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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	10:30 am Privacy Comm.			10:00 am Healthcare Cost Committee Mtg.	
	BOPA					
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					
	Memorial Day Holiday		6:30 pm Park & Rec Board			

## 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

# 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 Siclair
<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</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.
<b>Election of Council President Pro-Tem</b>	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</b>	Roll call vote on nomination of Joe Bialorucki as Council President Pro-Tem:
<b>Yea-6</b>	Yea-Sheaffer, Comadoll, Small, Baer, Bialorucki, Mires
<b>Nay-0</b>	Nay-
<b>Approval of Minutes</b>	Minutes from the April 17, 2017 City Council meeting stand approved as read with no objections or corrections.

## Citizen Communication

Jascha Chiaverini, Manager of Diamond and Gold Outlet was present to address a security issue from February 12, 2017. He said he received a call from the alarm company that the alarms were not functioning at the store. He said he called the Police Department and told them to go check the building that the alarm system was down. Our video shows an officer came to the front door front tugged on it, walked to the side door shook it and then drove away. Chiaverini stated the people who put jewelry in his store were in this week for an audit, he played the video for them and they were concerned about the lack of police involvement. Chiaverini said he is asking for an investigation.

Mazur stated our police did respond, you said this is a private alarm system that went down and that you dispatched someone from Malinta to correct the system, what did you want done differently?

Chiaaverini said the officer should have walked the perimeter of building not just checked the front and side doors.

Mazur informed him he would look into the situation.

## Council Committee Reports

Chairman Mires reported the Finance and Budget Committee met on April 24, 2017, and recommend Council approve changing the credit card usage policy to reflect the addition of the Auditor of State Bulletin 2016-004, that Council leave the formal bidding and Council approval threshold at their current levels; and also reviewed purchasing local and no action was taken.

Chairman Baer reported the Safety and Human Resources Committee met on April 24, 2017 and approved the changes to Personnel Code Section 197.18 (Vacation) as drafted by the Law Director and those will come before you later this evening.

The Technology Committee did not meet tonight.

## Introduction of Ordinance No. 010-17

Council President Sheaffer read by title 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.

**Motion to Approve  
First Read of 010-17**

Motion: Baer                      Second: Bialorucki  
to approve First Read of Ordinance No. 010-17

## Discussion for 010-17

City Manager Mazur stated the changes discussed and recommended for approval by the Safety and Human Resources Committee are (1) on the accrue and use policy allowing employees to use vacation as it is accrued, (2) prior service credit, new employees that worked in another governmental agency would get credit towards their vacation accrual; and (3) allowing the appointed authority to award up to two weeks of vacation, if needed. This is not a hand out to each new employee it will be reviewed and discussed on a case-by-case basis.

Passed  
Yea-6  
Nay-0

Roll call vote to approve first read of Ordinance No. 010-17:  
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small  
Nay-

## Introduction of Ordinance No. 024-17 Lankenau Properties II

Council President Sheaffer read by title Ordinance No. 024-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by Lankenau Properties II, LTD.; and Declaring an Emergency.

<b>Motion to Approve First Read of 024-17</b>	Motion: Bialorucki                      Second: Mires To approve first read of Ordinance No. 024-17.
<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                      Second: Small To suspend the rule requiring three readings for Ordinance 024-17.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Passed Yea-6 Nay-0</b>	Roll call vote to pass Ordinance No. 024-17 under suspension of the rule and emergency. Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small 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                      Second: Comadoll To approve first read of Ordinance No. 025-17.
<b>Motion to Suspend the Rule for 025-17</b>	Motion: Comadoll                      Second: Small To suspend the rule requiring three readings for Ordinance 025-17.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Passed Yea-6 Nay-0</b>	Roll call vote to pass Ordinance No. 025-17 under suspension of the rule and emergency. Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small 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                      Second: Comadoll To approve first read of Ordinance No. 026-17.
<b>Motion to Suspend the Rule for 026-17</b>	Motion: Comadoll                      Second: Bialorucki To suspend the rule requiring three readings for Ordinance 026-17.
<b>Passed Yea-6 Nay-0</b>	Roll call vote on the above motion: Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-

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

Roll call vote to pass Ordinance No. 026-17 under suspension of the rule and emergency.  
Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small  
Nay-

**Introduction of  
Ordinance No. 027-17  
Kevin M. Homan**

Council President Sheaffer read by title Ordinance No. 027-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by Kevin M. Homan, et ux.; and Declaring an Emergency.

## Motion to Approve First Read of 027-17

Motion: Comadoll                      Second: Small  
To approve first read of Ordinance No. 027-17.

## Motion to Suspend the Rule for 027-17

Motion: Comadoll                      Second: Bialorucki  
To suspend the rule requiring three readings for Ordinance 027-17.

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

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

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

Roll call vote to pass Ordinance No. 027-17 under suspension of the rule and emergency.  
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small  
Nay-

**Introduction of  
Ordinance No. 028-17  
James F. Homan**

Council President Sheaffer read by title Ordinance No. 028-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by James F. Homan, et al.; and Declaring an Emergency.

## Motion to Approve First Read of 028-17

Motion: Small Second: Comadoll  
To approve first read of Ordinance No. 028-17.

## Motion to Suspend the Rule for 028-17

Motion: Comadoll                      Second: Bialorucki  
To suspend the rule requiring three readings for Ordinance 028-17.

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

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

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

Roll call vote to pass Ordinance No. 028-17 under suspension of the rule and emergency.  
Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small  
Nay-

## Introduction of Ordinance No. 029-17 Ed Hoeffel

Council President Sheaffer read by title Ordinance No. 029-17, an Ordinance Approving the Renewal of Agricultural District(s) located in the City of Napoleon, Ohio as applied for by Ed Hoeffel, et ux.; and Declaring an Emergency.

## Motion to Approve First Read of 029-17

Motion: Bialorucki                      Second: Small  
To approve first read of Ordinance No. 029-17.

## Motion to Suspend the Rule for 029-17

Motion: Bialorucki                      Second: Mires  
To suspend the rule requiring three readings for Ordinance 029-17.



<b>Passed</b> <b>Yea-6</b> <b>Nay-0</b>	Roll call vote on the above motion: Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Passed</b> <b>Yea-6</b> <b>Nay-0</b>	Roll call vote to pass Ordinance No. 029-17 under suspension of the rule and emergency. Yea- Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Introduction of Ordinance No. 030-17 Amend Planning and Zoning Code in Section C4 Agricultural</b>	Council President Sheaffer read by title Ordinance No. 030-17, an Ordinance amending Section 1145.01, Table of Permissible Uses, in Chapter 11 of the Planning and Zoning Section of the City of Napoleon's Codified Ordinances; and Declaring an Emergency.
<b>Motion to Approve First Read of 030-17</b>	Motion: Small Second: Mires To approve first read of Ordinance No. 030-17.
<b>Discussion for 030-17</b>	City Manager Mazur said changes to the Table of Permissible Uses was discussed and approved by the Planning Commission. The requested changes are to the Agricultural C4 area to allow for conditional uses for specialized animal raising, plant cultivation and farm markets and stands.
<b>Motion to Amend Ordinance 030-17 Adding "Declaring an Emergency"</b>	Motion: Baer Second: Bialorucki Motion to amend Ordinance No. 030-17 to add "declaring an emergency".
<b>Passed</b> <b>Yea-6</b> <b>Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Motion to Suspend the Rule for 030-17</b>	Motion: Small Second: Bialorucki To suspend the rule requiring three readings for Ordinance 030-17.
<b>Passed</b> <b>Yea-6</b> <b>Nay-0</b>	Roll call vote on the above motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Passed</b> <b>Yea-6</b> <b>Nay-0</b>	Roll call vote to pass Ordinance No. 030-17 as amended and under suspension of the rule and emergency. Yea-Bialorucki, Sheaffer, Comadoll, Baer, Mires, Small Nay-
<b>Second Read of Ordinance No. 014-17</b>	Council President Sheaffer read by title, 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.
<b>Motion To Approve Second Read 014-17</b>	Motion: Bialorucki Second: Mires To approve Second Read of Ordinance No. 014-17.



**2017 GMC Sierra 2500  
Fire Department**

Mazur stated this is the same scenario as the Tahoe and we would ask to move ahead with the purchase off the state contract.

Maassel asked if both vehicles are under budget.

Chief O'Brien replied each vehicle is about \$5,000.00 under the budgeted amount, the cost for the Tahoe is \$49,981.54 and the GMC Sierra 2500 is \$39,223.41.

**Motion to Approve  
Purchasing the 2017  
GMC Sierra 2500 Off  
State Contract**

Motion: Small

Second: Comadoll

To approve purchasing the 2017 GMC Sierra 2500 for the Fire Department off State Contract.

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

Roll call vote on the above motion:

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

Nay-

**Water Treatment  
Plant Rehabilitation  
Project**

Mazur reported we are officially awarding the WTP Rehabilitation Project to Peterson Construction Co. Last Thursday OWDA approved the DEFA loan for the amount of \$15.3 million at 30 years with 0% interest and this includes the \$2.9 million principal forgiveness. The cost of making water should be cheaper, the rate model predicated a 1% interest rate for the loan.

Heath reminded them there is still \$2.3 million that did not get funded, this can be paid over a period in cash though we could potentially end up with a revenue bond.

Maassel said now that we have solid numbers we can figure out how we can provide water for our satellite communities, this is an opportunity to re-have the negotiations with our satellite communities to see where we are at.

**Motion to Award WTP  
Rehabilitation Project  
to Peterson  
Construction Co.**

Motion: Comadoll

Second: Bialorucki

to Award the Contract for the Water Treatment Plant Rehabilitation Project to Peterson Construction Co. for the amount of \$13,287,000.00.

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

Roll call vote on the above motion:

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

Nay-

**WWTP Sidewalks**

Mazur said the sidewalks at the WWTP have settled to the point they are almost impassable. There is \$4,000 in the budget, originally we were going to do the repairs over a three-year period; however, it will be cheaper to do the whole project at the same time. We will have a budget adjustment request for the second quarter.

**Motion to Approve  
Sidewalk  
Replacement Project  
at WWTP**

Motion: Comadoll

Second: Small

To approve the sidewalk replacement project at the Wastewater Treatment Plant.

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

Roll call vote on the above motion:

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

Nay-

**OMEA Representative**

Sheaffer stated he was the alternate to McColley and now would like to be the OMEA representative and have an alternate appointed.

**Motion to Appoint  
Sheaffer as OMEA  
Representative with  
Maassel as Alternate**

**Passed  
Yea-6  
Nay-0**

**Riverdock  
Investments Liquor  
License Change of LLC  
Membership Interests**

## Around the Table

At the last meeting a motion to accept Patrick McColley's resignation was not made.

## Motion to Accept Resignation of Patrick McColley

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

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

In the reports under B1 the income tax dollar amount did come up and we are now projecting \$4,353,000 which is still under the original projection of \$4.4 million that was used in the budget. It is my recommendation to wait until we get to the second quarter budget adjustments to see if any adjustments need to be made. Under E2 of the reports the City received notification from Ohio Gas Company they have requested to PUCO to raise their rates effective late 2017 or early 2018.

My Congratulations to Joe as our new President Pro-Tem.

Nothing

The American Legion Post sent a letter asking if Council and the Mayor would like to participate in the Memorial Day Parade on Monday, May 29<sup>th</sup>. Bialorucki and Mires said they will be there.

Napoleon Alive announced they will have an informal gathering on Tuesday, May 9<sup>th</sup> at 5:30 pm at The Armory to discuss how people would like Napoleon to look to residents and visitors.

Last week, the City Manager, Mayor and I met at the CIC with a rep from Senator Portman's office there were discussions on water, the river, Lake Erie, Economic Development, work force development and other issues, we let her know what our priorities are.

Mayor Maassel replied he had a response from her that Senators Portland and Brown co-sponsored a bill on the floor of the Senate to help communities that are going through wastewater and those kind of issues. It does matter when you talk to the reps, it does filter up.

Chief thanks for all you do catching the bad guys for us.

I would like to thank the Scouts for coming to Arbor Day and helping us out, all the help the Scouts did is appreciated.

Nothing

I want to thank Chief O'Brien for his involvement in the mock crash last week, it has been a long time since the City and County has had serious accidents at Prom or Graduation times the message you guys get out there especially with the texting issues, is very critical. Thank you for your time and efforts with that.

If you are going to go vote tomorrow and are going to vote yes, please go vote yes, if you are going to vote no please stay home.

I would like to request an Executive Session for pending litigation.

Herron's Furniture plans to open on May 6<sup>th</sup>.

Motion: Small Second: Bialorucki  
to go into Executive Session for pending litigation.

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

Nay-

Motion: Bialorucki                      Second: Small  
To go into Executive Session on Economic Development.

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

Nay-

Council went into Executive Session at 8:18 pm.

<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</b> <b>Yea-6</b> <b>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</b> <b>Yea-6</b> <b>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</b> <b>Yea-6</b> <b>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

## **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; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon (“Municipality”) is a member of Ohio Municipal Electric Association (“OMEA”), a non-profit corporation in the State of Ohio whose members are Ohio municipal corporations that own and operate electric utility systems; and

**WHEREAS**, OMEA exists for a public purpose, namely as a legislative liaison to assist municipally-owned electric systems in the State of Ohio in monitoring State and Federal legislative and regulatory activities relevant to the electric industry; and to keep appropriate State and Federal elected officials informed of the positive or negative impact of those activities on member systems; and

**WHEREAS**, the affairs of OMEA are managed by a Board of Directors (“Board”), with sixteen (16) voting members (twelve (12) designated for elected officials, four (4) designated for either elected or non-elected officials, and three (3) of the sixteen (16) elected by the Board as named individuals on an Executive Committee); and

**WHEREAS**, the voting members of the Board are elected by and among the membership, and the Municipality has been elected as a Director of the Board (“Director”); and

**WHEREAS**, the Municipality is required to formally designate a person to represent it on the Board as a Director and to exercise the duties of OMEA; and

**WHEREAS**, the Municipality also desires to provide for the appointment of an alternate representative to serve on the OMEA Board of Directors; Now Therefore,

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

**Section 1:** That effective immediately, Travis Sheaffer, as incident of his capacity as a Councilmember of the Municipality, hereby is designated the representative of the Municipality on the Board to act on behalf of the Municipality and discharge duties as a Director; and that Travis Sheaffer may designate, in writing, another person, that person being Mayor, Jason Maassel, to serve as an alternate director (“Alternate”) on the OMEA Board.

**Section 2:** That the Director or Alternate of the Municipality so designated is authorized and empowered, acting for, in the name of and on behalf of the Municipality, and as the Municipality's agent, to exercise all the functions, powers, rights and privileges, and to fulfill the obligations, that the Municipality may have as a Director of the Board, including, without limitation, to attend and take part in meetings of the Board and of committees of the Board, to vote on and otherwise act with respect to all matters that may properly come before the Board or any committee of the Board, and to do or cause to be done all acts, and to take all steps as may in each case be, in the opinion of such representative, necessary or desirable in order to represent the Municipality and exercise its functions, powers, rights and privileges, and to fulfill its obligations, as a Director and to carry out the full intent and purposes of this Resolution and the purposes and powers of OMEA.

**Section 3:** That the Director and Alternate be entitled to receive reimbursement from OMEA for reasonable out-of-pocket expenses associated with service as a representative for the Municipality.

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

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

**Section 6:** That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to designate a new delegate to the OMEA Board which affects the public peace, health, and safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

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

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

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

\_\_\_\_\_  
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. 031-17 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*

**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**

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

Section 1. That, the City adopts as the City's official Credit Card Policy, the Credit Card Policy updated on April 24, 2017 to include the Auditor of State Bulletin 2016-004, currently on file in the office of the City Finance Director, having been recommended by the Finance Director and the Finance and Budget Committee of Council, and having been reviewed by this Council.

Section 2. That, the Credit Card Policy may be amended from time to time by motion of Council.

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

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

Section 5. That, 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 and consistent use of credit cards in and for the City of Napoleon, Ohio; 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. 032-17 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 – Credit Card Policy



## CITY OF NAPOLEON, OHIO

# CREDIT CARD POLICY

## CRP17-0001

ORDINANCE EFFECTIVE DATE – \_\_\_\_\_, 2017

Policy Updates: - New Policy by Ordinance No. \_\_\_\_\_-17, passed \_\_\_\_ / \_\_\_\_ /2017

NEW POLICY APPROVED AND ADOPTED BY CITY COUNCIL  
IN ORDINANCE NO. \_\_\_\_-17, passed \_\_\_\_ / \_\_\_\_ /2017, Effective \_\_\_\_ / \_\_\_\_ /2017

Subsequent Policy Updates and Changes shall be approved by simple Motion 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  
E-MAIL: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

# City of Napoleon, Ohio – Credit Card Policy

<b><u>TABLE OF CONTENTS</u></b>	<b><u>PAGE #</u></b>
POLICY - COVER: .....	i
POLICY – TABLE OF CONTENTS: .....	ii
POLICY 0.0 PREFACE: .....	1
POLICY 1.0 PURPOSE: .....	1
POLICY 2.0 SCOPE: .....	1
POLICY 3.0 CREDIT CARD ISSUANCE – DESIGNATION, AUTHORIZATION AND CARD LIMITS: .....	1
POLICY 4.0 CREDIT CARD - OFFICIAL BUSINESS USE AND CITY BENEFIT: ....	1
POLICY 5.0 CREDIT CARD – ALLOWABLE USES:	
<u>GENERAL</u> : .....	2
<u>TRAVEL</u> : .....	2
<u>OTHER PURCHASES</u> : .....	2
POLICY 6.0 CREDIT CARD – RECEIPT DOCUMENTATION AND PAYMENT: .....	
<u>RECEIPTS</u> : .....	2 – 3
POLICY 7.0 CREDIT CARD – PROHIBITIONS AND DISCIPLINARY ACTIONS: ....	
<u>PROHIBITIONS (UNALLOWABLE USES)</u> : .....	3
<u>DISCIPLINARY ACTIONS</u> : .....	3
POLICY 8.0 CREDIT CARD POLICY – EMPLOYEE ACKNOWLEDGEMENT: .....	3 – 4
POLICY 9.0 SIGNATURES (APPOINTING AUTHORITY): .....	4

## **APPENDIX'S ATTACHED:**

APPENDIX A      - Job Titles and Individuals Approved with Card Limits

APPENDIX B      - Ordinance Authorizing Crediting of Interest

# City of Napoleon, Ohio – Credit Card Policy

## **POLICY 0.0 PREFACE:**

This document known as the Credit Card Policy (hereinafter referred to as **POLICY**), of the City of Napoleon, Ohio (hereinafter referred to as **CITY**), has been adopted and formally approved by the Legislative Body of the CITY, its City Council (hereinafter referred to as **COUNCIL**), in conjunction with the Revised Code of the State of Ohio as amended (hereinafter referred to as **ORC**), will govern the issuance and use of CITY Issued Credit Cards (CARD).

## **POLICY 1.0 PURPOSE:**

The purpose of this POLICY is to establish general and specific rules for the issuance, use, and record keeping of CARD's issued to individual CITY employees.

## **POLICY 2.0 SCOPE:**

This POLICY applies to all CITY employees authorized to receive and use a CITY Issued CARD.

## **POLICY 3.0 CREDIT CARD ISSUANCE – DESIGNATION, AUTHORIZATION AND CARD LIMITS:**

The CITY Finance Director shall be the sole authority to Designate and Authorize Approved Positions and Persons to receive and use a CITY CARD. Issued CARD's shall be in the Name of the person receiving the CARD, in addition to the "**City of Napoleon, Ohio**".

CARD's are issued with an individual CARD Limit and no individual transaction may exceed the overall dollar limit of the CARD as issued.

See "**APPENDIX A**" for a detailed listing of Authorized Positions, Individual Persons and Credit Limits for CARD's issued. This Appendix may be updated from time-to-time by the Finance Director with added or deleted Positions and Names as needed. Updates and changes to the **Appendix A Does Not** require additional action by City Council, either Legislatively or by Motion.

## **POLICY 4.0 CREDIT CARD - OFFICIAL BUSINESS USE AND CITY BENEFIT:**

Each person issued a CARD is directly responsible for the legal use, safekeeping and proper documentation for transactions made on the CARD (Including obtaining Purchase Requisitions, Purchase Orders, Invoices and Receipts, etc.).

Issued City Credit Cards are restricted for City Official Business only. Credit Card use must be for the clear benefit to the City. Use of the CARD must be for a **Proper Public Expenditure/Purpose** only.

# City of Napoleon, Ohio – Credit Card Policy

## POLICY 5.0 CREDIT CARD – ALLOWABLE USES:

### GENERAL:

- 1 - CARD's can generally be used for travel, and travel related expenses.
- 2 - Limited other CARD uses as approved by the Finance Director on a case by case basis.
- 3 - All current CITY policies, procedures and restrictions apply to the use of the CARD for both travel and/or other CITY purchases.

**NOTE: Use of the CARD DOES NOT waive or change the requirement of certification of funds (*A prior Encumbrance or Purchase Order*) as required under the Ohio Revised Code and/or by other established City Policies and Procedures.**

### TRAVEL:

- 1 - The CARD can be used to reserve and pay for hotel/motel rooms, conference fees, travel expenses and airline reservations.

**NOTE: When possible, please use CARD to reserve services only, and then request payment in the form of a CITY issued check.**

### OTHER PURCHASES:

- 1- On purchases other than travel, the requesting Department/Division shall request if the Vendor will take a Regular Purchase Order prior to using a CARD.
- 2 - Department/Divisions needing to make Purchases on a CARD, must first fill out a proper Purchase Requisition to the Vendor for which the purchase is to be made.
- 3 - Department/Divisions must bring the Purchase Requisition to the Finance Department and request the purchase to be placed on a CITY CARD.
- 4 - Designated Personnel in the Finance Department shall verify the accuracy and balances available on the Purchase Requisition. If OK, then the designated personnel shall order the item or service on the CARD under their control.

**NOTE: The Finance Department shall attempt to have the Vendor place the CITY on account to accept a Regular Purchase Order, for either the immediate purchase or future potential purchases.**

## POLICY 6.0 CREDIT CARD – RECEIPT DOCUMENTATION AND PAYMENT:

### RECEIPTS:

- 1 - Each person issued a CARD is directly responsible for the use of the CARD, and for obtaining a thorough listing of documentation for all expenses listed on the Card so as to create and to preserve an appropriate audit trail.
- 2 - Receipts or Invoices must be assigned a Purchase Order Number, Signed and turned over to the Finance Department in a timely manner for proper audit, crediting and timely payment of the items listed on the CARD statement.

## City of Napoleon, Ohio – Credit Card Policy

- 3 - To avoid Finance Fees or Late Charges, items listed on the statement shall be assumed correct for payment by the Finance Department, unless disputed in a timely manner by the CARD holder.

### **POLICY 7.0 CREDIT CARD – PROHIBITIONS AND DISCIPLINARY ACTIONS:**

#### **PROHIBITIONS (UNALLOWABLE USES):**

- 1 - There shall be NO Cash Withdrawals permitted for Any Reason on the CARD.
- 2 - There shall be NO Personal items of any type or kind charged to the CARD, including, but not limited to, entertainment, alcoholic beverages, personal services, cash advances, or for expenses or other tangible items or services Not CITY related.
- 3 - There shall be NO Payment for Non-City Employee meals, expenses or other tangible items.

Exception: The Appointing Authority may pre-authorize certain meals or other expenses for Non-City Employees as they may deem necessary to conduct proper CITY related business. (Example: Meals brought in for Negotiations and Budget Reviews; expenses for CITY related Economic Development meetings, etc.)

**NOTE:** Any expenses for a Non-City Employee must be carefully documented including who received the benefit, and for what purpose it was given. This documentation must be included in the receipts for the expense as turned in by the CARD holder. Any expenses determined to NOT be proper, will be immediately Reimbursed to the CITY by the CARD holder.

#### **DISCIPLINARY ACTIONS FOR MISUSE OF THE CARD:**

- 1 - Any misuse of the CARD, such as disregard for the policies and procedures of the CITY governing its use, including the policies and procedures for encumbrances, travel and training and purchases, shall mean an immediate revoking of the CARD Issued at the Sole Discretion of the CITY Finance Director.
- 2 - Any Personal use of the CARD, or utilization for other than a **Proper Public Expenditure/Purpose**, or any other violation of CITY Policies and Procedures on CARD use, may result in Disciplinary Actions against the Employee issued the CARD as listed in the CITY Personnel Code and Employee Manual.
- 3 - Any expenses deemed Not Proper, and not immediately Reimbursed by the CARD Holder, may be Withheld from the Employee's next Regular Pay.

### **POLICY 8.0 CREDIT CARD POLICY – EMPLOYEE ACKNOWLEDGEMENT:**

Each person issued a CARD shall sign an Employee Acknowledgment Form stating that he/she has read the POLICY, understands it, and agrees to abide by it.



# City of Napoleon, Ohio – Credit Card Policy

See “**APPENDIX B**” for the Employee Acknowledgment Form.

## **POLICY 9.0 SIGNATURES (APPOINTING AUTHORITY):**

_____ Joel L. Mazur, City Manager	_____ <i>/S/</i> Joel L. Mazur, City Manager
--------------------------------------	--

_____ Gregory J. Heath, Finance Director	_____ <i>/S/</i> Gregory J. Heath, Finance Director
---	---

## **APPROVED AS TO FORM**

_____ Billy D. Harmon, Law Director	_____ <i>/S/</i> Billy D. Harmon, Law Director
--	--

# City of Napoleon, Ohio – Credit Card Policy

## APPENDIX A

Attachment to Credit Card Policy

Job Titles and Individuals Approved with Card Limits

<u>Job Title</u>	<u>Employee Authorized (Last Updated 05/15/2017)</u>	<u>Card Limit</u>	<u>Individual Transaction Limit</u>
City Manager	Joel L. Mazur	\$2,000	\$2,000
Administrative Assistant to the City Manager	Amanda B. Griffith	\$5,000	\$5,000
Law Director	Billy D. Harmon	\$2,000	\$2,000
Finance Director (Card 1)	Gregory J. Heath	\$2,000	\$2,000
Finance Director (Card 2)	Gregory J. Heath	\$10,000	\$10,000
Assistant Finance Director	Christine R. Peddicord	\$5,000	\$5,000
Administrative Assistant to the City Manager	Roxanne Dietrich	\$5,000	\$5,000
Municipal Court, Clerk of Courts	Melissa K. Cotter	\$2,000	\$2,000
Municipal Court Judge	Amy C. Rosebrook	\$5,000	\$5,000

# City of Napoleon, Ohio – Credit Card Policy

## **APPENDIX B**

### Attachment to Credit Card Policy CARD Hold Signed Acknowledgment of Policy

I, \_\_\_\_\_ do hereby  
*Employee Name* *Job Title (Description)*

Acknowledgment that I have read the CREDIT CARD POLICY, and I understand it, and agree to  
abide by its conditions.

### **SIGNED BY**

\_\_\_\_\_  
Employee Name (Signature)



# Dave Yost • Auditor of State

## Auditor of State Bulletin 2016-004 *Supersedes Bulletin 2016-003*

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**DATE ISSUED:** September 13, 2016

**TO:** All AOS Financial Audit Staff  
All Public Offices, Agencies, Boards, and Commissions  
Colleges and Universities  
Independent Public Accountants

**FROM:** Dave Yost, Auditor of State

**SUBJECT:** Credit Card Cash Withdrawals and Credit Card Controls  
in General

### Introduction

This is an amended advisory directed to public offices<sup>1</sup> and public officials<sup>2</sup> subject to the general laws of Ohio, including the provisions of Ohio Revised Code Sections (R.C.) 301.27, R.C. 505.28, R.C. 505.29, R.C. 505.64, R.C.1515.093, R.C. 3313.291 and R.C. 302.01, and subject to Section 12 U.S.C. 4007(2)(b). This amended advisory is provided to afford guidance to covered entities throughout the State and to Auditor of State audit staff and independent auditors who engage in audits of public entities. This advisory supersedes Bulletin 2016-003.

### Policy Considerations

Cash is the monetary medium of choice for drug dealers and criminals for a reason: controls are difficult and tracing transactions is nearly impossible. For this reason, public transactions in cash are strongly disfavored.

With the widespread use of credit cards and similar electronic instruments, the Auditor of State has noted public entities using them for cash withdrawals. Very few reasons exist for a public entity to use cash, and the Auditor of State will view such transactions with a rebuttable presumption that cash withdrawals are not for a public purpose.

---

<sup>1</sup> R. C. 117.01(D)

<sup>2</sup> R. C. 2921.01

This bulletin is designed to outline how a public entity should approach designing controls for the use of credit cards for cash withdrawals in those extraordinary situations where it is absolutely necessary.

Many public entities, but not all, are authorized to use credit cards under Ohio law, and legal requirements vary between entities. (For purposes of this discussion, "credit card" includes credit card, debit card, procurement card, payment card, fleet card or similar device.)

Ohio law does NOT explicitly authorize a public entity to use a credit card to withdraw cash from a financial transaction device or automated teller machine (hereinafter, ATM), or to obtain cash (back) in a credit card transaction. The first question to be answered is whether cash withdrawals are "necessarily implied" from other powers that are explicitly granted to the public entity. See *State ex rel. A. Bentley & Sons Co. v. Pierce*, 96 Ohio St. 44, 47, 117 N.E. 6, 7 (1917); *City of Youngstown v. Craver*, 127 Ohio St. 195, 201, 187 N.E. 715, 717 (1933).

If the governing body of the public entity determines that cash withdrawals are necessarily implied from its other powers, that determination should be memorialized by specific legislative action (or where applicable, administrative action). The action should explicitly authorize the cash withdrawals and reference the entities credit card policy -- see "Credit Card Policy" below for further detail.

AOS will presume that a cash withdrawal which has not been properly authorized was not made for a proper public purpose. Such presumption is rebuttable on the basis of a factual analysis.

**NOTE: Any unauthorized cash withdrawal transaction may result in a non-compliance citation and/or finding for recovery, including joint and several liabilities, against the person or persons responsible for such misuse.<sup>3</sup> Further, each such act may constitute a violation of Section 2913.21 of the Ohio Revised Code, "Misuse of a Credit Card".**

#### Discussion

When a public entity authorizes issuance of a credit card,<sup>4</sup> use of the card is for the efficient acquisition of goods or services solely for the benefit of the operation of the public entity. A governing framework of policies and procedures providing adequate tracking and control must be adopted and consistently utilized. Ohio Administrative Code (OAC) Section 117-2-01 provides that:

##### 117-2-01 Internal controls.

(A) All public officials are responsible for the design and operation of a system of internal control that is adequate to provide reasonable assurance regarding the achievement of objectives for their respective public offices in certain categories.

<sup>3</sup> R. C. 117.28

<sup>4</sup> The credit cards referenced here fall under the Electronic Funds Transfer Act, 15 U.S.C. § 1601, et seq.

(B) "Internal control" means a process affected (sic) by those charged with governance, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- (1) Reliability of financial reporting;
- (2) Effectiveness and efficiency of operations;
- (3) Compliance with applicable laws and regulations; and
- (4) Safeguarding of assets against unauthorized acquisition, use or disposition.

Absent proper authorization, there will be a presumption of non-compliance with OAC 117-2-01(A) and (B).

#### Credit Card Policy

Cash withdrawals are a tiny subset of all credit card activity, and require specific controls. These specific controls are in addition to the controls which should govern credit card use generally.

If an entity has authority to secure and to use a credit card, the governing body must create and adopt a credit card use policy to strengthen and to maintain internal controls over credit card transactions. The absence of an appropriate policy and of thorough monitoring of this activity increases the risk of unauthorized and/or otherwise improper expenditures that do not further the public purpose of the entity and are likely to result in audit findings or other sanctions.

This policy should include, at a minimum, the following provisions:

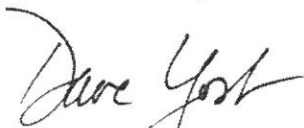
- Designation of the person or persons who are empowered to authorize and approve credit card transactions;
- The names and job titles of officers or employees who are authorized to use cards;
- Limits on the total dollar amount each authorized card user may incur as part of any individual transaction;
- A clear indication that the credit card may be used only for official business and for the benefit of the public entity;
- The disciplinary action or range of disciplinary actions which may be taken in the instances in which the credit card is utilized for other than a proper public expenditure/purpose or in violation of the entity's policies and procedures;
- If cash withdrawals are to be permitted, a comprehensive indication of the circumstances under which they are to be permitted and limits as to amounts of such withdrawals;
- A thorough listing of the documents which are to be created or secured, and maintained so as to create and to preserve an appropriate audit trail, and
- A statement signed by each potential card user acknowledging that he/she has read the credit card policy, understands it, and agrees to abide by it.

Further, the entity should consider inclusion in its policy of a definition of expenditures that are strictly prohibited (e.g. entertainment, alcoholic beverages, personal services, cash advances, etc.).

Conclusion

The use of credit cards maintained by public entities, although permitted in many instances under Ohio law, is particularly subject to potential abuse. The likelihood of such incidences is exacerbated when the transactions involve cash withdrawals. All public entities, therefore, should exercise the utmost care and diligence in authorizing and permitting credit card usage, particularly when cash withdrawals are involved. In addition, all public entities should develop, maintain, and strictly apply appropriate authorization and tracking controls incident to credit card usage, again with particular emphasis on cash withdrawals.

If you have any questions regarding this Bulletin please contact the AOS Center for Audit Excellence at (800) 282-0370 or the Legal Division at (800) 282-0370 or (614) 466-2929.

A handwritten signature in black ink, appearing to read "Dave Yost", with a stylized flourish extending from the end.

**Dave Yost**  
**Auditor of State**

**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**

**WHEREAS**, City Council acknowledges that from time to time it must review the various codes and policies of the City of Napoleon; and,

**WHEREAS**, City Council now desires to amend the Personnel Code of the City of Napoleon, Ohio; **Now Therefore**,

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

Section 1. That, the City of Napoleon, Ohio does hereby amend and enact Chapter 197 of the Codified Ordinances of the City of Napoleon, Ohio as follows:

**“197.18 VACATIONS**

**(a) Entitlement**

All full-time, regular employees earn annual vacation leave. Vacation leave may be utilized, except as otherwise specifically provided in a collective bargaining agreement under Ohio R.C. 4117, as it is accrued. Vacation entitlement will be calculated from hire date with the amount of vacation leave to which an employee is entitled to be based upon length of service and calculated and earned, except as otherwise provided in Section 197.19(h), on a biweekly basis as follows:

Full-time, regular employees:

<u>Years of Service</u>	<u>Annual Hours</u>	<u>Bi-Weekly Accrual Hours</u>	<u>Yearly Balance Limit</u>
Less than 6 years	80 hours	3.077 hours/each normal pay	80 hours per year
6 years but less than 12	120 hours	4.616 hours/each normal pay	120 hours per year
12 years or more	160 hours	6.154 hours/each normal pay	160 hours per year

**(b) Effect of Time Spent on Authorized Leave of Absence**

Time spent on any authorized leave of absence, whether paid or unpaid, shall be counted in determining length of service for purposes of vacation eligibility.

**(c) Scheduling of Vacations**

Vacations will be arranged to give consideration to the desire of the employee in



accordance with a procedure established by the employee's department head which will not interfere with City operations.

**(d) When Vacation May be Used**

Accrued vacation leave may be taken by an employee at any time after accrual and entitlement, subject to the minimum increments established, so long as properly scheduled in accordance with other provisions of this Code, policy manual or work rule.

An employee shall not allow his/her total vacation time to exceed his/her maximum yearly accrual entitlement for any employment year without prior approval from the appointing authority. For the purpose of this section, the twelve month span of time between employee's anniversary date is an employment year.

This provision is applicable to accrued vacation as a result of sick leave conversion which is authorized in Section 197.16(e)(12) of this Code. When carryover is requested by a department director, such approval may be by the council president, with notification to the body of council, or merely by the body of council.

**(e) Vacation Forfeiture**

Employees shall forfeit their right to take or to be paid for any vacation leave to their credit which is in excess of any authorized balance; moreover, any vacation time accrued in the first year of service shall be forfeited if any employee fails to complete one (1) year of continuous service.

**(f) Accrual**

Vacation leave is accrued only while on active pay status, excluding overtime and in accordance with Section 197.18(a).

**(g) Lump Sum Payment of Vacation**

In the event an employee is denied the opportunity to schedule and take accrued vacation leave due to operational needs of the City, or in the event an employee fails to schedule and take accrued vacation leave due to the operational needs of the City, the appointing authority may authorize a year-end lump sum payment to the employee in an amount not to exceed the monetary value of the employee's annual vacation accrual as provided in Section 197.18(a). In the case of a department director, lump sum payment may be approved by the council president, with notification to the body of council, or merely by the body of council.

**(h) Prior Service Credit.**

**A.** Except as otherwise provided for in separate legislation, and except as otherwise specifically excluded by a collective bargaining agreement under Ohio R.C. 4117, to determine prior service for the purpose of computing the amount of vacation leave for an employee first employed on or after June 1, 2017 by the City of Napoleon, the employee shall have all the amount of prior Ohio public service for any governmental body in the State of Ohio credited to that employee in determining accrual rate.

Except as otherwise provided for in separate legislation, and except as otherwise specifically excluded by a collective bargaining agreement under Ohio R.C. 4117, to determine prior service for the purpose of computing the amount of vacation leave for an employee first employed on or after July 5, 1987, but prior to June 1, 2017, by the City of Napoleon, the employee shall have only his or her prior service with the City of Napoleon counted.

Those employees (not elected officials) who were employed by the City of Napoleon prior to July 5, 1987 shall have all their public service with the State of Ohio or any of its political subdivisions credited pursuant to Ohio R.C. 9.44 (A). An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and who is employed by the State of Ohio or any political subdivision of said State on or after June 24, 1987, shall not have his or her prior service with the State of Ohio or any political subdivision of said State counted for the purpose of computing vacation leave. (Ord. 059-13. passed 11-18-13.)

**B.** If a newly hired employee has earned prior service credit from previous qualified employment, the employee may be credited for previously earned vacation time from said previous qualified employment, up to two (2) weeks of vacation time, (80 working hours), upon hire at an accrual rate equivalent to the applicable tier rate based on the number of years of prior service, subject to approval by the appointing authority. Additional credit for previously earned vacation time from previous qualified employment may be given upon affirmative vote of council.

**C.** Except as may be otherwise provided for by separate legislation, employees entitled to prior service credit for purpose of computing vacation leave shall have their anniversary date deferred to their most recent date of employment with the City of Napoleon for purposes of: (1) vacation use or, (2) any use or forfeiture policy regarding vacation.

**D.** Elected officials are not entitled to prior service credit for purpose of calculating vacation benefit, if any. (Ord. 093-08. Passed 12-15-08.)”

Section 2. That, it is found and determined that all formal action 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, unless otherwise stated, 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. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective in order to effectuate the changes prior to personnel issues that may arise due to the conflict in past practices versus the actual Code; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

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. 010-17 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

## **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:

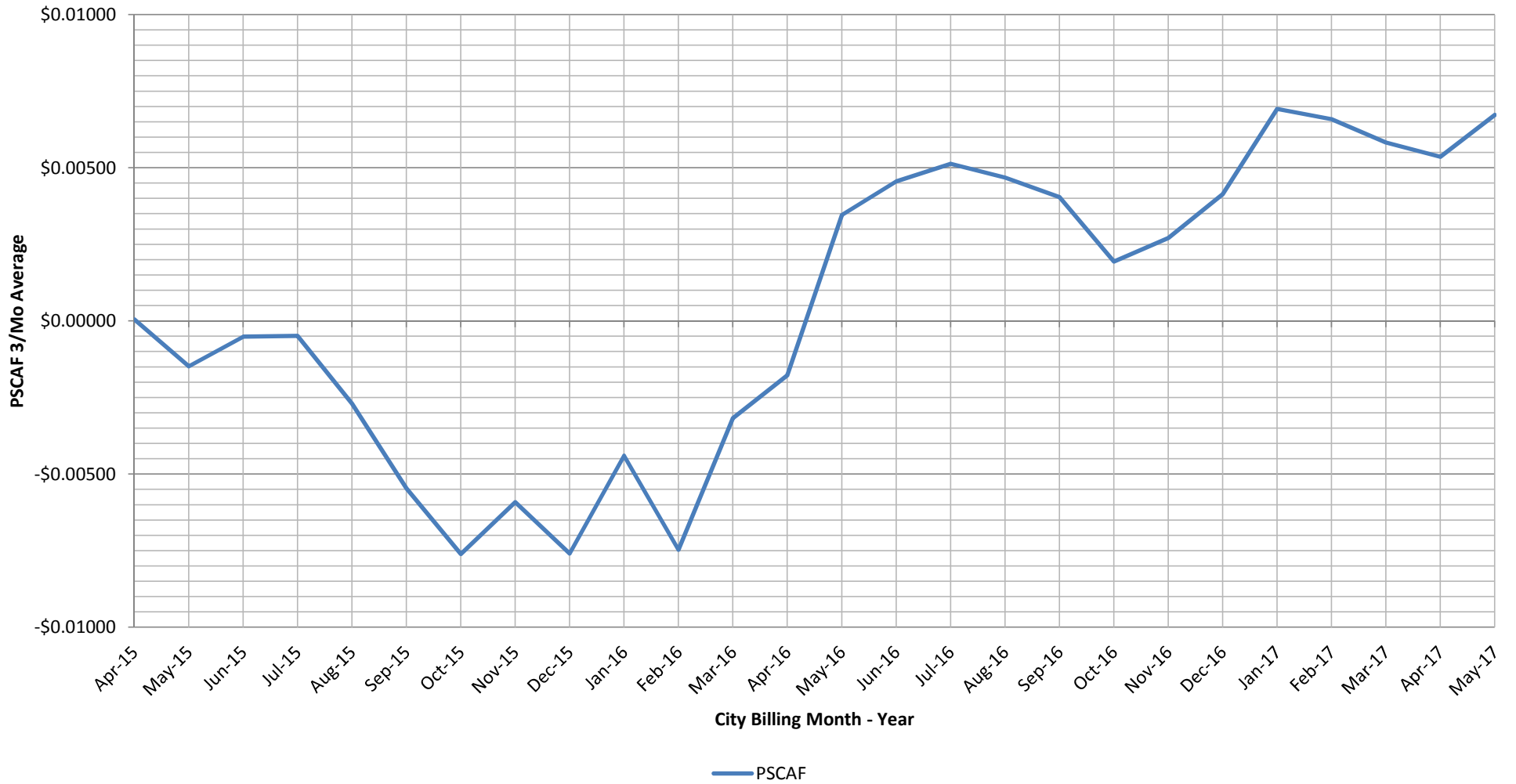
\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*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*

					City of Napoleon, Ohio									
		POWER SUPPLY COST ADJUSTMENT FACTOR (PSCAF) - COMPUTATION OF MONTHLY PSCAF												
		COMPUTATIONS WITH CORRECTED DATA FROM JULY, 2015, THROUGH MARCH, 2017												
AMP Billed Usage Month	PSCAF City Billing Month	AMP - kWh Delivered As Listed on AMP Invoices	Purchased Power Supply Costs (*=Net of Known) (+ OR - Other Cr's)	Rolling 3-Month Totals Current + Prior 2 Months		Rolling 3 Month Average	Less: Fixed Base Power Supply	PSCA Dollar Difference	PSCA-Corrted. 3 MONTH AVG.FACTOR					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)					
		Actual Billed	Actual Billed w/Cr's	c + prior 2 Mo	d + prior 2 Mo	f / e	\$0.07194 Fixed	g + h	i X 1.075					
Jan '16	Mar '16	14,813,772	\$ 1,060,489.73	41,508,827	\$ 2,863,552.86	\$ 0.06899	\$ (0.07194)	\$ (0.00295)	\$ (0.00317)					
Feb '16	Apr '16	13,333,740	\$ 1,012,584.64	41,782,091	\$ 2,936,844.01	\$ 0.07029	\$ (0.07194)	\$ (0.00165)	\$ (0.00177)					
Mar '16	May '16	12,975,047	\$ 1,017,837.14	41,122,559	\$ 3,090,911.51	\$ 0.07516	\$ (0.07194)	\$ 0.00322	\$ 0.00346					
Apr '16	June '16	12,132,975	\$ 897,981.75	38,441,762	\$ 2,928,403.53	\$ 0.07618	\$ (0.07194)	\$ 0.00424	\$ 0.00456					
May '16	July '16	12,603,253	\$ 976,900.73	37,711,275	\$ 2,892,719.62	\$ 0.07671	\$ (0.07194)	\$ 0.00477	\$ 0.00513					
June '16	Aug '16	13,839,770	\$ 1,068,079.71	38,575,998	\$ 2,942,962.19	\$ 0.07629	\$ (0.07194)	\$ 0.00435	\$ 0.00468					
July '16	Sep '16	14,844,510	*\$ 1,080,619.47	41,287,533	\$ 3,125,599.91	\$ 0.07570	\$ (0.07194)	\$ 0.00376	\$ 0.00404					
Aug '16	Oct '16	16,864,052	\$ 1,210,058.88	45,548,332	\$ 3,358,758.06	\$ 0.07374	\$ (0.07194)	\$ 0.00180	\$ 0.00194					
Sep '16	Nov '16	13,547,772	\$ 1,079,259.61	45,256,334	\$ 3,369,937.96	\$ 0.07446	\$ (0.07194)	\$ 0.00252	\$ 0.00271					
Oct '16	Dec '16	12,402,405	\$ 955,761.68	42,814,229	\$ 3,245,080.17	\$ 0.07579	\$ (0.07194)	\$ 0.00385	\$ 0.00414					
Nov '16	Jan '17	12,220,092	\$ 956,580.93	38,170,269	\$ 2,991,602.22	\$ 0.07838	\$ (0.07194)	\$ 0.00644	\$ 0.00692					
Dec '16	Feb '17	13,827,811	\$ 1,089,497.78	38,450,308	\$ 3,001,840.39	\$ 0.07807	\$ (0.07194)	\$ 0.00613	\$ 0.00659					
Jan'17	Mar '17	13,656,702	*\$ 1,025,645.91	39,704,605	\$ 3,071,724.62	\$ 0.07736	\$ (0.07194)	\$ 0.00542	\$ 0.00583					
Feb'17	Apr '17	11,866,614	*\$ 912,320.61	39,351,127	\$ 3,027,464.30	\$ 0.07693	\$ (0.07194)	\$ 0.00499	\$ 0.00536					
Mar'17	May '17	12,936,492	\$ 1,069,577.85	38,459,808	\$ 3,007,544.37	\$ 0.07820	\$ (0.07194)	\$ 0.00626	\$ 0.00673					
* Other (-) Credits / (+) Debits Included in Purchased Power Costs, Not Listed on AMP Billings:														
PSCAF - Preparers Signature:						PSCAF - Reviewers Signature:								
Name -	Gregory J. Heath, Finance Director					Name -	Christine R. Peddicord, Ast.Finance Director							
				4/23/2017							4/23/2017			
Signature			Date			Signature					Date			

## Power Supply Cost Adjustment Factor - PSCAF - Corrected



# BILLING SUMMARY AND CONSUMPTION for BILLING CYCLE - MAY, 2017

2017 - MAY BILLING WITH APRIL 2017 DATA BILLING UNITS

## PREVIOUS MONTH'S POWER BILLS - PURCHASED POWER KWH AND COST ALLOCATIONS BY DEMAND & ENERGY:

DATA PERIOD	MONTH / YR	DAYS IN MONTH	MUNICIPAL PEAK						
AMP-Ohio Bill Month	MARCH, 2017	31	22.250						
City-System Data Month	APRIL, 2017	30							
City-Monthly Billing Cycle	MAY, 2017	31							
=====CONTRACTED AND OPEN MARKET POWER=====									
=====PEAKING=====									
=====HYDRO POWER=====									
( PURCHASED POWER-RESOURCES -> (	AMP CT	FREEMONT ENERGY	PRAIRIE STATE SCHED. @ PJMC	MORGAN STNLY. REPLMNT.2015-20	NORTHERN POWER	JV-2 PEAKING	AMP-HYDRO CSW	MELDAHL-HYDRO SCHED. @	GREENUP HYDRO SCHED. @
(	SCHED. @ ATSI	SCHEDULED	REPLMT@ PJMC	7x24 @ AD	POOL	SCHED. @ ATSI	SCHED. @ PJMC	MELDAHL BUS	GREENUP BUS
Delivered kWh (On Peak) ->	0	4,943,384	3,723,112	2,827,200	4,258	10	938,205	146,220	32,698
Delivered kWh (Off Peak) ->					45,386				
Delivered kWh (Replacement/Losses/Offset) ->									
Delivered kWh/Sale (Credits) ->					-2,873,155				
Net Total Delivered kWh as Billed ->	0	4,943,384	3,723,112	2,827,200	-2,823,511	10	938,205	146,220	32,698
Percent % of Total Power Purchased->	0.0000%	38.2127%	28.7799%	21.8545%	-21.8259%	0.0001%	7.2524%	1.1303%	0.2528%
<b>COST OF PURCHASED POWER:</b>									
<b>DEMAND CHARGES (+Debits)</b>									
Demand Charges	\$31,620.00	\$34,749.14	\$56,868.27			\$667.92	\$7,614.20	\$2,131.92	\$2,346.30
Debt Services (Principal & Interest)		\$44,291.71	\$99,228.85				\$135,035.58	\$17,544.24	\$5,646.30
<b>DEMAND CHARGES (-Credits)</b>									
Transmission Charges (Demand-Credits)	-\$31,299.29					-\$881.46			
Capacity Credit	-\$62,412.87	-\$33,738.40	-\$15,041.17			-\$1,487.38	-\$2,637.49	-\$1,708.74	-\$882.95
Sub-Total Demand Charges	-\$62,092.16	\$45,302.45	\$141,055.95	\$0.00	\$0.00	-\$1,700.92	\$140,012.29	\$17,967.42	\$7,109.65
<b>ENERGY CHARGES (+Debits):</b>									
Energy Charges - (On Peak)		\$132,675.85	\$25,469.81	\$177,972.24	\$252.80	\$0.43	\$395.47	\$64.88	\$84.20
Energy Charges - (Replacement/Off Peak)					\$1,072.24				
Net Congestion, Losses, FTR		\$23,911.16	\$18,646.83	\$3,775.08			\$4,961.37	\$427.77	\$43.56
Transmission Charges (Energy-Debits)			\$68,831.25						
ESPP Charges									
Bill Adjustments (General & Rate Levelization)		\$79.42	\$207.38			\$2.20	-\$6,966.83	-\$5,925.26	-\$5,000.49
<b>ENERGY CHARGES (-Credits or Adjustments):</b>									
Energy Charges - On Peak (Sale or Rate Stabilization)					-\$92,109.80				
Net Congestion, Losses, FTR									
Bill Adjustments (General & Rate Levelization)							-\$1,876.41	-\$292.44	-\$65.40
Sub-Total Energy Charges	\$0.00	\$156,666.43	\$113,155.27	\$181,747.32	-\$90,784.76	\$2.63	-\$3,486.40	-\$5,725.05	-\$4,938.13
<b>TRANSMISSION &amp; SERVICE CHARGES, MISC.:</b>									
RPM / PJM Charges Capacity - (+Debit)									
RPM / PJM Charges Capacity - (-Credit)									
Service Fees AMP-Dispatch Center - (+Debit/-Credit)									
Service Fees AMP-Part A - (+Debit/-Credit)									
Service Fees AMP-Part B - (+Debit/-Credit)									
Other Charges & Bill Adjustments - (+Debit/-Credit)									
Sub-Total Service Fees & Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - ALL COSTS OF PURCHASED POWER	-\$62,092.16	\$201,968.88	\$254,211.22	\$181,747.32	-\$90,784.76	-\$1,698.29	\$136,525.89	\$12,242.37	\$2,171.52
Purchased Power Resources - Cost per kWh->	\$0.000000	\$0.040856	\$0.068279	\$0.064285	-\$0.032153	-\$169.829000	\$0.145518	\$0.083726	\$0.066411



<b><u>BILLING SUMMARY AND CONS</u></b>									
<b><u>2017 - MAY BILLING WITH APRIL 2017 DATA BI</u></b>									
<b><u>PREVIOUS MONTH'S POWER BILLS - PU</u></b>									
<b><u>DATA PERIOD</u></b>									
AMP-Ohio Bill Month									
City-System Data Month									
City-Monthly Billing Cycle									
	===== WIND ===== SOLAR ===== TRANSMISSION, SERVICE FEES & MISC. CONTRACTS =====								
(	NYPA	JV-5	JV-6	AMP SOLAR	EFFNCY.SMART	TRANSMISSION	SERVICE FEES	MISCELLANEOUS	TOTAL -
<b><u>PURCHASED POWER-RESOURCES -&gt; (</u></b>	<b><u>HYDRO</u></b>	<b><u>HYDRO</u></b>	<b><u>WIND</u></b>	<b><u>PHASE 1</u></b>	<b><u>POWER PLANT</u></b>	<b><u>CHARGES</u></b>	<b><u>DISPATCH, A &amp; B</u></b>	<b><u>CHARGES &amp;</u></b>	<b><u>ALL</u></b>
(	<b><u>SCHED. @ NYIS</u></b>	<b><u>7x24 @ ATSI</u></b>	<b><u>SCHED. @ ATSI</u></b>	<b><u>SCHED. @ ATSI</u></b>	<b><u>2014 - 2017</u></b>	<b><u>Other Charges</u></b>	<b><u>Other Charges</u></b>	<b><u>LEVELIZATION</u></b>	<b><u>RESOURCES</u></b>
Delivered kWh (On Peak) ->	631,730	2,297,472	59,592	126,936	0	0	0	0	15,730,817
Delivered kWh (Off Peak) ->									45,386
Delivered kWh (Replacement/Losses/Offset) ->		33,444							33,444
Delivered kWh/Sale (Credits) ->									-2,873,155
<b>Net Total Delivered kWh as Billed -&gt;</b>	<b>631,730</b>	<b>2,330,916</b>	<b>59,592</b>	<b>126,936</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,936,492</b>
Percent % of Total Power Purchased->	4.8833%	18.0181%	0.4607%	0.9812%	0.0000%	0.0000%	0.0000%	0.0000%	100.0001%
								Verification Total ->	100.0000%
<b><u>COST OF PURCHASED POWER:</u></b>									
<b><u>DEMAND CHARGES (+Debits)</u></b>									
Demand Charges	\$6,155.93	\$2,772.72	\$1,545.40			\$125,980.66			\$272,452.46
Debt Services (Principal & Interest)		\$55,367.84							\$357,114.52
<b><u>DEMAND CHARGES (-Credits)</u></b>									
Transmission Charges (Demand-Credits)		-\$12,169.30	-\$76.50						-\$44,426.55
Capacity Credit	-\$4,412.61	-\$14,514.20	-\$106.71						-\$136,942.52
<b>Sub-Total Demand Charges</b>	<b>\$1,743.32</b>	<b>\$31,457.06</b>	<b>\$1,362.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,980.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$448,197.91</b>
<b><u>ENERGY CHARGES (+Debits):</u></b>									
Energy Charges - (On Peak)	\$5,775.52	\$78,648.03		\$11,043.47		\$4,148.21			\$436,530.91
Energy Charges - (Replacement/Off Peak)									\$1,072.24
Net Congestion, Losses, FTR	\$708.61								\$52,474.38
Transmission Charges (Energy-Debits)									\$68,831.25
ESPP Charges					\$18,154.46				\$18,154.46
Bill Adjustments (General & Rate Levelization)								\$0.00	-\$17,603.58
<b><u>ENERGY CHARGES (-Credits or Adjustments):</u></b>									
Energy Charges - On Peak (Sale or Rate Stabilization)									-\$92,109.80
Net Congestion, Losses, FTR									\$0.00
Bill Adjustments (General & Rate Levelization)	\$226.59							\$0.00	-\$2,007.66
<b>Sub-Total Energy Charges</b>	<b>\$6,710.72</b>	<b>\$78,648.03</b>	<b>\$0.00</b>	<b>\$11,043.47</b>	<b>\$18,154.46</b>	<b>\$4,148.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$465,342.20</b>
<b><u>TRANSMISSION &amp; SERVICE CHARGES, MISC.:</u></b>									
RPM / PJM Charges Capacity - (+Debit)						\$145,521.41			\$145,521.41
RPM / PJM Charges Capacity - (-Credit)									\$0.00
Service Fees AMP-Dispatch Center - (+Debit/-Credit)							\$0.00		\$0.00
Service Fees AMP-Part A - (+Debit/-Credit)							\$2,969.55		\$2,969.55
Service Fees AMP-Part B - (+Debit/-Credit)							\$7,546.78		\$7,546.78
Other Charges & Bill Adjustments - (+Debit/-Credit)									\$0.00
<b>Sub-Total Service Fees &amp; Other Charges</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$145,521.41</b>	<b>\$10,516.33</b>	<b>\$0.00</b>	<b>\$156,037.74</b>
<b>TOTAL - ALL COSTS OF PURCHASED POWER</b>	<b>\$8,454.04</b>	<b>\$110,105.09</b>	<b>\$1,362.19</b>	<b>\$11,043.47</b>	<b>\$18,154.46</b>	<b>\$275,650.28</b>	<b>\$10,516.33</b>	<b>\$0.00</b>	<b>\$1,069,577.85</b>
								Verification Total ->	\$1,069,577.85
Purchased Power Resources - Cost per kWh->	\$0.013382	\$0.047237	\$0.022859	\$0.087000	\$0.000000	\$0.000000	\$0.000000	\$0.000000	\$0.082679
									(Northern Pool Power - On-Peak + Off-Peak - Energy Charge/kWH) = JV2 Electric Service Rate -> \$0.031644
									(Northern Pool Power - On-Peak + Off-Peak - Energy Charge/kWH) = JV5 Electric Service Rate -> \$0.031644



# 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

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## 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:** May 8, 2017

**Subject:** 2018 Tax Budget & 2018 Appropriation Budget –  
Steps, Timetables and Submission Schedules

The following information outlines the various legal steps and proposed time tables for the preparation, submission and adoption of the **2018 Tax Budget** and the **2018 Appropriation Budget**:

### **TAX BUDGET:**

The **Tax Budget**, as adopted and approved by City Council, and then Certified by the County, serves two (2) primary purposes: **1<sup>st</sup>** is to establish and approve the inside the 10 mill Property Tax levied as set forth in the Ohio Revised Code (ORC), Sections 5705.01 to 5705.47 based on need level; the **2<sup>nd</sup>** is to set the stage for the annual "**Official Certificate of Estimated Resources**". The **Tax Budget** is adjusted for *Fund Balance Carryover* and *Revised Revenue Estimates* at the end of the year and becomes the basis for the "**Official Certificate of Estimated Resources**", which is used to determine the Maximum Appropriation level by fund the City may appropriate in its *Annual Appropriation Budget*.

**NOTE:** In 1998 the City, along with the County and other Political Subdivisions, adopted by Resolution a revised procedure pursuant to ORC Section 5705.281 that waved the requirement to file a formal **Tax Budget**. This revised procedure eliminated the need to list all funds, revenues and expenditures, and only listing the ***Voted Property and Inside 10 Mill Tax*** levy amounts.

Previous to 1998, the **Tax Budget** served to compute "RELATIVE NEED", following the Statutory Formula in ORC Section 5747.51. In turn, this determined the allocation of the **Undivided Local Government Fund (LGF)** to each Political Subdivision in the County.

The Alternate Method adopted in 1998 (ORC Sections 5747.53 & 5747.63) computes the **LGF Allocation** on a **Population based formula**, and **not** a **Relative Need** basis. This process is subject to periodic review and change. For the City, the current primary function of the **Tax Budget** is the formal certification process on the **Inside Ten (10) Mill Property Tax** that the City can legally levy without a vote of the citizens.

(Tax Budget and Appropriation Budget - Continued Next Page)

**2018 TAX BUDGET & 2018 APPROPRIATION BUDGET -  
ORC REQUIREMENTS AND PROPOSED TIMETABLES**

(Tax Budget and Appropriation Budget - Continued)

At Year End the Unencumbered (Net) Fund Balance (Cash Balance less Open Encumbrances “PO’s”), plus Revenue Estimates for each respective Fund, are Certified to the County by the City. The County Auditor certifies back to the City the First Amended Official Certificate of Estimated Resources.

The City may legally Appropriate Funds Up-To the total amount listed on the First Amended Official Certificate of Estimated Resources for each individual Fund. Adjustments to the First Amended Official Certificate of Estimated Resources may be made only when the Estimated Receipts are exceeded or reduced by an Actual Amount; or, if a New and Unanticipated source of Revenue or Loss of a Current Revenue occurs. (Example: An Increase in Water or Sewer Rates, or a New Tax; conversely a Decrease in certain sources like Income Tax Revenue, or Interest Earnings, all occurring after submission of the original First Amended Official Certificate of Estimated Resources).

**APPROPRIATION BUDGET:**

The **Appropriation Budget**, as formally adopted by City Council, establishes the Maximum Allowable Expenditures by Fund, Department and Category (Personal Services and Other), through the use of Appropriations for the City’s Fiscal Year. The **Appropriation Budget** must be passed in either a *Temporary* or *Final* form on or about January 1<sup>st</sup> of each year. The **Final Appropriation Budget** must be passed no later than March 31<sup>st</sup> of each respective budgetary year. Historically, the City has passed its **Final Appropriation Budget** on or before January 1<sup>st</sup> of the operating year.

The process followed in the development of the **Appropriation Budget** covers both Revenues and Expenditures. The final document will establish detailed revenue and expenditure budgets and give formal approvals to submitted requests of all City Departments, Divisions, Boards and Commissions.

The **Appropriation Budget** is limited to the amounts Certified by each Fund as listed in the *First Amended Official Certificate of Estimated Resources*; as may be amended from time to time.

I have attached a Proposed Schedule of Dates for the preparation and adoption of the **2018 TAX BUDGET** and the **2018 APPROPRIATION BUDGET**. Some of these dates are statutory (Set by the ORC).

Please call me if you have any questions on the proposed schedule and process for planning and preparing of the **2018 TAX BUDGET** and the **2018 APPROPRIATION BUDGET**.

I can be reached at 419-599-1235, Ext. 2809.

Thank you.

---

Gregory J. Heath  
Finance Director/Clerk of Council

Attachment

**2018 TAX BUDGET & 2018 APPROPRIATION BUDGET -  
ORC REQUIREMENTS AND PROPOSED TIMETABLES**

**TAX BUDGET PROCESS**

- > **April 1, 2017**  
ORC 5705.28
- Under the *ORC Statutory Code*, Departments, Divisions, Boards and Commissions are requested to submit an estimate of contemplated Revenues and Expenditures for 2018 by the 1<sup>st</sup> of June.
- NOTE:** This step is *Not Necessary* with the *Alternate Method* for the allocation of the *Undivided Local Government Fund*. Actual Department Budgets receive consideration when they submit their **2018 Appropriation Budgets** requests. (See APPROPRIATION BUDGET PROCESS.)
- > **May 1, 2017**  
**On or Before**  
**1<sup>st</sup> Monday in May**  
ORC 5705.08
- Finance Director is to certify to City Council any amounts necessary to provide payment for final judgments (if any).
- NOTE:** **At this date and time, no certification was necessary for 2018, the City did not have any Final Judgments outstanding.**
- > **May 15, 2017**  
ORC 5705.28
- Finance Director to present the **2018 Tax Budget** in its tentative form to City Council for consideration and study.
- ORC 5705.281
- NOTE:** *Only the inside ten (10) mill limit allocation is presented at this time. ORC 5747.53 & 5747.63 allows an alternate method or formula to be adopted; as completed in 1998. In turn, this allows the County Budget Commission to waive the requirement of a formal full "Tax Budget".*
- > **May 15, 2017**  
ORC 5705.30
- Proposed **2018 Tax Budget (2 Copies)** is placed On File by the Finance Director with City Council a minimum of ten (10) days prior to adoption, and ten (10) days prior to a required Public Hearing. NLT -05/25/2017.
- NOTE:** Council is requested to set a Public Hearing for **Monday, June 5, 2017**, on the **2018 Tax Budget**.
- > **May 25, 2017**  
**On or Before**  
ORC 5705.30
- Publication of Public Hearing Notice for meeting on June 5<sup>th</sup> for a Public Hearing on **2018 Tax Budget** as presented to City Council.
- NOTE:** Notice of Public Hearing to be published in a newspaper of local general circulation a minimum of ten (10) days prior to hearing. NLT -05/25/2017.
- > **June 1, 2017**  
ORC 5705.28
- Only if requested by April 1<sup>st</sup>, Departments/Divisions, Boards and Commissions are to submit Revenue and Expenditure estimates to City Manager and Finance Director for the **2018 Tax Budget**.
- NOTE:** **Not Normally Requested at this Time.**
- > **June 5, 2017**  
ORC 5705.30
- Public Hearing on **2018 Tax Budget**.
- > **June 5, 2017**  
ORC 5705.28
- ***First (1<sup>st</sup>) Read on Resolution*** to Adopt the **2018 Tax Budget**.

(Tax Budget Process - Continued Next Page)

**2018 TAX BUDGET & 2018 APPROPRIATION BUDGET -  
ORC REQUIREMENTS AND PROPOSED TIMETABLES**

(Tax Budget Process - Continued)

- > **June 19, 2017** - **Second (2<sup>nd</sup>) Read on Resolution** to Adopt the **2018 Tax Budget**.  
ORC 5705.28
  
- > **July 3, 2017** - **Third (3<sup>rd</sup>) Read on Resolution** to Adopt the **2018 Tax Budget**.  
ORC 5705.28 (Emergency Clause needed to meet filing deadlines.)
  
- > **July 3, 2017** **Effective Date of Resolution** to Adopt the **2018 Tax Budget**.  
ORC 5705.28 **2018 Tax Budget must be adopted on or before July 15, 2017**
  
- > **July 15, 2017** - **2018 Tax Budget** must be adopted by City Council on or before this  
On or Before date.
- ORC 5705.28
  
- > **July 20, 2017** - **2018 Tax Budget** must be submitted to the County Auditor on or  
On or Before before this date.
- ORC 5705.30
  
- NOTE: The statutory penalty for failure to meet this time  
frame shall result in the LOSS of the City's share of  
the Undivided Local Government Fund.
  
- > **September 1, 2017** - The County Budget Commission shall certify back to the City the  
On or Before **Official Certificate of Estimated Resources**. This certification  
ORC 5705.27-34 includes an estimate of the rate of each tax necessary to be levied,  
and the apportionment of the Year 2018 Undivided Local  
Government Fund to the City.
  
- > **September 5, 2017** - **First (1<sup>st</sup>) Read on Resolution** to approve the **Inside 10 Mill Tax Levies**  
ORC 5705.34 listed in the **2018 Tax Budget**, and **Special Assessments** for the  
**2017 Tax Duplicate**, collected in 2018. These amounts must be certified  
back to the County Auditor on or before **October 1, 2017 per the ORC**.
  
- > **September 18, 2017** - **Second (2<sup>nd</sup>) Read (and Passage with Suspension and Emergency) on Resolution**  
ORC 5705.34 to Adopt the **Inside 10 Mill Tax Levies** listed in the **2018 Tax Budget**, and  
**Special Assessments** for the **2017 Tax Duplicate**, collected in 2018.  
These amounts must be certified back to the County Auditor on or before  
**October 1, 2017**.
  
- NOTE: **Suspension and Emergency are required on the Resolution**  
**in order to meet the ORC imposed date of October 1.**
  
- > **October 1, 2017** - City must certify back to the County Auditor amounts listed in the  
On or Before **2018 Tax Budget** for the **Inside 10 Mill Tax Levies**, including any **Special**  
ORC 5705.34 **Assessments** for the **2017 Tax Duplicate**, amounts collected in 2018.

**2018 TAX BUDGET & 2018 APPROPRIATION BUDGET -  
ORC REQUIREMENTS AND PROPOSED TIMETABLES**

**APPROPRIATION BUDGET PROCESS**

- > **August 7, 2017** - Departments, Divisions, Boards and Commissions should be notified by the City Manager and Finance Director to prepare and submit by September 5, 2017, their detailed **2018 Appropriation Budget Requests** on the forms provided.  
  
**NOTE:** Personal Service and Debt Information will be provided to all Departments, Divisions, Boards and Commissions by the Finance Department. Other Category requests are prepared by Department/Division Heads.
- > **September 5, 2017** - Departments, Divisions, Boards and Commissions to submit their **2018 Appropriation Budget Requests** to the City Manager.
- > **September 5, 2017 to October 2, 2017** - City Manager to review the **2018 Appropriation Budget Requests** with the Departments/Divisions and prepare Council presentation.
- > **October 2, 2017 to November 12, 2017** - City Manager to schedule reviews of the **2018 Appropriation Budget Requests** with the Finance and Budget Committee of City Council.  
Charter Sec. 2.13
- > **October 27-28, 2017 or November 3-4, 2017** - **2018 Appropriation Budget Requests** review with the Finance and Budget Committee of City Council. (2 Day “All Day” Sessions as Needed.)  
Charter Sec. 2.13
- > **November 20, 2017 or December 4, 2017** - Mayor presents out the **2018 Appropriation Budget** to City Council as recommended by the Finance and Budget Committee of City Council.  
Charter Sec. 2.13  
(This is required by *City Charter*.)
- > **November 20, 2017** - *First (1<sup>st</sup>) Read on 2018 Appropriation Ordinance and Transfer Resolution* to adopt the **2018 Appropriation Budget**.  
ORC 5705.38
- > **December 4, 2017** - *Second (2<sup>nd</sup>) Read on 2018 Appropriation Ordinance and Transfer Resolution* to adopt the **2018 Appropriation Budget**.  
ORC 5705.38
- > **December 18, 2017** - *Third ( 3<sup>rd</sup>) Read (and Passage with Suspension and Emergency) on 2018 Appropriation Ordinance and Transfer Resolution* to adopt the **2018 Appropriation Budget**. Suspension and Emergency are required on the Resolution in order to meet the ORC imposed date of January 1<sup>st</sup>. City Council must adopt a *Temporary* or *Final 2018 Appropriation Budget* by the 1<sup>st</sup>.  
ORC 5705.38  
(Special Meeting December 26<sup>th</sup>, if Necessary.)
- > **January 1, 2018 On or About** - City Council must adopt a *Temporary* or *Final Budget*. The Finance Director must certify to the County Auditor the actual Unencumbered Balances of each Fund.  
ORC 5705.36
- > **January 31, 2018** - County Auditor certifies the First Official Amended Certificate of Estimated Resources for 2018 to the City.  
ORC 5705.36
- > **March 31, 2018 On or Before** - City Council must have passed the Final 2018 Appropriation Budget, if not already passed. On April 1<sup>st</sup>, start the process all over again for the 2019 Budget.  
ORC 5705.38

**2018 TAX BUDGET**

Henry County, Ohio

Office of **NAPOLEON CORP**, **May 15**, 20**17**

To the County Auditor:

The Council of Said ~~Village~~ <sup>City</sup> hereby submits its annual Budget for the year commencing January 1st, 2018 for consideration of the county budget Commission pursuant to Section 5705.30 of the Revised Code.



\*\*Village Fiscal Officer

City

County Auditor

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

County Treasurer

County Prosecuting Attorney

**Schedule A**

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND  
 COUNTY AUDITOR'S ESTIMATED TAX RATES

City of Napoleon, Ohio			County Auditor's		
City Tax Valuation: \$140,501,870					
FUND					
	Mills	Amount approved by Budget commission Inside 10 M Limitation	Amount to be derived from Levies Outside 10 M Limitation	Inside 10 M Limit	Outside 10 M Limit
1. General Fund	2.0	\$ 281,004			
4. Road and Bridge Fund					
5. Cemetery Fund					
9. Police District Fund	0.6	\$ 84,301			
10. Fire District Fund	0.3	\$ 42,150			
11. Road District Fund					
12. Park Levy Fund					
14. Miscellaneous Funds					
15. General Bond Retirement Fund					
20. Special Levy Funds					
21. Capital Equipment Fund					
28. Ambulance and Emergency Medical Services Fund					
<b>TOTAL</b>		<b>\$ 407,455</b>			

**SCHEDULE B****LEVIES OUTSIDE 10 MILL. LIMITATION, EXCLUSIVE OF DEBT LEVIES**

<b>FUND</b>	<b>Max. Rate Authorized to be Levied</b>	<b>County Auditor's Est. of Yield of Levy ( Carry to Schedule A, Collumn II)</b>	
<b>GENERAL FUND:</b>			
Current Expense Levy authorized by voters on 20			
not to exceed 5 years.			
<b>SPECIAL LEVY FUNDS:</b>			
Levy authorized by voters on 20			
not to exceed 5 years			
Levy authorized by voters on 20			
not to exceed 5 years			
Levy authorized by voters on 20____			
not to exceed years			
Levy authorized by voters on 20____			
not to exceed years			
Levy authorized by voters on 20____			
not to exceed years			
Levy authorized by voters on 20____			
not to exceed years			





# City of Napoleon, Ohio

## Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

[www.napoleonohio.com](http://www.napoleonohio.com)

## Memorandum

**To:** Joel Mazur, City Manager and Council  
**From:** Scott Hoover, Water Treatment Plant Supt.  
**cc:**

**Date:** 5/9/2017  
**Subject:** Sludge Lagoon Cleaning

*I am asking for council to renew the contract of the sludge lagoon cleaning for 2017 to Burch Hydro. We did a contract last year that was a one year that can be renewed for two additional years. The reason was because of the project at the water plant and not knowing how many more years we will be using the lagoons. When the project is completed we will no longer have lime sludge and the lagoons will be filled in. We need the lagoons cleaned in 2017, and probably 2018. The summer of 2018 we will probably no longer use the lagoons. The cleaning of the lagoons is in the 2017 budget at \$96000.*

*City of Napoleon, Ohio*

**AD-HOC COMMITTEE ON  
ORGANIZATIONAL HEALTH AND STRATEGIC VISION**

**MEETING AGENDA**

**Monday, May 15, 2017 at 6:00 pm**

LOCATION: City Building, 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. Discussion regarding City Strategic Vision and Mission.
3. Any other matters currently assigned to the Committee.
4. Adjournment.

---

Gregory J. Heath  
Finance Director/Clerk of Council

**AD-HOC COMMITTEE ON ORGANIZATIONAL HEALTH AND STRATEGIC VISION**

Monday, March 20, 2017 at 6:00 pm

Meeting Minutes

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**PRESENT**

Committee	Jason Maassel-Acting Chair, Joe Bialorucki; Dan Baer
City Staff	Greg Heath, Finance Director Joel Mazur, City Manager
Recorder	Roxanne Dietrich
Others	Katie Myers (Napoleon Alive)

**ABSENT**

Member	Travis Sheaffer
--------	-----------------

**Call To Order**

Acting Chair Maassel called the meeting to order at 6:03 pm.

**Minutes Approved**

Minutes of the February 20, 2017 Ad-hoc Committee on Organizational Health stand approved as read with no objections or corrections.

**Mission and Strategic Vision**

Mazur passed out a list with seven different strategic visions. Maassel asked how many on the list look beyond five years. Mazur replied formation of a land bank, housing development and second story living in downtown.

Downtown Second Story Living: There was discussion that rehab of the upper floors of the buildings could cost anywhere from \$75,000-\$100,000. What are the protocols to expand the second floor, are there incentives to rehab the second floor of the buildings, the properties have to be taken care of and maintained, egress would be another issue, how would you keep the public from going up and down the steps. Baer said another issue to be considered would be the Disabilities Act. It was suggested you could open up the upstairs and make it into a little apartment for retired people wanting to downsize. Myers said there are two apartments above Flatrock now. Bialorucki told them another concern would be regarding insurance. Sometimes insurance companies do not want to insure your business if there are people living on the second floor because of what could happen that may cause fire and/or water damage.

Land Bank formation is an item for an upcoming meeting with the Commissioners this is something we need to talk about and really needs to happen.

Housing Development: Mazur reported he talked with a local contractor and new housing is tough in Napoleon. There is too much risk to build spec

houses, they are not appraised high enough. Another issue is there are not enough listings. Baer informed him that housing code enforcement is important we need to keep that moving on a regular consistent basis. Mazur said code enforcement is a big part the value of a home can drop drastically if there are dilapidated homes and/or nuisance issue categories around.

Transportation: State Route 108 (Scott Street) is not being designed yet, we are finishing up the Perry Street design. Maassel asked if the State has been notified of the proposed changes. Mazur responded they have been and did not make any promises. We are only looking at moving one turn and maybe add one signal.

Zoning Code Review: There is \$54,000 in this year's budget to update our Master Plan. The current plan is dated back to 2009 and needs to be reviewed, especially the Table of Permissible Uses. In the past the permissible uses outlined in the table had a bunch of blanks and you could get a Conditional Use Permit anywhere there was a blank if the Planning Commission approved the Conditional Use Permit. As it is listed now, it is very restricted compared to other codes out there.

One thing that will need to be looked at as part of updating the Master Plan is to review the entire zoning ordinance. Maassel asked you want to change the Master Plan and look at the Zoning Code at the same time. Mazur said we need to decide what our vision is and adjust the code accordingly. We could go out to bid for the master plan, we want to take our time, and make sure all the points are covered.

River Bridge is at least five years down the road. What are the properties along Industrial Drive: New Castle, us, Defiance Metal Stamping, Cold Storage, the railroad track.

Baer asked if complete streets are tied into the May levy. Mazur responded a complete street would be the street, sidewalks, bike lanes, adequate lighting all things you would want to have on a street when redo street make sure all these things are on. Maassel stated when we do a street rebuild if there is a sidewalk already there the City pays to have it put back in, if there is not a sidewalk there then the resident pays to have the sidewalk put in.

Planning- right now Napoleon solar costs 8.5 cents per kwh when the debt is paid off only cost will be for maintenance. Solar projects are actually cheaper than when our first solar field was put in. We can look at the sixteen acres off Woodlawn that is under water most of the time.

Energy efficiencies- in LED street lights could see a return of about \$11,000 a year. I would recommend investing the settlement we get from the AMPGS.

**Napoleon Alive  
(Katie Myers)**

Water Contracts- I have been talking to the commissioners about water and water contracts we are on a good path. I am hopeful if year three of the rate increase can drop to a lower amount that will help with our outside contracts.

Sewers-right now we are doing a rate study plan.

New business development-the spec building, railroad property and Honey Blossom Orchard is starting to come together.

Existing business development: Custom Ag is doing an expansion project.

Myers told the Committee that Napoleon Alive has put together a beautification program that we would like to oversee so there are not random act of arts with no organization throughout the City.

**Phase I**

Would like to move the seventeen downtown planters to Oakwood, paint the Wildcat at the intersection of Washington and Perry Street before the streets are opened to the public and paint the crosswalks in an artful way. We want to keep the artwork in a traditional fashion we want to keep the corridor traditional, classic and elegant. We will draw up a very concise, organized plan and submit a design to the City before we do anything. Mazur suggested that should be presented to the Preservation Commission for approval also. The planters from the City Building can be moved also but should be moved before the flowers are planted this spring. Myers said there is a resurgence of pride the merchants are excited to be a part of the plan. When work starts on Scott Street we would like to beautify that area also. We are hopeful residents will see what we are doing to the downtown and will continue to spread the beautification out to residential areas. We need to create a database of volunteers, recruit merchants and residents to support the work so it is not done by hired people. The last part of Phase I have is research outdoor railings for the outdoor eateries, to find out what has or has not worked for others. We would suggest all railings be the same for an organized look. It is our goal to have things setup and ready for the eateries in the Spring of 2018. It was suggested that with the weather ups and downs, having all the railing may not be the best as a business may want to set up outside on a nice weather day, whatever season that may be.

Myers said Napoleon Alive is going to work on several options: (1) for the businesses to buy what they want and store it; (2) to find a source who will purchase all and supply a lease to the business owners; and (3) have an outside person come in and do the same thing except they would purchase

received quotes that are a good price.

**To Adjourn** Motion: Baer Second: Bialorucki  
To adjourn the meeting at 6:58 pm.

Roll call vote on above motion:  
Yea-Baer, Maassel, Bialorucki  
Nay-

**Adjourned Date**

2017

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Jason Maassel, Acting Chair

received quotes that are a good price.

**To Adjourn** Motion: Baer Second: Bialorucki  
To adjourn the meeting at 6:58 pm.

Roll call vote on above motion:  
Yea-Baer, Maassel, Bialorucki  
Nay-

**Adjourned Date**

2017

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2017

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Roll call vote on above motion:  
Yea-Baer, Maassel, Bialorucki  
Nay-

**Adjourned Date**

2017

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Jason Maassel, Acting Chair

*City of Napoleon, Ohio*

## **TREE COMMISSION**

### **MEETING AGENDA**

**Monday, May 15, 2017 at 6:00 pm**

LOCATION: City Building, 255 West Riverview Avenue, Napoleon, Ohio

1. Approval of Minutes from April 17, 2017 *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
2. Review Tree Call Reports
3. Review Fall Removal List
4. Review Fall Topsoil List
5. Any other matters to come before the Commission
6. Adjournment

---

Gregory J. Heath  
Finance Director/Clerk of Council

City of Napoleon, Ohio  
**TREE COMMISSION**  
Meeting Minutes  
Monday, April 17, 2017 at 6:00 pm

<b>PRESENT</b>	
Commission	Dave Volkman-Chair, Jim Fitzenreiter, Ed Clausing, Larr Etzler
City Staff	Marty Crossland
Others	Jeff Mires, Council Representative
<b>ABSENT</b>	
Members	Bill Rohrs
<b>Call To Order</b>	Chairman Volkman called the meeting to order at 6:02 pm.
<b>Approval Of Minutes</b>	Minutes from the March 20, 2017 meeting stand approved as read with no objections or corrections.
<b>Review Tree Call Reports</b>	<p>Crossland asked the Commission to look at the tree at 508 Hobson on E. Front Street it is a Silver Maple, about 20" that is just to the east of the concrete drive approach, when the drive approach was replaced they may have cut off a bunch of the roots on that side as there is a spot that is starting to rot at the base of the trunk and should be removed.</p> <p>Volkman asked if anyone looked at the tree in Glenwood Cemetery that was talked about at the last meeting.</p> <p>Etzler reported he did look at it and thinks it will have to be removed; the tree is not to the point where if it falls it will hit anything and taking the branch out will make it very heavy on one side and likely to fall over; the branch has some decay. He would recommend a five year plan to remove the tree and see what should be done with the other trees in that area. Crossland stated the tree is not part of the cemetery and if we were to replant a tree it would be further off of the sidewalk.</p> <p>Clausing responded there are a lot of people that walk down those sidewalks and we don't want the tree to fall on them.</p> <p>Crossland said we will look to remove the tree in the next year or two. There is no infrastructure directly behind it so we'll not mess around with taking the back limb off.</p>
<b>Finalize Arbor Day Celebration</b>	Crossland said he is waiting for a response to see how many Cub or Boy Scouts will be able to attend. Saturday, April 29 <sup>th</sup> at 10:00 am was suggested and once confirmation is received, I will send an email to the Commission and Mayor and have a Press Release put out.



**Spring Plantings  
Update**

The tree to be planted will be delivered on Thursday, April 27<sup>th</sup>.

Crossland reported all the trees are in except for the Arbor Day tree.

**Spring Removals  
Update**

Crossland informed the Commission eleven trees are still standing and out of the eleven, six are in the arboretum. It is still very soft back there and Saylor was told the six stumps and trees in the arboretum and also the six stumps at the golf course if need be can wait until the middle of summer to finish up so not to make a mess.

There are seventeen stumps remaining to be ground and that includes the arboretum and golf course.

**Other Matters**

Volkman told the Commission, Bill Rohrs received an email from Stephanie Miller about a lichen seminar in Whitehouse that he attended. Bill told him it was interesting and was glad he went.

Crossland asked the Commission to take a look at 1144 Lagrange. There are two trees in between the sidewalk that we did not plant and may have been there since last year illegally. One looks like a smaller maple and the other looked like a Juniper. If not already, the Juniper will be a sight problem and definitely will have to be moved or removed. A letter can be issued to the homeowner explaining the sight issues if need be. They would have thirty days to remove the trees.

Crossland said he has not heard anything from North Branch on the topsoil and seeding contract and that he will touch base with them to see where they stand.

**Motion to Adjourn**

Motion: Fitzenreiter                      Second: Etzler  
To adjourn the Tree Commission meeting at 6:20 pm.

**Passed  
Yea-4  
Nay-0**

Roll call vote on above motion:  
Yea- Clausing, Volkman, , Fitzenreiter, Etzler  
Nay-

**Date Approved**

**May 15, 2017**

Dave Volkman, Chairman

*City of Napoleon, Ohio*  
**SPECIAL JOINT MEETING**  
of the  
**PARKS AND RECREATION COMMITTEE**  
with the  
**PARKS AND RECREATION BOARD**  
**MEETING AGENDA**  
**Monday, May 15, 2017 at 6:30 pm**

LOCATION: City Building, 255 West Riverview Avenue, Napoleon, Ohio

1. Approval of Minutes.
2. Discussion Regarding Request from County to Designate Vorwerk Park as a Primitive Camp Site Location.
3. Any other items currently assigned to the Committee.
4. Adjournment.

---

Gregory J. Heath  
Finance Director/Clerk of Council

City of Napoleon, Ohio  
Parks & Recreation Committee

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

**PRESENT**

**P&R Committee  
City Staff**

Joe Bialorucki – Chair, Jeff Comadoll, Jon Tassler  
Tony Cotter, Parks & Recreation Director  
Gregory Heath, Finance Director/Clerk of Council  
Monica Irelan, City Manager  
Lisa Nagel, Law Director  
Tammy Fein  
News media

**Recorder  
Others**

**ABSENT**

**P&R Committee**

**Call To Order**

Chairman Bialorucki called the meeting to order at 6:15pm.

**Approval Of Minutes**

Minutes of the January 19, 2015 meeting stand approved as presented with no objections or corrections.

**Discussion Regarding City  
Pool Operations And  
Options**

Cotter reported that after several months of discussion, the Parks and Recreation Board has recommended to City Council the issue of a potential long term plan for the current swimming pool. Cotter reported that he has discussed his concerns with both the Parks & Recreation Board and City Council regarding the deterioration of the pool and the need for a decision on what the City should plan for with regard to the facility's long term viability. Cotter reported that the pool was built in the late 1970s and has outlived its useful life, adding that although the pool is still functional, the costs of utilities, chemicals, concrete repairs, etc. are steadily increasing; water loss has become a worsening problem for several years due to the aging concrete floor and walls and a failing gutter system. Cotter reported that in addition to the rising cost of water used to fill the pool to the proper level, chemical costs have risen due to the need to maintain chlorine residual and pH balance and heating costs have also risen as makeup water is added; concrete repairs are becoming more extensive each Spring. Cotter included a history of revenue and expenses since 2002 showing the financial impact of the swimming pool to the City, recommending two (2) options to be considered.

Cotter reported that the first option would be a renovation of the existing pool basin and gutter replacement; see attached memo regarding the bid quotation for a membrane installation; the renovation would consist of a PVC type membrane or liner that would be poured over the existing floor and walls making the concrete water tight; the gutters would also need to be replaced as Staff believes this is another source of water loss. Cotter reported that preliminary estimates for that work range between \$175,000 to \$250,000, depending on the scope of the project; capital funds are currently being placed

## Discussion Regarding City Pool Operations And Options (Continued)

into a Reserve Fund, currently \$75,000, to pay for this option. Cotter believes the area with the most issue is a three foot (3') section of wall around the gutter causing the most water loss. Cotter noted that it is important to remember that this option would only reduce current expenses and would not likely enhance revenues and there would be no physical change in appearance following the completion of this work.

Cotter reported that the second option to consider would be building a new facility; this would be similar to a water park with features such as water slides, splash pads, a lazy river, etc., and a competition pool would also be included for use by the Napoleon Aquatic Club. Cotter stated that he would also recommend installing a new filtration system and the construction of a new bathhouse. Cotter reported that these improvements would range between \$1 million and \$4 million depending upon the type and size of the facility; the total estimated costs of this type of facility would be generated by an architect specializing in aquatic facilities. Cotter reported that a special levy would be needed to fund this option. Cotter stated that both of these options will require a major capital expense and would likely not generate sufficient revenue to recoup these costs, adding that the swimming pool would remain and be considered a service to the taxpayers. Cotter believes that the ultimate decision would be what type of facility, if any, would be the most beneficial to the community.

Bialorucki asked if the renovations would save any money to the City annually; Cotter believes the water loss will be reduced by approximately seventy percent (70%), saving approximately \$7,500 for water loss and saving approximately \$6,000 on required chemicals as well as saving on heating costs as well, totaling approximately \$10,000 to \$15,000 in savings. Irelan added that the City does not expect to increase revenue from the pool, as it is a service to residents, adding that the Parks & Recreation Board agrees that this is not intended to increase revenue. Bialorucki asked if there were any swimming lessons taking place at this pool; Cotter reported that the Aquatic Club took over swim lessons approximately three (3) years ago, though the City does not make revenue from the Aquatic Club. Bialorucki asked if there could be any revenue increasing activities that could take place at the pool; Cotter stated this has been researched previously and could be researched again. Tassler stated that he does not believe the pool should become a water park, recommending the renovation option; Comadoll agreed, adding that he believes the issues should be repaired now and does not believe that the residents will pass a levy for the water park option; Bialorucki agreed. Tassler added that the cost should be far less than the quoted bid; Cotter stated that this project will be bid out, adding that this would not be repaired this year as it is operational at this point, giving Cotter time to research other options. Cotter added that the water park option would also require a competition pool, increasing the cost to approximately \$3 million.

## Motion To Send Option 1, Renovation Of The

Motion: Tassler                                Second: Comadoll  
To send option 1, renovation of the pool, to Council for approval

**Pool, To Council For  
Approval**

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

**Any Other Matters  
Currently Assigned To  
The Committee**

Roll call vote on above motion:  
Yea- Bialorucki, Tassler, Comadoll  
Nay-

None

**Motion To Adjourn**

Motion: Tassler Second: Comadoll  
To adjourn the meeting at 6:34pm

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

Roll call vote on above motion:  
Yea- Bialorucki, Tassler, Comadoll  
Nay-

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**Date Approved**

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Joe Bialorucki, Chair

*City of Napoleon, Ohio*  
**SPECIAL JOINT MEETING**  
of the  
**PARKS AND RECREATION BOARD**  
with the  
**PARKS AND RECREATION COMMITTEE**  
  
MEETING AGENDA  
**Monday, May 15, 2017 at 6:30 pm**

LOCATION: City Building, 255 West Riverview Avenue, Napoleon, Ohio

1. Discussion Regarding Request from County to Designate Vorwerk Park as a Primitive Camp Site Location.
2. Any other items currently assigned to the Board.
3. Adjournment.

---

Gregory J. Heath  
Finance Director/Clerk of Council

AMERICAN LEGION

# Bert G. Taylor Post 300

500 GLENWOOD AVE.  
NAPOLEON, OHIO 43545



Larry Adams  
1402 Oakdale  
Napoleon, Ohio 43545  
Home Phone: 419-592-9156

April 30, 2017

Napoleon City Council  
255 Riverview Avenue  
Napoleon, Ohio 43545

Dear City Council:

On Monday, May 29, 2017, we will be observing Memorial Day here in Napoleon. The Veteran groups here in Napoleon would like to have you participate in the Memorial Day Services.

The parade will form at the Henry County Fairgrounds at 9:15 A.M. and leave promptly at 10:00 A.M. We will proceed to the river bridge for a short service, and from there we will proceed to the Henry County War Memorial on East Washington for the main service. We will furnish the transportation for the parade.


I would appreciate a response as soon as possible. Thank You!

Sincerely,



Larry Adams  
American Legion  
Memorial Day Representative

**Join Our Mailing List**

 **Send to a Colleague**



**May 12, 2017**

This week the Senate spent most of their time engaged in dozens of hearings from state agencies about their budget requests, most of which was a repeat of their requests made in the House. The Ohio Office of Budget and Management testified that revenues continue to be lower than expected and that overall budget cuts are needed. In last week's bulletin, we covered the shortfalls in state revenue collections. That information is available on the League website. Meanwhile, the House is making up for lost time by holding many hearings on bills that were delayed due to budget deliberations.

### **OML LAUNCHES NEW WEBSITE**

After about a year's worth of dreaming, designing and construction, the staff of the Ohio Municipal League is happy to announce the launch of the new League website!

If you have not been to our website, [www.omlohio.org](http://www.omlohio.org), we can now proudly encourage all of our members to visit the site and take a minute to navigate through the different platforms available. We've stocked the site full of important information that is timely and relevant to Ohio cities and villages.

The development of the newly-designed website was among the first priorities last March, when the leadership transition occurred at the League. League staff spent a great deal of time assembling the new lay-out and participated in several days of training to learn all of the features of the fully functional site.

The new website will allow League members and visitors to register and pay for League conferences and seminars in one location; website content will be fully searchable to provide greater ease in locating information; members can sign up to receive notifications about programs or issues related to legislation impacting municipalities from the state and federal government; and it will provide greater access to our service corporation partners and new programs along with much more.

We want to thank our members as they have been patiently waiting for a rebuild of the website. We hope that this new feature will act as a great resource for Ohio's municipal leaders and will provide greater opportunities to learn about the League and the issues facing Ohio's cities and villages.



## **HOUSE COMMITTEE HEARS TESTIMONY ON PREVAILING WAGE BILL**

On Tuesday, the House Economic Development, Commerce and Labor Committee heard testimony on House Bill 163, legislation introduced by Representatives Kristina Roegner (R-Hudson) and Craig Reidel (R-Defiance). The bill would allow political subdivisions, special districts, and state institutions of higher education to elect to apply the Prevailing Wage Law to public improvement projects. Tuesday's hearing was for sponsor testimony only where the sponsors testified that the bill is a companion bill to a Senate version, Senate Bill 72, introduced by Senator Matt Huffman (R-Lima). Additionally, the members testified about their perspective on economic advantages of the bill has the potential to bring and how it would put Ohio in a similar position to 20 other states that do not have prevailing wage requirements.

The League has spoken with the sponsors of the bill to ensure that the proposal would remain permissive and would be another local option for communities interested in the opportunity presented through the legislation. For this reason, the League supports the legislation. The bill is not up for a hearing next week but we expect the committee to continue to explore the proposal. If any League members are interested in testifying on this bill, please contact OML Director of Communications, Josh Brown at (614) 284-4394 or [jbrown@omloho.org](mailto:jbrown@omloho.org).

## **HOUSE COMMITTEE TAKES ACTION ON LEVY REIMBURSEMENT AND PIPING BILL**

Also on Tuesday, the House State and Local Government Committee dealt with two bills that affect municipalities. First, the Committee passed House Bill 69, introduced by Representative Bob Cupp (R-Lima) which would require reimbursement of certain township fire and emergency medical service levy revenue forgone because of the creation of a municipal tax increment financing district. An amendment was added that specifies the effective date and simplifies that preexisting agreements stay in effect.

Secondly, the Committee heard opponent testimony on House Bill 121, which was introduced by Representative Jay Edwards (R-Nelsonville) which would require a public authority to consider all piping materials that meet the engineering specifications for a state-funded water or waste water project. The League submitted opponent testimony because the bill would limit the authority of municipalities in creating their bidding rules and would potentially expose them to unnecessary additional liability. A copy of the League's testimony can be found [HERE](#). There was extensive opponent testimony, coming from representatives of engineers associations, private companies and local jurisdictions.

Most of the opponent testimony emphasized the ethical duties of engineers to consider all materials and the local control problems with the bill. The League's testimony stressed the importance of allowing local jurisdictions to make their own rules regarding bidding. We do not think that the General Assembly should attempt to govern this process any further than it already has. Further, this legislation, in the context of municipalities, is likely another violation of the Home Rule authority of municipalities, because bidding for local projects is an entirely local function.

The League will continue to keep our members aware of future hearings on the legislation and opportunities for municipal officials to testify.

## **"URBAN FARMING" BILL RECEIVES HEARING**

The House Agricultural and Rural Development Committee took sponsor testimony Wednesday on House Bill 175, introduced by Representative Tom Brinkman (R-Mt. Lookout), that would preempt local zoning efforts by allowing an owner of residential property to keep, harbor, breed, or maintain small livestock on the property, and to prohibit zoning authorities from regulating certain agricultural activities conducted on residential property for noncommercial purposes.

Representative Brinkman testified that the reason for the bill is about "food security, food scarcity, and food freedom" and that these are issues in every part of Ohio.

Many Committee members expressed reservations about preempting local authority over this type of activity and the practical application and enforcement of the concept. The sponsor shared with Committee members that he is willing to have conversations to better develop the bill. The League shares concerns expressed by some of the Committee members and is opposed to the legislation.

## **WORKERS COMPENSATION BUDGET SUB-BILL ACCEPTED**

On Wednesday, the House Insurance Committee accepted a sub-bill version of HB 28, the Workers Compensation Budget bill with many significant amendments. The bill, sponsored by Rep. and Committee Chairman Tom Brinkman (R-Mt. Lookout) who is also Chairman of the Insurance Committee was scheduled for a vote this week but required additional fine-tuning before being considered for passage. We expect the bill will be moved out of the Committee next week, where it will then go to the House Finance Committee for that body's review. The League appreciates the time and working relationship we have had with the Chairman and other members of the Committee, as we continue to discuss issues of importance in the bill and issues we request to be changed.

A full comparison document of the new version of the bill is available [HERE](#).

The amendments that were made Wednesday include:

- Adds the following to the list of circumstances under which the presumption that a firefighter's cancer was incurred while performing official firefighter duties may be rebutted: Evidence that the firefighter failed to use or improperly used protective equipment while performing official duties, unless the firefighter was instructed to do so by the firefighter's employer or supervisor, or employer failed to make the equipment available to the firefighter.
- Adds a provision specifying that this presumption does not apply if it has been more than 15 years (instead of 20 years as under current law) since the firefighter was last assigned to hazardous duty as a firefighter.
- Adds a provision that includes working wage loss (WWL) in the types of compensation or benefits a firefighter may receive under the presumption in workers' compensation law that a firefighter who is disabled due to cancer incurred the cancer while performing official duties as a firefighter.
- Adds a provision specifying that the addition of possible WWL benefits applies to any claim pending or filed on or after the effective date of the provision.
- Adds a provision decreasing the time a person has to initiate a workers' compensation claim, based on an employee's injury or death, from two years under current law to one year after the employee sustains the injury or dies.

- Adds a prohibition against illegal and unauthorized aliens' receiving compensation and other benefits and against an employer's electing to cover those aliens.
- - Adds a provision barring agency rulemaking or any other quasi-legislative or quasi-judicial action with a "substantive or procedural retrospective effect" unless the General Assembly expressly authorizes the action.
- Adds a requirement that a claimant certify that the claimant or deceased employee who is the subject of the claim was an eligible "employee" under workers' compensation law.
- Adds a provision granting an employer immunity from liability for damages suffered by reason of personal injury sustained or occupational disease contracted in the course of employment caused by the employer's wrongful act or omission or neglect, unless the claimant proves, by clear and convincing evidence, that the employer employed the individual knowing that the individual was not authorized to work under federal law.
- Adds a provision maintaining employer liability for intentional torts.
- Adds a provision creating an irrebuttable presumption that an illegal or unauthorized alien assumed the risk of incurring an injury or contracting an occupational disease at the workplace, or dying as a result of such an injury or occupational disease, when performing services or providing labor for an employer.
- Adds a provision stating that, unless a claimant can prove by clear and convincing evidence that an employer employed an individual knowing that the individual was not authorized to work under federal law, no court has jurisdiction over a claim for damages suffered by an illegal or unauthorized alien by reason of personal injury sustained or occupational disease contracted by the illegal or unauthorized alien in the course of employment caused by the employer's wrongful act or omission of neglect.
- Adds a provision barring an employer from asserting the fellow servant rule, assumption of risk or contributory negligence to defend against a claim for damages permitted under this provision.
- Adds a provision creating a rebuttable presumption that an employer did not knowingly hire an illegal or unauthorized alien if the employer complied with federal law.
- Adds a provision barring a public employer from requiring an employee, prospective employee or applicant for employment to pay the cost of a medical examination required by the public employer as a condition of employment or continued employment.
- Adds a provision requiring the administrator of workers' compensation, in consultation with the Health Care Quality Assurance Advisory Committee, to develop and periodically revise standards for maintaining adequate numbers of certified health care providers for services used by workers' compensation claimants.
- Adds a provision specifying that such standards ensure (1) claimants have access to a choice of providers for similar services within the geographic area that the claimant resides, and (2) providers within a geographic area are actively accepting new claimants as required in rules adopted by the administrator.
- Adds a provision eliminating the following information from actuarial reports required under current law on proposed workers' compensation legislation: (1) a description of the participant group or groups included in the report; (2) the percent of premium increase that would be required to amortize the increase in actuarial accrued liabilities as a level percent of employer premiums over a period not to exceed 30 years; and (3) a statement of whether employer premiums paid to BWC after enactment of legislation are expected to satisfy funding objectives established by the board.
- Restores current law on testing for barbiturates, benzodiazepines and methadone for the purposes of continuing law's rebuttable presumption concerning drug testing.
- Retains executive language on minimum compensation for temporary total disability (TTD) claims, except for the following changes: (1) requires the initial TTD compensation to be set at 33 1/3 percent of the statewide average weekly wage rather than the minimum amount calculable under workers' compensation law, and (2) uses

only a claimant's full weekly wage information rather than full or average weekly wage information to determine whether the initial TTD compensation amount set at 33 1/3 percent of the statewide average weekly wage results in any necessary subsequent payment adjustments.

- Retains executive language on dismissal of permanent partial disability (PPD) applications without required medical examination, except for also requiring the administrator to adopt rules addressing the way an employee is to be notified of a possible dismissal and how the employee may re-file an application for PPD.

- Adds a provision increasing the attorney's fees a workers' compensation claimant can recover in an appeal to a court of common pleas from \$4,200 undercurrent law to \$5,000.

- Adds a provision extending the time to appeal an Industrial Commission order from 60 days to 150 days, provided the claimant or employer has filed with the workers' compensation administrator a notice of intent to settle the claim.

- Adds a provision requiring the notice of intent to settle the claim to be filed within 30 days after the date of the Industrial Commission order for the extension to apply.

- Adds a provision setting the time during which a party who objects to the notice of intent to settle may file an objection to 14 days after receipt of the notice of intent to settle.

- Adds a provision extending from 14 days to 30 days the time in which the following must occur: (1) a professional employer organization (PEO) submits a lease termination notice form to the administrator of workers' compensation and to each client employer of the PEO; and (2) a self-insuring PEO submits to the administrator information needed to develop an experience modification factor for employers subject to a PEO lease termination.

## **RETIREMENT STUDY COUNCIL REVIEWS PERFORMANCE**

On Thursday the Ohio Retirement Study Council met to hear testimony from RVK Inc., which did a report about the performance the state's five pension systems. The report shows the systems are in line with or exceeding their benchmarks, with School Employees Retirement System (SERS) seeing the greatest improvement at returns of 8.1 percent versus a benchmark of 6.7 percent. State Teachers Retirement System (STRS) exceeded its benchmark, 8.2 percent versus 8 percent, as did Ohio Police and Fire Pension Fund. 11.5 percent versus 11.4 percent. Ohio Public Employees Retirement System (OPERS) and Highway Patrol Retirement System (HPRS) matched their respective benchmarks of 8.6 percent and 7.3 percent. Currently, all the systems are ahead of schedule in terms of their projected rates of return.

A copy of the study is available [HERE](#)

Testimony was also taken about a fiduciary audit of SERS from Funston Advisory Services. Testimony indicated that the systems are one of the only ones in the U.S. that are allowed to have their funds held in banks, as custodians. However, the systems are also interested in choosing their own banks, rather than the current system, which has the State Treasurer choosing them. There was also criticism of investments made that involve Iran and Sudan.

Testimony from STRS Executive Director Michael Nehf included commentary about the system's 2 percent annual cost-of-living adjustments, which will be effective in July. He said that this adjustment was needed because the system's rate of return projections have been lowered and actuarial assumption had to be updated for longer lifespans of members. Members of the Committee questioned the necessity of the adjustments and are considering legislative alternatives.

## **BILLS INTRODUCED AFFECTING MUNICIPALITIES**

**HB207 TRAFFIC PHOTO RESTRICTION-EMERGENCY SERVICES (PATTON T)** To prohibit a municipal corporation or township that does not operate either a fire department or an emergency medical services organization from utilizing traffic law photo-monitoring devices.

**HB208 TRAFFIC PHOTO RESTRICTION-LOW POPULATION (PATTON T)** To prohibit a local authority with a population of 200 or fewer from utilizing traffic law photomonitoring devices.

**HB209 TRAFFIC PHOTO RESTRICTION-TICKET LIMIT (PATTON T)** To prohibit a local authority, in any year, from issuing a total number of traffic tickets based on the use of traffic law photo-monitoring devices that exceeds two times the population of the local authority.

**HB210 TRAFFIC PHOTO RESTRICTION-REVENUE LIMIT (PATTON T)** To prohibit a local authority from deriving more than 30 per cent of the total annual revenue of the local authority from the issuance of tickets for traffic law violations based on evidence recorded by traffic law photo-monitoring devices.

## **COMMITTEE SCHEDULE FOR THE WEEK OF MAY 14, 2017**

**Tuesday, May 16, 2017**

### **HOUSE INSURANCE**

Tue., May. 16, 2017, 9:00 AM, Hearing Room 116  
Rep. Brinkman: 614-644-6886

**HB27\*\***

**WORKERS' COMPENSATION BUDGET (BRINKMAN T)** To make changes to the Workers' Compensation Law, to make appropriations for the Bureau of Workers' Compensation for the biennium beginning July 1, 2017, and ending June 30, 2019, and to provide authorization and conditions for the operation of the Bureau's programs.

**Seventh Hearing, All Testimony, AMENDMENTS/SUBSTITUTE BILL/POSSIBLE VOTE**

**Report(s):** My Tracked Bills, OML Legislative Report

### **HOUSE WAYS AND MEANS**

Tue., May. 16, 2017, 9:00 AM, Hearing Room 121  
Rep. Schaffer: 614-466-8100

**HB155**

**VEHICLE TRAINING TAX CREDIT (SPRAGUE R, HOWSE S)** To authorize a tax credit for expenses incurred by an employer to train a commercial vehicle operator.

**First Hearing, Sponsor Testimony**

**HB186**

**COLLEGE TAX DEDUCTION (ROGERS J, SCHERER G)** To enact the "Blair Deduction" to allow an individual obtaining a postsecondary degree or credential from an eligible educational institution to claim an income tax deduction for qualified higher education expenses.

**First Hearing, Sponsor Testimony**

**HB105\*\***

**OIL AND GAS FUNDING LIMIT (CERA J, HILL B)** To limit the amount of revenue that may be credited to the Oil and Gas Well Fund and to allocate funds in excess of that amount to local governments, fire departments, and a grant program to encourage compressed natural gas as a motor vehicle fuel.

**Second Hearing, Proponent Testimony**



# UPdate

A weekly newsletter presented by AMP President/CEO Marc Gerken

May 12, 2017

## AMP members receive RP3 recognition

By Jennifer Flockerzie – technical services program coordinator

The American Public Power Association (APPA) recognized 16 AMP members with Reliable Public Power Provider (RP3) designation during APPA's annual Engineering & Operations Technical Conference on May 8.

### Diamond:

Cuyahoga Falls  
Dover  
Hamilton  
Paducah  
Versailles  
Wapakoneta

### Platinum:

Dover (DEMEC)  
Jackson Center  
Princeton  
Tipp City  
Westerville

### Gold:

Danville  
Hillsdale  
Painesville  
Minster  
Seaford (DEMEC)

Congratulations to these communities. They join the 13 AMP members who received the recognition in 2015 and 2016.

The RP3 program recognizes utilities that demonstrate high proficiency in reliability, safety, workforce development and system improvement. Criteria within each of the four RP3 areas are based upon sound business practices and recognized industry leading practices.

There are still spots available for AMP's RP3 Assistance Program, which allows AMP staff to work directly with those members on a question by question basis. AMP is available to assist all members with their RP3 application; staff will help complete and review applications, and make recommendations for overall score improvement. Please contact me for more information at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).



Danville's Director of Power and Light Greg Disher accepts the city's RP3 Gold designation award at the APPA E&O conference in San Antonio, Texas.

## PP&L transmission rate to increase by 50 percent in June 2017

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

PP&L has published updated transmission charges to be effective June 1, 2017. The rates are calculated annually through its FERC approved formula. The formula sets the calculation of annual revenue requirements based on the prior year's costs (2016 in this case). The revenue requirements are then

see RATE Page 2

## Energy markets update

By Jerry Willman – assistant vice president of energy marketing

The June 2017 natural gas contract increased \$0.084/MMBtu to settle at \$3.376/MMBtu. The EIA reported an injection of 45 Bcf for the week ending May 5. Analyst expectations were calling for an injection of 55 Bcf. The five-year average is an injection of 73 Bcf.

On-peak power prices for 2018 at AD Hub closed yesterday at \$37.05/MWh, which was \$0.38/MWh higher for the week.

## APPA acknowledges lineworkers at rodeo

By Michelle Palmer, PE – vice president of technical services

Lineworkers from AMP members made a strong showing at the American Public Power Association's (APPA) 17th annual Public Power Lineworkers Rodeo, held May 5-6, in San Antonio, Texas.

The Westerville Electric Division team took third place in the Hurtman Rescue event and was one of 11 teams with a perfect score of 500 for the day.

Teams from Piqua and Cleveland also participated, as did apprentices from all three communities:

- Westerville Electric Division team (Cody Leitner, Chris Revennaugh, Jeremy Savage and Todd Head) placed 8th overall
- Cleveland Public Power team (Bob Kinstler, Zachary Wilkins and Shemill Johnson) placed 28th overall
- Piqua Power Systems team (Justin Foutz, Randy Carnahan and Kevin Grinstead) placed 67th overall

continued on Page 3



RATE continued from Page 1

divided by the prior year peak load (1CP) to develop the rate that will be charged to loads for the next 12 months. PP&L's revenue requirements rose by 30 percent, but its rate was further increased by the fact that its 2016 1CP was 13 percent lower than the previous year. PP&L has previously announced an expectation of spending close to \$1 billion dollars per year in transmission expansion and upgrades. AMP works with rate consultants to verify that the revenue requirements are calculated correctly. If any of the costs are found to be invalid, they would be included as an adjustment when the 2018 rates are developed.

For power invoices beginning June 1, 2017, the PP&L transmission rate will change from \$3.39/kW-mo to \$5.06/kW-mo. This rate will remain in place through May 31, 2018. The effect of this change for members in the PP&L zone will be an approximately \$4/MWh increase to total power costs for the 12-month period.

## AMP, members receive awards for achievements in safety

By Gary Keffer – director of corporate health & safety

AMP members' excellence in safety was recognized at the American Public Power Association's (APPA) 2017 Engineering & Operations Technical Conference in San Antonio, Texas. Awards were given to:

### Group A – for systems with less than 15,000 worker hours of exposure

First Place – Jackson Center Municipal Electric, Lewes Board of Public Works (DEMEC), Montpelier Electric Department, New Martinsville Electric Utility, Perkasio Borough, and St. Clairsville Light & Power.

### Group B – for systems with 15,000 to 29,000 worker hours of exposure

First Place – City of Seaford (DEMEC), City of Wapakoneta Light and Power, and Princeton Electric Plant Board.

### Group C – for systems with 30,000 to 59,999 worker hours of exposure

First Place – Piqua Power System  
Honorable Mention – Bryan Municipal Utilities

### Group F for systems with 250,000 – 999,999 worker hours of exposure.

Third Place – AMP

AMP's third-place award recognizes hydroelectric operations, AFEC, generation operations and other field staff. Congratulations to all AMP and member staff recognized with APPA safety awards.



## News or Ads?

Call Krista Barber at 614.540.6407 or email to [kbarber@amppartners.org](mailto:kbarber@amppartners.org) if you would like to pass along news or ads.

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

### Week ending May 12

MON	TUE	WED	THU	FRI
\$38.40	\$36.13	\$37.21	\$37.12	\$32.76

### Week ending May 5

MON	TUE	WED	THU	FRI
\$32.64	\$33.64	\$35.51	\$33.22	\$32.22

AEP/Dayton 2018 5x16 price as of May 11 — \$37.05

AEP/Dayton 2018 5x16 price as of May 4 — \$36.67

## Board announces 2017 AMP scholarship recipients

By Jodi Allalen – member events & program coordinator

The AMP Board of Trustees recently announced the 2017 scholarships recipients and eight high school seniors are being recognized:

### 2017 Wright Scholarship Recipients

- Amanda Winner – Minster
- Meili Leung – Montpelier
- Jenna Lybarger – Shelby
- Camille Watren – Versailles

### 2017 Gorsuch Scholarship Recipients

- Jacob Beckhusen – Coldwater, son of Paul Beckhusen, director of public utilities
- Laura Genzman – Oak Harbor, daughter of Randy Genzman, village administrator
- Peighton Wix – Paducah, daughter of John Wix, service technician
- Tristan Giadullo – Yellow Springs, son of Denise Swinger, planning and zoning administrator

The Lyle B. Wright Scholarship is named in honor of the former Bowling Green utilities director who was a strong public power advocate and served on AMP's Board of Trustees from 1979 until his death in 1986. The Wright scholarships are awarded to graduating seniors whose household receives electricity from an AMP member utility.

The Richard H. Gorsuch Scholarship is named for the former AMP president, who served from 1983 until his death in 1987. The scholarships are awarded to graduating seniors whose parent or guardian is an employee of either a member municipal electric system or AMP, or is an elected official with responsibility for the electric system.

Scholarship recipients were determined based on their scholastic record, public power test score and personal achievements. Each recipient will receive a one-time check for \$2,500. Scholarship checks will be presented to recipients this summer during a council meeting in their community.

Since 1988, \$308,000 has been awarded to deserving high school seniors through the scholarship programs. For more information on AMP's scholarships, please contact me at [jallalen@amppartners.org](mailto:jallalen@amppartners.org) or 614.540.0916, or visit the scholarship section of the [AMP website](http://AMP website).

## APPA Lineworkers Rodeo

*continued from Page 1*

- Cleveland apprentices: James Nelson (29th overall), Arion Hurt (146th overall), Alonzo Crosby (123rd overall), Ansel Montanez (87th overall) and Jeremiah Thomsen (53rd overall).
- Tyler Martin, Piqua apprentice, placed 21st overall
- Andrew Converse, Westerville apprentice, placed 103rd overall

The APPA rodeo is a national venue for public power lineworkers to demonstrate their skill and knowledge while competing for professional recognition.

The 2017 APPA rodeo, a series of competitive events demonstrating lineworker skills and safe work practices, featured 73 teams and 151 apprentices from across the country. The events were judged based upon safety, work practices, neatness, ability, equipment handling and timely event completion. Congratulations to Westerville, Piqua and Cleveland, and all those who competed in the event.



Westerville



Piqua



Cleveland

## Member outing: Save the date

The 2017 AMP member outing, and organization and project update dinner will take place July 18 in Columbus. The member outing begins at 9:30 a.m. and the update dinner begins at 6:30 p.m. Both events are open to all AMP members. More information will be distributed in the coming weeks.

## SEPA member benefit news

*By Erin Miller – director of energy policy & sustainability*

The Smart Electric Power Alliance (SEPA) recently released a report, [Utilities and Elec-](#)



[tric Vehicles: The Case for Managed Charging](#), in response to the emerging electrification of America's transportation fleet. While electric vehicles (EV) create opportunities for utilities, poor load management can create risks such as increased peak loads and impacts to transformers and substations.

The report suggests managed charging as a solution to these risks. According to the report, managed charging, also called V1G or smart charging, allows a utility or third party to remotely control vehicle charging by turning it up, down or off to better correspond to the needs of the grid.

The report gives an overview of managed charging and its landscape, including leading utilities, vehicle-grid integration and connected car platform providers, EV supply equipment (EVSE) manufacturers with utility control capabilities and the leading original equipment manufacturers (OEMs).

In addition, the SEPA Utility Conference 2017 agenda with links to each of the presentations made in Tucson, Arizona has been posted on the [AMP Member Extranet](#) under "Focus Forward." This information is for utilities only, so please do not share this document outside of your organization.

### Upcoming SEPA Events & Learning

- Stacking DER Values: Increasing Asset Value or Reducing Grid Reliability? - Webinar, June 15, 2 p.m.
- Let's Talk Solar: How Utilities can communicate effectively with their Customers - Webinar, June 22, 2 p.m.
- DER Fundamentals Workshop - Washington DC, July 25
- Grid Evolution Summit: A National Town Meeting- Washington DC, July 25-27

[On Demand Webinars](#) are also available for at-leisure viewing. A good place to start is [SEPA Member Benefits Boot Camp](#).

Visit [www.sepapower.org](http://www.sepapower.org) for more information, or contact me at 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).



## PSGC named industrial plant of the year by IAWPCO

*Provided by Prairie State Generating Company*

The Prairie State Generating Company (PSGC) was recently named Industrial Plant of the Year by the Illinois Association of Water Pollution Control Operators (IAWPCO). The IAWPCO has been presenting awards to deserving operators and their facilities for over 65 years.

Prairie State was nominated for the award by the Illinois Environmental Protection Agency (IEPA) for exceptional management of the power plant's water treatment facility. Facilities that receive nominations are recognized for their excellence in complying with regulatory limits, cleanliness and organization, operator knowledge and safety programs.

"Prairie State's environmental and water treatment teams work diligently to maintain exemplary environmental compliance at our facility," said Don Gaston, president and CEO of PSGC. "It is truly an honor to be selected for this award from among the top industrial plants in the state of Illinois."

As a part of its supercritical power plant processes, Prairie State treats its water on-site, to achieve the quality standards necessary for operations.

For additional information, please contact Alyssa Harre, Prairie State's director of public relations and government affairs, at 618.824.7667 or [aharre@psgc-llc.com](mailto:aharre@psgc-llc.com).



## Piqua hosts Regional Power Supply Conference

Piqua hosted an AMP Regional Power Supply Conference on May 10 and participants from 11 AMP member communities were represented. AMP offers Regional Power Supply Conferences to provide members an additional opportunity to obtain information on power supply related topics. The next meeting will be held at 10 a.m. May 16 in Findlay, Ohio. For more information, please contact Harry Phillips, director of marketing/member relations, at [hphillips@amppartners.org](mailto:hphillips@amppartners.org) or 614.540.0846.

## Classifieds

### Bryan wastewater positions

The City of Bryan wastewater treatment plant is seeking qualified candidates for the following positions. Resumes can be emailed to [bryanwwtp@cityofbryan.com](mailto:bryanwwtp@cityofbryan.com) or delivered to the City of Bryan wastewater treatment plant at 15500 Co Rd 15-C Bryan, OH between the hours of 7 a.m. and 3 p.m. weekdays.

**Laboratory Analyst** – Qualified candidates for the lab analyst position will preferably possess a minimum of a class 1 operator certification along with three to four years of experience working in a wastewater treatment plant laboratory, but persons with operations experience and a solid understanding of basic wastewater laboratory principles and procedures will be considered.

**Plant Operator** – Qualified candidates for the position of plant operator will preferably possess a minimum of a class 1 operator certification and three to four years of experience in the operation and maintenance of a wastewater treatment plant, but persons with less operations experience or a background in industrial maintenance will be considered.

### Opportunities available at AMP

American Municipal Power, Inc. (AMP) is seeking applicants for the following positions. For additional information or complete job descriptions, please visit the "careers" section of the AMP [website](http://www.amppartners.org).

**Director Transmission Planning** – This position represents AMP's members' interests by participating in regional transmission organization (RTO) and transmission owner (TO) transmission stakeholder and planning processes, primarily within PJM and MISO. Qualifications include a four-year accredited degree in electrical engineering. Professional engineer certification preferred. Must have knowledge of RTO transmission planning models, processes, system operations, load forecasting, system reliability requirements. It is preferred for candidates to have a minimum of three years of experience in the RTO regional and local transmission planning processes; and a minimum of five years of experience in power system studies including power flow, short circuit, dynamic and transient analysis, stability, reliability and economic dispatch.

**Communications/Public Relations Specialist** – Assists with content creation for publications, public relations and communications efforts. This includes writing copy and layout design. A four-year degree in journalism, communications, public relations or a related field is required. Experience with Adobe Creative Suite and knowledge of Associated Press style are preferred.

**Hydro Plant Operations & Maintenance Supervisor** – Responsible for the operations, maintenance, and supervision of hydro plant operations and maintenance staff. Candidates must have a four-year degree in engineer-

see CLASSIFIEDS Page 5



CLASSIFIEDS continued from Page 4

ing/technology field or a two-year degree in engineering/technology and a minimum of two years of supervisory experience in plant operations, or a minimum six years' experience in power plant operations including supervisory experience.

**Manager of Marketing/Member Relations** – Responsible for fostering member relationships and implementing AMP's strategic growth plan. This includes assisting the director of marketing/member relations in the administration and marketing of AMP services, programs and projects to members, performing regular visits to member communities and educating members about power supply portfolios, energy markets and AMP programs and services. Qualifications include a bachelor's degree in business or an engineering-related field; three or more years of experience in the electric utility industry; and excellent interpersonal and communication skills. Travel required.

**Power Dispatcher** – 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 operations, economic dispatch of generation resources and transmission use; and become PJM Generation Operation certified within one year of employment.

## Oberlin seeks electric department director

The OMLPS director is responsible for planning, directing and overseeing all engineering, financial, administrative and management functions of the Municipal Light and Power System. The OMLPS director shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area.

Minimum qualifications: Bachelor's degree in electrical engineering, public administration or related field and must have at least five years hands-on experience in generation, transmission and distribution system operations, including extensive planning, personnel management, and financial experience; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Understanding of energy trends, energy reduction funding programs, alternative energy and power purchasing a plus. Valid state of Ohio driver's license required.

Starting Salary Range: \$80,000 – \$95,000/Year D.O.Q Applications and full job description are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) and at Oberlin City Hall (85 S. Main St., Oberlin, OH 44074). Please include a cover letter and resume with completed application. Application and subsequent materials may be returned via email to

[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com) or mailed to City of Oberlin Human Resources Department, 85 S. Main St., Oberlin, OH 44074. Position closing date is 4:30 p.m. May 19.

## Village of Oak Harbor in need of superintendent

The Village of Oak Harbor is accepting applications for the position of superintendent of public power. The position is a full-time position that performs a variety of supervisory, administrative, skilled, technical and maintenance oversight in the planning, construction, operation, repair and replacement of the village's electrical system and facilities.

Minimum requirements include a high school diploma or GED, seven years of experience relating to the construction, repair and maintenance of electric supply and distribution systems including the operation of related maintenance equipment or five years of journey line experience. Special requirements include possession of a class "A" CDL not under suspension and able to maintain insurability with the Village of Oak Harbor insurance carrier, a Journeyman Line Worker Certificate and must be bondable.

Applications and full job description are available at [www.oakharbor.oh.us](http://www.oakharbor.oh.us) or may be obtained from the village offices. Applications will be accepted until 4 p.m. May 19. Applications should be returned to Administrator Randall Genzman, 146 N. Church St., PO Box 232, Oak Harbor, OH 43449-0232, or emailed to [randyg@oakharbor.oh.us](mailto:randyg@oakharbor.oh.us). Wage is dependent on experience and Ordinance 06-2013. EOE.

## Bowling Green Parks & Rec seeks candidates for positions

The Bowling Green Parks and Recreation Department is seeking candidates for the following positions. Interested persons must complete the application that is available [online](#) or available in the Personnel Department. Resumes may be included, but will not substitute for a completed application. Applications must be completed and returned to the Personnel Department, City of Bowling Green, 304 N. Church St, Bowling Green, OH 43402. Telephone: 419.354.6200; email: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) Office hours: 8 a.m. to 4:30 p.m. weekdays. AA/EEO

**Park Maintenance Specialist** – Hourly, full-time position responsible for ensuring that park grounds, buildings and sports facilities are properly maintained. Must be able to work various shifts and weekends. Experience and education: high school diploma or equivalent; certification/licenses include First Aid/CPR, Certified Pool Operator (ability to obtain w/i six months of employment); one to six months relevant experience; valid Ohio Driver's License. (Pay Band 1: \$13.64 per hour). Application due by 4:30 p.m. May 15.

**Part-Time Recreation Administrative Assistant** – Part-time, non-bargaining hourly position is responsible for customer service at the Community Center and other P&R facilities. Two-year associate degree or equivalent preferred; three to five years administrative/clerical support experience; must have ability to drive. Hours will generally be 20 to 24 hours per week dependent upon department need. (Pay Band 1 - \$14.70 per hour). Application due by 4:30 p.m. May 26.