			March 2018			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 6:15 pm Technology Committee 7:00 pm City Council	6	7	8	9	10
11 Daylight Saving Begins	6:15 pm BOPA 7:00 pm Water & Sewer Committee 7:30 pm Municipal Properties/ED Committee	4:30 pm BZA	14:00 am Industrial Drive Bid Opening	15	16	17 Saint Patrick's Day
18	6:00pm Tree Commission 7:00 pm City Council	20	21	22	23	24
25	6:30 pm Finance &Budget Committee	27 4:30 pm Civil Service Commission	28 6:30 pm Parks & Rec Board Mtg.	29	30 - City Offices Closed Good Friday	31

FINANCE AND BUDGET COMMITTEE

Meeting Agenda

Monday, March 26, 2018 at 6:30 pm

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

- 1) Approval of Minutes: November 27, 2017 Meeting Minutes (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) Presentation by AccuMed on EMS Billings and Write-Offs.
- 3) Discussion on Municipal Tax Code.
- 4) Review First Quarter Budget Adjustments.
- 5) Discussion on City Master Plan.
- 6) Any matters currently assigned to the Committee.
- 7) Adjournment.

Gregory J. Heath

Finance Director/Clerk of Council

FINANCE AND BUDGET COMMITTEE

in Joint Session with

CITY COUNCIL

Special Meeting Minutes

Monday, November 27, 2017 at 6:00 pm

PRESENT Committee Members: Jeff Mires-Chairman, Lori Siclair, Jason Maassel, Joseph D. Bialorucki Councilmembers: Travis Sheaffer-Council President (arrived at 6:21 pm), Jeff Comadoll, Dan Baer, Rita Small Joel L. Mazur City Manager Finance Director/Clerk Gregory J. Heath City Law Director Billy D. Harmon Recorder/Records Clerk Roxanne Dietrich City Staff Dave Mack, Chief of Police Clavton O'Brien. Fire Chief Others Ken Haase, Northwest Signal **ABSENT** Call to Order Chairman Mires called the Finance and Budget Committee meeting to order at 6:00 pm. **Finance and Budget** Hearing no objections or corrections, the minutes from the October 23, 2017 regular Committee Meeting, November 10, 2017 Special Meeting, November 11, Committee **Approval of Minutes** 2017 Special Meeting and November 20, 2017 Special Meeting were approved as presented. **Motion to Untable Review** Motion: Maassel Second: Mires of Additional Requests to untable review of additional requests. **Passed** Roll call on above motion: Yea-4 Yea-Mires, Siclair, Maassel, Bialorucki Nay-0 Nay-**Review Additional Requests** It was the recommendation of the Finance and Budget Committee and City Council as Council as a Whole to review the additional requests as Council as a whole. POLICE/SAFETY SERVICES Second: Mires **Motion to Approve Adding** Motion: Comadoll 4% to the Lieutenant Scale to approve: **Owens CC Membership** 100-2100-51130 - adding 4% to Police Lieutenant Salary Scale **Lexipol Online Policy** 100-2100-52010 - \$400 Annual Membership to Owens Comm. College Consortium

Passed Roll Call vote on the above Motion:

Yea-6 Yea-Bialorucki, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

National Testing Network

100-2100-53300 - \$800 National Testing Network

100-2100-53300 - \$7,000 Lexipol Online Policy and Training Subscription

STREETS SCM&R FUND

Motion to Approve Hiring Service Building Secretary One Month Prior to Motion: Comadoll Second: Small

to approve: Account 200-5100-51100 - \$5,230 to hire a new Service Building

Secretary one month before the current secretary's retirement.

Retirement

Passed Roll Call Vote on the above Motion:

Yea-6 Yea-Bialorucki, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

EMS TRANSPORT FUND

Motion to Approve Motion: Comadoll Second: Siclair

Additional \$5,000 to approve:

Allocation Contingent Upon
Approval by Townships

210-9900-59620 - \$5,000 Additional Allocation contingent upon approval by the

townships.

Discussion Maassel stated we fully intend to approve this, the last thing we want is a ladder

truck that is not working.

Passed Roll Call Vote on the above Motion:

Yea-6 Yea-Bialorucki, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

RECREATION LEVY FUND

Additional \$3,000 Out of Parks and Rec Fund

Discussion

Maassel expressed his concern on taking an additional \$3,000 out of the Parks and Recreation Fund for fireworks without the Parks and Recreation Board's knowledge and approval. Comadoll suggested asking fraternal organizations for donations.

Motion to Recommend to the Parks and Rec Board \$3,000 for Fireworks from Parks and Rec Fund and Other Funding Options Motion: Baer Second: Comadoll

to refer to the Parks and Board taking an additional \$3,000 from the Parks and Rec Fund for fireworks and to also look at other funding options for fireworks.

Passed Roll Call Vote on the above Motion:

Yea-6 Yea-Bialorucki, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

400 CIP 1100 City Council

Entrance Sign to the City

Discussion

Mazur stated he would recommend this sign go on Appian Avenue, that area has a

lot of traffic but does not have a new city sign.

Motion to Approve

Additional Entrance Sign

Motion: Small Second: Comadoll

to approve:

400-1100-57200 - \$5,500 for an Additional Entrance Sign to the City

Passed Roll Call Vote on the above Motion:

Yea-6 Yea-Bialorucki, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

6:21 pm Sheaffer Arrives

ENGINEERING/CITY ENG. Discussion

Mazur stated the intent is to put a sidewalk in from the railroad down Jahns Road and put in a crossing that goes towards the river and connects to the Buckeye Trail picking up where the boat ramp is and heading downtown. We are looking into two funding sources, the ODNR Clean Ohio Trails is a 80/20 split to help fund the engineering and ODOT fund would be for construction of the project. Comadoll asked if anyone has talked with Dr. Krueger who is in charge of the Buckeye Trail. Mazur answered he did not have a formal meeting but did talk to him.

Motion to Approve Applying for ODNR and ODOT Grant Funds Motion: Baer Second: Bialorucki

to approve: \$5,000 – 100-1700-53310 to apply for ODNR and ODOT grant funds.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

CITY COUNCIL/LEGISLATIVE

Sheaffer explained this was originally put in the 2017 budget. Mazur added we are looking at updating the 2009 City Master Plan that could help outline the City's strategic vision. Sheaffer said what facilitated this was the emphasis on organizational health; however, with changes in the last year, it not a priority.

Motion to Remove Org. Health and Strategic Vision Consultant Services Motion: Bialorucki Second: Siclair

to Remove the Additional Request:

\$10,000 - 1000-1500-51100 for Consultant Services.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

Motion to Go Into Executive Session for Personnel Issues Motion: Bialorucki Second: Comadoll

to go into Executive Session for Personnel Issues.

Passed Roll Call Vote on the above Motion:

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

Nay-0 Nay-

Council went into Executive Session at 6:36 pm.

Motion to Come Out of Executive Session Motion: Bialorucki Second: Small

to come out of Executive Session.

Passed Roll Call Vote on the above Motion:

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

Nay-0 Nay-

Council President Sheaffer reported personnel was discussed in Executive Session

and no action was taken.

7:13 Council Came Out of Executive Session

FINANCE/ADMINISTRATION

Motion to Approve Adding \$1.00 to Accounts Payable

Clerk Top Pay Scale

Motion: Comadoll Second:

to approve:

\$2,460 - 100-1500-51100 adding \$1.00 to the Accounts Payable Clerk Top Scale, a

5.24% Increase.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

FINANCE/UTILITY BILLING

Motion to Approve Adding \$2.33 to Utility Billing **Supervisor Top Pay Scale** Over a Two-Year Period at

Motion: Comadoll Second: Bialorucki

to approve:

\$5,750 – 100-1520-51100 upgrading the Utility Billing Supervisor to salary scale

\$2.33 over a two (2) year period at a 50/50 split, a 10.83% Increase.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

INFORMATION

a 50/50 Split

TECHNOLOLOGY/ADMIN

Motion to Approve Making MIS Technician a Full Time

IT Specialist

Second: Baer Motion: Comadoll

to approve:

\$36,870 - 100-1600-51100 making the part-time MIS technician a full-time IT

Specialist.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nav-0 Nay-

ENGINEERING/CITY ENG.

Motion to Add \$1.30 to Top Pay Scale of Licensed Staff

Engineer

Motion: Small Second: Mires

to approve:

\$3,200 – 100-1700-51100 by Adding \$1.30 to the Top Scale of the Licensed Staff

Engineer, a 4% Increase.

Passed Roll Call Vote on the above Motion:

Yea-7 Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small

Nay-0 Nay-

WATER REVENUE FUND

Motion to Add \$1.48 to **Chief WTP Operator Top**

Pay Scale

Motion: Comadoll Second: Small

\$3,640 - 510-6200-51100 to add \$1.48 to the Top Pay Scale of the Water

Treatment Plant Chief Operator, a 5.39% Increase.

Passed Yea-7 Nay-0	Roll Call Vote on the above Motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small Nay-
SANITATION/RECYCLING Motion to Eliminate Request for Full Time MSWII Position	Motion: Comadoll Second: Mires to eliminate the request, for this year, for a Full Time MSWII Position.
Passed Yea-7 Nay-0	Roll Call Vote on the above Motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small Nay-
Motion to Direct Law Director to Draft Legislation 2% Increase for Non- Bargaining for 2018	Motion: Bialorucki Second: Comadoll to direct the Law Director to draft legislation for non-bargaining employees with a 2% increase.
Passed Yea-7 Nay-0	Roll Call Vote on the above Motion: Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small Nay-
Motion to Adjourn	Motion: Maassel Second: Bialroucki to adjourn the Finance and Budget Committee meeting at 7:21 pm.
Passed Yea-4 Nay-0	Roll Call vote on the above Motion: Yea-Mires, Siclair, Maassel, Bialorucki Nay-
Approved:	
February 26, 2018	Joseph D. Bialorucki-Chair





FINANCE DEPARTMENT

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

Memorandum

To:

Members of Finance & Budget Committee

Members of City Council Joel L. Mazur, City Manager

Billy D. Harmon, City Law Director

From:

Gregory J. Heath, Finance Director/Clerk of Council

Date:

March 23, 2018

Subject: AccuMed EMS Billing and Write-offs

I have requested representatives from The AccuMed Group, Riverview, Michigan, to attend Monday's meeting of the Finance and Budget Committee, Item # 2 on the agenda. The AccuMed Group has been providing primary EMS Billing for the City of Napoleon since November, 2016. Previously, the billing provider was McKesson out of the Cincinnati, Ohio, area.

The purpose of their visit is to explain the EMS Billing process they perform for the City, and to explain how write-offs work on EMS Billing. Based City Council reaction to write-offs last fall I thought it would be a good idea to bring Council in on the billing and write-off process early on in the year.

Reports and other materials will be provided.

Please let me know if you have any questions. Thank you.

Gregory J. Heath,

Finance Director/Clerk of Council





Napoleon Fire Department 2018 Account Review and Performance March 23, 2018

The following analysis has been completed on your account. The intention of this analysis is to keep you informed of the various opportunities that may optimize the revenue for your agency or community in full compliance with all regulatory entities. This analysis is supplemental to the resources you currently receive through The AccuMed Group, such as: memos, fax alerts, our web site, compliance /educational seminars and unlimited access to AccuMed's administrative staff.

Account Review

Level of Service	Current Fees	Suggested Fees*
ALS Emergency	\$833.64	\$ 525.00 - \$ 625.00
ALS II Emergency	\$1,160.34	\$ 775.00 - \$ 925.00
ALS Non Emergency	\$833.64	\$ 375.00 - \$ 450.00
BLS Emergency	\$542.20	\$ 475.00 - \$ 525.00
BLS Non Emergency	\$542.20	\$ 325.00 - \$ 375.00
Coroner Transport	\$100.00	No Suggestions
Mileage	\$13.87	\$ 14.00 - \$ 16.50

^{*}The suggested fees are ranges based on State, Federal and Local insurance carrier fee schedules.

	Billing/Collection Policies	Suggestions
•	All delinquent accounts are transferred to Weltman, Weingberg & Reis Co. L.P.A Delinquent accounts are written off as W/O Client Forwards to Agency. To date the City has written off 114 accounts totaling	✓ No Suggestions at this time
•	\$75,320.13. The City does accept credit cards as a form of payment for EMS services with Point and pay.net	
•	The City does have an Incarcerated Patient policy in place.	





Documentation Analysis Suggestions

Signatures

Without additional information documented to support that the patient was physically and/or mentally incapable of signing, the reasons listed below alone are not enough to support necessity based on Medicare law.

Examples: Too Weak, Patient being assessed by the Doctor, Patient is being treated, Weakness, abdominal pain, Patient unable to sign, on backboard, Blind, language barrier, Blood borne Pathogen.

✓ It is recommended to periodically remind staff that EMT's/Medics continue to obtain patient signatures at the scene. If the patient is unable to sign, an authorized representative may sign on the patient's behalf. Be sure to document the relationship of the authorized representative and the medical reason why the patient is unable to sign. As a last resort, the EMT can sign in the appropriate field on the signature form and obtain a hospital representative's signature and/or admittance sheet. Again, be sure to document the medical reason why the patient is unable to sign.

Narratives/Procedure Detail

Examples of incidents are listed below; please review for additional training opportunities.

Narratives and procedure details were rated Good.

Good Narratives:

- Incident # 2018-11 crew provided information on patient who was being transported for Suicidal thoughts, run report provided a detailed patient history, as well as vitals.
- Incident # 2018-4 Run report documentation provided information on the patient having nausea, vomiting, patient was unable to walk due to recent surgery which was also noted on the run report
- Ensure that the run report documentation contains a concise explanation of symptoms reported by the patient and/or other observers, details of the patient's physical assessments, patient's history, the patient's current physical and mental condition, detailed assessment of treatment and detailed documentation on procedures such as IV, oxygen, etc. and methods by which such treatments were provided to the patient.
- Check to ensure the PCS is complete with all necessary data. Date of service, destination name, details on why the patient could not go by any other means, and why the patient needed to go to a different facility. Also, include what type of service(s) were needed





Documentation Analysis	Suggestions
 Incident # 2017-1585 patient was experiencing numbness of the legs, weakness was also noted, no injury noted, no collar or no back boarded, suggest further description on mobility. 	that were not available at the originated facility if the patient is being transferred to another facility. If this information is not included in the PCS, a request for additional information should be sent to the facility representative that completed the PCS form. ✓ Dispatch priority assists in determining the level of service medically needed at the time of the run. This information is important in the processing of Medicare claims.
Run Exception Detail: In October 2015 The AccuMed Group implemented a new run exception process allowing us to track statistics on exceptions. Here are the stats for your agency: 2 Pending Client Response 104 Client Response Received 0 Aged Out (no client response) 106 Total Run Exceptions Most common run exception reason is for Medical Necessity.	Run exceptions are accounts The AccuMed Group is unable to process due to missing information required according to insurance carrier regulations. These accounts cannot be processed (billed) until the information requested is provided. If no response is received these accounts may be written off. If you need additional assistance with this process, we are happy to assist you with this.

Account Performance

Account Chainaic				
	2016	2017	2018 Jan- Feb	To Date
Total Run Volume	83	1,263	212	1,687
ALS Run Volume	60	868	114	1,113
BLS Run Volume	23	395	97	574
Coroner Transport	0	0	0	0
Gross Charges	\$70,702.94	\$1,107,408.75	\$173,198.34	\$1,455,844.31
Contractuals	\$0.00	\$571,646.29	\$82,586.12	\$675,947.25
Payments	\$0.00	\$439,738.87	\$67,760.25	\$526,928.30
Average Recovery Per Run	\$0.00	\$348.17	\$319.62	\$312.35

^{*}The above chart data is reflective of runs entered within the listed periods, not by trip date.



Payor Mix

	2016	2017	2017 Jan- Feb
Medicare	73%	57%	50%
Medicaid	8%	20%	11%
Commercial	16%	16%	16%
Self Pay	3%	7%	23%

Variables that influence recovery rates

Runs

- Total Volume of Runs
- Type of Runs (ALS vs. BLS vs. Treat No Transports)
- Incident Report Development and Deliver Method (Manual vs. Electronic Data Capture)
- Consistency of report delivery
- Documentation Quality
 - Establishment of Medical Necessity (complete description of all procedures, medications, patient assessments, outcomes regarding what was "seen and done" during the entire incident)
 - Complete and accurate demographic and insurance information captured
 - Signatures
 - Legibility
 - Quality assurance procedures completed prior to delivery of the incident for billing (identification and completion of missing, inaccurate or incomplete incident report and supplemental forms data)

Collection Policies

- Overall charge strategy
- · Resident vs. non- resident billing strategy
- Hardship criteria third party debt collection utilization
- Acceptance of credit card payments
- Unique contractual agreements
- Payment obligations conveyed from EMS staff to patient (establishment of expectations / requirements)

Evolving Community Demographics and Payor Mix

Carrier Fee Schedule Changes





City of Napoleon, Ohio FINANCE DEPARTMENT

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

Memorandum

To:

Members of Finance & Budget Committee

Members of City Council Joel L. Mazur, City Manager

Billy D. Harmon, City Law Director

From:

Gregory J. Heath, Finance Director/Clerk of Council

Date:

March 23, 2018

Subject: Municipal Tax Code - Landlord Submissions

Ordinance No. 006-18 originally presented to City Council on March 5, 2018, was to correct a scrivener's error in the Municipal Income Code section 194.134 Authority of Tax Administrator; Requiring Identifying Information. During discussion on this Ordinance the matter of requiring the Landlords to provide tenant information to the City was brought up. This item was then referred to the Finance and Budget Committee of City Council.

The whole Municipal Income Tax Code 194 was revised in 2015 with an effective date of 01/01/216. Ordinance No. 053-15, passed 11/16/2015, and included section 194.134 Authority of Tax Administrator; Requiring Identifying Information. (See Copy "A" Attached - Code 194.134) At that time, City Council voted on all Three (3) Reads with unanimous "yes" votes.

The purpose of originally including this section in the tax code was for collection enforcement. It is estimated the City has over one-third (1/3) (probably higher 40 to 50 percent) of its residential units are Rented and not owned. The highest turn-over rate in residential properties occurs in the Rentals. Persons renting are more likely to skip out and not pay Income Tax they may owe, and many times do not pay Utility Bills. Tracking of these individuals is difficult and the purpose of Code Section 194.134 is a tool in tracking and collecting of Income Taxes due the City. This information is also used in Court.

The following information is on City Landlords and Tenants for filing year 2016. It is noted, the 2017 filing year information is not due until May 1, 2018.

2016 Landlord and Tenants Information as of 12/31/2016:

> Number of Landlords	277
> Number of Complying Landlords to 194.134	275
> Number of Non-complying Landlords to 194.134	2
> Number of Tenants Listed on Landlord Reports	2,410
> Number of Tenants Discovered NOT in IT System	123

(Code Section 194.134 - Continued Next Page)



(Code Section 194.134 – Continued)

As you can see there were 123 Tenants that the City had no record of in the Income Tax system until we received these Landlord reports. Of this number, it is estimated the City identified approximately an averaged \$375 in uncollected taxes per taxpayer, for an estimated total amount of \$20,000 plus. (See Copy "B" Attached – Sample of Actual Taxpayers from the 123 group)

An "example" of where this information is used:

- Tenant moves into City and Landlord has utilities in their name. (City has no record of tenant.)
- Tenant works full time at an employer located outside City Limits whom doesn't voluntarily withhold Income Taxes for the City. Annual wages \$20,000.
- Tenant moves out leaving forwarding address with Landlord.
- City receives Landlord list pursuant to Code Section 194.134.
- City contacts Tenant for Filing and Municipal Income Tax owed (\$20,000 X 1.5% Rate = \$300).
- Without the listing, the City would not have been aware of the tenant, or be able recover the \$300.

It is noted, for tenants whom move out without leaving a forwarding address, all the Landlord need to do is denote that on the list they give to the City.

I have also attached a summary of a verbal survey we did with surrounding communities and how they handle Landlord/Tenant registration issues. (See Copy "C" Attached - Survey)

The recommendation from the Finance Department is to <u>Keep Section 194.134 intact as corrected for the scrivener's error</u>.

Please let me know if you have any questions. Thank you.

Gregory J. Heath,

Finance Director/Clerk of Council

Attachments

Cc: Shannon Fielder, Income Tax Administrator Christine Peddicord, Assistant Finance Director





194.134 AUTHORITY OF TAX ADMINISTRATOR; REQUIRING IDENTIFYING INFORMATION

(A) The Tax Administrator may require any person filing a tax document with the Tax Administrator to provide identifying information, which may include the person's social security number, federal employer identification number, or other identification number requested by the Tax Administrator. A person required by the Tax Administrator to provide identifying information that has experienced any change with respect to that information shall notify the Tax Administrator of the change before, or upon, filing the next tax document requiring the identifying information.

(1) If the Tax Administrator makes a request for identifying information and the Tax Administrator does not receive valid identifying information within thirty days of making the request, nothing in this chapter prohibits the Tax Administrator from imposing a penalty upon the person to whom the request was directed pursuant to section 194.10 of this Chapter, in addition to any applicable penalty described in section 194.99 of this

Chapter.

(B)

(2) If a person required by the Tax Administrator to provide identifying information does not notify the Tax Administrator of a change with respect to that information as required under division (A) of this section within thirty days after filing the next tax document requiring such identifying information, nothing in this chapter prohibits the Tax Administrator from imposing a penalty pursuant to section 194.10 of this Chapter.

(3) The penalties provided for under divisions (B)(1) and (2) of this section may be billed and imposed in the same manner as the tax or fee with respect to which the identifying information is sought and are in addition to any applicable criminal penalties described in section 194.99 of this Chapter for a violation of 194.15 of this Chapter, and any other penalties that may be imposed by the Tax Administrator by law. (Source:

ORC 718.26)

(C) Information Submission by Landlords. On or before May 1 of each year, all property owners who rent to tenants of residential, commercial, or industrial premises, shall file with the Tax Administrator, a report showing the name, address, and phone number, of each tenant who occupies residential, commercial, or industrial premises within the City of Napoleon. The list shall also include all name(s), address(es), and phone number(s), of any tenant who has vacated the property in the preceding twelve (12) month period. The list should also include, when the information is available to the landlord, the date in which the tenant vacated the property, along with the tenant's forwarding address. If a landlord is not in possession of a former tenant's forwarding address or other current contact information, the landlord will not be penalized pursuant to any provision in this Section 194.20. Any information referred to in this Section may be requested at any time under audit by the Tax Administrator. Such report shall be in writing, and shall be delivered to the Tax Administrator by one of the following methods:

(1) Regular U.S. mail delivery to the City Income Tax Department

(2) Delivered by electronic mail (E-mail) directly to the City Income Tax Department

(3) Facsimile transmission directly to the City Income Tax Department

(4) Hand delivery to the City Income Tax Department.

Forms and instruction for reporting shall be made available on the City's website. For purposes of this Section (B), "tenant" means:

(1) If there is a written lease or rental agreement, the person(s) who signed the written lease or rental agreement with the owner or their agent.

(2) If there is an oral lease or rental agreement, the person(s) who entered into the oral lease or rental agreement with the owner or their agent.

Failure to comply with this section (B) will result in:

(1) Notification (sent by regular U.S. mail delivery) to landlord and requiring compliance within 30 days.

(2) Subpoena (sent by certified mail) for the property owner or agent to appear before the Tax Administrator with required documentation (with hearing



scheduled within 14 days of date mailed).

(3) Prohibition. No person shall knowingly fail, refuse, or neglect to file any return or report required under this Chapter or under rules and regulations made under authority thereof; or file or knowingly cause to be filed any incomplete, false or fraudulent return, report or statement; or knowingly fail, refuse, or neglect to withhold or remit any City tax; or knowingly fail, refuse, or neglect to pay any City tax, penalty or interest; or aid or abet another in the filing of any incomplete, false or fraudulent return, report or statement.

(4) Penalty. Any person who violates this Section (B) is guilty of a misdemeanor of the 1st degree, and in addition to other penalties provided by law, shall be fined not more than \$1,000.00 or imprisoned not more than six (6) months, or both.

SAMPLE OF NEW TAXPAYERS LIABILITY LOCATED FROM LANDLORD REPOR	SAMPLE OF N	EW TAXPAYERS	LIABILITY LO	CATED FROM	LANDLORD REPOR
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	CITY INCOME	TAX LIABILI	TY AVERAGE
Taxpayer #1	\$ 75,005.75	\$ 1,125	.09
Taxpayer #2	\$ 44,239.97	\$ 663	60
Taxpayer #3	\$ 4,700.00	\$ 70.	50
Taxpayer #4	\$ 31,066.51	,\$ 466.	00
Taxpayer #5	\$ 12,901.00	\$ 193.	52
Taxpayer #6	\$ 28,543.03	\$ 428.	15
Taxpayer #7	\$ 10,501.80	\$ 157.	53
Taxpayer #8	\$ 42,764.00	\$ 641.	46
Taxpayer #9	\$ 4,421.20	\$ 66.	32
Taxpayer #10	\$ 9,804.13	\$ 147.	06
Taxpayer #11	\$ 25,797.25	\$ 386.	96
Taxpayer #12	\$ 3,660.00	\$ 54.	90
Taxpayer #13	\$ 14,790.53	\$ 221.	86
Taxpayer #14	\$ 14,157.21	\$ 212.	36
Taxpayer #15	\$ 50,197.79	\$ 752.	97
	\$ 372,550.17	\$ 5,588	\$ 372.55



3/7/2018

LANDLORD OCCUPANCY REPORTS QUESTIONAIRRE RESPONSE:

- 1) Do you require landlords to submit Occupancy Reports yearly?
- 2) If so, has it been successful?
- 3) Are landlords ever non-compliant?
- 4) Consequences if they don't comply?

WAUSEON: 419-335-1171 MARK

1) NO, THEY DO SEND LETTERS TO LANDLORDS BUT MOST DON'T COMPLY.

BRYAN: 419-633-6027 LAURA

- 1) YES, WHEN LANDLORDS SIGN UP FOR UTILITIES, THEY REQUIRE FORMS TO BE COMPLETED. THEY TRY TO KEEP UTILITIES IN LANDLORD NAME. RESIDENTS MOVE IN AND OUT SO QUICKLY, IT'S TOUGH TO CATCH AND COLLECT.
- 2) THEY DO FEEL PROGRAM IS FAIRLY SUCCESSFUL
- 3) YES
- 4) NONE

ARCHBOLD: 419-445-9501 MARSHA

1) NO

DEFIANCE: 419-784-2117 LORI

 NO, THEY ATTEMPT TO COLLECT THROUGH UTILITIES. THEY ARE WATCHING SHANNON'S EMAIL & COULD ASK THEIR COUNCIL TO IMPLIMENT PROGRAM.

BOWLING GREEN: 419-354-6288 ROBERT

1) YES. THEY IMPLEMENTED THE PROGRAM IN 2016, HOWEVER HAVE NOT FOLLOWED THROUGH & DON'T ENFORCE. SEVERAL LANDLORDS HAVE CALLED TAX OFFICE TO EXPRESS THEIR DISPLEASURE OVER THE PROGRAM.

FINDLAY: 419-424-7133 ANDREW

1) NO.....THEY HAVE TALKED ABOUT THIS PROGRAM, NOT IMPLEMENTED. LANDLORD INFORMATION SURVEY

PAGE 2 (CONTINUED: LANDLORD OCCUPANCY REPORTS)

***EMAIL RESPONSES:

FOSTORIA: "I saw your questions via email to the group. I was wondering if you could send me a copy of your ordinance? We may move forward and do something like this". -Holly Cassidy

<u>**DELTA**</u>: We have always required the tenant roster. I have a select few that do not comply. There is a criminal charge for failure to respond with a fine. We have never filed any criminal actions though". –*Marlena Allwood*

ROSSFORD: The City of Rossford requires landlords to register properties (fee), and annually conduct annual inspections (fee) and report occupants names and their place of work". "We have penalized landlords for rental registration delinquencies, generally the fact that landlords have to be in contact with us regarding the annual inspections they provide the information on tenants – the two work well together". *–Karen Freeman*

MAUMEE: "We have never taken anyone to court for this but that is due to the fact that our law department doesn't have time for our "issues". We do tell them in the subpoena that we will take them to court if they don't comply and for the most part, that's enough". —Donna Helle

PERRYSBERG: Perrysberg is the city we (Napoleon) copied all our information from.

*OTHER INFORMATION:

CURRENT NUMBER OF LANDLORDS: 277

NUMBER OF NON-COMPLYING LANDLORDS: 2

NUMBER OF RENTERS LISTED NOT IN OUR SYSTEM: 123

TOTAL NUMBER OF RENTERS LISTED ON LANDLORD REPORTS: 2,410

LANDLORD INFORMATION SURVEY





Page 3 (CONTINUED: LANDLORD OCCUPANCY REPORTS)

THE INFORMATION OBTAINED FROM LANDLORD REPORT IS USED FOR:

- 1) LOCATE RESIDENTS NOT IN OUR SYSTEM
- 2) USED IN COURT TO PROVE RESIDENCY

BUDGET SUMMARY BY FUND, D	CPARIMEN	I AND CATE	GUKT	
=	2018 SUPPLEME	ENTAL BUDGET	ADJUSTMENT	2018
ORDINANCE No18, Passed//2018	PERSONAL			FUND
FUND/DEPARTMENT-1ST QUARTER ADJUSTMEN	SERVICES	OTHER	TOTAL	TOTAL
100 GENERAL FUND				
1300 City Manager/Administrative	\$0	\$35,000	\$35,000	
- 1300 City Man./Admin City's Comprehensive (M.	aster) Plan, not in		<u>udget - \$35,000:</u>	
Accounts - 100.1300.53350 Service Fees-Consulta		\$35,000		
1800 Municipal Court/Judicial	\$0	\$2,900	\$2,900	
- 1800 Mun.Court/Judicial - Additional for Profession	onal Services and	Computer Equip	ment - \$2,900:	
Accounts - 100.1800.53300 Service Fees-Professi		\$2,500		
Accounts - 100.1800.57000 Machinery and Equipn		\$400		
5130 Service/Buildings, Properties, Equipment	\$12,700	\$0	\$12,700	
- 5130 Service/Bldg.&Prop Additional Hospitaliza	tion for Coverage	Change after bu	dget reviews - \$12	2,700:
Accounts - 100.5130.51710 Hospitilazation Insurar	\$12,700			1
Total - 100 General Fund	\$12,700 ======	\$37,900 ======	\$50,600 ======	\$50,600
243 REFUND-FIRE LOSS FUND				
1900 General Government/Miscellaneous	\$0	\$26,666.50	\$26,666.50	\$26,666.50
			=======	
- 1900 Gen.Gov./Misc Additional for Fire Loss Cla	im recieved in 20	18. not in Origina	al 2018 Budget - \$.	26.666.50:
Accounts - 243.1900.59030 Refunds-Fire Loss Cla		\$26,666.50		
287 PRBTN.IMP.&INCENTIVE GRANT FUND		ite .		
1810 Municipal Court/Probation Department	\$0	\$2 =======	\$2	\$2
- 1810 Mun.Court/Prob.Dept Additional for Service	e Fees-Profession	nal, Grant to be C	Closed - \$2:	
Accounts - 287.1810.53300 Service Fees-Professi		\$2		
288 JUSTICE REINVESTMENT INCENTIVE GRANT	- (1 - 2) - (1 - 2) - (1 - 2) - (1 - 2) - (1 - 2)			
1810 Municipal Court/Probation Department	\$0	\$370	\$370	\$370
- 1810 Mun.Court/Prob.Dept Additional for Supplie	es-Operating Mate	erials - \$370:		
Accounts - 288.1810.54200 Supplies-Operating Ma		\$370		
* GRAND TOTAL - ALL FUNDS	\$12,700.00	\$64,938.50	\$77,638.50	\$77,638.50





Engineering Department

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

Memorandum

To:

Joel L. Mazur, City Manager

From:

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

cc:

Mayor & City Council Gregory J. Heath, City Finance Director

Date:

March 19, 2018

Subject:

2018 City Comprehensive Plan Update - Sole

Source Request

Included in the 2018 Budget is the update of the City's Comprehensive Plan. I request that this project be sole sourced to Reveille, LTD. The staff of Reveille prepared the previous Comprehensive Plan for the City of Napoleon, as well as the most recent Comprehensive Plan for Henry County. Staff from Reveille also assisted with the most recent Zoning Code updates for the City of Napoleon.

Because of Reveille's knowledge of the City, Henry County, and our experience working with them, I am requesting that the 2018 City Comprehensive Plan Update be sole sourced to Reveille, LTD.

CEL

Estimated (ost \$35,000 - Supplement 100-1300-53350 Service Fees-Consultation Fees

AMY C. ROSEBROOK, Honorable Judge MELISSA COTTER, Clerk of Courts



| st Qt. Budget Adj Phone: 419-592-2851

Fax: 419-592-1805

NAPOLEON MUNICIPAL COURT

1819 OAKWOOD AVENUE, P.O. BOX 502 NAPOLEON, OHIO 43545

March 6, 2018

To: Greg Heath

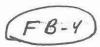
From: Melissa Cotter

The Municipal Court is requesting that our account 100-1800-53300 (Service Fees - Professional) be supplemented \$2500.00. We had two bills for services that were unable to be paid through the PIIG Grant because the money was depleted. One bill to CCNO for \$2106 and one bill to Four County Family Center for \$427.33.

Please call me if you have any questions or concerns.

Thanks,

Melissa Cotter, Clerk MC





Engineering Department

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

Memorandum

To:

Gregory J. Heath, Finance Director

From:

Chad E. Lulfs, Director Of Public Works

cc:

Joel L. Mazur, City Manager

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

Date:

March 14, 2018

Subject:

1010 S. Perry St. - Fire Escrow Money

The City of Napoleon is currently holding \$26,666.50 in escrow from Erie Insurance for damages resulting from a fire at 1010 S. Perry Street. The owner, Melissa K. Vargo, decided to demolish the house and restore it to an empty buildable lot. This does not require any inspection from Wood County, but does require inspection from City of Napoleon, Engineering Department. This memo is to inform you it has been inspected and meets all applicable rules and policies. Therefore, it is my recommendation the money be released to Ms. Vargo.

243-1900-59030 Refunds-Supplement \$26,666 50 Fire Loss doins





CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151 Gregory J. Heath, Director of Finance/Clerk of Council phone (419) 599-1235 fax (419)-599-8393

Web Page: www.napoleonohio.com E-mail: gheath@napoleonohio.com

February 27, 2018

Melissa "Vargo" and Jimmy Thacker 1010 South Perry Street Napoleon, Ohio 43545

RE: Fire Loss at 1010 South Perry Street - Escrow to City per ORC Sec. 3929.86 (C)

Dear Melissa "Vargo" and Jimmy Thacker,

The City of Napoleon, Ohio (City), received a check on Monday, February 26, 2018 from, Erie Insurance in the amount of \$26,666.50, due to the Fire Loss at your property 1010 South Perry Street, Napoleon, Ohio. (See Attached Copy of Payment from Erie Insurance)

This was paid to the City to be held in escrow pursuant to the Ohio Revise Code (ORC) Section 3929.86 (C). ORC Section 3929.86 (C) is designed to protect the City, and its Citizens, from costs incurred on potential expenses incurred to remediate a fire stricken property.

These funds have been deposited into the City's <u>243 Fire Loss Claim Fund</u> and will be returned to you upon proper remediation of the property. Remediation would consist of repairs, or demolition, of the property to City Code or State Standards. The monies received, \$26,666.50, are held in escrow until the remediation is completed. If the property owner does not perform the remediation in a reasonable time frame, then the held escrow funds are used to make the remediation.

Once you properly document your completed remediation to the City through the City Office of the Zoning Administrator (Mr. Mark B. Spiess, Senior Engineering Technician/Zoning Administrator), then Mr. Spiess will issue a request to release of funds held in escrow to the Finance Department for payment to you. Questions regarding what constitutes a proper remediation of the property should be directed to Mr. Spiess, and questions regarding the funds held in escrow can be directed to my office. Mr. Spiess can be contacted at phone no. 419-592-4010, Ext. 2807, or email — mspiess@napoleonohio.com.

I can be reached at phone no. 419-599-1235, Ext. 2809, if you have any questions on the escrowed funds. Thank you.

Sincerely,

Gregory J. Heath

Finance Director/Clerk of Council

Attachments

Cc: Mark B. Spiess, Senior Engineering Technician/Zoning Administrator

Chad Lulfs, Public Works Director

Joel Mazur, City Manager Billy Harmon, Law Director



CITY OF NAPOLEON UTILITY DEPARTMENT

38487 Batch 25 Sequence

Date 26 FEB 2016 Time 11:05AA

HGHIS Account

Hape ERIE INSURANCE

Document FIRE HOLDBACK H VARGO JTH

Pay Type Refer

Rev. Act.# 243,0000,47000

0001658441

26,666.58 Amt Paid Aut Tend

Change 243,8000,47000 26666.56

Insurer:

Erie Insurance Exchange

Enclosures: No

Misc-Rev.

Policy Number:

Q583016044

City of Napoleon, Ohio

NAPOLEON, OH 43545-0001

PO BOX 1

Claim Number:

A00000724089

Date of Loss:

01-14-2018

Check Number:

0001058441

Transaction Number:

0001058441

Check Amount:

\$26,666.50

For:

Dwelling, ORD: FIRE STATUTE HOLDBACK. FIRE LOC: 1010 S. PERRY ST.

NAPOLEON, OH. OWNERS: MELISSA VARGO & JIMMY THACKER

183628844

C-486 09/15

Erie Insurance offers home, auto, business and life insurance. Call your local ERIE Agent to learn what is available in your area.



Member Company
Erie Insurance Exchange
100 Erie Insurance Place • Erie, PA 16530

CLAIM NO .: A00000724089 DATE OF LOSS: 01-14-2018 **TRANSACTION NO.: 0001058441** PNC Bank, N.A. 001

60 - 162 / 433

CHECK NO .: DATE ISSUED:

0001058441 02-21-2018

PAY TWENTY SIX THOUSAND SIX HUNDRED SIXTY-SIX AND 50/100

PAY TO

City of Napoleon, Ohio

\$\$\$\$\$\$26,666.50

FOR

Dwelling, ORD: FIRE STATUTE HOLDBACK, FIRE LOC: 1010 S. PERRY ST. NAPOLEON, OH. OWNERS: MELISSA VARGO & JIMMY THACKER

Erie Insurance Exchange

AUTHORIZED SIGNATURE



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

Memorandum

To: City Council, Mayor, City Law Director, City

Manager, Department Supervisors, Newsmedia

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

Council

Date: March 22, 2018

Subject: Safety and Human Resources Committee -

Cancellation

The regularly scheduled meeting of the SAFETY AND HUMAN RESOURCES COMMITTEE for Monday, March 26, 2018 at 7:30 pm has been *canceled* due to lack of agenda items.

CIVIL SERVICE COMMISSION

Meeting Agenda

Tuesday, March 27, 2018 at 4:30 pm

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, OH

- 1. Call to Order.
- 2. Approval of Minutes: February 27, 2018 (in the absence of any objections or corrections, the minutes shall stand approved)
- 3. Presentation on the National Testing Network Program.
- 4. Any other matters to come before the Commission.
- 5. Adjournment.

Gregory, Heath

Finance Director/Clerk of Council

CIVIL SERVICE COMMISSION

Meeting Minutes

Tuesday, February 27, 2018 at 4:30 pm

PRESENT

Members City Staff Bill Finnegan–Chair, Megan Lytle-Steele, Eric Rohrs

Greg Heath, Finance Director Dave Mack, Chief of Police

Lt. Greg Smith, Police Department Morgan Druhot, HR Director

Captain Dave Bowen, Fire Department

Recorder/Records Clerk

ABSENT:

Roxanne Dietrich

Call to Order

Chairman Finnegan called the meeting to order at 4:32 pm.

Approval of Minutes

Hearing no objections or corrections, the regular meeting minutes of January 23, 2018 and special meeting minutes of February 3, 2018 stand approved as presented.

Original Testing for Police Officer/Patrolman and Firefighter/Paramedic Chief Mack stated it is his and Chief O'Brien's recommendation to use the National Testing Network and Firefighter mile for the Firefighter/Paramedic and NTN for Police Officer/Patrolman; the certified list for Firefighter/Paramedic expires this June. The National Testing Network, will enhance our current lists by giving us more applicants to choose from. As you are aware, the current test has not been updated in many years and the standards have changed, our current fitness test is stronger than the OPOTA test and the cadet's exit exam. Lt. Smith is a certified PT at the academy and has put together some information for you to consider. Lt. Smith reviewed the information with the Commission. Basically, a base number was used in the old standards, the new set of standards is based on the Cooper Standards and is also separated by age and gender. We looked at the Michigan State

Police Academy and their numbers are in line with 40% of the Cooper Standards. We currently use the mile and a half run, I spoke with the fitness instructor for the Michigan State Police and they discontinued the $1\frac{1}{2}$ mile run years ago and have went with a $\frac{1}{2}$ mile shuttle run that is more in line of

Chief Mack said there is the concern that it is hard for someone in the line of duty to maintain that level physical fitness for four-five years. If we were to go with the standards being recommended, we will be able to offer the PT test no matter what the weather conditions are. There are city's that accept officers that have passed the academy fitness in the last year and have their certificate. Heath asked are you looking for original testing for police and fire to get a list? Chief Mack replied, "the answer is yes for both, Police and Fire".

Motion to Untable National Testing Network for Motion: Lytle-Steele Second: Rohrs

to untable National Testing Network for Firefighter/Paramedic and

Patrolman.

what the officers will be asked to do.

Firefighter/Paramedic and Patrolman

Passed Yea-3 Nay-0 Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele

Nay-

Rohrs confirmed, we are looking at just changing the physical agility. Chief Mack responded we are requesting to use the National Testing Network and you will have to administer the physical test for Police, Fire will be using the Firefighter Mile. Heath said the Civil Service Commission will still have to validate the names on the list.

Motion to Use National Testing Network for Police Officer and Firefighter/Paramedic Motion: Lytle-Steele Second: Rohrs to use the National Testing Network for Police Officer and

Firefighter/Paramedic.

Passed Yea-3 Nay-0 Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele

Nay-

Motion to Accept Firefighter Mile as Physical Agility for Firefighter/Paramedic Motion: Lytle-Steele Second: Rohrs

to accept the Firefighter Mile as the physical agility portion for the

Firefighter/Paramedic testing.

Passed Yea-3 Nay-0 Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele

Nay-

Motion to Accept OPOTA Physical Certification Within the Last Year for Police Officer Motion: Rohrs Second: Lytle-Steele

to accept the OPOTA Physical Certification, within the last year, for Police

Officer.

Passed Yea-3 Nav-0 Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele

Nay-

Motion to Accept
Physical Fitness Test
and Standards for Police
Officer

Motion: Lytle-Steele Second: Rohrs

to accept the Physical Fitness Test and Standards for Police Officer as

presented by Chief Mack.

Passed Yea-3 Nay-0 Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele

Nay-

Motion to Accept OPOTA Certifications within the Last Year	Motion: Lytle-Steele Second: Rohrs to accept OPOTA Certifications within the last year.
Passed Yea-3 Nay-0	Roll call vote on above motion: Yea- Finnegan, Rohrs, Lytle-Steele Nay-
	Finnegan asked if a motion is needed for the Law Director to review the proposed changes and to do whatever needs to be done. Heath said a motion was not required.
	Heath said you are asking for a whole new procedure and need to create a procedure for dates to accept applicants and a date to close applications. Lt. Smith explained the National Testing Network has agencies across the state and a lot do not have a closing date. Anyone can test and scores are sent directly to the agency when they need to hire and request a list. Heath suggested Chief Mack inquire of other cities similar to our size if they have a Civil Service Commission and if they are testing this way now. Chief Mack responded that he and Chief O'Brien have already put a list together. Rohrs added pretty much everyone in NW Ohio is testing this way. Finnegan stated the Commission was very impressed and appreciates all the hard work and time everyone has put into this. Thank-you.
Any Other Matters	None.
Motion to Adjourn	Motion: Lytle-Steele Second: Rohrs to adjourn the Civil Service Commission meeting at 5:04 pm.
Passed Yea-3 Nay-0	Roll call vote on the above motion: Yea-Finnegan, Rohrs, Lytle-Steele Nay-
Approved:	

Bill Finnegan, Chair

March 27, 2018

PARKS & RECREATION BOARD

Meeting Agenda

Wednesday, March 28, 2018 at 6:30 pm

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

- 1. Call to Order.
- 2. Approval of Minutes: January 31, 2018. (in the absence of any objections or corrections, the Minutes shall stand approved)
- 3. Discussion and/or Action on Glenwood Park Playground Structure.
- 4. Update on Spring Programming and Capital Improvements.
- 5. Miscellaneous.
- 6. Any Other Matters to come before the Board.

Gregory Heath
Finance Dia



City of NAPOLEON, Ohio

Operations Department

1775 Industrial Dr., P.O. Box 151, Napoleon, OH 43545 Phone: 419/599-1891 Fax: 419/592-4379 Web Page: www.napoleonohio.com

Operations Superintendent Jeffrey H. Rathge

Water Distribution Foreman Brian Okuley

Streets/Sewer Foreman Roger Eis

Refuse/Recycling Foreman Perry Hunter

Head Mechanic Tony Kuhlman

Press Release

GOOD FRIDAY REFUSE AND RECYCLING ROUTES

Napoleon, Ohio, -- Due to the upcoming Good Friday holiday, the refuse and recycling pickup routes for the City of Napoleon will be as follows for the week of March 26 – March 30, 2018 ONLY:

- Monday, Mar. 26 as usual
- Tuesday, Mar. 27 as usual
- Wednesday, Mar. 28 as usual
- Thursday, Mar. 29 as usual; Friday's route will also be run on Thursday (there is a possibility of later than usual pickup time for Friday's route).
- Friday, Mar. 30 HOLIDAY NO PICK UP

Thursday's and Friday's routes will both be run on Thursday, March 29. The Operations Dept. is asking that for those affected, an extra effort be made to have their refuse and recycling at the curb by 7:00 a.m. on the 29th.

Please contact the Operations Department at 419/599-1891 if there are any questions regarding this matter.

