
Memorandum

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To: Mayor and Members of City Council
cc: City Manager, Finance Director, City Law Director
From: Roxanne
Regarding: General Information
Date: November 30, 2018

CALENDAR

AGENDA - CITY COUNCIL

C. APPROVAL of MINUTES:

November 9, 2018 Special Council Meeting Minutes
November 10, 2018 Special Council Meeting Minutes
November 19, 2018 Regular Council Meeting Minutes
November 26, 2018 Special Council Meeting Minutes

G. INTRODUCTION of NEW ORDINANCES and RESOLUTIONS

1. **Ordinance No. 067-18**, an Ordinance Authorizing the Transfer of Certain Properties Located in and Owned by the City of Napoleon, Ohio to the Community Improvement Corporation (CIC) of Henry County, Ohio, to wit: Parcel Nos. 41-119361.0400 and 41-119361.0500; and Declaring an Emergency. (*Suspension Requested*)
2. **Resolution No. 068-18**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000.00) for the Purpose of Refunding Certain City Tax Overpayments, which was not included in the 2018 Appropriation Budget, also Authorizing the City Finance Director to Execute all Documents Necessary to Transfer the Necessary Fund Balances per Ohio Revised Code (ORC) Section 5705.14 as listed in Exhibit A (Transfer No. 4); and Declaring an Emergency. (*Suspension Requested*)
3. **Ordinance No. 069-18**, an Ordinance Authorizing the Finance Director to make Appropriation Transfers from Respective Funds, Departments and Categories to other Funds, Departments and Categories pursuant to O.R.C. Section 5705.40 for the Fiscal Year Ending December 31, 2018 as listed in Exhibit "A;" and Declaring an Emergency. (*Suspension Requested*)
4. **Resolution No. 070-18**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances (Transfer No. 5) from Respective Funds to Other Funds per Section 5705.14 ORC on an as Needed Basis in Fiscal Year 2018, listed in Exhibit "A;" and Declaring an Emergency. (*Suspension Requested*)
5. **Resolution No. 071-18**, a Resolution Authorizing the Expenditure of Funds and an Agreement for Financial Consultant Professional Services with Schonhardt and Associates for Preparation of the City GAFR, GAAP Reports and Infrastructure Cost Information for GASB-34.

H. SECOND READINGS of ORDINANCES and RESOLUTIONS

1. **Resolution No. 066-18**, a Resolution Declaring the Necessity of Levying an Additional Property Tax in Excess of the Ten-Mill Limitation and Requesting the County Auditor to Certify Matters in Connection therewith; and Declaring an Emergency.

I. THIRD READING of ORDINANCES and RESOLUTIONS

1. **Ordinance No. 062-18**, an Ordinance Establishing a Yard Waste Site Policy and Enacting Napoleon Codified Ordinance 925.24 a Prohibition Against Unauthorized Use of the City Yard Waste Site.

J. GOOD of the CITY (Discussion/Action):

1. **Discussion/Action:** on All End-of-Year Legislation.
This item was recommended by the Law Department.
- Items 2 and 3 are recommendations from the Parks and Rec Board.
2. **Discussion/Action:** on Implementing a New Rate for Golf Outings. *(Refer to Committee)*
3. **Discussion/Action:** on a 10% Increase of the Shelter House Rates Across the Board for all Shelter Houses with the Money from the Increase going into a Maintenance Fund. *(Refer to Committee)*

INFORMATIONAL ITEMS

1. Technology and Communications Committee Cancellation

Records Retention - CM-11 - 2 Years

December 2018						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 7:00 pm - City Council	4	5	6	7	8
9	10 6:15 pm Electric Comm. BOPA 7:00 pm Water & Sewer Committee 7:30 pm Municipal Properties ED Committee	11 4:00 pm Records Commission 5:00 pm - Planning Commission	12	13	14	15
16	17 6:00 pm Parks & Rec Committee 7:00 pm City Council	18	19	20	21	22
23	24 <i>Floating Holiday</i> Offices CLOSED	25 	26 6:30 pm Finance & Budget Committee 7:30 pm Safety & Human Resources Comm.	27	28	29
30	31					

CITY COUNCIL

MEETING AGENDA

Monday, December 03, 2018 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. November 9, 2018 Special Council Meeting Minutes.
2. November 10, 2018 Special Council Meeting Minutes.
3. November 19, 2018 Regular Council Meeting Minutes.
4. November 26, 2018 Special Council Meeting Minutes.

D. Citizen Communication

E. Reports from Council Committees

1. **Finance and Budget Committee** met on Monday, November 26, 2018; and
 - a. Continued to Review the 2019 Budget
 - b. Recommended Council Approve Entering into a Contract for Management Consulting Services with Donald J. Schonhardt & Associates, Inc. for Preparation of the GAAP and CAFR for the Years 2018, 2019, 2020.; and direct the Law Director to Draft Legislation.
2. **Safety and Human Resources Committee**, met on Monday, November 26, 2018 in a joint meeting with the Townships, Henry County South Joint Ambulance District and Village of Florida to
 - a. Review the EMS Costs and Revenues.
3. **Technology Committee** did not meet tonight due to lack of agenda items.

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

1. **Civil Service Commission** did not meet on November 27, 2018 due to lack of agenda items.
2. **Parks and Recreation Board** met on November 28, 2018 with the agenda items:
 - a. Update on New Swimming Pool Recommendation
 - b. Discussion/Action on Parks and Recreation Service Award.

G. Introduction of New Ordinances and Resolutions

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5. **Resolution No. 071-18**, a Resolution Authorizing the Expenditure of Funds and an Agreement for Financial Consultant Professional Services with Schonhardt and Associates for Preparation of the City GAFR, GAAP Reports and Infrastructure Cost Information for GASB-34.

H. Second Readings of Ordinances and Resolutions

1. **Resolution No. 066-18**, a Resolution Declaring the Necessity of Levying an Additional Property Tax in Excess of the Ten-Mill Limitation and Requesting the County Auditor to Certify Matters in Connection therewith; and Declaring an Emergency.

I. Third Readings of Ordinances and Resolutions

1. **Ordinance No. 062-18**, an Ordinance Establishing a Yard Waste Site Policy and Enacting Napoleon Codified Ordinance 925.24 a Prohibition Against Unauthorized Use of the City Yard Waste Site.

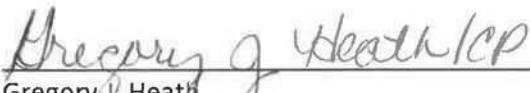
J. Good of the City (Any other business as may properly come before Council, including but not limited to):

1. **Discussion/Action:** on All End-of-Year Legislation.
2. **Discussion/Action:** on Implementing a New Rate for Golf Outings. *(Refer to Committee)*
3. **Discussion/Action:** on a 10% Increase of the Shelter House Rates Across the Board for all Shelter Houses with the Money from the Increase going into a Maintenance Fund. *(Refer to Committee)*

K. Executive Session. *(as needed)*

L. Approve Payment of Bills and Approve Financial Reports. *(In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)*

M. Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL

1. **Technology & Communication Committee (1st Monday)**
(Next Regular Meeting: Monday, December 3, 2018 @6:15 pm)
2. **Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, December 10, 2018 @6:15 pm)
 - a. Review of Power Supply Cost Adjustment Factor for December 2018
 - b. Electric Department Report.
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(Next Regular Meeting: Monday, December 10, 2018 @7:00 pm)
 - a. Water Treatment Plant Solids Management (Tabled)
 - b. Discussion on Purchase of New Refuse Truck
 - c. Discussion on Privatization of Refuse Pickup
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Next Regular Meeting: Monday, December 10, 2018 @7:30 pm)
5. **Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, December 17, 2018 @6:00 pm)
 - a. Implementing a New Rate for Golf Outings.
 - b. 10% Increase of the Shelter House Rates Across the Board for all Shelter Houses with the Money from the Increase going into a Maintenance Fund.
6. **Finance & Budget Committee (4th Monday)**
(Next Regular Meeting: Monday, December 24, 2018 @6:00 pm)
 - a. Presentation by Weltman.
7. **Safety & Human Resources Committee (4th Monday)**
(Next Regular Meeting: Monday, December 24, 2018 @7:30 pm)
8. **Personnel Committee (as needed)**

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

1. **Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, December 10, 2018 @6:15 pm)
 - a. Review of Power Supply Cost Adjustment Factor for December 2018
 - b. Electric Department Report
 - c. Water Treatment Plant Solids Management (Tabled)
2. **Board of Zoning Appeals (2nd Tuesday)**
(Next Regular Meeting: Tuesday, December 11, 2018 @4:30 pm)
3. **Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, December 11, 2018 @5:00 pm)
4. **Tree Commission (3rd Monday)**
(Next Regular Meeting: Monday, January 21, 2019 at 6:00 pm)
5. **Civil Service Commission (4th Tuesday)**
(Next Meeting: Tuesday, December 25, 2018 @4:30 pm)
6. **Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wednesday, December 26, 2018 @6:30 pm)
7. **Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, May 14, 2019 @10:30 am)
8. **Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, December 11, 2018 @4:00 pm)
9. **Housing Council.**
10. **Health Care Cost Committee (as needed)**
11. **Preservation Commission (as needed)**
12. **Napoleon Infrastructure/Economic Development Fund Review Committee [NIEDF] (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)**

City of Napoleon, Ohio
CITY COUNCIL
SPECIAL MEETING MINUTES
Friday, November 09, 2018 at 8:00 am

PRESENT

Councilmembers

Joseph D. Bialorucki-Council President, Daniel L. Baer-Council President Pro-Tem, Jeff Comadoll, Jeff Mires, Lori Sicclair, Ken Haase

Mayor

Jason P. Maassel

Finance & Budget Comm.

Joseph D. Bialorucki-Chair, Jeff Comadoll, Ken Haase, Jason Maassel

City Manager

Joel L. Mazur

Finance Director

Gregory J. Heath

Asst. Finance Director

Christine Peddicord

Records Clerk/Recorder

Roxanne Dietrich

City Staff

Lanie Lambert, Human Resources Director

Judge Rosebrook, Municipal Court

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

Jeff Rathge, Operations Superintendent

Billy Harmon, Law Director

Tony Cotter, Director of Parks, Recreation and Cemeteries

Dustin Tewsbury and Jeff Mullins-IT Department

Dave Pike, Wastewater Treatment Plant Superintendent

Jeff Weis, Acting Water Treatment Plant Superintendent

Others

NW Signal, Denise Dahl-Henry County CIC Director, Joel Miller-Director

Napoleon/Henry County Chamber

ABSENT

Councilmember

Travis Sheaffer

Call to Order

Council President Bialorucki called the meeting to order at 8:00 am.

City Manager

Mazur began with a review of goals from 2018 and ones for 2019.

Promote and Manage Growth *a moratorium was put on housing fees* the City needs more housing, some of the housing being built includes, the senior housing complex to have forty-nine units, the West School property was sold and a 24-unit complex will be going in on Trail Drive, a total of 113 units are being planned for within the next twenty-four months. This is the most construction the City has had in the last 25 years. *Encourage Business Development* JAC Products moved into the Spec Building, CRA No. 6 was expanded, the NORA District was established, working on beautification of the downtown. *City Master Plan* the goal is to have this completed in February of 2019.

Utility Rates *Long Term Control Plan* (LTCP) negotiations with the EPA are ongoing, our focus has moved to the Wastewater Treatment Plant (WWTP) project.

Satellite Communities – to continue communicating with our satellite communities.

Northside Substation, was sold for a little over one million dollars, we are in the

process of paying down on the Solar One debt, *LED Light Project* we have

completed 60% of the project, you will see the monetary impact in this budget.

Grants the City was awarded four grants in 2018.

Goals for 2019

Four CRA agreements are in que.

Utility Rates for optimization of the WTP is paramount.

Continue to rebuild IT infrastructure, did anyone notice anything different in here, that big camera is the new NCTV. Council meetings will now be posted to You Tube where council meetings can be viewed any time there is no cost and the files drop off after a year so. A more robust road resurfacing program. There is the potential for a new YMCA and/or pool facility.

Human Resources
100-1370
Lanie Lambert
8:10 am – 8:18 am

Training - \$1,100 added. Lambert- I've been a part of Ohio Public Employer Labor Relations Association (OHPELRA) for nine years. In 2019 I want to focus on training for Department Heads. Mazur added in succession planning, Dave Pike plans on leaving next year and has Jeremy Okuley working closely with him, Dennie Clapp may go next year too he has a good core of people in the Electric Department. Lambert continued the plan for Department Heads is to have fifteen-minute updates monthly then they don't have to go somewhere, there are webinars that can be done online when they have time. We will have renegotiations for all three unions next year. I have been trying to do online advertising instead of using the newspaper which is really expensive, and we have been using the City website and Facebook page too. Civil Service is using the National Testing Network that costs \$500 each time a round of testing is done. Mazur noted our income tax projection this year is \$4.1 million, that is the lowest since 2014, wages and inflation are going up; but, our income tax is not, plus there is the large income tax refund that has to be made.

Municipal Court
100-1800
Judge Rosebrook
8:23 am – 8:48 am

The probation officer salary was adjusted for this year. Lisa White was hired as a Deputy Clerk she worked as a probation officer for CCNO for years and contracted with area offices, she knows how to write grant requests, two hours a week she will be paid through the probation grant. A lot of expenses are hard to predict. This year the travel and training was less as Melissa did not go to either of her conferences. We have more hispanic speaking people, our interpreter fees are going up. Sealing of the parking lot that cost will probably go up, we don't have any say. Maassel noted the Court security system was changed is it better? Judge Rosebrook it is 100% better, there was a grant we used for security. Bialorucki said, going back to the parking lot, they fix things then send bills, don't they have to run anything by you? Judge-they have started to warn us when things will be done. Maassel asked if money is going to be put aside for future computer updates? Judge responded we are applying for two grants I hope to never have to come to you needing \$50,000. Nowhere in Henry County can you have finger printing done, those taken into custody are finger printed by CCNO. Judge stated a big goal of hers is to get the municipal court docket on the website and be paperless, that is easier said than done. We are applying for a grant to update our computer system. We do have the court computerization fund and have left that alone, my plan is never to come to you.

City Council
100-1100
8:49 am – 8:57 am

Maassel asked what would happen if we were to cut OML, who would do our lobbying? Mazur replied, it would be your state reps, I would not recommend that, we can call down to OML anytime and get guidance, they also send out notices and alerts. Baer added he attended their conference last summer and it was very informational.

Henry County CIC
130-3500
Denise Dahl
8:58 am – 9:29 am
(All per CM)

Travel and Training

Bialorucki commented to save money can we try to plan ahead of time for those would like to go to APPA. Mazur noted funding is in the electric budget and we can talk about that more when we get there.

Mazur noted the CIC budget is lower this year, the reduction of \$2,000 is because of the income tax refund and the lower income tax projections. Dahl-I have a question, actually I have two questions, one is for you guys, do you want me to go over some of the highlights from the past year and then I have a question for Mr. Heath, is \$2,000 enough? Heath-what is your question? Dahl-is \$2,000 enough to cut or do you need to cut more? Heath-this is the City Manager's budget it is his recommendation you would have to talk to him. Mazur-I think we are good this is adequate for what we are seeing. Dahl-so, we talked a little bit about it I don't know Monday or Tuesday about it, my budget gets finalized next Tuesday and we won't need to budget the \$2,000 cut so if you need to cut \$2,000 Maassel-it's the 20th isn't it Denise? Dahl-yea you are right. So we are going to make some adjustments, so I'll do some highlights then we'll talk about the cut and what that probably looks like. As most of you know, it was a very good year, we got a lot done, a lot of positive growth the obvious one is JAC Products. Interesting I had a friend interview there the other day, when we were negotiating with them they had said 350 jobs and I had a friend interview there the other day and she said HR told her probably closer to 500 so, that's just a little sampling there. So, we did various things this year so there was the recruitment we did a lot of recruitment, we went after Decker and that ended up in Defiance, we went after several other ones in partnership with JobsOhio but obviously the big one for us this year was JAC Products. We have been working on revolving loans so, Outlaw BBQ they are one of the loans and that is looking beautiful and I'm very excited to go into that facility when it is ready. Bialorucki-do you know when that is going to be ready? Dahl-you know he originally wanted to be ready to go in November but I know there was some changes that had to take place so it kinda bumped him back a little bit I think his intention was to be up and going before now but that is not unusual for construction is it, we've all been there. Maassel-same thing happened with Decker they wanted to be ready to roll by three months ago and I just heard in the last two weeks they are finally closer to being ready. Dahl-yea Decker shipped out of Defiance for the first time last week I think and when we took them around in February and March they were like we need to be going by May. Bialorucki-who is that? Dahl-Decker that ended up over in the spec building in Defiance and think they are at ten jobs now so it's kinda good how that all shook out if we had to lose at least we picked up something good. So, we have another Flatrock is looking at doing a revolving loan fund, we did have two others that looked at revolving loan funds but weren't appropriate for it but we fielded it and tried to send them in a different direction. You guys know since you have been in some of the meetings working with Napoleon Machine, World Class Collusion, we've been doing BR&E so Automatic Feed I've gone to and I'm actually going to again next Tuesday. Maassel – BR&E? Dahl – yea, Business Retention & Expansion. Updated AMP-Ohio's page marketing wise and picture wise, we filed for I think this is probably oh we promoted the spec building going on WBGU on the Journals Program, Agri Style who is a company out of Southern Illinois they are starting to break into the Ohio market they do things like currently they are working over with Chuckfills over in the Findlay/Hancock area they either buy buildings that are currently

constructed so the owners of that building can move their capital for improvements or whatever or they come in and do spec buildings so we have been talking with them more frequently, we have done BR&E with Old Castle, the old Universal Coop Building, the big blue building across from the truck stop that is now filled Jerry Borstelman and Toby Ernsberger are in there now and I think that when they are all up and going if you like cars and you like classic cars that is going to be an amazing place to check out. So and we've triggered some housing now I think, a good partnership we've triggered housing, apartments are going up over on ... Maassel-Trail Drive. Dahl-that's it and then is it JanMar. Mazur-JanMar West School property. Dahl-so that housing they hope to start, originally they were saying they wanted some stuff up by March but it is just a really tight market right now especially end of the year everyone is scrambling to finish up and it is harder to get Sean just got concrete in and I know that he probably paid a premium for it so we'll see on the housing but eventually I'm sure it will be up and going so, a lot of different things we went in with the lovely Mr. Delford for the Jobs and Commerce money, we are trying to leverage every dollar we can on any project we can get. We applied for an opportunity zone and it was interesting because I was at a seminar the other day someone came up to speak on opportunity zone so, if you are not aware of what they are, it's a piece of federal legislation that came out of the Trump administration that if you are in an opportunity zone, you can create an opportunity fund and say Company A is in an opportunity zone what they can do if they want to grow and build out if they have a group of investors or if they have capital gains they don't want to be taxed on they can put it into an opportunity fund and pay out of that opportunity fund into that infrastructure and it is set up in a way that if you leave it in for five years you get this much of an abatement off your capital gains taxes if its seven it's even more and if its ten you don't get taxed at all. So that could be a really amazing tool and when we were sitting at this meeting someone said how do we get one and they said if you aren't one now it is too late. So, in the State of Ohio I think I mean, I can't even remember the number they threw out about how many people actually applied, it was highly competitive and I believe only 325 were granted. So, we got ours in lobbied for it, Governor approved it so we are good to go. We have one, Defiance has a strip, Williams County in Bryan has a strip, Fulton County does not have one. Ours being river to Campbells whole property area and straight down the river. Maassel-where is it? Dahl-Ours? Ours is it runs it bridges the river so if you took Campbells that whole property area and went straight down across the river. I can get you guys a map of it, if you ever want, I can come to Council and talk about it. So, I think it is kinda a tool in the future so say if Campbell's, or Keller or anyone within there is thinking hey we are looking at going here or staying here, we can now say if you stay here you can build out, you can take your own capital gains reinvest leave it in there ten years and support your own growth without getting taxed on what you've already earned. Bialorucki asked if Dahl could email that to them with the map. Dahl-absolutely, I mean it is an excellent tool and then the great State of Ohio is trying to make us even more competitive because we are now competing with national opportunities trying to say hey you should come to this specific place because we have an add-on for you. So, Ohio has legislation pending right now where if you come to Ohio and you are in an opportunity zone they will also abate out additional taxes for you so that would even make us more competitive. Right now in Ohio I think there are some zones that are becoming active down around the Columbus area, so we, as in the CIC office, are currently looking at

who and if we would use a company to create our opportunity fund or if we would do it ourselves, there is so much accounting, tax accounting and legal involved that it would probably make sense to pay out to someone to run that fund for us. The other opportunity with it is if someone new comes in and say within that zone in Napoleon you want to do a new industrial park so then you now have the opportunity if there is legislation going through right now if it passes it will provide money for infrastructure for a new industrial park. So I talked to Senator McColley a little bit about that let's get it in early let's plant the seed then you could actually put in an industrial park within an opportunity zone so if a company is looking to build of course they would want to build within your opportunity zone because they can put their capital gains there and then we could use the state money if that legislation passes for infrastructure so then the city, the county or wherever it is located wouldn't have to pay for the infrastructure either. So, you basically have a drop and go kind of industrial park so you would have say carve out the land in the opportunity zone and you have a fund so I can go to and say I know you are an investor I know you guys have a lot of capital gains from last year are you interested in putting them into either a spec building or are you interested or do you know someone who would be and it just kinda facilitates itself and buys down the local entity's costs. Maassel-so what we need first is a new area of the city zoned, annexed in and zoned industrial. Dahl-yea, so there are a few opportunities that I don't want to talk about yet because I don't know how they are going to shake out but it would also cover where that bridge is going so anything kinda that way. Maassel-so this zone includes the river the potential new river bridge towards the big Campbell Soup can or towards the other way. Dahl-Campbells is within the whole zone and it crosses and goes down that way. So there is a lot of potential to leverage off of opportunities. Maassel-we had a big opportunity this year with JAC Products. Dahl-internally in our office we are talking now we really need to go hard after work force and I think with new rooftops going up that is going to help there is also apartments going up, you have housing for different income levels that should help and it should continue to spiral up as long as the economy holds I know inflation is creeping a little bit and I know interest rates are projected to go up two more times within the next three or four months. I think industry is still driving really hard so I think there is still some opportunity we can tap into but we need to work hard on workforce and I actually I did budget at the commissioners yesterday and one of the questions there was are you looking at just retaining our own we really need to work hard at retaining our own but we also need to look at recruiting people in. Mazur-on the housing side forgot to mention earlier, there are some downtown business owners that are interested in converting their upstairs second floors into apartments it'll be a parking frenzy. Bialorucki-Denise, do you have any numbers on your membership from say 2015, 2016. Dahl-yea, I think, so we have been looking hard at our own budget and what we do with our money. Traditionally, the CIC was funded by income from CRAs, Enterprise Zone and other administrative agreements and a lot of those have rolled off. There was never really a big focus on memberships I think in the past and frankly not everyone likes fundraising, I don't mind, I love asking people for money, I won't do it to you today, but I love it. So, when I came back, our membership rate was at about 23,000-24,000 and this year we are at I think we will land in between 50,000-55,000 right now think we are at 45,000 or 47,000, November and December are big push months. We have had several folks that are members that don't live in Henry County offer to do a little peer-to-peer

fundraising outside of Henry County for us. For instance, Bill Rudolph comes over frequently from Rudolph-Libbe and he said is so and so a member if I say no he will say okay I can reach out to them for you. So we kinda double our forces, our board, both Mayor Maassel and Councilman Baer know that we did get out and people from the board as well and went out and fundraised so we have some more income, we are hoping between 50,000 and 55,000 this year and then continue to keep that going up. I believe, I'm not 100% sure on this, but I was told that Fulton County has membership of 160,000, they are very different because they are a private board so we have been talking a lot within our board and executive committee it's really finding that balance so your local members don't get hurt by an outside influence that may be giving you a lot more, so we are trying to find that balance how can we do the best we can do so a local provider doesn't feel like they are competing with a statewide provider, so those are a lot of questions we have to ask ourselves. We could probably raise 160,000 but then there might be some local folks who might not be really comfortable with that. Along with increasing membership. Maassel-one thing that you do that I like, you give preferential time, treatment to members, which I don't think was always done in the past so that has helped a lot on both ends if you want our help it can't be free anymore. Dahl-the past CIC I think there was a gap there that kinda limped along and had to go back to governments and ask for more because they weren't really comfortable and they would serve everybody but the reality is we are non-profit and you can't just constantly give it away. We don't want to see our income go down because someone saying so and so got this and they are not a member why should I be, we do have a nice chunk of members who are just members they don't ask us for anything, they don't need anything they just want to support the community because they know at some point they may pick up a contract off a new company coming in or it may fill their warehouse. Heard a lot of people say this is the best board the CIC has had in a while. Bialorucki- I seem to remember, I think it was at your first meeting you were hoping that you wouldn't need money from the City because of the huge increase, do you ever see that happening, are we the only City in the county that gives money to the CIC? Dahl-no you're not, Deshler gives, Hamler gives, Holgate gives and Liberty Center gives. That is a great question and that is part of the debate that actually started on Monday when you heard Lindsey share her concerns. We could probably completely offload all government funding and just have you join as members if we went the route of either going private or staying a non-profit and doing more peer-to-peer fundraising outside of the county. So, it becomes a comfort level of there can be a perception whether it is a reality I don't know because we don't have it in our county yet that if your biggest funders are from outside of your county they have the biggest influence so, is your county, city, blah-blah-blah being guided by your members who are paying, it is almost like that political thing, like if I give you a political donation then are you going to do what I want so it becomes that dynamic who do we want in control. Best case scenario is we stay non-profit and we can continue to raise that money and it's not in a manner Lindsey Lucas sits on the Executive Board and she was saying you just need to get out there and say you are in this county and you need to join and here is why and this is how you can benefit to avoid spiraling out to a larger community it is kinda like a controlling influence. Maassel-the people I have talked to want to keep it the way it is, because you have to have this organization to promote the small businesses in Henry County and Napoleon. Baer-I agree with your workforce development and I'm still concerned, I mean I'm really

concerned about that area I think that is where the focus needs to be. They are doing another counselor bus trip that went well last year, we have to get that age group too, the people graduating. Dahl-I do believe there are a lot of opportunities there but it is very concerning when you look at the population trend and you look at the workforce trend and you look at the projections of the workforce it is very concerning. Northwest Ohio and Southeast Michigan has some of the highest robotic manufacturing going on and reality is they have to it's not that they are displacing workers they need it to continue to hire other workers so it is a very interesting dynamic will be interesting to see how it all shapes out within the next few years. We are looking at, as you are aware being on the board, we reached out and created a program where Northwest State Community College (NWSCC) has been very gracious and awesome partner and they said they are willing to go in, there is a thing called College Credit Plus, so if you go out to NWSCC and you are going to go to college you can get a certain percentage of money to support college classes so when you actually leave to go to wherever you are already ahead of the game. We met last year with NWSCC, Henry County Means Jobs Ohio and we came up with a plan where NWSCC, Napoleon and I think Patrick Henry all partnered up. NWSCC will go into a classroom at the school and they will do a college credit class course that is more manufacturing related, it takes time to get things transitioned into the system. Dahl-Totally understand public administration spent 25 years in government, if you feel larger cut is necessary, CIC can function but the only thing you need to be cognizant of, like we said last year, 80% of our time came to the City of Napoleon, we need to start maybe discussing okay if we need to cut that is fine, but we talked the other day about maybe moving the CRAs over to the City I mean I can free up that time to go out and fundraise so I'm sure there's some kind of dynamic where we can make sure we have the time to go and raise the money we are going to need and then it'll all work out. Maassel-what do the Commissioners do? Dahl-they matched what they did last year. Currently estimated City 19% Commissioners are in low 30's and CIC 43%.

Five Minute Recess

Council recessed for a five-minute break.

Engineering/Operations Chad Lulfs

Jeff Rathge

9:38 am – 12:05 pm

Mazur there is a lot of salary savings as we have been unable to find an engineer to hire; so we went higher on the contracted services side (100-1700-53310).

Service Building/Properties and Equipment (100-5130)

Overall this went up a little, outerwear is in the union contract.

Service/Streets, Maintenance and Properties (200-5100)

Overall requests are just about same as last year, projected need with the return \$70,000 to the SCMR fund is the street construction maintenance and repair fund and is generated thru gas tax and motor vehicle license plates on a typical year we will subsidize with general fund money, this year are we going to subsidize?

Heath-No. Mazur-we are not going to subsidize through the general fund this year. Heath-or next year. Mazur-unless something happens obviously there are the unknowns, it is difficult to be there but is a good spot to be in. There have been years we had to subsidize the street fund with the general fund.

Comadoll asked salt is \$80/ton right now? Mazur responded actually right now it is over \$100/ton. Rathge added our price with the ODOT contract is \$71.47/ton.

Maassel asked is this a street striping year? Lulfs answered yea, street striping is done in the odd years, there is \$110,000 in the budget.

Travel and Training (200-5100-52000)

Mazur-we have a contract with AMP to come in and do safety training for the Electric and Operations Departments. Rathge commented AMP supplies us with contact time that is good for our licenses and certifications that we carry with the state, we get safety time but can only apply half, it is still time AMP is supplying us.

Service Fees-Professional (200-5100-53300)

some of the concrete grinding is here with the majority in sanitary.

Lulfs added we used a fair amount on Industrial Drive, stone is cheap, hauling is not. Baer asked is there still a light to be put up on Industrial Drive. Lulfs responded the signal pole showed up last week and the base that bolts to the concrete was 45 degrees off so the arm was in the wrong direction. They are to be fixing that.

Comadoll asked if the gas company is going to fix the hole they did over on Haley when they put a gas line up the alley? Lulfs will get with Ohio Gas.

Heath asked if the additional request is going to be addressed. Mazur stated there is a request to put in an extra person in the Street Department. Lulfs said there are two employees in streets and two employees in sanitary, would be nice to have a third body. Mazur commented this is a request by the department, I do not recommend putting in this year, would require a subsidy.

Service/Streets Maintenance and Properties (203-5100 and 204-5100)

203-5100-53630 this is where the street striping is. Rathge noted the ODOT contract is in the 204 account, instead of us making our own brine we will now buy it off the ODOT state contract.

Engineering CIP (400-1700)

Lulfs said he put in a laptop computer with a docking station-\$5,000.

Sewer Camera-\$14,000. Mazur noted this could be cut though he feels it would pay for itself overtime.

Machinery and Equipment (400-5100-57000)

Dump truck, plow and salt spreader-\$170,000, the current plow is worn out.

Maassel asked if the old one had any value. Rathge replied a new floor had to be put in it this summer.

Tree Budget (400-5100-57200)-has been at the same level (\$60,000) for a while.

Sidewalk/Curb Program (400-5100-57400)

This program is for someone who voluntarily replaces the sidewalk in front of their home, if the Code Officer tells them their sidewalk and curb have to be replaced the program cannot be used.

Street Improvements (400-5100-57500)

Raymond Street - with the new senior housing going in, now is the time to do this street, it is a fairly narrow street. Only one sidewalk will be put in, this will be coordinated with the developer.

Haase asked about Trail Drive. Lulfs replied, depending on the numbers, would like to put on the list for next year to widen Trail Drive. Mazur-one concern with starting Trail Drive, there is a new business opening up and would be a disruption for them. Lulfs said Trail Drive could go another couple years. Maassel confirmed, Raymond and Haley for sure? Lulfs responded, unless Council says "no" Raymond will be done.

North Perry Street Improvements was cut by the City Manager.

Multi-Use Path Design-the City received a grant for portions of Jahns Road through the park and possibly up to Perry Street, 2019 is the design phase with

construction probably being an ODOT Fiscal Year 2022 project, ODNr money can be used for design, ODOT money can only be used for construction.

Maassel asked if there is a list of streets for annual resurfacing. Lulfs said when an amount is decided what can be accommodated for the project, we will see what streets can be done and bring the list back to Council. Maassel inquired about Phase 3 of Park Street, Lulfs replied that is a LTCP project and is included in the budget under sewer.

Water Distribution (510-6210)

Comadoll stated he learned something new about water breaks, if you go below twenty pounds have to give notice to the customer and a new filter system has to be put on. Mazur-that is an EPA requirement. Lulfs-we have to let the EPA know when we go below twenty pounds. Rathge-we go door-to-door with notices, the new rule just started October 1st. Mazur-instead of a boil advisory we are required to hand out water filters as a precaution.

Perry Street River Bridge –this year one-half of the hanger was replaced on that line, the second half is in the 2019 budget.

Meters-are being replaced to convert to Advanced Metering Infrastructure (AMIs) that is more robust and customer friendly; however, there is ongoing expense.

Industrial Drive River Bridge Waterline (511-6210-57700) \$400,000

Lulfs-in my opinion, we have to do this. Mazur-there is a flow issue where the waterline runs in front of Campbells to the houses that are on the river that we service. If we get this line across the bridge there will be a 600' section of line that we will have to put in to connect to the other side that is in the county. I have a call into Nick Rettig at Henry County Water and Sewer District to setup a meeting and have not heard back, we will need participation on their end to make the connection, that is very important, especially if there are any industrial customers in that vicinity that would want to use our flow of the water. Lulfs-currently there is not sufficient fire flow to much of anything out there, the neighbors can tell when someone is doing laundry I have had them call and complain, because it is a long dead-end line it is insufficient. As part of the state-county bridge project, will tie onto the waterline on Riverview Avenue then go across the river under the bridge, get it to 110 and from that point to the end of our line the estimated cost is \$400,000. I would like to get ours in first, that way when they do the bridge and get across they can just connect it. I do not want to put a brand new waterline across the river and not have water go through it, water that doesn't move freezes. Maassel asked does both waters flow in the same direction, how do you get the flows to move? Lulfs-the loop will change the entire dynamic the flow is continuously moving depending on where the demand is. Mazur-it is very important that we get some agreement with Henry County Sewer Water District on this line going in. Lulfs-half of that bridge is in the county, the houses we serve out there are not within the City, it is my understanding we have to have permission to put this line in on 110.

Sanitary Sewer Improvements (520-6311-57800)

Clean Water Removal Assistance Program (CWRAP) was put in place to separate storm and sanitary sewers, it is the homeowner's responsibility, the City will pay for 2/3 of the work up to a maximum cost of \$2,500. It's a way to help the homeowners offset some of the costs and keeps storm water out of our wastewater plant.

**New Garbage Truck
Privatizing Refuse Pickup
to Water/Sewer Comm.**

Additional Request

Park Place Phase 3 (521-6310-57900) -total estimated project cost \$1,340,000. This is a LTCP project, we have the Issue II grant of \$325,000 in place, we are working with MVPO on another possible grant source.

Lynne Avenue Improvements (521-6310-57800) - \$70,000 for design east and west of Glenwood, looking to do construction in 2020. Maassel asked if this would be a total rebuild? Lulfs replied yes. Maassel commented, the East side of Lynne will have to be opened up, Lulfs responded, it will get a cul-de-sac, it will be a tight fit and probably won't be to City standards, but I don't have access to Clairmont there is an easement there that is just for utilities.

Meekison Avenue Improvements (521-6310-57800) - \$20,000 for design/update plans. The sanitary sewer on Third Street needs to be rerouted, the line runs down Third Street and goes under the old grocery store plus there is a manhole in the floor of that building. Our plan is to reroute the line down Meekison to the east to Appian, tie into the new sewer put in on Appian and head out to 110, the storm sewer and waterline have already been put in, the sanitary sewer and street needs to be done. Meekison Street is only 19' wide, standard streets are 29' we will not be popular but that street needs to be widened. Everything will be within the City right-of-way, I understand a lot of times there is disconnect between the public's understanding of what the right-of-way is and what their front yard is, we will do the best we can but people will be impacted if we make the street 10' wider. If we are able to get the street 29' wide, parking can go back on.

DeRome Drive Improvements is on radar.

VanHynning Pump Station Replacement (521-6310-57800) – there was \$100,000 in the 2018 budget, after doing the scope of services, we realized there is more to this project than we thought. Currently, we are negotiating the design contract and there is not enough for the design work. Environmental is turning out to be a much bigger deal than originally thought, appraisals will be required for potential land acquisitions, asking to add another \$50,000.

Williams Pump Station Replacement (521-6310-57800) - \$1.5 million will be funded through DEFA. The project was to start this past summer; but, we are still having issues with land acquisition easements. Haase asked why this is considered a wetland, originally it was a clay field. Lulfs-essentially it is a man-made wetland, fortunately it is not an isolated wetland.

Sanitation (Collection & Disposal) Machinery and Equipment (560-6400-57000)
New Garbage Truck for regular refuse - \$180,000

Maassel asked how old is the truck you would be replacing? Rathge replied the backup truck is a 2003 we have put the second floor in it already and the pump is about shot. Lulfs-the one on the street will become our backup and we would get rid of the backup truck.

Comadoll requested discussion on the New Garbage Truck and to look at privatizing refuse pickup be referred to the Water and Sewer Committee.

Additional Request for Full-Time MSWII Position for Garbage Truck

when CCNO guys don't show up we need someone there to do the work. Mazur-if an additional person is hired, are we eliminating CCNO? Comadoll- how are you going to eliminate CCNO with all the projects? Lulfs-the State is taking most of the CCNO guys. Rathge-we have not had CCNO guys on cleanup for two or three years now, we cannot get enough to run the refuse route, we have to pull someone from another department. Mazur-I see this as a non-monetary value in removing CCNO from the refuse truck.

Lunch Break
12:05pm – 12:49pm

Henry County Chamber
Joel Miller
12:49 pm – 1:12 pm

Seasonal Cleanup (560-6410)

Rathge-this year was up a couple thousand dollars, man hours and weight was up a little, we have projected \$62,200.

Sanitation/Recycling (560-6420)

The recycling policy was changed we are no longer accepting glass, recycling came down and garbage went up.

Miller showed some of the different brochures and booklets that are put out for tourists and in the newcomer packets. The planters were moved to the downtown, Napoleon Alive wants to do hanging planters and we will buy those. Siclair said it would be nice to have flowers on the big fence in our parking lot. Mazur-we can do that through the Parks Department. Miller-Mike Willhite is awesome, he works magic with the plants. We help maintain the Christmas lights at Ritter Park and in the downtown and purchase new ones. We want to beautify the areas in the City so when people come here they see how nice Napoleon is, to make it so people want to come back. The Chamber does admin duties for the Fall Festival, River City Rodders car shows. Our events bring people in so we put a strong amount of money into sponsoring events. When you look at our budget, the lodging tax money depends on who comes in to stay in our hotels. Maassel-someone asked me if the lodge tax dollars can be used towards the new pool since it is a promotion. Miller-it would have to be related to visitor's bureau or a tourism related organization we could help with the advertising/promotion the state would frown on capital outlay. The former Best Western at Fuel King is transitioning over to a Holiday Inn. In addition to Ribfest, we are considering having a second large event next year in late September or early October.

Law Department
100-1400
Billy Harmon
1:13 pm - 1:23 pm

Everything is similar to previous years. There is one bump up under investigation I have asked the PD on OVI cases when there is a refusal to do a follow up with a warrant for a blood draw, the county refuses to follow my guidance on OVI cases and blood draws can get expensive.

400-1400-57000 – there are some very old printers that need replaced.

Parks and Recreation
Tony Cotter
1:25 pm – 2:22 pm

Cemetery Operations – (100-4700)

Our cemetery department has one full-time and two permanent part-time employees, they rely on CCNO workers though they are not very reliable. One of the bigger expenses is indigent burials at \$950 each, there was one this year.

Parks/Administration (220-4100)

Cedar Point tickets – that program is no longer available.

Maassel asked, bottom line what is the revenue? Cotter – it will be down with the income tax levy being down by \$30,000-\$40,000. The Golf Course Revenue is up by \$5,000 and the swimming pool is down. Beer sales is a good addition to our operation.

Recreation/Golf Operating – (220-4200)

Canopy for golf outings \$1,000 - did not get purchased this year, we will keep it in the budget for 2019.

Golf Carts - \$12,000

Cart Path Improvements - \$5,000. Bialorucki asked if this would be enough?

Cotter-\$10,000 would be better.

**Additional Request
Cemetery Monument
Repairs, Maintenance**

2:23 pm 5 Minute Recess

**IT
Dustin Tewksbury
Justin Mullins
100-1600
2:30 pm – 2:58 pm**

Clubhouse Porch Extension - \$12,500 – this would extend the porch at the clubhouse so after golf outings we would have an area for the golfers to stay an opportunity to enhance revenue. Comadoll suggested holding off on the clubhouse for another year.

Recreation/Pool Operating – (220-4300)

The pool is what it is, do not anticipate any additional cost other than utilities for additional water loss, we will not know how the pool survived through the winter until March or April when we go in there.

Pump House Catwalk Replacement – \$9,000

the pool has a large filtration pit to service the pump and valves, the catwalk is steel framing that is all rusted and needs to be replaced. If we don't build something new, this will need to be fixed for safety reasons.

Comadoll asked what emergency repairs did Tom have to do? Cotter- the circulation pump quit.

Recreation/Parks and Programs – (220-4400)

I was informed by our fireworks contractor he will be raising costs 10%, he buys the fireworks from China is the reason for the increase.

The dog park is going well we have over 100 members.

Mazur-\$3,000 was added for disc golf at Oakwood Park. Disc golf and pickle ball are two of the fastest growing programs and are low maintenance. I have been asked by a few people if we are going to start a disc golf course.

Bialorucki asked what about having sponsors to help with the cost of fireworks?

Swimming Pool – a decision will have to be made soon.

Leak Detections and Repair-\$10,000. Emergency funding source if operate in 2019.

Pool Reserve Fund – \$25,000 we will continue to save for renovations like there is no levy. Baer – we are taking some money out of this fund for design of the new pool. Cotter-right.

Machinery and Equipment (400-4400)

Pickup Truck for Maintenance Foreman \$28,500. (Cut by City Manager) Cotter- We can manage without the truck this year but you will see it next year.

Cemetery CIP (400-4700) – \$10,000 zero turn smaller mower is replaced yearly and one of the mowers is rolled down to the parks.

Mazur- I added \$8,000 to cemeteries as a maintenance item, there are maintenance and upkeep items at Glenwood Cemetery, the monument on the mound is starting to show it age, it is the City's duty to take care of these.

Bialorucki-is this the year to start this when we are asking everyone to cut.

Maassel-add this to the Additional Request list.

Council took a five minute recess.

Personnel wise we have two full-time employees.

2018 highlights: installed new door system, security groups for each department, moved from IceWarp to 365, hired Justin, beginning to assess IT structure, things are working well not what we want, everything looks good.

Mazur-one of next year's goal is to set up a disaster/recovery plan, we don't have anything in place right now. Will need new servers, all our warranties with current stuff has expired and the companies do not renew service contracts, the server room is not temperature regulated, our website is not user friendly, these are aggressive but doable goals. There are other networking things city wide, communication items and fiber optic communications that are important.

Now that the NCTV contract will be dissolved with the school, the NCTV funds need to be appropriated over to MIS to be part of that operating budget, the cost to put in the new camera was \$4,500. Bialorucki-where will the rest of NCTV money go? Mazur-into the fund balance. Other costs to have the council meetings on social media include: Archive Social \$1,200/year takes care of all social media retention schedule, \$2,000/year for maintenance or converter software, You Tube is free. It was discussed and decided for now just Council meetings will be taped.

Phone system—we will be getting everything ready to purchase phones and deploy them, the current monthly bill is around \$3,800 with the new phone system that should go down to \$2,000/month.

CIP (400-1600) looking at initial purchases for outdated equipment.

Web design will be contracted out with Concrete5.

Bialorucki-we have not heard anything yet about the City moving from this building, do you see that happening anytime soon and if it was to happen how many years before that would happen. Mazur-Five years. Bialorucki-it's like the pool that may be torn out, let's not spend a lot of money if we could be moving. Mazur-my goal would be to get everybody in position to move the City Building off of the riverfront. We had a setback this year with the Master Plan not getting done plus we have the income tax refund to make.

Mayor
100-1200
2:58 pm - 3:04 pm

Travel/Training – Mazur I will refer to a Bisher comment *you can't use money to lobby but you can have a figure to lobby for the City*, even if it is just a trip to Columbus. Maassel-a lot is used at the APPA Conference to help us lobby for our local issues. There is an additional request for nicer folders when I present Proclamations.

City Manager
100-1300
3:05 pm – 3:14 pm

Personnel Side is up because the new person we hired is on our insurance. We get a lot of things from ICMA and OCMA I have not attended conferences but both Police and Fire do use webinar type trainings. CodePal is outdated software that was used by building and has been eliminated. I cut out the Facility Management System, I did put in \$12,500 for grant application fund as sometimes grants just pop up. The downtown revitalization grant and neighborhood revitalization grant we went thru Maumee Valley Planning, Holgate hired Poggemeyer and received funding, we did not.

Wastewater Treatment
520-6300
Dave Pike
3:14 pm – 3:48 pm

Overall was a pretty good year, we did not have any violations. Last year there was a request for digester cleaning, that did not happen due to the primary digester issue we had, reverted back to fund balance and put in request for 2019 budget. NPDES Permit renewal has to be sent in by the end of this year, expires in June. Money had to be transferred out of 520-6300-53610 to pay for digester repair and mixer cover. Mazur-\$4,200 was budgeted and \$17,000 was spent. A geo bag was put out to help elevate the solids issue at the WWTP. Pike-if we do not meet 38% reduction requirement on normal sludge will have to go to the landfill. Mazur-everything is aging and needs repairs. The pumps were cut will need to do at some time, we may be able to roll into the rehab project. Did add level sensor for sludge pressure. Pike-that is more of a safety issue so the guys don't have to climb down the ladder into tank. Mazur-Item No. 11 engineering for primary digester repairs, digester rehab is part of Phase 1 of WWTP Rehab, would like to see if can be added, this is a must do. The repair of the actual digester is in here the big question is if we can get it into the current DEFA application or will we have to wait until the next application in March, the design will not be done

until then. Hope to apply in March to cash flow rather than debt out. Phase I is head works cost estimated at \$4-\$4.5 million dollars, is a need not a want. Phase 2 and Phase 3 are big unknowns and do not want to put in yet. Maassel-is there a projected payout for Kent? Pike-he doesn't have an idea, he said if he's here in January he will be here all year. He has 8-year old grandchild he has custody of think is part of that. Maassel-are you still ground applying on fields? Pike-as long as we can we will, it is the cheapest option, landfilling is expensive. November 15th is cutoff until mid-March. Mazur-bio-solids management at some point we will not be able to land apply anymore they go after point sources, wastewater treatment plants are a point source, if the farmers don't want to take it anymore we will have to start taking to the landfill, that would be a pretty significant expense. There is a way to manage those solids offsite on our own, you would combine them with composting material, any kind of solids from water plant that can be turned over and used. Pike-as far as solids management City is on verge of having to landfill it, we may want to look at alternatives. Mazur-we pay \$8,000 to have someone haul away our leaves, if we had a facility where we could windrow and compost the leaves and blend bio-solids with other materials we could generate 1,000-2,000 lbs. of material that could be used and/or sold.

3:50 pm 5 Minute Recess

Council recessed for a five minutes.

Water Treatment

510-6200

Jeff Weis

3:57 pm – 4:48 pm

Mazur-there have been some big changes at the Water Treatment Plant and there are many unknowns. This is Jeff Weis, he is currently the Acting Superintendent, the WTP is short staffed, we are trying to hire people. Weis- in 2018 we had a ginormous accomplishment, through the entire project we continued to make water and stayed compliant through the whole process and now we have a nice pretty water tower.

A line item was added for Intake and MIEX buildings (510-6200-53113), currently WTP does not pay for sewer. Comadoll-why did that never happen? Heath-do not know why did not get charged. Mazur-too drastic of a hit to put all of the WTP on right now we have to plan and budget that amount in, we do not have firm number.

Sludge Lagoon Cleaning (510-6200-53300) – 70%-85% lime sludge in three lagoons, not able to get quick removal with alum on top need permission from EPA to land apply and can only do until November 1st working on cheapest solution. Maassel-next time lagoons get cleaned is that the end of them? Weis-that is the hope. Mazur-solution to re-use lagoons still would require maintenance of lagoons, looking at cleaning one lagoon until we get a more permanent issue. Asset Management Planning cut, will follow thru with restructuring. Weis-I have done a lot by myself because of the EPA requirements. Mazur-the WWTP has a good succession plan, good operators, it is a better place to work at. WTP cannot get away with as much, at the WWTP if something goes wrong it spills into river, things cannot go wrong at the WTP.

Contract Maintenance-Buildings (510-6200-53610) we are finding out running the plant is easier to do with a service agreement with Koesters, you can call them to have them come up with a solution, there are a lot of unknowns, they have been great helping at any time of the day or night. We are taking security measures, tagging valves to prevent something being sent through that should not be, could cost \$125,000 vs. having someone from Koesters come here for \$8,000 feel in couple of years can move away from that kind of expense, my

4:34 pm

Mazur-I cut the mower. Weis-pigging of Wauseon line needs to be done every other year and at least once every five years, we dig down and pull the pig out, the pig pulls debris off the internal line, if the pig gets stuck we have to find it, dig it up and pull it out. It is overdue, would be afraid not to do it. Mazur-in few years our contract with Wauseon will end. Weis-

Baer and Maassel Left.

Weis-Additional Request- Scott added a position. Mazur-I cut this, we do not need to move forward with this yet until the superintendent position is filled, we need to build a better culture at the WTP. The proposal is for a Superintendent, Chief Operator, Supervisor and three operators. Operation at the Wastewater Treatment Plant is an easier process and only has one shift. At the Water Treatment Plant, they work staggered shifts and the complexity and responsibilities are vastly different. Weis-day starts at 5:00 am to 5:00 pm plus there is a minimum of eight hours on weekends. Heath-overtime is not budgeted. Mazur explained it is a staggered shift they work. One last note on the WTP and WWTP, WTP gets raw end of the deal on a lot of things and that is why we believe there is such a high turnover. Weis-I have been here seven years and have trained five or six people and I have been a part of eight or nine transitioning. Mazur-the turnover rate at the WTP is higher than any other department, we hope to be able to turn a new page. Weis-a lot of people do not realize what it takes to work at a WTP you work shifts, you work on weekends by yourself and a lot of people do not like taking on that responsibility you have to care and you do not find that with too many people. We need experienced people that know what it takes to work at a WTP. We have to find people that care about what they are doing, the same goes for advancing an operator. We can't keep doing that. Mazur-no one wants to take on that responsibility. Brad Peebles at the Village of Delta almost had his Council convinced they need to let Wauseon or Toledo run their WTP.

Motion: Comadoll Second: Haase
to adjourn the City Council meeting at 4:50 pm

Roll call vote on the above motion:

Yea-Bialorucki, Mires, Haase, Siclair, Comadoll

Nay-

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

15 of 15

CITY COUNCIL
SPECIAL MEETING MINUTES

Saturday, November 10, 2018 at 8:00 am

PRESENT

Councilmembers

Joseph D. Bialorucki-Council President, Daniel L. Baer-Council President Pro-Tem, Travis Sheaffer (arrived at 8:07 am), Jeff Comadoll, Jeff Mires, Lori Sicclair, Ken Haase

Mayor

Jason P. Maassel

City Manager

Joel L. Mazur

Finance Director

Gregory J. Heath

Assistant Finance Director

Christine Peddicord

Records Clerk/Recorder

Roxanne Dietrich

City Staff

Dennie Clapp, Electric Dist. Superintendent

Clayton O'Brien, Fire Chief

David Mack, Chief of Police

ABSENT

Call to Order

Council President Bialorucki called the Special City Council meeting to order at 8:00 am.

General Government
100-1900

8:00 am – 8:18 am

Mazur started with the 100-1900 General Government. Maassel said the Senior Center is not us anymore, right? Mazur-that is correct, we may be able to zero that out, I will check.

Street Lights/LED conversion is about 60% complete, the impact is about \$20,000 a year, when the project is completed you should see a yearly savings of about \$35,000-\$40,000. The new LED lights have a ten-year warranty the payback is about five years. Bialorucki commented that Clairmont to Woodlawn is really dark and some of the sidewalks are in need of repair is not good.

8:07 am

Sheaffer arrived.

Maassel asked if the fireworks number had the updated cost. Mazur-it does not.

Electric Department
500-6110

Dennie Clapp

8:19 am – 9:37 am

Mazur-we completed the sale of the Northside Substation at just over one million dollars, that is back in our reserve fund, we just finalized Amendment No. 1 to Napoleon Solar Field Contract Phase 1 with AMP, now we can pay down the remainder of debt estimated at \$1.8 million, this will help reduce rates a bit, the reserve account is around \$5.5 million. Some of the large capital projects are: replacement of substation transformers at a cost of \$1-\$2 million dollars for each, they are working but are old, they have been well maintained. Clapp-with the City growing we need to get the transformers changed out, we have to make sure we can do the switch-out one at a time without putting anyone out of power when we are doing maintenance. With the new bridge going in we have transmission and two-12.47 underbuilds and multiple fiber optic cables that are right in the center of the round-a-bout, we hired a consultant engineer. I talked to Tim Schumm he said they will reimburse us for the initial \$5,000 requested to get going. The State came to us with the plans and told us this needs to be moved. We do not have the equipment to move big transmission poles they all have to be moved to the North along the railroad property and 1,000' each way from the intersection. The work will be contracted out, the county is to pay for it.

Maassel-all costs taken on by the bridge project, the county is paying for all?
Clapp-yea, I have to have the preliminary numbers in by next week so they can submit them. The County has a grant for construction the rest will have to be paid out of their bridge fund to move all those utilities.

Mazur-our Electric Department got awards at the AMP Conference; Greg Kuhlman received the Hard Hat Safety Award. Clapp-and the department received a safety award for having a year with no incidents, though we did have one little incident where a guy had a secondary flash burn on his face.

AMP and APPA Conference, Workshops.

Bialorucki-who would be interested in going to any of the conferences? I would like to go to the Legislative Rally, when we wait until the last minute to buy plane tickets they are more expensive. Sheaffer I will go I am the OMEA Rep, I drive to DC, I do not plan on going to the summer one. Mazur-the Legislative Rally is in late February and APPA is in June this year it will be in Austin, TX. Sheaffer-the Legislative Rally depends on numbers. Mazur-we can use the numbers when we meet with our legislators. Mazur-there is the AMP Conference in late September too, 2020 will be an important year as both our AMP Board and OMEA seat will be up. They are thinking about doing a Legislative Rally kind of thing at the Statehouse next year, especially with the kWh tax under attack and there is a lame duck session. Baer is interested in the AMP conference in September and Siclair in the L&R in February.

Bialorucki asked why are your phones costs are so high? Clapp-we pay for cell phones for myself, Greg Kuhlman, Mike Dietrich and substation person and any long distance calls I make at my office when I don't want to use my cell phone, the North side sub had a phone line we canceled that last week. Bialorucki asked Clapp to take a look at this. Maassel noted the 2016 number was more realistic. Clapp-when Todd went to Orlando, Florida he used hot spot to keep track of things. Sheaffer suggested looking at a Verizon jet pack to keep at the office for when extra data is needed.

AMPGS (500.6100.53300) - \$30,760 is for special services stranded costs, if they sell the land we will have to pay it off at some point.

Bialorucki asked what is the \$8,000 is for? Clapp-there is a lot of maintenance on the doors coming into the garage, they are going up and down all day long.

Mazur-we added \$3,300 to 500.6110.54200 to figure out a way to convert a couple of street lights to smart street lights to monitor traffic, they are very high tech, they have cameras too but I'm not sold on that, do see a value in the traffic counter to monitor traffic flow. Clapp-a bigger cost would be communication from light to cable fiber. Off of Road Z we are having problems with the buried underground line. Transformer costs have shot up dramatically think that could be due to all the storms there have been – cost difference is \$10,000. Overhead utilities are constant maintenance, with the oncome of electric vehicles have to upgrade the line size on overheads. Greg still has to figure out the kWh tax.

Comadoll asked what is going on with lights at Industrial and Independence?

Mazur-the one they brought in was built wrong, have to fabricate a new one.

Clapp-Cabinet at Riverview and Perry \$25,000 (500-6110-57300), the one at Snyder's has the original pad and the whole pad is cracked, it needs to be dug out, the cabinet fixed, a new pad poured and wire transferred into new pad.

Purchased Power (500-6111-53100) Greg does not have number from AMP, \$11,871,000 year-to-date. Heath-probably closer to \$15 million to be safe, that number gets passed down to customers.

9:38 am Recess

Fire Department
Chief O'Brien

100-2200

9:45 am – 10:42 am

CIP 503-6110-57000

Line Truck Replacement #56-\$300,000. The current truck does not have enough guts. Maassel asked if this the oldest truck you have on the line. Clapp-believe so. Maassel-does this number include all costs? Clapp-it includes everything, my guys like the truck Bryan has.

EV Charging Station-\$14,700. Bialorucki-what's the benefit to the City by putting a charging station in? Mazur-it gives us location. Sheaffer-what connectors would you put on? Mazur-this amount would allow us to have two, it's an opportunity for people who come here and provides us education on technology. Every auto maker is converting over to electric vehicles. There is a business owner on Scott Street who wants to put in a charging station.

Council President Bialorucki called for a Five Minute Recess.

Continuing Education (100-2200-52000) have to do fire training each year.

Communications Equipment and Maintenance (100-2200-53200) last year only spent \$7,500 on radios, knew we were going to get new ones, this account is usually used more for maintenance of items. **Professional Services** (100-2200-53300) all firefighters have to have a full 1582 physical and that does cost a little more. Bialorucki-is there any way we can to combine the physicals with the health care we are encouraging? O'Brien-this year they are allowing us to use the physicals so they don't have to go to their family physician for another physical; but, with the new one that will not be the case. Mazur-main reason is they want employees to develop a relationship with their family doctor.

Bialorucki-bloodwork is done by their family doctor the results are not going to change because they go to another place to have the tests done. O'Brien-actually we have a trailer that comes here they don't go to their family doctor, the cost of the physical has been around \$300 and I checked locally, the 1582 physical would cost \$1,000-\$1,500. Mazur-can the wellness physical count for Fire? O'Brien-the wellness does not cover everything that is included in the 1582, I can ask Lanie. Will depend if family doctors can perform all the tests. Mazur-we have the Accuvate Clinic opening up at the old Buckeye Launderers. O'Brien-I have been trying to get them for years, they don't have every single medication but they have a lot, I suggested Morgan look into this two-three years ago. Comadoll-no major purchase? O'Brien-no, next year the turnout gear will be ten years old and expires, we plan on applying for a grant, AFG is not willing to fund turnout gear that is ten years old it has to be 14 or 15 years old, we have a lot of old turnout gear in the back. The training facility is used quite a bit we have not done any major burns.

210-2200 EMS Transport

Professional Services - AccuMed \$27,000, is our billing company we have to pay 6% on anything we get, were paying 6.5% with Med3000, the higher number means we are collecting more. The Medical Director went up a little but we are getting more out of him.

EMS Operating Supplies – a list is put together and we keep track of every single item, we put out to different vendors to get a quote for the year, we buy everything at the beginning of year it saves on shipping plus buying in bulk gets you a better price. We do use lot of narcon but we do not pay for it because of

Police Department
Chief Mack
10:46 am – 12:12 pm

our partnership with Henry County Health Dept. The Health Department received grants and we are able to use them, that helped us and the PD.

242-2200 Fire Equipment Fund

Active shooter equipment, water rescue equipment, stuff that is not used much but would need if there was an incident.

Maassel asked, you are not going to replace the ladder truck? O'Brien – if we were to replace the just ladder truck we'd be looking at \$3 million, we can go with a quint that is both an engine and ladder truck at a cost of \$1.5 million, why maintain all this apparatus when we are relying on mutual aid so much. The quint would be the first truck to go out and there would be an engine and ladder truck on the scene. Rossford has a quint, I was sold on it after attending the Fire Chief's conference, they have a 105' to 107' Pierce Ascender on single axle only thing we'd lose is amount of water, NPA just came out tires have to be replaced after seven years, all-in-all would be more efficient to have just one truck to maintain. 2022 medic units \$120,000 have two Braun ambulances are getting little tattered hope to make it until 2022.

Turnout Gear \$150,000 for next year AFG grant is 10% match, way more liability than a seven-year old tire.

Mazur-last year we proposed \$90,000 for the fire equipment fund, this year \$95,000 will be put in, will keep adding another \$5,000 each year to keep building up the fund, the proposed lease/purchase of the Quint is by 2027.

Something to keep in mind, hiring Part-time Firefighters and having a part-time Fire Department is becoming a thing of the past due to time commitments from home and work life, employers are not allowing people to leave to respond to incidents, we did propose changes to the part-time fire scale eliminating the probationary to attract more part-timers, we have less and less part-timers on our staff and they are not responding to calls. One individual has only responded to eight calls this year and lives very close and works in town. We pay for their turnout gear and education. O'Brien stated most of the time during the day we have enough staffing, I have drafted a policy that part-timers that sign up need to be more involved at night, one person makes a world of difference. All members are required to meet 75% of training and now they will be required to make 75% of on calls. Critical safety service is part of the organization, at night time the guys have to sit and wait hoping someone will show up. Comadoll said we are relying on Ridgeville quite a bit. O'Brien replied they have employers that will let them leave without using vacation, they have a lot of community support over there. We are working with Four County to have a firefighter test at Level 1, testing at Level 2 is setting high schoolers up for failure, these are the individuals we want to hire whether they are local or not. Maassel asked when you get a new part-time are you keeping them? O'Brien, we are not, we are trying to get the word out if you want to be full-time you have to start at part-time, the pay scale was hurting us, with that changing it our hope we can keep them longer. If we were to move to an additional full time and not require EMT we could have a Firefighter 1 before an EMT.

Chief O'Brien-I really appreciate the support from Council and the City.

Maassel stated the man-unit is good dollars spent.

53200 Service Contract Communication - anticipate cost \$1,720 for about 43 radios, we may keep one MARCS radio/license.

**Additional Request
School Resource Officer**

53210 CMI Software is up a bit, we bought CAD software licensing for Dispatch and increased software support at Dustin's recommendation. Steve Campbell and Associates is the company's new name they record everything the City does. Lexipol is finally up and running, we have over 90% exposure rate, our line of work changes drastically. The National Testing Network (NTN) worked well for us, we will have hiring to do next year.

Baer said, where is your department staffing level at with the gentleman you have ready to retire? Mack-we've tried to manage the overtime, we've been short on dispatch for some time, patrol staff has been down since June 1st Mike Foreman has announced he will retire on December 22, 2018, it takes two to three months to replace an officer and then there is 12 weeks of training. Comadoll asked about bringing Schultheis back to help. Mack replied what we run into is contract and seniority issues, Kevin was moved around a lot in that six months and had a lot of eight-hour turn-around shifts, said he was not interested in doing again, he is a team player.

54800 Supplies—Uniforms. In prior years a flat number was put into this account, with the last contract negotiation, the numbers were adjusted to an additional \$3,800 for officers and dispatchers and another \$1,200 for the two detectives. We have really increased our presence in the community, we are doing more public relations.

Additional Requests—are low cost request with a very high impact.

All the area schools want to start having a school resource officer, Napoleon Area Schools would contribute 75% of total wages and initial cost of equipment.

Maassel asked if we would have to hire school resource officer? Mack—we would need an additional officer, currently we have criminal complaints two to three times a week at the school, during the summer time, we would use the officer for summer safety instead of using our road guy and would also be utilized to help reduce overtime. I will need to talk to the Sheriff, he could possibly take over the DARE program, the ADAMHS board helps fund the DARE officer. We also have to pay overtime for football and basketball games, this person could be used for these too.

Baer—would be very beneficial I am an advocate. Mack—we are still in negotiations with the school, it's a hiring thing for next school year. Bialorucki another positive goal could be to encourage kids to go into police work. Mack—OPOTA is concerned with the gap from high school into police work, social media is not helping us, we are seeing a eduction of people coming into the force.

**Additional Request
Create Sergeant Position**

Second Additional Request would be a Promotion/Creation of New Position. Want to restructure our department, since 1995 there has been talk about transitioning a Lieutenant to a Sergeant, by promoting believe this will help solve the command control. I recently lost a patrolman from not having anywhere to go. This position would help me manage and get the road guys back on the road. Sheaffer asked if this would be a union position. Mack replied as of today no. Mazur stated the union will grieve it. The person would be like a crew leader, but would still work. Mack—our call volume in 2015 was 1,130 as of date, we are at 1,304 we are not asking for an extra body, would be taking a union position and making it a non-union position.

Code Enforcement 100-2101

Last year Kevin Schultheis was hired as the Code Enforcement Officer.

As of November 1, 2018 he received 314 calls and filed 90-100 charges with a 70% compliance rate, many are repeat offenders.

Additional Request
Clothing for Code Officer

Additional Request Canine Unit

Budget Facility Assessment

**Next Meeting Set for
Monday, Nov. 26, 2018 at
6:00 pm**

Motion to Adjourn

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Records Retention: FIN-33 Permanent

Passed

Yea-7

Nay-0

Roll call vote on the above motion.

Yea- Bialorucki, Sheaffer, Mires, Haase, Siclair, Comadoll, Baer
Nay-

Adjournment

The City Council meeting was adjourned at 12:17 pm.

Approved:

December 03, 2018

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk

CITY COUNCIL
MEETING MINUTES

Monday, November 19, 2018 at 7:00 pm

PRESENT	
Councilmembers	Joseph D. Bialorucki-Council President, Dan Baer-Council President Pro-Tem, Jeff Comadoll, Jeff Mires, Lori Sicclair, Ken Haase
Mayor	Jason P. Maassel
City Manager	Joel L. Mazur
Finance Director	Gregory J. Heath
Law Director	Billy D. Harmon
Records Clerk/Recorder	Roxanne Dietrich
City Staff	Dave Mack-Chief of Police
Others	Newsmedia, James Martin, Molly Knepley, Dr. Mike Carpenter, Kelly Sonnenberg, Heather Gallagher, Dawn Carter
ABSENT	
Councilmember	Travis Sheaffer
Call to Order	Council President Bialorucki called the meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance.
Approval of Minutes	Hearing no objections or corrections, the minutes from the November 05, 2018 City Council Meeting stand approved as presented.
Moved Item J.3. Swim Pool Comm. Recommendation	Council President Bialorucki moved up agenda item J.3.-recommendation from the New Swimming Pool Aquatic Facility Commission. Mazur reported the Parks and Rec Committee of Council met earlier tonight to discuss the new Aquatic Pool Commission's recommendation for a new pool facility. Peterman and Associates has been retained to complete a preliminary design and give us cost estimates. Cotter continued the New Swimming Pool Aquatic Facility Commission met twice and came up with the following features they would like to see in the swimming pool, including a zero entry area, splash pad features, a centralized larger spray fountain, two slides (one spiral and a speed slide 25'-30' in height), a 25-yard competition pool with 8-lanes, a new pump house and bath house, and a clubhouse addition, outside of the pool are shade structures on the deck area. The initial cost estimate was about \$4 million, the demolition cost can be reduced as the City has a way and place to haul concrete, the splash pad items on the deck area were removed to reduce the price, the Commission recommended Option 2 that includes both the bath house and club house at a cost estimate of just over \$3.5 million. Mazur added the Commission recommended to finance the project and to move forward with a 1.9 mill property tax levy to go on the May 7, 2019 ballot and put a cap of \$3.5 million on the project cost.
Citizen Comments	James Martin. I am a new resident here in Napoleon. I am a retired director of Lorain Metro Park District during my 20 some years we built two recreation complexes. I want to impress on Council you are smarter when you build a second one, you don't have experience in building these things, this facility should hopefully last 25-30 years. I went to Tony and the City Manager, I'm

retired and this is very near and dear to my heart. I expressed my concerns I talked about technical issues, there are a couple of critical points that are the difference between a good and a great facility and that is the attention to detail. Your job is to make sure this is built and ran as efficiently as possible, as a taxpayer I would like to see a facility that does not lose as much money and I want a facility that is as safe as possible. My pet peeve is the family changing room the engineer only put one in I highly recommend more family changing rooms and reduced shower space. They are off to great start I'm here to endorse the project I think it is a great project and will vote for it; but, I encourage you to stay on top of him to make sure he is dotting his i's and crossing his t's, I'd be happy to answer any questions.

Molly Knepley. I have had the honor to serve on the commission, I thank Tony for the hard work he has done, the details need to be worked out, I'm excited about the motivation we have going. I work at Henry County Hospital and patients are coming in and talking about this facility. Bryan and Bowling Green said for the swim programs you have here and for the state recognition that you have, this facility is sub-par at best, that takes the wind out of your sails. We appreciate any support we can get and the commission will plug away at and do the best we can to pass the levy.

Dr. Mike Carpenter. I have a business in the City and this will cost me money; but, I don't care about that. I think this is super important for the community to go forward, are you going to decide to let this community die or invest and draw more people here, Napoleon has a nice new school, we have a lot of business and projects coming in, to draw that you have to have something like this. We have a chance to do better than surrounding communities, to do something right you have to hire a lot of people and have a reason for them to come to Napoleon and be happy here, this would be something that would help set Napoleon apart and make it way more attractive for people. The pool we have now is a mess compared to what this would be, I think you will see attendance go up dramatically and more county residents will come to town to use the pool and go to restaurants, it would be a snowball effect. I understand this is seasonal you make the most of that, I'm a non-resident but have a business in town and people who work with me are residents and we support this.

Kelly Sonnenberg – I went to Joel back in July and approached him about this, I used to be a resident of Napoleon, my husband and I lived in Columbus for seven years, we have three daughters ages 14, 6 and 2. Once we moved back to Napoleon the pool is one thing that stuck in my head as we continued to live here. I'm a good friend with somebody that used to be on this board and he give me direction on what to do and how to go about it I wanted to thank all of the people who joined and listened we have a lot of awesome people who are taking the right steps and contacting the right people and I just hope that people see the importance of this with the difference of the people in our town you have the younger generation, you've got the mill, you've got the older generation, I just hope that everybody sees the importance of this if they want to keep Napoleon the great town that it is, if you want your grandkids to continue to stay here if you want people to come back here if you want your businesses to continue to boom, if you want everything to flourish the way it is I think Napoleon is a great

**Motion to Direct Law
Director to Draft
Legislation**

Discussion

Passed
Yea-6
Nay-0

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

Citizen Communication

Dawn Carter I'm curious about the pool being on the May ballot will there be other things on the ballot or is it a special levy? Maassel responded May is typically a primary and we are assuming there will be other things on the ballot. Carter-I know it would be a huge cost if it is a special thing and in my opinion that should be considered is a costly matter, I assume the City pays the County. What I'm really here about is the yard waste site. I don't get the newspaper and don't listen to the radio I'm concerned over what I heard. I owned a house in Napoleon for 25 years in the city limits. In June we moved outside of the city limits, I have paid city taxes, city utilities, paid into this community, put in a lot of time toward civic and religious organizations and it really bothers me that I am now unable to bring my yard waste into the City after 27 years I have been utilizing it and now I live three miles out of town and cannot use it anymore when I have always done that. I have a friend who works in town for 28 years and brings her yard waste with her when she comes to work and she lives outside of town. Know is a County/City issue over what appears to me is \$4,100 what can I do at this point to help situation. Bialorucki stated he was not happy being put in a position to make a changes but unfortunately we were. You can use the facility for \$60 a year, we have to be fair to the city tax payers who are paying for the facility. Carter-will you give me a pass or how will it work, what happens if we get caught, will there be a learning curve? Mazur-there are multiple ways that this can be handled, yes there is a penalty section, it is a minor misdemeanor with a fine of up to \$150. Carter- would it do any good to talk to the Commissioners? Maassel-I'm sure the Commissioners would welcome public input on their end. Carter-it seems like such a teeny tiny amount of money. Haase replied \$0.23 per resident in the county.

Committee Reports

Electric Committee meeting for November 12, 2018 was canceled at the direction of the chair.

The **Water and Sewer Committee** did not meet on November 12, 2018 as the meeting was canceled by the Chair.

Municipal Properties, Building, Land Use and Economic Development Committee met on November 12, 2018 and heard the second review on the NORA project.

**Introduction of
Ordinance No. 063-18
Supplement No. 4**

Council President Bialorucki read by title **Ordinance No. 063-18**, an Ordinance Supplementing the Annual Appropriation Measure (Supplement No. 4) for the Year 2018; and Declaring an Emergency.

Motion to Approve First Read of 063-18

Motion: Baer Second: Haase
to approve First Read of Ordinance No. 063-18.

Discussion

Heath said the Ordinance on transfer of funds has to include the dollar amounts that are in Ordinance 065-18 that refers to income tax refunds need appropriation to make payment this is transfer of appropriation not supplemental appropriation another piece of legislation will be needed or can modify attachment. Mazur confirmed you want Council to make a motion to amend this Ordinance to include Attachment A in Ordinance No. 065-18 to include that amount? Heath said yes.

Passed
Yea-6
Nay-0

Motion: Comadoll Second: Mires
to amend Ordinance No. 063-18 to include Attachment A from Ordinance No.
065-18.

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

Motion to Suspend the Rule on Ord. 063-18

Motion: Comadoll Second: Haase
to suspend the rule requiring three readings of Ordinance No. 063-18.

Passed
Yea-6
Nay-0

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

Passed
Yea-6
Nay-0

Roll call vote to pass Ordinance No. 063-18 as amended under suspension and emergency.
Yea-Mires, Haase, Siclair, Comadoll, Baer, Bialorucki
Nay-

Introduction of Resolution No. 064-18 Contract with ODOT for Salt Brine

Council President Bialorucki read by title **Resolution No. 064-18**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Salt Brine in Cooperation with the Ohio Department of Transportation (ODOT); and Declaring an Emergency.

**Motion to Approve
First Read of 064-18**

Motion: Haase Second: Siclair
to approve First Read of Resolution No. 064-18.

Discussion

Mazur reported this legislation allows us to enter into a contract with ODOT to purchase salt brine as needed. Lulfs noted ODOT is able to make the brine cheaper than we can, we do not have to buy from ODOT; but, this gives us the option if needed.

Motion to Suspend the Rule on 064-18

Motion: Comadoll Second: Haase
to suspend the rule requiring three readings of Resolution No. 064-18.

Passed
Yea-6
Nay-0

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

Passed
Yea-6
Nay-0

Roll call vote to pass Resolution No. 064-18 under suspension and emergency.
Yea- Mires, Haase, Siclair, Comadoll, Baer, Bialorucki
Nay-

Introduction of Ordinance No. 065-18 Appropriation Transfers

Council President Bialorucki read by title **Ordinance No. 065-18**, an Ordinance Authorizing the Finance Director to Make Appropriation Transfers from Respective Funds, Departments and Categories to other Funds, Departments and Categories pursuant to ORC Section 5705.40 for the Fiscal Year Ending December 31, 2018; and Declaring an Emergency.

Roll call vote on the above motion:
Yea-Mires, Haase, Comadoll, Bialorucki
Nay-Siclair
Abstain-Baer

Council President Bialorucki read by title **Ordinance No. 060-18**, an Ordinance Enacting Napoleon Codified Ordinance No. 339.13, Special Engine or “Jake” Brakes.

Motion: Comadoll Second: Haase
to approve Third Read of Ordinance No. 060-18.

Harmon stated there have not been any changes to the legislation.

Roll call vote on the above motion.
Yea- Mires, Haase, Siclair, Comadoll, Baer, Bialorucki
Nay-

Council President read by title **Resolution No. 061-18**, a Resolution Appointing an Alternate City Representative to Serve on the Board of Directors of the Buckeye Ohio Risk Management Association (BORMA), Amending Resolution No. 076-10; and Declaring an Emergency.

Motion: Comadoll Second: Mires
to approve Second Read of Resolution No. 061-18.

Mazur said he has nothing new to report.

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

Motion: Comadoll Second: Baer
to approve the November 2018 PSCAF as three month averaged factor \$0.01500,
JV2 @\$0.026645 and JV5 @\$0.026645.

Mazur reported it appears the electric rates are starting to levelize to the new norm when the hydro plant debt kicked in.

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

Motion: Comadoll Second: Haase
to approve amending the City Investment Policy to align with the ORC.

Harmon cited at the last meeting it was directed to have legislation drafted, that is not necessary, a simple motion will suffice.

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

Motion: Haase Second: Comadoll
to approve the specifications and go out to bid for the chemicals for the Water Treatment Plant and Wastewater Treatment Plant FY2019.

Mazur noted this is the annual chemical bid for the Water Treatment Plant and Wastewater Treatment Plant. At the beginning we were told there would be higher expenses on the electric side but we are starting to find out chemicals costs are not going to be as in-expensive as we were first told, will see what comes back.

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

Mazur reported a developer offered to purchase the property where Roundhouse Road was going to be built. He offered \$20,000 for both parcels, will pay all closing costs and **would request any other stipulations at this time**. This developer purchased property from Kenny Choi south of Wood Drive, he is looking at putting in a service station orientated electric vehicle service station, has a site plan for the other parcel for a gas station with a restaurant on it. If Council wants to proceed with this, I would recommend getting into developer agreement similar like what we had with Sean Rupp.

Motion: Comadoll Second: Mires
to direct the Law Director to draft legislation to transfer the property
appropriately.

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

I would request an Executive Session for Economic Development.
Thank you to Mr. Mires on the special accommodations me and my family received when purchasing a live Christmas tree.

Nothing.

No items.

The Christmas lights have started going up and look nice as usual. I'm up for election next year and will be pulling my petition next month to run for Council next year. It's been great working with everyone, realize what great city employees we have once you are involved in something like this.

Happy Thanksgiving to everybody. I hope you are able to enjoy time with food and fellowship with family. If you can dig deeper and help those in need, there will be a community meal at St. Paul on Thanksgiving Day from 11:30 am – 1:00 pm. I too have enjoyed my time as being Mayor and I too will pull my petition to run as Mayor again next year.

Nothing tonight.

Just a reminder the Safety and Human Resources will be meeting at 7:30 pm Monday night with the townships and HCSJAD to review EMS costs, this is done every November and February.

In budget discussion with the Police Department, we are looking at, if the budget gets approved in December, getting a canine unit with a current officer interested in being trained for the position. That is one being put in the 2019 budget along with a request for a Resource Officer at Napoleon Area Schools.

I will join the Mayor and Jeff and put name on the ballot for re-election in 2019 this is my second and final time that I am running, I am only running one more time. I enjoy my time here as well. I'm at end of my third year and feel like I'm just getting the system down and would like to go for one more term.

Traveling Haley and West Clinton, if you are going eastbound on Clinton off Haley there is a no parking here to corner sign that does not meet our setback from the corner. A red truck parks there and you have to stop and pull off if having vehicles coming on Clinton, the setback is 25'-30' should be uniform with the city code. I'm going to run for another four years also, I'm looking out for the citizens of Napoleon been here and worked with the City since 1971 just here to help my town out.

Nothing tonight.

Request Executive Session on Compensation of Personnel.

Motion: Comadoll Second: Mires
to go into Executive Session for Economic Development.

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

Motion: Comadoll Second: Haase
to go into Executive Session for Compensation of Personnel.

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

Council went into Executive Session at 8:28 pm.

Passed
Yea-6
Nay-0

Motion: Comadoll Second: Siclair
to come out of Executive Session on Economic Development.

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

Council President Bialorucki reported no action was taken.

Motion to Come Out of Executive Session for Compensation of Personnel

Passed
Yea-6
Nay-0

Motion: Haase Second: Mires
to come out of Executive Session for Compensation of Personnel.

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

Council President Bialorucki reported no action was taken.

City Council came out of Executive Session at 9:08 pm.

Approve Payment of Bills and Financial Reports

The bills and financial reports were approved as presented with no objections.

Motion to Adjourn

Motion: Comadoll
to adjourn the City Council meeting.

Passed
Yea-6
Nay-0

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

Adjournment

The City Council meeting was adjourned at 9:09 pm.

Approved:

December 03, 2018

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk

**CITY COUNCIL
SPECIAL MEETING MINUTES**

Monday, November 26, 2018 at 6:00 pm

PRESENT

Councilmembers

Joseph D. Bialorucki-Council President, Daniel L. Baer-Council President Pro-Tem, Travis Sheaffer (arrived at 6:05 pm), Jeff Comadoll, Jeff Mires, Lori Siclair, Ken Haase

Mayor

Jason P. Maassel

City Manager

Joel L. Mazur (via teleconference)

Acting City Manager

Chad E. Lulfs, P.E., P.S.

Law Director

Billy D. Harmon

Finance Director

Gregory J. Heath

Records Clerk/Recorder

Roxanne Dietrich

City Staff

David Mack-Chief of Police

Newsmedia, Dr. Rachel Bostelman

ABSENT

Call to Order

Council President Bialorucki called the Special City Council meeting to order at 6:00 pm

**Introduction of
Resolution No. 066-18
1.9 Mill Property Tax
Levy New Swim Pool**

Council President Bialorucki read by title, Resolution No. 066-18, a Resolution Declaring the Necessity of Levying an Additional Property Tax in Excess of the Ten-Mill Limitation and Requesting the County Auditor to Certify Matters in Connection therewith; and Declaring an Emergency.

**Motion to Approve
First Read of 066-18**

Motion: Siclair Second: Haase
to approve first read of Resolution No. 066-18.

Discussion

Harmon informed Council this is the first of two pieces of legislation that are necessary to get this on the ballot, an emergency clause has been included as there is a tight timeline to get this over to the Auditor, who then has ten days to get the certification and that certification has to be attached to the second piece of legislation, that will have emergency on it also, a special meeting in January may be needed to get this passed on time. Maassel stated he has been asked why property tax instead of income tax, my response was you have people that work in the City but do not live in the City, they can but don't automatically get a reduction on the rate at the pool, where if you live inside the City you pay the inside rates, I talked to Tony Cotter he said the commission spoke briefly about how the income tax failed twice. Dr. Bostelman said that was part of the discussion but was not the sole reason, we saw the success Wauseon and Bowling Green had on similar projects with the property tax. Siclair said she told people property tax is a more secure way to get the full amount of money that will be needed to fund the project.

Passed

Roll call vote on the above motion:

Yea-6

Yea-Haase, Siclair, Comadoll, Baer, Bialorucki, Mires

Nay-0

Nay-

243-1900	has a zero balance we are waiting for payment from the Brick-n Brew fire.
278-1800	is the debt portion of court, this fund is at a point where we might be able to pay the debt down or pay it off, there may be enough funds to pay it off in 2018 and if not, there should be in 2019.
288-1810	is a new fund for the JRIG grant.
300-8100	there are two things legally should appropriate one is debt and above everything else promise can pay for, remember funds are running out of balances.
310 SA Bond Retirement	For special assessments, the Southside special assessment has been paid off.
310 Fund	I believe there is \$500,000 available, you might be able to get a court order to move money into the General Fund or CIP fund.
400-1500	had to purchase some computers at direction of IT, had to replace the AC unit for the front of the building. I'm putting in zero, the new person may not desire zero.
400-5100	I was directed to balance the fund out of street improvements fund 400-5100 may want to wait and see what balances are, what was taken out did not include debt or reimbursables. Mazur noted we were short around \$300,000-\$350,000 if cuts need to be made would be from \$750,000 reserved for street improvements to balance 400. I agree with temporary budget now that we are getting close to the end of the year and the new Finance Director will be on board, the final budget will be presented before March 31, 2019. Heath said appropriations are not firm until final appropriation you cannot start projects. Mazur added we can still start bidding on some of the larger projects, Park Street and Williams Pump Station.
401-1900	Reserve Funding for 400 account-\$20,000 was encumbered for pool engineering, no new money into this account.
Reserve Funding	Mazur stated last year after we closed everything out \$125,000 went back into the fund balance. Typically, the Department Heads estimate what they will need to operate up to the end of year to cover what they need to operate is why there is a carryover at the end of the year. Last week when we talked the operating reserve balance was somewhere around \$800,000. Greg has said he wants one million in the operating reserve fund. Heath said that has been the goal of past Councils. Mazur stated the best practice is to have three months of operating balance, for us that would be \$1.2 million, a good target for us now is one million in the General Fund and if you decide want \$44,600 put into the Rainy Day Fund. a couple of projects are going off the books.
512-513 Reserve Fund	is new debt. Maassel asked is that on water rates? Heath said water.
512-8300	Heath said there are a couple of issues, this project is coming to an end, we do not know what construction debt is but do know what engineering debt is. The \$2.5 million has to be reduced and will now have to be treated like regular debt notes can still be issued to reduce debt like regular debt, it's not unreasonable to assume it will be a thirty-year loan, we are running out of time with OWDA, have requested Mr. Franzman to prepare an Ordinance to get reading on it for rolling of this particular debt and you can personally decide if you want to go to OWDA or not. Maassel so we are going to make one last payment of \$130,000 on something in 2019 talked about two pages ago, after 2019 we can use that to start paying down this \$2.5 million. Heath said currently the installed are not, not allocated, that will have to be allocated at some point. Funds will close themselves out and revert back to the fund of origination which in this case is the 510 account.
519-6200	
560-9800	New Packer Truck would be purchased if continue on doing refuse and recycling, there is sufficient funds to buy a new packer truck.

Income Tax Projection

Mazur stated the income tax projection is estimated at \$4.1 million, we are budgeting less than what we received, we hope to keep a healthy reserve fund balance and plug little bit into the rainy day fund, trying to be conservative on one end and keep balances on the other end and have enough to operate the way we need to.

Motion to Adjourn

Motion: Haase Second: Sheaffer
to adjourn the Special City Council meeting.

Passed

Roll call vote on the above motion:

Yea-7

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

Nay-0

Nay-

Special City Council meeting was adjourned at 6:57 pm.

Approved:

December 03, 2018

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk

ORDINANCE NO. 067-18

AN ORDINANCE AUTHORIZING THE TRANSFER OF CERTAIN PROPERTIES LOCATED IN AND OWNED BY THE CITY OF NAPOLEON, OHIO TO THE COMMUNITY IMPROVEMENT CORPORATION (CIC) OF HENRY COUNTY, OHIO, TO WIT: PARCEL NOS. 41-119361.0400 AND 41-119361.0500; AND DECLARING AN EMERGENCY

WHEREAS, the City, by Ordinance 34-86, passed July 21, 1986, designated the Community Improvement Corporation of Henry County, Ohio (hereinafter called “the CIC”) as the agency and instrumentality of the City for the industrial, commercial, distribution and research development of the City pursuant to Chapter 1724.10 of the Ohio Revised Code; and,

WHEREAS, the City and the CIC have since entered into an amended Agreement and Plan of Industrial, Commercial, Distribution and Research Development (Amendment No. 2 dated March 21, 2011; Ordinance No. 017-11); and

WHEREAS, pursuant to Article VIII Section 13 of the Ohio Constitution, which provides for economic development, and the Ohio Revised Code, the Agreement and Plan provides in pertinent part, that in furtherance of the Plan, the CIC [may/will] sell or lease any lands or interests in lands owned by the City determined from time to time by the Council of the City not to be required by the City for its purposes, for uses determined by the Council of the City as those that will promote the welfare of the people of the City, stabilize the economy, preserve, maintain or provide employment, and assist in the development of industrial, commercial, distribution and research activities to the benefit of the people of the City; moreover, that such sale or lease may be made without advertising and receipt of bids when in the best interest of the City, the City specifying the consideration of such sale or lease; and,

WHEREAS, the Agreement and Plan also provides in pertinent part, that the City may convey to the CIC lands and interest in lands owned by the City and determined by the Council of the City not to be required by the City for its purposes, and that such conveyance of such land or interests in land will promote the welfare of the people of the City, stabilize the economy, provide employment and assist in the development of industrial, commercial, distribution and research activities to the benefit of the people of the City and preserve, maintain or provide additional opportunities for their gainful employment; moreover, that such sale or lease shall be made without advertising and receipt of bids when in the best interest of the City, the City determining the consideration of such sale or lease; further, if any lands or interests in lands conveyed by the City to the CIC are sold by the CIC at a price in excess of the consideration received by the City from the CIC therefore, such excess shall be paid to the City after deducting therefrom the following costs to the extent incurred by the CIC; the costs of acquisition and sale by the CIC, taxes, assessments, costs of maintenance, costs of improvements to the land by the CIC, debt service charges of the CIC attributable to such lands or interests, and a reasonable service fee determined by the CIC; and,

WHEREAS, the City is now desirous to transfer two (2) specific parcels of land owned by the City to the CIC in order to further the Plan for Economic Development, consistent with Ohio Revised Code Section 1724.10; and,

WHEREAS, the subject properties, Parcel No.(s) 41-119361.0400 and 41-119361.0500 for which the City requests transfer to the CIC (“Subject Properties”) are approximately eighty-one one hundredths (0.81) acres of land and approximately sixty-six one hundredths (0.66) acres of land, more or less, respectively, located at Roundhouse Road (also known as Marco Drive), Napoleon, Ohio, as found in the Henry County Auditor’s Office; and,

WHEREAS, the CIC agrees to hold title to and transfer the Subject Properties at the appropriate time to an eventual transferee as determined and agreed upon by simple majority vote of its Board of Trustees consistent with all laws and regulations and the aforementioned Agreement and Plan and the supplemental purchase agreement; and,

WHEREAS, the City Manager, being the official in charge of the property, has advised this Council that the Subject Properties are no longer needed for a public purpose; **NOW THEREFORE**,

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

Section 1. That, Parcel No.(s) 41-119361.0400 and 41-119361.0500, located in the City of Napoleon, Henry County, Ohio, are hereby determined by this Council not to be required by the City for its purposes, and that such conveyance of such land or interests in land will promote the welfare of the people of the City, stabilize the economy, provide employment and assist in the development of industrial, commercial, distribution and research activities to the benefit of the people of the City and preserve, maintain or provide additional opportunities for their gainful employment.

Section 2. That, being consistent with the City’s Charter, Ordinances, Resolutions and the Agreement and Plan, as well as being consistent with the Ohio Revised Code, the parcel or parcels identified in Section 1 of this Ordinance shall be transferred to the CIC of Henry County, Ohio without necessity of advertisement or receipt of bids, the same being determined by this Council as being in the best interest of the City; moreover, the City Manager is authorized to execute all agreements, deeds, and other documents required to complete said transfer(s).

Section 3. That, Council determines that the consideration for the conveyance of the Parcels identified in Section 1 of this Ordinance shall be as found in the real estate purchase agreement and escrow agreement between the CIC and the eventual third party purchaser.

Section 4. That, if any parcel or parcels of land as identified in Section 1 of this Ordinance so conveyed by the City to the CIC is or are sold by the CIC at a price in excess of the consideration received by the City from the CIC therefore, then such excess shall be paid to the City after deducting therefrom the following costs to the extent incurred by the CIC; the costs of acquisition and sale by the CIC, taxes, assessments, costs of maintenance, costs of improvements to the land by the CIC, debt service charges of the CIC attributable to such lands or interests, and a reasonable service fee determined by the CIC.

Section 5. That, nothing in Section 4 of this Ordinance shall be construed as relieving the CIC of its obligations under the land purchase agreement.

Section 6. 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 7. 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 8. 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 for the furtherance of economic development within the City of Napoleon, all of which affects the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

Joseph D. Bialorucki, 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. 067-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 068-18

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) FOR THE PURPOSE OF REFUNDING CERTAIN CITY TAX OVERPAYMENTS, WHICH WAS NOT INCLUDED IN THE 2018 APPROPRIATION BUDGET, ALSO AUTHORIZING THE CITY FINANCE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY TO TRANSFER THE NECESSARY FUND BALANCES PER OHIO REVISED CODE (ORC) SECTION 5705.14 AS LISTED IN EXHIBIT A (TRANSFER NO. 4); AND DECLARING AN EMERGENCY

WHEREAS, the City is a charter municipality having those powers of self-government as stated in Article I of its Charter; and

WHEREAS, in order to provide Fund Balances for approved expenditures in certain funds on an as needed basis, it is necessary to transfer funds from respective funds to other funds; and,

WHEREAS, the City is now required to refund certain City tax overpayments, the amount of said refund totaling over twenty-five thousand dollars (\$25,000.00); and,

Now Therefore,

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

Section 1. That, the City of Napoleon authorizes the expenditure of funds in excess of twenty-five thousand dollars (\$25,000.00) for the purpose of refunding certain City tax overpayments.

Section 2. That, pursuant to Section 5705.14 of the Ohio Revised Code (ORC) and this Resolution, the Finance Director is hereby authorized and directed to transfer monies among the various funds in Fiscal Year 2018 as listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 3. That, the Finance Director is hereby authorized and directed to make the necessary refunds of certain City tax overpayments pursuant to the City of Napoleon Income Tax Code.

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

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

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time so that the funding can be timely made which affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to implement the stated funding in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: _____

Joseph D. Bialorucki, 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. 068-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

Exhibit A attachment to Resolution No. 068-18

2018 Appropriation Budget - Transfer of Funds

Resolution No. 068-18: passed / /2018

Budget Review - 2018 transfer of funds

Transfer Amounts

FUND NAME, FROM-TO, PURPOSE

FROM

TO

Account Numbers From & To

<u>From</u>	400 Capital Improvement Fund	\$591,850		<-- 400.9900.59470 Muni. Tax Fund
<u>To</u>	170 Municipal Income Tax Fund		\$591,850	<-- 170.0000.49900 Transfers-In
<u>Purpose</u>	Move funds back from 400 CIP to the 170 Municipal Income Tax Fund to pay for Income Tax Refunds			

ORDINANCE NO. 069-18

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO
MAKE APPROPRIATION TRANSFERS FROM RESPECTIVE FUNDS,
DEPARTMENTS AND CATEGORIES TO OTHER FUNDS,
DEPARTMENTS AND CATEGORIES PURSUANT TO O.R.C. SECTION
5705.40 FOR THE FISCAL YEAR ENDING DECEMBER 31, 2018 AS
LISTED IN EXHIBIT "A;" AND DECLARING AN EMERGENCY**

WHEREAS, the City appropriates funds by fund, department, and category of personal services and other; and,

WHEREAS, transfer from one appropriation item to another is necessary to provide appropriations for current expenses of the City; **Now Therefore**,

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

Section 1. That, pursuant to Section 5705.40 of the Ohio Revised Code, and this Resolution, the Finance Director is hereby authorized and directed to transfer from one appropriation item to another, in the Fiscal Year ending December 31, 2018, as listed in Exhibit "A," attached hereto and made a part hereof.

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 City's Revised Code of General Ordinances.

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 assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; 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: _____

Joseph D. Bialorucki, 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. 069-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2018.

Gregory J. Heath, Clerk/Finance Director

**2018 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<i>ORDINANCE No. 069-18, Passed ____/____/2018</i>	2018 SUPPLEMENTAL BUDGET ADJ.			2018
<u>FUND/DEPARTMENT- ADJUSTMENTS</u>	PERSONAL			FUND
	<u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>TOTAL</u>
400.2100.57000	\$0	\$7,000	\$7,000	
400.2100.57000	\$0	\$3,000	\$3,000	
400.2100.57000	\$0	\$2,000	\$2,000	
 Total - 400.2100.57000	 \$0	 \$12,000	 \$12,000	 \$12,000
 * GRAND TOTAL - ALL FUNDS	 \$0	 \$12,000	 \$12,000	 \$12,000
	=====	=====	=====	=====

RESOLUTION NO. 070-18

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO
TRANSFER CERTAIN FUND BALANCES (TRANSFER NO. 5) FROM
RESPECTIVE FUNDS TO OTHER FUNDS PER SECTION 5705.14 ORC
ON AN AS NEEDED BASIS IN FISCAL YEAR 2018, LISTED IN EXHIBIT
"A"; AND DECLARING AN EMERGENCY**

WHEREAS, the City is a charter municipality having those powers of self government as stated in Article I of its Charter; and

WHEREAS, in order to provide Fund Balances for approved expenditures in certain funds on an as needed basis, it is necessary to transfer funds from respective funds to other funds;
Now Therefore,

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

Section 1. That, pursuant to Section 5705.14 of the ORC and this Resolution, the Finance Director is hereby authorized and directed to transfer monies, transfer number 5, among the various funds on an as needed basis in Fiscal Year 2018 as listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 2. 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 the City of Napoleon, Ohio.

Section 3. 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, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. 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 assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; 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: _____

Joseph D. Bialorucki, 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. 070-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

Exhibit A attachment to Resolution No. 070-18

2018 Appropriation Budget - Supplemental Budget Adjustment
Budget Summary by Fund, Department and Category

Resolution No. 070-18; passed / /2018					2018
Fund/Dept. Adjustment		<u>Personal</u> <u>Services</u>	<u>Other</u>	<u>Total</u>	<u>Fund</u> <u>Total</u>
400 Capital Improvement Fund					
2100 Police/Safety Services		\$0	\$15,000	\$15,000	
<u>2100 Pol./Safety Serv. - Additional in Machinery & Equipment for Phones - \$12,000:</u>					
Accounts -	100.2100.54230		\$7,000		
	100.2100.53110		\$3,000		
	100.2100.53300		\$2,000		
<u>2100 Pol./Safety Serv. - Additional in Machinery & Equipment for Phones - \$3,000:</u>					
Accounts -	400.2100.57000		\$3,000		
Total	400 CIP Fund	\$0	\$15,000	\$15,000	\$15,000

RESOLUTION NO. 071-18

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AN AGREEMENT FOR FINANCIAL CONSULTANT PROFESSIONAL SERVICES WITH SCHONHARDT AND ASSOCIATES FOR PREPARATION OF THE CITY GAFR, GAAP REPORTS AND INFRASTRUCTURE COST INFORMATION FOR GASB-34

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

Section 1. That, the expenditure of funds in excess of twenty-five thousand dollars (\$25,000.00) is necessary and therefore authorized for financial consultant professional serves with Schonhardt and Associates for preparation of City GAFR, GAAP Reports and Infrastructure Cost Information for GASB-34 requirements.

Section 2. That, Contract No. -18, on file with the City Finance Director, which has been reviewed by this Council, is approved subject to any nonmaterial change deemed appropriate by the Finance Director and as approved to form and legality by the City Law Director; moreover, the Finance Director is authorized to execute the same on behalf of the City.

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

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

Section 5. That, this Resolution shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Joseph D. Bialorucki, 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. 071-18 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



Donald J. Schonhardt & Associates, Inc.

5307 Franklin Street
Hilliard, Ohio
p - 614-876-2020
f - 614-876-2050
www.djschonhardt.com

October 18, 2018

Mr. Gregory J. Heath
Director of Finance
City of Napoleon
255 West Riverview Avenue
Napoleon, Ohio 43545

Dear Mr. Heath:

Thank you for the opportunity to submit our proposal to provide assistance in the preparation of the City's 2018-2020 Comprehensive Annual Financial Reports (CAFRs). We have tailored our proposal to be responsive to your unique needs while incorporating a proven approach developed by our firm.

Our firm has provided assistance in the preparation of all 22 of the City's award winning CAFRs. The City's cost for our services has remained unchanged for the previous 12 CAFRs (2006-2017) despite numerous new pronouncements from the Governmental Accounting Standards Board (GASB) that have required substantial additional commitment of time in the report preparation process by our staff.

Beginning with the 2015 CAFR, the City had to implement/comply with the Governmental Accounting Standards Board (GASB) Statement No. 68, "Accounting and Financial Reporting for Pensions" and GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68." The changes that have resulted from the aforementioned GASB Statements require a significant amount of additional work each year in order for us to present the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

We hope you understand that the increase included in this proposal is not something we take lightly, but deem appropriate in order to continue to insure the highest quality of financial accounting and reporting. The new proposal will hold the City's cost at the same level for a period of three years. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

I have enclosed two (2) copies of our standard contract for consulting services. Please review the materials that accompany this correspondence and call me if you have any questions regarding any of the items. After the contract has been signed, please return one (1) copy to our office for our files.

Sincerely,

A handwritten signature in cursive script that reads 'Roy O. Porter'.

Roy O. Porter, CPA
Executive Vice President

ROP:tle
Enclosure

EXECUTIVE SUMMARY

Overview

The City of Napoleon, Ohio (City) has completed the preparation of their 2017 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Gregory J. Heath, Director of Finance, is currently in the process of planning for the preparation of the City's 2018 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2018 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by District staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous award winning CAFRs. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Napoleon and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2019, the City will be required to do the following: 1) submit their 2018 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle System. Both processes must be completed to meet statutory requirements.

Audit Considerations: To meet the program deadline for a Certificate of Achievement for Excellence in Financial Reporting, the City must submit a 2018 CAFR to the GFOA no later than June 30, 2019. DJS&A intends to provide the auditors with a preliminary trial balance by April 15, 2019 to allow sufficient time for completion of the audit by May 30, 2019. Please note that DJS&A is not responsible for the timing of the audit and makes no commitments regarding the outcome of the audit. **If the audit is not completed by May 30, 2019, DJS&A cannot guarantee completion of the 2018 CAFR by June 30, 2019.**

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the CAFR.

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2019 and 2020 CAFR at the same annual fee quoted for the 2018 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2018	\$20,000
2019	20,000
2020	20,000

The amount that will be billed to the City of Napoleon for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2018 CAFR. It is anticipated that the engagement will be completed by June 30, 2019. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED

(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2018 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Provide the CAFR to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

CONTRACT
for
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this _____ day of _____, 20____, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Napoleon, Ohio, 255 West Riverview Avenue, PO Box 151, Napoleon, Ohio 43545, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2018 GAAP basis Comprehensive Annual Financial Report (CAFR) and during the audit of the same; and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City of Napoleon dated October 18, 2018, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein; and

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

Scope of Services (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated October 18, 2018, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract shall cover a multi-year term as specified by the number of years designated below. Each CAFR prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

_____	_____	_____
# of years	signature	Title

Term of Agreement (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination". Contract amounts shall be subject to annual approval and/or appropriations by City Council. Non-appropriated amounts shall be cause for termination.

Compensation (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

Termination (Section IV)

The Client shall furnish the Consultant with written notice of the Consultant's alleged breach of this Agreement. The Consultant shall have thirty (30) days after the Consultant's receipt of such notice to cure such breach and, if timely cured, this Agreement shall not terminate but continue in full force and effect. If the Consultant fails to cure such alleged breach, the Client may terminate this Agreement by furnishing to the Consultant written intent to terminate and the Consultant shall have no further right to cure. Termination under this provision shall not relieve the Client any payment obligations under this Agreement. Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc., shall be made on or prior to the termination date.

General Provisions (Section V)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

General Provisions (Section V) (Continued)

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

Approved As to Form:

By: _____

Title: _____

City of Napoleon, Ohio

255 West Riverview Avenue, PO Box 151

Napoleon, Ohio 45371

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Donald J. Schonhardt & Associates, Inc.

5307 Franklin Street

Hilliard, Ohio 43026-1409

P.O. # _____

By: _____

Roy O. Porter, CPA
Executive Vice President

Date: _____

Appendix I

***Proposal to the
City of Napoleon, Ohio***

***for
CONSULTING SERVICES
FOR
THE PREPARATION OF
ANNUAL FINANCIAL REPORT***

Prepared by
Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409
(614) 876-2020

October 18, 2018

EXECUTIVE SUMMARY

Overview

The City of Napoleon, Ohio (City) has completed the preparation of their 2017 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Gregory J. Heath, Director of Finance, is currently in the process of planning for the preparation of the City's 2018 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2018 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by District staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous award winning CAFRs. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Napoleon and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2019, the City will be required to do the following: 1) submit their 2018 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle System. Both processes must be completed to meet statutory requirements.

Audit Considerations: To meet the program deadline for a Certificate of Achievement for Excellence in Financial Reporting, the City must submit a 2018 CAFR to the GFOA no later than June 30, 2019. DJS&A intends to provide the auditors with a preliminary trial balance by April 15, 2019 to allow sufficient time for completion of the audit by May 30, 2019. Please note that DJS&A is not responsible for the timing of the audit and makes no commitments regarding the outcome of the audit. **If the audit is not completed by May 30, 2019, DJS&A cannot guarantee completion of the 2018 CAFR by June 30, 2019.**

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the CAFR.

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2019 and 2020 CAFR at the same annual fee quoted for the 2018 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2018	\$20,000
2019	20,000
2020	20,000

The amount that will be billed to the City of Napoleon for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2018 CAFR. It is anticipated that the engagement will be completed by June 30, 2019. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCII II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED
(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2018 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Provide the CAFR to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

CITY OF NAPOLEON, OHIO

RESOLUTION NO. 066-18

A RESOLUTION DECLARING THE NECESSITY OF LEVYING AN ADDITIONAL PROPERTY TAX IN EXCESS OF THE TEN-MILL LIMITATION AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH; AND DECLARING AN EMERGENCY

WHEREAS, this Council declares the amount of taxes that may be raised by levy at the maximum rate authorized by law without a vote of the electors to be insufficient and declares the necessity of a levy in excess of such rate; and

WHEREAS, this Council anticipates levying an additional property tax in excess of the ten-mill limitation described herein; and

WHEREAS, pursuant to Section 5705.03 of the Ohio Revised Code as amended, this Council is required to certify to the County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

Now Therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, COUNTY OF HENRY, OHIO (AT LEAST TWO THIRDS OF ITS MEMBERS CONCURRING) THAT:

Section 1. It is necessary to levy an additional property tax, upon the entire territory of the City Of Napoleon, in excess of the ten-mill limitation for the benefit of the City of Napoleon for the purpose of providing additional funds for parks and recreational purposes as described in Section 5705.19(H) of the Ohio Revised Code at a rate not exceeding one and nine tenths (1.9) mills for each one dollar (\$1.00) of valuation, which amounts to sixty-seven thousandths cents (\$.067) for each one hundred dollars (\$100.00) of valuation, for a period of twenty (20) years, and which levy is an additional tax levy of one and nine tenths (1.9) mills, with the additional levy commencing in the tax year 2019, first due and/or collected in calendar year 2020.

Section 2. The Auditor of Henry County, Ohio, is hereby requested to certify to this Council, within ten (10) days of receipt of this Resolution, the total current tax valuation of the City of Napoleon and the dollar amount of revenue that would be generated by (1.9) mills.

Section 3. The City of Napoleon Clerk is hereby directed to file a certified copy of this Resolution with the County Auditor upon passage.

Section 4. Upon the passage by this Council of a resolution to proceed with the levy and submit the question of the tax to the voters, the question of the tax shall appear on the ballot at the May 7, 2019, election, and the ballot measure shall be submitted to the entire territory of the City of Napoleon in Henry County, which is the only county in which the City of Napoleon has territory.

Section 5. 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 6. That the Resolution is an emergency measure necessary for the health, safety, and welfare of the citizens of Napoleon, Ohio for reason that the deadline for tax levies is near and the resolution needs to be effective immediately upon its passage.

Passed: _____
Joseph D. Bialorucki, 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. 066-18 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. 062-18

**AN ORDINANCE ESTABLISHING A YARD WASTE SITE
POLICY AND ENACTING NAPOLEON CODIFIED ORDINANCE
925.24 A PROHIBITION AGAINST UNAUTHORIZED USE OF
THE CITY YARD WASTE SITE**

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

Section 1. That this Council hereby adopts and enacts the Yard Waste Site Policy attached hereto as Exhibit "A."

Section 2. That Part IX, Streets, Utilities and Public Services Code, shall be amended by enacting Napoleon Codified Ordinance 925.24 to read as follows:

925.24 Prohibition Against Unauthorized Use of the City Yard Waste Site

a. **No person or business entity with a physical address, street address, residential address, or business address outside the corporate limits of the City of Napoleon, Ohio, shall utilize or in any way make use of the City of Napoleon Yard Waste Site without prior written approval by the City Manager.**

b. **The lack of notice of restricted access, posted or otherwise, is not a defense to this section.**

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, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: _____

Joseph D. Bialorucki, 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. 062-18 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 *NAPOLÉON*, Ohio

255 West Riverview Avenue • P.O. Box 151

Napoleon, Ohio 43545-0151

Phone: (419) 592-4010 • Fax: (419) 599-8393

Web Page: www.napoleonohio.com

Memorandum

Mayor

Jason Maassel

Members of Council

PRESIDENT:

Joseph Bialorucki

**PRESIDENT PRO-
TEM:**

Daniel Baer

Jeff Comadoll

Travis B. Sheaffer

Kenneth Haase

Jeff Mires

Lori Siclair

City Manager

Joel L. Mazur

Finance Director

Gregory J. Heath

Law Director

Billy D. Harmon

Public Works

Director

Chad E. Lulfs, P.E., P.S.

To: *Members of Napoleon City Council
Board of Public Affairs*

From: *Joel L. Mazur, City Manager
Billy D. Harmon, Law Director*

Date: *October 3, 2018*

RE: *Proposed Yard Waste Site Policy Changes*

As we discussed in regularly scheduled meetings, the Henry County Commissioners have ceased paying \$4,100 annually to the City of Napoleon to allow residents to dispose of yard waste at the City Yard Waste Site. Below is a generalization of policies to address allowing only residents to dispose of yard waste at the yard waste site:

- Only City residents and select businesses that pay a fee to dispose of yard waste will be permitted to dispose of yard waste at the Yard Waste Site.
- If a person other than a resident is disposing of yard waste at the Yard Waste Site for a resident, the individual must provide proof that the yard waste being disposed of is from a resident's address.
- A business that does not already pay the refuse fee on the utility bill may be permitted to disposed of yard waste at the Yard Waste Site if they contact the City Utility Department and elect to pay \$5 per month for unlimited use of the Yard Waste Site.
- Non-residents or businesses caught disposing of yard waste at the Yard Waste Site may be cited for "Unauthorized Use of the City Yard Waste Site" under proposed new Ordinance Section 925.24. The prohibition would read as follows:
 - No person or business entity with a physical address, street address, residential address, or business address outside the corporate limits of the City of Napoleon, Ohio, shall utilize or in any way make use of the City of Napoleon Yard Waste Site without prior written approval by the City Manager.

Ordinance No. 062-18 Exhibit A

- The lack of notice of restricted access, posted or otherwise, is not a defense to this section.
 - Pursuant to already established Ordinance Section 925.99 a violation of the proposed prohibition would be a minor misdemeanor punishable by a fine of up to \$150.00.
- A sign will be placed near the entrance of the Yard Waste Site identifying these policies.
- All individuals disposing of yard waste at the Yard Waste Site are subject to having their identification checked when disposing of yard waste.



City of Napoleon, Ohio

Parks and Recreation Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 592-8955

www.napoleonohio.com

Memorandum

To: Joel Mazur, City Manager
From: Tony Cotter, Parks and Recreation Director
Date: November 30, 2018
Subject: Proposed Rate Increase Recommendation

At its September meeting, the Parks and Recreation Board recommended that rental rates for the shelter houses be increased 10% across the board. Additionally, a new fund should be established where the additional revenue can be placed to be used for repairs to the shelter facilities. The following represents the current and proposed fee schedule:

	Ritter Park				Wayne Park			
	Weekday		Weekend		Weekend		Weekend	
	current	proposed	current	proposed	current	proposed	current	proposed
9:00 a.m. - 12:00 p.m.	\$35.00	\$38.50	\$40.00	\$44.00	\$30.00	\$33.00	\$35.00	\$38.50
1:00 p.m. - 5:00 p.m.	\$35.00	\$38.50	\$40.00	\$44.00	\$30.00	\$33.00	\$35.00	\$38.50
9:00 a.m. - 5:00 p.m.	\$40.00	\$44.00	\$45.00	\$49.50	\$35.00	\$38.50	\$40.00	\$44.00
6:00 p.m. - 11:00 p.m.	\$40.00	\$44.00	\$45.00	\$49.50	\$35.00	\$38.50	\$45.00	\$49.50
1:00 p.m. - 11:00 p.m.	\$45.00	\$49.50	\$50.00	\$55.00	\$40.00	\$44.00	\$45.00	\$49.50
9:00 a.m. - 11:00 p.m.	\$50.00	\$55.00	\$55.00	\$60.50	\$45.00	\$49.50	\$50.00	\$55.00
Rotary-Lions Community Center								
	Weekday		Weekend		Weekend		Weekend	
	current	proposed	current	proposed	current	proposed	current	proposed
9:00 a.m. - 12:00 p.m.	\$50.00	\$55.00	\$60.00	\$66.00	\$60.00	\$66.00	\$70.00	\$77.00
1:00 p.m. - 5:00 p.m.	\$60.00	\$66.00	\$70.00	\$77.00	\$70.00	\$77.00	\$80.00	\$88.00
9:00 a.m. - 5:00 p.m.	\$80.00	\$88.00	\$90.00	\$99.00	\$90.00	\$99.00	\$100.00	\$110.00
6:00 p.m. - 11:00 p.m.	\$80.00	\$88.00	\$90.00	\$99.00	\$90.00	\$99.00	\$100.00	\$110.00
1:00 p.m. - 11:00 p.m.	\$90.00	\$99.00	\$100.00	\$110.00	\$100.00	\$110.00	\$120.00	\$132.00
9:00 a.m. - 11:00 p.m.	\$110.00	\$121.00	\$120.00	\$132.00	\$120.00	\$132.00	\$132.00	\$145.20

The Board is also recommending new rates at the golf course for individuals participating in special golf outings. Proposed is a \$15.00 per golfer fee for 9 holes and \$25.00 per golfer for 18 holes. This would include golf and cart rental and would be collected by the organization holding the event. Outings would be defined as events that require the closure of the golf course to the public.

I am requesting these items be placed on the upcoming City Council meeting agenda where they can be referred to the Parks and Recreation Committee. Let me know if you have any questions or would like additional information.



City of Napoleon, Ohio

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Memorandum

To: City Council, Mayor, City Law Director, City Manager, Department Supervisors, Newsmedia
From: Gregory J. Heath, Finance Director/Clerk of Council
Date: November 29, 2018
Subject: Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the **Technology and Communications Committee** for Monday, December 03, 2018 at 6:15 pm has been CANCELED due to lack of agenda items.