

# COMMUNITY IMPROVEMENT CORPORATION OF HENRY COUNTY

## 2021 Tax Incentive Review Council Meeting Minutes March 25, 2021 via Zoom

**Attendees:** Jennifer Arps, Kevin Garringer, Joel Mazur, Tim Meister, Robin Klein, Brad Kinder, Joe Bialorucki, Ross Durham, Michael Bostelman, Richie Peters, John Overmier, David Mohler, Kyle Borstelman, Lisa Spiess, DonL Parsons, Bill Morey

**Absent:** Christine Ziegler, Lisa Wagner, Carlos Grieser

Henry County CIC Economic Development Coordinator Jennifer Arps began the meeting at 9:00am, on Thursday, March 25, 2021 via zoom and the TIRC reviewed the following agreements:

TJ Automation
Miller Brothers Construction, Inc.
Railtech Boutet/Pandrol
Custom Agri Systems
Campbell Soup '12
Keller Packaging '13
American Road Holdings dba Paul Martin & Sons (CRA)
Jan Mar Properties dba West View Villas (CRA)
Just Busch Investments dba The Emporium at One Thirty (CRA)
Koester Corp. (CRA)
MSG Investments (CRA)
Napoleon I, LLC dba Rite Aid (CRA)
Ridi Reio dba Stop n' Go (CRA)
Shank Properties (CRA)
Ventures in Space (CRA)

### **TJ Automation:**

The committee reviewed the project status report submitted by TJ Automation. The project is to create 5 new positions by December 31, 2018. They reported 2 new jobs as of December 31, 2020, down 3 from 2019 due to Covid. With the loss of jobs, the payroll was reported at \$56,000. Per the agreement payroll is to be \$140,000. ± 25%. Their project investment level reached by December 31, 2020 met the goal of \$1,176,000 per the agreement.

Tim Meister made a motion to recommend continuing the agreement. John Overmier seconded.  
Motion carried.

**Miller Brothers Construction:**

The committee reviewed the project status report submitted by Miller Brothers Construction. The agreement states the project will create 6 new positions by December 31, 2019. Miller Brothers has created 16 (up 3 from last year) new jobs as of December 31, 2020. Payroll for year-end 2020 was reported at \$1,038,126, which exceeds the required \$420,000. The investment, jobs created, and payroll attained by December 31, 2020 have met all the enterprise zone agreement projections.

Bill Morey made a motion to recommend continuing the agreement. Lisa Spiess seconded.  
Motion carried.

**Railtech Boutet/Pandrol:**

The committee reviewed the project status report submitted by (Pandrol) Railtech Boutet. The company has reporting 35 F/T new jobs and retaining 28, exceeding their payroll amount at \$1,464,600. and exceeding their investment level as of 2020.

John Overmier made a motion to recommend continuing the agreement. Bill Morey seconded.  
Motion carried.

**Custom Agri Systems:**

The committee reviewed the project status report that was submitted for year-end 2020. Investment per the agreement was to be \$4,150,000 and they exceeded with a reported \$4,725,750. Per their agreement Custom Ag was to create 10 FT employees by year-end 2020 and they have reported having 34 as of December 31, 2020. Payroll was to be at \$500,000 and they have also exceeded with a report of \$1,410,717 by year-end 2020.

Mike Bostelman made a motion to recommend continuing the agreement. Lisa Spiess seconded. Motion carried.

**Campbell Soup Supply Company '12**

The committee reviewed the project status report submitted by Campbell Soup. The company reported retaining 1,007 F/T jobs (met per the agreement), as well as meeting their investment level as of December 31, 2020 of \$7,373,254. No new job creation is required for this abatement.

Brad Kinder made a motion to recommend continuing the agreement. Mike Bostelman seconded.  
Motion carried.

**Keller Packaging '13:**

The committee reviewed the project status report submitted by Keller Packaging for year-end 2020. The company reported having 0 new jobs as of December 31, 2020, which is the third year in a row of no jobs/payroll. Their response is due to the loss of the Campbell Soup warehousing contract. Keller did recently sell both of his buildings in 2021. Discussion ensued regarding that the abatement was not formally requested to be transferred prior to the sale of the building for the new owner. Approval of such transfer is required by the County Commissioners. Arps stated the lack of job creation and payroll puts the agreement at default regardless. Harrison Township Trustee Brad Kinder stated he would like to see Keller responsible to pay full taxes for those years not meeting the agreement requirements. Auditor Kevin Garringer stated the agreement would need to be legally reviewed to determine when taxes would officially be kicked back in. NAS Treasurer Mike Bostelman also commented that a blind eye should not be turned on these agreements and the entities should be held accountable as the schools are affected by the loss of tax revenue.

Tim Meister made a motion to recommend officially terminating the agreement. Brad Kinder seconded.  
Motion carried.

**American Road Holdings dba Paul Martin & Sons (CRA) –:**

Paul Martin & Sons reported a project investment level of \$1,105,188 as of year-end 2020, which is above the \$1.1M stated in the agreement. Paul Martin & Sons also reached their 3 F/T employee requirement by year-end 2020 with a payroll of \$88,288, below the \$180,000 stated in the agreement but they have until year-end 2022 to reach that amount.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Jan Mar Properties dba West View Villas (CRA) – Still in Construction:**

The committee discussed the project and understood this is still under construction and the abatement is for the build only. Each original owner will receive the abatement and receive an annual \$50 fee for the ten years of the abatement if they are the owner. Once sold, the abatement for the owner is null. Units will have a rolling expiration as construction is complete. There are no job creations or payroll required for this agreement.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Just Busch Investments dba The Emporium at One Thirty (CRA):**

The committee discussed the project and reviewed the project status report. The company was to invest \$310,000 and reported a total investment of \$700,000 with \$305,000 in real property eligible for exemption as of December 31, 2020. Per the agreement they were to create two full time positions, which was reported as of year-end 2020 and they also exceeded their required payroll of \$12,000 by reporting \$45,000.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Koester Corporation (CRA):**

The project status report submitted by Koester Corporation was reviewed. The CRA agreement states they are to create 5 full-time jobs. The company reported creating 16 new jobs, as well as exceeding their payroll expectations by reporting \$725,300 as of December 31, 2020.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**MSG Investments (CRA):**

The committee reviewed the submitted project status report. The company was to invest \$1,650,000 and reported a total investment of \$2,000,000 as of December 31, 2020. Per the agreement they were to create one full-time positions, which was reported as of year-end 2020 and they are to have a payroll of \$35,000, MSG reported payroll of \$45,000 as of year-end 2020.

Ross Durham made a motion to recommend continuing the agreement. Joe Bialorucki seconded.  
Motion carried.

**Napoleon I, LLC (CRA):**

The project status report information was reviewed by the committee. Per the agreement Napoleon I was to create 4 F/T and 3 P/T positions, and they have reported 7 new and retained 16 as of December 31, 2020. Payroll was also exceeded and reported at \$294,350 as of year-end 2020.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Ridi Reio dba Stop n' Go (CRA) – Still in Construction:**

City Manager Joel Mazur stated this project is no longer moving forward and the agreement should be terminated.

Ross Durham made a motion to recommend terminating the agreement. Tim Meister seconded.  
Motion carried.

**Shank Properties (CRA):**

The committee reviewed the project status report information submitted by Shank Properties. They reported exceeding their investment level with \$2,636,435. Per the agreement they are to create 10 F/T position by December 31, 2019. It was reported 9 F/T jobs were created and 19 retained by year-end 2020 and payroll was reported at \$288,000. Down from the \$790,400 required per the agreement.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Ventures in Space (CRA):**

The committee reviewed the project status report submitted by Ventures in Space, which is for the spec building. It was reported that the project has met the investment level and they were not to create jobs as this was for the construction of the speculative building only.

Tim Meister made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Discussion –**

City Manager Joel Mazur discussed that the MWA Enterprises, Ltd. (CRA) (Petro truck stop), owned by Mike Adams was sold in 2020 and not officially transferred to the new owner, thus terminating the agreement.

**Meeting adjourned at 9:41 AM.**

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Jennifer Arps  
Henry County CIC Economic Development Coordinator



March 25, 2021

Napoleon City Council  
255 West Riverview Ave.  
PO Box 151  
Napoleon, Ohio 43545

**Re: 2021 Tax Incentive Review Council**

Dear Council Members:

Ohio Revised Code Section 5709.85 provides for establishment of a Tax Incentive Review Council ("TIRC") to review the compliance of each community reinvestment area agreement—at least annually. The TIRC then makes a recommendation to you to continue, modify, terminate, or expire each agreement.

The TIRC met on March 25, 2021. As the County Auditor's designee, the CIC chaired the 2021 TIRC. After reviewing each agreement, the TIRC has recommended that you **CONTINUE** the following community reinvestment area agreements in Napoleon:

- American Road Holdings, LLC
- Jan Mar Properties
- Just Busch Investments, LLC
- Koester Corporation
- MSG Investments
- Napoleon I, LLC
- Shank Properties
- Ventures in Space

The TIRC also recommends that the **Ridi Reio** agreement be **TERMINATED** due to the project no longer moving forward.

The TIRC found that all but the Ridi Reio business agreements were in complete compliance with all terms of the applicable agreements. In response to the same, the TIRC took into consideration fluctuations in the business cycle unique to that owner's business when agreeing to recommend to you to continue each of those specific agreements. See R.C. §5709.85(C) (1).

Ohio Revised Code Section 5709.85(E) states as follows:

R.C. § 5709.85 (E) A legislative authority that receives from a tax incentive review council written recommendations under division (C)(1) or (D) of this section shall, within sixty days after receipt, hold a meeting and vote to accept, reject, or modify all or any portion of the recommendations.

Consistent therewith, I hereby submit this written recommendation and respectfully request that Napoleon City Council ACCEPT the recommendation of the TIRC to CONTINUE American Road Holdings, Jan Mar Properties, Just Busch Investments, Koester Corporation, MSG Investments, Napoleon I, LLC, Shank Properties, and Ventures in Space, and TERMINATE the Ridi Reio agreement.

Should you have any questions please contact the office at (419) 592-4637. Thank you.

Respectfully submitted,



Jennifer Arps  
Economic Development Coordinator

Enclosure

cc: Joel Mazur; City of Napoleon Manager  
Billy Harmon; Law Director for City of Napoleon, Ohio  
Kevin Garringer; Henry County Auditor  
Kevin Schultheis; City of Napoleon Zoning Administrator  
Ohio Department of Development  
Ohio Department of Taxation



# City of Napoleon, Ohio

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

## Memorandum

**To:** Mayor and Members of City Council  
**From:** Roxanne Dietrich, Clerk of Council  
**cc:** Joel L. Mazur-City Manager, Billy D. Harmon-City Law Director, Kelly O'Boyle-Finance Director  
**Date:** April 5, 2021  
**Subject:** General Information

### CALENDAR

7:00 pm – City Council

### INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **Resolution No. 009-21**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000) and Authorizing Entering into a Professional Service Contract with Aerotek, Inc. for the Purpose of Providing Supplemental Services to the City of Napoleon, Ohio Engineering Department; and Declaring an Emergency (Suspension Requested)
  - a. the enclosed Memorandum from Chad explains this contract
2. **Resolution No. 010-21**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000) for the Purpose of Implementation of a GIS System, and Award said Implementation to Stantec Consulting Services, Inc.; and Declaring an Emergency (Suspension Requested)
  - a. Please see the attached Memorandum from Chad
3. **Resolution No. 011-21**, a Resolution Amending Resolution No. 063-20, the City's Yearly Reoccurring Costs Legislation; and Declaring an Emergency
4. **Resolution No. 012-21**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency (Suspension Requested)
  - a. Included in the packet is Chad's Memorandum regarding this contract
5. **Resolution No. 013-21**, a Resolution Authorizing a Contract with the Village of Florida for the Purpose of Operating a Water Supply Distribution System; and Declaring an Emergency
  - a. A copy of the proposed Water Purchase Contract is attached
6. **Ordinance No. 014-21**, an Ordinance Supplementing the Annual Appropriation Measure (Supplement No. 2) for the Year 2021; and Declaring an Emergency (Suspension Requested)
7. **Ordinance No. 015-21**, an Ordinance Authorizing the Finance Director to make Appropriation Transfers pursuant to O.R.C. Section 5705.40 for the Fiscal Year Ending December 31, 2021 as listed in Exhibit "A"; and Declaring an Emergency (Suspension Requested)
8. **Resolution No. 016-21**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances (Transfer No. 2) from Respective Funds to Other Funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2021, listed in Exhibit "A;" and Declaring an Emergency (Suspension Requested)

## SECOND READINGS OF ORDINANCES AND RESOLUTIONS

1. **Resolution No. 008-21**, a Resolution Authorizing the City Manager of the City of Napoleon to Execute any and all Documents necessary to Apply for and Receive Financial Assistance from the Ohio Department of Transportation State Infrastructure Bank Loan Program for the Oakwood Avenue and American Road Project; and Declaring an Emergency.

## THIRD READINGS OF ORDINANCES AND RESOLUTIONS

1. **Ordinance No. 004-21**, an Ordinance Approving the Renewal of a Certain Agricultural District located in the City of Napoleon, Ohio at the Location of County Road P as Applied for by Linda Otermat; and Declaring an Emergency.

## GOOD OF THE CITY (Discussion/Action)

1. Review Recommendations on CRA Agreements from the Housing Council and Tax Incentive Review Committee (TIRC)
  - Included in your packet are: (1) minutes from the TIRC meeting on March 25, 2021, (2) the TIRC's recommendations, and (3) Status of the CRA Agreements

Attached are Memorandums from Chad for each of the following projects:

2. Approval of Plans and Specifications for the Lynne Avenue Improvements Project
3. Approval of Specifications for the 2021 Sanitary Sewer Cleaning Program

## INFORMATIONAL

### **1) Committee Meeting Agendas:**

- a) Monday, April 5, 2021 at 6:00 pm – HOUSING COUNCIL
- b) Monday, April 5, 2021 at 6:15 pm – TECHNOLOGY AND COMMUNICATIONS COMMITTEE
  - IT has put together a Memo on what they will be covering at the meeting Monday night.

### **2) AMP Update/3.26.2021**





# City of *NAPOLEON*, 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](http://www.napoleonohio.com)

## Memorandum

*Mayor*  
**Jason Maassel**

*Members of Council*  
**Joseph Bialorucki, President**  
**Daniel Baer, President Pro-Tem**  
**Jeff Comadoll**  
**Ken Haase**  
**Molly Knepley**  
**Lori Sicclair**  
**J. Ross Durham**

*City Manager*  
**Joel L. Mazur**

*Finance Director*  
**Kelly O'Boyle**

*Law Director*  
**Billy D. Harmon**

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

To: IT Committee  
From: Dustin Tewksbury, Director of IT Department  
cc: Joel Mazur, City Manager

Date: 4/1/2021

Subject: Website Review

The Napoleon IT Department has completed the development of the new Napoleon website. We will be reviewing the format of the website and the project budget. We will also discuss the amount of in-house time spent on its production and the time needed for operation going forward.

The website development started at the beginning of last year. However, there are still core changes that need to be made including changing the general flow of the page and how to navigate to certain pages. This is included in the budget for our consultant, WebInstinct. Currently, there is a work order in place, and we are waiting for changes to be processed.

The site has had a cost of \$15,000 in 2020, with an additional \$5,000 in 2021 reserved for changes on an "as needed" basis. As of now, \$1,500 of that has been spent towards additional core changes after the site was created. The remaining \$3,500 will be used to make further changes on the site, as core changes are beyond IT capabilities and can be completed by WebInstinct.


The IT staff has spent ample time editing, checking, and testing the website. While much of the editing can be completed by staff, there are changes that cannot be made in-house, such as editing core functions and template designs. Much of what we can change does take a generous amount of time.

To view the website, you can use the following link:

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

This is a site used only for the development of the website and is not accessible to the public, as it is under development now. The goal is to have the website "go live" on April 15<sup>th</sup>.

# APRIL 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Good Friday <u>City Offices Closed</u>	3
4 	5 6:00 pm – Housing Council 6:15 pm – Technology Committee 7:00 pm – City Council	6	7	8	9	10
11	12 6:15 pm – Electric Committee 6:15 pm – Board of Public Affairs 7:00 pm – Water/Sewer Committee 7:30 pm – Municipal Properties ED Committee	13 4:30 pm- Board of Zoning Appeals 5:00 pm- Planning Commission	14 12 Noon – Ad-hoc Committee on Personnel	15	16	17
18	19 6:00 pm – Tree Commission 6:00 pm – Parks Rec Committee 7:00 pm – City Council	20	21	22	23	24
25	26 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	27 4:30 pm – Civil Service Commission	28 6:30 pm – Parks and Rec Board	29	30 Arbor Day	

*City of Napoleon, Ohio*

**CITY COUNCIL**

**MEETING AGENDA**

**Monday, April 5, 2021 at 7:00 pm**

City Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

Go to [www.napoleonohio.com](http://www.napoleonohio.com) to join the meeting via WebEx

**A. Attendance** (Noted by the Clerk)

**B. Prayer and Pledge of Allegiance**

**C. Mayor's Presentation of a Proclamation to Napoleon Lady Cats Basketball Team**

**D. Approval of Minutes** (in the absence of any objections or corrections, the minutes shall stand approved)

1. March 15, 2021 Regular Council Meeting Minutes
2. March 22, 2021 Special Council Meeting Minutes

**E. Citizen Communication**

**F. Investment Update by Meeder Investments**

**G. Reports from Council Committees**

1. Finance and Budget Committee met on March 22, 2021; and
  - a. accepted the First Quarter Budget Adjustments
2. Safety and Human Resources Committee for March 22, 2021 was canceled due to lack of agenda items.
3. Technology and Communications Committee met earlier this evening to review the City web page

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

1. Civil Service Commission did not meet on March 23, 2021 due to lack of agenda items.
2. Parks and Rec Board did not meet on March 31, 2021 due to lack of agenda items
3. The Housing Council met earlier this evening to review the 2021 TIRC recommendations on CRA Agreements

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

1. **Resolution No. 009-21**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000) and Authorizing Entering into a Professional Service Contract with Aerotek, Inc. for the Purpose of Providing Supplemental Services to the City of Napoleon, Ohio Engineering Department; and Declaring an Emergency (Suspension Requested)
2. **Resolution No. 010-21**, a Resolution Authorizing the Expenditure of Funds over Twenty-Five Thousand Dollars (\$25,000) for the Purpose of Implementation of a GIS System, and Award said Implementation to Stantec Consulting Services, Inc.; and Declaring an Emergency (Suspension Requested)
3. **Resolution No. 011-21**, a Resolution Amending Resolution No. 063-20, the City's Yearly Reoccurring Costs Legislation; and Declaring an Emergency
4. **Resolution No. 012-21**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency (Suspension Requested)
5. **Resolution No. 013-21**, a Resolution Authorizing a Contract with the Village of Florida for the Purpose of Operating a Water Supply Distribution System; and Declaring an Emergency
6. **Ordinance No. 014-21**, an Ordinance Supplementing the Annual Appropriation Measure (Supplement No. 2) for the Year 2021; and Declaring an Emergency (Suspension Requested)

7. **Ordinance No. 015-21**, an Ordinance Authorizing the Finance Director to make Appropriation Transfers (Transfer of Appropriations 1) from one Appropriation Line Item to another Appropriation Line Item pursuant to O.R.C. Section 5705.40 for the Fiscal Year Ending December 31, 2021 as listed in Exhibit "A"; and Declaring an Emergency (Suspension Requested)
8. **Resolution No. 016-21**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances (Transfer No. 2) from Respective Funds to Other Funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2021, listed in Exhibit "A;" and Declaring an Emergency (Suspension Requested)

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

1. **Resolution No. 008-21**, a Resolution Authorizing the City Manager of the City of Napoleon to Execute any and all Documents Necessary to Apply for and Receive Financial Assistance from the Ohio Department of Transportation State Infrastructure Bank Loan Program for the Oakwood Avenue and American Road Project; and Declaring an Emergency.

**K. Third Readings of Ordinances and Resolutions**

1. **Ordinance No. 004-21**, an Ordinance Approving the Renewal of a Certain Agricultural District located in the City of Napoleon, Ohio at the Location of County Road P as Applied for by Linda Otermat; and Declaring an Emergency

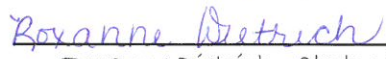
**L. Good of the City** (Any other business that may properly come before Council, including but not limited to):

1. **Discussion/Action:** Review Recommendations on CRA Agreements from the Housing Council and Tax Incentive Review Committee (TIRC)
2. **Discussion/Action:** Approval of Plans and Specifications for the Lynne Avenue Improvements Project
3. **Discussion/Action:** Approval of Specifications for the 2021 Sanitary Sewer Cleaning Program

**M. Executive Session – (as may be needed)**

**N. Approve Payment of Bills** (in the absence of any objections or corrections, the Payment of Bills shall stand approved.)

**O. Adjournment**

  
\_\_\_\_\_  
Roxanne Dietrich - Clerk of Council

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

1. **Technology & Communication Committee (1<sup>st</sup> Monday)**  
(Next Regular Meeting: Monday, April 5, 2021 @6:15 pm)
2. **Electric Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, April 12, 2021 @6:15 pm)
  - a. Review of Power Supply Cost Adjustment Factor for April 2021
  - b. Update on Substations
  - c. Electric Department Report
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, April 12, 2021 @7:00 pm)
  - a. Update on 2021 Wastewater Treatment Plant Improvements Project
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, April 12, 2021 @7:30 pm)
  - a. Heritage Ohio Main Street Program for Downtown Napoleon
5. **Parks & Recreation Committee (3<sup>rd</sup> Monday)**  
(Next Regular Meeting: Monday, April 19, 2021 @6:00 pm)
6. **Finance & Budget Committee (4<sup>th</sup> Monday)**  
(Next Regular Meeting: Monday, April 26, 2021 @6:30 pm)
7. **Safety & Human Resources Committee (4<sup>th</sup> Monday)**  
(Next Regular Meeting: Monday, April 26, 2021 @7:30 pm)
8. **Personnel Committee (as needed)**
9. **Ad-hoc Committee on Personnel (as needed)**
10. **Charter Review Commission (as needed in 2024)**

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

1. **Board of Public Affairs (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, April 12, 2021 @6:15 pm)
  - a. Review of Power Supply Cost Adjustment Factor for April, 2021
  - b. Update on Substations
  - c. Electric Department Report
  - e. Update on 2021 Wastewater Treatment Plant Improvements Project
2. **Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, April 13, 2021 @4:30 pm)
  - a. BZA 21-01 Variance to Property Setback 12 Bauman Place
3. **Planning Commission (2<sup>nd</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, April 13, 2021 @5:00 pm)
  - a. PC 21-02 Dedication of Street Section East of 400 Block of Raymond Street
  - b. PC 21-03 Subdivision Re-plat of Lot A-2 of the Re-plat of Lota A of Hogrefe's Plat II
4. **Tree Commission (3<sup>rd</sup> Monday)**  
(Next Regular Meeting: Monday, April 19, 2021 at 6:00 pm)
5. **Civil Service Commission (4<sup>th</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, April 27, 2021 @4:30 pm)
6. **Parks & Recreation Board (Last Wednesday)**  
(Next Regular Meeting: Wednesday, April 28, 2021 @6:30 pm)
7. **Privacy Committee (2nd Tuesday in May & November)**  
(Next Regular Meeting: Tuesday, May 11, 2021 @10:30 am)
8. **Records Commission (2<sup>nd</sup> Tuesday in June & December)**  
(Next Regular Meeting: Tuesday, June 8, 2021)
9. **Housing Council - Meets First Monday in April (meeting to be scheduled after the TIRC meeting)**
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**
15. **Volunteer Peace Officers' Dependents Fund Board**
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 MEETING MINUTES**  
 Monday, March 15, 2021 at 7:00 pm

**PRESENT**

Councilmembers	Joseph D. Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Lori Siclair, Jeff Comadoll, Ken Haase, Ross, Durham, Molly Knepley
Mayor	Jason P. Maassel
City Manager	Joel L. Mazur
City Law Director	Billy D. Harmon via WebEx
Finance Director	Kelly O’Boyle via WebEx
City Staff	Clayton O’Brien-Fire Chief Dave Mack-Chief of Police Chad E. Lulfs, P.E., P.S.-Director of Public Works Jeremy Okuley-Chief WWTP Operator via WebEx Jeff Rathge-Operations Superintendent via WebEx
Clerk of Council	Roxanne Dietrich
Others	News Media via WebEx, Brad Hibbard-Honey Blossom Orchard

**ABSENT**

## CALL TO ORDER

Council President Bialorucki called the City Council meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance.

## APPROVAL OF MINUTES

In the absence of any objections or corrections, the minutes of the March 1, 2021 regular Council meeting stand approved. Maassel noted the List of Donors for the umbrellas at the pool included Napoleon Family Dentistry but it should have been Dental Excellence. The minutes were approved with that correction.

## CITIZEN COMMUNICATIONS

None.

## REPORTS FROM COUNCIL COMMITTEES

Both the **Electric Committee** and the **Water, Sewer, Refuse, Recycling and Litter Committee** did not meet on March 8, 2021.

The **Municipal Properties, Building, Land Use and Economic Development Committee** met on March 8, 2021 with Chair Knepley reporting the committee went into Executive Session for Economic Development and no action was taken.

Earlier tonight, the **Parks and Rec Committee** met for an update on the new Aquatic Center.

## INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

**Resolution No. 006-21 – Fire/EMS Service Contracts with Townships, Village of Florida, HCSJAD**

Council President Bialorucki read by title Resolution No. 006-21, a Resolution Authorizing Contracts with the Townships of Napoleon, Harrison, Freedom, and the Village of Florida, and Henry County South Joint Ambulance District for Fire Service and/or Emergency Medical Service Commencing April 1, 2021; and Declaring an Emergency

Motion: Haase                                  Second: Knepley  
to approve First Read of Resolution No. 006-21

Mazur stated this item was discussed at the Safety and Human Resources Committee in late February. This resolution authorizes us to enter into the contracts with the townships and the Village of Florida. Suspension is being requested because the contracts expire on April 1, 2021 and the Council meeting is on April 5, 2021. In order to expedite this so we can get the contracts signed, suspension is being requested. As a follow-up to one of the questions that was asked about non-emergency transport billing and there was a comment made asking why the net revenues that come in are not dispersed amongst all of the other contract entities. The question "fairness" was brought to question just want to point out that there are a few things that could be looked at. My recommendation overall is to keep the contracts the same. There are a few things that we take care of and do not bill the contract entities for. Such as, we do the billing at no cost to them. Now, everybody does pay for their proportionate share of billing with AccuMed. Our staff time between Stephanie and Kim to do the inputs for all of the billing is not billed out to them. So, that is a cost we absorb. I do want to point out that within the city limits we do have paper townships. So, city residents are paying township taxes for their fire services too. That's another item. The last and most important item is, right now the EMS allocation compared to fire is 55% to 45%. That percentage hasn't changed since it was set up. It has been suggested in the past that the EMS allocations move closer to 80%. That would drastically change the payments for the townships on the EMS side. That is probably the most glaring because of the cost of the service, the amount of EMS runs that we go on compared to fire. The gap could be widened to 80%/20% if we really wanted it to be that way. The system we have in place now with the contracts actually works. The cost that the contract entities get from us for that service is a bargain. My recommendation is to move forward with this legislation and we will move forward with the contracts like they have been in years past. Maassel asked when our ambulance rolls out for a non-emergency transport, does that cause anybody in the surrounding areas to have to do anything? Chief O'Brien replied it's no different if we are on a non-emergency transport or if we are on an EMS call in the city, an EMS call in Harrison Township or Napoleon Township or wherever. Nothing changes. Maassel then asked do we do non-emergency for people in the Village of Florida and in the other areas as well or all they just in the city limits? Chief O'Brien responded for non-emergencies we cannot guarantee where that resident would be from but from Henry County Hospital. We go from a Healthcare Facility to another Healthcare Facility. Back when it was originally established not only was it going to help with some of the staffing but, also because of the purpose of constantly transporting into Henry County and the limited amount of non-emergency transports to move the patient from Henry County Hospital to say Toledo or back to a long-term care facility or wherever, that is why that was established. So, it could be people from the Village of Florida going to Henry County that just need to be transported. Maassel stated I do not have a problem with that as long as we are not causing those entities to have to do something. We send our guys on a non-emergency run and if that means somebody from the Village of Florida has to be on standby because of that, as long as their meter is not ticking, I'm okay with the way it is. If that ever changes, then we have to change the revenue then too because they're current costs is my opinion.

Motion: Comadoll

Second: Haase

to suspend the rule requiring three readings of Resolution No. 006-21

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Sicclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed**



Roll call vote to pass Resolution No. 006-21 Under Suspension and Emergency  
Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-  
**Yea-7 Nay-0, Motion Passed.**

**Ordinance No. 007-21 – Supplement No. 1**

Council President Bialorucki read by title Ordinance No. 007-21, an Ordinance Supplementing the Annual Appropriation Measure (Supplement No. 1) for the Year 2021; and Declaring an Emergency

Motion: Durham                      Second: Knepley  
to approve Ordinance No. 007-21 on First Read

O'Boyle stated this is Supplemental Number One for Fund 221 the Napoleon Aquatic Center. We moved appropriation from the principal payment to be able to keep the project going. It puts back the amount that we moved. The debt payment is going to be higher because the bond was more than what we originally thought when we went through the budget process. The difference for the building and improvement is what we went over in the Parks and Rec Committee, the amount that is remaining for projected expenses and the balance that is available to spend. The total is \$232,519.69. Bialorucki asked what the reason for suspension is? O'Boyle said so we can make sure any POs that come in we can encumber them to keep the project moving to be able to open on time.

Motion: Comadoll                      Second: Haase  
to suspend the rule requiring three readings of Ordinance No. 007-21

Roll call vote on the above motion:  
Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-  
**Yea-7 Nay-0. Motion Passed.**

Roll call vote to pass Ordinance No. 007-21 Under Suspension and Emergency  
Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-  
**Yea-7 Nay-0, Motion Passed.**

**Resolution No. 008-21 – SIB Loan Program**

Council President Bialorucki read by title, Resolution No. 008-21, a Resolution Authorizing the City Manager of the City of Napoleon to Execute any and all Documents necessary to Apply for and Receive Financial Assistance from the Ohio Department of Transportation State Infrastructure Bank Loan Program for the Oakwood Avenue and American Road Project; and Declaring an Emergency

Motion: Siclair  
to approve First Read of Resolution No. 008-21

Mazur stated we are requesting first read on this legislation that would allow us to enter into a SIB loan agreement with ODOT so that we can finish the American Road and Oakwood Avenue project down to Freedom Drive. We may have a deviation in this. From the start we have been working with Maumee Valley Planning Organization (MVPO). A little over a year ago, we were in contact with the State Infrastructure Bank program contacts and at the time we were not given good information. I got a lot of that through emails and in our phone conversations that we had with them and that was with Dennis Miller and Will Burns from MVPO. The terms that they originally told us was we could structure the loan for 25 years and backload the payments for when the TIF District builds up a little bit. They have deviated off of that, it is now 20 years and now said we cannot backload the payments. What Dennis



Roll call vote to approve First Read of Resolution No. 008-21  
Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-  
**Yea-7 Nay-0. Motion Passed.**

## Ordinance No. 004-21 – Otermat Ag District Renewal

Motion: Haase                                  Second: Durham  
to approve Second Read of Ordinance No. 004-21

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

**Ordinance No. 002-21 – William R. Meyers Annexation 3.038 Acres of Land**

**Yea-7 Nay-0, Motion Passed.**

what Rudy told us from Wood County he don't think that we can probably do 250. We are at a point where we'd have to do discussions of what the actual seating capacity is. Like we talked, the well's been capped, the pressure tank and controls have all been removed, there is a provision in there where someone from the city, if it's the operations or water department, are to come in and do an annual inspection of the location of where the city water comes in just to verify that there is not well operations in that vicinity again. During the conversation we had with the Wood County Building Inspector, he introduced us to something called Agritourism. For our property, we would like to go after the agritourism because what that gives us is some of what we have already been doing, bringing people into the community for various things. Back in 2018 we had an OEFFA tour which is the Ohio Ecological Food and Farm Association. We are one of the first stops of OEFFA in Northwest Ohio ever. We brought in about 30 some people. There was people from the Dayton and Columbus area that came to it. We are bringing people in from outside just this little segment of Ohio. In 2019, we had the beekeeping annual field day which originally was scheduled to be in Defiance at the bee sanctuary. Due to some political issues there, that was cancelled and we were contacted and asked if we would be willing to host the event which we did. There was probably somewhere near about 75 to 100 beekeepers there from somewhere between 8 and 10 counties. Later that year we had the 20 plus acres of sunflowers that we opened up for three weekends in September. The first weekend was Labor Day weekend and 80% to 90% of the vehicles that attended had Indiana plates on. The second weekend was our biggest weekend and we had plates from all over the place we actually had two professional wildlife photographers there. One is actually nationally recognized. He came out and did a special bit on it. The total of the three weekends we had approximately between 750 to 1,000 people come through there to take pictures of the sunflowers. We had engagement pictures, we had maternity pictures, we had a wedding party pictures, family pictures and just people out just wanting to take pictures. We may not necessarily be bringing in everything but as a tourism aspect of it we are bringing people in like the beekeeping thing. I know darn well that the people were going to Walmart and Chief and buying stuff because we had a plate to pass for a potluck that day and you can see there's a clam shell with a sticker on it saying where it came from. There's people going to other places and making purchases. We do beekeeping seminars, we haven't done them in the last year, but we have had where we had meals brought in from Hills and places like that, the people that are there for an eight-hour event are fed and they are buying from the locals. We do a build a hive class, where you have the same thing, people are there for about five to six hours and want stuff to snack on and drink. So, they are actually purchasing from the businesses in the area. Maassel reiterated all the Planning Commission did was say it's okay because the well is now outside. The agritourism was brought up as basically the next step. That is not the main topic that the Planning Commission met for last week. Siclair commented everything sounds great is there any reason Maassel interjected we will go through the Planning Commission steps. The commission was just exposed to this last week at the meeting. We need to make sure, it's new to Honey Blossom, it's quite new to us and we need to make sure we do all our homework and do our research. We are trying to do the steps to make sure we do not miss anything on both sides. Hibbard continued as far as we know, there is only really two places in this area that has gotten in agritourism and there's not even a word if it's a classification or a permit or tag or whatever. If you read it, they just throw out the word agritourism. The Nature Fresh greenhouses in Delta are in an agritourism and there is one place in Grand Rapids that has been approved for agritourism. They are in the construction phase right now and are hoping to be completed this year. There are some other stuff and I think most is more towards the Columbus area where there has been some conversations of what does and does not fit as agritourism. With us having the farm ground there and the honey operation we definitely would fit within that agricultural part of the agritourism. Baer asked Maassel what is the next step in this process? Maassel explained what we would do is approve Planning Commission 21-01 for the well stuff. The way it looks here, they are asking for the Planning Commission to meet again to talk about

Motion: Siclair  
to approve PC 21-01, a Special Use Permit for the well

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

**Recommendation for Tentative Award for the 2021 Wastewater Treatment Plant Improvement Project pending Approval by DEFA**

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Motion: Comadoll                      Second: Haase  
to Approve the Tentative Award of the 2021 Wastewater Treatment Plant Improvement Project pending  
Approval by DEFA

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

Mazur stated this was to ducktail with the legislation so, the request here is to have this tabled until the next council meeting so we have enough time to evaluate whether we advertise now or postpone to a later time.

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

Lulfs stated we are just requesting Council's approval. We would choose to either purchase the vehicle off the state contract or, from a private dealer if we can get it at a lower price. We are still researching that. If we can get approval to follow the terms of the budget and stay within the pricing outlined in the state contract, we will move forward with getting that small dump truck purchased. Maassel asked the salt spreaders and plows we have we want to get brand new with that truck too? Lulfs replied we do have in the budget to get that equipment but, anything we need would be outfitted after that this would be for the chassis itself. Rathge added that is correct. This is a two-part purchase. You buy the chassis from a dealer and/or off state contract and then the same thing happens with the outfitting of the project.

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

Mazur stated this would be for the water service contract for the Village of Florida. As you know, the contract that we have with them is currently expired. We sent a letter to them back in July of 2020 offering to extend the contract out and offered a rate of \$7.77 per thousand gallons. The \$7.77 also factors in that declining block rate would go away and eliminate the surcharge because it's all rolled into one per thousand gallon price which was what the contract communities wanted at the time. This

would also establish a Water Rate Review Board as was discussed. The board would meet with the Board of Public Affairs and the Council Water, Sewer, Refuse, Recycling & Litter Committee on an as needed basis to go over items related to rates. We proposed to have a contract term that would coincide with that service of the Water Treatment Plant Reconstruction Project. At the time, it was approximately 29 years. We also sent a letter to the Village of Malinta with similar terms and conditions if they want to enter into a new contract with us as well. At this point this would need approval from Council through legislation and by the Village Council as well. I believe they are meeting on Monday of next week and if they request attendance, I will be attending that meeting to answer any of their questions. The next step would be either to discuss it here or if you want to carry this forward, it would require legislation. Obviously, at this point it's in draft form and we will maybe have some tweaks once the City Law Director and the village solicitor review it. Generally speaking, the terms and conditions outlined in the letter are in this contract form. Mazur added, this is something that talks about and touches on the operations and maintenance of their system representations of both parties. There is a section that talks about operations and maintenance agreement. At a certain point, I believe the smaller water systems and villages are finding that they are difficult to manage on their own. We are finding that the EPA is pushing a lot of these smaller systems into being maintained and managed by bigger water systems that have some built-in redundancies. The request was from the Village of Florida to take a look at operating and maintaining their system on a separate contract basis. The clause in No. 9 says we will take a look at that with them. Napoleon and Florida will look at entering into an Operations and Maintenance Agreement. That would have to come back to Council as a separate agreement. There would be a cost to it but anymore managing and maintaining water systems is becoming more and more cumbersome in terms of testing, valve exercising, backflow prevention, leak detection, hydrant flushing, tower inspections, meter reading and billing. There are parts of managing the system that are more and more difficult for smaller systems to do on their own because of the expense of it. Places that has staff and systems already in place to manage those makes it a lot easier to absorb some of that. Also, with the licensures for Operators of Record. That is an important piece as a potential follow-up at a later date. Siclair asked the portion about the Water and Sewer Committee having a member that is something new and different right? Mazur replied it would be yes. It was in a letter that went out to everybody, including at the time it was Liberty Center as well. Offering the satellite communities a chance to come in and hear what items would affect rates that they are also affected by. It would be a recommendational committee to Council along with the Board of Public Affairs and the Water and Sewer Committee. Siclair asked if it would change the makeup of our current committee we'd have two council members? Mazur responded the Water and Sewer Committee would stay the same, the Board of Public Affairs would stay the same. This would just be the contract entities as a committee to come in and review. Siclair asked just preparing it for their approval? Maassel added we are not agreeing to anything yet, we are saying to bring an agreement.

Motion: Durham

Second: Siclair

to direct the Law Director to draft legislation for a Water/Sewer Contract with the Village of Florida

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

### **Enter into a Contract with Aerotek, Inc. for Engineering Supplemental Staffing**

Mazur reported we have advertised for engineering positions a few times. The last person we hired was Zach Barry and he stuck around for Lulfs commented just shy of two years. Mazur continued we went through Aerotek to hire him. Aerotek is a temp agency and we are requesting to do the same thing this

Motion: Durham                      Second: Haase  
to direct the Law Director to draft legislation to enter into a Contract with Aerotek, Inc.

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

## Enter into a Contract with Stantec Consulting Services, Inc. for the 2021 GIS Project

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on whether we are able to find an individual. Durham asked what role does Stantec play in the overall system? Lulfs responded they created it for us, they update and maintain it. Currently it is housed on the cloud but they have primary access to it. If someone were to get in there without the proper skillset, they could actually delete it. Any updates we have we send to Stantec. They assist us with our hydrant flushing, our valve exercising program, they are assisting us with our 2021 sewer cleaning program they help us with that by getting the maps prepared out of the GIS. Stantec is skilled at using this tool, we are able to use it but not to that level. Andy Faley from Stantec is classified as a GIS Professional which is what we are trying to hire. For the most part, they maintain our Geographical Information System (GIS). Siclair asked if we hired someone then we would no longer need their service? Lulfs explained we wouldn't need as much of their service. There will definitely be a learning curve for whoever we bring in that's not familiar with our specific GIS. If bring someone in, I could see us not necessarily using the entire contract, but we would still like to have their support services so if there is a question or additional assistance is needed, we have it in place. Even moving forward there's a chance we would look at keeping them on an annual contract at a much reduced rate if we bring someone in. I would foresee that being a \$5,000 to \$10,000 annual contract for assistance. Bialorucki asked what would the estimated compensation be for the person that you would hire including their benefits and things on an annual basis? Lulfs said more than \$50,000. Maassel asked would they do more than GIS? Lulfs replied I would hope so. GIS would be what they would be skilled at. We have a myriad of things back there that if time allowed we could definitely have them assist with. Possibly even something with more of an engineering aspect to it assuming they have time. There's a lot of GIS field work that needs to be done. GIS is rarely complete, it changes continuously. Updating it would be constant. \$50,000 doesn't get us a final product. Until someone is working on it the majority of the time, it probably will never be a final product. Long term, we would like to even have it incorporated into our work order process, but that's down the road.

Motion: Haase

Second: Baer

to direct the Law Director to draft legislation to enter into a Contract with Stantec Consulting for Professional Services for the 2021 GIS Project

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

### **First Quarter Budget Adjustments**

O'Boyle said this is the standard first quarter budget adjustments. Right now there will be supplementals but, there could be other ones. We will discuss further in the Finance and Budget Committee. We will be requesting suspension at the first meeting in April.

Motion: Durham

Second: Siclair

to direct the Law Director to draft legislation for the First Quarter Budget Adjustments

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

### **First Quarter Budget Adjustments to Finance and Budget Committee**

Council President Bialorucki referred First Quarter Budget Adjustments to the Finance and Budget Committee



### **Amendment to the Reoccurring Cost Resolution**

Mazur stated we are requesting legislation to add a vendor to it.

Motion: Comadoll

Second: Haase

to direct the Law Director to draft legislation amending the Reoccurring Cost Resolution No. 063-20

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

### **Approval to Apply for WalMart Grant for Fire Training Facility**

Chief O'Brien explained this the local community WalMart grant that we have applied for in the past. We are hoping to upgrade the temperature monitoring system for the burn rooms with it this year and are asking for approval to apply. Siclair asked how much would it be? Chief O'Brien replied we are not exactly sure of the amount because there's so many different types and finding the correct heat temp probes. We are hoping to be able to get that and there are other minor improvements out there. They have always been good about trying to allocate it towards training. I'm not exactly sure on that, we are actually doing the research on certain different ones. Ben does claim that if we reach out to the Electric Department to find an old stop light, we try to keep those burns at 800 degrees and so you always have to monitor these temperatures and you have to record them for each live fire burns. We would like to have a system that Ben can hook up to the stop light so it turns red when it hits that 800 degrees. We haven't identified the exact product yet. Maassel asked why 800 degrees? I'm thinking hey there's fire in there, let's go train to put it out. Chief O'Brien explained there are certain fires. In the bottom right container that is our fire behavior lab and putting students inside there as you build up the fire, they can watch how the fire builds up, how the smoke banks down and how the fire can come right up over top of you. It's the whole growth and the way that the fire continues to burn. Safety wise NFPA standards at different levels of where the temperature has to be controlled at. This is actually about six feet back from the actual burn grid where you're gathering these temperatures because if we did it right in the flame impingement area, it would be a lot higher than that. I do want to point out WalMart has been an excellent supporter of the training within our area. We have been able to maximize these grants for a numerous amount of years. Siclair added they have been very generous in our community.

Motion: Baer

Second: Siclair

to approve applying for the WalMart Grant for the Fire Training Facility

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

### **AROUND THE TABLE**

**Bialorucki.** The first thing I want to bring up is our thoughts and prayers still go out to Brian Koeller and his family. Just horrific what happened to his family and want to let him know how we're all thinking about him and his family.

On a lot happier note, we had a few people represent Napoleon this past weekend on the state level. We had a wrestler, Demetrius Hernandez, just a huge accomplishment to make it as far as he did. I was very excited. I think there was some girls basketball that did pretty well, some unfinished business from last year. Totally now a record of 53-1 in the last two years is just phenomenal. Besides just basketball, what they've done for our community and brought a lot of people together. A lot of happiness since a

lot of issues in the last year. I want to thank all the girls and the coaches and the athletic department for all their hard work.

The last thing I have is for an Executive Session to discuss personnel.

**O'Boyle.** Nothing tonight.

**Knepley.** You said pretty much what I was going to say.

**Comadoll.** I would like to see what it takes to have a "Children at Play Sign" placed in the neighborhood. One of the neighbors had an altercation last week with a driver going up and down the road at an excessive speed. Just in a 500 feet area there's about 15 kids at the age from two up to nine years old. Mazur asked if that is on Sheffield? Comadoll- Strong Street. There's a no outlet sign right there in one of the yards and a sign could be put on that. At the corner of Sheffield and Strong. There's a "No Outlet" sign if something could be placed below it, if that's possible please.

**Sicclair.** I'm going to piggyback a little bit on the basketball weekend just because I want to congratulate the team and the coaches. My thought was, if there was no story if there wasn't a history behind it, it was just a really awesome game to watch and a pretty incredible performance. Thank-you to the City Manager and Chief O'Brien and Chief Mack for everything that took place before the game and after the game. Saturday night certainly was a really great community gathering and thank all of you for everything that you did to make sure that happened and be as cool as it was.

**Maassel.** Chief Mack and Chief O'Brien thanks for coming to Rotary and talking to us. Appreciate it. Gave us a little education there, really appreciated all the hard work and I think Rotary really appreciated you guys coming and talking about what goes on. I think the reports opened up some eyes for some of the Rotarians. So, thank-you very much.

The wildcat was painted in 1981 when the boys won. It's not terrible, I have seen it worse. Can we get a fresh coat of paint on it for this year? Mazur-I think that is part of the plan. Maassel-the other question I have is, obviously it was originally done in 1981. Can we get 1981 in one of the crosswalks and 2021 in another crosswalk? Is that possible? Mazur-yeah.

I got a nice text from Defiance Mayor McCann congratulating the city and the girls for their big win. I thought that was really nice. I got a text from Commissioner Mires and all it said was "take that COVID" I thought that was kind of neat. I think we ought to invite the girls to come to the April 5<sup>th</sup> meeting and we can present them with a proclamation and maybe we can have a sign made up by then. A sign to put on the entrance signs to Napoleon. Home of state champs and water polo champs is up there right now and Sam Meese and get another one for the girls if we can have that ready to go. Then we need to take a picture and if this room is too small, we will find a place outside. Last year COVID took their trip to the final four, but this year COVID was not going to take our celebration away. Good job City Manager, Fire and Police Chiefs, Operations and everybody for putting that together. That was a special night, we made a lot of memories. Growing up I heard a lot of stories about 1981 this happened, this happened and this happened after the boys won. Now, we have our own memories for what happened in 2021.

**Baer.** Just echoing what everybody else said. The four-year progress of that team and what they've done for the community and for the high school and especially in a year of COVID. I think it was great having the opportunity to go to that game and then coming back and seeing the students dancing in the center of the street. Maybe that wasn't appropriate, but it just seemed appropriate at the time and even Chief Mack giving up his car to some people to do cheers. That's a big plus for the city and for the high school.

**Haase.** I have nothing more to add to that.

**Maassel** – I have a mulligan. It was the sheriff, our police, our fire and also other departments involved too. Bialorucki added the other fire departments were Holgate, New Bavaria, South Richland and McClure. Maassel - if we missed anybody else, we didn't miss on purpose. Bialorucki - from my understanding you didn't have to reach out to them, they asked if they could come do that, that's awesome.

**Mazur.** We got a notice late Friday after the agenda was published. We need to request Council to direct the Law Director to draft legislation for the ODOT salt purchase contract. We purchase our road salt from ODOT. In the spring ODOT comes out with their road salt contract and when they tell us, we need to act on it right away. Suspension will be requested on that legislation for the April 5<sup>th</sup> Council meeting as ODOT only gives us thirty days.

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase  
Nay-

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

Council President Bialorucki reported no action was taken.

Motion: Durham

Second: Knepley

to come out of Executive Session for discussion of Personnel

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

Council President Bialorucki reported no action was taken.

APPROVE PAYMENT OF BILLS AND FINANCIAL REPORTS

Haase asked on page four about halfway down what is the \$17,290 for private rehab of 1146 Michigan Avenue, what was that? O'Boyle said it's for the CHIP loan through Maumee Valley Planning. Maassel asked do we get some money back then for that? O'Boyle-yes. They should sign a contract, that's all with Maumee Valley and then we get the information. Bialorucki stated if there are no other questions, the payment of bills and financial reports shall stand approved.

ADJOURNMENT

Motion: Durham

Second: Siclair

to adjourn the City Council meeting at 9:24 pm

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

**Yea-7 Nay-0, Motion Passed.**

**Approved:**

**April 5, 2021**

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

\_\_\_\_\_  
Jason P. Maassel, Mayor

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

# SIGN-IN SHEET

Meeting City Council

**Date** March 15, 2021.

[illegible]

*City of Napoleon, Ohio*

Monday, March 22, 2021 at 6:00 pm

**PRESENT**

Councilmembers	Joseph D. Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Lori Siclair, Jeff Comadoll, Ken Haase, Molly Knepley, Ross Durham via WebEx
Mayor	Jason P. Maassel
City Manager	Joel L. Mazur
City Law Director	Billy D. Harmon via WebEx
City Staff	Chad E. Lulfs, P.E., P.S.-Director of Public Works
Clerk of Council	Roxanne Dietrich
Others via WebEx	News Media, Maumee Valley Planning Organization (Dennis Miller and Will Burns)

**ABSENT**

### CALL TO ORDER

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

## Approval of Plans and Specifications for the American Road and Oakwood Avenue Improvements Project (Tabled)

Motion: Comadoll  
to un-table Approval of Plans and Specifications for the American Road and Oakwood Avenue  
Improvements Project

Roll call vote on the above motion:

Yea-Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase, Baer  
Nay-

**Yea-7 Nay-0, Motion Passed.**

Mazur thanked Council for accommodating a special meeting on short notice and apologized for any inconvenience. Mazur continued explaining, at the last Council meeting we tabled this item due to information we received from our contact at the State Infrastructure Bank (SIB) Program. Some of the terms and conditions of the SIB loan changed on us. Dennis Miller and Will Burns from Maumee Valley Planning Organization (MVPO) are on WebEx to help explain a few things. Back in January of 2020 we were told the loan could be for up to 30 years. Based on the economics of it, we were looking at a 25-year term and back loading the payments. Just recently, the conditions changed on us. Those terms no longer apply. It is now a 20-year loan with a fixed payment. This item was tabled at the last meeting as we were not sure what direction we would be going; to bid the project out this year or later in the Fall, to delay the project or do a portion of the project. At the time, moving forward with the bid did not seem reasonable. Since the last council meeting, we have been able to gather more information and now know that the State Infrastructure Bank (SIB) Program is still a viable option. The benefit to us would be that we do not have to make payments for the first thirty months. Since the TIF District is established, we will be collecting on the TIF revenues. 2021 will be collected in 2022. Going forward with the SIB loan would mean our first payment would not need to be made until thirty months from whenever it closes and that could be as late as December of 2023. We believe having the deferred payment for thirty months is an advantage to us. There is no penalty for early payment or early repayment of the loan. After thirty-six months we would need to make an interest payment and one payment as a part of the SIB loan. After that, we can pay it all off. The SIB loan can be used as a bridge loan if we want to finance the project in other ways in the future or, wait and see what other

developments come up. What TIF revenue we would be getting will be based off of what has already been done at Love's Travel Stop. On an annual basis, that should cover about 40% of the cost. We do know down the road there will be other developments and once some of the CRAs fall off, we will be able to capture other improvements that have been made on those properties including Paul Martin & Sons. Nine years from now, that TIF revenue will come in and be put towards infrastructure improvements. The TIF district was established based on an opportunity with the Love's Travel Stop development to generate revenue similar to how a CRA works. The tax revenue that would be generated goes toward property tax on the increased value of that property of what is developed. The CRA tax is abated where the TIF property tax generated goes toward a TIF revenue that we use for infrastructure improvements and that can be utilities, roadways, drainage. The opportunity came up, so Love's together with MVPO put together a grant application and put money into the American Road Project. That project is done except for one signal that will go at the ramp and they are waiting for that. Now, we want to do the remainder of the road because it was an inherited county road from when all the properties in that area annexed into the city. The property is starting to fall into disrepair and has a life of about three to five years left. We thought it would be wise to establish the TIF District and put together a financing package to get the remainder of that road done. That included securing three different grants (one from Jobs and Commerce, one from 629 Funds and one from TID (Transportation Improvement District) all equaling about \$600,000. We have spent some of the grant money already but have about \$300,000 to \$350,000 remaining that is being housed and managed by MVPO in partnership with the City. We have that funding to use as well as to figure out how to get the remainder of the project completed with the TIF revenues and upfront financing of the project. That is why we believe the SIB loan is a good option even if it is just a bridge option to something else. We can always go through our conventional ways of financing whether it is a note or other means. Toledo Lucas County Port Authority also has some programs that we can use that would be a benefit to us that we are looking into. We have some time to think this through. Similar to how we did the pool, we can also borrow from another internal fund like the electric fund to help make payments until the TIF Revenue Fund builds back up so we could pay back the enterprise fund, whatever that may be. The main goal of all of this and we are about halfway there, is to get this project done and done right in anticipation of developments coming in the future and to do the project without using capital funds, if at all possible. That was the goal of establishing the TIF District and putting this together. If some capital would have to be used for this for whatever reason and that would be a Council decision, it is still considered a victory since we are generating revenues and not using them from what would otherwise be used for our resurfacing program and other things. We are trying to preserve our capital funds and come up with creative ways to get more important road projects completed. Miller stated he did some research on the Toledo Lucas County Bond Program and it may be an attractive avenue to explore. The interest rate is somewhat comparable to the SIB loan. As you are aware, you could do an annual note that you can rollover until you have the revenues coming in to pay down the SIB loan. I think you can do that for up to five years. Mazur added originally the plan was to go with just the SIB program, but with the curveball we were thrown recently, we felt we needed to take a step back and look at different options that are out there. I am confident we will be able to do this project and get it done without having to use any capital funds down the road. We have grant money attached to this, we have TIF revenue coming in now. Overall, this will be an improvement to an area that needs it no matter how it is financed. Maassel asked what is the total project cost including engineering? Lulfs responded the construction estimate is \$1,850,000 and the design contract was \$112,000. Maassel stated for round numbers we'll say two million.

Maassel then asked the following questions with Mazur providing the answers.

How much is the SIB loan for? The SIB loan will be for approximately \$1.55 million dollars.

Where is the other approximately \$455,000 coming from? Grants, the TID is \$200,000 and the 629 Fund is \$250,000.

The SIB loan has to be paid back basically in annual installments for twenty years, correct? Correct.

What is the interest rate? 3%.

What is the annual payment? \$112,000.

If the TIF District is not generating that, that comes out of capital then? Or, another source. We can borrow internally until TIF revenues are generated enough to pay that back. The TIF is a 30-year rolling. Thought it was 20 years? The TIF is 30 years. The SIB is only for 20 years and does not allow you to go 30 years.

We are expecting Love's to be about 40% of that \$112,000? Correct.

Burns added on the SIB loan you do have the deferral for thirty months.

Maassel noted we need additional growth for the other 60% of the \$112,000 in the next 30 months to make up the full \$112,000 for the payment, right? Mazur replied in theory at least for the first year. We will already have generated TIF revenues to cover some of the cost if not the first year's full payment.

Maassel stated at some point we have to find 60% more or about \$70,000. Mazur pointed out there is one development planned, the crematory. Maassel clarified it has to be inside the TIF District, how long is the CRA with Paul Martin & Sons for? Mazur reported it was a ten year CRA so that has about nine more years. Comadoll asked if the Pet Clinic and/or Pampered Pets got any money from us when they built out there? Mazur-No. Comadoll asked about Harley Davidson. Maassel commented it has been almost twenty years since they have been out there. I'm not saying it is not needed, I want to understand the math. We already have \$300,000 at Maumee Valley, is that TIF dollars? Burns explained the TID is \$200,000 and the 629 through OBSA is \$250,000 for a total of \$450,000. Maassel asked will that go towards the principal and is that how we get to the difference between \$2 million and \$1.5 million, is those dollars? Mazur-correct. Miller stated to give you a little prospective, I think the Love's project is about a \$10 million dollar capital investment and you probably could be looking at another \$50 million dollar combined investment out in that area. Mazur added that is not including any valuation increases. If the valuation of those properties goes up based on the 2020 evaluation that the Auditor's Office just completed and takes effect in 2021. The valuation increase would also generate more property tax revenue. We will be meeting with the Auditor to figure out what the valuation changes are for the TIF District area to see what additional that will bring in.

We are just talking about the SIB loan right now as we get to defer the payments for thirty months and there is no penalty for paying it all the way down. In the meantime, we can line up another funding source to pay that down and like Miller mentioned, use the Toledo Lucas County Port Authority loan or another program that is more favorable to us for this project or take out a note where we would have the opportunity to roll it for five years, if we need to. Maassel commented if you want to have continued growth out there you have to invest in infrastructure. Haase added it is never going to be less than it is now.

Motion: Comadoll

Second: Haase

to approve the plans and specifications for the American Road and Oakwood Avenue Improvements project and go out to bid

Roll call vote on the above motion:

Yea-Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase, Baer

Nay-

**Yea-7 Nay-0, Motion Passed.**



ADJOURNMENT

Motion: Comadoll  
to adjourn the Special City Council meeting at 6:21 pm

Roll call vote on the above motion:

Yea-Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase, Baer

Nay-

**Yea-7 Nay-0, Motion Passed.**

**Approved:**

**April 5, 2021**

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Attest:

Roxanne Dietrich, Clerk of Council

**RESOLUTION NO. 009-21**

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000) AND AUTHORIZING ENTERING INTO A PROFESSIONAL SERVICE CONTRACT WITH AEROTEK, INC. FOR THE PURPOSE OF PROVIDING SUPPLEMENTAL SERVICES TO THE CITY OF NAPOLEON, OHIO ENGINEERING DEPARTMENT; AND DECLARING AN EMERGENCY**

**WHEREAS**, this Council possesses the power to fix the number of employees in the various departments of the City, and to fix the nature and amount of their compensation and benefits, per the Charter of the City of Napoleon, Ohio Section 2.14 (7); and,

**WHEREAS**, the City of Napoleon, Ohio Engineering Department is currently operating with multiple unfilled positions of Staff Engineer; and;

**WHEREAS**, the City of Napoleon, Ohio has attempted to fill one (1) of the said positions using the current City advertising process without success; and,

**WHEREAS**, the City of Napoleon, Ohio now desires to enter into a contract with Aerotek, Inc. to obtain supplemental services for the purpose of filling one (1) of these necessary positions of Staff Engineer in the City of Napoleon, Ohio Engineering Department which currently remains unfilled; and,

**WHEREAS**, the compensation of Aerotek, Inc. set forth in the agreement is determined to be fair and reasonable to the City and the Company; and,

**WHEREAS**, this matter is being brought before Council due to the cost of this matter exceeding the twenty-five thousand dollar (\$25,000) bidding threshold; and,

**WHEREAS**, Aerotek, Inc. desires, and is capable and licensed, to provide the required supplemental services to the City of Napoleon, Ohio; **Now Therefore**,

**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) is hereby authorized for professional supplemental services offered by Aerotek, Inc. for the purpose of filling one (1) of the positions of Staff Engineer in the City of Napoleon, Ohio Engineering Department.

Section 2. That, the City Manager is authorized to execute a service contract with Aerotek, Inc. as substantially in the form as currently on file in the office of the City Finance Director which is between the City and Aerotek, Inc.

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 is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for timely execution of the agreement, required for the preservation of public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the hiring 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:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 009 -21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

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

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

## Memorandum

**To:** Joel L. Mazur, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kelly O'Boyle, City Finance Director  
Roxanne Dietrich, Clerk of Council  
**Date:** March 31, 2021  
**Subject:** Engineering Staffing ~ Contract Employee through Aerotek, Inc.

For the past several years, the City of Napoleon's Engineering Department has been trying to increase staffing levels. With the recent departure of Engineering Department personnel, this issue has become an even greater focus. Despite efforts to find qualified candidates through our normal hiring practices, we have been unable to find the appropriate individuals. In 2018 we experienced a similar issue and reached out to a staffing agency, Aerotek, Inc. They keep a pool of candidates in specific fields of interest, including Civil Engineering.

Aerotek was able to once again provide a pool of candidates for interviews. Having interviewed four (4) individuals, I request that Council approve the Engineering Department to enter into a contract with Aerotek, Inc. The contract would be for 12 months at a rate of 1.8 times the hourly rate agreed upon for that individual. The overtime rate is 1.5 times this amount. Due to the duration of the contract, this amount would exceed \$25,000.00.

The pay rate will be based on the City's existing pay scale for Unlicensed Staff Engineer, Step B. Because there is an open position available, funds from this account could be utilized to cover the cost of this contract. I request that Council approve Resolution No. 009-21 to allow us to enter into this contract with Aerotek, Inc. to assist the Engineering Department in daily operations and to maintain the level of service the city has come to expect.

*CEL*

## **RESOLUTION NO. 010-21**

### **A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000) FOR THE PURPOSE OF IMPLEMENTATION OF A GIS SYSTEM, AND AWARD SAID IMPLEMENTATION TO STANTEC CONSULTING SERVICES, INC.; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon Engineering Department has been working toward full implementation of its GIS system; and,

**WHEREAS**, the City of Napoleon Engineering Department has been working with Stantec Consulting Services, Inc. since 2013 to implement the GIS system; and,

**WHEREAS**, the cost to implement the GIS system exceeds twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, the City of Napoleon desires to award this project to Stantec Consulting Services, Inc. due to Stantec's intimate knowledge of the City's GIS system (Stantec has been involved in the City's GIS implementation plan since 2013, including a detailed report outlining how to proceed), which may expedite the project; therefore, it is the opinion of this Council that it is in the best interest of the City of Napoleon to eliminate the necessity for competitive bidding;

**WHEREAS**, it is the opinion of this Council that it is in the best interest of the City of Napoleon to eliminate the necessity for competitive bidding in this instance, as permitted in Article VI, Section 6.05 of the Charter of the City of Napoleon and Napoleon Codified Ordinance 106.04. **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) to continue the GIS implementation process.

Section 2. That, Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 3. That, the City Manager is authorized to enter into a Contract with Stantec Consulting Services, Inc. to conduct said GIS implementation.

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

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

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for the timely implementation of the system; 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 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:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, interim Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 010-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*



# *City of Napoleon, Ohio*

## *Department of Public Works*

*255 West Riverview Avenue, P.O. Box 151*

*Napoleon, OH 43545*

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

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

*www.napoleonohio.com*

## *Memorandum*

**To:** *Joel L. Mazur, City Manager*  
**From:** *Chad E. Lulfs, P.E., P.S., Director of Public Works*  
**cc:** *Mayor & City Council*  
*Kelly O'Boyle, City Finance Director*  
*Jeff Rathge, Operations Superintendent*  
**Date:** *March 31, 2021*  
**Subject:** *GIS Implementation Project ~ Single Sourcing*

As part of the 2021 Budget, the City has allocated \$50,000.00 to move toward full implementation of our GIS. The Engineering Department has been working with Stantec Consulting Services, Inc. since 2013 to implement and maintain the system. A detailed report outlining how to proceed was prepared. The budgeted funds will cover any remaining items and continued support for the development and updating of the system.

Stantec currently handles all of our GIS management. Because of Stantec's intimate knowledge of our infrastructure, their familiarity with our staff, their preparation of our plan, their experience managing our current system, and their implementation of all previous phases of our plan, I am proposing to single-source this project to Stantec Consulting Services, Inc.

If approved by Council, we hope to hire a full-time employee to maintain the GIS as discussed during the budget process. Regardless, outside support is still needed. Stantec Consulting Services, Inc. would be awarded a Not to Exceed contract that is billed on an hourly basis. If an individual is hired by the Engineering Department, this would limit the amount billed through the contract. However, if an individual is not hired, we would have a method in place for continued support. Also, Stantec is willing to assist the City with the necessary training of staff hired by the City.

If approved for single-sourcing, I will negotiate a contract with Stantec. Once a contract is prepared, it will be brought back to Council for approval.

*CEL*

## **RESOLUTION NO. 011-21**

### **A RESOLUTION AMENDING RESOLUTION NO. 063-20, THE CITY'S YEARLY REOCCURRING COSTS LEGISLATION; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business with groups or associations established for or on behalf of the political subdivisions or instrumentalities of the State, which annually exceed twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business, many which result in mandatory payments or merely occur as a result of the method of accounting utilized by the City's Finance Department; and,

**WHEREAS**, for convenience and efficiency, purchase orders are annually written to vendors by multiple departments of the City with a combined total that exceeds twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, Resolution No. 063-20 was previously passed on December 21, 2020; and,

**WHEREAS**, certain vendors were omitted from Resolution No. 063-20, and Council now desires to add these vendors for proper payment. **Now Therefore**,

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

Section 1. That, the expenditure of funds by the City in excess of twenty-five thousand dollars (\$25,000), in and for the year 2021, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for purchases, services, coverage, or benefits listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 2. That, the expenditure of funds by the City in excess of twenty five thousand dollars (\$25,000), in and for the year 2021, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the following purchases associated with recreation, fund balance maintenance, public labor costs, public auditing, utilities, bonding, accounting, the payment of debt service, postal service, banking, permitting, and codification listed in Exhibit "B" attached hereto and made a part of this Resolution.

Section 3. That, the expenditure of funds in excess of twenty five thousand dollars (\$25,000) is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the City's cumulative purchase of product, supply, equipment and/or services periodically through the year 2021 from the following vendors; however, in no event shall the amount exceed twenty five thousand dollars (\$25,000) for any one purchase of product, supply, equipment and/or services or any one specific project under the authority of this Resolution listed in Exhibit "C" attached hereto and made a part of this Resolution.



Section 4. That, due to nature or uniqueness of the transactions or vending listed in Sections 1, 2 and 3 of this Resolution, except for the prohibition in Section 3 regarding the one time purchase over twenty-five thousand dollars (\$25,000), any requirement that may exist for competitive bidding is hereby eliminated in the best interest of the City.

Section 5. That, Resolution No. 063-20 is hereby amended to include JT's Building Maintenance and Construction on Exhibit "C" for the purpose of various property maintenance and construction services.

Section 6. That, nothing in this Resolution shall be construed as to eliminate the necessity of quality based selection as it relates to architect, engineer or construction services for any one project that would otherwise require such a selection process, as such elimination of quality based selection would require separate Council action; moreover, nothing in this Resolution shall be construed as to eliminate the restriction found in Section 3 of this Resolution as it relates to a single purchase or project expenditures.

Section 7. 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 8. 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 9. 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 allow for prompt purchases required to remain operational, being operational essential to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the payment process 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:

---

Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 011-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

---

*Roxanne Dietrich, Clerk of Council*

## EXHIBIT "A"

American Municipal Power, Inc.	For: Contracted Power Purchase and Services
BORMA Benefit Plans	For: Insurance Premiums (Health)
CIC of Henry County, Ohio	For: Economic Development Services
Henry County Auditor	For: Auditor Fees and Assessment Fees
Henry County Chamber of Commerce	For: Chamber Programs, Tourist Bureau and Other
Henry County Engineer	For: Engineering Shared Projects and Materials
Northwestern Ohio Water & Sewer District	For: Payments for Water Collections
Auditor of State of Ohio	For: Annual Auditing Services
Henry County Auditor	For: Law Library Payments
MAN Unit	For: Police Services and Narcotics Task Force
Maumee Valley Planning	For: CHIS/CHIP Grant Administration
Ohio Bureau of Workers Compensation	For: Employee Worker's Comp. Insurance Coverage
Ohio Police Pension Fund	For: Police Pension Payment
Ohio Fire Pension Fund	For: Fire Pension Payment
Ohio Public Employers' Retirement System	For: Pension Payments
Public Entities Pool (PEP)	For: Insurance Premiums (Property & Casualty)
Treasurer State of Ohio	For: Various Items
Treasurer State of Ohio, ODOT	For: Road Salt & Other Items

## EXHIBIT "B"

BHM CPA Group, Inc.	For: Auditing Services
Bonded Chemical	For: Chemicals at Water Treatment Plant
Bryan Publishing	For: Newspaper Publication Services
City of Napoleon, Fuel Rotary	For: Fuel Purchases
City of Napoleon, Garage Rotary	For: Garage Rotary Services
City of Napoleon, Income Tax	For: Refunds of Income Taxes
City of Napoleon, Payroll	For: Payroll Postings
City of Napoleon, Reimbursements	For: Inter-fund Reimbursements
City of Napoleon, Rescue	For: Township Portion of EMS Revenues
City of Napoleon, Utility	For: Meter Deposit Refunds
City of Napoleon, Utility	For: Utility Services
City of Napoleon, Utility	For: Water and Sewer Refunds
City of Napoleon, Utility	For: Electric Refunds
Farmer and Merchant's State Bank	For: Banking and Debt Service Payments
Greenline	For: Telephone Services
Huntington National Bank	For: Banking & Debt Service Payments
KSB Dubric	For: Pump supplies and repairs
Ohio CAT	For: Equipment Rental & Parts
Ohio Gas Company	For: Utility Services
Ohio Water Development (OWDA)	For: Debt Service Payment
OMEGA JV5/Amp-Ohio Inc.	For: Purchase of Power
OMEGA JV6/Amp-Ohio Inc.	For: Purchase of Power
PNC Bank, N.A.	For: Debt Service Payments
Postmaster	For: Postal Services and Supply
Rescue-Township Charges (EMS)	For: EMS Revenues to Townships
Schonhardt and Associates	For: CAFR Preparation
Smart Bill, LTD	For: Outsourcing of Utility Bill Printing and Mailing
Squires, Patton, Boggs (US) LLP	For: Bond Counsel (Professional Services)
Telnamix	For: City Phone Services
The Accumed Group	For: EMS Billings and Collections
Treasurer State of Ohio	For: Payments to State
US Bank N.A.	For: Debt Service Payments
US EPA (Treasurer, State of Ohio)	For: Permits
Verizon Wireless	For: Wireless Phone Services

Weltman, Weinberg & Reis

For: Collection Services

## EXHIBIT "C"

Amazon	For: Various City Supplies & Equipment
A & A Custom Crushing	For: Concrete Crushing
A Cut Above the Rest Tree Service	For: Tree Services
Advanced Rehabilitation Technology	For: Sewer Cleaning and Rehabilitation
Altec Industries	For: Digger Truck Services
All Seasons Tree Care	For: Tree Services
Alloway	For: Professional Services – Lab Testing
American Pavements, LLC	For: Crack Sealing
American Property Analysts	For: Property Appraisals
American Rock Salt Co., LLC	For: Road Salt
Anixter Inc.	For: Electrical Transformers, Parts and Supplies
B Clean Pro Services	For: Janitorial Services
Baker Vehicle Systems	For: Vehicle Parts & Repairs
Baldwin Poles	For: Utility Poles
Bob Wingate, Integrity Solutions	For: Bridge Inspections, Management & Repairs
Boundtree Medical Supply, LLC	For: Medical Supplies
Brown Supply Co.	For: Janitorial Supplies
Brownstown Electric Supply	For: Electrical Supplies
Buck Pavement Restoration	For: Crack Sealing
Buckeye Pumps	For: Pump Repairs and Parts
Burch Hydro	For: Electrical Supplies & Sludge Removal
Burke Excavating and Mowing	For: Construction and Mowing Services
Bryan Excavating	For: Construction Services
Cahaba Timber	For: Wood Electric Poles
Cargill, Inc.	For: Road Salt
C&W Tank Cleaning	For: Digester Cleaning
CDW Government, Inc.	For: Computers and Supplies
Chemtrade Chemicals US, LLC	For: Chemicals
City Blueprint of Toledo	For: Survey Supplies
Clarke Mosquito Control Product	For: Mosquito Control Supply
Clemons Nelson	For: Legal Services
CMI (Creative Microsystems, Inc.)	For: Software and Hardware Systems
Compass Minerals America	For: Road Salt

D & R Demolition Corp.	For: Concrete Crushing
Defiance County Landfill	For: Sanitation Dumping Services/Landfill Biosolids
Dell Marketing	For: IT Hardware Systems
Dennis Panning Excavating	For: Yard Waste Hauling and Disposal
Detroit Salt Company	For: Road Salt
Encompass Engineers	For: Electrical Engineering Services
Ermco	For: Electric Transformers
Estabrook, Corp.	For: Pump Supplies and Repairs
Ferguson Waterworks	For: Operations Parts and Supplies
Finley Fire Equipment	For: Fire Engines and Service Repairs
Fire Safety Services Inc.	For: Fire Services and Supply
Fire Service, Inc.	For: Fire Services and Supply
Fitzenrider, Inc.	For: Heating and Air Conditioning Service Work
Flex-Com	For: Camera Systems
Forrest Auto Supply	For: Automotive Parts & Supplies
Gerken Asphalt Paving, Inc.	For: Paving Materials & Asphalt Laying
Heartland Disposal	For: Sludge Removal
Henschen and Associates, Inc.	For: Software and Hardware Systems
Hoff Consulting, LLC	For: Consulting Services
Hydro Dyne Engineering, Inc.	For: Wastewater Remanufacturing of Screens
Jack Doheny Supplies Ohio, Inc.	For: Wastewater Supplies
J.A. Hillis Excavating, LLC	For: Excavation Services
Jones & Henry Engineers, LTD	For: Consulting Services
K-Tech	For: Beet Heet
<a href="#">JT's Building Maintenance &amp; Construction</a>	<a href="#">For: Various Property Maintenance and Construction Services</a>
Kalida Truck	For: Vehicle Accessories
Koester Corp.	For: Engineering Services
Kuhlman Corp.	For: Parts and Supply
Kurtz Ace Hardware	For: Supply
The Mannik and Smith Group, Inc.	For: Engineering Services (Professional Services)
Masterpiece Sign Graphics, Inc.	For: Signs
The Accumed Group	For: Ambulance Billing Services
Meeder Investment Management	For: Investment Management Services
Meggar	For: Electrical Testing Equipment

Mel Lanzer Co.	For: Construction Services
Meldrum Mechanical	For: Pump Supplies & Equipment Repairs
Melrose Pyrotechnics, Inc.	For: Fireworks
Midwest Compost	For: Digester Cleaning
Miller Brothers Construction	For: Trucking, Hauling, and Excavating Services
Morton Salt	For: Road Salt
Neptune Equipment Co. (NECO)	For: Meter Parts and Supplies
Newegg Business	For: Computers and Supplies
North Branch Nursery	For: Tree Plantings
Northwest Landscape Service	For: Landscaping and Supplies, Roadside & City Owned Property Mowing
Northwest Pools	For: Pool Chemicals
NRP Midwest	For: Wastewater Treatment Chemicals
Office Depot	For: Office Supply
One Source Waste Solutions	For: Waste Services
O'Reilly Auto Parts	For: Parts & Supplies
Path Master	For: Traffic Signals Supplies and Services
Paulding County Engineer's Office	For: Cold Patch
Parker Hannfin Corp.	For: Water Meter Analyzer
Perrysburg Pipe and Supply	For: Parts and Supply
Perry Corporation	For: Copier, Scanner and Printer Supplies
Peterman Associates, Inc.	For: Engineering Services (Professional Services)
P&R Communications	For: Radio repair and parts
Poggemeyer Design Group	For: Electrical Engineering Services
Porter's BP, LLC	For: Gas and Diesel Fuel
Powerhouse Supply	For: Electrical Parts and Supplies
Powerline Supply Co.	For: Electrical Parts and Supplies
Processing Solutions	For: Water Treatment Chemicals
Reinke Ford	For: Automotive Services
Reveille	For: Engineering Services
RTEC Communications, Inc.	For: Communication Supplies & Equipment
S & S Directional Boring	For: Directional Boring
Sauber Manufacturing Co.	For: Reel Trailers
Saylor Tree Service, LLC	For: Tree Services
Schneider	For: Software for Metering
Schweitzer Engineering	For: Electrical Substation Materials
Snyder Chevrolet, Inc.	For: Automotive Services



Solomon Corporation	For: Transformers and Electric Supplies
Southeastern Equipment	For: Operations Parts and Supplies
Spectrum Engineering Corp.	For: Engineering Services (Professional Services)
Spengler Nathanson, PLL	For: Outside Counsel (Professional Services)
Stantec Consulting Services, Inc.	For: Engineering Services (Professional Services)
Statewide Ford	For: Police vehicle
Stoops Freightliner	For: Vehicle parts
Stuart C. Irby Co.	For: Electrical Parts & Supplies
Superior Uniform Sales, Inc.	For: Uniform Services
Survalent Technology	For: SCADA Programming Services
Target Specialty Products	For: Golf Course Chemicals
Tawa Tree Service	For: Tree Services
Tawa Mulch Landscape Supply	For: Landscaping Services
Terex Utilities, Inc.	For: Electric Equipment Purchases
Toledo Edison	For: Contracted Power Services
Toledo Fence & Supply Co.	For: Fencing Supplies
T & R Electric	For: Transformers
Tri City Industrial Power	For: Batteries & Other Power Supplies
UniFirst Corporation	For: Uniforms & Supplies
URS Corporation	For: Engineering Services (Professional Services)
US Utility Contractor Co.	For: Traffic and Electrical Services
USALCO	For: Chemicals for Water Treatment
Utility Service Group	For: Chemicals for Water Treatment
Utility Services	For: NERC Compliance Services
Utility Truck Equipment	For: Bucket Truck
Vermeer	For: Wood Chipper/Parts
Vernon Nagel, Inc.	For: Trucking, Hauling, and Excavating Services
Viking Trucking, Inc.	For: Trucking and Hauling Services
Werlor, Inc.	For: Brush Grinding Services/Recycling Services
Wesco Distribution, Inc.	For: Electrical Supplies
Wigen Water Technologies	For: Membrane Services, Cleaning & Chemicals

Wood County Land Fill

WR Meyers Co., Inc.

Wright Express FSC-WEX, Inc.

Zacks Recycling, LLC

Zimmerman, Jack

For: Sanitation Dumping Services

For: Construction and Excavating Services

For: Fuel Purchases

For: Recycling Services

For: Road Striping Services

## **RESOLUTION NO. 012-21**

### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PURCHASE OF SODIUM CHLORIDE IN COOPERATION WITH ODOT; AND DECLARING AN EMERGENCY**

**WHEREAS**, Section 5513.01(B) of the Ohio Revised Code provides the opportunity for Counties, Townships, Municipal Corporations, Port Authorities, Regional Transit Authorities, State Colleges/Universities, and County Transit Boards to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies, or other articles; and,

**WHEREAS**, the City of Napoleon hereby relies upon this Resolution No. 012-21 as a written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid (018-22) in accordance with Ohio Revised Code 5513.01(B), and hereby agrees to all terms and conditions as noted below in regard to the City's participation in the ODOT winter road salt contract; **Now Therefore**,

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

Section 1. That, intending to be legally bound, the City Manager of the City of Napoleon, Ohio, is given the authority in the name of the City of Napoleon, Ohio, to participate in the Ohio Department of Transportation's Contract for Sodium Chloride (winter contract 018-22) and this Council agrees as follows:

- A. The City of Napoleon hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and,
- B. The City of Napoleon hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the City of Napoleon; and,
- C. The City of Napoleon agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the City of Napoleon's participation in the winter road salt contract; and,
- D. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the City of Napoleon agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and,
- E. The City of Napoleon hereby agrees to purchase a minimum of ninety percent (90%) of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and,
- F. The City of Napoleon hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and,

G. The City of Napoleon acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 30, 2021 by 12:00pm. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the City of Napoleon's participation request. Furthermore, it is the sole responsibility of the City of Napoleon to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive the City of Napoleon's participation agreement and/or the City of Napoleon's request to rescind its participation agreement.

Section 2. That, the City Manager and/or the City Manager's representative are authorized to fill out and submit any and all necessary documentation to effectuate the intent of this legislation, including the ODOT prescribed form, and that the City of Napoleon agrees to the above terms and conditions regarding participation on the ODOT winter salt contract.

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 is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for the timely purchase of Sodium Chloride, needed for placement on streets in winter months for safe travel; 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 purchasing 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:

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Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 012-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

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*Roxanne Dietrich, Clerk of Council*



# *City of Napoleon, Ohio*

## *Department of Public Works*

*255 West Riverview Avenue, P.O. Box 151*

*Napoleon, OH 43545*

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

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

*www.napoleonohio.com*

## *Memorandum*

**To:** *Joel L. Mazur, City Manager*  
**From:** *Chad E. Lulfs, P.E., P.S., Director of Public Works*  
**cc:** *Mayor & Council*  
*Kelly O'Boyle, Finance Director*  
*Jeff Rathge, Operations Superintendent*  
*Roxanne Dietrich, Clerk of Council*  
**Date:** *March 31, 2021*  
**Subject:** *Request for Participation in the O.D.O.T. Winter Contract for Road Salt*

For the last several years the City of Napoleon has participated with O.D.O.T. in its bulk purchasing contract for road salt. To be included in O.D.O.T.'s contract, legislation must be passed. The Law Department has prepared the required legislation. The legislation must be submitted to O.D.O.T. by April 30, 2021. I am requesting that Council pass the prepared legislation under Emergency and Suspension of the Rules to allow us to meet this deadline.

*CEL*

## **RESOLUTION NO. 013-21**

### **A RESOLUTION AUTHORIZING A CONTRACT WITH THE VILLAGE OF FLORIDA FOR THE PURPOSE OF OPERATING A WATER SUPPLY DISTRIBUTION SYSTEM; AND DECLARING AN EMERGENCY**

**WHEREAS**, the Village of Florida of Henry County, Ohio, desires to enter into a contract with the City for water distribution services; and,

**WHEREAS**, the City, a municipal corporation duly organized and existing under the laws of the State of Ohio, now owns and operates a water system, including water mains, water intake facilities, and a water treatment plant, together with related appurtenances; and,

**WHEREAS**, the Village of Florida can be served by the current water system; and,

**WHEREAS**, the City has determined to provide the service of water supply distribution to the Village of Florida as identified in an Agreement and upon the terms and conditions contained in said Agreement; **Now Therefore**,

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

Section 1. That, the City Manager is authorized to enter a contract with the Village of Florida, Henry County, Ohio, for water distribution services, including billing services related thereto; the terms and conditions having been approved by this Council in the form as currently on file in the office of the City Finance Director. The City Manager is authorized to make non-material changes to the contracts as deemed appropriate by the City Manager and approved as to form and correctness by the City Law Director; further, the contracts shall be effective April 1, 2021.

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 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, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

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 allow for emergency services to be rendered in a timely manner, emergency services also utilized by the City inhabitants when needed outside the City's jurisdictional boundaries; 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, it is necessary that this contract with the Village of Florida be in force 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:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 013-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*



## WATER PURCHASE CONTRACT

This contract for the sale and purchase of water is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021, "Effective Date" between the CITY OF NAPOLEON, OHIO, 255 W. Riverview Avenue, Napoleon, Ohio 43545, hereinafter referred to as the "Seller" and the VILLAGE OF FLORIDA, OHIO, 206 E. High St., Napoleon, Ohio 43545, hereinafter referred to as the "Purchaser". When referencing both the Seller and the Purchaser together, they shall be referred to as the "Parties".

### WITNESSETH:

Whereas, the Purchaser is organized and established under the provisions of the Ohio Revised Code, for the purpose of constructing and operating a water supply distribution system serving water users within the area described in plans now on file in the Office of the Purchaser and to accomplish this purpose, the Purchaser will require a supply of treated water; and,

Whereas, the Seller owns and operates a water supply distribution system with a capacity currently capable of serving the present customers of the Seller's system and the estimated number of water users to be served by the said Purchaser as shown in the plans of the system now on file in the Office of the Purchaser; and,

Whereas, Ordinance No. \_\_\_\_\_ was enacted on the \_\_\_\_ day of \_\_\_\_\_, 2021, by the Seller for the sale of water to the Purchaser in accordance with the provisions of this Agreement; and,

Whereas, Ordinance No. \_\_\_\_\_ was enacted on the \_\_\_\_ day of \_\_\_\_\_, 2021, by the Purchaser for the purchase of water from the Seller in accordance with the provisions of this Agreement.

NOW THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth,

#### A. Representations of the Seller:

**1. Quality and Quantity:** To furnish the Purchaser at the point of delivery hereinafter specified, during the term of this contract or any renewal or extension thereof, potable treated water meeting applicable quality standards of the Ohio Department of Health and The Ohio Environmental Protection Agency in such quantity as may be required by the Purchaser not to exceed 300,000 cubic feet per month.

**2. Pressure:** That water will be furnished at a reasonably constant pressure calculated at no less than 35 lbs./sq. inch from an existing six- inch main supply at a point located at the west corporate limit of the City of Napoleon on County Road 424. If a greater pressure than that normally available at the point of delivery is required by the Purchaser, the cost of providing such greater pressure shall be borne

by the Purchaser. Emergency failures of pressure of supply due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophe shall excuse the Seller from this provision for such reasonable period of time as may be necessary to restore service. Initially the Purchaser will use the available pressure from the Seller's water system to supply their distribution system; however, the Purchaser has the right to install a booster pump station whenever the Seller's water system is unable to supply sufficient pressure.

**3. Point of Delivery:** Seller shall furnish, install, operate and maintain the necessary metering equipment at the point of delivery for properly measuring the quantity of water delivered to the Purchaser and to calibrate such metering equipment as needed, but not including the meter pit. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous reading of any meter disclosed by test to be inaccurate shall be corrected for the six months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Seller and Purchaser shall agree upon a different amount. The metering equipment shall be read monthly. An appropriate official of the Purchaser at all reasonable times shall have access to the meter for the purpose of verifying its readings.

**4. Billing Procedure:** Seller to furnish the Purchaser at the above address not later than the 10th day of each month, with an itemized statement of the water furnished the Purchaser during the preceding month, unless unforeseen circumstances occur that would prohibit the ability to provide a timely statement.

B. Representations of the Purchaser:

**1. Water Purchasing:** To purchase water solely from the Seller so long as there is sufficient amount available for its needs.

**2. Water Payment:** (a) To pay the rate of \$7.77/1,000 gallons of water, subject to increases reviewed by the Water Rate Review Commission and City of Napoleon Council approval and subject to increases already approved by the Napoleon City Council.

(b) There shall be a monthly minimal charge which shall be computed by using as a base a minimum usage of 30,000 cubic feet and multiplying this base by the charges as shown in 2 (a).

(c) Prior to any use of water line(s) constructed and installed by it, Purchaser will pass a resolution to adopt or approve rules and regulations governing the use and control of such line(s) which shall be substantially identical in substance, form, intent, and purpose to those passed by or amended by the Seller.

(d) The Purchaser shall not add any one user as a customer who will use over 20,000 cu. ft. per month, without prior approval of the Seller. The Purchaser and Seller agree that this provision is intended to provide a review process solely for the purpose of determining whether the Seller's water system can physically support the additional demand without adversely affecting pressures or flows in the Seller's system.

The Seller reserves the right to refuse the additional request or service only in the event that:

- i) There would be an adverse impact on the Seller's water system, including, but not limited to, pressure, flow, quality, necessity for reconfiguration of water delivery point, increased meter size and testing.
- ii) The Purchaser cannot or will not provide additional measures or compensation to fully mitigate the adverse impact.

**3. Point of Delivery:** To furnish, install, operate and maintain at its own expense at point of delivery, the necessary materials and equipment, including a meter house or pit, valves and required devices of standard type for properly operating metering equipment. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous reading of any meter disclosed by test to be inaccurate shall be corrected for the six months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Seller and Purchaser shall agree upon a different amount. The metering equipment shall be read on the 1st day of each month. An appropriate official of the Seller at all reasonable times shall have access to the meter for the purpose of verifying its readings.

C. Representations of the Parties:

1. **Term of Contract:** That this contract shall end on July 1<sup>st</sup> of the year 2049, which is when the debt for the rehabilitation of the Water Treatment Plant is scheduled to be paid in full.
2. **Water Rate Review Commission:** Within one hundred eighty (180) days from the execution of this contract, the Seller agrees to establish a Water Rate Review Commission as a standing body that will review water rates on an as needed basis and make recommendations to City Council related to the review and establishment of water rates. The Commission shall meet with the Napoleon Board of Public Affairs and the City Council Water, Sewer, Refuse, Recycling and Litter Committee at the designated times to review items that could impact water rates. The Commission will consist of at least two (2) members from Napoleon, appointed by City Council and one (1) member of any community that is party to a contract with the City of Napoleon for purchasing water. The Commission shall also review contracts for any communities that would enter into

contracts with the City of Napoleon Water System and would have a seat on the Commission to ensure that the terms and conditions of the contracts are congruent with this contract.

3. **Failure to Deliver Water:** That the Seller will, at all times, operate and maintain its system in an efficient manner and will take such action as may be necessary to furnish the Purchaser with quantities of water required by the Purchaser. Temporary or partial failures to deliver water shall be remedied with all possible dispatch. In the event of an extended shortage of water, or the supply of water available to the Seller is otherwise diminished over an extended period of the time, the supply of water to Purchaser's consumers shall be reduced or diminished in the same ratio or proportion as the supply to Seller's consumers is reduced or diminished.
4. **Modification of Contract:** That the provision of this contract pertaining to the schedule of rates to be paid by the Purchaser for water delivered are subject to Section B of this agreement. Other provisions to this contract may be modified or altered by written mutual agreement.
5. **Regulatory Agencies:** That this contract is subject to such rules, regulations, or laws as may be applicable to similar agreements in this State and the Seller and purchaser will collaborate in obtaining such permits, certificates, or the like as may be required to comply therewith.
6. **Miscellaneous:** That the construction of the water supply distribution system by the Purchaser may be financed by a loan made or insured by, and/or a grant from the United States of America, acting through the Farmers Home Administration of the United State Department of Agriculture, and the provisions hereof a Home Administration of the United States, and the provisions hereof pertaining to the undertakings of the Purchaser are conditioned upon the approval, in writing of the State Director of the Financing. If the Purchaser obtains alternate financing, the Purchaser certifies that it will do all necessary undertakings required by alternate lender.
7. **Successor to the Purchaser:** That in the event any occurrence rendering the Purchaser incapable of performing under this contract, any successor of the Purchaser, whether the result of legal process, rights of assignment, or otherwise, shall succeed to the rights of the purchaser hereunder.
8. **Operations and Maintenance Agreement:** The Parties may agree in a separate Operations and Maintenance Agreement for the Seller to take responsibility for the Operations and Maintenance of the Purchaser's water system, which may include, but is not limited to, billing, leak detection, hydrant flushing, operating a backflow program, providing a certified Operator of Record, valve exercising, asset management, Meter reading, tower inspections and maintenance, hydrant maintenance, capital improvement planning, adopting an asset management plan and contingency plans, maintaining parts inventory for inevitable repairs and maintenance, and incorporating the water system into

a GIS program. The Operations and Maintenance Agreement will detail the costs associated with operating and maintaining the Purchaser's water system.

- 9. Purchaser Termination:** The Purchaser may opt out at its discretion prior to construction of the new water line. Purchaser shall promptly notify the Seller of this decision. Purchaser shall pay a fee in the amount equal to the previous 24 months of water purchases if the Purchaser decides to terminate the contract prior to the contract expiration date. The fee is justified to maintain the long-term financial stability of the water system. If Purchaser does not commence construction within two years of execution of this contract, Seller may, by Ordinance, declare this contract null and void. Seller would promptly notify Purchaser of this action. In either eventuality listed above, the Purchaser agrees to pay the full cost of all engineering work done by the Purchasers engineer for the project.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed in four counterparts, each of which shall constitute an original.

SELLER:

THE CITY OF NAPOLEON, OHIO

By: \_\_\_\_\_  
Joel L. Mazur, City Manager

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

Approved as to Form:

\_\_\_\_\_  
Billy Harmon, Law Director

PURCHASER:

THE VILLAGE OF FLORIDA,  
OHIO

By: \_\_\_\_\_  
Jeff Nulton, Mayor

Attest:

\_\_\_\_\_  
Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

**ORDINANCE NO. 014-21**

**AN ORDINANCE SUPPLEMENTING THE ANNUAL APPROPRIATION  
MEASURE (SUPPLEMENT NO. 2) FOR THE YEAR 2021; AND DECLARING  
AN EMERGENCY**

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

Section 1. That, the annual appropriation measure passed in Ordinance No. 064-20 for the fiscal year ending December 31, 2021 shall be supplemented (Supplement No. 2) as provided in Exhibit "A" (one page), 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 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 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 because this Ordinance provides for appropriations for the current expenses of the City which are related to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of current expenses, 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:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 014-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020; & 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.*

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

## 2021 APPROPRIATION BUDGET - SUPPLEMENTAL #2

<u>Supplemental #2</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2021 FUND TOTAL</u>
<b>Fund 100 General Fund</b>				
100.1400.51100 Salary - Non -Bargaining	\$1,955.20			
100.1400.51500 PERS	\$273.73			
100.1400.51700 Medicare	\$28.35			
<b>TOTAL General Fund 100</b>			<b><u>\$2,257.28</u></b>	<b><u>\$2,257.28</u></b>
<i>Reason: Fein step increase different than original budget</i>				
<b>Fund 221 Napoleon Aquatic Center</b>				
221.4300.53365 Serv. Fees -Bond Issuance Costs		\$107,607.88		
221.4300.56000 Miscellaneous Operating Costs		\$8,000.00		
<b>TOTAL Napoleon Aquatic Center Fund 221</b>			<b><u>\$115,607.88</u></b>	<b><u>\$115,607.88</u></b>
<i>Reason: Bond for Pool Note -Pass through books and Auditor fees (est)</i>				
<b>Fund 277 Probation Officer Grant Fund</b>				
277.1810.59300 Transfer to All Funds		\$1,995.97	<b><u>\$1,995.97</u></b>	<b><u>\$1,995.97</u></b>
<i>Reason: Transferred from Fund 275 over years cover additional costs not covered by grant; return to Fund 275</i>				
<b>Fund 288 Justice Reinvestment Incentive Grant Fund</b>				
288.1810.59400 Transfers -to 100 General Fund		\$11,670.00	<b><u>\$11,670.00</u></b>	<b><u>\$11,670.00</u></b>
<i>Reason: Advanced from General Fund in 2017 Reso. No. 085-17 - return to General Fund</i>				
<b>Fund 400 Capital Improvement Fund</b>				
400.2100.57000 Machinery and Equipment		\$2,000		
<i>Reason: Donation from Union for part of Safety City Tarp</i>				
400.1600.57000 Machinery and Equipment		\$1,200		
<i>Reason: Camera and accessories more than budgeted</i>				
400.5100.57500 Street Improvements		\$1,350,000		
<i>Reason: American Rd.-Love's portion -reappropriate from 2020 (pass through)</i>				
<b>TOTAL FUND 400</b>			<b><u>\$1,353,200.00</u></b>	<b><u>\$1,353,200.00</u></b>
<b>Fund 510 Water Revenue Fund</b>				
510.9900.59849 TR-TO 519 WTR PLANT REN.IMP.FD.		\$8,000	<b><u>\$8,000.00</u></b>	<b><u>\$8,000.00</u></b>
<i>Reason: To cover issuance cost from Bond not covered by premium</i>				
<b>Fund 519 Water Plant Improv. &amp; Reno Fund</b>				
519.6200.53365 Serv. Fees -Bond Issuance Cost		\$63,748.35	<b><u>\$63,748.35</u></b>	<b><u>\$63,748.35</u></b>
<i>Reason: Bond for Water Note -Pass through books (revenue offset)</i>				
<b>Fund 520 Sewer Utility Revenue Fund</b>				
520.6300.58050 Principal Payment -Bonds -Revenue		\$4,458,570.47		
520.6300.53365 Srv. Fee - Bond Issuance Cost		\$214,328.10		
<i>Reason: Sewer Refunding Bonds - pass through books (revenue offset)</i>				
520.9900.59561 TR-to 532 Williams Pump Station		\$101,872.00		
<i>Reason: To cover debt payments</i>				
<b>TOTAL FUND 520</b>			<b><u>\$4,774,770.57</u></b>	<b><u>\$4,774,770.57</u></b>
<b>TOTAL FUNDS</b>	<b><u>\$2,257.28</u></b>	<b><u>\$6,328,992.77</u></b>	<b><u>\$6,331,250.05</u></b>	<b><u>\$6,331,250.05</u></b>



**ORDINANCE NO. 015-21**

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATION TRANSFERS (TRANSFER OF APPROPRIATION 1) FROM ONE APPROPRIATION LINE ITEM TO ANOTHER APPROPRIATION LINE ITEM PURSUANT TO O.R.C. SECTION 5705.40 FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021 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 Ordinance, the Finance Director is hereby authorized and directed to transfer from one appropriation item to another, in the Fiscal Year ending December 31, 2021, 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. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of current expenses, 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:

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Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 015-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

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*Roxanne Dietrich, Clerk of Council*

FISCAL YEAR ENDING 2021- TRANSFER OF APPROPRIATION (No. 1)

	<u>PERSONAL SERVICES</u>	<u>OTHER</u>
<b>FROM :</b> 288.1810.51100 Salary - Non-Bargaining	(10,950.00)	
288.1810.51500 PERS	(1,533.00)	
288.1810.51600 Workers Comp	(312.00)	
288.1810.51700 Medicare -City Share	(158.00)	
 <b>TO :</b> 288.1810.54200 Supplies -Operating Materials		1,779.88
288.1810.53300 Serv. Fees -Professional		11,173.12
 <i>Reason: To match requested grant amendments with State until 6/30/21</i>		
<i>Appropriate for new grant period -during 2nd Quarter Adjustments</i>		
 <b>Total Transfer of Appropriation</b>	 (12,953.00)	 12,953.00

Working Draft

**RESOLUTION NO. 016-21**

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO  
TRANSFER CERTAIN FUND BALANCES (TRANSFER NO. 2) FROM  
RESPECTIVE FUNDS TO OTHER FUNDS PER SECTION 5705.14 ORC  
ON AN AS NEEDED BASIS IN FISCAL YEAR 2021, 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 2, among the various funds on an as needed basis in Fiscal Year 2021 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. Further, the Emergency Clause is necessary to transfer the funds 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:

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Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 016-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

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*Roxanne Dietrich, Clerk of Council*

**2021 TRANSFER OF FUNDS - No. 2**Passed April 5, 2021

FROM:	TO:	AMOUNT
277.1810.59300 Transfer to All Funds <i>Purpose: Transferred from Fund 275 over years cover additional costs not covered by grant; return to Fund 275</i>	275.0000.49900 Transfers In (Various Funds)	<b>\$1,995.97</b>
288.1810.59400 Transfers to 100 General Fund <i>Purpose: Advanced from General Fund in 2017 Reso. No. 085-17 - return to General Fund</i>	100.0000.49950 Transfers-In	<b>\$11,670</b>
510.9900.59849 TR-TO 519 Wtr.Plnt.Ren.Imp.Fund <i>Purpose: Part of Issuance Cost for Water Bond</i>	519.0000.49900 Transfers-In	<b>\$8,000</b>
520.9900.59561 TR-TO 532 Williams Pump Station Fund <i>Purpose: To cover debt payment</i>	532.0000.49900 Transfers-In	<b>\$101,872</b>

Working Draft

## **RESOLUTION NO. 008-21**

### **A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF NAPOLEON TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND RECEIVE FINANCIAL ASSISTANCE FROM THE OHIO DEPARTMENT OF TRANSPORTATION STATE INFRASTRUCTURE BANK LOAN PROGRAM FOR THE OAKWOOD AVENUE AND AMERICAN ROAD PROJECT; AND DECLARING AN EMERGENCY**

**WHEREAS**, on December 7, 2020, the Council of the City of Napoleon, Ohio (“City Council”) approved Ordinance No. 056-20 (the “TIF Ordinance”), declaring, *inter alia*, (a) that one hundred percent (100%) of the increase in the assessed value of certain identified property (which increase in assessed value is an “Improvement” as defined in Ohio Revised Code (“R.C.”) Section 5709.40) shall be a public purpose and shall be exempt from real property taxation commencing on a parcel-by-parcel basis, (b) that as provided in R.C. Section 5709.42, the owner of any Parcel (as defined in the TIF Ordinance) with an Improvement is required to make annual payments in lieu of taxes to the Henry County Treasurer (the “County Treasurer”) on or before the final dates for payment of real property taxes, (c) that each such payment (including interest and penalties) shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from taxation (the payments in lieu of tax, including any penalties and interest, the “Service Payments”), (d) that the County Treasurer shall remit all Service Payments to the City for deposit in the Oakwood/American Napoleon Municipal Public Improvement Tax Increment Equivalent Fund (the “TIF Fund”) established in Section 5 of the TIF Ordinance that are not required to be distributed to the School Districts (as defined in the TIF Ordinance) and the Four County Career Center; and,

**WHEREAS**, the State Infrastructure Bank, operated by the Ohio Department of Transportation (“ODOT”), is a loan funding program that provides financial assistance to political subdivisions of the State of Ohio; and,

**WHEREAS**, the City of Napoleon, Ohio is currently in the process of making infrastructure improvements *via* the project known as the Oakwood Avenue and American Road Project; and,

**WHEREAS**, the City of Napoleon, Ohio is qualified to apply for and obtain finance assistance from the State Infrastructure Bank for the purpose of this project; and,

**WHEREAS**, this City Council deems it proper and in the best interest of the City of Napoleon to apply for a loan from the State Infrastructure Bank in the current estimated amount of approximately \$1,550,000 (with the final amount determined upon receipt of actual construction bids) to be used for the Oakwood Avenue and American Road Project; and,

**WHEREAS**, the City of Napoleon's TIF Fund, pursuant to the TIF Ordinance, and if necessary City of Napoleon capital funds, until money is received from the TIF, then reimbursed to the Capital Fund, will provide an adequate resource for repayment on the State Infrastructure Bank Loan; and,

**WHEREAS**, the City of Napoleon authorizes the City Manager, as well as other City officials such as the City Engineer or City Finance Director to enter into and/or execute any agreements or other documents as may be required by the State Infrastructure Bank Program necessary and appropriate for obtaining this financial assistance. **Now Therefore**,

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

Section 1. That, this City Council deems it proper and in the best interest of the City of Napoleon to apply for a loan from the State Infrastructure Bank Program in the current estimated amount of approximately \$1,550,000 (with the final amount determined upon receipt of actual construction bids) to finance the City of Napoleon's Oakwood Avenue and American Road Project.

Section 2. That, this City Council does hereby authorize the City Manager and/or other City of Napoleon officials as necessary to submit a State Infrastructure Bank loan application, together with all required documentation, and authorizes entering into any agreements and/or executing any documents that may be necessary on behalf of the City of Napoleon to successfully obtain financial assistance from the ODOT State Infrastructure Bank Loan Program for the Oakwood Avenue and American Road Project as set forth in this Resolution.

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 with respect to the State Infrastructure Bank Loan Program financing for the Oakwood Avenue and American Road Project, 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 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 be eligible for receiving funding for a program that is essential to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.



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

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

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

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 008-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

**ORDINANCE NO. 004-21**

**AN ORDINANCE APPROVING THE RENEWAL OF A CERTAIN AGRICULTURAL DISTRICT LOCATED IN THE CITY OF NAPOLEON, OHIO AT THE LOCATION OF COUNTY ROAD P AS APPLIED FOR BY LINDA OTERMAT; AND DECLARING AN EMERGENCY**

**WHEREAS**, City Council previously authorized land owned by Linda L. Otermat, to be placed into an agricultural district pursuant to Chapter 929 of the Ohio Revised Code; and,

**WHEREAS**, a renewal application has been made by Linda L. Otermat, pursuant to R.C. Chapter 929, for the purpose of keeping the one hundred sixty-four and forty-eight one hundredths (164.48) more or less acres of land used solely for agricultural purposes in an agricultural district; and,

**WHEREAS**, a Public Hearing was held on said issue, after notice, pursuant to R.C. 929.02(B), on February 15, 2021; and,

**WHEREAS**, after said hearing, Council now desires to permit the proposed acres to remain in an agricultural district, the Council unable to find that the "ag district" would cause substantial adverse effects on; (1) municipal services within the municipal corporation; (2) the efficient use of and/or development of property within the municipal corporation; or, (3) the health, safety and welfare of the citizens; **Now Therefore**,

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

Section 1. That, the application submitted to the City of Napoleon, Ohio for the placement of 164.48 acres of farmland into an agricultural district, identified in the original application as at the location of County Road P, Napoleon, Henry County, Ohio; the tax district being Harrison Township, Napoleon School District, Parcel Number 22-180026-0000, consisting of 31.08 acres of land more or less, Parcel Number 22-180038-0000, consisting of 21 acres of land more or less, Parcel Number 22-180040-0000, consisting of 50.11 acres of land more or less, Parcel Number 22-180042-0000, consisting of 7.77 acres of land more or less, Parcel Number 22-180050-0000, consisting of 20.98 acres of land more or less, and Parcel Number 22-180024-0000, consisting of 27.54 acres of land more or less, are hereby approved without modification by this Council pursuant to Ohio Revised Code Chapter 929 and this Ordinance as a renewal application.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,

if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 4. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for farmland preservation, farmland essential to producing product that is essential to health of our citizens; moreover, this must timely take effect to meet the intent of the law; 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 be in effect at the earliest possible time to allow for the timely commencement of the necessary process, 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:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 004-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & 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.*

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

# COMMUNITY IMPROVEMENT CORPORATION OF HENRY COUNTY

## 2021 Tax Incentive Review Council Meeting Minutes March 25, 2021 via Zoom

**Attendees:** Jennifer Arps, Kevin Garringer, Joel Mazur, Tim Meister, Robin Klein, Brad Kinder, Joe Bialorucki, Ross Durham, Michael Bostelman, Richie Peters, John Overmier, David Mohler, Kyle Borstelman, Lisa Spiess, DonL Parsons, Bill Morey

**Absent:** Christine Ziegler, Lisa Wagner, Carlos Grieser

Henry County CIC Economic Development Coordinator Jennifer Arps began the meeting at 9:00am, on Thursday, March 25, 2021 via zoom and the TIRC reviewed the following agreements:

TJ Automation
Miller Brothers Construction, Inc.
Railtech Boutet/Pandrol
Custom Agri Systems
Campbell Soup '12
Keller Packaging '13
American Road Holdings dba Paul Martin & Sons (CRA)
Jan Mar Properties dba West View Villas (CRA)
Just Busch Investments dba The Emporium at One Thirty (CRA)
Koester Corp. (CRA)
MSG Investments (CRA)
Napoleon I, LLC dba Rite Aid (CRA)
Ridi Reio dba Stop n' Go (CRA)
Shank Properties (CRA)
Ventures in Space (CRA)

### **TJ Automation:**

The committee reviewed the project status report submitted by TJ Automation. The project is to create 5 new positions by December 31, 2018. They reported 2 new jobs as of December 31, 2020, down 3 from 2019 due to Covid. With the loss of jobs, the payroll was reported at \$56,000. Per the agreement payroll is to be \$140,000. ± 25%. Their project investment level reached by December 31, 2020 met the goal of \$1,176,000 per the agreement.

Tim Meister made a motion to recommend continuing the agreement. John Overmier seconded.  
Motion carried.

**Miller Brothers Construction:**

The committee reviewed the project status report submitted by Miller Brothers Construction. The agreement states the project will create 6 new positions by December 31, 2019. Miller Brothers has created 16 (up 3 from last year) new jobs as of December 31, 2020. Payroll for year-end 2020 was reported at \$1,038,126, which exceeds the required \$420,000. The investment, jobs created, and payroll attained by December 31, 2020 have met all the enterprise zone agreement projections.

Bill Morey made a motion to recommend continuing the agreement. Lisa Spiess seconded.  
Motion carried.

**Railtech Boutet/Pandrol:**

The committee reviewed the project status report submitted by (Pandrol) Railtech Boutet. The company has reporting 35 F/T new jobs and retaining 28, exceeding their payroll amount at \$1,464,600. and exceeding their investment level as of 2020.

John Overmier made a motion to recommend continuing the agreement. Bill Morey seconded.  
Motion carried.

**Custom Agri Systems:**

The committee reviewed the project status report that was submitted for year-end 2020. Investment per the agreement was to be \$4,150,000 and they exceeded with a reported \$4,725,750. Per their agreement Custom Ag was to create 10 FT employees by year-end 2020 and they have reported having 34 as of December 31, 2020. Payroll was to be at \$500,000 and they have also exceeded with a report of \$1,410,717 by year-end 2020.

Mike Bostelman made a motion to recommend continuing the agreement. Lisa Spiess seconded. Motion carried.

**Campbell Soup Supply Company '12**

The committee reviewed the project status report submitted by Campbell Soup. The company reported retaining 1,007 F/T jobs (met per the agreement), as well as meeting their investment level as of December 31, 2020 of \$7,373,254. No new job creation is required for this abatement.

Brad Kinder made a motion to recommend continuing the agreement. Mike Bostelman seconded.  
Motion carried.

**Keller Packaging '13:**

The committee reviewed the project status report submitted by Keller Packaging for year-end 2020. The company reported having 0 new jobs as of December 31, 2020, which is the third year in a row of no jobs/payroll. Their response is due to the loss of the Campbell Soup warehousing contract. Keller did recently sell both of his buildings in 2021. Discussion ensued regarding that the abatement was not formally requested to be transferred prior to the sale of the building for the new owner. Approval of such transfer is required by the County Commissioners. Arps stated the lack of job creation and payroll puts the agreement at default regardless. Harrison Township Trustee Brad Kinder stated he would like to see Keller responsible to pay full taxes for those years not meeting the agreement requirements. Auditor Kevin Garringer stated the agreement would need to be legally reviewed to determine when taxes would officially be kicked back in. NAS Treasurer Mike Bostelman also commented that a blind eye should not be turned on these agreements and the entities should be held accountable as the schools are affected by the loss of tax revenue.

Tim Meister made a motion to recommend officially terminating the agreement. Brad Kinder seconded.  
Motion carried.

**American Road Holdings dba Paul Martin & Sons (CRA) –:**

Paul Martin & Sons reported a project investment level of \$1,105,188 as of year-end 2020, which is above the \$1.1M stated in the agreement. Paul Martin & Sons also reached their 3 F/T employee requirement by year-end 2020 with a payroll of \$88,288, below the \$180,000 stated in the agreement but they have until year-end 2022 to reach that amount.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Jan Mar Properties dba West View Villas (CRA) – Still in Construction:**

The committee discussed the project and understood this is still under construction and the abatement is for the build only. Each original owner will receive the abatement and receive an annual \$50 fee for the ten years of the abatement if they are the owner. Once sold, the abatement for the owner is null. Units will have a rolling expiration as construction is complete. There are no job creations or payroll required for this agreement.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Just Busch Investments dba The Emporium at One Thirty (CRA):**

The committee discussed the project and reviewed the project status report. The company was to invest \$310,000 and reported a total investment of \$700,000 with \$305,000 in real property eligible for exemption as of December 31, 2020. Per the agreement they were to create two full time positions, which was reported as of year-end 2020 and they also exceeded their required payroll of \$12,000 by reporting \$45,000.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Koester Corporation (CRA):**

The project status report submitted by Koester Corporation was reviewed. The CRA agreement states they are to create 5 full-time jobs. The company reported creating 16 new jobs, as well as exceeding their payroll expectations by reporting \$725,300 as of December 31, 2020.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**MSG Investments (CRA):**

The committee reviewed the submitted project status report. The company was to invest \$1,650,000 and reported a total investment of \$2,000,000 as of December 31, 2020. Per the agreement they were to create one full-time positions, which was reported as of year-end 2020 and they are to have a payroll of \$35,000, MSG reported payroll of \$45,000 as of year-end 2020.

Ross Durham made a motion to recommend continuing the agreement. Joe Bialorucki seconded.  
Motion carried.

**Napoleon I, LLC (CRA):**

The project status report information was reviewed by the committee. Per the agreement Napoleon I was to create 4 F/T and 3 P/T positions, and they have reported 7 new and retained 16 as of December 31, 2020. Payroll was also exceeded and reported at \$294,350 as of year-end 2020.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Ridi Reio dba Stop n' Go (CRA) – Still in Construction:**

City Manager Joel Mazur stated this project is no longer moving forward and the agreement should be terminated.

Ross Durham made a motion to recommend terminating the agreement. Tim Meister seconded.  
Motion carried.

**Shank Properties (CRA):**

The committee reviewed the project status report information submitted by Shank Properties. They reported exceeding their investment level with \$2,636,435. Per the agreement they are to create 10 F/T position by December 31, 2019. It was reported 9 F/T jobs were created and 19 retained by year-end 2020 and payroll was reported at \$288,000. Down from the \$790,400 required per the agreement.

Joe Bialorucki made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Ventures in Space (CRA):**

The committee reviewed the project status report submitted by Ventures in Space, which is for the spec building. It was reported that the project has met the investment level and they were not to create jobs as this was for the construction of the speculative building only.

Tim Meister made a motion to recommend continuing the agreement. Ross Durham seconded.  
Motion carried.

**Discussion –**

City Manager Joel Mazur discussed that the MWA Enterprises, Ltd. (CRA) (Petro truck stop), owned by Mike Adams was sold in 2020 and not officially transferred to the new owner, thus terminating the agreement.

**Meeting adjourned at 9:41 AM.**

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Jennifer Arps  
Henry County CIC Economic Development Coordinator



March 25, 2021

Napoleon City Council  
255 West Riverview Ave.  
PO Box 151  
Napoleon, Ohio 43545

**Re: 2021 Tax Incentive Review Council**

Dear Council Members:

Ohio Revised Code Section 5709.85 provides for establishment of a Tax Incentive Review Council ("TIRC") to review the compliance of each community reinvestment area agreement—at least annually. The TIRC then makes a recommendation to you to continue, modify, terminate, or expire each agreement.

The TIRC met on March 25, 2021. As the County Auditor's designee, the CIC chaired the 2021 TIRC. After reviewing each agreement, the TIRC has recommended that you **CONTINUE** the following community reinvestment area agreements in Napoleon:

- American Road Holdings, LLC
- Jan Mar Properties
- Just Busch Investments, LLC
- Koester Corporation
- MSG Investments
- Napoleon I, LLC
- Shank Properties
- Ventures in Space

The TIRC also recommends that the **Ridi Reio** agreement be **TERMINATED** due to the project no longer moving forward.

The TIRC found that all but the Ridi Reio business agreements were in complete compliance with all terms of the applicable agreements. In response to the same, the TIRC took into consideration fluctuations in the business cycle unique to that owner's business when agreeing to recommend to you to continue each of those specific agreements. See R.C. §5709.85(C) (1).

Ohio Revised Code Section 5709.85(E) states as follows:

R.C. § 5709.85 (E) A legislative authority that receives from a tax incentive review council written recommendations under division (C)(1) or (D) of this section shall, within sixty days after receipt, hold a meeting and vote to accept, reject, or modify all or any portion of the recommendations.



Consistent therewith, I hereby submit this written recommendation and respectfully request that Napoleon City Council ACCEPT the recommendation of the TIRC to CONTINUE American Road Holdings, Jan Mar Properties, Just Busch Investments, Koester Corporation, MSG Investments, Napoleon I, LLC, Shank Properties, and Ventures in Space, and TERMINATE the Ridi Reio agreement.

Should you have any questions please contact the office at (419) 592-4637. Thank you.

Respectfully submitted,



Jennifer Arps  
Economic Development Coordinator

Enclosure

cc: Joel Mazur; City of Napoleon Manager  
Billy Harmon; Law Director for City of Napoleon, Ohio  
Kevin Garringer; Henry County Auditor  
Kevin Schultheis; City of Napoleon Zoning Administrator  
Ohio Department of Development  
Ohio Department of Taxation



**COMMUNITY  
IMPROVEMENT  
CORPORATION**  
OF HENRY COUNTY

---

March 25, 2021

Napoleon City Housing Council  
Kevin Schultheis  
255 West Riverview Ave.  
PO Box 151  
Napoleon, Ohio 43545

Re: 2021 Tax Incentive Review Council

Dear Kevin Schultheis,

Per Ohio Revised Code, the Housing Council must review the recommendations of the Tax Incentive Review Council (TIRC) before the City of Napoleon Council can act upon the recommendations. We respectfully request that the Housing Council meets to review the 2021 TIRC recommendations prior to the City Council meeting. Please inform the CIC office on the date that the Housing Council will meet and review.

Should you have any questions, please feel free to contact me at the office or email me at [jarps@henrycountyed.com](mailto:jarps@henrycountyed.com). Thank you.

Sincerely,



Jennifer Arps  
Economic Development Coordinator

Enclosure

cc: Mr. Joel Mazur, City Manager; City of Napoleon

## **2021 TIRC Agreement Breakdowns:**

TIRC meeting via Zoom on 3/25/21

Black = per abatement agreement

Red = as report by company as of 12/31/20

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### **Enterprise Zone Agreements**

#### **TJ Automotive – Expires 2027, payable 2028**

##### ***Archbold School District, Ridgeville Township, Four County Career Center, Henry County***

- Project investment - \$1,176,000 ± 25% for improvements (\$1,176,000)
- Create 5 F/T employees by 12/31/18 (2 new jobs as of 12/31/20 – down 3 due to COVID related issues)
- Additional Payroll - \$140,000.00 ± 25% in the third full year following completion of project (\$56,000 as of 12/31/20 – down due to COVID)
- Granted a 100% exemption from real property taxes for 10 years

#### **Miller Brothers Construction, Inc. – Expires 2028, payable 2029**

##### ***Archbold School District, Ridgeville Township, Four County Career Center, Henry County***

- Project investment - \$5,620,000 ± 25% (\$4.9M ± 25% for improvements / \$720k ± 25% for inventory) (\$5,964,134.00 = \$5,367,223 Real Property / \$596,911 Personal)
- Create 6 F/T employees by 12/31/19 (16 new jobs as of 12/31/20)
- Additional Payroll - \$420,000 ± 25% in the third full year following completion of project (\$1,038,126 as of 12/31/20)
- Granted a 60% exemption from real property taxes for 10 years

#### **Railtech Boutet/Pandrol – Expires 2021, payable in 2022**

##### ***Liberty Center School District, Liberty Township, Four County Career Center, Henry County***

- Project investment - \$1,487,736 ± 25% for improvements (\$1,627,700 = \$1,100,800 real / \$526,900 personal)
- Create 33 F/T (and retain 28) employees by 12/31/13 (35 new jobs/28 retained as of 12/31/20 – up 2 new)
- Additional payroll - \$1,352,000 ± 25% in the third full year following completion of project (\$1,462,600 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

#### **Custom Agri Systems – Expires 2030, payable in 2031**

##### ***Napoleon Area School District, Napoleon Township, Four County Career Center, Henry County***

- Project investment - \$4,150,000 ± 25% (\$2.5M ± 25% for improvements / \$1.65M ± 25% for inventory) (\$4,725,750 = \$4,150,000 real / \$575,750 personal)
- Create 10 F/T jobs by 12/31/2020 (34 new jobs as of 12/31/20)
- Additional payroll - \$500,000 ± 25% in the second full calendar year following completion of project (\$1,410,717 as of 12/31/20)
- Granted a 60% exemption from real property taxes for 10 years

#### **Campbell Soup '12 - Expires 2022, payable 2023**

##### ***Napoleon Area School District, Harrison Township, Four County Career Center, Henry County***

- Project investment – \$7,373,254 ± 25% (\$7,373,254 = \$4,182,022 Real / \$3,191,232 Personal)
- Create no new employment/payroll
- Retain at least 1,007 F/T employees (1,007 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

#### **Keller Packaging '13 – Expires 2026 (New owner, agreement not transferred)**

##### ***Napoleon Area School District, Harrison Township, Four County Career Center, Henry County***

- Project investment – \$4,500,000 ± 25% (\$4,500,000)
- Create 15 F/T employees by 12/31/17: 0 for 2020 (0 in 2018 & 2019)
- Additional payroll - \$350,000 in the third full calendar year following completion of project (\$0 as of 12/31/20)
- Grated a 100% exemption from real property taxes for 10 years

**\*\* When asked about jobs, Keller Controller stated it is still due to loss of Campbell's contract.**

## **Community Reinvestment Agreements:**

### **American Road Holdings (CRA) – Expires 2031, payable 2032**

*Liberty Center School District, City of Napoleon, Liberty Township, Four County Career Center, Henry County*

- Project investment - \$1,100,000 ± 10% (\$1,105,188 as of 12/31/20)
- Create 3 F/T employees by 03/31/22 (3 as of 12/31/20)
- Additional payroll - \$180,000 (\$88,288.28 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

### **Jan Mar Properties (CRA) – Units still under construction**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$7,000,000 (\$2,807,713.09 as of 12/31/20)
- Create 0 employees (building investment only)
- Additional payroll - \$0
- Granted a 50% exemption from real property taxes for 10 years

### **Just Busch (CRA) – Expires 2029, payable 2030**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$310,000 ± 10% in capital investment (\$700,000 in real property as of 12/31/20) (\$305,000 real property eligible for exemption)
- Create 2 F/T employees by 04/30/2019 (2 as of 12/31/20)
- Additional payroll - \$12,000 ± 25% by the end of the following year upon completion of project (\$45,000 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

### **Koester Corp. (CRA) – Expires 2023, payable 2024**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment – \$1,500,000 ± 25% capital and \$250,000 ± 25% in tangible personal property (\$1,500,000 as of 12/31/20)
- Create 5 F/T employees by completion of project 5/31/12 (16 F/T and 35 retained as of 12/31/20)
- Additional payroll - \$235,000 in the third full year following completion of project (\$725,300 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

### **MSG Investments (CRA) – Expires 2031, payable 2032**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$1,650,000 (\$2,000,000 as of 12/31/20)
- Create 1 F/T position upon completion of project (1 as of 12/31/20)
- Additional payroll - \$35,000 (\$45,000 as of 12/31/20)
- Granted a 50% exemption from real property taxes for 10 years

### **Napoleon I, LLC (CRA) – Expires 2021, payable 2022**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$4,847,300 ± 25% in real personal property (\$4,347,300 as of 12/31/20)
- Create 4 F/T & 3 P/T jobs by completion of project 12/31/10 (7 new / 16 retained as of 12/31/20)
- Additional payroll - \$170,000 in the calendar year following completion of project (\$294,350 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

### **Ridi Reio (CRA) – (executed 04/03/2019) not started**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment – \$1,000,000 ± 10% (\$0 as of 12/31/20)
- Create 10 F/T & 12 P/T by 04/30/20 (0 as of 12/31/20)
- Additional payroll - \$400,000 ± 25% (\$0 as of 12/31/20)
- Granted a 50% exemption from real property taxes for 15 years

**Shank Properties (CRA) – Expires 2031, payable 2032**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$2,335,000 ± 10% in capital investment for real property (\$2,636,435 as of 12/31/20)
- Create 10 F/T employees by 12/31/19 (9 created / 19 retained as of 12/31/20)
- Additional payroll - \$790,400 ± 25% by the end of the first calendar year following completion of project (\$288,000 as of 12/31/20)
- Granted a 100% exemption from real property taxes for 10 years

**Ventures in Space (CRA) – Expires 2034, payable 2035**

*Napoleon Area School District, City of Napoleon, Four County Career Center, Henry County*

- Project investment - \$6,000,000 ± 10% in real personal property for 200,000 sq.ft. spec building (\$5,700,000 as of 12/31/20)
- Speculative project abated, no job creation or retention defined in agreement
- Granted a 100% exemption from real property taxes for 15 years



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

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

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

## Memorandum

**To:** Joel L. Mazur, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kelly C. O'Boyle, City Finance Director  
Jeff Rathge, Operations Superintendent  
Roxanne Dietrich, Clerk of Council  
**Date:** March 30, 2021  
**Subject:** Lynne Avenue Improvements (West of Glenwood Avenue) ~ Approval of Plans & Specifications

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the Lynne Avenue Improvements Project. This project consists of:

Replacement of the waterline on Lynne Avenue from Glenwood Avenue west to the dead-end; replacement of the concrete curbs and drive approaches; resurfacing of Lynne Avenue from Glenwood Avenue to the dead end (west).

Engineer's Estimate of Construction: \$205,000.00.

Completion Date: August 14, 2021

CEL



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

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

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## Memorandum

**To:** Joel L. Mazur, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kelly C. O'Boyle, City Finance Director  
Jeff Rathge, Operations Superintendent  
Roxanne Dietrich, Clerk of Council  
**Date:** March 30, 2021  
**Subject:** 2021 Sanitary Sewer Cleaning ~ Approval of Bid Documents

The City of Napoleon's Department of Public Works requests approval of the bid documents for the 2021 Sanitary Sewer Cleaning. This project consists of cleaning and televising a portion of the sanitary sewers in the City of Napoleon. The City is on a 10-year cycle to clean and televise all the sanitary sewers in the city's system. This keeps us in compliance with the Ohio Environmental Protection Agency. This packet includes the schedule for both 2021 & 2022. However, the bid for 2022 would be brought back to Council for approval if awarded.

2021 Sanitary Sewer Cleaning Budget: \$80,000.00.

Completion Date: August 28, 2021

CEL



*City of Napoleon, Ohio*

MEETING AGENDA

**HOUSING COUNCIL**

Monday, April 5, 2021 at 6:00 pm

City Building, 255 West Riverview Avenue, Napoleon, Ohio  
The WebEx link to the meeting is posted at [www.napoleonohio.com](http://www.napoleonohio.com)

- 1) Call to Order
- 2) Approval of Minutes: June 1, 2020 (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 3) Review of 2021 Tax Incentive Review Council (TIRC) Recommendations on CRA Agreements
- 4) Adjournment

*Roxanne Dietrich*  
\_\_\_\_\_  
Roxanne Dietrich ~ Clerk of Council



## **HOUSING COUNCIL**

### **MEETING MINUTES**

Monday, June 1, 2020 at 6:30 pm

<b>PRESENT</b> Members City Housing Officer Clerk of Council	Kevin Yarnell-Chair, Lori Sicclair, Cheryl Hershberger, Joel Miller, Joe Bialorucki Joel Mazur Roxanne Dietrich
<b>ABSENT</b> Housing Council Members	Ted Rohrs, Jerry Tonjes
<b>Call to Order</b>	Yarnell called the Housing Council meeting to order at 6:33 pm.
<b>Approval of Minutes</b>	Motion: Hershberger Second: Sicclair to approve the minutes from the April 1, 2019 meeting
<b>Passed</b> <b>Yea-5</b> <b>Nay-0</b>	Roll call vote on the above motion: Yea-Hershberger, Yarnell, Miller, Bialorucki, Sicclair Nay-
<b>Annual Review of CRA Agreements</b>	<p>Mazur reported the Tax Incentive Review Council (TIRC) meets annually to review all the Community Reinvestment Agreements (CRAs) and Enterprise Zone (EZ) Agreements throughout the county. The TIRC met on May 14, 2020 and recommended continuation of the following Community Reinvestment Agreements:</p> <ul style="list-style-type: none"><li>American Road Holdings</li><li>MWA Enterprises</li><li>JanMar Properties</li><li>Just Busch Investments</li><li>Koester Corporation</li><li>MSG Investments</li><li>Napoleon I, LLC</li><li>Ridi Reio</li><li>Shank Properties</li><li>Ventures in Space</li></ul> <p>Ridi Reio has not started work yet; however, the TIRC did recommend to move forward with that CRA with the recommendation to amend the start and completion dates of the agreement. Yarnell asked when were they to start? Mazur replied the project was to be completed by April. Like any development, timing is an issue when projects can get started once they are designed and get through building inspections. Most projects are underestimated. Weather was an issue last year due to it being so wet, not one project was completed on time last year. Mazur noted he did talk to the developer and their representative, they are going through building inspection now and looking to start and be completed by this time next year. They have been to the Planning Commission and were approved. Yarnell asked if there were any questions or comments. Bialorucki pointed out some of the things they will benefit from do not start until they actually build and start their business up. So, why take anything away from them if they are not</p>

**Motion to Approve  
TIRC Recommendation  
Move Forward with all  
CRAs - Amending  
Ridi Reio**

Passed  
Yea-5  
Nay-0

## Other Matters

## Adjournment

**Passed**  
**Yea-5**  
**Nay-0**

**Approved**

**April 5, 2021**

page 2 of 2

*City of Napoleon, Ohio*

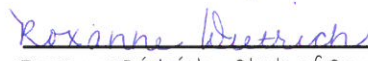
MEETING AGENDA

**TECHNOLOGY & COMMUNICATIONS COMMITTEE**

**Monday, April 05, 2021 at 6:15 pm**

City Building, 255 West Riverview Avenue, Napoleon, Ohio  
WebEx information for this meeting will be posted at [www.napoleonohio.com](http://www.napoleonohio.com)

- 1) **Approval of Minutes: November 2, 2020.** (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) **Review of City Website**
- 3) **Any other matters currently assigned to the Committee**
- 4) **Adjournment.**

  
\_\_\_\_\_  
Roxanne Dietrich - Clerk of Council

*City of Napoleon, Ohio*  
**TECHNOLOGY AND COMMUNICATIONS COMMITTEE**  
**MEETING MINUTES**  
**Monday, November 2, 2020 at 6:15 pm**

**PRESENT**

Committee Members	Ross Durham-Chair, Daniel L. Baer, Ken Haase
City Manager	Joel L. Mazur
City Staff	Justin Mullins-IT
City Staff via WebEx	Dustin Tewksbury-IT
Clerk of Council	Roxanne Dietrich
Others	News Media on WebEx

**ABSENT**

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**CALL TO ORDER**

Chairman Durham called the Technology and Communications Committee meeting to order at 6:15 pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the February 4, 2019 Technology and Communications Committee meeting stand approved as presented.

**CYBER SECURITY UPDATE**

Mullins reported there are two security programs that we use, KnowBe4 and SentinelOne. We typically see malware. Malware is a malicious program that gets on your computer. Trojan and Ransomware are a little more complicated. Ransomware is the scariest and happens when someone receives an email and clicks on a link that installs a program on their computer encrypting all the files on their computer. To get your information back, they demand a fee be paid. Even if the fee is paid, the information is pretty much lost. A lot of municipalities are attacked. Mazur explained they hold your information hostage and demand a fee from you, hence the term ransom. They hold the information on your hard drive as ransom and want you to pay them a fee to get your information back. Typically it happens with businesses, but municipalities are getting attacked more and more. In 2019, government agencies had the highest number of attacks. We anticipate these type of attacks will continue and become more complicated. The City had a phishing attack. Durham asked if the city does phishing tests or simulations? Mullins said KnowBe4 is a company that specializes in formulating emails and sends them to our users in an attempt to get them to click something. Phishing is trying to convince someone to do something that they would not otherwise do from somebody they do not trust. Spear phishing is when the attacker poses as someone and send out emails. Mazur noted Mullins is our security guru. We had one minor attack on the city a couple years back. We are very vulnerable as a small municipality. Mullins stated we have an email spam filter to block out most emails. There are a ton of emails being sent to everyone. KnowBe4 is our internal QA/QC for individual users and how susceptible they are to clicking. The national average is 4.3%, Napoleon is at 2.2% which is less but is still big enough to worry about people clicking on things they should not be. Mazur added we are below the average but have users that need some work. Durham asked what happens if there are repeat offenders? Tewksbury said there is a 4-tier remedial training. First click they go to Tier 1 and watch a 15-minute video and have to pass a test, after that its goes all the way up to a 70-minute video on Tier 4 that is a large test. Mazur stated the next step will be to put a written cyber security policy in place. We are currently gathering data about our users that is helpful and will protect us. We have some users that refuse to have their computer go to sleep or automatically logout. Mullins added the security mindset is not

there for a lot of people, they don't see how that can be a big threat. Mazur said we have a lot of private information, and do not want just anybody to be able to dip into it. By having a policy in place ensures us we are protected. Mullins explained SentinelOne is our anti-virus program. Tewksbury chimed in there was one case of ransomware SentinelOne did catch, this program catches higher threats. It is our second line of defense that rapidly identifies abnormal program activities, instantly quarantines and deletes them and sends a report to us to review and check if it was a true virus or benign. SentinelOne uses what is called a DSS writer, it is the most granular level of the computer. It can take a snap shot of your computer and in the event the computer does get hit with ransomware, we can click a button and undo everything and put it right back where it was. Durham asked about the cost of SentinelOne. Tewksbury said it is right around the same price per user if we were to use Norton or McAfee. Anything good is not free. Mazur noted this is just an update so as you go through the budgets you know what some of the line items are. Safety and security of IT is an added cost, but it is a cost of doing business.

#### **CAPITAL REPLACEMENT PLAN**

Mazur began last year during budget, we talked about putting together an IT Capital Replacement Plan. We are becoming so reliant on our electronic devices and there is a cost to that. Every department is doing a 5-year capital plan to identify their future needs. We do our best to identify what our biggest needs are. This will help us greatly prepare for the next generation of equipment as end of life approaches. In the IT world, equipment tends to turn over quicker to keep up with the times. In-car police cameras are now a standard and is another thing we have to maintain and more data we have to store on the server. There is an additional request in the budget for body cameras for police officers. At a certain point, it is our hope we can stop adding things and just maintain what we have. The IT department was handed old antiquated equipment that was failing. One program was not being supported anymore and some data was lost. Over the last three years we have changed out almost every computer. Some were old rebuilds that were purchased years back. Tewksbury said we combined the cost of PC's with battery backups and did the same with the servers, we included essential equipment. Equipment will last longer with maintenance, but when Windows reaches its end of life we have to replace it. The end of life for Windows 10 is 2025. Durham asked if these amounts will go into an escrow account? Mazur explained the best example is the fire equipment replacement fund. In fire service you have very large pieces of equipment that costs millions of dollars. We are projecting by 2030 a brand new ladder truck will cost \$2.2 million dollars. So, the 242 Capital Replacement Fund has to have money put into it every year. Three years ago we were putting in \$90,000/year and that was not enough for the future. We are slowly in increments increasing that amount. We have replaced the servers. Right now we are planning for the future. To put money away for computers and servers is about \$38,000 a year. That amount does not include door controllers, security system, phones, or the Police Department mobile unit. Haase asked does most equipment have five years of life left? Tewksbury said yes. The PC's end of life is 2025 and the servers are at 2029. Mazur added we did not put anything in the budget right now. We could add something but we were not sure if that is something you want to do right now or wait. Haase commented I would think getting it into the budget sooner than later would be better.

#### **OTHER MATTERS**

Mazur said after the budget we will get back to the website. It is very time consuming to put the website together.

## ADJOURNMENT

Motion: Haase

Second: Baer

to adjourn the Technology and Communications Committee meeting at 6:59 pm.

Roll call vote on the above motion:

Yea-Haase, Baer, Durham

Nay-

**Yea-3, Nay-0. Motion Passed.**

**Approved**

April 5, 2021

Ross Durham – Chair

Technology and Communications Committee



# City of *NAPOLEON*, 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](http://www.napoleonohio.com)

## Memorandum

*Mayor*  
Jason Maassel

*Members of Council*  
Joseph Bialorucki, President  
Daniel Baer, President Pro-Tem  
Jeff Comadoll  
Ken Haase  
Molly Knepley  
Lori Sicclair  
J. Ross Durham

*City Manager*  
Joel L. Mazur

*Finance Director*  
Kelly O'Boyle

*Law Director*  
Billy D. Harmon

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

To: IT Committee  
From: Dustin Tewksbury, Director of IT Department  
cc: Joel Mazur, City Manager

Date: 4/1/2021

Subject: Website Review

The Napoleon IT Department has completed the development of the new Napoleon website. We will be reviewing the format of the website and the project budget. We will also discuss the amount of in-house time spent on its production and the time needed for operation going forward.

The website development started at the beginning of last year. However, there are still core changes that need to be made including changing the general flow of the page and how to navigate to certain pages. This is included in the budget for our consultant, WebInstinct. Currently, there is a work order in place, and we are waiting for changes to be processed.

The site has had a cost of \$15,000 in 2020, with an additional \$5,000 in 2021 reserved for changes on an "as needed" basis. As of now, \$1,500 of that has been spent towards additional core changes after the site was created. The remaining \$3,500 will be used to make further changes on the site, as core changes are beyond IT capabilities and can be completed by WebInstinct.

The IT staff has spent ample time editing, checking, and testing the website. While much of the editing can be completed by staff, there are changes that cannot be made in-house, such as editing core functions and template designs. Much of what we can change does take a generous amount of time.

To view the website, you can use the following link:

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

This is a site used only for the development of the website and is not accessible to the public, as it is under development now. The goal is to have the website "go live" on April 15<sup>th</sup>.

## AMP Update for March 26, 2021

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

Fri 3/26/2021 5:24 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>

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



March 26, 2021

### AMP, DEMEC member communities awarded RP3 designations

*By Jennifer Flockerzie - manager of technical services logistics*

The American Public Power Association (APPA) recognized 10 AMP and DEMEC member utilities with Reliable Public Power Provider (RP3) designation for the year 2021.



- Bowling Green Electric Division, Coldwater Board of Public Utilities and Piqua Power System were awarded RP3 Diamond status.
- Borough of Ephrata Electric Division, Danville Utilities Department, Lansdale Electric Department, Oak Harbor Public Power and Orrville Utilities were awarded RP3 Platinum status.
- Lewes Board of Public Works (DEMEC) and St. Clairsville Electric Department were awarded RP3 Gold status.

Congratulations to these communities on their outstanding accomplishment. There are now 28 AMP member communities and five DEMEC member communities with RP3 designation. See the full list of RP3 designated utilities for 2019, 2020 and 2021 [here](#).

The RP3 program recognizes utilities that demonstrate high proficiency in reliability, safety, workforce development and system improvement. Criteria within each of the four RP3 areas are based upon recognized industry-leading practices. Utilities keep the RP3 designation for three years.

If you have questions or would like more information, please contact me at [jflockerzie@ampppartners.org](mailto:jflockerzie@ampppartners.org) or 614.540.0853.

### AMP, members receive awards for achievements in safety

*By Lee Doyle - director of corporate health and safety*

The APPA recognizes public power utilities for excellence in safety each year. For accomplishments in safety in 2020, AMP, 11 AMP members and one DEMEC member received safety awards from the APPA. The following communities were awarded:



- AMP
- Coldwater Board of Public Utilities
- Dover Light & Power
- Jackson Center Electric
- Lewes Board of Public Works (DEMEC)
- Minster Electric Department
- New Martinsville Municipal Electric
- Paducah Power System
- Perkasio Borough Electric Department
- St. Clairsville Light and Power Department
- Shelby Division of Electricity & Communication
- Village of Versailles Utilities
- City of Wadsworth Electric and Communications

Congratulations to the staff at AMP, DEMEC and our member communities that played a part in earning these APPA Safety Awards. See the full list of safety awards [here](#).

## AMP March Board meeting update

*By Jolene Thompson - President/CEO*

The AMP Board of Trustees met virtually on March 17 and 18 with both days devoted to Board and Committee action.

In addition to the regular monthly reports on projects and programs, the Board received a debriefing on the February 2021 arctic event and heard from guest speaker Roger Martella, general counsel for General Electric's Environment, Health and Safety operations worldwide. Martella's presentation focused on an overview of current environmental and federal legislative topics.

### **Finance Committee**

Staff presented an overview of requests made by the Village of Monroeville, Village of Holiday City and Village of Grafton to issue Bond Anticipation Notes (BANs) to refinance or finance improvements to the villages' municipal electric systems.

### **Hydro Power Projects Committee**

The Board adopted a resolution, subject to approval by the Hydro Phase I Participants, authorizing the issuance of AMP's Combined Hydroelectric Projects Revenue Bonds, Series 2021A, in order to refinance a draw on AMP's line of credit, which previously refunded AMP's Combined Hydroelectric Projects Revenue Bonds, Series 2018A.

### **Power Supply and Planning**

Staff updated the Board on the PJM third incremental 2021/2022 auction results and presented the MISO 2021/2022 capacity auction strategy.

### **Focus Forward Committee**

The Board approved the Committee's recommendation for an EV customer education tool as an offering to Members and their customers when considering the purchase of an electric vehicle.

### **Scholarship Committee**

The Scholarship Committee updated the Board on the results of their meeting held on March 15, 2021, and requested a motion to approve the list of recipients for the Wright and Gorsuch scholarships, which passed unanimously. Communities will be notified about the outcome of their nominees.

### **Risk Management Oversight Committee**

The Board approved revisions to two standard operating procedures and received an update on AMP's cybersecurity insurance coverage.

### **AMPO Inc. Oversight Committee**

Staff provided a background on AMPO, Inc. and reviewed electric and natural gas aggregation efforts. Staff also provided an update on Volunteer Energy Services, Inc.'s natural gas aggregation increases and efforts to address them are underway by AMPO, Inc.

The next Board meeting will be held April 21 and 22.

If you have any questions or need additional information about the Board meeting, please contact me at [jthompson@amppartners.org](mailto:jthompson@amppartners.org) or 614.540.1111.

## **AMP well-represented at 2021 APPA Legislative Rally**

*By Michael Beirne - vice president of external affairs and OMEA executive director*

Representatives from AMP and our member communities participated in the virtual 2021 American Public Power Association (APPA) Legislative Rally in March. The annual Rally is an opportunity for municipal electric system representatives to share firsthand insights with federal lawmakers and staff.

"The APPA Legislative Rally provides our members with the opportunity to meet with lawmakers and their staff members to discuss issues that impact municipal electric systems," said Jolene Thompson, AMP president and CEO. "These meetings enable local officials to help educate policymakers about how legislative or regulatory changes they are considering could affect locally owned utilities."

Participants from AMP member communities participated in the rally representing municipalities in Ohio, Delaware, Kentucky, Michigan, Pennsylvania, Virginia and West Virginia.

Throughout the years, the annual rally has proved invaluable in our efforts to protect the interests of our member utilities and, in the end, their customers. While the meetings were virtual this year, they still proved equally beneficial for lawmakers and key staff who heard firsthand from local officials within their districts.

The annual APPA Legislative Rally provides a valuable opportunity for public power to be engaged in the legislative process and raise awareness about the issues that impact public power and their customers. In addition to sharing their position on possible carbon emissions reduction policies, members also discussed how the continued sequestration of Build America Bonds and New Clean Renewable Energy Bonds, increasing transmission costs and capacity markets all have a negative impact on providing electric service to customers.

During the Rally's Legislative & Resolution Committee meeting on March 2, APPA members adopted seven resolutions. The Delaware Municipal Electric Corporation (DEMEC) co-sponsored Resolution 21-02: Regarding Federal Involvement in Service Territory Disputes. DEMEC and the Blue Ridge Power Authority (BRPA) co-sponsored Resolution 21-03: In support of broadband deployment and local control of pole attachments; and Resolution 21-04: In support of a strong federal response to the economic crisis caused by the COVID-19 pandemic. AMP/OMEA sponsored and DEMEC and BRPA co-sponsored Resolution 21-05: In opposition to the sequestration of direct payment bond payments. The full listing of resolutions can be viewed [here](#).

Throughout the week, AMP members met with several congressional members. The meetings included visits with Sen. Sherrod Brown (D-OH), Sen. Rob Portman (R-OH), Rep. Bob Gibbs (R-OH), Rep. Jim Jordan (R-OH), Rep. Bill Johnson (R-OH) and Rep. Bob Latta (R-OH).

Additionally, AMP members met with staff members of several congressional offices, as well, including: Sen. Tim Kaine (D-VA), Sen. Shelley Moore Capito (R-WV), Sen. Mark Warner (D-VA), Rep. Troy Balderson (R-OH), Rep. Joyce Beatty (D-OH), Rep. Ben Cline (R-VA), Rep. Warren Davidson (R-OH), Rep. Bob Good (R-VA), Rep. Morgan Griffith (R-VA), Rep. David Joyce (R-OH), Rep. Marcy Kaptur (D-OH), Rep. David McKinley (R-WV) and Rep. Brad Wenstrup (R-OH).

## **Energy education virtual field trip available to teachers and students of AMP member communities**

*By Holly Karg - assistant vice president of communications and public relations*

In conjunction with the Westerville Electric Division, the Ohio Energy Project (OEP) - AMP's partner in providing energy education opportunities within member community schools - will be hosting a virtual field trip for teachers and students on April 28 from 1-1:45 p.m. AMP member officials are encouraged to share this virtual learning opportunity with their local school districts.

AMP is a partner and Board of Trustees member of OEP and recently arranged for the organization's learning opportunities and resources to be made available to all AMP member communities.

The *Careers in Energy: Utility Tree Trimming Virtual Field Trip* featuring the Westerville Electric Division and arborists and foresters from Asplundh Tree Expert Co. will discuss opportunities in line clearance, tree trimming and emergency storm response. Learn about the hiring process and training/certification programs. See a live demonstration and interview with a utility arborist.

Participants will be free to interact with site hosts and ask questions through the Zoom Q&A feature and YouTube chat box. Learn more and register for the event [here](#).

Please forward this link to your local school districts.

For questions regarding this virtual event or registration please contact Sue Tenney, OEP Education Director, at [stenney@ohioenergy.org](mailto:stenney@ohioenergy.org). If you have questions about AMP's energy education partnership with OEP, please contact me at [hkarg@amppartners.org](mailto:hkarg@amppartners.org) or 614.309.0064.



## Focus Forward webinar held March 25 - Educating and Engaging Customers on DERs

*By Erin Miller - assistant vice president of energy policy and sustainability*

The Focus Forward Advisory Council (FFAC) held a webinar on March 25 to help members learn trends and tips for educating and engaging customers on distributed energy resources (DERs). The webinar recording can be found in the [Focus Forward section](#) of the [Member Extranet](#) (login required).



Tim Blodgett, president and CEO, and Susan Ryba, executive marketing consultant, from Hometown Connections, Inc. (HCI) provided information about HCI, the world of DERs, utility roles and programs, tips for enhancing customer relationships and suggested next steps. Both speakers reviewed customer expectations and the top five trends in customer engagement.

Participants also received updates on:

- AMP's APPA DEED grant project, Grid-Connected Heat Pump Water Heater Guidebook and Calculator, from Emily Lewis O'Brien, project manager, for VEIC;
- Research and program exploration efforts to date for a demand response using smart thermostats program; and
- AMP's electric vehicle customer education platform.

The next Focus Forward webinar is scheduled for May 13. If you are interested in joining the FFAC, please contact me at [emiller@amppartners.org](mailto:emiller@amppartners.org) or 614.540.1019.

## FOCUS FORWARD 2021 WEBINAR SERIES

To register, contact Erin Miller, assistant vice president of energy policy and sustainability at 614.540.1019 or by email at [emiller@amppartners.org](mailto:emiller@amppartners.org).

**May 13, 10–11 a.m.**

**Data Analytics and Rate Design**

**July 15, 2–3 p.m.**

**Electric Vehicles: Incentives and Managed Charging**

**September, TBD**

**What do Customers Want? Using Design Thinking for Program Development**

**November 9, 2–3 p.m.**

**Community Solar 101 and Models**



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.

## AMP holds virtual safety training course

*By Kyle Weygandt - director of member safety*


On March 23, AMP conducted the virtual training course *Failing to Plan is Planning to Fail*. In this session, participants explored a behavior-based program that identifies the importance of safety planning and what could happen without a good plan.


If you were unable to attend, a video recording will soon be posted to the [Member Extranet](#) (login required) and the AMP YouTube channel (links available to members upon request). If you have any questions, need assistance accessing the Member Extranet or would like the YouTube link, please contact Jennifer Flockerzie at [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org) or 614.540.0853.

## AMP TECHNICAL AND SAFETY TRAINING WEBINAR SCHEDULE

In an effort to continue providing members with high-quality training opportunities, AMP has temporarily transitioned trainings to a webinar format. Please see the below schedule - we will continue to update the schedule as needed. We are in this together.

<b>April 6, 9 a.m.</b> Protecting Groundworkers in the Zone Instructor: Scott McKenzie	<b>April 20, 9 a.m.</b> To Be Announced Instructor: Kyle Weygandt
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 For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP's manager of technical services logistics, at [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).



## Energy market update

*By Jerry Willman - assistant vice president of energy marketing*

The April 2021 natural gas contract increased \$0.052/MMBTU to close at \$2.570 yesterday. The EIA reported a withdraw of 36 Bcf for the week ending March 19, which was above industry estimates of -26 Bcf. The year-ago draw was 26 Bcf and the five-year average was -51 Bcf. Storage is now 1,746 Bcf, 13.1 percent below a year ago and 4.3 percent below the five-year average.

On-peak power prices for 2022 at AD Hub closed yesterday at \$32.25/MWh, which was \$0.35/MWh higher for the week.

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

Week ending March 26

MON	TUE	WED	THU	FRI
\$27.51	\$24.45	\$25.98	\$27.05	\$26.40

Week ending March 19

MON	TUE	WED	THU	FRI
\$30.48	\$33.54	\$25.54	\$23.64	\$30.20

AEP/Dayton 2022 5x16 price as of March 25 — \$32.25

AEP/Dayton 2021 5x16 price as of March 18 — \$31.90

### AFEC weekly update

*By Jerry Willman*

The AMP Fremont Energy Center (AFEC) plant was in 2x1 configuration for the week. The plant cleared offline for the off-peak hours Friday, Sunday, Tuesday and Thursday based on PJM day-ahead economics. Duct firing operated for 88 hours this week. For the week, the plant generated at an 85 percent capacity factor (based on 675 MW rating).

### Security tip - Look out for malicious apps

*By Jared Price - vice president of information technology and CTO*



Google recently removed a number of dangerous mobile applications (apps) from the Google Play store. These were disguised as generic VPN and audio control apps that appeared to be safe, but once installed, tricked victims into allowing downloads from untrusted sources.

If you download a disguised app and fall victim to this scam, a dangerous piece of malicious software (malware) is installed on your device. The malware adds malicious code into your financial apps, giving the bad guys access to your banking and credit card accounts. Over time, cybercriminals use this malware to gain complete control over your device and use it however they please.

This is not the first time that malicious apps were found on Google Play or on the Apple app store, and it will not be the last. When you download applications, remember these tips:

- Read reviews and ratings for the app. Look for reviews that are critical or reviews with three stars or less, as these are less likely to be fake.
- Avoid apps with few or no reviews and apps that have a low number of downloads.
- Only download apps from trusted publishers. Remember, anyone can publish an app on official app stores - including cybercriminals.

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# 2021

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## Classifieds

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



## City of Milford seeks applicants for electric superintendent

The City of Milford Public Works Department is seeking applicants for the position of electric superintendent. The electric superintendent oversees the overall operations of the city's electric system that serves approximately 7,500 homes and businesses from two substations in approximately 12 square mile service territory, covering all of Milford and portions of unincorporated areas of Kent and Sussex Counties. The system peaks at just over 46,000 MW and delivers over 225 million kWh annually.

The electric superintendent supervises approximately 11 employees including those covered under the International Brotherhood of Electrical Workers, Local Union 126 Collective Bargaining Agreement. The electric superintendent is responsible for construction, maintenance and design of the distribution system, including substation operations and maintenance. Electricity is purchased in bulk from the Delaware Municipal Electric Corporation. Work is performed under the general supervision of the public works director.

The city is seeking applicants with a bachelor's degree in electrical engineering (preferred) or a related field with at least five years' experience; or 10 years' experience in the electric utility industry with considerable supervisory and management experience may be substituted for a degree; or any combination of education and experience equivalent to the requirements. Possession of a valid Delaware vehicle operator's license and Class B CDL (minimum - within one year of date of hire) is preferred.

The city offers a comprehensive, competitive benefits package. Please apply online at [www.cityofmilford.com](http://www.cityofmilford.com).

## City of St. Clairsville seeks applicants for wastewater superintendent

The City of St. Clairsville has an immediate opening for a wastewater superintendent. Since the position is administrative, a strong management skill set is required. The superintendent is responsible for all operations of this department and is the operator of record of the plants.

The main wastewater treatment plant is a Class II RBC operation. The city operates an additional small treatment plant, 13 wastewater pumping stations and a full distribution-collection crew in support of the system. The superintendent reports to the director of public service (DOPS).

Applicants must hold an Ohio Class II license for wastewater. Salary for this position is dependent upon qualifications and experience, and a generous benefits package is provided. Post-secondary education and degree are preferred, but not required. A complete position description and application are available on the [city's website](#).

Submit a resume detailing qualifications and experience and a completed application to DOPS: [jgreenwood@stclairsville.com](mailto:jgreenwood@stclairsville.com) or by mail to P.O. Box 537, St. Clairsville, OH 43950. Deadline to apply is close of business on April 7.

## Piqua Power System seeks applicants for power distribution manager

Piqua Power System is recognized as a Reliable Public Power Provider (RP3) Diamond level designation by APPA and is seeking applicants for the full-time position of power distribution manager. The power distribution manager reports directly to the power system director. This position will schedule, assign, organize and supervise electrical line construction and maintenance work; supervise line crews; perform miscellaneous electric distribution duties; and communicate with customers and contractors.

Job requirements include a high school diploma or GED supplemented with electrical engineering or related courses, and five or more years of experience as a journeyman lineworker or line crew leader; or equivalent combination of education, training and experience. Must possess a valid Ohio Class A Commercial Driver's License (CDL) with proper endorsements and Journeyman Lineman Certificate. Starting salary is \$1,558.54 per week. Applications must be completed by April 1 and can be found at [www.piquaoh.org/citydepartments/hr/job/](http://www.piquaoh.org/citydepartments/hr/job/).

## City of Columbus seeks applicants for engineering associate

The City of Columbus Division of Power is seeking applicants for the position of engineering associate III. Position salary is \$57,845-\$86,798. To qualify you must have completed the 12th grade, have five years of experience performing paraprofessional engineering work and have a valid motor vehicle operator's license. This position will be responsible for providing paraprofessional work in electric utility distribution engineering, inspection and project management. The engineering associate III shall:

- Consult and coordinate with project managers in other city agencies in regard to design and construction impacting Division of Power facilities.
- Plan and coordinate the preparation and review of designs for distribution, transmission and substation equipment.
- Plan, coordinate and inspect the work of projects performed on Division of Power facilities by private contractors.
- Act as field construction coordinator for both internal and external stakeholders.
- Assist Customer Development team to identify, design and implement electrical service to new customers, as needed.

If you are interested, please submit an application to the Civil Service Commission by applying online at [www.columbus.gov/civilservice](http://www.columbus.gov/civilservice) by April 1. Please attach a resume to your application. You may also apply by emailing your resume to [DPURecruitment@columbus.gov](mailto:DPURecruitment@columbus.gov).

If you prefer to mail in a paper application, please mail it to 910 Dublin Road, Columbus, Ohio 43215. Pre-employment drug screening and BCI& I background required if selected. City of Columbus is an Equal Opportunity Employer.

## City of Bowling Green seeks applicants for two positions

### **Finance director**

The City of Bowling Green is seeking applicants for the position of finance director. Successful candidate will join the city's executive team executive team to direct and coordinate the activities of the Finance Department, which includes the Income Tax Office. The finance director, which is an unclassified, exempt/salaried position, serves as the city's chief financial officer and has the responsibility of overseeing the collection, disbursement, accounting and reporting of city revenue and expenditures, assisting the municipal administrator with the development of the annual budget, administering the processing of payroll and managing the city's debt and investment portfolios. The 2021 annual appropriation for the City of Bowling Green is \$172,494,014 (including transfers).

The Finance Director reports on financial matters including public presentations; certifies availability of funds; monitors budgets, payroll and investments; represents the city on the Property and Liability Insurance Public Entity Pool and serves as one of the city's representatives on the health insurance pool; countersigns all debt issuances; and negotiates financial and union contracts. The ideal candidate should possess proven leadership ability, sound fiscal judgement and a demonstrable track record of building teams and trust in the development and delivery of organizational goals and finance-related objectives. Education beyond an undergraduate degree required; CPA certification desirable; seven to 10 years of relevant executive management/leadership experience required. Previous government accounting, payroll management and financial/payroll software experience is highly valued in this position.

Candidates must complete an application packet that is available either by visiting the Personnel Department of the City of Bowling Green at 304 N. Church St, Bowling Green, OH 43402-2399 or [online](#). Additionally, applicants must complete a written statement of their experience describing the following:

1. Working with, understanding, preparing, administering public budgets;
2. Working with the public, customers, contractors and consultants;
3. Experience investing public funds (what investment strategy is used);
4. Working with boards/commissions/City Councils/elected bodies;
5. Managing and/or supervising personnel;
6. Involvement with administering/selection of financial and payroll software programs;
7. Involvement in union negotiations;
8. Experience/knowledge of municipal tax law;
9. Managing a public payroll system;
10. Short-term and long-term financial planning, and;
11. Involvement with community based economic development programs.



Resumes may be included but will not substitute for a completed application. Application materials must be returned to the Personnel Department by one of the following methods: by email to [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org), by fax to 419.352.1262 or by U.S. Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. You may reach the Personnel Department by phone at 419.354.6200. Deadline for making application is 4:30 p.m. on April 20. AA/EEO

### **Police officer**

The City of Bowling Green is seeking applicants for the position of police officer through March 31. Candidates must take and pass a written examination through the National Testing Network (NTN) and a physical ability test through the City of Bowling Green prior to the deadline in order to be eligible for consideration for hire. Candidates are responsible for registering for the NTN examination prior to the deadline and for paying any associated fees/costs [here](#). Important information relating to the application, hiring and testing requirements is available online at [www.bgohio.org](http://www.bgohio.org). Information is provided below regarding educational requirements, veteran's credit, age requirements and the city's application requirements.

An associate degree or the completion of at least 96 quarter hours or 64 semester hours toward a bachelor's degree is required. Proof of education is required at the time of application. The post-secondary education must be obtained from an accredited college or university, and hours must be eligible for transfer to Bowling Green State University.

In accordance with Section 124.41 of the Ohio Revised Code (ORC) and City Ordinance, no person shall be eligible to receive an original appointment as a police officer, unless the person has reached the age of 21 and has not yet reached the age of 35. (The age restriction is permitted by the Public Safety Exemption to the Age Discrimination in Employment Act (29 U.S. Code 623 (j)).

The Bowling Green City Charter provides for an additional credit of 10 percent of a passing test score for honorably discharged veterans. A candidate's Form DD-214 denoting an honorable discharge must be submitted at the time of application in order to be eligible for the veteran's credit.

All new police officers serve a one-year probationary period. The current pay scale is \$26.97 to \$33.94 per hour. Starting base hourly rate is \$26.97, as outlined in the OPBA contract. Certified officers, possessing full-time law enforcement experience, will be evaluated for a possible increase in the starting salary. The union contract can be reviewed online at [here](#). A copy of the job description will be provided to candidates.

Candidates must complete an application packet that is available either by visiting the Personnel Department of the City of Bowling Green at 304 N. Church St, Bowling Green, OH 43402-2399 or [online](#). Resumes may be included but will not substitute for a completed application. Application materials must be returned to the Personnel Department by one of the following methods: by email to [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org), by fax to 419.352.1262 or by U.S. Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. You may reach the Personnel Department by phone at 419.354.6200. Deadline for making application is March 31. AA/EEO

## **City of Marshall seeks applicants for finance director**

The City of Marshall is a quaint Norman Rockwell style community with a population of 7,068 in lower, central Michigan. The city is located less than one hour from the campuses of the University of Michigan and Michigan State University, two hours from Detroit and beautiful Lake Michigan, and three hours from Chicago. Marshall has installed a fiber to the premises system to every property in the city, with symmetrical speeds up to 10 mbps.

The community is seeing unusual growth, with over \$1 billion of industrial growth. Click [here](#) to view a "Choose Marshall" 2018 wrap-up video. Located at the intersection of I-94 and I-69, the crossroads of international highways, the city is preparing for large industrial and residential growth with a 1,000-acre mega industrial site. The downtown district is 97 percent commercially occupied. The city has the largest National Historic Landmark District in Michigan, with many neighborhoods of historic homes.

Qualification for the Finance Director position include a degree in accounting, finance or a related field and a minimum of five years' experience in municipal finance. Annual salary of \$75,000-\$85,000, depending on qualifications, with excellent benefits. A complete job description and application instructions can be found at [www.cityofmarshall.com](http://www.cityofmarshall.com).

The City of Marshall is an Equal Opportunity Employer.