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# Memorandum

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TO: Mayor and City Council  
City Manager, Finance Director, City Law Director  
FROM: Roxanne  
SUBJECT: General Information  
DATE: May 12, 2017

## CALENDAR

## COUNCIL AGENDA

### C. APPROVAL OF MINUTES

- May 1, 2017 Special Council Meeting (Public Hearing)
- May 1, 2017 City Council Meeting

### G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **Resolution No. 031-17**, a Resolution authorizing Travis B. Sheaffer as delegate to represent the City of Napoleon, Ohio as a member of the Board of Directors of the Ohio Municipal Electric Association (OMEA); and Declaring an Emergency.
2. **Ordinance No. 032-17**, an Ordinance amending the current Credit Card Policy in and for the City of Napoleon, Ohio, as was Periodically Amended; and Declaring an Emergency.

### H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS

1. **Ordinance No. 010-17**, an Ordinance Amending a Certain Section of the Personnel Code Chapter 197 of the Codified Ordinances of the City of Napoleon, Ohio.

### I. THIRD READINGS OF 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)*

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

1. Recommendation to approve the PSCAF for May 2017 as: PSCAF – corrected three (3) month averaged factor \$0.00673, JV2 \$0.031644, JV5 \$0.031644.
2. Presentation of 2018 Tax Budget as placed on file.
  - a. Greg has included information on the 2018 Tax Budget.
3. Renewal of Contract with Burch Hydro for Cleaning of Water Treatment Plant Lime Sludge Lagoons.
  - a. Attached is a Memorandum from Scott Hoover on this project.
4. Approval of Plans and Specifications for the 2017 Downtown Improvements Project.
5. To Rebid the Napoleon Safety Services Training Facility (1310 Oakwood Avenue) Project.
6. Review of Income Tax Levy Issue. *(Refer to Finance and Budget Committee).*
7. Review of Pay Changes to Certain Non-Bargaining Pay Positions. *(Refer to Finance and Budget Committee).*

### L. Approve Payments of Bills and Approve Financial Reports

## **MISCELLANEOUS INFORMATION**

### 1. *Additional Agendas for Monday, May 15, 2017*

#### **6:00 pm**

- a. Ad-hoc Committee on Organizational Health and Strategic Vision
- b. City Tree Commission

#### **6:30 pm**

- a. Special Joint Meeting of the Parks and Recreation Committee with the Parks and Recreation Board

### 2. Invitation to Participate in the *Memorial Day Parade*

### 3. OML Legislative Bulletin/May 12, 2017

Records Retention - CM-11 - 2 Years

# MAY 2017

<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
	6:45 pm Public Hearing					
	7:00 pm City Council					
7	8	9	10	11	12	13
	6:30 pm Electric Committee BOPA	10:30 am Privacy Comm.			10:00 am Healthcare Cost Committee Mtg.	
14	15	16	17	18	19	20
	6:00 pm Ad-hoc Committee Organizational Health and Strategic Vision					
	6:00 pm Tree Commission					
	6:30 pm Special Joint Mtg. Parks & Rec Comm. and Parks and Rec Board					
	7:00 pm City Council					
21	22	23	24	25	26	27
	2:30 pm NIEDF Comm.				10:00 am Healthcare Cost Committee Mtg.	
	6:30 pm Finance & Budget Committee	4:30 pm Civil Service				
	7:30 pm Safety & Human Resources Committee					
28	29	30	31			
	Offices Closed for <i>Memorial Day Holiday</i>		6:30 pm Park & Rec Board			

City of Napoleon, Ohio

**CITY COUNCIL**

Meeting Agenda

**Monday, May 15, 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. May 01, 2017 (Special Council Meeting)
2. May 01, 2017 (Regular Council Meeting)

**D. Citizen Communication**

**E. Reports from Council Committees**

1. **Electric Committee** met on May 08, 2017 and:
  - a. Recommend to approve the BOPA recommendation of approval of the PSCAF for May 2017 as: PSCAF – corrected three (3) month averaged factor \$0.00673, JV2 \$0.031644, JV5 \$0.031644.
2. **Water and Sewer Committee** did not meet on May 08, 2017 due to lack of agenda items; and
3. **Municipal Properties, Building, Land Use and Economic Development Committee** did not meet on May 08, 2017 due to lack of agenda items; and
4. **Ad-hoc Committee on Organizational Health and Strategic Vision** met earlier this evening and discussed the mission and strategic vision of the city.
5. **Parks and Rec Committee** met in a Special Joint Meeting with the Parks and Rec Board earlier tonight with the following agenda item:
  - a. Request from Henry County Commissioners to Designate Vorwerk Park as a Primitive Camp Site Location.

**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** did not meet due to lack of agenda items
3. **City Tree Commission** met earlier this evening.
4. **Parks and Recreation Board** met in a Special Joint Meeting with the Parks and Rec Committee earlier tonight.

**G. Introduction of New Ordinances and Resolutions**

1. **Resolution No. 031-17**, a Resolution authorizing Travis B. Sheaffer as delegate to represent the City of Napoleon, Ohio as a member of the Board of Directors of the Ohio Municipal Electric Association (OMEA); and Declaring an Emergency. *(Suspension Requested)*
2. **Ordinance No. 032-17**, an Ordinance amending the current Credit Card Policy in and for the City of Napoleon, Ohio, as was Periodically Amended; and Declaring an Emergency. *(Suspension Requested)*

**H. Second Readings of Ordinances and Resolutions**

1. Ordinance No. 010-17, an Ordinance Amending a Certain Section of the Personnel Code Chapter 197 of the Codified Ordinances of the City of Napoleon, Ohio; and Declaring an Emergency.

**I. Third Readings of 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.

**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 May 2017 as: PSCAF – corrected three (3) month averaged factor \$0.00673, JV2 \$0.031644, JV5 \$0.031644.
2. **Discussion/Action:** Presentation of 2018 Tax Budget as placed on file.
3. **Discussion/Action:** Renewal of Contract with Burch Hydro for Cleaning of Water Treatment Plant Lime Sludge Lagoons.
4. **Discussion/Action:** Approval of Plans and Specifications for the 2017 Downtown Improvements Project.
5. **Discussion/Action:** To Rebid the Napoleon Safety Services Training Facility (1310 Oakwood Avenue) Project .
6. **Discussion/Action:** Review of Income Tax Levy Issue. (*Refer to Finance and Budget Committee*).
7. **Discussion/Action:** Review of Pay Changes to Certain Non-Bargaining Pay Positions. (*Refer to Finance and Budget Committee*).

**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**

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Gregory J. Heath  
Finance Director/Clerk of Council

## **A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL**

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

*(Next Regular Meeting: Monday, June 5, 2017 @6:15 pm)*

- a. Costs for an Email Exchanger (Tabled)

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

*(Next Regular Meeting: Monday, June 12, 2017 @6:30 pm)*

- a. Review of Power Supply Cost Adjustment Factor for June, 2017
- b. Electric Department Report

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

*(Next Regular Meeting: Monday, June 12, 2017 @7:00 pm)*

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

*(Next Regular Meeting: Monday, June 12, 2017 @7:30 pm)*

- a. Discussion on Roundhouse Road (tabled)
- b. Discussion on Downtown Improvements (tabled)
- c. Discussion on Parking Spaces (Cake Walk Bakery-tabled)
- d. Updated Information from Staff on Economic Development (as needed)

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

*(Next Meeting: Monday, May 15, 2017 @6:30 pm-Special Joint Meeting with Parks and Rec Board)*

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

*(Next Regular Meeting: Monday, May 22, 2017 @6:30 pm)*

- a. Review of Income Tax Levy Issue.
- b. Review of Pay Changes to Certain Non-Bargaining Pay Positions.

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

*(Next Meeting: Monday, May 22, 2017 @7:30 pm)*

### **8. Personnel Committee (as needed)**

### **9. Ad Hoc Committee on Organizational Health and Strategic Vision (Next Mtg: Mon., May 15, 2017 at 6:00 pm)**

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

*(Next Regular Meeting: Monday, June 12, 2017 @6:30 pm)*

- a. Review of Power Supply Cost Adjustment Factor for June, 2017
- b. Electric Department Report

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

*(Next Regular Meeting: Tuesday, June 13, 2017 @4:30 pm)*

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

*(Next Regular Meeting: Tuesday, June 13, 2017 @5:00 pm)*

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

*(Next Regular Meeting: Monday, May 15, 2017 @6:00 pm)*

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

*(Next Regular Meeting: Tuesday, May 23, 2017 @4:30 pm)*

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

*(Special Mtg May 15, 2017 at 6:30 pm w/Parks&Rec Committee; Next Regular Meeting: Wed., May 31, 2017 @6:30 pm)*

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

*(Next Regular Meeting: Tuesday, November 14, 2017 @10:30 am)*

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

*(Next Regular Meeting: Tuesday, June 13, 2017 @4:00 pm)*

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

### **10. Health Care Cost Committee (Next Meeting: May 26, 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

## SPECIAL MEETING MINUTES - PUBLIC HEARING

**Monday, May 1, 2017 6:45 pm**

### **PRESENT**

Council Members

Mayor

City Manager

Law Director

Finance Director/Clerk

Recorder

City Staff

Others

### **ABSENT**

### **Call To Order**

Council President Sheaffer (arrived at 6:47 pm), Jeff Comadoll, Dan Baer, Jeff Mires, Joe Bialorucki, Rita Small

Jason Maassel

Joel Mazur

Billy D. Harmon

Gregory Heath

Roxanne Dietrich

Robert Weitzel-Police Chief

Dustin Tewksbury-MIS

Clayton O'Brien-Fire Chief

Newsmedia, Jerry Tonjes, Ed Hoeffel, Kenneth Vorwerk

None

Councilman Comadoll called the Special Council Meeting/Public Hearing to order at 6:45 pm.

Heath said this public hearing pertains to the placement of certain farm land in the agricultural districts dictated under Section 929.02 of the Ohio Revised Code. For a piece property to be eligible as an agricultural district it has to be one of two things: (1) a parcel that is not less than 10 acres; or, (2) activities on that land produced an average yearly gross income of at least \$2,500 during the last 3 year period. The county is responsible for tracking these and it is the responsibility of the property owner to apply for an agricultural district. The purpose of the ag district is to defer assessments. Section 929.03 of the ORC states that land in the agricultural district is exempt from assessments that were paid through the Ohio Water and Sewer Commission monies. The two big projects for these properties were the North Pointe and Palmer Ditch projects. There are six applications before you tonight: 1) Edward Hoeffel with 43.39 acres; 2) James Homan at 31.66 acres; 3) Kevin Homan with 118.88 acres; 4) Kenneth Vorwerk at 48.91 acres; 5) Rocky, LLC with 6.07 acres; and, 6) Lankenau Properties II, Ltd. at 13.22 acres. Council is responsible for the agricultural districts within the city limits, they have to be renewed every five years, and the Ohio Revised Code requires that a public hearing is held for the renewals. Once the property drops out of agricultural eligibility, the assessment is due and payable immediately by the property owner.

As of January 1, 2017 the Ohio Water and Sewer Rotary Commission current sewer fund balance on the Palmer Ditch project is \$48,060.00. The original issue was \$81,457.00.

The Ohio Water and Sewer Rotary Commission outstanding sewer portion on the North Pointe Project is \$175,236.00 with the water portion balance at \$63,539.00. The original issue for sewer was \$419,563.00 and for water the original issue was \$158,166.00.

**Public Comment**

Council President Sheaffer asked if anyone in the audience wished to give public comment. There was not any response.

**Motion To Close Hearing**

Motion: Comadoll                      Second: Small  
To close the public hearing at 6:58 pm.

**Passed**  
**Yea-6**  
**Nay-0**

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

**Date Approved:**

May 15, 2017

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Travis Sheaffer, Council President

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Jason Maassel, Mayor

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Gregory J. Heath, Finance Director/Clerk of Council

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# CITY COUNCIL

## MEETING MINUTES

MONDAY, MAY 01, 2017 AT 7:00 PM

<b>PRESENT</b>	
Council	Travis Sheaffer-Council President, Joe Bialorucki, Council President Pro-Tem, Jeff Comadoll, Rita Small, Dan Baer, 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	Clayton O'Brien-Fire Chief Scott Hoover, WTP Superintendent Dave Pike-WWTP Superintendent Chad Lulfs-Public Works Director Bob Weitzel-Police Chief Dustin Tewksbury-MIS
Others	News Media, NCTV, Jerry Tonjes, Lori Sicclair
<b>ABSENT</b>	
<b>Prayer</b>	Council President Sheaffer called the meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance.
<b>Organization of Council Election of Council President Pro-Tem</b>	Heath informed Council they will need to elect another Council President Pro-Tem due to the resignation of Pat McColley. Each Councilmember will be asked to state a name if you have one, you may pass if someone has stated a name you wanted. We will start with the councilmember that has the most years of service.  Sheaffer - Joe Bialorucki Comadoll - pass Small - pass Baer - pass Bialorucki - pass Mires - pass
<b>Motion to Nominate Joe Bialorucki as Council President Pro-Tem</b>	Motion: Comadoll Second: Bialorucki to nominate Joe Bialorucki to serve as Council President Pro-Tem.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on nomination of Joe Bialorucki as Council President Pro-Tem: Yea-Sheaffer, Comadoll, Small, Baer, Bialorucki, Mires Nay-
<b>Approval of Minutes</b>	Minutes from the April 17, 2017 City Council meeting stand approved as read with no objections or corrections.



<b>Motion to Approve First Read of 024-17</b>	Motion: Bialorucki To approve first read of Ordinance No. 024-17.	Second: Mires
<b>Discussion for 024-17</b>	Heath said this Ordinance and the next five Ordinances pertain to the renewal of the agricultural districts as heard at the Public Hearing earlier this evening.	
<b>Motion to Suspend the Rule for 024-17</b>	Motion: Comadoll To suspend the rule requiring three readings for Ordinance 024-17.	Second: Small
<b>Passed</b>	Roll call vote on the above motion:	
<b>Yea-6</b>	Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small	
<b>Nay-0</b>	Nay-	
<b>Passed</b>	Roll call vote to pass Ordinance No. 024-17 under suspension of the rule and emergency.	
<b>Yea-6</b>	Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small	
<b>Nay-0</b>	Nay-	
<b>Introduction of Ordinance No. 025-17 Kenneth W. Vorwerk</b>	Council President Sheaffer read by title Ordinance No. 025-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by Kenneth W. Vorwerk, et al.; and Declaring an Emergency.	
<b>Motion to Approve First Read of 025-17</b>	Motion: Bialorucki To approve first read of Ordinance No. 025-17.	Second: Comadoll
<b>Motion to Suspend the Rule for 025-17</b>	Motion: Comadoll To suspend the rule requiring three readings for Ordinance 025-17.	Second: Small
<b>Passed</b>	Roll call vote on the above motion:	
<b>Yea-6</b>	Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small	
<b>Nay-0</b>	Nay-	
<b>Passed</b>	Roll call vote to pass Ordinance No. 025-17 under suspension of the rule and emergency.	
<b>Yea-6</b>	Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small	
<b>Nay-0</b>	Nay-	
<b>Introduction of Ordinance No. 026-17 Rocky, LLC</b>	Council President Sheaffer read by title Ordinance No. 026-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by Rocky, LLC.; and Declaring an Emergency.	
<b>Motion to Approve First Read of 026-17</b>	Motion: Bialorucki To approve first read of Ordinance No. 026-17.	Second: Comadoll
<b>Motion to Suspend the Rule for 026-17</b>	Motion: Comadoll To suspend the rule requiring three readings for Ordinance 026-17.	Second: Bialorucki
<b>Passed</b>	Roll call vote on the above motion:	
<b>Yea-6</b>	Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small	
<b>Nay-0</b>	Nay-	





**Discussion**

Mazur reported this removes the Housing Officer duties from the City Engineer and puts into the hands of the City Manager.

**Passed**

**Yea-6**

**Nay-0**

Roll call vote on the above motion:

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

Nay-

**Third Readings of Ordinances and Resolutions**

There was not any legislation for Third Read.

**Changing Credit Card Usage Policy to Include Auditor of State Bulletin**

Heath requested the Law Director be directed to draft legislation.

**Motion to Direct Law Director to Draft Legislation to Include Auditor of State Bulletin 2016-004 in the Credit Card Usage Policy**

Motion: Comadoll

Second: Mires

To direct the Law Director to draft legislation to include the Auditor of State Bulletin 2016-004 in the Credit Card Usage Policy.

**Passed**

**Yea-6**

**Nay-0**

Roll call vote on the above motion:

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

Nay-

**Formal Bidding and Council Approval Threshold Levels to Remain the Same**

Mazur informed Council the Finance and Budget Committee discussed raising the formal bidding threshold up to \$50,000 and it was the Committee's recommendation to leave the formal bidding and Council approval threshold at the current level of \$25,000.00.

No action was required.

**2017 Chevy Tahoe Fire Department**

Mazur said we are requesting to purchase a 2017 Chevy Tahoe off of the State Contract for the Fire Department we did contact the local vendor and did not receive a response. Chief O'Brien stated the Tahoe will be white. Once we receive the vehicle, it will be striped. This will replace the two pickup trucks and the current command vehicle will become the chase vehicle.

**Motion to Approve The Purchase of a 2017 Chevy Tahoe Off State Contract**

Motion: Comadoll

Second: Small

to Approve the Purchase of a 2017 Chevy Tahoe off State Contract for the Fire Department.

**Passed**

**Yea-6**

**Nay-0**

Roll call vote to approve the above motion:

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

Nay-









<b>Motion to Come Out of Executive Session for Pending Litigation</b>	Motion: Bialorucki Second: Small To come out of Executive Session for Pending Litigation:
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Motion to Come Out of Executive Session on Economic Development</b>	Motion: Bialorucki Second: Comadoll To come out of Executive Session on Economic Development.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
	Council President Sheaffer reported pending litigation and economic development were discussed in Executive Session and no action was taken.
<b>Out of Executive Session</b>	Out of Executive Session at 8:48 pm.
<b>Water/Sewer Comm. Meeting Canceled</b>	Chairman Comadoll canceled the Water, Sewer, Refuse, Recycling & Litter Committee scheduled for Monday, May 8, 2017.
<b>Municipal Properties Comm. Meeting Canceled</b>	Council President Sheaffer canceled the Municipal Properties, Buildings, Land Use and Economic Development Committee meeting scheduled for Monday, May 8, 2017.
<b>Approval of Bills</b>	The bills and reports stand approved as presented with no objections.
<b>Motion to Adjourn</b>	Motion: Small Second: Bialorucki to adjourn.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Adjournment</b>	The City Council meeting was adjourned at 8:49 pm.
<b>Approved:</b>	
May 15, 2017	_____ Travis Sheaffer, Council President
	_____ Jason P. Maassel, Mayor
	_____ Gregory J. Heath, Finance Director/Clerk of Council