Please direct all requests through Ms. Peddicord during this period. We will be in direct communication as needed.

Thank you.


Gregory J. Heath,
Finance Director/Clerk of Council



Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

April 7, 2017

March 2017: Return to normal weather raises market prices

By Mike Migliore – vice president of power supply planning & marketing

Compared to February 2017 and March 2016, which both set records for the warmest months, March 2017 was downright cold. The cold weather hung on through the second half of March and increased market prices once many generators started their spring outages. March prices ended higher than both January and February of this year.

Although congestion remained low, some areas saw unusual patterns. Congestion into the PP&L Zone was close to ending a more than two-year negative streak, but ended at $-\$0.01/\text{MWh}$. Congestion from Indiana Hub in MISO to the AEP/Dayton Hub in PJM was positive for the first time since April 2016.

AVERAGE DAILY RATE COMPARISONS

	March 2017 \$/MWh	February 2017 \$/MWh	March 2016 \$/MWh
A/D Hub 7x24 Price	\$30.77	\$25.71	\$24.58
PJM West 7x24 Price	\$31.65	\$26.51	\$25.48
A/D to AMP-ATSI Congestion/Losses	\$1.34	\$0.70	\$0.63
A/D to Blue Ridge Congestion/Losses	\$0.83	\$0.50	\$1.07
A/D to PJM West Congestion/Losses	\$0.88	\$0.79	\$0.90
PJM West to PP&L Congestion/Losses	$-\$0.01$	$-\$1.63$	$-\$6.34$
IND Hub to A/D Hub Congestion/Losses	\$2.40	$-\$0.74$	\$2.56

Energy markets update

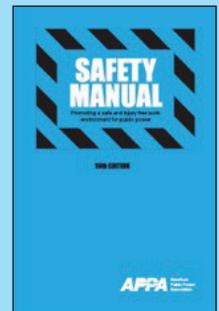
By Jerry Willman – assistant vice president of energy marketing

The May 2017 natural gas contract increased $\$0.065/\text{MMBtu}$ to settle at $\$3.331/\text{MMBtu}$. The EIA reported an injection of 2 Bcf for the week ending March 31, which was 6 Bcf below analyst expectations. Gas in storage now stands at 2,051 Bcf. This is 14.8 percent above the five-year average of 1,786 Bcf.

On-peak power prices for 2018 at AD Hub closed yesterday at $\$36.30/\text{MWh}$, which was $\$0.23/\text{MWh}$ lower for the week.

APPA releases updated edition of safety manual

By Michelle Palmer, PE – vice president of technical services



The American Public Power Association (APPA) recently released its Safety Manual for an Electric Utility, 16th edition. The manual, updated every five years, serves as an important resource for lineworkers, operations and safety professionals, and others in the utility industry to help promote safe work practices.

The 16th edition of the safety manual includes information on important safety topics including:

- Wireless electronic devices
- Employee training and job briefings
- Control of hazardous energy
- First Aid, CPR, AED
- Pole-top rescue
- Crystalline silica
- Personal protective equipment
- Work on energized/de-energized cables
- Cables

Scott McKenzie, AMP member safety manager, was part of the team that helped draft the publication. McKenzie will provide an overview of the changes to the newly released safety manual at the 2017 AMP Technical Services Conference, which will be held April 25-26.

Additional information about the contents of the publication and instructions on how to purchase are available on the APPA [website](#).

AFEC update

By Jerry Willman

The Fremont plant operated in 2x1 configuration for the week. Duct firing operated for 68 hours this week.

The plant generated at a 76 percent capacity factor (based on 675 MW rating).

NERC update call, webinar to take place April 13

By Art Iler – director of reliability standards

AMP, in coordination with Utility Services, Inc., will host its monthly North American Electric Reliability Corporation (NERC) update call and webinar for members from 1:30 to 2:30 p.m. on April 13. Topics to be discussed include: (i) Transmission Owner Control Center (TOCC) project; (ii) NERC President Gerry Cauley's testimony to the US Senate; (iii) EOP-004-4 filed with FERC; (iv) NERC's 2017 Standards Report; (v) recent ReliabilityFirst audit experience; (vi) regional Guided Self-Certifications; (vii) MIDAS reporting reminder; and (viii) May face-to-face workshop. The presentation will be followed by a question and answer session.

Please contact me with questions, and for the dial-in number and webinar instructions at 614.540.0857 or ailer@amppartners.org.

Bashlin hosts first Regional Safety Meeting of 2017

The first Regional Safety Meeting of 2017 took place April 4 at Bashlin Industries in Grove City, Pennsylvania. More than 20 participants from Grove City, New Wilmington, Zelienople, Ellwood City, Columbiana, Newton Falls and Westerville were in attendance.

During the meeting, Scott McKenzie, AMP member safety manager, facilitated a discussion of the Occupational Safety and Health Administration's (OSHA) changes and updates. McKenzie's presentation was followed by a tour of the Bashlin factory and drop test and self-rescue device demonstrations.

Regional Safety Meetings take place throughout the year in various locations throughout AMP's footprint. These day-long meetings are free of charge to members.

The next Regional Safety Meeting is scheduled to take place April 13 at Cabela's in Hamburg, Pennsylvania. The event will begin at 9 a.m. and will feature speakers and vendors who will present on a variety of topics. Lunch will be provided to attendees.

For additional information, please contact Gary Shultz, AMP safety consultant, at garyshultz@ymail.com or 717.991.3131.



A representative from Bashlin Industries demonstrates how to use a self-rescue device during the April 4 Regional Safety Meeting in Grove City.

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

Week ending April 7

MON	TUE	WED	THU	FRI
\$37.50	\$32.87	\$30.87	\$34.68	\$38.00

Week ending March 31

MON	TUE	WED	THU	FRI
\$32.49	\$29.76	\$32.23	\$33.08	\$31.89

AEP/Dayton 2018 5x16 price as of April 6 — \$36.30

AEP/Dayton 2018 5x16 price as of March 30 — \$36.53

Rinehart joins AMP as facilities manager

By Tracy Reimbold – vice president of HR & administrative services

Mark Rinehart joined AMP this week as facilities manager. He will be responsible for managing the AMP facilities and fleet to ensure safe and efficient building and vehicle operations.

Rinehart brings with him more than 12 years of experience in property maintenance and supervision. He comes to AMP from Valley Mechanical Services, where he served as a commercial and industrial refrigeration heating and A/C technician. Prior to this, he handled the property preservation and rehab efforts for Rinehart Property Preservation LLC.

Rinehart holds an associate degree in fisheries and wildlife management from Hocking College, and is also certified in HVAC/R.

Please join me in welcoming Mark to AMP.



Mark Rinehart

USEPA officially withdraws proposed CPP rules

By Adam Ward – vice president of environmental affairs, sustainability & energy policy

The U.S. Environmental Protection Agency's (USEPA) withdrawal of the proposed Clean Power Plan (CPP) rules setting federal plan requirements, creating model trading rules, and adding design details to the Clean Energy Incentive Program was officially published in the Federal Register. This withdrawal reflects President Trump's executive order and ongoing efforts to revoke all actions associated with former President Obama's climate legacy.

Associated with this action, USEPA Administrator Scott Pruitt provided a letter to states explaining that they are under no obligation to work toward meeting any CPP compliance deadlines. In addition, if the rule becomes relevant in the future, for whatever reason, the USEPA supports the application of day-to-day tolling, meaning the rule's compliance deadlines will be extended by the number of days the stay was in effect. At this time, the current administration has expressed their intent to completely revoke the rule in its current form.

AMP staff will continue to update members as these matters progress.

Village of Edgerton seeks applicants for police chief

The Village of Edgerton is seeking applicants for the position of village police chief.

Duties include planning, directing, managing and supervising the administrative, operational and financial activities of the police department. The candidate should have a high school diploma (or GED), must be a sworn-in police officer in the state of Ohio or another state, and a minimum of 10 years of experience as a police officer. A valid driver's license is required. Salary commensurate with qualifications and experience.

Interested candidates should submit a resume and cover letter by 4 p.m. April 14. Documents should be mailed to Mayor, Village of Edgerton, PO Box 609, 324 N. Michigan Ave., Edgerton, OH 43517.

Electric department director needed at OMLPS

Oberlin Municipal Light and Power System (OMLPS) is in search of candidates for the position of electric department director to oversee all engineering, financial, administrative and management functions of the light and power system.

Qualifications include a bachelor's degree in electrical engineering, public administration or related field; at least five years of hands-on experience in generation, transmission and distribution operations, including extensive planning, personnel management and financial experience; or an equivalent combination of education and experience that provides the skills and abilities necessary to perform the primary job duties. A valid Ohio driver's license is required.

Applications and a full job description are available at www.cityofoberlin.com or at the Oberlin City Hall, located at 85 S. Main St., Oberlin, OH 44074. A cover letter and resume should be included with completed application.

AMP seeks applicants for position of power dispatcher

AMP is seeking applicants for the position of power dispatcher. Applications and a full job description are available on the careers section of the AMP [website](#).

This position is responsible for making hourly purchasing and selling decisions for the use of available generating resources to optimally meet member load requirements; monitoring member loads; and implementing and scheduling power supply arrangements.

Candidates must have a minimum of an associate degree in business or related field (bachelor's degree preferred), or related work experience. Candidate must be willing to work rotating shifts; learn power supply op-

erations, economic dispatch of generation resources and transmission use; and become PJM Generation Operation certified within one year of employment.

Columbus to hold exam for plant maintenance electrician II

The City of Columbus Department of Public Utilities is seeking qualified candidates for the position of sewer service worker (emergency). To apply, you must first take the open competitive examination. Applications must be submitted to the Civil Service Commission by applying [online](#) by April 13.

Under direction, the position is responsible for planning and coordinating activities related to the installation, troubleshooting, repair and maintenance of electrical equipment (up to 15kV AC), wiring systems and accessories, and performing related duties as required. Qualifications include four years of experience installing and repairing three-phase electrical equipment in an industrial facility with voltages up to 2400 volts. Successful completion of a formal classroom or apprenticeship training program in the general principles of electricity may substitute for six months of the required experience. A valid driver's license is required. Salary range is \$49,192 to \$71,427.

Please contact the Civil Service Commission at 614.645.8369 with questions. The office is located at 77 N. Front St., Suite 330, Columbus, OH 43215. EOE.

St. Clairsville begins search for assistant superintendent

The City of St. Clairsville has an immediate opening for an assistant superintendent in its electric department. The Assistant Superintendent is responsible for assisting the Electric Superintendent in the day to day operation and management of the Electric Department in a municipal government setting.

The position also is responsible for conducting maintenance on and installation of high voltage and secondary electric lines. The position also may serve as Assistant Superintendent for other public service departments. Qualifications include completion of high school (or equivalent) and a minimum of five years of experience working with high voltage electrical, or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities. Field experience and/or project management experience would be considered a plus. Applicants who live within a 60 minute drive of the city preferred.

A complete position description is available on the city's [website](#). Interested candidates should send a letter of interest with salary requirements and a resume to DOPS, City of St. Clairsville, PO Box 537, St. Clairsville, OH 43950, by May 5.