



City of Napoleon, Ohio

P.O. Box 151 ~ 255 West Riverview Avenue
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393

Memorandum

To: Mayor and Members of City Council
From: Roxanne Dietrich, Executive Assistant to
Appointing Authority/Clerk of Council
cc: Joel L. Mazur-City Manager,
Billy D. Harmon-City Law Director,
Kelly O'Boyle-City Finance Director
Date: March 20, 2020
Subject: General Information

1. Calendar
2. Finance and Budget Committee Meeting Canceled
3. Safety and Human Resources Committee Meeting Canceled
4. Civil Service Commission Canceled
5. AMP Weekly Newsletter/March 13, 2020
6. At the time of Council Packets being sent out, there has not been a decision made on the Park and Rec Board and Swimming Pool Commission meeting for Wed., March 25th.

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 7:00 pm City Council	3	4 6:30 pm Park & Rec Board	5	6	7
8	9 6:15 pm Electric Committee BOPA 7:00 pm Water/Sewer Committee 7:30 pm Muni Prop/ED Committee	10 4:30 pm Board of Zoning 5:00 pm Planning Commission	11	12	13	14
15	16 6:00 pm Tree Commission 6:00 pm Parks & Rec Comm. 7:00 pm City Council	17	18	19	20	21
22	23	24	25 ?- 6:30 pm Special Joint Meeting Park & Rec Board and Pool Commission - ?	26	27	28
29	30	31 5:00 pm Special Planning Commission Meeting				



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Memorandum

To: Mayor and City Council, City Manager, City
Law Director, Finance Director, Department
Supervisors, News Media

From: *Roxanne Dietrich, Executive Assistant to Appointing
Authority/Clerk of Council*

Date: March 20, 2020

Subject: Finance and Budget Committee – Cancellation

The **FINANCE AND BUDGET COMMITTEE** meeting scheduled for Monday, March 23, 2020 at 6:30 pm has been *cancelled* at the direction of the Chair.



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Memorandum

To: Mayor and City Council, City Manager, City Law Director, Finance Director, Department Supervisors, News Media

From: *Roxanne Dietrich, Executive Assistant to Appointing Authority/Clerk of Council*

Date: March 20, 2020

Subject: Safety and Human Resources Committee – Cancellation

Due to lack of agenda items, the **SAFETY AND HUMAN RESOURCES COMMITTEE** meeting scheduled for Monday, March 23, 2020 at 7:30 pm has been *cancelled*.



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Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Law Director, City Manager, Finance Director, Department Supervisors, News Media
From: *Roxanne Dietrich, Executive Assistant to Appointing Authority/Clerk of Council*
Date: March 20, 2020
Subject: Civil Service Commission – Cancellation

The **CIVIL SERVICE COMMISSION** meeting scheduled for Tuesday, March 24, 2020 at 4:30 pm has been *cancelled* due to lack of agenda items.

AMP Update for March 13, 2020

American Municipal Power, Inc. <webmaster@amppartners.org>

Fri 3/13/2020 5:29 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>

Having trouble viewing this email? [Click here to view web page version](#)



Disaster Workshop, AMP Technical Services Conference postponed indefinitely

By Michelle Palmer, P.E. - vice president of technical services

Upon order from Ohio Governor Mike DeWine to limit large, indoor gatherings due to potential for coronavirus exposure, AMP is indefinitely postponing the Disaster Workshop and Technical Services Conference, scheduled for March 31 and April 1, respectively. We apologize for any inconvenience this may cause.

We will provide updates on this issue as more information becomes available. If you have questions, please feel free to contact me at mpalmer@amppartners.org.

CDC offers interim workplace guidelines for coronavirus

By Tracy Reibold - vice president of human resources and administrative services

The Centers for Disease Control and Prevention (CDC) is offering interim guidelines to plan, prepare and respond to coronavirus in the workplace. AMP is working to incorporate these guidelines into the workplaces to help prevent workplace exposures to this acute respiratory illness, and member communities are encouraged to do the same.



Recommended strategies for employers to use now:

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever and any other symptoms for at least 24 hours, without the use of symptom-altering medicines. Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95 percent alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- **Additional measures**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

For the full list of guidelines for the workplace, home and more, visit the coronavirus page of the CDC website [here](#).

Utilities take steps to suspend disconnection policies in response to coronavirus outbreak

By Michael Beirne - vice president of external affairs

Columbus Mayor Andrew Ginther announced today that all water and electric shut-offs will be suspended until April 15 in order to help Columbus area families cope with the ongoing coronavirus crisis.



In a similar move, the Public Utilities Commission of Ohio (PUCO) has ordered that all utility companies under its jurisdiction promptly seek any necessary approval to suspend their disconnection policies. This order encompasses all investor-owned companies under

PUCO jurisdiction including telephone, electric, heating and cooling, natural gas, pipeline, water-works and sewage.

While the PUCO order does not apply to Ohio's municipally-owned utilities, we encourage all AMP member communities to review local policies and take similar action to the City of Columbus.

To see the full PUCO order, click [here](#). If you have any questions or need additional information, please contact me at mbeirne@amppartners.org or 614.540.0835.

Proposed National Environmental Policy Act revisions

By John McGreevy - senior director of environmental affairs

On Jan. 10, 2020, the Council on Environmental Quality (CEQ) released a proposal in the Federal Register to make significant changes to the rules implementing the National Environmental Policy Act (NEPA). The proposed changes are designed to modernize regulations and clarify obligations to make compliance more efficient, timely and streamlined. These new rules, if finalized, would affect existing and future AMP and member projects that require federal permits, like hydropower assets.

On March 10, 2020, AMP submitted comments to CEQ supporting these rule changes. These comments are available to view on the AMP website [here](#).

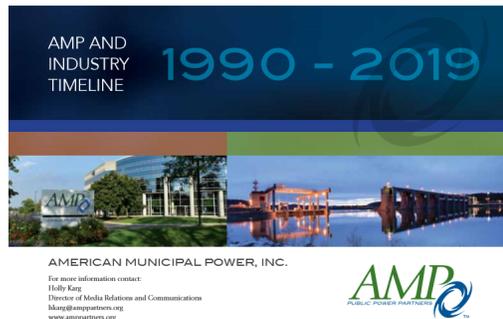
For more information, please contact me at 614.540.1047 or jmccreevy@amppartners.org.

AMP updates Industry Timeline

By Holly Karg - director of media relations and communications

Early this week AMP President/CEO Marc Gerken mailed a letter along with an updated AMP and Industry Timeline, to each AMP Principal Contact. The Timeline outlines events and happenings within the energy landscape in our region, from 1990 through 2019, and how AMP members have responded strategically to better prepare us all for what is to come and to withstand continued uncertainties.

The Timeline will be useful in many ways and conversations. From introducing new policy makers to public power, to outlining for stakeholders how far we've come, and how much we've overcome, as an industry.



Please let me know if you would like additional copies by contacting me at hkarg@amppartner.org or 614.540.6407.

Public Power Certification Program webinar scheduled for March 17

By Jodi Allalen - manager of member events and programs

The fourth Public Power Certification Program webinar, *Municipal Finance Basics*, is scheduled for March 17 at 10 a.m. To access the webinar, participants should click to join the meeting on the calendar invite they received.

The remaining sessions include:

- Challenges/Opportunities Confronting the Industry - March 30, 2 p.m.
- Raising Awareness of Public Power - April 14, 10 a.m.
- Overview of AMP Services and Programs - April 28, 10 a.m.

If you are unable to attend the webinar, a recording will be made available on the [member extranet](#) (login required). If you have questions or need assistance, please contact me at jallalen@amppartners.org or 614.540.0916.

FEBRUARY OPERATIONS DATA

	February 2020	February 2019
Fremont Capacity Factor	46%	80%
Prairie State Capacity Factor	97%	89%
Meldahl Capacity Factor	36%	16%
Cannelton Capacity Factor	30%	12%
Smithland Capacity Factor	3%	1%
Greenup Capacity Factor	18%	9%
Willow Island Capacity Factor	56%	32%
Belleville Capacity Factor	62%	25%
Blue Creek Wind Capacity Factor	38%	34%
JV6 Wind Capacity Factor	26%	14%
Front Royal Solar Capacity Factor	16%	17%
Bowling Green Solar Capacity Factor	17%	12%
Avg. A/D Hub On-Peak Rate	\$22/MWh	\$29/MWh

* Fremont capacity factor based on 675 MW rating.

* PS capacity factor based on 1,582 MW rating.

* Meldahl capacity factor based on 105 MW rating.

* Cannelton capacity factor based on 87.6 MW rating.

* Smithland capacity factor based on 76.2 MW rating.

* Greenup capacity factor based on 70 MW rating.

* Willow Island capacity factor based on 44.2 MW rating.

* Belleville capacity factor based on 42 MW rating.

* Front Royal Solar capacity factor based on 2.5 MW rating.

* BG Solar capacity factor based on 20 MW rating.

Energy market update

By Jerry Willman - assistant vice president of energy marketing

The April 2020 natural gas contract decreased \$0.037/MMBtu to close at \$1.841 yesterday. The EIA reported a withdrawal of 48 Bcf for the week ending March 6, which was below market expectations of -55 Bcf. The year-ago withdrawal was 164 Bcf and the five-year average was -99. Storage is now 2,043 Bcf, 64 percent above a year ago and 12.5 percent above the five-year average. The winter withdrawal running total of -1,689 Bcf compares to the five-year average of -1,914.

On-peak power prices for 2021 at AD Hub closed yesterday at \$29.60/MWh, which increased \$0.10/MWh for the week.

On Peak (16 hour) prices into AEP/Dayton hub				
Week ending March 13				
MON	TUE	WED	THU	FRI
\$18.80	\$21.37	\$22.34	\$21.38	\$19.03
Week ending March 6				
MON	TUE	WED	THU	FRI
\$22.11	\$20.66	\$20.38	\$21.42	\$24.35
AEP/Dayton 2021 5x16 price as of March 12 — \$29.60				
AEP/Dayton 2021 5x16 price as of March 5 — \$29.50				

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) operated in 1x1 configuration for the week, as CT1 remained offline for repairs. Plant staff is preparing for unit 1 startup today. AFEC was online all week with no shutdowns. For the week, the plant generated at a 45 percent capacity factor (based on 675 MW rating).

Ronald Nicewarner joins AMP as hydro projects coordinator - Belleville and Willow Island

By Scott Barta - assistant vice president of hydroelectric operations

Ronald Nicewarner joined AMP on March 9 as hydro projects coordinator - Belleville and Willow Island. In this role, Nicewarner will oversee facility and project management for the Belleville and Willow Island facilities.

Prior to joining AMP, Nicewarner served as production first line supervisor for Chemours Washington Works and was previously the superintendent of electrical maintenance for FirstEnergy's Pleasants Power Station. He holds an associate degree in engineering technology-electronics from the West Virginia University of Parkersburg.



Please join me in welcoming Ronald to AMP!

Security tip - CISA guidelines on risk management for coronavirus

By Jared Price - vice president of information technology and CTO

Malicious cyber actors could take advantage of public concern surrounding COVID-19 by conducting phishing attacks and disinformation campaigns. Phishing attacks often use a combination of email and bogus websites to trick victims into revealing sensitive information. Disinformation campaigns can spread discord, manipulate the public conversation, influence policy development or disrupt markets.



The cybersecurity and Infrastructure Security Agency (CISA) encourages individuals to guard against COVID-19-related phishing attacks and disinformation campaigns by taking the following precautions:

- Avoid clicking on links in unsolicited emails and be wary of email attachments.
- Do not reveal personal or financial information in emails, and do not respond to email solicitations for this information.
- Review CISA's Tip on Avoiding Social Engineering and Phishing Scams for more information on recognizing and protecting against phishing.
- Review the Federal Trade Commission's blog post on coronavirus scams for information on avoiding COVID-19 related scams.
- Use trusted sources-such as legitimate government websites for up-to-date, fact-based information about COVID-19.

Find more information on risk management for coronavirus, download the CISA guidelines [here](#).

New content from the Smart Electric Power Alliance

By Brad Benton - senior manager, membership - SEPA

As an AMP member, you have unlimited access to all Smart Electric Power Alliance (SEPA) content. From webinars to research reports to participating in working groups, it's all included in your AMP membership.



Below is a snapshot of a few recent reports as well as upcoming webinars and events. You can access all of these resources and more at www.sepapower.org.

Recent Report

Launching Plug and Play Distributed Energy Resources into the Future

To realize the full benefits of distributed energy resources, we need interoperability now. This report includes three trailblazing solutions to provide ways to interface with any type of distributed energy resource and four steps to make plug and play distributed energy resources a reality. Download [here](#).

Recent Electric Vehicle Content

SEPA Blog: Utilities and the Auto Industry: A Romance That's Meant to Be - Read [here](#).

Past Webinar: Utility Experiences with Residential EV Rates

Gather best practices for your own EV program directly from AEP, Austin Energy and Braintree Light, who have already helped customers develop beneficial off-peak charging habits early on. You will learn how those utilities developed a rate customers actually want. Each has implemented pilot or full-scale EV time-varying rate programs, which is an essential first step in developing a long-term utility EV strategy. Download [here](#).

As always, don't hesitate to contact Spencer Schecht on the SEPA Membership Team to learn more about your benefits. He can be reached at sschecht@sepapower.org or 202.350.4671.

FOCUS FORWARD 2020 WEBINAR SERIES

Register by clicking this schedule or contact Erin Miller, director of energy policy and sustainability at 614.540.1019 or by email at emiller@amppartners.org.



May 14, 2-3 p.m.

EVs for Your Fleet

July 21, 2-3 p.m.

Beyond Electrons — social engineering services for customers

September (during AMP Annual Conference)

Rate Design — what do customers want and need

November 10, 2-3 p.m.

EV Rate Design and Managing Demand

The Focus Forward Advisory Council has identified these topics to help educate and inform AMP's members about emerging industry trends and to prepare for further integration of distributed energy resources.



THE ACADEMY
Webinars

AMERICAN PUBLIC
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2020

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Register today at
www.PublicPower.org
under Education & Events.

Non-members can enter
coupon code **AMP** to
receive the member rate.



AMP TRAINING SERIES:

Register for these upcoming courses

Disaster Workshop

Prerequisite: None

Date: March 31

Class length: One day

Location: Quest Conference Center, 8405 Pulsar Place, Columbus

AMP Technical Services Conference

Date: April 1

Class length: One day

Location: Quest Conference Center, 8405 Pulsar Place, Columbus

Cost: \$120

Journeyman Refresher - Transformers

Prerequisite: Must be a lineworker for three years

Date: May 27-28

Class length: Two full days

Location: AMP Headquarters – Columbus

Size: Limited to 20

Cost: \$500

Lineworker Training Basic 1

Prerequisite: Completion of Groundworker training preferred

Date: June 1-5

Class length: Weeklong

Location: AMP Headquarters – Columbus

Size: Limited to 16

Cost: \$1,700

For a complete schedule and full details of the 2020 training courses, see the 2020 AMP Training Catalog at: www.amppartners.org/services/technical-services.

To register contact Jennifer Flockerzie, manager of technical services logistics, at 614.540.0853 or jflockerzie@amppartners.org



Classifieds

Members interested in posting classifieds in Update may send a job description with start and end advertisement dates to zhoffman@amppartners.org. There is no charge for this service.

City of Amherst seeks applicants for electric lineworker

The City of Amherst is seeking applicants for the position of electric lineworker. Duties include the operation, maintenance and routine construction of the electric distribution system.

Minimum qualifications include a high school diploma or equivalent, successful completion of journey lineworker apprenticeship program and four years of experience as apprentice lineworker, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Valid State of Ohio Driver's License, valid Ohio Class A Commercial Driver's License and Journeyman Lineworker Certification required. Annual pay range is \$82,000-\$95,000 depending on qualifications.

For more information regarding an application and job description call Amherst City Hall at 440.988.4380 or request by email at mayor@amherstohio.org.

Village of Wellington seeks applicants for journeyman lineworker

The Village of Wellington is seeking applicants for the position of journeyman lineworker. Duties include the operation, maintenance and routine construction of the electric distribution system.

Minimum qualifications include a high school diploma or equivalent, successful completion of journey line worker apprenticeship program and four years of experience as apprentice lineworker, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Valid State of Ohio Driver's License, valid Ohio Class A Commercial Driver's License and Journeyman Lineworker Certification required. Journeyman lineworker position pay range is \$21.24 to \$30.80.

Application and job description may be obtained online at www.villageofwellington.com or at the Village Town Hall, 115 Willard Memorial Square, third floor. Applications must be returned to Village of Wellington, Attn: Steve Dupee, Village Manager, 115 Willard Memorial Square, Wellington, OH 44090. Applications will be accepted for position until filled.

The Village of Wellington is an EEO/AA employer.

City of Oberlin seeks applicants for journeyman lineworker

The City of Oberlin is accepting applications for a journeyman lineman position in the Distribution Division of the Oberlin Municipal Light & Power System (OMLPS)/Electric Department. Duties include the operation, maintenance and routine construction of the electric distribution system.

Minimum Qualifications include a high school diploma or equivalent, successful completion of journey line worker apprenticeship program, and four years of experience as apprentice lineman, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Valid State of Ohio Driver's License, valid Ohio Class A Commercial Driver's License and Journeyman Line Worker Certification required. Starting Hourly Rate is \$27.35-\$34.19/Hour, depending on qualifications.

Applications and full job description are available at www.cityofoberlin.com and at Oberlin City Hall (85 S. Main St., Oberlin, Ohio 44074). Applications may be returned via email to: hr@cityofoberlin.com Or mailed to: City of Oberlin Human Resources Department, 85 S. Main St., Oberlin, OH 44074.

Town of Bedford seeks applicants for assistant right-of-way supervisor

The Town of Bedford is seeking applicants for the position of assistant right-of-way supervisor. Applicants must be experienced in trimming, climbing and working around electric hazards. Class A CDL required and the ability to operate a bucket truck, chain saws and other right-of-way clearing equipment. Ability to supervise right-of-way crew and promote on the job safety. Compensation based on experience and skill level. Salary up to \$45,760 annually with benefits package to include health insurance, retirement, life insurance and annual leave.

Applications are available online at www.bedfordva.gov. Submit a completed town application online or mail to: Human Resources, 215 E. Main St., Bedford, VA 24523. Applications will be accepted until the position is filled. Resumes alone are not accepted and must be sent in with application. EOE

Qualifications

Must have a Class A CDL (or obtain a CDL in first year of employment) and be experienced right-of-way trimmer.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

Manager of reliability compliance

Power dispatcher

Director of government affairs

Corporate health and safety coordinator

Hydro projects coordinator - Smithland, Ky.

American Municipal Power, Inc.

STAY CONNECTED



www.amppartners.org

American Municipal Power, Inc., 1111 Schrock Road, Suite 100, Columbus, OH 43229

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[About our service provider](#)

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