
Memorandum

To: Mayor, City Council, City Manager, Finance Director, City Law Director
From: Roxanne
Subject: General Information
Date: December 16, 2016

CALENDAR

AGENDA -City Council - Monday, December 19th at 7:00 pm

C. Mayor's Presentation of the 2017 Budget

D. Approval of Minutes

1. November 28, 2016 Special Meeting Minutes
2. December 2, 2016 Special Meeting Minutes
3. December 3, 2016 Special Meeting Minutes
4. December 5, 2016 Regular Council Meeting Minutes

F. Reports from Council Committees

1. *Electric Committee* met on December 12, 2016 and approved the December, 2016 Power Supply Cost Adjustment Factor.
2. *Water and Sewer Committee* did not meet in December.
3. *Municipal Properties/ED Committee* did not meet this month.
4. *Parks and Recreation Committee* did not meet tonight.

H. Introduction of New Ordinances and Resolutions

*/gh The copies enclosed in the packet are draft copies of the legislation for first read due to last minute reviews. The final copy of all Ordinances and Resolutions will be passed out at the meeting Monday night.

1. **Ordinance No. 061-16**, an Ordinance establishing a New Position Classification Pay Plan for Employees of the City of Napoleon for the Year 2017; Repealing Ordinance No. 068-15; and Declaring an Emergency. (Suspension Requested)
2. **Ordinance No. 062-16**, an Ordinance establishing the Appropriation Measure (Budget) of the City of Napoleon, Ohio for the Fiscal Year Ending December 31, 2017, listed in Exhibit "A"; and Declaring an Emergency. (Suspension Requested)
3. **Resolution No. 063-16**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances from Respective Funds to other funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2017, listed in Exhibit "A"; and Declaring an Emergency. (Suspension Requested)
4. **Resolution No. 064-16**, a Resolution Authorizing the Expenditure of Funds and Authorizing a Department Director to take bids on certain Projects, Services, Equipment, Materials, or Supplies without the requirement for additional Legislation to do so in the Year 2017; and Declaring an Emergency. (Suspension Requested)
5. **Resolution No. 065-16**, a Resolution Authorizing Expenditure of Funds in Excess of Twenty-five Thousand Dollars (\$25,000.00) in and for the Year 2017 as it relates to Reoccurring Costs Associated with the Operation of the City, for Payment of Expenses, and for Purchases associated with Vendors Utilized by Multiple Departments within the City; Elimination of Necessity of Competitive Bidding in and for the Year 2017 as it relates to certain transactions; and Declaring an Emergency. (Suspension Requested)

6. **Ordinance No. 066-16**, an Ordinance Supplementing the Annual Appropriation Measure (Supplement No. 5) for the Year 2016; and Declaring an Emergency. (Suspension Requested)
7. **Resolution No. 067-16**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances from Respective Funds to other funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2016, listed in Exhibit "A", Transfer 2; and Declaring an Emergency. (Suspension Requested)
8. **Ordinance No. 068-16**, an Ordinance providing for the Issuance and Sale of Notes in the Maximum Principal Amount of \$3,900,000, in anticipation of the issuance of bonds, for the purpose of paying the Costs of Improving the Municipal Water System by Construction a New Water Treatment Plant, acquiring and improving related interests in real property, improving and rehabilitating the existing Water Treatment Plant and related storage facilities, and rehabilitating the Elevated Storage Tanks, together with all necessary and related appurtenances thereto.
9. **Resolution No. 069-16**, a Resolution Authorizing a Contribution to the Community Improvement Corporation of Henry County, Ohio, in and for the Year 2017; and Declaring an Emergency. (Suspension Requested)
10. **Resolution No. 070-16**, a Resolution Authorizing a Renewal Agreement with the Henry County Chamber of Commerce regarding a Convention and Visitor's Bureau; and Declaring an Emergency. (Suspension Requested)
11. **Ordinance No. 071-16**, an Ordinance Amending Ordinance No. 058-16 Appointing Joel M. Mazur as the City Manager of Napoleon, Ohio; and Declaring an Emergency. (Suspension Requested)

I. Second Readings of Ordinances and Resolutions

1. **Ordinance No. 051-16**, an Ordinance amending Section 931.07 of the Codified Ordinances of the City of Napoleon, Ohio increasing water rates for the years 2017, 2018 and 2019; and Declaring an Emergency. (Suspension Requested)

J. Third Readings of Ordinances and Resolutions

K. Good of the City (*Discussion/Action*)

1. **Discussion/Action:** Approval of Power Supply Cost Adjustment Factor for December, 2016 as: PSCAF three (3) month averaged factor \$0.00421; JV2: \$0.057840; JV5: \$0.057840.
2. **Discussion/Action:** Write-off of Uncollectable Accounts in Income Tax, Utility Billing, and Miscellaneous Billings.

L. Executive Session (Economic Development, Personnel, Pending Litigation)

M. Approve Payments of Bills and Approve Financial Reports

INFORMATIONAL ITEMS

1. **CANCELLATIONS**

- a. Parks and Recreation Committee Meeting
- b. City Tree Commission Meeting

2. **Miscellaneous Information**

- a. AMP Update/December 12, 2016
- b. 2017 TMACOG General Assembly Invitation

Records Retention - CM-11 - 2 Years

CITY COUNCIL

Meeting Agenda

Monday, December 19, 2016 at 7:00 pm

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

A. Attendance (Noted by the Clerk)

B. Prayer and Pledge of Allegiance

C. Mayor's Presentation of the 2017 Budget

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

1. November 28, 2016 (Special Council Meeting)
2. December 2, 2016 (Special Council Meeting)
3. December 3, 2016 (Special Council Meeting)
4. December 5, 2016 (Regular Council Meeting)

E. Citizen Communication

F. Reports from Council Committees

1. **Electric Committee** met on December 12, 2016 and approved the December, 2016 Power Supply Cost Adjustment Factor.
2. **Water and Sewer Committee** did not meet in December.
3. **Municipal Properties Committee** did not meet this month.
4. **Parks and Recreation Committee** did not meet tonight.

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

1. **Civil Service Commission** met in a special meeting on December 13, 2016 at 4:30 pm to review applicants for the Firefighter/Paramedic and Patrolman testing on Saturday, January 7, 2017.
2. **City Tree Commission** did not meet this month.

H. Introduction of New Ordinances and Resolutions

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J. Third Readings of Ordinances and Resolutions

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

1. **Discussion/Action:** Approval of Power Supply Cost Adjustment Factor for December, 2016 as: PSCAF three (3) month averaged factor \$0.00421; JV2: \$0.057840; JV5: \$0.057840.
2. **Discussion/Action:** Write-off of Uncollectable Accounts in Income Tax, Utility Billing, and Miscellaneous Billings.

L. Executive Session: *(Economic Development, Personnel, Pending Litigation)*

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

N. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

A. Items Referred or Pending in Committees of Council

1. Technology & Communication Committee (1st Monday)

(Next Regular Meeting: Tuesday, January 3, 2017 @6:15 pm)

2. Electric Committee (2nd Monday)

(Next Regular Meeting: Monday, January 09, 2017 @6:30 pm)

- a. Review of Power Supply Cost Adjustment Factor for January, 2017
- b. Electric Department Report

3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)

(Next Regular Meeting: Monday, January 09, 2017 @7:00 pm)

4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)

(Next Regular Meeting: Monday, January 09, 2017 @7:30 pm)

- a. Updated Info from Staff on Economic Development (as needed)

5. Parks & Recreation Committee (3rd Monday)

(Next Regular Meeting: Monday, January 16, 2017 @6:15 pm)

6. Finance & Budget Committee (4th Monday)

(Next Regular Meeting: Monday, January 23, 2017 @6:30 pm)

7. Safety & Human Resources Committee (4th Monday)

(Next Meeting: Monday, January 23, 2017 @7:30 pm)

- a. Review of Personnel Code

[2017 Regular Meetings with Townships scheduled for February (discussion on ladder truck) and November]

8. Personnel Committee (as needed:)

10. Ad Hoc Committee on Organizational Health and Strategic Vision (as needed)

11. Ad Hoc Committee on Council Rules (Next Meeting: Monday, January 9, 2017 @7:45 pm)

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

1. Board of Public Affairs (2nd Monday)

(Next Regular Meeting: Monday, January 09, 2017 @6:30 pm)

- a. Review of Power Supply Cost Adjustment Factor for January, 2017
- b. Electric Department Report

2. Board of Zoning Appeals (2nd Tuesday)

(Next Regular Meeting: Tuesday, January 10, 2017 @4:30 pm)

3. Planning Commission (2nd Tuesday)

(Next Regular Meeting: Tuesday, January 10, 2017 @5:00 pm)

4. Tree Commission (3rd Monday)

(Next Regular Meeting: Monday, January 16, 2017 @6:00 pm)

5. Civil Service Commission (4th Tuesday)

(Special Meeting: Saturday, January 7, 2017 @8:00 am)

6. Parks & Recreation Board (Last Wednesday)

(Next Regular Meeting: Wednesday, January 25, 2017 @6:30 pm)

7. Privacy Committee (2nd Tuesday in May & November)

(Next Regular Meeting: Tuesday, May 9, 2017 @10:30 am)

8. Records Commission (2nd Tuesday in June & December)

(Next Regular Meeting: Tuesday, June 13, 2017 @4:00 pm)

9. Housing Council (1st Monday of the month after the TIRC meeting)

10. Health Care Cost Committee (As needed)

(Next Meeting: Friday, January 27, 2017 at 10:00 am)

11. Preservation Commission (As needed)

(Next meeting: Tuesday, January 10, 2017 at)

12. Infrastructure/Economic Development Fund Review Committee (as needed)

13. Tax Incentive Review Council (as needed)

14. Volunteer Firefighters' Dependents Fund Board (as needed)

15. Volunteer Peace Officers' Dependents Fund Board (as needed)

16. Lodge Tax Advisory & Control Board (as needed)

17. Board of Building Appeals (as needed)

18. ADA Compliance Board (as needed)

19. NCTV Advisory Board (as needed)

CITY COUNCIL

SPECIAL MEETING

IN JOINT SESSION

WITH THE FINANCE & BUDGET COMMITTEE

Special Meeting Minutes

Monday, November 28, 2016 at 7:45 PM

PRESENT	
Council	Travis Sheaffer, President; Patrick McColley, President Pro-Tem; Jeff Comadoll, Rita Small, Dan Baer, Joe Bialorucki, Jeff Mires
Mayor	Jason Maassel
City Manager	Monica Irelan
Finance Director/Clerk	Gregory J. Heath
Recorder	Roxanne Dietrich
Others	
ABSENT	
Executive Session	President Sheaffer called the Council meeting to order at 8:12 pm.
Compensation of Personnel	
Motion To Go Into Executive Session	Motion: Comadoll Second: Bialorucki to go into Executive Session on compensation of personnel
Passed	Roll call vote on the above motion:
Yea-7	Yea- Small, McColley, Sheaffer, Comadoll, Baer, Mires, Bialorucki
Nay-0	Nay-
	Into Executive Session at 8:13 pm
Motion To Come Out of Executive Session	Motion: Comadoll Second: Bialorucki To come out of Executive Session at 8:20 pm.
Passed	Roll call vote on the above motion:
Yea-7	Yea- Small, McColley, Sheaffer, Comadoll, Baer, Mires, Bialorucki
Nay-0	Nay-
	President Sheaffer reported compensation of personnel was discussed and no action was taken.
Review of the 2017 Debt Schedules	Heath began by reviewing the long term and short term debt listing schedules.

**Review of the 2017
Estimated Revenue
Listing**

The Ohio Water & Sewer Rotary Commission is on assessment projects funded up front in the agricultural district. We have paid down quite a bit on the North Pointe agricultural district.

Maassel asked if the agricultural district becomes a non-agricultural use and/or commercial property the owners have to pay taxes.

Heath said there are rules if you fall out of the agricultural district. We do not keep the money, that was advanced to us and we write a check back to them.

Maassel inquired if the 30 acres for the spec building that was talked about is part of the agricultural ground?

Heath responded no we pay taxes on that property.

The Water Pollution Control Loan Fund (WPCLF) is used for the water plant. Ohio Water Development Authority (OWDA) is the State of Ohio's version of using money for water and sewer projects. They go by market rates we do not get any discounted rates or grants.

Original issued debt is \$27,595,802 with a current net balance as of 12/31/2016 of \$17,428,644.

On the short term debt list is primarily the \$2.5 million for the Water Treatment Plant, \$1.4 million has been added upping it to \$3.9 million with the DEFA funding, pending the notes, will need to be modified and reissued for \$3.9 million, you will be seeing legislation to issue that note.

Heath said this is the four year history of actual budgeted and projected revenues. Projected revenues for the general fund represent property tax the Local Government Fund (LGF) has been reduced. There are various line items listed LGF from the State of Ohio that are routed through the county. The State of Ohio has taken away a lot of the taxes previously received. Interest earnings have went down as we are tied to federal rates quite a bit. The bulk of the general fund is income tax, another big source is KWh tax. Total projected revenues are budgeted to receive \$6.6 million, in projecting for next year the bulk is in income tax that is in the General Fund.

The way cash budgets work is you have a balance, you have a deposit, you write checks, you have a net balance. The City attempts to keep \$1 million in the general fund. By law we have to keep funds in the black.

The gross income tax projected for next year is \$4.4 million.

Maassel asked if we have ever projected \$4.4 million.

Heath replied it is one of the highest years we have had, it never has been a projected \$4 million at the beginning of the budget process. The KWh tax fund is consistent.

The Rec Levy Fund has its own source from the .2% income tax no administrative costs for income tax collections are taken out, we are still reimbursing them on utilities.

The hotel/motel tax was up and now it is down. The Holiday Inn Express was not open while it was doing renovations.

The Special Assessments bond retirement has went down over the years as the debt is being paid off.

**Review of the 2017
Proposed Salary and
Fringe Benefit
Schedules**

The sanitation rates were set fairly high several years ago and we seem okay.

Maassel said as far as sanitation rates, that is assuming trustees from CCNO are still available.

Irelan responded we are still looking at hiring one more full time person. We do not always get CCNO trustees on a regular basis and have to pull someone off another department to work on the garbage truck.

Comadoll asked if we get money from the county for the yard waste site, is that the \$4,100?

Heath told him we do.

Total estimated revenues \$63,286,140.

Comadoll asked how much the revenue has went down because of fuel cost being down.

Heath responded we only charge minimal upcharges on the fuel rotary, we do not pay taxes on fuel.

The first four pages are summaries with the detail behind it.

Irelan said we did 3% across the board to see if we could get a balanced budget, I know this is not what will be approved by Council. A 2016 city manager goal was to have an in-depth market analysis done on non-bargaining positions. A lot of the position ranges will be changed, we have added an engineering position and would like to add a licensed engineer to the pay scale, right now there is no place to take them. We will be recommending 2% across the board for non-bargaining but use 3% to bring the market analysis back up. This will be discussed during budget meetings. We want money there to be able to bump people up.

Maassel asked who will be tracking that person on how much savings there is, someone would have to show us that would be good to know. We need to know before we get comfortable with that position, seems we need more guys in Jeff Rathge's department. It is easy to show savings adding someone here.

Irelan said there are 26 positions I recommend 14 are bumped up to a better market value, 6 would have bottom bumped up and not the top and one position I feel the scale is way off we are still debating what to do with that department my recommendation is to bring it down.

Heath said he did not have time to do CIP or transfer of funds summaries.

Irelan said the first pay period for 2017 starts in December, if reads are not done by then will have to retro it back.

Comadoll asked what will be proposed equipment wise?

Irelan responded some larger items are: a street sweeper, two patrol cars, a new fire vehicle, an airboat but only if get the grant, a new electric line truck.

Comadoll asked if there is a dump truck for the Operations Dept?

Irelan said she didn't remember seeing one there is a utility vehicle for the Wastewater Treatment Plant.

Comadoll – can I ask why?

Irelan said they have been using an old golf cart for testing and really need utility vehicle, would be nice to have enclosed vehicle especially when it rains.

Motion to Adjourn

Motion: Comadoll Second: Small
To Adjourn.

Passed
Yea-6
Nay-0

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

Adjournment

Meeting was adjourned at 9:26 pm.

Approved:

December 19, 2016

Travis Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

CITY COUNCIL

SPECIAL MEETING

in Joint Session with the

FINANCE & BUDGET COMMITTEE

Special Meeting Minutes

Friday, December 02, 2016 at 8:00 AM

PRESENT

Council

Travis Sheaffer, President [left at 2:00 pm]; Jeff Comadoll, Dan Baer, Joe Bialorucki, Jeff Mires

Mayor

Jason Maassel

Finance Director

Gregory J. Heath

City Manager

Monica Irelan

Recorder

Roxanne Dietrich

City Staff

Billy D. Harmon, Law Director

Morgan Druhot, Human Resources Director

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

Tony Cotter, Parks & Recreation, Cemetery

Judge Rosebrook

Scott Hoover, Water Treatment Plant Superintendent

Others

Newsmedia; Denise Dahl, CIC Director; Joel Miller, Director of Henry County Chamber

ABSENT

Councilmembers

Patrick McColley, President Pro-Tem; Rita Small

Meeting Called to Order

President Sheaffer called the City Council meeting called to order at 8:01 am

Motion to go into Executive Session

Motion: Comadoll Second: Mires
to go into Executive Session on contract negotiations.

Passed

Roll call vote on the above motion:

Yea-5

Yea-Sheaffer, Comadoll, Baer, Mires, Bialorucki

Nay-0

Nay-

Into Executive Session

City Council went into Executive Session at 8:03 am.

Motion to Come Out of Executive Session

Motion: Comadoll Second: Mires
To come out of executive session at 8:07 am.

Passed

Roll call vote on the above motion:

Yea-5

Yea - Sheaffer, Comadoll, Baer, Mires, Bialorucki

Nay-0

Nay -

President Sheaffer reported contract negotiations were discussed and no action was taken.

First Read Resolution No. 059-16 Collective Bargaining Agreement

President Sheaffer read by title, Resolution No. 059-16, a Resolution approving the provisions of a Certain Collective Bargaining Agreement No. 2016-19 between the City of Napoleon, Ohio and American Federation of State, County, and Municipal

Maassel said he would like to take two trips to DC in 2017 especially with new the City Manager to visit Congressman Latta's office.

There is an additional request for entry signs into the City.

Maassel explained that he and Tony Cotter have been working on new signs for the City. Napoleon Area Schools wants to put a sign on Woodlawn and Westmoreland. I would like to see two at 108 South by the fairgrounds, one on Scott Street. The price for the signs is approximately \$5,300 each. We are working with a group out of Bluffton, Ohio the delivery and installation are negotiable, if they bring us three signs our cost is for two. Other possibilities would include putting a sign along Riverview by Wayne Park, one out by the Henry County Hospital and one by Oakwood, there all kinds of good places, I would like your input where to put the signs. Napoleon Alive will be doing a fundraiser in February for this project.

Bialorucki commented he would like to see room to add to the sign if we wanted, for example if Napoleon Schools would have a district championship.

231-3510
CIC

8:35 am – 8:55 am CIC Account Number 231-3510

Denise Dahl, the CIC Director was present and talked about some of the projects the CIC has been involved with on behalf of the City. In 2016 the City's contribution to the CIC was 22% of our budget. For 2017 your contribution will be 20% of my budget and I would guess you take approximately 60%-70% of my time and some of the member communities get upset with that.

We are looking at increasing our memberships in the future. My personal goal is that we get to the point that we are self-sufficient. We anticipate continuing to grow.

Maassel commented the County is at 50% and we are at 20%, other memberships are 20%? Dahl said the County is 49%-50%, memberships at 26% and City 22%-23%, and other revenue sources. Everyone is getting more than they could get from the private sector, it is important to me that all my communities thrive. Baer said when talk workforce development, it is a big plus Napoleon Area Schools are on board, that may bring other county schools in too.

Bialorucki commented he would be willing to propose a little extra money as it seems like the ball is going in the right direction to bring in more businesses.

Sheaffer said we could add to the additional request list.

Bialorucki asked if we gave you additional monies, what would it give us. Dahl responded additional personnel to handle some of the paperwork or throw it right into an infrastructure fund to support a project. Bialorucki said my thought is spend a little more money this year and as Denise is saying possibly go lower next year and eventually not pay anything at all.

10% appropriate?

100-1300
CITY MANAGER

8:55 am - City Manager 100-1300

Irelan said she put \$20,000 in for the citizen survey and follow-up. The next step would be the seminar and I would encourage you to move on. Sheaffer said we could do a Special Council Meeting on a Saturday in January, if so desired.

Last year I gave the city admin car to WTP. It is cheaper to pay mileage than maintenance and upkeep of a vehicle. Sheaffer said if the new city manager wants a car we can discuss that next year.

400-1300 CIP REQUEST: Building and Improvements

\$6,900 for replacement of the steel entrance doors in the building, we will be keeping the electronic locks.

\$95,000 to repave the city parking lot.
Bialorucki had concerns with spending \$100,000 if you are considering selling the building and moving. Ireland said it would be expensive to move out, maybe \$4 million.

**100-1400
LAW DEPARTMENT**

9:12 am - Law Department 100-1400

The big difference was in salaries with the addition of the full time administrative assistant position.

\$50,000 for legal expenses during transition, extra consultant fees with Clemans & Nelson.

400-1400 CIP Request – one item, a printer

**100-1370
HUMAN RESOURCES**

9:30 am - Human Resources 100-1370

Ireland said she put more money into Morgan's salary, health coverage went down to employee/child.

\$30,000 consultant fees-money encumbered in 2016 carrying over to 2017.

Additional Requests: \$2,100 Clemans and Nelson's retainer fee, \$5,000 was put in negotiations and \$2,000 for IBB training.

Maassel commented you already have \$30,000 for Clemans & Nelson why add extra for training?

Ireland replied that the budget was done prior to this morning's talk.

**100-1700
ENGINEERING**

9:37 am - Engineering/Public Works

You indicated we could bring in an extra person and have started in-house design that has saved \$87,763.20.

Lulfs said we have six or seven major projects in the budget for 2017.

Bialorucki told Lulfs he was impressed with Marty Crossland's knowledge on trees, time spent on trees is important as it helps prevent damage during storms.

Maassel asked if the Downtown will be done in 2017 or 2018?

Lulfs replied in 2017.

Maassel asked if there are major ODOT funds available.

Lulfs said he is looking into it.

The sewer on Haley is half funded we are trying to get funding for the other half, will not know anything until February.

Sheaffer said when Chad was made Public Works Director he was given an additional amount and for whatever reason it was capped at that amount so any increase he gets is applied only to the Engineer portion does not apply to the additional amount.

Comadoll asked why was that not addressed back then.

Ireland responded it was politically contentious.

Sheaffer asked if legislation is needed and Ireland told him that she would cover that in the pay ordinance.

Sheaffer said will have to address later in December that Chad filling in as Acting City Manager through the 3rd and Joe will not be starting until January 9th.

Mayor commented maybe Chad will consider doing like Jon Bisher for \$1.00.

Lulfs said it is called catchup.

Personnel - a new staff engineer was approved previously, Rex Moll is retiring. Rex is our inspector on all street and water projects, we plan on hiring a new inspector and doing a three-month period of cross training.

200-5100 STREETS SCM&R

Heath said there was one change on allocation of salary for the Operations

Superintendent. Previously he was keeping time sheets as he worked in other departments, like water distribution, sanitation and sewer collections. Recommend he go to fixed allocation. Irelan said he is the only salary employee keeping a pay sheet, will spread equally 25% over the accounts, this will also be easier for him to show he has the correct number of hours allocated for his license, he has to have so many hours a year for his water and sewer license. Heath said another note on this budget, we have maxed out how much we are receiving in the various street funds and there is a subsidy from the General Fund into these funds.

Irelan stated it started last year and we are there again this year. These funds are used for snow, ice, street patch materials.

There was discussion on purchase of salt and the snow removal process.

201-202- 203 & 204 Funds are for various gas tax and municipal license that are required by ORC.

Comadoll said he had a request for the guys to get new green t-shirts.

203 - Biannual Street Striping - 2017 is the year for street striping.

Heath - with the addition of the spray patching machine \$50,000 was put in this fund. At some point will need a subsidy from the General Fund. Lulfs said spray patching lasts longer, there is a little more labor involved but I think you get a much better product.

204 - Ice and Snow Control

Comadoll asked what is the price of salt, do we purchase off state contract? Lulfs answered he thought last year we were in the \$50's and yes.

400-1700 CIP

\$8,000 - copy machine have to have a new one.

\$35,000 - Survey Equipment. We were notified they will not service this model anymore.

\$10,000 - Survey Services always have in there

\$50,000 - Survey Monument

400-5100 CIP

\$250,000 – New Street Sweeper, the current one is old. Maassel said we do not want a Rolls Royce street sweeper.

\$2,000 - Tablets for Service Trucks. Would be a field appropriate tablet. Would be handy in the field it would help staff out and eventually Fire and Police can have access also.

\$10,000 – Dodd Street Tree Plantings

Bialorucki asked if this can be incorporated into the street project.

Irelan responded this way is more cost effective, if we put in the contract, the contractor will charge overhead and fees.

\$20,000 - Sidewalk Improvements – funds are set aside every year, this is where residents can get reimbursed for sidewalk improvements.

\$825,000 – Downtown Resurfacing Project

Maassel asked if the manholes will be taken out.

Lulfs told him when resurface the street the manholes are adjusted to grade.

Maassel said the downtown area has several big events throughout the year. Lulfs replied we are to get a listing of events. The Chamber should be able to help us notify people, will put something in the Northwest Signal and on Facebook.

Lulfs said if the project is covered by a grant we would have no control, I would prefer to have control of the project rather than be dictated what to do.

\$20,000 - Alley Repairs

\$250,000 – Roundhouse Road. Maassel asked this project will be assessed at 50%,

Irelan replied "right".

\$336,500 – Ohio Street Waterline – due to water issues, we have a lot of filters in the system on Ohio Street.

400-5130 CIP

\$16,000 – new vertical ban hand saw. OSHA recommendation to replace current equipment, it is too old and we were told cannot keep it.

510- 6210 – Water Distribution

Irelan reported the big jump in personnel services is from what we talked about earlier with Jeff Rathge.

\$50,000 Hangers for Perry Street River Bridge – at the time of the annual inspection we were told there was an issue.

511-5210 – Major Capital Items out of Water Fund

Already talked about Roundhouse Road and Ohio Street.

Hobson Street Waterline – replace waterline on Hobson from Riverview and extend down to Shelby Street that is a 6" cast iron line, will replace services as we go. Remainder of the grant will be used to replace approximately fifteen lead services that are not on Hobson Street. Irelan said this project is 100% grant funded. Lulfs replied if project runs over will not do as many replacements, if the project is under there is a list of replacements to be done.

Maassel asked the localities that have lead do the people living there know about this? Lulfs said anytime we are working on a project and find one we notify them.

519 -WTP

Irelan – Scott Hoover will touch on the project funding, Chad is in charge.

520-6210 SEWER

Salary portion increase actual collection system from home to the plant

Maassel asked about the electric charges. Irelan replied that electric charges are a large impact on all departments.

520-6300 SEWER CLEANING

Established as part of LTCP.

\$25,000 CRAP program Clean water Removal Assistance Program. Every year certain a certain amount of sewers need cleaned, contract part is under 521.

521-6310 CAPITAL ITEMS

Park Street Rebuild moving all the required infrastructure from Glenwood to Sheffield.

Phase 1 – Park Lane we did this year.

Phase 2 - Park Street from Glenwood to Sheffield.

Have not determined if there will be Phase 3 and 4, if there are, would be:

Phase 3 - Park Street from Sheffield to Riverview

Phase 4 - would be all the stuff the EPA wants us to do in that neighborhood that did not get done in Phase 3. This is all part of the Haley Avenue interceptor project required by the EPA's LTCP.

Sanitary Sewer replacements actually starts at Park, goes 50-60 feet to Haley then up Haley towards West Washington. Haley has 50% grant we are trying to get more. Not required by the EPA, this is one we found that was failing.

Sanitary Sewer Cleaning Program this is the third year and we do plan to use the same contractor we've used the last two years.

\$100,000 - Emergency Repair Fund

Have two pump stations that have to be replaced, have \$100,000 in the budget for each of them to be designed we have applied for funding, know we are on a list for a low interest loan but have not been awarded anything yet. Maassel asked what

is the actual replacement cost.

Lulfs responded on average think \$1 million per station, VanHynning could be a little more. Williams is shot, it has to go first as the EPA is involved, it serves Glenwood Estates. VanHynning takes a lot of the city flow, at least a major repair of that station is required by the EPA.

Maassel asked about the three year moratorium on new projects.

Lulfs answered rather than give you three years off doing anything just extended it and spread them out.

**100-1800
MUNICIPAL COURT**

12:07 pm – 12:35 pm 100-1800 Municipal Court Operations

Judge Rosebrook

Judge's salary did go up the State raised that portion.

Travel, Training and Education - \$1,000 reimbursement for college, I have staff asking to use for conferences they go to.

Court appointed fees, I am asking they be raised back up to the level they have been. It is a big expense with Police Department's misdemeanor citations under state code, also under state code is your income tax violations.

The county decided and did not inform us they will be paving the parking lot, I may have to come back for an amendment.

Safety Audit was done, we are very good at customer service but have safety to think about, we are trying to make corrections.

270 Alcohol fund – what is expended in this fund can only be used for indigent or driving alcohol related incidents. Have to do research if can be used for drug issues that have become a big issue.

Court Relations Special Project Fund take \$10,000 out for IT's salary.

2007 was the last time our computers were updated, Betty liked the old way. In 2017 we are going paperless and would like to have docket online to be assessable by the public, will have to do in increments we can afford, will take at least four years.

275 Municipal Probation Service Fund ties in with the 277 Probation Officer Fund.

Heath said the debt service for court renovations goes off in 2025, the debt principal is at \$50,000 until 2020, the original was issued in 2010.

**220
PARKS & RECREATION**

12:38 pm - Parks & Recreation/Cemeteries

4100 – Council's goal was to get the Parks & Rec Department off subsidy from the General Fund. This is the second year in a row on the operations side we have been 100% on the Parks & Rec levy, no subsidies from the general fund.

Cemeteries have to be a general operation that is why they are not covered by the levy.

4700 – have one full time employee for maintenance of cemeteries and a permanent part-time employee to assist in maintenance, mowing and funerals.

We also rely heavily on the use of CCNO workers.

Heath said the adjustment in salaries is due to a retirement and his payoff.

Indigent burials are beyond our control, we are under contract for expense of \$960 in the City limits.

4200 – Golf. There is a slight increase in salary, the part-time employees worked more hours this fall than we generally do.

Preventive maintenance is to manage golf course. I commend my staff for rebounding after last year's devastating year. Memberships in general have been dropping over time. Memberships are golfers that play all the time.

4300 – Pool. The current pool is functional, the main problem is use of water.

Utility expenses are up they have been for a while. We have set aside \$25,000 to go into a reserve fund for renovations. We did have to sink a little less than \$10,000 in the pool this year, everything mechanically is in pretty good shape.

4400 - Parks and Rec Programs.

Dorothy Fahy was the fitness instructor at the Senior Center and she is going to retire.

\$22,000 - 4th of July fireworks; \$12,500 from general fund does pay for a large portion of the fireworks as well.

4400 - Outdoor Program. Rachel Palmer is the instructor

Maassel mentioned that she is not listed in personnel. Heath advised we do not list seasonal personnel.

4400 CIP

\$26,000 - Replacing a pickup truck

Irean explained this is 50/50 split between the Rec Fund and CIP which was a goal of Council.

Cotter said we lost some trees from a disease early this year, we did receive a \$1,000 grant to replace some of the trees.

Most of 4400 is out of the Rec Fund only thing we are proposing out of the CIP is the parks mower.

Cotter brought up a comment that was made at his board meeting, there may have been a misunderstanding about the general fund. Because we reached our goal the board is very proud of that. Bialorucki asked if he had those numbers.

Cotter said in 2011 they were subsidized \$73,480 from the General Fund; in 2012 is when it maxed out at \$93,500 and changes were implemented, in 2013 that amount subsidized was \$30,560 and in the last three years, we have not been subsidized from the General Fund.

Bialorucki told Cotter "I would like to commend you and the Board, very impressive".

Baer commented he does not know of anywhere else that has as nice of park facilities that we do.

Comadoll thanked Joel and the Chamber for the Christmas lights.

Cotter informed Council he recognized Don Niebergall at the board meeting Wednesday night with a plaque. Every summer Don came back, this year he is retiring.

240 HOTEL/MOTEL TAX

240-3800 Hotel/Motel Lodge Tax

Joel Miller, Director of the Chamber and Susan Gerken, Tourism Chair were present. Joel stated we see ourselves as a central organization where people can turn to when they don't know where to go. A lot of what we do is advertising designed to bring people into the community, that is our goal to bring people in. We distribute brochures all around the state, they are also sent out to various groups through the Economic Development Association. Joel gave an overview of all the events the Chamber sponsors and/or help with. For the last ten years we've handled the admin duties of Fall Festival, we oversee the budget, cut the checks. Something new we are working on is we would like to do a mobile app for both the City and County.

Maassel told Joel there will be a major construction project downtown in 2017, we are going to rely on the Chamber to help us notify people. Joel said we've talked to people about developing back door entrances.

Mires told Joel he had an inquiry about putting up a permanent American flag.

Comadoll commented he doesn't think you have to light them anymore.

**520-6300
WATER TREATMENT
PLANT**

Joel said the Chamber is doing more Economic Development, you have to have your community where everyone is working together to build the community. We all have skills we can build from, we need to work together to make us better.

1:57 pm - 6210 Water Treatment Plant

Heath reported the biggest salary issue is we allocated Brad Meyer's salary here for the WTP rehab project. We added a full time person in May.

On the operational side the biggest difference is in professional services.

Maassel asked if new technology will reduce amount of lagoon uses.

Hoover replied when the plant is rehabbed and rebuilt should not need any more cleaning.

Scott asked if the water tower is in there Irelan said it is in the actual project.

Irelan replied we cannot wait another two years, technically we are under violation.

CAPITAL

Hoover reported that some of the equipment is really old, most is just worn out. In the last few years we have been upgrading a few at a time.

BUILDING/ZONING

2:22 pm 2:32 pm - 100-3100

There is not much difference. Biggest increase is under professional services for update of the Zoning Code. There was some money in last year's budget but the bids come in higher than budgeted. The Master Plan expired in 2014, it is to be updated every five years. That will be outsourced, need to have someone with planning background do that. The Master Plan will give you a five year view where you want to be as community. Our current zoning ordinance is based on this plan.

Future of the Department

Irelan - I would suggest now that the structure is in place the code enforcement should go back to the building and planning department, per the codified ordinances.

If you choose to contract building inspection with Wauseon, then you will have contracts with Defiance and Wauseon which could turn Napoleon into a regional building inspection facility for this area.

Questions to be considered would be:

- 1) timing,
- 2) where employee's priorities should be, and
- 3) how his level of service will be affected.

Napoleon alone does not have enough residential needs for a full time building inspector. By Codified Ordinance, the duties of that position are building, zoning, planning, and code enforcement. If you choose to become a regional building inspection facility, the law would have to be changed, the duties would have to be changed, you would have to hire someone else to do the code enforcement issues. There are still structural issues with the department, the actual permits are not at a cost they should be, tracking of where the permits are with inspections. A philosophical question for Council is, if you want a regional building inspection department, how are you going to meet the needs of our community and still be that regional building inspection facility. The Wauseon contract would be different than what we have with Defiance. Wauseon does not have a department over there and essentially he would physically have to be at Wauseon at least two days a week all day and we would have manage the entire system for Wauseon. The setup with Defiance is not like this.

2:32 pm 100 – 1600 IT

Irelan reported there is nothing unusual about IT. At this point and time we are advertising for the permanent part time position.

CAPITAL – a new phone system. Our phone system works, only problem is it is old and we cannot orders parts anymore. The amount budgeted is for a network phone system. New phones may not happen in 2017 but could start investigation.

Miscellaneous Items

Heath reviewed a few of the items.

Bialorucki asked about 4th of July fireworks, have we ever entertained the thought to have businesses sponsor our fireworks. I was thinking the Chamber could help us get one or two sponsors. My thinking is then the \$22,000 could be put toward something else, we would need a multiple year contract.

Transfers - Streets subsidized \$30,010 to make it balance.

Economic Development number will need to change with issue concerning net proceeds to CIC on RR property this was net transfer this number will have to go up.

101-Miscellaneous fund was set up as a reserve balance fund. We have not put anything in here the last two years, in 2013-2014 Council wanted this in place, it is a Council decision if they want money in a reserve fund.

Heath said a balance is a balance when money is put aside and that money is spent for things that it is not to be used for. Bond holders like to see reserve funds if there are not any restrictions.

Motion to Adjourn

Motion: Bialorucki
To adjourn the meeting.

Second: Mires

Passed

Yea-4

Nay-0

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

Adjournment

Meeting was adjourned at 3:01 pm.

Approved:

December 19, 2016

Travis Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

CITY COUNCIL

SPECIAL MEETING

in Joint Session with the

FINANCE & BUDGET COMMITTEE

Special Meeting Minutes

Saturday, December 03, 2016 at 8:00 AM

PRESENT

Council

Travis Sheaffer, President (arrived at 8:04 am); Jeff Comadoll, Dan Baer, Joe Bialorucki, Jeff Mires
Jason Maassel
Gregory J. Heath
Monica Irelan
Roxanne Dietrich
Dave Pike, Wastewater Treatment Superintendent
Clayton O'Brien, Fire Chief
Dennis Clapp, Electric Distribution Superintendent
Robert Weitzel, Police Chief

Others

ABSENT

Councilmembers

Patrick McColley, President Pro-Tem; Rita Small

The City Council meeting was called to order at by Councilman Comadoll at 8:00 am

The Finance & Budget Committee meeting was called to order by Chairman Mires at 8:00 am

Wastewater Treatment Plant

8:00 am – 8:55 am Wastewater Treatment Plant

Irelan reported the overall salary bump is due to the hiring agreement signed last December with the WWTP Superintendent, Dave Pike.

Capital Improvements -5700

Utility Vehicle at \$20,000

There is a request for a 4-wheel utility vehicle to use when staff has to drive out to the fields and to also be used around the facilities. They are currently using a golf cart. Maassel asked if there will be a request later in the year for a trailer to haul the John Deere gator. Pike responded the goal is to borrow one if need to or use existing one.

Wheel Loader at \$250,000

Pike said it is either put money into the current one or buy a new one. Comadoll responded to save some money do maintenance, if needed. Mayor suggested put \$100,000 towards it in budget this year but do not spend the money.

Wastewater Treatment Plant - 57200

Irelan said the emphasis is on the asset management/master plan to have a consultant come in and see what needs to be done to the current plant or to move the plant, reality is, it is land-locked.

Pike said the plant was built in 1959. The digester was put in 10-12 years ago and the grid sitting at the bottom is starting to lose capacity and efficiency. Irelan advised the goal is to avoid building a new plant.

Maassel told them that the plant is at the lowest spot in Napoleon and was built there on purpose. To move the plant is not an economical option. Pike responded the master plan should detail options.

Comadoll asked how the funds are doing and was told that Courtney and Associates will be doing a Cost of Service Study that will let us know where the rates stand.

Replace Clarifier Drives

The current ones are a 2003 version that costs \$10,000/month on water. To purchase a new unit would cost \$250,000 and that could cut down the water costs to \$2,000/month, is part of LTCP and has been in the budget for a couple of years. There is an additional request to set aside money to purchase.

Councilman Bialorucki asked if there is anything Council can do to help, the City Manager suggested possibly taking a tour of the plant. The plan will show how old the equipment is and its lifespan. A 10 year plan would be created.

Additional Request

WWTP Succession Planning

Will have one employee retiring this year and another employee retiring next year with combined 55 years of experience. We would like to hire two (2) new employees to train in the general operations and lab. You have to have five (5) years of experience before you can take the Class A license test, will have to hire someone with a license.

Sheaffer said he is going to refer to the Safety and Human Resources Committee review of vacation credit if worked for the state or a municipality.

Maassel asked two (2) new employees?

Pike said because of vacation and comp time we are almost always down one employee.

Irelan said by regulation we are down by one employee.

Sheaffer replied, so next year need to contemplate keeping one position.

**Fire Department
100-2200**

9:00 am – 9:50 am Fire Department

The non-bargaining salaries are lower due to the retirement of Tony Druhot and hiring of Joel Frey.

Sheaffer asked if they are doing good on safety equipment.

Chief O'Brien responded, we have a little in capital.

Comadoll asked about grants.

Chief O'Brien told them the tanker was purchased on an AFG grant \$185,000, MMA was bought with AFG Grant of \$239,000.

Bialorucki asked about turnout gear.

Chief O'Brien said the old gear in the back storage room is used for training or initial new hires probationary period. Once it is determined to be unsafe it goes through the destruction period. We have forty-seven full time and part time employees and we do not buy brand new gear for everyone, the gear costs \$2600/set.

242 Account

Thermal Imaging Camera helps find bodies in smoke. It also works very good for the call received stating "smell something hot" as the camera can be adjusted.

Vehicle Replacement 806

806 would be replaced with a one ton truck and have the water equipment for brush and fire, would haul personnel and pull the trailer, 806 is getting old.

Vehicle Replacement 807

Would be the command vehicle and the current command vehicle would be turned into a chase vehicle. New command vehicle would be a SUV purchased off state contract.

Hovercraft

A few rescues have been done on the river and the hovercraft breaks every time we take it out, it is made to be used on a pond or lake, it cannot handle the current. The airboat has a hard aluminum bottom and will not bust every single time. Jet skis are doable there just is not a place to put anyone. The airboat will go on ice and is the most practical piece of equipment. The grant was written for the airboat, if we do not receive the grant, will not purchase the airboat.

Sheaffer told Chief O'Brien if the grant does not pass, bring it back.

The Washer and Dryer need replaced this year.

The copier has been there forever.

Comadoll asked if we could do a funding program for copiers.

Irelan told him we have a maintenance program, the upfront cost for Perry is slightly more but their service is the best.

There were additional questions on purchase, maintenance and supplies for the copiers and council and the committee was advised that is information our IT department would have.

New Account 410-2200-53310/Fire Training Facility

Maassel asked when the facility would be operational.

Chief O'Brien told him the deadline is May, there is a lot of behind the scenes paperwork.

Frey said we received a \$24,000 grant.

Chief O'Brien said it is hard for volunteer departments to get the needed training; therefore, we encourage them to come over here.

Electric Department

Maassel asked what the plan for engine apparatus is. Chief O'Brien replied he has done two plans, one with no increase \$90,000 standard amount and Plan 2 with increase over the years. Comadoll asked if he has thought about getting new pumper. Chief O'Brien responded that is not a need for us. Maassel commented that a 10 year capital plan would be nice to see for everyone. Irelan told him it is not done. Asst. Captain Frey said right now a ladder truck costs about \$2.3 million. Councilman Sheaffer assigned to the Safety & Human Resources February meeting with the Townships discussion on ladder truck, that the townships will be partly responsible for, to start talks.

10:00 am – 10:33 am Electric Department

Irelan reported there is not much difference here. We did move Karen's salary to the Electric Department since she reports to Dennie now.

Travel and Training

Training to the AMP annual conference was increased for two to attend. Budgeted for five to go to the APPA DC Legislative Rally (the AMP and OMEA reps get reimbursed up to \$3,000). For the fall AMP conference, the City pays for everything.

Maassel noted there is a lot of money in overtime, are we short a person or is that reality?

Comadoll responded that is from the turn-offs and turn-ons.

Sheaffer said we do we get revenue from overtime for reconnect fee.

Bialorucki asked where the guys go for training.

Clapp told him I have books we go through in my office.

Bialorucki asked if this is something we could get help from NWSCC?

Clapp said no, each system is different. We are trying to get trucks out to the senior high students to get them excited about this industry, it is a really good paid job, though it is physical at times.

Maassel said he has talked to Baer about getting the junior high students involved also.

Clapp said he met with six teachers at Napoleon Middle School 6-8 weeks ago and he would like to do a field trip at the substation with AMP, everyone would stay outside of the fence. I am also trying to get permission from AMP to go to Bowling Green to look at wind turbines.

AMPGS ACCT

Heath reported we still have liability on AMPGS stranded cost.

Irelan said Napoleon signed up for the AMPGS program 10 years ago. The project was ended when the contractor costs went out of control, the stranded cost are what was invested, Napoleon is one of several communities.

Bialorucki had a question on the \$1,500 for the copier when others have requested \$8,000.

Clapp said this is not for a copier itself, our copier needs a lot of

maintenance because of all the dust in our building.

Heath informed us that the 501 and 502 accounts balance has been zeroed out as the debt has been paid off, this was for the Northside Substation trust agreement.

There are not any building and improvement requests this year.

Comadoll asked about the signal at Perry and Clinton by the hardware.

Irelan said could be part of downtown project.

Clapp said future plan is to replace cameras and controller at five road intersection they just do not work the way they should.

503-6110-57000

New pickup truck for the construction foreman, Greg Kuhlman. His current truck will be moved down the fleet with the worse shape truck getting moved out. Maassel asked how old the truck will be getting rid of. Clapp said is it 12 years old, 2-wheel drive. The new truck will be 4-wheel drive purchased off state contract.

Chipper

We originally bought a cheap chipper to see if it was worth having a Forestry Department, now that chipper is not doing what it needs to.

Account 503-6110-57600

Industrial Substation - to replace the solid copper is very expensive and what is there is shot, it has been in for fifty years.

Police Department

10:48 am -11:40 am Police

2100 Account there is not much change in the operations.

The Man Unit helps us operate, helps our agent to fight the drug problems in Napoleon, is a partnership with Henry County Sheriff and other agencies, is a regional issue.

Sheaffer asked if there has been any thought on difference between patrol officer and Lieutenant pay, with overtime for officers, the pay difference is negotiable with no incentives.

Weitzel said if you review the plan the City Manager has, it is hoped to fix that.

271 Law Enforcement Alcohol Fund - DUI, Open Container violations these monies are used to supplement our operations, ie. buy supplies, overtime for court hearing, if it is an alcohol related case, helps supplement the General Fund.

273 Trust Fund – was created to supplement our illegal gaming operation if someone gets busted, the money goes into the trust fund, not to the court.

274 Fund

Same purpose as the 271 alcohol account, but used for drug violations.

280-2100

Certified required training focused on specific types of issue mandated by the State. Eleven certified hours were required this year, we were able to do all eleven hours in-house with our own people trained almost 100 other officers in the regional area.

Vehicles

Purchase of two (2) cars, cars 29 and 26 will be coming out. Both new vehicles will be SUVs. Start pecking at the bear and want to keep up with technology. I should have an office laptop in my truck. If you want better job I need better technology. A basic car is fine.

Sheaffer asked if more should be added for replacement vests.

Weitzel replied if officers want a low bearing vest, they are given \$200 a year out of the uniform account, I do not want to standardize that everyone has to wear one, it is an individualized preference.

Sheaffer asked how many computers need replaced in the cars, this could be special request. Weitzel told him seven at about \$4,000 each. I should tell our IT person what I need and he should tell you what I want.

Irelan responded that department needs leadership. We are slowly fixing with support tickets. You have to remember the person you have worked thru the ranks and is not a professional. Until it is fixed you will have the same problems, same computers, same methods, the structure is a nightmare. The IT department budget should be at least \$200,000. We are thirty years behind. Until Council invests in an IT department, will continue to have WalMart computers.

Comadoll stated this is the first time we have ever heard about this.

Irelan said she knows, I have lectured Travis and suggest recommending to technology committee to look at the structure.

Sheaffer requested additional request of \$36,500 to replace notebooks in police cars.

Bialorucki if we re-organize committees every year.

Heath responded every two years. Sheaffer said we can if we want to.

Bialorucki commented it would be good for the City to have someone on the technology committee that understands, part of the problem may be you don't have the right people on that committee.

Sheaffer said we will let the new City Manager analyze and bring it back next year.

Capital Outside Doors – are part of the contract with doors we have here Weitzel then went on about his vision to build a government center at the Heller Aller corner. Irelan added that the Fire Department is slowly going into the river. I have a book of notes for the next guy.

Finance Department

Heath passed out the Finance Department's Performance Plan.

He said it has been a rocky year in the Finance Department with personnel turnover. The performance plan was put together in a combined effort of the Finance Department along with the recommendations from Travis and Patrick for better communication and interaction individually. Our goal is to implement what you see here, we've had some bumps in the road but think we are now on the right track.

First Read Resolution

President Sheaffer read by Resolution No. 060-16, a Resolution approving

Utility Billing

Salaries – the increases are in the areas that have to do with changes in hospitalization.

In terms of comparison of dollar increases, we did not spend a lot in travel training last year as we did not have the ability to send individuals out due to turnover.

Additional Request for Pay Scale Change has to deal with bringing the Utility Billing Supervisor in line with the Income Tax Supervisor, would look to change title to Utility Billing Administrator Supervisor. Currently that position oversees all utility enterprise funds, \$23 million worth, which is 51% of all collections, Income Tax Administrator oversees \$4.2 million dollars.

Comadoll asked if we can we hold off on another year.

Heath told him we are looking at twenty years of corporate knowledge.

Irelan said with market analysis that was done, that position not funded appropriately the scale is off, we are focusing on the position. This is a conversation you should have with Greg.

Income Tax

Changes in terms of salary due to step increases, operational expenses there wasn't any major changes.

Because of what we done, that has made an impact on the collections changing procedures on utilizing support, we have to pay \$40 or \$45 for each and that is added back in judgment. People do not want on credit report.

Capital

Utility billing \$2,500 machinery and equipment to update PC's.

Sheaffer said he would like to see the PC amount to go up.

Heath told him, understand we do what the procedure is.

Maassel left at 12 noon.

Capital/Administration

The biggest item is the CMI upgrade that is a carryover from 2016.

I need an office chair, the one I'm using goes back in Council chambers.

Budget Timing

Heath said what we need to talk about is timing of the budget and what you want to do. We have a list of things made that I can incorporate into sheets. You will need to make final decisions on the additional requests plus what has been added and per the charter, direct the Mayor to present the budget to Council. The budget has to be passed on or before January 1st it is now scheduled for December 19th.

Irelan said we should at least go through the additional requests and I would also like to give you guys the information on the salaries and pay ordinance so you can look it over and ask any questions you may have. That pay ordinance is part of the December 19th meeting, this will give you time to look over suggested changes and can work through any questions you may have.

**Additional Request
1100 - City Council
Strategic Plan
Consultant**

Motion: Comadoll Second: Mires
To approve \$10,000 for the Strategic Planning Consultant, Account Number
100-1100-53350.

Passed
Yea – 4
Nay – 0

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

**Additional Request
1370 – Human
Resources**

Motion: Comadoll Second: Mires
To approve \$2,000 for Collective Bargaining Training (Account Number 100-
1370-52000) and \$2,100 Retainer to Clemans and Nelson (Account Number
100-1370-53350).

Passed
Yea-4
Nay-0

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

**Additional Request
Finance/Utility Billing
Increase**

No action was taken on this particular item.

**Additional Request
General Government
Internal Training**

Motion: Comadoll Second: Mires
To approve \$600 additional request for City wide internal training for Sexual
Harassment, Hostile Work Environment in Account Number 100-1900-
52000.

Passed
Yea-4
Nay-0

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

**Mayor CIP Request
New Monument
Entrance Signs to the
City**

Motion: Comadoll Second: Baer
To approve the Mayor’s request of \$20,000 for new monument entrance
signs to the City in Account Number 400-1100-57200.

Passed
Yea-4
Nay-0

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

**Additional Request
WWTP Two (2) New
Positions Succession
Planning**

Motion: Comadoll Second: Mires
To approve the additional request of two (2) new employees to the 6300
Account Wastewater Treatment Plant Operations for succession planning at
a cost of \$169,840.

Passed
Yea-4
Nay-0

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

**Additional Request
Set Aside \$350,000 per
Year WWTP Large CIP**

Motion: Comadoll Second: Baer
To approve setting aside \$350,000 per year on the 5 Year Funding Plan for Large Capital Improvements for the Wastewater Treatment Plant.

**Passed
Yea –4
Nay-0**

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

**Direct Law Director to
Research Increase for
Council and Mayor’s
Salaries**

Council President Sheaffer directed the Law Director to research a 25% increase to the salaries for City Council and the Mayor.

**Increase CIC Budget by
Ten Percent (10%)**

Motion: Mires Second: Baer
To Increase the CIC Budget by ten percent (10%). [recommendation made by Councilman Bialorucki]

**Passed
Yea–4
Nay-0**

Roll call vote on the above motion:
Yea – Comadoll, Baer, Mires, Sheaffer
Nay –

**Additional Request
Computerization
Upgrade for Police
Department**

Motion: Comadoll Second: Mires
To Approve additional request of \$36,500 for computerization upgrade in the Police Department.

**Passed
Yea–4
Nay-0**

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

Discussion

Comadoll asked we have more flexibility this year on salaries, right?
Heath responded we have a little more of a fund balance, but that will change with these recommendations. You do need to look very closely at these recommendations and changes in terms of the salaries she is going to present you, I will tell you it will greatly impact the budget, you do need to be cautious with that, you will be spending a lot more money, at some point it catches up with you.
Baer says we have the money to do that, I'd say do it now, in the future may not have the money.
Heath said in 2008 we were talking about the great recession and are just now falling out of that situation, it is easy to spend money, but it is sure hard to get. Sheaffer said for so many years, we have neglected things and are at a point now we do not have a lot of choice.
Heath told them in personnel salaries we cannot compete with Toledo no

matter what changes you make here have to make you aware of the reality. Irelan told Council I will get you the pay ordinance recommendations ahead of time so you can look through them and ask questions on Monday if you want to, it will be ask me questions, it will not be part of public discussions until the 19th.

Heath said you have taken action now on AFSCME and Police and not on Fire. What are you going to do with Non-Bargaining. If you make certain scale changes, once you give the authority, that person will be moved up to the top of whatever that scale is and those are not included in the budget.

Motion to Adjourn

Motion: Comadoll Second: Mires

Passed

Yea-4

Nay-0

To Adjourn the City Council meeting.

Roll call vote on the above motion:

Yea -Comadoll, Baer, Mires, Bialorucki

Nay -

Adjournment

Meeting was adjourned at 12:27 pm.

Approved:

December 19, 2016

Travis Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

CITY COUNCIL

Meeting Minutes

Monday, December 05, 2016 at 7:00 PM

PRESENT

Council

Travis Sheaffer, President; Jeff Comadoll, Rita Small, Dan Baer, Joe Bialorucki, Jeff Mires

Mayor

Jason P. Maassel

City Manager

Monica Irelan

Law Director

Billy D. Harmon

Finance Director/Clerk

Gregory J. Heath

Recorder

Roxanne Dietrich

City Staff

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

Clayton O'Brien, Fire Chief

Robert Weitzel, Police Chief

Others

News Media, Dr. Jon A. Bisher, Joel Mazur

ABSENT

Patrick McColley, President Pro-Tem

Prayer

President Sheaffer called the meeting to order at 7:00 PM with the Lord's Prayer followed by the Pledge of Allegiance.

Patrolman David Steward Sworn In

Mayor Maassel swore in Patrolman David Steward

Auditor of State Presents Financial Award

Ann Spence from the Auditor's State NW Regional Office, Cleveland, Ohio presented Greg Heath, Finance Director with the *Auditor of State Award*. She stated throughout the State of Ohio they audit about 5,800 entities and only 5% receive this award each year.

Heath said I know they put my name on this, that is what they are required to do, but it is a city wide effort.

Approval of Minutes

Minutes of the November 21, 2016 Regular Council meeting stand approved as read with no objections or corrections.

Citizen Communication

None

Committee Reports

Personnel Committee

The Personnel Committee met on November 28, 2016 and made the recommendation and an offer to Joseph L. Mazur for the City Manager position.

Finance and Budget Committee

Chairman Mires reported the Finance and Budget Committee met on November, 28, 2016; December 2, 2016 and December 3, 2016 and reviewed the 2017 budget proposals.

Safety and Human Resources

Chairman Baer reported the Safety and Human Resources Committee met on November 28, 2016 with the townships and Henry County South Joint Ambulance District to review the EMS costs and later tonight will be recommending to Council to continue the non-emergency transport services.

Technology Committee

The Technology Committee did not meet tonight.

Introduction of Ordinance No. 051-16 Water Rate Increase

President Sheaffer read by title Ordinance No. 051-16, an Ordinance amending Section 931.07 increasing Water Rates for Bulk Sales for the Years 2017, 2018 and 2019, establishing a Weekend Testing Fee, and Increasing Fees for testing; and Declaring an Emergency.

Motion to Approve First Read of 051-16

Motion: Comadoll Second: Small
To approve First Read of Ordinance No. 051-16.

Discussion for 051-16

Irelan reported this follows Courtney & Associates recommendation for a 10% increase on the commodity side for the next three years compounded annually with capacity remaining the same.

**Passed
Yea-6
Nay-0**

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

Introduction of Resolution No. 052-16 Sewer Rate Cost of Service Study

President Sheaffer read by title Resolution No. 052-16, a Resolution authorizing the City Manager to enter into a Contract with Courtney and Associates for professional services regarding the Sewer Rate and Cost of Service Study Update; and Declaring an Emergency. (Suspension Requested)

Motion to Approve First Read of 052-16

Motion: Comadoll Second: Small
To approve First Read of Resolution No. 052-16.

Discussion for 052-16

Heath reported the Board of Public Affairs and the Water/Sewer Committee recommends Courtney & Associates to do a Cost of Service Study at a cost of \$20,000.

Motion to Suspend the Rules for 052-16

Motion: Comadoll Second: Mires
To Suspend the Rules for Resolution No. 052-16.

**Passed
Yea-6
Nay-0**

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

**Resolution No. 052-16 Under Suspension of the Rules
Passed
Yea-6
Nay-0**

Roll call vote to pass Resolution No. 052-16 under suspension of the rules and with emergency.
Yea—Baer, Mires, Bialorucki, Small, Sheaffer, Comadoll
Nay-

Introduction of Ordinance No. 053-16 Appointment of Acting City Manager

President Sheaffer read by title Ordinance No. 053-16, an Ordinance appointing Chad E. Lulfs, P.E., P.S. as Acting City Manager beginning December 6, 2016; and Declaring an Emergency (Suspension Requested).

Introduction of Ordinance No. 055-16 Appointing Dr. Jon A. Bisher as the Council Representative to AMP

President Sheaffer read by title Ordinance No. 055-16, an Ordinance appointing Dr. Jon A. Bisher as the Council Representative to AMP for the City of Napoleon, Ohio; and Declaring an Emergency (Suspension Requested).

Motion to Approve First Read of 055-16

Motion: Comadoll Second: Small
To approve First Read of Ordinance No. 055-16.

Discussion for 055-16

Irelan reported that Dr. Bisher has agreed to come back and help the City for \$1.00 and travel expenses.
Dr. Bisher thanked Council for the opportunity, the City's presence at AMP is very important.

Motion to Suspend the Rules for 055-16

Motion: Comadoll Second: Bialorucki
To Suspend the Rules for Ordinance No. 055-16.

**Passed
Yea-6
Nay-0**

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

Mayor Maassel noted no one else qualifies more than Jon does to be down there for us, thank you for helping.

Bisher said it is real important we convey to AMP the importance of having a representative from Napoleon down there.

**Resolution No. 055-16 Under Suspension of the Rules
Passed
Yea-6
Nay-0**

Roll call vote to pass Ordinance No. 055-16 under suspension of the rules and with emergency.
Yea- Baer, Mires, Bialorucki, Small, Sheaffer, Comadoll
Nay -

Introduction of Resolution No. 056-16 AMP Board of Trustee Representative and Alternates

President Sheaffer read by title Resolution No. 056-16, a Resolution authorizing the City Manager to represent the City of Napoleon, Ohio as a member of the Board of Trustees of American Municipal Power, Inc. (AMP), and to serve as representative on various Committees of American Municipal Power, Inc. (AMP), and making the Council Representative to AMP, Electric Department Superintendent and Distribution Services Supervisor alternate representatives on various Committees of, and the Board of Trustees for American Municipal Power, Inc. (AMP), repealing Resolution No. 084-14; and Declaring an Emergency (Suspension Requested).

Motion to Approve First Read of 056-16

Motion: Comadoll Second: Small
To approve First Read of Resolution No. 056-16.

Discussion for 056-16

Irelan stated this gives the authority to the City Manager to be the representative on the AMP Board and also appoints alternate representatives.

**Motion to Approve
First Read of 058-16**

Motion: Small Second: Comadoll
To approve First Read of Ordinance No. 058-16.

Discussion for 058-16

Mayor Maassel reported the Personnel Committee met and reviewed all packets received. Joel did well on all the interviews and we are pleased to recommend to Council to appoint Joel Mazur as the next City Manager. Sheaffer commented it was obvious on every question we asked about experience Joel's qualifications really came through we are looking forward to having him here.

**Motion to Suspend the
Rules for 058-16**

Motion: Comadoll Second: Bialorucki
To Suspend the Rules for Ordinance No. 058-16.

**Passed
Yea-6
Nay-0**

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

**Resolution No. 058-16
Under Suspension of the
Rules
Passed
Yea-6
Nay-0**

Roll call vote to pass Resolution No. 058-16 under suspension of the rules and with emergency.
Yea- Baer, Mires, Bialorucki, Small, Sheaffer, Comadoll
Nay -

**Second Reading
Resolution No. 060-16
Napoleon Local 240
Police Officers Assoc.
Collective Bargaining
Agreement**

President Sheaffer read by title Resolution No. 060-16, a Resolution approving the provisions of a Certain Collective Bargaining Agreement No. 2016-20 between the City of Napoleon and Local 240 Napoleon Police Officers Association IUPA, AFL-CIO for the Term Commencing from December 1, 2016 through November 30, 2017; Authorizing the City Manager to execute the same; and Declaring an Emergency.

**Motion to Approve
Second Read of
Ordinance No. 060-16**

Motion: Comadoll Second: Bialorucki
To approve Second Read of Resolution No. 060-16.

Discussion for 060-16

Irelan said the union asked if they could have a 2.5% raise for 2017 and delay their contract negotiations for a year and negotiate the following two years when Joel is in place. Suspension would be appreciated.

**Motion to Suspend the
Rules for 060-16**

Motion: Comadoll Second: Mires
To Suspend the Rules for Ordinance No. 060-16

**Passed
Yea-6
Nay-0**

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

**Resolution No. 060-16
Under Suspension of the
Rules**

Roll call vote to pass Resolution No. 060-16 under suspension of the rules and with emergency.

through November 30, 2019; authorizing the City Manager to execute the same; and Declaring an Emergency.

Discussion

Irelan stated there are no changes but to clarify, there will be 2% increase in 2017, 2% increase in 2018, and a 1% increase in 2019 with a market adjustment.

Passed

Yea-6

Nay-0

Roll call vote on the above motion:

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

Nay -

GOOD OF THE CITY

Discussion/Action

Fire Department
Non-Safety Transport
Services

Baer - as recommended by our Safety and Human Resources Committee, we would like to request Council approve continuation of the non-emergency transport services.

Chief O'Brien told Council what we found during the one year trial period, was a savings of \$10,000-\$40,000 from previous years on the part-time cost plus the response time was reduced by about two minutes. This is a great service for our community, to know that within 25-30 minutes you can be transported to another facility if need be.

**Motion to Approve
Continuation of the Non-
Emergency Transport
Services**

Motion: Baer

Second: Comadoll

To approve the recommendation of the Safety and Human Resources Committee and continue non-emergency transport services.

Passed

Yea-6

Nay-0

Roll call vote on the above motion:

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

Nay -

AROUND the TABLE

Sheaffer

With the Charter changes passing in the general election, some of the Council rules will require changes, I would like to appoint an Ad-hoc Committee on Council Rules consisting of Patrick McColley, Jeff Mires and Travis Sheaffer and assign that task, we will meet in January.

Please be aware the first meeting in January will be on Tuesday, January 3, 2017 with the way the holiday falls.

I would like to set a Strategic Vision Ad-hoc Committee meeting for January 9, 2017 after the Municipal Properties Committee meeting.

2017 is not a normal restructuring year for committees, there is some concern about people wanting on different committees; would you like to do a full restructure or just work with someone. I know Joe and I talked about flipping the IT Committee.

Appointed Authority evaluations if you could get them to me by the 16th then on the 19th we can have executive session on that.

Harmon

I would like to request Executive Session for: two economic development issues, three pending litigation issues, and two personnel issues.

Sheaffer

I would like to thank Monica for her time here, the weekly meetings for the most part were enjoyable, we have done a lot of good things together, I wish you luck in your endeavor.

Mayor Maassel

Dave Creager resigned from the Civil Service Commission, Eric Rohrs called me a while back and asked to be part of the committee and I would like to appoint Eric Rohrs on the Civil Service Commission.

Motion to Appoint Eric Rohrs to the Civil Service Commission

Motion: Comadoll Second: Small
To appoint Eric Rohrs to the Civil Service Commission

**Passed
Yea-6
Nay-0**

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

Congratulations Greg on the award, it is well earned. That is the standard you have set for your department and office.

I received a Christmas postcard from Congressman and Mrs. Latta and their two girls.

Best of Luck Monica.

Comadoll

Once again Greg good job, keep up the work. Monica we'll miss ya

Baer

Congratulations Greg on your award. Monica, best wishes, you have been helpful to me in my first year, I appreciate it. Best wishes as you go on to your new endeavors.

I have received several positive comments about the City's Christmas decorations and the Downtown as well as at Ritter Park. I know Joel Miller is a major part of that. I did receive one future consideration you may want to think about, what can we do decoration wise south of the river, I realize that is not downtown. Overall very, very positive comments about our Christmas decorations and the new snowflakes.

Mires

Congratulations Greg, keep up the good work. Monica, thank you for what you have done, I wish you the best of luck in Painesville.

Harmon

Nothing

Irelan

It's been an extreme learning experience for me and I walk away with a lot more knowledge than when I came, I encourage Council to keep planning for the future, Napoleon has potential.

As part of my 2016 goal, Travis and I talked about succession planning and also how to retain the employees we have, so I did an intensive marketing study of our non-bargaining positions. The pay ordinance that is going to come before you at the next Council meeting reflects that market study. There are some significant

changes in some positions and no changes in other positions. I will leave all the data behind.

Heath

I do want to thank Monica and wish her luck, it's been a privilege to work with her for the last 2.7 years.

Bialorucki

Congratulations Greg. Monica good luck in Painesville.

Small

Small – Monica, I want to wish you the best of luck in Painesville, I will miss you.

Motion to go into Executive Session on Economic Development

Motion: Comadoll Second: Small
To go into Executive Session on two Economic Development issues.

Passed
Yea-6
Nay-0

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

Motion to go into Executive Session on Pending Litigation.

Motion: Comadoll Second: Small
To go into Executive Sessions on three pending Litigation issues.

Passed
Yea-6
Nay-0

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

Motion to go into Two Executive Sessions for Compensation of Personnel

Motion: Comadoll Second: Mires
To go into of Executive Session for two Compensation of Personnel issues.

Passed
Yea-6
Nay-0

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

Into executive session at 7:53 pm.

Motion to come out of Executive Session

Motion: Small Second: Bialorucki
To come out of two executive sessions on economic development.

Passed
Yea-6
Nay-0

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

President Sheaffer reported economic development was discussed in executive session and no action was taken.

Motion to come out of Executive Session

Motion: Comadoll Second: Small
To come out of Executive Session for three pending litigations.

Passed
Yea-6
Nay-0

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

President Sheaffer reported executive sessions were on pending litigation and no action was taken.

Motion to come out of Executive Session

Motion: Bialorucki Second: Small
To come out of two executive sessions on personnel.

Passed
Yea-6
Nay-0

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

President Sheaffer reported executive session was on personnel and no action was taken.

Out of Executive Session at 8:55 pm.

Motion to Untable Ordinance No. 057-16

Motion: Comadoll Second: Bialorucki
To untable Ordinance No. 057-16.

Passed
Yea-6
Nay-0

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

Ordinance No. 57-16 Under Suspension of the Rules

Roll call vote to pass Ordinance No. 057-16 under suspension of the rules and with emergency.

Passed
Yea-6
Nay-0

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

Review of Billing for Legal Services to CIC on Sale of CORF property.

Harmon explained the CIC improperly forwarded funds to us on the transaction for the 13 acres we sold to the RR for the transfer station (CORF property). Ireland said the amount of the check we received was about \$7,400 the legal bill is over \$8,000 so we can return the check for \$7,400 and ask the CIC to cover the remaining portion or Council can give legal consent to pay the difference between the sale of the property and the legal bill. Harmon said there would need to be a further appropriation of funds. Heath said on the net proceeds because technically this is a refund due to an error, it does require an appropriation. That could be done with the fourth quarter budget adjustments. If your desire is to pay over and above that, then we will need a motion to authorize that payment and that will be part of the fourth quarter budget adjustment.

Bialorucki suggested we see if the CIC is willing to accept the refund of what was given back to us in error and if they push for the difference we can discuss that another time.

Mayor Maassel said it is a lot easier conversation if we are going to pass the budget as we proposed. We are giving the CIC dollars in 2017 plus more dollars in 2017.

Motion to Return
Proceeds Given in Error
to CIC

Motion: Bialorucki Second: Mires
Motion to return the proceeds given to us in error to the CIC.

Passed
Yea-6
Nay-0

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

Approval of Bills

The bills and reports stand approved as presented with no objections.

Motion to Adjourn

Motion: Baer Second: Small
To Adjourn.

Passed
Yea-6
Nay-0

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

Adjournment

Meeting was adjourned at 9:02 pm.

Approved:

December 19, 2016

Travis Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

ORDINANCE NO. 061-16

AN ORDINANCE ESTABLISHING A NEW POSITION CLASSIFICATION PAY PLAN FOR EMPLOYEES OF THE CITY OF NAPOLEON, OHIO FOR THE YEAR 2017; REPEALING ORDINANCE NO. 068-15; AND DECLARING AN EMERGENCY

WHEREAS, Council reviewed the proposed Year 2017 annual appropriation measure and finds, in general, as it relates to non-bargaining employees of the City of Napoleon, Ohio, that a compensation increase of two percent (2%), is generally warranted subject to various considerations as contained herein; and

WHEREAS, Exhibits A, B, and C attached hereto and incorporated herein, reflect pay scales for City of Napoleon non-bargaining employees. The pay scales noted in these Exhibits generally contain a two percent (2%) pay increase from 2016 pay scales; and

WHEREAS, Council desires to make said compensation increases effective on the pay period starting December 19, 2016; and

WHEREAS, Council desires to adopt a new 2017 Classification Pay Plan for its non-bargaining employees as stated in this Ordinance and Exhibits A-C; Now Therefore,

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

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") establishes a new 2017 Position Classification Pay Plan ("Pay Plan") for its non-bargaining employees.

Section 2. That, effective with the first pay period for the Year 2017, that commences on or about December 19, 2016, the pay scale (steps) for the City's non bargaining employees (full time) shall be established as provided in Exhibit "A." Exhibit "A" contains base hourly rates. Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 3 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level of compensation the Department Director or Appointing Authority deems appropriate as listed in Exhibit "A." Additionally, the position of Licensed Staff Engineer is hereby created and the pay is set as expressed in Exhibit "A."

Section 3. That, effective with the first pay period for the Year 2017, which commences on or about December 19, 2016, each non-bargaining employee (full time regular) (hourly), subject to Employment Policy Manual Policy §8.10 (Compensation Reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with the City, to be advanced one (1) step in the Pay Plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly) step location prior to advancement in the Pay Plan shall be determined by contrasting the base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit "A" for the respective year. For new hires, the Department Director or Appointing Authority may place an employee within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step

increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer. Notwithstanding any other provision of this Pay Plan, the Zoning Administrator shall receive a bonus to be pro-rated over the calendar year of *Five Hundred (\$500.00) Dollars* for each certification he or she holds, as follows: an Ohio Residential Building Official; Ohio Residential Plumbing Inspector; and, Ohio Electrical Safety Inspector. The Zoning Administrator must provide written proof of each certification to the City Manager prior to receiving the bonus. Notwithstanding any other provision of this Pay Plan, the Staff Engineer of the City's Engineering Department shall receive an additional *One (\$1.00) Dollar* per hour over and above the established base hourly rate upon successful passage of examinations as administered by the National Council of Examiners for Engineering and Surveying (NCEES), except for the Professional Engineer license (in Ohio) which shall be an increase of *Two (\$2.00) Dollars* per hour over and above the established base hourly rate upon attainment thereof. The Staff Engineer must provide written proof of passage of the NCEES and/or attainment of the Professional Engineer License to the City Manager prior to receiving the increase(s).

Section 4. That, effective with the first pay period for the Year 2017, that commences on or about December 19, 2016, the pay scale for non-bargaining employee (salaried) (full time) positions of this City which are exempt under the Fair Labor Standards Act (FLSA) as it relates to overtime, shall be provided, unless modified, as established in Exhibit "B," attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 5 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "B."

Section 5. That, effective with the first pay period for the Year 2017, that commences on or about December 19, 2016, each non bargaining employee (salaried) (full time) position of this City as defined in Section 4 of this Ordinance, is eligible to have a minimum salary increase of two percent (2%) for Year 2017, subject to Employment Policy Manual "Policy §8.10 (Compensation Reviews)," calculated from what the employee is making at the time just prior to the proposed increase period, and as reflected in the amounts expressed in Exhibit "B." In no event shall any increase place the employee above the top scale as established in Section 4 of this Ordinance. For new hires or current employees, the Department Director or Appointing Authority may place an employee, at any time, within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Notwithstanding the above, the Public Works Director, in addition to the bi-weekly salary and any longevity received by the City Engineer, shall receive a bi-weekly amount of Three Hundred Eighty-Four Dollars and 62/100 (\$384.62).

Section 6. That, effective with the first pay period of the Year 2017, that commences on or about December 19, 2016, the Pay Scale (steps) for part time, permanent part time, and temporary employees of this City shall be provided unless modified, as stated in the table found in Exhibit "C" (attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the

higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of the City's Personnel Code and Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "C." Employment Policy Manual 2014-1, Policy Section 8.10, (compensation reviews), is applicable only to permanent part time employees, not part time or temporary employees.

Section 7. All paid part time, permanent part time, and temporary employees of the City shall, effective with the first pay period of the Year 2017, that commences on or about December 19, 2016, have a minimum hourly base pay increase of two percent (2%) for Year 2017 calculated from what the employee's base rate was just prior to this proposed increase, and as is reflected in the amounts expressed in Exhibit "C" (the amounts include the two percent (2%) increase). Only permanent part time employees are subject to Employment Policy Manual 2014-1 Policy §8.10 (compensation reviews), when applicable. Part time employees of the Fire/Rescue Department will remain on probationary/trainee status until removed by the City Manager upon recommendation of the Fire Chief. For new hires or current employees of the City, the Appointing Authority or Department Director may place an employee within the scale where the Appointing Authority or Department Director deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non-full time status positions found in Exhibit "C" (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority or Department Director at any time, except that Council shall approve any modification to a full time status. Additionally, the position of Probation Officer PIIG Grant is hereby set as expressed in Exhibit "C."

Section 8. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director or Appointing Authority, except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director or Appointing Authority by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director or Appointing Authority so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 9. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in Section 4 of this Ordinance and as stated in Exhibit "B" unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 10. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 and as stated in Exhibits "A-C."

Section 11. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC §1901.32 and as stated in Exhibits "A-C."

Section 12. That, the position of Chief Probation Officer as established in and for the City for the Napoleon Municipal Court shall be considered a full time regular employee having a salary, non-exempt status. The job description as included in the Pay Plan, as prepared and/or revised by the Municipal Court Judge, is continued to be approved by this Council. The Chief Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Chief Probation Officer's salary at any time so long as within the limits of the CCA Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Chief Probation Officer's pay and benefits exceed the amount of the CCA Grant or as otherwise may be supplemented by the Municipal Court. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 13. That, effective with the first pay period for the Year 2017, that commences on or about December 19, 2016, the annual salary of the City Manager of this City shall be ninety five thousand dollars and (\$95,000.00), and which is supported by Resolution No. 071-16.

Section 14. That, effective with the first pay period for the Year 2017, that commences on or about December 19 2016, the annual salary of the City Finance Director of this City shall be one hundred one thousand seven hundred and three dollars and sixty seven cents (\$101,703.67) and shall continue as such each year thereafter, so long as employed, unless modified by Council.

Section 15. That, effective with the first pay period for the Year 2016, that commences on or about December 19, 2016, the annual salary of the City Law Director of this City shall be eighty five thousand dollars and zero cents (\$85,000.00) and shall continue as such each year thereafter, so long as employed, unless modified by Council.

Section 16. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director or Appointing Authority as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 17. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 18. That, all compensation paid under this Ordinance is subject to appropriation of funds by Council.

Section 19. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 20. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 21. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 22. That, any employee who is employed by the City in more than one position shall be paid overtime in accordance with State and Federal wage and salary laws (specifically, after forty hours of work within one week the person should receive overtime based on the salary or wage for the position they are working when they surpass forty hours for that work week). However, but for the employee's normal scheduled employment, the department that causes the overtime shall be liable for the payment of overtime regardless of where the hours were worked.

Section 23. That, Ordinance No. 068-15 is repealed in its entirety effective December 19, 2016.

Section 24. 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 25. 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 26. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 061-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

EXHIBIT "A"

(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.54	13.28	14.26	15.29
Receptionist	13.05	14.97	16.05	17.26
Administrative Assistant	15.91	18.36	19.72	21.23
Service Building Secretary	11.54	13.02	13.67	14.45
Senior Service Building Secretary	14.34	16.45	17.70	19.09
Executive Assistant to Appointing Authority	19.3188			23.2859
Account Clerk I	11.54	13.02	13.67	14.45
Account Clerk II	14.34	16.45	17.70	19.09
Deputy Court Clerk	15.12	16.46	17.66	18.92
Engineering Technician	17.49	20.09	21.52	23.09
Senior Engineering Technician	20.77	23.92	25.61	27.47
Zoning Administrator	22.73	26.11	27.98	30.00
Distribution Services Supervisor	25.20	28.99	31.09	33.32
Electrical Construction/Maintenance Inspector	25.20	28.99	31.09	33.32
Chief Water Treatment Operator	20.77	23.92	25.61	27.47
Chief Wastewater Treatment Operator	20.77	23.92	25.61	28.95
Construction Inspector	22.73	26.11	27.98	30.74
Police Lieutenant	25.99	29.20	30.57	32.11
Accounts Payable Clerk	14.34	16.45	17.70	19.09
Senior Account Clerk	15.91	18.36	19.72	23.30
Tax Administrator	16.29	18.75	20.09	23.85
Utility Billing Administrator	16.29	18.75	20.09	21.52
Staff Engineer	19.31	22.26	23.92	25.70
Licensed Staff Engineer	27.00			32.50
Deputy Court Clerk	15.42	16.79	18.01	19.30
Chief Probation Officer	16.3914			17.3079

EXHIBIT "B"

(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$2600.00	\$3000.00
City Engineer	2900.00	4045.35
Parks & Recreation Director/Cemetery	1678.79	2917.77
Water Superintendent	2316.00	3121.34
Wastewater Superintendent	2316.00	3121.34
Electrical Engineer	2885.23	3360.19
Electric Distribution Superintendent	2941.62	3623.65
Operations Superintendent	2115.38	3000.00
Fire Chief	2550.00	3366.58
Chief of Police	2688.46	3466.58
Golf Course & Grounds Supt.	1852.50	2490.14
Municipal Court Clerk	1753.70	1961.54
Assistant Finance Director	2770.43	3216.00
Management Information System Administrator	1814.90	2572.14
Human Resources Director	2069.23	3140.12
Public Works Director	4011.02	4299.21
Assistant Fire Chief	2050.00	3000.00
Municipal Court Bailiff		1295.37
City Manager	3269.23	4423.08
City Finance Director	3076.92	3911.68
City Law Director	3076.92	3911.68
City Engineer	2900.00	4045.35

EXHIBIT “C”
(BASE HOURLY RATE)

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$10.10	\$13.50
Golf Course Clubhouse Attendant (Seasonal)	8.26	13.87
Golf Course Clubhouse Manager (Seasonal)	8.26	13.87
Lifeguard (Seasonal)	8.26	13.87
Seasonal Laborer - Other	8.26	13.87
Parks Maintenance Worker (Seasonal)	8.26	13.87
Recreation Worker (Seasonal)	8.26	13.87
Senior Center Fitness Coordinator (Part Time)	8.26	13.86
Probationary/Trainee Fire Fighter/EMT	9.28	12.00
All Fire/Rescue Department (Part Time)	12.25	16.42
Deputy Court Clerk (Part Time)	10.29	14.14
Legal Clerk (Temporary)	13.35	21.45
Income Tax/Collection Clerk (Part Time)	9.10	16.06
Construction Engineer (Temporary) Engineer Dept	37.88	40.60
Construction Inspection (Temporary)	13.70	15.00
MIS Technician (Part Time)	15.00	21.12
Probation Officer PIIG Grant		15.30
Deputy Court Bailiff		13.54

ORDINANCE NO. 062-16

AN ORDINANCE ESTABLISHING THE APPROPRIATION MEASURE (BUDGET) OF THE CITY OF NAPOLEON, OHIO FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017, LISTED IN EXHIBIT "A"; AND DECLARING AN EMERGENCY

WHEREAS, Council desires to pass the annual appropriation measure of the City of Napoleon for the fiscal year ending December 31, 2017;

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

Section 1. That the annual appropriation measure be passed, and the sums as contained in Exhibit "A", attached hereto and made a part of this Ordinance, are set aside and appropriated for the fiscal year ending December 31, 2017.

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

Section 4. That, pursuant to 121.03 (f) of the Codified Ordinances of the City of Napoleon, Ohio, this Ordinance is declared to be an Ordinance providing for appropriations for the current expenses of the City appropriations immediately required for the City to operate; therefore, this Ordinance shall be in full force and effect immediately upon its passage, subject to the approval by the Mayor, otherwise it shall take effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 062-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>100 GENERAL FUND</u>				
1100 City Council/Legislative	39,700	17,190	56,890	
1200 Mayor/Executive	17,000	3,100	20,100	
1300 City Manager/Administrative	189,460	5,250	194,710	
1370 City Manager/Human Resources	92,200	20,110	112,310	
1400 Law Director/Administrative	180,790	62,730	243,520	
1500 Finance/Administrative	410,490	107,570	518,060	
1520 Finance/Utility Billing	123,960	89,830	213,790	
1600 Information Systems/Administrative	150,420	42,800	193,220	
1700 Engineering/City Engineer	496,830	57,270	554,100	
1800 Municipal Court/Judicial	462,980	93,690	556,670	
1900 General Government/Miscellaneous	0	300,770	300,770	
2100 Police/Safety Services	1,661,980	238,800	1,900,780	
2200 Fire/Safety Services	924,770	177,390	1,102,160	
3100 Building Inspections/Zoning & Planning	97,440	68,980	166,420	
4700 Cemetery/Operations	103,670	26,610	130,280	
5130 Service/Buildings, Properties, Equipment	67,360	18,330	85,690	
9800 Reimbursements-Shared Expense	0	23,000	23,000	
9900 Transfer Accounts	0	259,060	259,060	
Total - 100 General Fund	5,019,050	1,612,480	6,631,530	\$6,631,530
<u>101 GENERAL FUND RESERVE BALANCE FUND</u>				
1900 General Government/Miscellaneous	0	100,000	100,000	\$100,000
<u>123 SPECIAL EVENTS FUND</u>				
1900 General Government/Miscellaneous	0	11,500	11,500	\$11,500
<u>130 ECONOMIC DEVELOPMENT FUND</u>				
3500 Economic Development	0	37,400	37,400	\$37,400
<u>147 UNCLAIMED MONIES FUND</u>				
9400 Unclaimed Monies Agency Accounts	0	1,000	1,000	
9900 Transfer Accounts	0	1,000	1,000	
Total - 147 Unclaimed Monies Fund	0	2,000	2,000	\$2,000
<u>170 MUNICIPAL INCOME TAX FUND</u>				
1510 Finance/Income Tax Collection	150,560	168,940	319,500	
9900 Transfer Accounts	0	4,080,500	4,080,500	
Total - 170 Municipal Income Tax Fund	150,560	4,249,440	4,400,000	\$4,400,000
<u>180 KWH TAX (GF) COLLECTION FUND</u>				
9800 Reimbursements-Shared Expense	0	205,500	205,500	
9900 Transfer Accounts	0	309,500	309,500	
Total - 180 kWH Tax (GF) Collection Fund	0	515,000	515,000	\$515,000

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017</u> <u>FUND</u> <u>TOTAL</u>
	<u>PERSONAL</u> <u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>195 LAW LIBRARY FUND</u>				
1800 Municipal Court/Judicial	0	11,000	11,000	
9900 Transfer Accounts	0	11,000	11,000	
Total - 195 Law Library Fund	0	22,000	22,000	\$22,000
<u>200 STREET CONSTR., MAINT. & REPAIR FUND</u>				
5100 Service/Streets Maintenance and Properties	182,830	174,880	357,710	
5110 Service/Ice and Snow Removal	32,000	72,600	104,600	
5120 Service/Storm Drainage	11,000	8,500	19,500	
Total - 200 Street (SCM&R) Fund	225,830	255,980	481,810	\$481,810
<u>201 STATE HIGHWAY IMPROVEMENT FUND</u>				
5100 Service/Streets Maintenance and Properties	0	31,200	31,200	\$31,200
<u>202 MUNICIPAL (50%) MV LICENSE TAX FUND</u>				
5100 Service/Streets Maintenance and Properties	0	30,000	30,000	\$30,000
<u>203 MUNICIPAL (100%) MV LICENSE TAX FUND</u>				
5100 Service/Streets Maintenance and Properties	0	184,000	184,000	
9900 Transfer Accounts	0	12,360	12,360	
Total - 203 Municipal 100% MV License Tax Fund	0	196,360	196,360	\$196,360
<u>204 COUNTY MV LIC.PERMISSIVE TAX FUND</u>				
5100 Service/Streets Maintenance and Properties	0	56,500	56,500	\$56,500
<u>210 EMS TRANSPORT SERVICE FUND</u>				
2200 Fire/Safety Services	0	160,900	160,900	
9800 Reimbursements-Shared Expense	0	295,900	295,900	
9900 Transfer Accounts	0	26,000	26,000	
Total - 210 EMS Transport Service Fund	0	482,800	482,800	\$482,800
<u>220 RECREATION FUND</u>				
4100 Parks/Administrative	112,710	12,900	125,610	
4200 Recreation/Golf Operating	148,250	89,350	237,600	
4300 Recreation/Pool Operating	47,380	55,340	102,720	
4400 Recreation/Programs	241,590	217,990	459,580	
Total - 220 Recreation Fund	549,930	375,580	925,510	\$925,510
<u>227 NAPOLEON CEMETERY TRUST FUND</u>				
4700 Cemetery/Grounds	0	6,000	6,000	\$6,000

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>240 HOTEL/MOTEL TAX FUND</u>				
3800 Travel and Tourism	0	42,000	42,000	
9900 Transfer Accounts	0	42,000	42,000	
Total - 240 Hotel Motel Tax Fund	0	84,000	84,000	\$84,000
<u>242 FIRE EQUIPMENT FUND</u>				
2200 Fire/Safety Services	0	184,000	184,000	\$184,000
<u>243 REFUND-FIRE LOSS FUND</u>				
1900 General Government/Miscellaneous	0	20,000	20,000	\$20,000
<u>261 CDBG PROGRAM INCOME FUND</u>				
3300 Contracts-Grt.Srv.-MVPLN	0	10,490	10,490	\$10,490
<u>270 INDIGENT DRIVERS ALCOHOL FUND</u>				
1800 Municipal Court/Judicial	0	25,000	25,000	\$25,000
<u>271 LAW ENFORCEMENT & EDUCATION FUND</u>				
2100 Police/Safety Services	3,000	1,400	4,400	\$4,400
<u>272 COURT COMPUTERIZATION FUND</u>				
1800 Municipal Court/Judicial	0	40,220	40,220	
9800 Reimbursements-Shared Expense	0	10,000	10,000	
Total - 272 Court Computerization Fund	0	50,220	50,220	\$50,220
<u>273 LAW ENFORCEMENT TRUST FUND</u>				
2100 Police/Safety Services	0	1,000	1,000	\$1,000
<u>274 MANDATORY DRUG FINE FUND</u>				
2100 Police/Safety Services	3,000	500	3,500	\$3,500
<u>275 MUNICIPAL PROBATION SERVICE FUND</u>				
1810 Municipal Court/Probation Department	5,770	10,700	16,470	\$16,470
<u>277 PROBATION OFFICERS GRANT FUND</u>				
1810 Municipal Court/Probation Department	49,290	0	49,290	\$49,290
<u>278 COURT SPECIAL PROJECTS FUND</u>				
1800 Municipal Court/Judicial	0	69,380	69,380	\$69,380
<u>279 HANDICAP PARKING FINE FUND</u>				
1800 Municipal Court/Judicial	0	1,100	1,100	\$1,100
<u>280 CERTIFIED POLICE TRAINING FUND</u>				
1800 Municipal Court/Judicial	5,000	500	5,500	\$5,500

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>281 INDIGENT DRVS.INTERLCK.& AL.MNTR.FUND</u> 2100 Police/Safety Services	0	5,000	5,000	\$5,000
<u>287 PRBTN.IMP.&INCENTIVE GRANT FUND</u> 1800 Municipal Court/Probation Department	7,740	9,970	17,710	\$17,710
<u>290 POLICE PENSION FUND</u> 2100 Police/Safety Services	84,510	0	84,510	\$84,510
<u>291 FIRE PENSION FUND</u> 2200 Fire/Safety Services	42,250	0	42,250	\$42,250
<u>295 IRS 125 BENEFITS PLAN FUND</u> 1900 General Government/Miscellaneous	0	2,700	2,700	\$2,700
<u>300 GENERAL BOND RETIREMENT FUND</u> 8100 General Obligation Debt Services	0	57,530	57,530	\$57,530
<u>310 SA BOND RETIREMENT FUND</u> 8500 Special Assessment Debt Services	0	48,440	48,440	\$48,440
<u>400 CAPITAL IMPROVEMENT FUND</u>				
1100 City Council/Legislative	0	20,000	20,000	
1300 City Manager/Administrative	0	101,900	101,900	
1370 City Manager/Human Resources	0	0	0	
1400 Law Director/Administrative	0	2,000	2,000	
1500 Finance/Administrative	0	46,640	46,640	
1600 Information Systems/Administrative	0	58,000	58,000	
1700 Engineering/City Engineer	0	105,000	105,000	
1800 Municipal Court/Judicial	0	3,000	3,000	
2100 Police/Safety Services	0	132,000	132,000	
2200 Fire/Safety Services	0	22,500	22,500	
3100 Building Inspections/Zoning & Planning	0	0	0	
4200 Recreation/Golf Operating	0	16,500	16,500	
4300 Recreation/Pool Operating	0	5,000	5,000	
4400 Recreation/Programs	0	17,000	17,000	
4700 Cemetery/Grounds	0	10,000	10,000	
5100 Service/Streets Maintenance and Properties	0	1,773,500	1,773,500	
5130 Service/Buildings, Properties, Equipment	0	16,000	16,000	
5200 Service/Garage Rotary	0	0	0	
9900 Transfer Accounts	0	127,570	127,570	
Total - 400 Capital Improvement Fund	0	2,456,610	2,456,610	\$2,456,610
<u>401 CIP FUNDING RESERVE FUND</u>				
1900 General Government/Miscellaneous	0	0	0	\$0

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>410 FIRE FACILITY TRAINING GRANT FUND</u>				
2200 Fire/Safety Services	0	209,330	209,330	\$209,330
	=====	=====	=====	
<u>500 ELECTRIC UTILITY REVENUE FUND</u>				
1520 Finance/Utility Billing	0	3,000	3,000	
6110 Electric/Operations, Distribution System	1,320,580	783,150	2,103,730	
6111 Electric/Purchased Power	0	13,200,000	13,200,000	
9800 Reimbursement Accounts-Shared Expenses	0	889,960	889,960	
9900 Transfer Accounts	0	876,500	876,500	
	-----	-----	-----	
Total - 500 Electric Utility Revenue Fund	1,320,580	15,752,610	17,073,190	\$17,073,190
	=====	=====	=====	
<u>503 ELECTRIC DEVELOPMENT FUND</u>				
6110 Electric/Operations, Distribution System	0	357,500	357,500	
9900 Transfer Accounts	0	0	0	
	-----	-----	-----	
Total - 503 Economic Development Fund	0	357,500	357,500	\$357,500
	=====	=====	=====	
<u>510 WATER REVENUE FUND</u>				
1520 Finance/Utility Billing	0	1,200	1,200	
6200 Water/Treatment Plant Operations	583,220	1,208,420	1,791,640	
6210 Water/Distribution System	438,050	255,590	693,640	
9800 Reimbursement Accounts-Shared Expenses	0	481,920	481,920	
9900 Transfer Accounts	0	948,040	948,040	
	-----	-----	-----	
Total - 510 Water Revenue Fund	1,021,270	2,895,170	3,916,440	\$3,916,440
	=====	=====	=====	
<u>511 WATER DEPRECIATION RESERVE FUND</u>				
6210 Water/Distribution System	0	686,000	686,000	\$686,000
	=====	=====	=====	
<u>512 WATER DEBT RESERVE FUND</u>				
8300 Revenue Funds Debt Services	0	212,820	212,820	\$212,820
	=====	=====	=====	
<u>513 WATER OWDA BOND RETIREMENT FUND</u>				
8300 Revenue Funds Debt Services	0	22,200	22,200	\$22,200
	=====	=====	=====	
<u>519 WATER PLANT REN.&IMP.PROJECT FUND</u>				
6200 Water/Treatment Plant Operations	0	20,411,000	20,411,000	
9900 Transfer Accounts	0	71,100	71,100	
	-----	-----	-----	
Total - 519 Water Plant Ren.& Imp.Prj.Fund	0	20,482,100	20,482,100	\$20,482,100
	=====	=====	=====	

**2017 APPROPRIATION BUDGET - ORIGINAL BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 062-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2017 ORIGINAL APPROVED BUDGET =====			<u>2017</u> <u>FUND</u> <u>TOTAL</u>
	<u>PERSONAL</u> <u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>520 SEWER (WWT) UTILITY REVENUE FUND</u>				
1520 Finance/Utility Billing	0	1,200	1,200	
6300 Sewer(WWT)/Treatment Plant Operations	644,870	1,522,900	2,167,770	
6310 Sewer(WWT)/Collection System	67,410	92,510	159,920	
6311 Sewer(WWT)/Cleaning, Imp. (SSO & CSO)	165,450	37,850	203,300	
9800 Reimbursement Accounts-Shared Expenses	0	547,410	547,410	
9900 Transfer Accounts	0	2,281,940	2,281,940	
Total - 520 Sewer (WWT) Uty. Revenue Fund	877,730	4,483,810	5,361,540	\$5,361,540
<u>521 SEWER (WWT) UTILITY REPAIR & IMP. FUND</u>				
6300 Sewer(WWT)/Treatment Plant Operations	0	2,102,500	2,102,500	\$2,102,500
<u>522 SEWER (WWT) UTILITY RESERVE FUND</u>				
8300 Revenue Funds Debt Services	0	451,390	451,390	\$451,390
<u>523 OWDA SA DEBT RETIREMENT FUND</u>				
8600 Special Assessment Debt Services (OWDA)	0	105,080	105,080	\$105,080
<u>560 SANITATION (REFUSE) REVENUE FUND</u>				
1520 Finance/Utility Billing	0	600	600	
6400 Sanitation(Refuse)/Collection and Disposal	203,090	152,530	355,620	
6410 Sanitation(Refuse)/SRS-Seasonal Pickup Program	0	62,550	62,550	
6411 Sanitation(Refuse)/SRS-Yard Waste Site	0	65,800	65,800	
6412 Sanitation(Refuse)/SRS-Mosquito Control	0	98,870	98,870	
6420 Sanitation(Refuse)/Recycling Programs	77,530	70,810	148,340	
9800 Reimbursement Accounts-Shared Expenses	0	149,450	149,450	
9900 Transfer Accounts	0	40,000	40,000	
Total - 560 Sanitation(Refuse) Revenue Fund	280,620	640,610	921,230	\$921,230
<u>561 SANITATION (REFUSE) DEPT. RESERVE FUND</u>				
6400 Sanitation(Refuse)/Collection and Disposal	0	5,000	5,000	\$5,000
<u>580 METER DEP. (ELECTRIC & WATER) FUND</u>				
6500 Meter Deposits/Unapplied Cash	0	30,000	30,000	\$30,000
<u>600 CENTRAL GARAGE/FUEL ROTARY FUND</u>				
5200 Service/Central Garage	168,590	92,460	261,050	
5600 Service/Fuel Purchase Rotary	0	55,000	55,000	
Total - 600 Central Garage/Fuel Rotary Fund	168,590	147,460	316,050	\$316,050
* GRAND TOTAL - ALL FUNDS	\$9,814,720	\$59,606,360	\$69,421,080	\$69,421,080

RESOLUTION NO. 063-16

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER CERTAIN FUND BALANCES FROM RESPECTIVE FUNDS TO OTHER FUNDS PER SECTION 5705.14 ORC ON AN AS NEEDED BASIS IN FISCAL YEAR 2017, 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 among the various funds on an as needed basis in Fiscal Year 2017 as listed in Exhibit "A" attached hereto and made a part of this Resolution.

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

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 063-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

2017 APPROPRIATION BUDGET - TRANSFER OF FUNDS**RESOLUTION No. 063-16, Passed 12/19/2016****BUDGET REVIEW - 2017 TRANSFER OF FUNDS****= TRANSFER AMOUNTS =****FUND NAME, FROM - TO, PURPOSE****FROM****TO**

FROM: 100 GENERAL FUND	\$11,500	
TO: 123 SPECIAL EVENTS FUND		\$11,500
Purpose: Subsidize Fall Festival and other events as sponsored through the Chamber of Commerce.		
FROM: 100 GENERAL FUND	\$29,790	
TO: 130 ECONOMIC DEVELOPMENT FUND		\$29,790
Purpose: Subsidize the Economic Development Fund programs due to insufficient funds in the 130 ED I		
FROM: 100 GENERAL FUND	\$30,020	
TO: 200 STREET (SCMR) FUND		\$30,020
Purpose: Subsidize the Street Funds for Operations and Maintenance due to insufficient funds in the 22		
FROM: 100 GENERAL FUND	\$1,800	
TO: 295 IRS 125 EMPLOYEE FRINGE BENEFITS FUND		\$1,800
Purpose: Subsidize Administrative Expenditures of Employee 125 Flexible Spending Benefits Fund.		
FROM: 100 GENERAL FUND	\$185,950	
TO: 600 CENTRAL ROTARY CHARGES FUND		\$185,950
Purpose: Subsidize Operating Expenditures of Central Garage Rotary Charges Fund.		
FROM: 147 UNCLAIMED MONIES FUND	\$1,000	
TO: 100 GENERAL FUND		\$1,000
Purpose: Payment of Unclaimed Funds back to the 100 General Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$2,166,270	
TO: 100 GENERAL FUND		\$2,166,270
Purpose: Net Transfer (62%) of Income Tax Receipts to 100 General Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$586,520	
TO: 220 RECREATION FUND		\$586,520
Purpose: Transfer of Income Tax Levy Receipts to 220 Recreation Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$1,327,710	
TO: 400 CAPITAL IMPROVEMENT FUND		\$1,327,710
Purpose: Net Transfer (38%) of Income Tax Receipts to 400 CIP Fund.		
FROM: 180 KWH TAX COLLECTION (GF) FUND	\$309,500	
TO: 100 GENERAL FUND		\$309,500
Purpose: Transfer of Net Balance of KWH Tax Funds into the General Fund.		

2017 APPROPRIATION BUDGET - TRANSFER OF FUNDS**RESOLUTION No. 063-16, Passed 12/19/2016****BUDGET REVIEW - 2017 TRANSFER OF FUNDS****= TRANSFER AMOUNTS =**

<u>FUND NAME, FROM - TO, PURPOSE</u>	<u>FROM</u>	<u>TO</u>
FROM: 195 LAW LIBRARY FUND	\$11,000	
TO: 100 GENERAL FUND		\$11,000
Purpose: Transfer of City Share for Highway Patrol Fine Monies per ORC.		
FROM: 203 MUNICIPAL MV LIC. TAX FUND	\$12,360	
TO: 310 SA BOND RETIREMENT FUND		\$12,360
Purpose: Debt on State Issue II Zero Interest Loan on Hobson/Reynolds Project.		
FROM: 210 EMS TRANSPORT SERVICE FUND	\$26,000	
TO: 242 FIRE EQUIPMENT FUND		\$26,000
Purpose: City Share of Township Contract (80% of \$90,000/ Yearly) for a Total of \$72,000, Funded \$26,000 from 210 Fund & \$46,000 from 400 Fund.		
FROM: 240 HOTEL-MOTEL TAX FUND	\$42,000	
TO: 100 GENERAL FUND		\$42,000
Purpose: City's Net Share of Total Collections (50%) on a 6% Rate, per Ordinance to 100 General Fund		
FROM: 400 CAPITAL IMPROVEMENT FUND	\$56,570	
TO: 300 GENERAL BOND RETIREMENT FUND		\$56,570
Purpose: Retirement of General Bond Obligation Debt.		
FROM: 400 CAPITAL IMPROVEMENT FUND	\$46,000	
TO: 242 FIRE EQUIPMENT FUND		\$46,000
Purpose: City Share of Township Contract (80% of \$90,000/ Yearly) for a Total of \$72,000, Funded \$26,000 from 210 Fund & \$46,000 from 400 Fund.		
FROM: 400 CAPITAL IMPROVEMENT FUND	\$25,000	
TO: 401 CIP FUNDING RESERVE FUND		\$25,000
Purpose: Funding Reserves for Current and Future Capital Purchases.		
FROM: 500 ELECTRIC REVENUE FUND	\$519,000	
TO: 180 KWH TAX COLLECTION (GF) FUND		\$519,000
Purpose: Transfer to 180 kWH (GF Equivalent) Tax Fund, 100 General Fund share of kWH Tax.		
FROM: 500 ELECTRIC REVENUE FUND	\$357,500	
TO: 503 ELECTRIC DEVELOPMENT FUND		\$357,500
Purpose: Funding Reserves for Current and Future Capital Purchases.		

2017 APPROPRIATION BUDGET - TRANSFER OF FUNDS

RESOLUTION No. 063-16, Passed 12/19/2016

BUDGET REVIEW - 2017 TRANSFER OF FUNDS

= TRANSFER AMOUNTS =

<u>FUND NAME, FROM - TO, PURPOSE</u>	<u>FROM</u>	<u>TO</u>
FROM: 510 WATER REVENUE FUND	\$686,000	
TO: 511 WATER DEPR. FUND		\$686,000
Purpose: Funding Reserves for Current and Future Capital Purchases.		
FROM: 510 WATER REVENUE FUND	\$212,820	
TO: 512 WATER DEBT RESERVE FUND		\$212,820
Purpose: Funding for Debt Payments on Water Projects.		
FROM: 510 WATER REVENUE FUND	\$19,320	
TO: 513 WATER OWDA BOND RETIREMENT FUND		\$19,320
Purpose: Funding for OWDA Debt Payments on Water Projects.		
FROM: 510 WATER REVENUE FUND	\$29,900	
TO: 519 WATER PLANT RENOVATION & IMPRMNT. FUND		\$29,900
Purpose: Funding for Debt Service on New Water Plant Fund.		
FROM: 520 SEWER (WWT) REVENUE FUND	\$87,950	
TO: 523 OWDA SA BOND RETIREMENT FUND		\$87,950
Purpose: Funding for OWDA Debt Payments on Sewer Projects.		
FROM: 520 SEWER (WWT) REVENUE FUND	\$1,727,600	
TO: 521 SEWER REPLACEMENT & IMP. FUND		\$1,727,600
Purpose: Funding Reserves for Current and Future Capital Purchases.		
FROM: 520 SEWER (WWT) REVENUE FUND	\$466,390	
TO: 522 SEWER UTILITY RESERVE FUND		\$466,390
Purpose: Funding for Capital and Debt Payments.		
FROM: 560 SANITATION REVENUE FUND	\$40,000	
TO: 561 SANITATION DEPRECIATION RES. FUND		\$40,000
Purpose: Funding Reserves for Current and Future Capital Purchases.		
TOTALS - FROM	9,015,470	
TOTALS - TO		9,015,470
	=====	=====

RESOLUTION NO. 064-16

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AUTHORIZING A DEPARTMENT DIRECTOR TO TAKE BIDS ON CERTAIN PROJECTS, SERVICES, EQUIPMENT, MATERIALS, OR SUPPLIES WITHOUT THE REQUIREMENT FOR ADDITIONAL LEGISLATION TO DO SO IN THE YEAR 2017; AND DECLARING AN EMERGENCY

WHEREAS, each year from time to time, a Department Director (City Manager, City Finance Director, or City Law Director) is required to come to Council for authority to take bids for certain projects, services, or the purchase or lease of equipment, materials or supplies used in the City operations; and,

WHEREAS, in order to provide a more feasible, economical, and expedited method of bidding procedures, it is deemed necessary to give to the above mentioned Department Directors authority to bid such projects, services, equipment, materials, or supplies without the necessity of continued legislation; **Now Therefore**,

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

Section 1. That, the City Manager, City Finance Director, and City Law Director, for their respective departments, subject to Council's approval as to the specifications, plans, agreements, and other related bid documents when applicable, are hereby authorized to advertise and receive bids or take proposals as applicable for the projects, services, equipment, materials, or supplies that are anticipated to be in excess of \$25,000.00 as listed in attached Exhibit "A", (such exhibit being incorporated into this Resolution by attachment and made a part hereof), without the necessity of further legislation in the year 2017; further, Council finds that the expenditure of funds in excess of \$25,000.00 for each project, service, equipment, material, or supply listed in said Exhibit "A", is necessary and authorized, subject to an approved motion of Council permitting the respective Department Director to make award. If a contract for said project, service, equipment, material, or supply is awarded to a successful bidder (lowest and best) as a result of a competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awardee subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director. In the case of a non-competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awarded subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director

Section 2. That, Council reserves the right, by motion of Council, to approve for award, direct no award, reject all or some bids, or rebid, when deemed in the best interest of the City as it relates to the projects identified in Section 1 of this Resolution; moreover, Council may waive any informalities in the bidding process.

Section 3. That, Chapters 105 and 106 of the Codified Ordinances of Napoleon, Ohio, shall continue to be applicable to any projects, services, equipment, materials, or supplies listed in attached Exhibit "A"; moreover, nothing in this Resolution shall be construed as limiting the Department Directors in making purchases or contracting for services in any manner as provided for in said Chapters, statutory law or as otherwise provided by Council. When competitive bidding is required for any project, service, equipment, material or supply as a matter of law, it shall be utilized unless otherwise eliminated by act of Council. When quality based selection is required for any project listed in Exhibit "A" for architectural, engineering, or construction management services as a matter of law, then the quality based selection process shall be utilized unless otherwise eliminated by act of Council. Also, Council hereby finds that the expenditure of funds in excess of \$25,000.00 for each architectural, engineering, or construction management service as found in Exhibit "A" is necessary and approved as a proper public expenditure of funds, subject to approved motion of Council permitting the Department Director to make the award. Finally, the combining of projects, or the contracting the purchase of services, equipment, materials, or supplies is permitted of any project or item listed in Exhibit "A" without necessity of further authorization by Council.

Section 4. That, a Department Director is authorized to use this Resolution for authority for said bids and/or purchases as contained in this Resolution.

Section 5. That, any item listed in attached Exhibit "A" may be leased in lieu of purchasing when deemed appropriate by the respective Department Director.

Section 6. That, all leases, purchases and contracts for projects, services, equipment, materials, or supplies is subject to appropriation and certification of funds.

Section 7. That, any trade-ins shall be controlled by §107.05(c) of the Codified Ordinances of Napoleon, Ohio, as may be amended from time to time.

Section 8. 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 §121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 9. That, if any other prior resolution or ordinance 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 10. 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 the timely purchase of materials, supplies, equipment or services essential to provide 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: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 064-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 20__ ____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 064-16: EXHIBIT "A" – FORMAL BID LISTING FOR 2017

DEPARTMENT/CATEGORY/ITEM DESCRIPTION
<u>1600 MIS</u>
New Telephone System Copy Machines (Various Departments)
<u>1700 ENGINEERING/CITY ENGINEER</u>
Survey Equipment Surveying Services
<u>2100 POLICE/SAFETY SERVICES</u>
Patrol Car – Replacement of two vehicles
<u>2200 FIRE/SAFETY SERVICES</u>
Fire Training Facility Fire Truck (replace 806) – Hovercraft Fire Truck (replace 807)
<u>3100 BUILDING INSPECTION and ZONING</u>
Comprehensive Plan Update
<u>5100 SERVICES/STREETS SCM&R</u>
Roadside Mowing (contracted)
Ice & Snow Removal – (Salt Contracts)
New Street Sweeper
Tree Trimming & Stump Removal (contracted)
Purchase of Dump Truck (carry over from 2016) (two (2) POs written Reineke Ford & Kalida Truck
<u>-Road & Street Improvement Programs</u>
Street Striping & Misc. Painting (contracted)
Milling & Resurfacing Local Streets (Annual)
Materials – Crack Sealing, Stone & Other
Annual Concrete Grinding
Spray Patching and Street Materials – Yearly Program
Downtown Resurfacing Project
GIS Setup
City Parking Lot Repavement
Roundhouse Road Street Improvements
Ohio Street Waterline Improvements
Hobson Street Waterline
<u>6110 ELECTRIC/OPERATIONS DIST.</u>
Pickup Truck
Wood Poles

RESOLUTION NO. 064-16: EXHIBIT "A" – FORMAL BID LISTING FOR 2017

Chipper Tree Trimming
Truck – Stake Body
<u>-Street Lighting Improvement Program</u>
Street Lighting Improvements
<u>-Electric Feeder Line Improvements</u>
Electrical Underground Upgrades & Maintenance
Electrical Overhead Upgrades & Maintenance
<u>-Transformer Replacement & Disposal Programs</u>
Transformer Replacement and Disposal (Inventory)
Southside Substation Transformer Tap Changer Board Replacement
<u>-Electrical Improvements & Upgrades</u>
New System Growth & Updates
Industrial Substation – 69 kV Switches
Three Phase Reclosure-Distribution Circuit Upgrade
Capacity Controllers
<u>6200 WATER TREATMENT PLANT OPERATIONS</u>
Outside Services Clean Sludge Lagoons (contracted)
Water Plant Rehabilitation Project
Chemicals (Water Treatment Plant)
Chemicals (Miex Resin & Salt)
<u>6210 WATER DISTRIBUTION SYSTEM</u>
Leak Detection & Repair Program
Valve Asset & Water Loss Program
Water Supplies (Yokes, Stops, Saddles, Valve, etc.)
<u>6300 SEWER/WASTEWATER TREATMENT PLANT</u>
Asset Management Plan
Various Sanitary Sewer Emergency Repairs (contracted)
Sanitary Sewer Cleaning Program (contracted)
Long Term Control Plan Updates (contracted)
Storm Sewer Improvements
Chemicals (Wastewater Treatment Plant)
Manhole Lining Project
Sanitary Later Repairs in City ROW
Park Street Improvements
Haley Avenue Sanitary Sewer Improvements
Williams Pump Station Replacement
VanHying Pump Station Replacement

RESOLUTION NO. 064-16: EXHIBIT "A" – FORMAL BID LISTING FOR 2017

6400, 6410, 6411 & 6420 SANITATION/COLLECTION & DISPOSAL
Landfill Services (contracted)
Yard Waste Grinding (contracted)
Recycling Services (contracted)
Chemicals for Mosquito Control

RESOLUTION NO. 065-16

A RESOLUTION AUTHORIZING EXPENDITURE OF FUNDS IN EXCESS OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00) IN AND FOR THE YEAR 2017 AS IT RELATES TO REOCCURRING COSTS ASSOCIATED WITH THE OPERATION OF THE CITY, FOR PAYMENT OF EXPENSES, AND FOR PURCHASES ASSOCIATED WITH VENDORS UTILIZED BY MULTIPLE DEPARTMENTS WITHIN THE CITY; ELIMINATION OF NECESSITY OF COMPETITIVE BIDDING IN AND FOR THE YEAR 2017 AS IT RELATES TO CERTAIN TRANSACTIONS; 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 \$25,000.00; and,

WHEREAS, the City each year has reoccurring costs associated with the conducting of business, many which result in mandatory payments or merely occurs 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 \$25,000.00; 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 \$25,000.00, in and for the year 2017, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for purchases, services, coverage, or benefits listed in said Exhibit "A".

Section 2. That, the expenditure of funds by the City in excess of \$25,000.00, in and for the year 2017, 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 said Exhibit "B".

Section 3. That, the expenditure of funds in excess of \$25,000.00 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 2017 from the following vendors; however, in no event shall the amount exceed \$25,000.00 for any one purchase of product, supply, equipment and/or services or any one specific project under the authority of this Resolution listed in said Exhibit "C":

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 \$25,000.00, any requirement that may exist for competitive bidding is hereby eliminated in the best interest of the City.

Section 5. 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 6. 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 7. 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 8. 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.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 065-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

EXHIBIT "A"

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
Four County Career Center	For: Training Services
Henry County Auditor	For: Auditor Fees and Assessment Fees
Henry County EMA	For: Emergency Management Agency
Henry County Engineer	For: Engineering Shared Projects
Henry County Regional Water/Sewer District	For: Payments for Water Collections
Auditor of State of Ohio	For: Annual Auditing Services
John Donovan - Law Librarian	For: Law Library Payments
The MAN Unit	For: Police Services
Maumee Valley Planning	For: CHIS/CHIP Grant Administration
Napoleon/Henry County Chamber of Commerce	For: Tourist Bureau and other
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)
Thomas R. Manahan, Attorney at Law	For: Prosecutor & Other Legal Related Services
Treasurer State of Ohio	For: Various Items

EXHIBIT "B"

Bonded Chemical	For: Chemicals at Water Treatment Plant
Calfee, Halter & Griswold, LLP	For: Specialized Legal Services
Cargill Salt	For: Miex Water Treatment Chemicals
Cedar Point Accounting Dept.	For: Tickets for Resale
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
Embarq (Centurylink)	For: Telephone Services
Farmer and Merchant's State Bank	For: Banking and Debt Service Payments
Huntington National Bank	For: Banking & Debt Service Payments
Napoleon Area Schools	For: NCTU and Other
Napoleon, Inc.	For: Newspaper Publication Services
National City Bank	For: Debt Service Payment
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
Rescue-Township Charges (EMS)	For: EMS Revenues to Townships
Robinson Salt	For: Salt for Miex Plant
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)
Treasurer State of Ohio	For: Payments to State
US Bank N.A.	For: Debt Service Payments
US EPA (Treasurer, State of Ohio)	For: Permits
US Postmaster	For: Postal Services and Supply
Verizon Wireless	For: Wireless Phone Services

Walter Drain Co.

For: Codification Services (Professional Services)

EXHIBIT "C"

A & A Custom Crushing	For: Concrete Crushing
Aramark	For: Uniform Services
Auglaize Tree Service	For: Tree Services
Baldwin Poles	For: Utility Poles
Bauer Lawn Maintenance, Inc.	For: Brush Grinding & Leaf Disposal
BGL Asset Services, LLC	For: Inspections & Bridge Management & Repair
Bob Ross Auto Group	For: Operations Pickup Truck
Boundtree Medical Supply, LLC	For: Medical Supplies
Brown Wood Preserving Co., Inc.	For: Electric Poles
Brownstown Electric Supply	For: Electric Supplies
Bryan Excavating	For: Construction Services
Cargill, Inc.	For: Salt
CDW Government, Inc.	For: Computers and Supplies
Chemtrade Chemicals US, LLC	For: Chemicals
City Blue, Inc.	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
Concrete Specialist Company, Ltd.	For: Concrete Repair/Replacement
D & R Demolition Corp.	For: Concrete Crushing
Darr's Cleaning, Inc.	For: Sewer Cleaning and Inspection
Defiance County Landfill	For: Sanitation Dumping Services
Dennis Panning Excavating	For: Yard Waste Hauling and Disposal
Detroit Salt Company	For: Salt
Downtown	For: Downtown Renovation Vendors
Estabrook, Corp.	For: Pump Supplies and Repairs
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
Ft. Defiance Service Master	For: Cleaning and Sanitizing Services
Garcia Surveyors, Inc.	For: Surveying Services (Professional Services)
Gerken Asphalt Paving, Inc.	For: Paving Materials & Asphalt Laying
Go Green, Inc.	For: Brush Grinding Services
Henschen and Associates, Inc.	For: Software and Hardware Systems
Anixter	For: Electrical Parts and Supply

Hydro Dyne Engineering, Inc.	For: Wastewater Remanufacturing of Screens
Irvine Electrical and Testing	For: Testing and Supplies
Jack Doheny Supplies Ohio, Inc.	For: Wastewater Supplies
J.A. Hillis Excavating, LLC	For: Excavation Services
K-Tech	For: Beet Heet
Kalida Truck	For: Vehicle Accessories
Koester Corp.	For: Engineering Services
Kuhlman Corp.	For: Parts and Supply
Kurtz Ace Hardware	For: Supply
Lingvai Excavating, LLC	For: Construction Services
Lingvai Paving, LLC	For: Paving Services
Linward Electric, Inc.	For: Traffic Signal Repairs
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
Melrose Pyrotechnics, Inc.	For: Fireworks
Michael D. Draper	For: Janitorial Services
Mid-Ohio Sludge Management	For: Sludge Removal
Miller Brothers Construction	For: Trucking, Hauling, and Excavating Services
Milsoft	For: Outage Management Software
Mississippi Lime	For: Lime Chemicals
Mohre Electronics Co.	For: Radio Services, Parts and Supply
Morton Salt	For: Road Salt
Neptune Equipment Co. (NECO)	For: Meter Parts and Supplies
Northwest Landscape Service	For: Landscaping and Supplies, Roadside and City Owned Property Mowing
Northwest Pools	For: Pool Chemicals
Ohio Dpt. of Transportation (ODOT)	For: Road Salt & Other Items
Office Depot	For: Office Supply
O'Reilly Auto Parts	For: Parts & Supplies
Orica Water Care, Inc.	For: MIEX Water Treatment Chemicals
Paulding County Engineer's Office	For: Cold Patch
Pepco	For: Supplies
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)
POET Ethanol Products	For: Chemical for Water Treatment
Porter's BP, LLC	For: Gas and Diesel Fuel
Powerline Supply	For: Electrical Parts and Supplies
Premier Patching, Inc.	For: Road Patching
Quality Cleaning (Michael D. Draper)	For: Janitorial Services
Reed City Power Line Supply Co.	For: Electrical Parts and Supply
Residex, LLC	For: Golf Course Chemicals
Reveille	For: Engineering Services
Rich Ford	For: Vehicle Repair Services
RTEC Communications, Inc.	For: Communication Supplies & Equipment
S & S Directional Boring	For: Directional Boring
Saylor Tree Service, LLC	For: Tree Services
Schneider	For: Software for Metering
Snyder Chevrolet, Inc.	For: Automotive Services
Solomon Corporation	For: Transformers and Electric Supplies
Spectrum Engineering Corp.	For: Engineering Services (Professional Services)
Stantec Consulting Services, Inc.	For: Engineering Services (Professional Services)
Superior Uniform Sales, Inc.	For: Uniform Services
Survallent Technology	For: SCADA Programming Services
Thomas Spillis	For: Janitorial Services
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
Univar	For: Chemicals for Water Treatment
URS Corporation	For: Engineering Services (Professional Services)
US Utility Contractor Co.	For: Traffic and Electrical Services
Utility Service Group	For: Chemicals for Water Treatment
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
Vince's TV and Appliance	For: Networking and Computer Supplies
Wachs Water Service, LLC	For: Water Valve Servicing Program
Werlor, Inc.	For: Brush Grinding Services/Recycling Services
Wesco Distribution, Inc.	For: Electrical Supplies

Wood County Land Fill

Woods Auto Supply

Wright Express FSC-WEX, Inc.

Zacks Recycling, LLC

For: Sanitation Dumping Services

For: Parts and Supply

For: Fuel Purchases

For: Recycling Services

Draft

ORDINANCE NO. 066-16

AN ORDINANCE SUPPLEMENTING THE ANNUAL APPROPRIATION MEASURE (SUPPLEMENT NO. 5) FOR THE YEAR ~~2017~~ AND DECLARING AN EMERGENCY

2016

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

Section 1. That, the annual appropriation measure passed in Ordinance No.(s) 062-15, 005-16, 012-16, 023-16, and 047-16 for the fiscal year ending December 31, 2016 shall be supplemented (Supplement No. 5) as provided in Exhibit "A" (one (1) 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.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 066-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

**2016 APPROPRIATION BUDGET - FINAL PROJECTED BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
100 GENERAL FUND				
1100 City Council/Legislative	-2,370	-4,770	-7,140	
1200 Mayor/Executive	-110	110	0	
1300 City Manager/Administrative	-12,980	-1,380	-14,360	
1370 City Manager/Human Resources	-1,190	32,440	31,250	
1400 Law Director/Administrative	27,700	-28,890	-1,190	
1500 Finance/Administrative	-12,380	-7,850	-20,230	
1520 Finance/Utility Billing	-10,780	-8,180	-18,960	
1600 Information Systems/Administrative	-33,560	-5,000	-38,560	
1700 Engineering/City Engineer	5,110	-7,050	-1,940	
1800 Municipal Court/Judicial	-43,320	260	-43,060	
1900 General Government/Miscellaneous	0	-44,630	-44,630	
2100 Police/Safety Services	-79,700	-14,640	-94,340	
2200 Fire/Safety Services	24,260	-13,830	10,430	
3100 Building Inspections/Zoning & Planning	-1,190	-6,490	-7,680	
4700 Cemetery/Operations	-17,120	-2,350	-19,470	
5130 Service/Buildings, Properties, Equipment	-3,610	-3,420	-7,030	
9800 Reimbursements-Shared Expense	0	0	0	
9900 Transfer Accounts	0	0	0	
Total - 100 General Fund	-161,240	-115,670	-276,910	-\$276,910
101 GENERAL FUND RESERVE BALANCE FUND				
1900 General Government/Miscellaneous	0	-100,000	-100,000	-\$100,000
123 SPECIAL EVENTS FUND				
1900 General Government/Miscellaneous	0	0	0	\$0
130 ECONOMIC DEVELOPMENT FUND				
3500 Economic Development	0	2,390	2,390	\$2,390
147 UNCLAIMED MONIES FUND				
9400 Unclaimed Monies Agency Accounts	0	-610	-610	
9900 Transfer Accounts	0	530	530	
Total - 147 Unclaimed Monies Fund	0	-80	-80	-\$80
170 MUNICIPAL INCOME TAX FUND				
1510 Finance/Income Tax Collection	-2,510	16,750	14,240	
9900 Transfer Accounts	0	754,360	754,360	
Total - 170 Municipal Income Tax Fund	-2,510	771,110	768,600	\$768,600
180 KWH TAX (GF) COLLECTION FUND				
9800 Reimbursements-Shared Expense	0	-20	-20	
9900 Transfer Accounts	0	30,320	30,320	
Total - 180 kWh Tax (GF) Collection Fund	0	30,300	30,300	\$30,300

**2016 APPROPRIATION BUDGET - FINAL PROJECTED BUDGET
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<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
195 LAW LIBRARY FUND				
1800 Municipal Court/Judicial	0	5,000	5,000	
9900 Transfer Accounts	0	5,000	5,000	
Total - 195 Law Library Fund	0	10,000	10,000	\$10,000
200 STREET CONSTR., MAINT. & REPAIR FUND				
5100 Service/Streets Maintenance and Properties	-5,640	-9,150	-14,790	
5110 Service/Ice and Snow Removal	-18,030	-21,150	-39,180	
5120 Service/Storm Drainage	-5,880	0	-5,880	
Total - 200 Street (SCM&R) Fund	-29,550	-30,300	-59,850	-\$59,850
201 STATE HIGHWAY IMPROVEMENT FUND				
5100 Service/Streets Maintenance and Properties	0	0	0	\$0
202 MUNICIPAL (50%) MV LICENSE TAX FUND				
5100 Service/Streets Maintenance and Properties	0	-8,000	-8,000	-\$8,000
203 MUNICIPAL (100%) MV LICENSE TAX FUND				
5100 Service/Streets Maintenance and Properties	0	-11,000	-11,000	
9900 Transfer Accounts	0	0	0	
Total - 203 Municipal 100% MV License Tax Fund	0	-11,000	-11,000	-\$11,000
204 COUNTY MV LIC.PERMISSIVE TAX FUND				
5100 Service/Streets Maintenance and Properties	0	-450	-450	-\$450
210 EMS TRANSPORT SERVICE FUND				
2200 Fire/Safety Services	0	-16,980	-16,980	
9800 Reimbursements-Shared Expense	0	0	0	
9900 Transfer Accounts	0	0	0	
Total - 210 EMS Transport Service Fund	0	-16,980	-16,980	-\$16,980
220 RECREATION FUND				
4100 Parks/Administrative	780	-3,470	-2,690	
4200 Recreation/Golf Operating	3,000	-3,110	-110	
4300 Recreation/Pool Operating	-1,040	5,150	4,110	
4400 Recreation/Programs	-540	-7,080	-7,620	
Total - 220 Recreation Fund	2,200	-8,510	-6,310	-\$6,310
227 NAPOLEON CEMETERY TRUST FUND				
4700 Cemetery/Grounds	0	-500	-500	-\$500

**2016 APPROPRIATION BUDGET - FINAL PROJECTED BUDGET
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<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016</u> <u>FUND</u> <u>TOTAL</u>
	<u>PERSONAL</u> <u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>240 HOTEL/MOTEL TAX FUND</u>				
3800 Travel and Tourism	0	1,430	1,430	
9900 Transfer Accounts	0	1,430	1,430	
	-----	-----	-----	
Total - 240 Hotel Motel Tax Fund	0	2,860	2,860	\$2,860
	=====	=====	=====	
<u>242 FIRE EQUIPMENT FUND</u>				
2200 Fire/Safety Services	0	-5,900	-5,900	-\$5,900
	=====	=====	=====	
<u>243 REFUND-FIRE LOSS FUND</u>				
1900 General Government/Miscellaneous	0	0	0	\$0
	=====	=====	=====	
<u>261 CDBG PROGRAM INCOME FUND</u>				
3300 Contracts-Grt. Srv. -MVPLN	0	-8,720	-8,720	-\$8,720
	=====	=====	=====	
<u>270 INDIGENT DRIVERS ALCOHOL FUND</u>				
1800 Municipal Court/Judicial	0	-22,500	-22,500	-\$22,500
	=====	=====	=====	
<u>271 LAW ENFORCEMENT & EDUCATION FUND</u>				
2100 Police/Safety Services	-3,000	0	-3,000	-\$3,000
	=====	=====	=====	
<u>272 COURT COMPUTERIZATION FUND</u>				
1800 Municipal Court/Judicial	0	0	0	
9800 Reimbursements-Shared Expense	0	0	0	
	-----	-----	-----	
Total - 272 Court Computerization Fund	0	0	0	\$0
	=====	=====	=====	
<u>273 LAW ENFORCEMENT TRUST FUND</u>				
2100 Police/Safety Services	0	-1,000	-1,000	-\$1,000
	=====	=====	=====	
<u>274 MANDATORY DRUG FINE FUND</u>				
2100 Police/Safety Services	-3,000	-1,500	-4,500	-\$4,500
	=====	=====	=====	
<u>275 MUNICIPAL PROBATION SERVICE FUND</u>				
1810 Municipal Court/Probation Department	-190	-2,430	-2,620	-\$2,620
	=====	=====	=====	
<u>276 LAW ENFORCEMENT BLOCK GRANT FUND</u>				
2100 Police/Safety Services	0	0	0	\$0
	=====	=====	=====	
<u>277 PROBATION OFFICERS GRANT FUND</u>				
1810 Municipal Court/Probation Department	0	0	0	\$0
	=====	=====	=====	
<u>278 COURT SPECIAL PROJECTS FUND</u>				
1800 Municipal Court/Judicial	0	0	0	\$0
	=====	=====	=====	
<u>279 HANDICAP PARKING FINE FUND</u>				
1800 Municipal Court/Judicial	0	-1,100	-1,100	-\$1,100
	=====	=====	=====	

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<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016</u> <u>FUND</u> <u>TOTAL</u>
	<u>PERSONAL</u> <u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>280 CERTIFIED POLICE TRAINING FUND</u> 1800 Municipal Court/Judicial	-5,000	-500	-5,500	-\$5,500
<u>281 INDIGENT DRVS.INTERLCK.& AL.MNTR.FUND</u> 2100 Police/Safety Services	0	-3,000	-3,000	-\$3,000
<u>287 PRBTN.IMP.& INCENTIVE GRANT FUND</u> 1800 Municipal Court/Probation Department	-1,750	0	-1,750	-\$1,750
<u>290 POLICE PENSION FUND</u> 2100 Police/Safety Services	1,640	0	1,640	\$1,640
<u>291 FIRE PENSION FUND</u> 2200 Fire/Safety Services	810	0	810	\$810
<u>295 IRS 125 BENEFITS PLAN FUND</u> 1900 General Government/Miscellaneous	0	-4,760	-4,760	-\$4,760
<u>300 GENERAL BOND RETIREMENT FUND</u> 8100 General Obligation Debt Services	0	0	0	\$0
<u>310 SA BOND RETIREMENT FUND</u> 8500 Special Assessment Debt Services	0	13,800	13,800	\$13,800
<u>400 CAPITAL IMPROVEMENT FUND</u>				
1300 City Manager/Administrative	0	-6,000	-6,000	
1370 City Manager/Human Resources	0	0	0	
1400 Law Director/Administrative	0	-2,000	-2,000	
1500 Finance/Administrative	0	-42,060	-42,060	
1600 Information Systems/Administrative	0	0	0	
1700 Engineering/City Engineer	0	-5,100	-5,100	
1800 Municipal Court/Judicial	0	-3,000	-3,000	
2100 Police/Safety Services	0	-800	-800	
2200 Fire/Safety Services	0	15,280	15,280	
3100 Building Inspections/Zoning & Planning	0	0	0	
4200 Recreation/Golf Operating	0	0	0	
4300 Recreation/Pool Operating	0	0	0	
4400 Recreation/Programs	0	-1,000	-1,000	
4700 Cemetery/Grounds	0	-2,400	-2,400	
5100 Service/Streets Maintenance and Properties	0	-345,910	-345,910	
5200 Service/Garage Rotary	0	0	0	
9900 Transfer Accounts	0	0	0	
Total - 400 Capital Improvement Fund	0	-392,990	-392,990	-\$392,990
<u>401 CIP FUNDING RESERVE FUND</u> 1900 General Government/Miscellaneous	0	23,000	23,000	\$23,000

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<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016</u> <u>FUND</u> <u>TOTAL</u>
	<u>PERSONAL</u> <u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>410 FIRE FACILITY TRAINING GRANT FUND</u> 2200 Fire/Safety Services	0	29,690	29,690	\$29,690
<u>420 DOWNTOWN POCKET PARK FUND</u> 4400 Recreation/Programs	0	25,970	25,970	\$25,970
<u>438 SCOTT STREET IMPROVEMENT PROJECT FU</u> 9900 Transfer Accounts	0	243,860	243,860	\$243,860
<u>500 ELECTRIC UTILITY REVENUE FUND</u> 1520 Finance/Utility Billing	0	-750	-750	
6110 Electric/Operations, Distribution System	-2,620	-56,580	-59,200	
6111 Electric/Purchased Power	0	-1,319,000	-1,319,000	
9800 Reimbursement Accounts-Shared Expenses	0	-59,220	-59,220	
9900 Transfer Accounts	0	34,510	34,510	
Total - 500 Electric Utility Revenue Fund	-2,620	-1,401,040	-1,403,660	-\$1,403,660
<u>501 ELECTRIC UTILITY RESERVE FUND</u> 6110 Electric/Operations, Distribution System	0	514,000	514,000	\$514,000
<u>502 ELECTRIC UTILITY REPLCMNT. & IMPROVEMENT</u> 6110 Electric/Operations, Distribution System	0	474,000	474,000	\$474,000
<u>503 ELECTRIC DEVELOPMENT FUND</u> 6110 Electric/Operations, Distribution System	0	-29,700	-29,700	
9900 Transfer Accounts	0	0	0	
Total - 503 Economic Development Fund	0	-29,700	-29,700	-\$29,700
<u>510 WATER REVENUE FUND</u> 1520 Finance/Utility Billing	0	-300	-300	
6200 Water/Treatment Plant Operations	-46,170	-90,810	-136,980	
6210 Water/Distribution System	-42,050	-30,160	-72,210	
9800 Reimbursement Accounts-Shared Expenses	0	-21,530	-21,530	
9900 Transfer Accounts	0	0	0	
Total - 510 Water Revenue Fund	-88,220	-142,800	-231,020	-\$231,020
<u>511 WATER DEPRECIATION RESERVE FUND</u> 6210 Water/Distribution System	0	-28,000	-28,000	-\$28,000
<u>512 WATER DEBT RESERVE FUND</u> 8300 Revenue Funds Debt Services	0	0	0	\$0
<u>513 WATER OWDA BOND RETIREMENT FUND</u> 8300 Revenue Funds Debt Services	0	0	0	\$0

**2016 APPROPRIATION BUDGET - FINAL PROJECTED BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No. 066-16, Passed 12/19/2016</u> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>519 WATER PLANT REN.&IMP.PROJECT FUND</u>				
6200 Water/Treatment Plant Operations	0	-13,540,000	-13,540,000	
9900 Transfer Accounts	0	0	0	
Total - 519 Water Plant Ren.& Imp.Prj.Fund	0	-13,540,000	-13,540,000	-\$13,540,000
<u>520 SEWER (WWT) UTILITY REVENUE FUND</u>				
1520 Finance/Utility Billing	0	-300	-300	
6300 Sewer(WWT)/Treatment Plant Operations	-67,410	-90,410	-157,820	
6310 Sewer(WWT)/Collection System	-1,260	-19,700	-20,960	
6311 Sewer(WWT)/Cleaning, Imp. (SSO & CSO)	-8,520	-21,700	-30,220	
9800 Reimbursement Accounts-Shared Expenses	0	-24,820	-24,820	
9900 Transfer Accounts	0	0	0	
Total - 520 Sewer (WWT) Uty. Revenue Fund	-77,190	-156,930	-234,120	-\$234,120
<u>521 SEWER (WWT) UTILITY REVENUE FUND</u>				
6300 Sewer(WWT)/Treatment Plant Operations	0	-273,100	-273,100	-\$273,100
<u>522 SEWER (WWT) UTILITY RESERVE FUND</u>				
8300 Revenue Funds Debt Services	0	0	0	\$0
<u>523 OWDA SA DEBT RETIREMENT FUND</u>				
8600 Special Assessment Debt Services (OWDA)	0	-150	-150	-\$150
<u>560 SANITATION (REFUSE) REVENUE FUND</u>				
1520 Finance/Utility Billing	0	-150	-150	
6400 Sanitation(Refuse)/Collection and Disposal	-18,180	-29,130	-47,310	
6410 Sanitation(Refuse)/SRS-Seasonal Pickup Program	-1,200	-50	-1,250	
6411 Sanitation(Refuse)/SRS-Yard Waste Site	-1,200	-18,350	-19,550	
6412 Sanitation(Refuse)/SRS-Mosquito Control	0	750	750	
6420 Sanitation(Refuse)/Recycling Programs	-1,300	1,860	560	
9800 Reimbursement Accounts-Shared Expenses	0	-9,390	-9,390	
9900 Transfer Accounts	0	0	0	
Total - 560 Sanitation(Refuse) Revenue Fund	-21,880	-54,460	-76,340	-\$76,340
<u>561 SANITATION (REFUSE) DEP.RESERVE FUND</u>				
6400 Sanitation(Refuse)/Collection and Disposal	0	0	0	\$0
<u>580 METER DEP. (ELECTRIC & WATER) FUND</u>				
6500 Meter Deposits/Unapplied Cash	0	-5,000	-5,000	-\$5,000

**2016 APPROPRIATION BUDGET - FINAL PROJECTED BUDGET
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<i>ORDINANCE No. 066-16, Passed 12/19/2016</i> <u>FUND / DEPARTMENT</u>	===== 2016 PROJECTED FINAL BUDGET =====			<u>2016 FUND TOTAL</u>
	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	
<u>600 CENTRAL GARAGE/FUEL ROTARY FUND</u>				
5200 Service/Central Garage	-1,980	-2,340	-4,320	
5600 Service/Fuel Purchase Rotary	0	-15,000	-15,000	
	-----	-----	-----	
Total - 600 Central Garage/Fuel Rotary Fund	-1,980	-17,340	-19,320	-\$19,320
	=====	=====	=====	
* GRAND TOTAL - ALL FUNDS	-\$393,480	-\$14,243,430	-\$14,636,910	-\$14,636,910
	=====	=====	=====	=====

RESOLUTION NO. 067-16

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER CERTAIN FUND BALANCES FROM RESPECTIVE FUNDS TO OTHER FUNDS PER SECTION 5705.14 ORC ON AN AS NEEDED BASIS IN FISCAL YEAR 2016, LISTED IN EXHIBIT "A", TRANSFER 2; AND DECLARING AN EMERGENCY

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

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

WHEREAS, Council previously authorized a transfer in Resolution No. 076-14; however, another transfer is necessary; 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 among the various funds on an as needed basis in Fiscal Year 2016 as listed in Exhibit "A" attached hereto and made a part of this Resolution.

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

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 067-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

2016 APPROPRIATION BUDGET - TRANSFER OF FUNDS**RESOLUTION No. 067-16, Passed 12/19/2016****BUDGET REVIEW - 2016 TRANSFER OF FUNDS****= TRANSFER AMOUNTS =**
FROM TO**FUND NAME, FROM - TO, PURPOSE**

FROM: 147 UNCLAIMED MONIES FUND	\$530	
TO: 100 GENERAL FUND		\$530
Purpose: Payment of Unclaimed Funds back to the 100 General Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$403,990	
TO: 100 GENERAL FUND		\$403,990
Purpose: Net Transfer (62%) of Income Tax Receipts to 100 General Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$102,770	
TO: 220 RECREATION FUND		\$102,770
Purpose: Transfer of Income Tax Levy Receipts to 220 Recreation Fund.		
FROM: 170 MUNICIPAL INCOME TAX FUND	\$247,600	
TO: 400 CAPITAL IMPROVEMENT FUND		\$247,600
Purpose: Net Transfer (38%) of Income Tax Receipts to 400 CIP Fund.		
FROM: 180 KWH TAX COLLECTION (GF) FUND	\$30,320	
TO: 100 GENERAL FUND		\$30,320
Purpose: Transfer of Net Balance of KWH Tax Funds into the General Fund.		
FROM: 195 LAW LIBRARY FUND	\$5,000	
TO: 100 GENERAL FUND		\$5,000
Purpose: Transfer of City Share for Highway Patrol Fine Monies per ORC.		
FROM: 240 HOTEL-MOTEL TAX FUND	\$1,430	
TO: 100 GENERAL FUND		\$1,430
Purpose: City's Net Share of Total Collections (50%) on a 6% Rate, per Ordinance to 100 General Fund.		
FROM: 438 SCOTT STREET IMPROVEMENT PROJECT FUND	\$100,550	
TO: 400 CAPITAL IMPROVEMENT FUND		\$100,550
Purpose: Close-out of Scott Street Project Fund. Return funds to fund of origination.		
FROM: 438 SCOTT STREET IMPROVEMENT PROJECT FUND	\$143,310	
TO: 520 SEWER REVENUE FUND		\$143,310
Purpose: Close-out of Scott Street Project Fund. Return funds to fund of origination.		

2016 APPROPRIATION BUDGET - TRANSFER OF FUNDS**RESOLUTION No. 067-16, Passed 12/19/2016****BUDGET REVIEW - 2016 TRANSFER OF FUNDS****= TRANSFER AMOUNTS =****FUND NAME, FROM - TO, PURPOSE****FROM****TO**

FROM: 500 ELECTRIC REVENUE FUND	\$34,510	
TO: 180 KWH TAX COLLECTION (GF) FUND		\$34,510
Purpose: Transfer to 180 kWH (GF Equivalent) Tax Fund, 100 General Fund share of kWH Tax.		
FROM: 501 ELECTRIC UTILITY RESERVE FUND	\$514,000	
TO: 500 ELECTRIC REVENUE FUND		\$514,000
Purpose: Close Out 501 Fund, move balances to Fund of Origination.		
FROM: 502 ELECTRIC UTILITY REPLCMT. & IMP. FUND	\$474,000	
TO: 500 ELECTRIC REVENUE FUND		\$474,000
Purpose: Close Out 502 Fund, move balances to Fund of Origination.		
TOTALS - FROM	2,058,010	
TOTALS - TO		2,058,010
	=====	=====

ORDINANCE NO. 068-16

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOTES IN THE MAXIMUM PRINCIPAL AMOUNT OF \$3,900,000, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING THE COSTS OF IMPROVING THE MUNICIPAL WATER SYSTEM BY CONSTRUCTING A NEW WATER TREATMENT PLANT, ACQUIRING AND IMPROVING RELATED INTERESTS IN REAL PROPERTY, IMPROVING AND REHABILITATING THE EXISTING WATER TREATMENT PLANT AND RELATED STORAGE FACILITIES, AND REHABILITATING THE ELEVATED STORAGE TANKS, TOGETHER WITH ALL NECESSARY AND RELATED APPURTENANCES THERETO

WHEREAS, pursuant to Ordinance No. 072-15 passed on January 5, 2015, notes in anticipation of bonds in the aggregate amount of \$2,500,000, dated March 4, 2015 (the “*Outstanding Notes*”), were issued for the purpose stated in Section 1, to mature on March 3, 2016; and

WHEREAS, this Council finds and determines that the City should retire the Outstanding Notes with the proceeds of the Notes described in Section 3 and other funds available to the City; and

WHEREAS, the Finance Director, as fiscal officer of this City, has certified to this Council that the estimated life or period of usefulness of the Improvement described in Section 1 is at least five years, the estimated maximum maturity of the Bonds described in Section 1 is at least thirty (30) years, and the maximum maturity of the Notes described in Section 3, to be issued in anticipation of the Bonds, is March 7, 2033;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Napoleon, Henry County, Ohio, that:

Section 1. It is necessary to issue bonds of this City in the maximum principal amount of \$2,500,000 (the “*Bonds*”) for the purpose of paying the costs of improving the municipal water system by constructing a new water treatment plant, acquiring and improving related interests in real property, improving and rehabilitating the existing water treatment plant and related storage facilities, and rehabilitating the elevated storage tanks, together with all necessary and related appurtenances thereto (the “*Improvement*”).

Section 2. The Bonds shall be dated approximately March 1, 2017, shall bear interest at the now estimated rate of 5.50% per year, payable semiannually until the principal amount is paid, and are estimated to mature in twenty (20) annual principal installments on December 1 of each year and in such amounts that the total principal and interest payments on the Bonds, in any

fiscal year in which principal is payable, shall be substantially equal. The first principal payment of the Bonds is estimated to be December 1, 2017.

Section 3. It is necessary to issue and this Council determines that notes in the maximum principal amount of \$2,500,000 (the “Notes”) shall be issued in anticipation of the issuance of the Bonds for the purpose described in Section 1 and to retire, together with other funds available to the City, the Outstanding Notes and to pay any financing costs. The principal amount of Notes to be issued (not to exceed the stated maximum amount) shall be determined by the Finance Director in the certificate awarding the Notes in accordance with Section 6 of this Ordinance (the “*Certificate of Award*”) as the amount which, along with other available funds of the City, is necessary to retire the Outstanding Notes and to pay any financing costs. The Notes shall be dated the date of issuance and shall mature not more than one year following the date of issuance; *provided* that the Finance Director shall establish the maturity date in the Certificate of Award. The Notes shall bear interest at a rate or rates not to exceed 6.00% per year (computed on the basis of a 360-day year consisting of twelve 30-day months), payable at maturity and until the principal amount is paid or payment is provided for. The rate or rates of interest on the Notes shall be determined by the Finance Director in the Certificate of Award in accordance with Section 6 of this Ordinance.

Section 4. The debt charges on the Notes shall be payable in lawful money of the United States of America or in Federal Reserve funds of the United States of America as determined by the Finance Director in the Certificate of Award, and shall be payable, without deduction for services of the City’s paying agent, at the office of a bank or trust company designated by the Finance Director in the Certificate of Award after determining that the payment at that bank or trust company will not endanger the funds or securities of the City and that proper procedures and safeguards are available for that purpose or at the office of the Finance Director if agreed to by the Finance Director and the original purchaser (the “*Paying Agent*”).

The City Manager and the Finance Director may sign and deliver, in the name and on behalf of the City, the Note Registrar Agreement between the City and the Paying Agent, in substantially the form as is now on file with the Clerk of Council. The Note Registrar Agreement is approved, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the City Manager and the Finance Director on behalf of the City, all of which shall be conclusively evidenced by the signing of the Note Registrar Agreement or amendments thereto. The Finance Director shall provide for the payment of the services rendered and for reimbursement of expenses incurred pursuant to the Note Registrar Agreement, except to the extent paid or reimbursed by the original purchaser in accordance with the Certificate of Award, from the proceeds of the Notes to the extent available and then from other money lawfully available and appropriated or to be appropriated for that purpose.

Section 5. The Notes shall be signed by the City Manager and Finance Director, in the name of the City and in their official capacities; *provided* that one of those signatures may be a facsimile. The Notes shall also be countersigned by the Mayor; *provided* that the signature of the Mayor may be a facsimile. The Notes shall be issued in minimum denominations of \$100,000 (and may be issued in denominations in such amounts in excess thereof as requested by

the original purchaser and approved by the Finance Director) and with numbers as requested by the original purchaser and approved by the Finance Director. The entire principal amount may be represented by a single note and may be issued as fully registered securities (for which the Finance Director will serve as note registrar) and in book entry or other uncertificated form in accordance with Section 9.96 and Chapter 133 of the Ohio Revised Code if it is determined by the Finance Director that issuance of fully registered securities in that form will facilitate the sale and delivery of the Notes. The Notes shall not have coupons attached, shall be numbered as determined by the Finance Director and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to this Ordinance. As used in this Section and this Ordinance:

“Book entry form” or *“book entry system”* means a form or system under which (a) the ownership of beneficial interests in the Notes and the principal of and interest on the Notes may be transferred only through a book entry, and (b) a single physical Note certificate in fully registered form is issued by the City and payable only to a Depository or its nominee as registered owner, with the certificate deposited with and “immobilized” in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than the City is the record that identifies the owners of beneficial interests in the Notes and that principal and interest.

“Depository” means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Notes or the principal of and interest on the Notes, and to effect transfers of the Notes, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Participant” means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

The Notes may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized, (a) the Notes may be issued in the form of a single Note made payable to the Depository or its nominee and immobilized in the custody of the Depository or its agent for that purpose; (b) the beneficial owners in book entry form shall have no right to receive the Notes in the form of physical securities or certificates; (c) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (d) the Notes as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the City.

If any Depository determines not to continue to act as a Depository for the Notes for use in a book entry system, the Finance Director may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the Finance Director does not or is unable to do so, the Finance Director, after making provision for notification of the

beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Notes from the Depository, and shall cause the Notes in bearer or payable form to be signed by the officers authorized to sign the Notes and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of City action or inaction, of those persons requesting such issuance.

The Finance Director is also hereby authorized and directed, to the extent necessary or required, to enter into any agreements determined necessary in connection with the book entry system for the Notes, after determining that the signing thereof will not endanger the funds or securities of the City.

Section 6. The Notes shall be sold at not less than par plus accrued interest (if any) at private sale by the Finance Director in accordance with law and the provisions of this Ordinance. The Finance Director shall sign the Certificate of Award referred to in Section 3 fixing the interest rate or rates which the Notes shall bear and evidencing that sale to the original purchaser, cause the Notes to be prepared, and have the Notes signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Notes if requested by the original purchaser, to the original purchaser upon payment of the purchase price. The City Manager, the Finance Director, the City Law Director, the Clerk of Council and other City officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance. The Finance Director is authorized, if it is determined to be in the best interest of the City, to combine the issue of Notes with one or more other note issues of the City into a consolidated note issue pursuant to Section 133.30(B) of the Ohio Revised Code.

Section 7. The proceeds from the sale of the Notes received by the City (or withheld by the original purchaser on behalf of the City) shall be paid into the proper fund or funds, and those proceeds are appropriated and shall be used for the purpose for which the Notes are being issued. The Certificate of Award may authorize the original purchaser to withhold certain proceeds from the sale of the Notes to provide for the payment of certain financing costs on behalf of the City. Any portion of those proceeds received by the City (after payment of those financing costs) representing premium or accrued interest shall be paid into the Bond Retirement Fund.

Section 8. The par value to be received from the sale of the Bonds or of any renewal notes and any excess funds resulting from the issuance of the Notes shall, to the extent necessary, be used to pay the debt charges on the Notes at maturity and are pledged for that purpose.

Section 9. During the year or years in which the Notes are outstanding, there shall be levied on all the taxable property in the City, in addition to all other taxes, the same tax that would have been levied if the Bonds had been issued without the prior issuance of the Notes. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner, and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other

items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Notes or the Bonds when and as the same fall due.

In each year to the extent net revenues from the municipal water utility are available for the payment of the debt charges on the Notes or the Bonds and are appropriated for that purpose, the amount of the tax shall be reduced by the amount of such net revenues so available and appropriated.

In each year to the extent receipts from the municipal income tax are available for the payment of the debt charges on the Notes or the Bonds and are appropriated for that purpose, and to the extent not paid from net revenues of the municipal water utility, the amount of the tax shall be reduced by the amount of such receipts so available and appropriated in compliance with the following covenant. To the extent necessary, the debt charges on the Notes and the Bonds shall be paid from municipal income taxes lawfully available therefor under the Constitution and the laws of the State of Ohio and the Charter of the City; and the City hereby covenants, subject and pursuant to such authority, including particularly Section 133.05(B)(7) of the Ohio Revised Code, to appropriate annually from such municipal income taxes such amount as is necessary to meet such annual debt charges.

Nothing in the two preceding paragraphs in any way diminishes the irrevocable pledge of the full faith and credit and general property taxing power of the City to the prompt payment of the debt charges on the Notes and the Bonds.

Section 10. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Notes in such manner and to such extent as may be necessary so that (a) the Notes will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”) or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest on the Notes will not be an item of tax preference under Section 57 of the Code.

The City further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Notes to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Notes to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Finance Director or any other officer of the City having responsibility for issuance of the Notes is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Notes as the City is

permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Notes or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties with respect to the Notes, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments with respect to the Notes, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Notes, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Notes, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Notes, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Notes. The Finance Director or any other officer of the City having responsibility for issuance of the Notes is specifically authorized to designate the Notes as “qualified tax-exempt obligations” if such designation is applicable and desirable, and to make any related necessary representations and covenants.

Each covenant made in this Section with respect to the Notes is also made with respect to all issues any portion of the debt service on which is paid from proceeds of the Notes (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure the exclusion of interest on the Notes from gross income for federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Notes.

Section 11. The Clerk of Council is directed to promptly deliver a certified copy of this Ordinance and the Certificate of Award to the County Auditor of Henry County, Ohio.

Section 12. The Finance Director is authorized to request a rating for the Notes from Moody’s Investors Service, Inc. or Standard & Poor’s Ratings Service, or both, as the Finance Director determines is in the best interest of the City. The expenditure of the amounts necessary to secure any such ratings as well as to pay the other financing costs (as defined in Section 133.01 of the Ohio Revised Code) in connection with the Notes is hereby authorized and approved and the amounts necessary to pay those costs are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

Section 13. The legal services of the law firm of Squire Patton Boggs (US) LLP are hereby retained in connection with the authorization, issuance and sale of the Notes. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the authorization, sale and issuance of the Notes and securities issued in renewal of the Notes and rendering at delivery related legal opinions. In providing those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any

county or municipal corporation or of this City, or the execution of public trusts. For those legal services that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services. The Finance Director is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

Section 14. The services of Sudsina & Associates, LLC, as municipal advisor, are hereby retained. The municipal advisory services shall be in the nature of financial advice and recommendations in connection with the issuance and sale of the Notes. In rendering those municipal advisory services, as an independent contractor, that firm shall not exercise any administrative discretion on behalf of the City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the City or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those municipal advisory services and shall be reimbursed for the actual out-of-pocket expenses it incurs in rendering those municipal advisory services. The Finance Director is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 15. This Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Notes in order to make them legal, valid and binding general obligations of the City have been performed and have been met, or will at the time of delivery of the Notes have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 9) of the City are pledged for the timely payment of the debt charges on the Notes; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Notes.

Section 16. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and any of its committees, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Ohio Revised Code.

Section 17. 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 18. This Ordinance shall be in full force and effect on the earliest date permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk of Council

I, Gregory J. Heath, Clerk of Council of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 068-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City on the _____ day of _____, 2016; and I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon, Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk of Council

CERTIFICATION OF RECORDS

I, Gregory J. Heath, Clerk of Council, of the City of Napoleon, Ohio, do hereby certify and attest this document to be a **True and Correct** copy of Ordinance No. 068-16, passed _____, 2016.

Gregory J. Heath, Clerk of Council

Date

RESOLUTION NO. 069-16

A RESOLUTION AUTHORIZING A CONTRIBUTION TO THE COMMUNITY IMPROVEMENT CORPORATION OF HENRY COUNTY, OHIO, IN AND FOR THE YEAR 2017; AND DECLARING AN EMERGENCY

WHEREAS, the City, by Ordinance in accordance with Section 1724.10 of the Ohio Revised Code, designated The Community Improvement Corporation of Henry County, Ohio ("CIC") as the agency of the City for the industrial, commercial, distribution, and research development of the City; and,

WHEREAS, a "Plan" as defined in Section 165.01 of the Revised Code was prepared and confirmed to advance, encourage, and promote the industrial, commercial, distribution, and research development of the City in a manner which among several things, creates and preserves jobs and employment opportunities in the City and the State and improves the economic welfare of the people of the City and of the State; and further, encourages and causes the maintenance, location, relocation, expansion, modernization, and equipment of sites, buildings, structures, and appurtenant facilities for industrial, commercial, distribution, and research activities within the City and thereby preserves, maintains, or creates additional opportunities for employment within the City; and,

WHEREAS, this Council desires to further advance the Plan and has determined to financially assist the CIC with operational and the other expenses in the Year; Now Therefore,

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

Section 1. That, in an effort to further advance the "Plan" referenced in the preamble of this Resolution, the City Finance Director is directed and authorized to pay to The Community Improvement Corporation of Henry County, Ohio ("CIC") the amount of thirty seven thousand four hundred and 00/100 Dollars (\$37,400.00) in and for the Year 2017 to the CIC for operational expenses and costs for the advancement of economic development projects for both present companies and future companies. The amounts contributed herein are deemed by this Council to be a proper public expenditure of public funds.

Section 2. That, the monies contributed as found in Section 1 of this Resolution shall be used for operational expenses and to advance the "Plan" as referenced in the preamble of this Resolution and shall not be pledged to secure any debt of the CIC.

Section 3. That, all payments stated in this Resolution are subject to appropriation of funds by Council. In the event appropriation of funds by Council is satisfied, payment shall be made by the Finance Director in quarterly installments to the CIC, all in and for the year 2017.

Section 4. That, Resolution Number 066-15 is repealed upon the effective date of this Resolution.

Section 5. 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 6. 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 7. 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 economic projects to timely move forward; projects that will create jobs; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 069-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 070-16

**A RESOLUTION AUTHORIZING A RENEWAL AGREEMENT
WITH THE HENRY COUNTY CHAMBER OF COMMERCE
REGARDING A CONVENTION AND VISITOR'S BUREAU; AND
DECLARING AN EMERGENCY**

WHEREAS, the Council of the City, on September 18, 1995, adopted Ordinance No. 100-95, whereby the City imposed a lodge tax; and,

WHEREAS, the City, on October 7, 1996, adopted Resolution No. 104-96, wherein the City Manager of the City, was authorized to and did enter into an Agreement with the Chamber for the promotion and publicizing of the City, in order to bring the patronage and business of tourists and cultural, educational, religious, professional, and sports organizations into the City, for the benefit of the citizens of the City and of the business community thereof; and,

WHEREAS, since the original Agreement, the City and the Chamber have entered into renewals and addendum(s) thereafter; and,

WHEREAS, the Agreement in place is about to expire in December of 2016;
Now Therefore,

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

Section 1. That, the City Manager is both authorized and directed to enter into a contract with the Henry County Chamber Commerce for the providing of a Convention and Visitors' Bureau to the City, commencing January 1, 2017 through December 31, 2019; said Agreement currently on file in the office of the City Finance Director having been reviewed and approved by this Council upon recommendation of the Lodge Tax Advisory and Control Board.

Section 2. That, the expenditure of funds is found by this Council to be a necessary and proper for the Agreement identified in Section 1.

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 agreement expires on December 31st, 2013 therefore this legislation must be in effect at the earliest possible time to continue with the agreement which is related to the public peace, health or safety

accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 070-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

ORDINANCE NO. 071-16

**AN ORDINANCE AMENDING ORDINANCE 058-16 APPOINTING
JOEL M. MAZUR AS THE CITY MANAGER OF NAPOLEON,
OHIO; AND, DECLARING AN EMERGENCY**

WHEREAS, in the Ordinance No. 058-16 the accrued totals were not certain as to the exact vacation time for the new City Manager, Joel M. Mazur, City Council now desires to Ordain the exact accrued vacation time allowed; and,

WHEREAS, the Personnel Committee has presented the written recommendation that Joel M. Mazur be selected as the new City Manager;

WHEREAS, the Napoleon City Council does hereby accept the recommendation of the Personnel Committee and does hereby appoint Joel M. Mazur as the new City Manager for the City of Napoleon; **Now Therefore:**

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

Section 1. That, this Council appoints Joel L. Mazur, to the full time regular employment position of City Manager for the City of Napoleon, Ohio, effective 12:00am January 9, 2017.

Section 2. That, effective January 9, 2017, Mr. Mazur's annual salary shall be ninety five thousand dollars (\$95,000.00), (prorated as necessary according to City pay periods); this amount shall increase to one hundred thousand dollars (\$100,000.00) when Mr. Mazur resides in the City of Napoleon. Mr. Mazur shall thereafter be subject to continued annual performance reviews by the Personnel Committee or City Council; and, after each satisfactory review, said salary may be increased by an amount determined by Council.

Section 3. That, the total of one hundred sixty (160) hours of vacation time accrued while employed at the City of Toledo will be available for use by Mr. Mazur upon the effective employment date of January 9, 2017.

Section 4. That, benefits for the City Manager shall accrue and be in accordance with Chapter 197 of the Codified Ordinances (Personnel Code) and the applicable provisions of the City's Employment Policy Manual for full time regular employees, both as may be amended from time to time.

Section 5. That, if a two-thirds (2/3) affirmative vote of the current members of Council vote to terminate Mr. Mazur, without cause, at a duly authorized public meeting, pursuant to Section 4.04 of the City Charter, Mr. Mazur will be paid a three (3) month severance package.

Section 6. That, at 12:00am on January 9, 2017 City of Napoleon Ordinance 018-14 is hereby repealed.

Section 7. 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 8. 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.

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 no time lapses between the retiring City Manager and the new City Manager which is 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.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 071-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

ORDINANCE NO. 051-16

AN ORDINANCE AMENDING SECTION 931.07 INCREASING WATER RATES FOR BULK SALES FOR THE YEARS 2017, 2018 AND 2019, ESTABLISHING A WEEKEND TESTING FEE, AND INCREASING FEES FOR TESTING; AND DECLARING AN EMERGENCY

WHEREAS, the Board of Public Affairs and the Water, Sewer, Refuse, Recycling and Litter Committee in a regular meeting held on November 14, 2016, reviewed the existing water rates and determined a rate increase over a three year period for 2017, 2018 and 2019 is necessary in order to keep the water utility fund sound; and,

WHEREAS, the City Council of Napoleon in a regular meeting held on November 21, 2016 reviewed the existing water rates and determined a rate increase over a three (3) year period for 2017, 2018, and 2019 is necessary in order to keep the water utility fund sound; Now Therefore,

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

Section 1. That, Section 931.07 of the Codified Ordinances of the City of Napoleon, Ohio, shall be amended and enacted as follows:

“931.07 WATER RATES.

The water rates charged by the City shall be as follows except as may otherwise be permitted by rule:

- (a) A City approved water meter shall be utilized for determining use of water.
- (b) The following rates are established and shall be charged to all classes of water users, until otherwise changed.

- (1) Effective with the first billing cycle in the year 2016, to be reflected in the first billing in February of the year 2016, except for direct sales as established in subsection (b)(5)C hereof, the net rate per month per service shall be the sum of the commodity charge plus the capacity charge set forth in subsection (b)(6) hereof.

The commodity charge shall be computed as follows:

- A. Units of water used inside the corporation:
 - Units: 1 up to 10 = \$5.20 each unit, then
 - Units: 11 up to 250 = \$4.95 each unit, then
 - Units: Over 250 = \$3.75 each unit.

Note: One Unit of Water is defined as 100 cubic feet.

- B. Units of water used outside the corporation: *
 - Units: 1 up to 10 = \$7.80 each unit, then
 - Units: 11 up to 250 = \$7.43 each unit, then
 - Units: Over 250 = \$5.63 each unit.

Note: One Unit of Water is defined as 100 cubic feet.

- C. Direct sales at the plant: \$8.18 per 1,000 gallons.

(2) In addition, there shall be a capacity charge (base charge) per service as follows:

Capacity Of Service (Meter size in Inches)	Capacity Charge (Inside Corporation)	Capacity Charge (Outside Corporation)*
A. 1.00 And Less	\$11.07	\$16.60
B. 1.25	39.72	59.58
C. 1.50	62.93	94.41
D. 2.00	128.01	192.02
E. 3.00 AND UP	353.14	529.68
F. 4.00	600.00	900.00
G. 6.00	1,000.00	1,500.00
H. 8.00	1,500.00	2,250.00
I. 10.00 AND UP	2,000.00	3,000.00

(3) Effective with the first billing cycle in the year 2017, to be reflected in the first billing in February of the year 2017, except for direct sales as established in subsection (b)(7)C hereof, the net rate per month per service shall be the sum of the commodity charge plus the capacity charge set forth in subsection (b)(8) hereof. The commodity charge shall be computed as follows:

- A. Units of water used inside the corporation:
 Units: 1 up to 10 = \$5.86 each unit, then
 Units: 11 up to 250 = \$5.58 each unit, then
 Units: Over 250 = \$4.22 each unit.

Note: One Unit of Water is defined as 100 cubic feet.

- B. Units of water used outside the corporation: *
 Units: 1 up to 10 = \$8.79 each unit, then
 Units: 11 up to 250 = \$8.37 each unit, then
 Units: Over 250 = \$6.33 each unit.

Note: One Unit of Water is defined as 100 cubic feet.

- C. Direct sales at the plant: \$8.43 per 1,000 gallons.

(4) In addition, there shall be a capacity charge (base charge) per service as follows:

Capacity of Service (Meter size in inches)	Capacity Charge (Inside corporation)	Capacity Charge (Outside corporation)*
A. 1.00 and less	\$11.07	\$16.60
B. 1.25	39.72	59.58
C. 1.50	62.93	94.41
D. 2.00	128.01	192.02

E. 3.00 AND UP	353.14	529.68
F. 4.00	600.00	900.00
G. 6.00	1,000.00	1,500.00
H. 8.00	1,500.00	2,250.00
I. 10.00 AND UP	2,000.00	3,000.00

- (5) Effective with the first billing cycle in the year 2018 to be reflected in the first billing in February of the year 2018, except for the direct sales as established in Subsection (b)(5)C hereof, the net rate per month per service shall be the sum of the commodity charge plus the capacity charge set forth in Subsection (b)(6) hereof. The commodity charge shall be computed as follows:

- A. Units of water used inside the Corporation:
 Units: 1 up to 10 = \$6.58 each unit, then
 Units: 11 up to 250 = \$6.27 each unit, then
 Units: over 250 = \$4.75 each unit.

Note: one unit of water is defined as 100 cubic feet.

- B. Units of water used outside the Corporation:*\br/>
 Units: 1 up to 10 = \$9.87 each unit, then
 Units: 11 up to 250 = \$9.41 each unit, then
 Units: over 250 = \$7.13 each unit.

Note: one unit of water is defined as 100 cubic feet.

- C. Direct sales at the plant: \$7.71 per 1,000 gallons.

- (6) In addition, there shall be a capacity charge (base charge) per service as follows:

Capacity of Service (Meter size in inches)	Capacity Charge (Inside Corporation)	Capacity Charge (Outside Corporation)*
A. 1.00 and less	\$11.07	\$16.60
B. 1.25	39.72	\$59.58
C. 1.50	62.93	\$94.41
D. 2.00	128.01	192.01
E. 3.00 and up	353.14	529.68
F. 4.00	600.00	900.00
G. 6.00	1,000.00	1,500.00
H. 8.00	1,500.00	2,250.00
I. 10.00 and up	2,000.00	3,000.00

- (7) Effective with the first billing cycle in the year 2019 to be reflected in the first billing in February of the year 2019, except for the direct sales as established in Subsection (b)(5)C hereof, the net rate per month per service shall be the sum of the commodity charge plus the capacity charge set forth in Subsection (b)(6) hereof.

The commodity charge shall be computed as follows:

- A. Units of water used inside the Corporation:
 Units: 1 up to 10 = \$7.38 each unit, then
 Units: 11 up to 250 = \$7.02 each unit, then

Units: over 250 = \$5.32 each unit.

Note: one unit of water is defined as 100 cubic feet.

B. Units of water used outside the Corporation:*

Units: 1 up to 10 = \$11.07 each unit, then

Units: 11 up to 250 = \$10.53 each unit, then

Units: over 250 = \$7.98 each unit.

Note: one unit of water is defined as 100 cubic feet.

C. Direct sales at the plant: \$7.71 per 1,000 gallons.

(8) In addition, there shall be a capacity charge (base charge) per service as follows:

Capacity of Service (Meter size in inches)	Capacity Charge (Inside corporation)	Capacity Charge (Outside corporation)*
A. 1.00 and less	\$11.07	\$16.60
B. 1.25	39.72	59.58
C. 1.50	62.93	94.41
D. 2.00	128.01	192.02
E. 3.00 and up	353.14	529.68
F. 4.00	600.00	900.00
G. 6.00	1,000.00	1,500.00
H. 8.00	1,500.00	2,250.00
i. 10.00 AND UP	2,000.00	3,000.00

(c) The capacity of service shall be determined by the City and, normally, shall be equal to the size of the consumer's water meter.

*Except for bulk sales direct from the Water Plant, both capacity and commodity water charges outside the City are charged at approximately fifty percent (50%) higher than in the City, unless otherwise modified by rule or terms of a contract. Nothing in this section shall be construed to prohibit the City from increasing or decreasing the percentage stated in a contract where not otherwise prohibited by law.

(d) No deduction in capacity charge (from the beginning of time) is applicable as it relates to governmental buildings, schools, and charitable institutions.

(e) Water testing fees shall be as follows:

- (1) Testing bacteria mmo/mugg /Smp \$20.00
- (2) Calibrate chlorine meters /Mtr \$30.00
- (3) Testing for special samples /Smp \$40.00
- (4) Weekend testing for any sample /Smp \$100.00

Section 2. That, Section 931.07 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed.

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

requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

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

Section 5. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper funding for water operations, a service necessary for 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: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 051-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

DECEMBER 2016		City of Napoleon, Ohio									
DETERMINATION OF MONTHLY - POWER SUPPLY COST ADJUSTMENT FACTOR (PSCAF)											
AMP Billed Usage Month	City Billing Month	City Net (Prior Mo) kWh Delivered	Purchased Power Supply Costs (Net of Known) (Credit's) Actual Billed	Rolling 3-Month Totals Current + Prior 2 Months kWh Cost c + prior 2 Mo	Rolling 3-Month Totals Current + Prior 2 Months kWh Cost d + prior 2 Mo	Rolling 3 Month Average Cost f / e	Less: Fixed Base Power Supply Cost \$0.07194 Fixed	PSCA Dollar Difference + or (-) g + h	PSCAF 3 MONTH AVERAGED FACTOR i X 1.075		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)		
Nov '14	Jan '15	13,630,693	\$ 1,048,435.47	39,521,652 \$ 2,928,938.99	\$ 0.07411	\$ (0.07194)	\$ 0.00217	\$ 0.00233			
Dec '14	Feb '15	14,030,217	\$ 1,077,557.19	40,617,941 \$ 3,133,373.63	\$ 0.07714	\$ (0.07194)	\$ 0.00520	\$ 0.00559			
Jan '15	Mar '15	14,814,734	\$ 1,036,847.14	42,475,644 \$ 3,162,839.80	\$ 0.07446	\$ (0.07194)	\$ 0.00252	\$ 0.00271			
Feb '15	April '15	13,867,347	\$ 960,357.18	42,712,298 \$ 3,074,761.51	\$ 0.07199	\$ (0.07194)	\$ 0.00005	\$ 0.00005			
March '15	May '15	13,844,262	\$ 1,003,564.83	42,526,343 \$ 3,000,769.15	\$ 0.07056	\$ (0.07194)	\$ (0.00138)	\$ (0.00148)			
April '15	June '15	12,167,778	\$ 886,097.15	39,879,387 \$ 2,850,019.16	\$ 0.07147	\$ (0.07194)	\$ (0.00047)	\$ (0.00051)			
May '15	July '15	11,261,298	\$ 881,002.83	37,273,338 \$ 2,770,664.81	\$ 0.07433	\$ (0.07194)	\$ 0.00239	\$ 0.00257			
Jun '15	Aug '15	13,738,522	\$ 916,655.51	37,167,598 \$ 2,683,755.49	\$ 0.07221	\$ (0.07194)	\$ 0.00027	\$ 0.00029			
Jul '15	Sep '15	15,053,827	\$ 979,654.01	40,053,647 \$ 2,777,312.35	\$ 0.06934	\$ (0.07194)	\$ (0.00260)	\$ (0.00280)			
Aug '15	Oct '15	15,336,926	\$ 965,909.05	44,129,275 \$ 2,862,218.57	\$ 0.06486	\$ (0.07194)	\$ (0.00708)	\$ (0.00761)			
Sept '15	Nov '15	14,245,268	\$ 1,020,249.35	44,636,021 \$ 2,965,812.41	\$ 0.06644	\$ (0.07194)	\$ (0.00550)	\$ (0.00591)			
Oct '15	Dec '15	13,510,482	\$ 809,877.76	43,092,676 \$ 2,796,036.16	\$ 0.06488	\$ (0.07194)	\$ (0.00706)	\$ (0.00758)			
Nov '15	Jan '16	13,060,476	\$ 939,293.49	40,816,226 \$ 2,769,420.60	\$ 0.06785	\$ (0.07194)	\$ (0.00409)	\$ (0.00440)			
Dec '15	Feb '16	13,634,579	\$ 863,769.64	40,205,537 \$ 2,612,940.89	\$ 0.06499	\$ (0.07194)	\$ (0.00695)	\$ (0.00747)			
Jan '16	Mar '16	14,813,772	\$ 1,060,489.73	41,508,827 \$ 2,863,552.86	\$ 0.06899	\$ (0.07194)	\$ (0.00295)	\$ (0.00317)			
Feb '16	Apr '16	13,961,098	\$ 1,012,584.64	42,409,449 \$ 2,936,844.01	\$ 0.06925	\$ (0.07194)	\$ (0.00269)	\$ (0.00289)			
Mar '16	May '16	12,975,047	\$ 1,017,837.14	41,749,917 \$ 3,090,911.51	\$ 0.07403	\$ (0.07194)	\$ 0.00209	\$ 0.00225			
Apr '16	June '16	12,132,975	\$ 897,981.75	39,069,120 \$ 2,928,403.53	\$ 0.07495	\$ (0.07194)	\$ 0.00301	\$ 0.00324			
May '16	July '16	11,244,178	\$ 976,900.73	36,352,200 \$ 2,892,719.62	\$ 0.07957	\$ (0.07194)	\$ 0.00763	\$ 0.00821			
June '16	Aug '16	12,200,629	\$ 1,068,079.71	35,577,782 \$ 2,942,962.19	\$ 0.08272	\$ (0.07194)	\$ 0.01078	\$ 0.01159			
July '16	Sep '16	13,629,297	\$ 1,080,619.47	37,074,104 \$ 3,125,599.91	\$ 0.08431	\$ (0.07194)	\$ 0.01237	\$ 0.01329			
Aug '16	Oct '16	15,596,452	\$ 1,210,058.88	41,426,378 \$ 3,358,758.06	\$ 0.08108	\$ (0.07194)	\$ 0.00914	\$ 0.00982			
Sep '16	Nov '16	14,780,525	\$ 1,079,259.61	44,006,274 \$ 3,369,937.96	\$ 0.07658	\$ (0.07194)	\$ 0.00464	\$ 0.00499			
Oct '16	Dec '16	12,402,405	\$ 955,761.68	42,779,382 \$ 3,245,080.17	\$ 0.07586	\$ (0.07194)	\$ 0.00392	\$ 0.00421			

BILLING SUMMARY AND CONSUMPTION for BILLING CYCLE - DECEMBER, 2016

2016 - DECEMBER BILLING WITH NOVEMBER 2016 DATA BILLING UNITS

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

DATA PERIOD	MONTH / YR	DAYS IN MONTH	MUNICIPAL PEAK						
AMP-Ohio Bill Month	OCTOBER, 2016	31	22.771						
City-System Data Month	NOVEMBER, 2016	30							
City-Monthly Billing Cycle	DECEMBER, 2016	31							
=====CONTRACTED AND OPEN MARKET POWER=====									
====PEAKING====									
=====HYDRO POWER=====									
PURCHASED POWER-RESOURCES ->	AMP CT	FREEMONT ENERGY	PRAIRIE STATE SCHED. @ PJMC	MORGAN STNLY REPLMNT.2015-20 7x24 @ AD	NORTHERN POWER POOL	JV-2 PEAKING	AMP-HYDRO CSW	MELDAHL-HYDRG SCHED. @	GREENUP HYDRG SCHED. @
	SCHED. @ ATSI	SCHEDULED	REPLMT@ PJMC	7x24 @ AD	POOL	SCHED. @ ATSI	SCHED. @ PJMC	MELDAHL BUS	GREENUP BUS
Delivered kWh (On Peak) ->	0	0	3,753,368	2,827,200	1,382,823	37	1,049,203	213,198	138,827
Delivered kWh (Off Peak) ->					305,322				
Delivered kWh (Replacement/Losses/Offset) ->									
Delivered kWh/Sale (Credits) ->					-270,227				
Net Total Delivered kWh as Billed ->	0	0	3,753,368	2,827,200	1,417,918	37	1,049,203	213,198	138,827
Percent % of Total Power Purchased->	0.0000%	0.0000%	30.2632%	22.7956%	11.4326%	0.0003%	8.4597%	1.7190%	1.1194%
COST OF PURCHASED POWER:									
DEMAND CHARGES (+Debits)									
Demand Charges	\$34,835.57	\$41,131.77	\$58,851.09			\$837.26	\$11,513.38	\$4,132.27	\$1,325.94
Debt Services (Principal & Interest)		\$44,279.65	\$99,491.04				\$137,780.07	\$15,418.59	\$4,557.30
DEMAND CHARGES (-Credits)									
Transmission Charges (Demand-Credits)	-\$29,649.45					-\$542.45			
Capacity Credit	-\$62,412.87	-\$34,075.08	-\$15,025.09			-\$1,487.38	-\$2,940.20	-\$1,708.74	-\$882.21
Sub-Total Demand Charges	-\$57,226.75	\$51,336.34	\$143,317.04	\$0.00	\$0.00	-\$1,192.57	\$146,353.25	\$17,842.12	\$5,001.03
ENERGY CHARGES (+Debits):									
Energy Charges - (On Peak)	\$0.00	\$0.00	\$35,295.66	\$177,972.24	\$60,678.56	\$1.63	-\$463.87	-\$22.66	\$131.47
Energy Charges - (Replacement/Off Peak)					\$9,633.65				
Net Congestion, Losses, FTR		\$0.00	\$6,382.55	-\$1,368.41			\$1,535.09	\$317.27	\$52.76
Transmission Charges (Energy-Debits)			\$54,337.21						
ESPP Charges									
Bill Adjustments (General & Rate Levelization)		\$0.00				\$3.46	\$3,359.68	-\$590.93	\$3,001.37
ENERGY CHARGES (-Credits or Adjustments):									
Energy Charges - On Peak (Sale or Rate Stabilization)					-\$5,960.03				
Net Congestion, Losses, FTR									
Bill Adjustments (General & Rate Levelization)			\$6,991.65				-\$2,098.41	-\$426.40	-\$277.65
Sub-Total Energy Charges	\$0.00	\$0.00	\$103,007.07	\$176,603.83	\$64,352.18	\$5.09	\$2,332.49	-\$722.72	\$2,907.95
TRANSMISSION & SERVICE CHARGES, MISC.:									
RPM / PJM Charges Capacity - (+Debit)									
RPM / PJM Charges Capacity - (-Credit)									
Service Fees AMP-Dispatch Center - (+Debit/-Credit)									
Service Fees AMP-Part A - (+Debit/-Credit)									
Service Fees AMP-Part B - (+Debit/-Credit)									
Other Charges & Bill Adjustments - (+Debit/-Credit)									
Sub-Total Service Fees & Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - ALL COSTS OF PURCHASED POWER	-\$57,226.75	\$51,336.34	\$246,324.11	\$176,603.83	\$64,352.18	-\$1,187.48	\$148,685.74	\$17,119.40	\$7,908.98
<i>Purchased Power Resources - Cost per kWh-></i>	<i>\$0.000000</i>	<i>\$0.000000</i>	<i>\$0.065627</i>	<i>\$0.062466</i>	<i>\$0.045385</i>	<i>-\$32.094054</i>	<i>\$0.141713</i>	<i>\$0.080298</i>	<i>\$0.056970</i>

BILLING SUMMARY AND CONS									
2016 - DECEMBER BILLING WITH NOVEMBER									
PREVIOUS MONTH'S POWER BILLS - PL									
DATA PERIOD									
AMP-Ohio Bill Month									
City-System Data Month									
City-Monthly Billing Cycle									
	====WIND====			====SOLAR====	====TRANSMISSION, SERVICE FEES & MISC. CONTRACTS====				
(NYPA	JV-5	JV-6	AMP SOLAR	EFFNCY.SMART	TRANSMISSION	SERVICE FEES	MISCELLANEOUS	TOTAL -
PURCHASED POWER-RESOURCES -> (HYDRO	HYDRO	WIND	PHASE 1	POWER PLANT	CHARGES	DISPATCH, A & B	CHARGES &	ALL
(SCHED. @ NYIS	7x24 @ ATSI	SCHED. @ ATSI	SCHED. @ ATSI	2014 - 2017	Other Charges	Other Charges	LEVELIZATION	RESOURCES
Delivered kWh (On Peak) ->	517,187	2,297,472	29,152	125,284	0	0	0	0	12,333,751
Delivered kWh (Off Peak) ->									305,322
Delivered kWh (Replacement/Losses/Offset) ->		33,559							33,559
Delivered kWh/Sale (Credits) ->									-270,227
Net Total Delivered kWh as Billed ->	517,187	2,331,031	29,152	125,284	0	0	0	0	12,402,405
Percent % of Total Power Purchased->	4.1701%	18.7950%	0.2351%	1.0102%	0.0000%	0.0000%	0.0000%	0.0000%	100.0002%
								Verification Total ->	100.0000%
COST OF PURCHASED POWER:									
DEMAND CHARGES (+Debits)									
Demand Charges	\$6,408.33	\$35,332.94	\$1,576.48			\$113,703.13			\$309,648.16
Debt Services (Principal & Interest)		\$55,381.81							\$356,908.46
DEMAND CHARGES (-Credits)									
Transmission Charges (Demand-Credits)		-\$11,587.20	-\$117.67						-\$41,896.77
Capacity Credit	-\$4,412.61	-\$14,514.20	-\$106.71						-\$137,565.09
Sub-Total Demand Charges	\$1,995.72	\$64,613.35	\$1,352.10	\$0.00	\$0.00	\$113,703.13	\$0.00	\$0.00	\$487,094.76
ENERGY CHARGES (+Debits):									
Energy Charges - (On Peak)	\$5,884.92	\$55,210.55		\$10,649.18		\$3,924.40			\$349,262.08
Energy Charges - (Replacement/Off Peak)									\$9,633.65
Net Congestion, Losses, FTR	\$4,061.35								\$10,980.61
Transmission Charges (Energy-Debits)									\$54,337.21
ESPP Charges					\$17,863.18				\$17,863.18
Bill Adjustments (General & Rate Levelization)								-\$130,000.00	-\$124,226.42
ENERGY CHARGES (-Credits or Adjustments):									
Energy Charges - On Peak (Sale or Rate Stabilization)									-\$5,960.03
Net Congestion, Losses, FTR									\$0.00
Bill Adjustments (General & Rate Levelization)	-\$4,108.18								\$81.01
Sub-Total Energy Charges	\$5,838.09	\$55,210.55	\$0.00	\$10,649.18	\$17,863.18	\$3,924.40	\$0.00	-\$130,000.00	\$311,971.29
TRANSMISSION & SERVICE CHARGES, MISC.:									
RPM / PJM Charges Capacity - (+Debit)						\$146,513.82			\$146,513.82
RPM / PJM Charges Capacity - (-Credit)									\$0.00
Service Fees AMP-Dispatch Center - (+Debit/-Credit)							\$0.00		\$0.00
Service Fees AMP-Part A - (+Debit/-Credit)							\$2,969.55		\$2,969.55
Service Fees AMP-Part B - (+Debit/-Credit)							\$7,212.26		\$7,212.26
Other Charges & Bill Adjustments - (+Debit/-Credit)									\$0.00
Sub-Total Service Fees & Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$146,513.82	\$10,181.81	\$0.00	\$156,695.63
TOTAL - ALL COSTS OF PURCHASED POWER	\$7,833.81	\$119,823.90	\$1,352.10	\$10,649.18	\$17,863.18	\$264,141.35	\$10,181.81	-\$130,000.00	\$955,761.68
								Verification Total ->	\$955,761.68
Purchased Power Resources - Cost per kWh->	\$0.015147	\$0.051404	\$0.046381	\$0.085000	\$0.000000	\$0.000000	\$0.000000	\$0.000000	\$0.077063
								(Northern Pool Power - On-Peak + Off-Peak - Energy Charge/kWH) = JV2 Electric Service Rate ->	\$0.057840
								(Northern Pool Power - On-Peak + Off-Peak - Energy Charge/kWH) = JV5 Electric Service Rate ->	\$0.057840



City of Napoleon, Ohio

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

MEMORANDUM

TO: Parks and Recreation Committee, City Council, Mayor, City Finance Director,
City Law Director, City Manager, Department Supervisors, Newsmedia

FROM: Gregory J. Heath, Finance Director/Clerk of Council

DATE: December 19, 2016

RE: Parks and Recreation Committee December Meeting Cancellation

The regular Parks and Recreation Committee meeting scheduled for Monday, December 19, 2016 at 6:15 pm has been CANCELED due to lack of agenda items.



City of Napoleon, Ohio

255 West Riverview Avenue • P. O. Box 151
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MEMORANDUM

TO: City Tree Commission, City Council, Mayor, City Finance Director, City Law Director, City Manager , Department Supervisors, Newsmedia

FROM: Gregory J. Heath, Finance Director/Clerk of Council

DATE: December 16, 2016

RE: Tree Commission December Meeting Cancellation

The regular Tree Commission meeting scheduled for Monday, December 19, 2016 at 6:00 pm has been CANCELED due to the lack of agenda items.



Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

December 9, 2016

December trends in sustainability: DER, Volkswagen mitigation grants

By David Deal – director of energy policy & sustainability

Public Power Forward Summit

As was reported in last week's Update, members of the AMP Board of Trustees and AMP staff attended the American Public Power Association's Public Power Forward Summit in November. Of the many national trends discussed, one presentation to make special note of was Consumer Perspectives on Distributed Energy Resources (DER).

Led by Alanya Schofield, senior director of strategy and new products with E Source, the session covered the agency's recent market research on DER. The research showed that residential and business customers are increasingly interested in DER, that segmentation matters and that there are opportunities for utilities to positively engage with customers on DER.

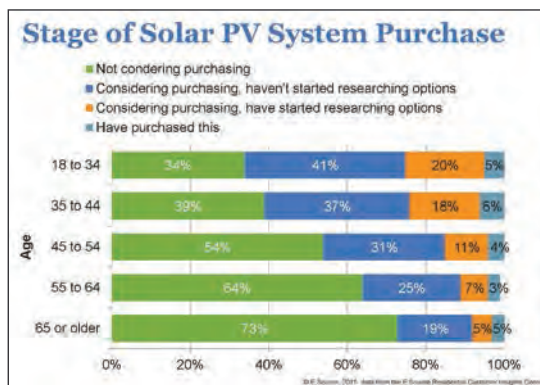
Other research findings of interest included:

- Residential customers strongly believe policy makers should incentivize solar, net metering compensation should be at retail rates, and solar should be capable of zeroing out monthly bills.
- Younger customer groups within the residential sector are more likely to evaluate and consider the installation of Solar PV.
- Half of business customers expect to exceed 50 percent of total load covered by PV within the next five years.
- 73 percent of business customers are interested in being part of a microgrid project.

Volkswagen Mitigation Grants

The Ohio EPA issued an interested party email on Nov. 28 that states the organization is in the very early stages of developing a state mitigation plan that describes how Ohio intends to use its portion of the Volkswagen (VW) consent decree/settlement to offset the effects of diesel emissions. The state's share of the settlement dollars is anticipated to be \$71.4 million over 10 years and will be directed toward grants for projects that produce air quality benefits.

see TRENDS Page 2



Energy markets update

By Jerry Willman – assistant vice president of energy marketing

The January 2016 natural gas contract increased \$0.092/MMBtu to settle at \$3.695. The EIA reported a withdrawal of 42 Bcf for the week ending Dec. 2, which was consistent with market expectations relative to the Bloomberg estimate of 43 Bcf.

In addition to the current cold, forecasts are calling for an even colder outbreak over most of the Midwest and pushing into the large eastern demand markets by the end of next week.

On-peak power prices for 2017 at AD Hub closed yesterday at \$38.90/MWh, which was \$1.73/MWh higher for the week.

eReliability Tracker available to members

By Michelle Palmer – vice president of technical services

As a reminder, the eReliability Tracker service is available to all AMP members at no cost through their AMP membership. There are currently 35 members participating in the program.

Subscribers to the eReliability service receive customized annual reports that analyze the utility's outage information for the previous year and compare the data to other subscribers' data in the same region and class size. Subscribers to the service can also earn a certificate of excellence, as well as points toward American Public Power Association's (APPA) Reliable Public Power (RP3) designation through active participation in the service.

For additional information or to subscribe to the eReliability Tracker service, please contact Jennifer Flockerzie, technical programs coordinator, at jflockerzie@amppartners.org or 614.540.0853.

Between now and the end of 2016, Ohio EPA is inviting stakeholders to comment informally on several questions and a map of possible priority counties that it has posed on the new VW program [website](#). Ohio EPA will use those suggestions to draft the plan and will circulate it via a formal public comment period in the spring of 2017.

To submit comments or to be added to the list of interested parties to receive periodic email updates on Ohio's new VW Mitigation Grant [program](#), please send contact information to derg@epa.ohio.gov.

The Ohio program is part of a larger national settlement in which VW has agreed to invest \$1.2 billion over the next decade across the country to promote zero emission vehicle technology. For more information regarding program opportunities across all AMP footprint states, members are encouraged to visit the VW [website](#) or a relevant state environmental agency site.

Save the date for the 2017 AMP Lineworkers Rodeo

The 2017 AMP Lineworkers Rodeo will take place Aug. 25-26 at AMP headquarters in Columbus. Registration and additional information will be made available as the date approaches.

The annual Rodeo provides an opportunity for lineworkers in member communities to show off their skills, while engaging in friendly competition and participating in events designed to replicate the tasks regularly completed in the field. Information, photos and a list of winners from the 2016 Lineworkers Rodeo are available on the AMP [website](#).

NOVEMBER OPERATIONS STATISTICS		
	November 2016	November 2015
JV6 Wind Capacity Factor	19%	27%
Belleville Capacity Factor	88%	91%
Willow Island Capacity Factor	66%	N/A
Meldahl Capacity Factor	59%	N/A
Cannelton Capacity Factor	71%	N/A
AFEC Capacity Factor	5%	73%
Blue Creek Wind Capacity Factor	37%	44%
Napoleon Solar Capacity Factor	14%	14%
Prairie State Capacity Factor	37%	96%
Greenup Capacity Factor	68%	77%
Avg. A/D Hub On-Peak Rate	\$29/MWh	\$30/MWh

*Fremont and PS were in maintenance outages.
 *Fremont capacity factor based on 675 MW rating.
 *Solar capacity factor based on 3.54 MW rating
 *PS capacity factor based on 1,582 MW rating
 *Willow Island capacity factor based on 44.2 MW rating
 *Meldahl capacity factor based on 105 MW rating
 *Cannelton capacity factor based on 87.6 MW rating
 *Greenup capacity factor based on 70 MW rating

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

Week ending Dec. 9				
MON	TUE	WED	THU	FRI
\$33.41	\$38.52	\$34.89	\$35.94	\$41.40
Week ending Dec. 2				
MON	TUE	WED	THU	FRI
\$28.11	\$29.42	\$29.73	\$31.55	\$36.09
AEP/Dayton 2017 5x16 price as of Dec. 8 — \$38.90				
AEP/Dayton 2017 5x16 price as of Dec. 1 — \$37.17				

AMP to host monthly NERC call, webinar for members

By Art Iler – director of reliability standards compliance

AMP, in coordination with Utility Services, Inc., will host its monthly North American Electric Reliability Corporation (NERC) update call and webinar for members from 1:30 to 2:30 p.m. Dec. 15. Topics to be discussed include: (i) Internet of Things NERC Alert – response due Dec. 19; (ii) NERC's CMEP IP and RF's Appendix; (iii) RF's "Verification and Validation" for Compliance Monitoring; (iv) CIP-003-7 passes ballot; (v) new versions of Standards effective April 1, 2017. The presentation will be followed by a question and answer session.

Please contact me with questions, and for the dial-in number and webinar instructions at 614.540.0857 or ailer@amppartners.org.



AMP remembers Glenn as friend to public power

We are saddened to learn of the passing of former Ohio Sen. John Glenn. He was a friend to public power during his 24 years of service in the U.S. Senate (1974-1998). Our condolences go to Glenn's family.

Pictured above: Glenn meets with AMP/OMEA delegation at the 1998 APPA Legislative Rally.



News or Ads?

Call Kerin Scott at 614.540.6406 or email to kscott@amppartners.org if you would like to pass along news or ads.

Kovalchick, Yoder receive AMP Hard Hat Safety Awards

The annual AMP Hard Hat Safety Awards recognize municipal electric system employees who contribute to safety within their department and community during the past year, show adherence to on-the-job safety procedures, and promote electrical safety within their department and community. Communities with Hard Hat Award winners were recognized at the 2016 AMP/OMEA Conference in Columbus, but individuals were not announced. They are, and will continue to be, recognized at meetings in their home communities and presented with awards at that time.



PICTURED LEFT: Jon Yoder (left) of Orrville receives a 2016 AMP Hard Hat Award from Scott McKenzie, AMP member safety manager.



PICTURED RIGHT: Raymond Kovalchick (left) of Hudson receives a 2016 AMP Hard Hat Award from McKenzie.

Efficiency Smart provides tips to save energy this winter

By Steven Nyeste – communications project manager, Efficiency Smart

Help your electric customers stay warm and save on energy costs during the colder months with these tips from Efficiency Smart.

- Check the thermostat: Keep the thermostat set at 68 degrees or lower when you're at home. Lower the temperature when everyone leaves for the day and before going to bed. Consider a programmable thermostat, which can automatically adjust the temperature to these settings. Remember, it costs more to keep a house constantly warm than to heat it up as needed.
- Don't be burned by your fireplace: Unless there is a fire burning, you should keep your fireplace damper closed. An open damper will allow warm air (that you paid to heat) to escape your home.
- Seal gaps and cracks: Caulk gaps and cracks around window frames, and consider putting interior plastic on your windows (these kits are available in most hardware stores). For doors, use weather stripping and door sweeps to keep cold air out and warm air in.
- Let warm air flow: Dust or vacuum radiators, baseboard heaters, air return vents and heat duct openings regularly. Also, make sure that furniture, carpets and drapes don't block the flow of air.
- Light the night efficiently: Switch to ENERGY-STAR® certified LEDs, as they use at least 75 percent less energy and last up to 25 times longer than incandescent lightbulbs.
- Festive savings: Decorating your home for the holidays? Consider switching to LED holiday lights so you can enjoy your lighting display without paying as much in energy costs. Better yet, consider using greenery or other decorations that don't require electricity use at all.
- Seasons change, so should your furnace filter: A dirty furnace filter will reduce the efficiency of your furnace. Cleaning or replacing your filter as necessary will go a long way toward maintaining the efficiency of your furnace and decreasing your heating bills. This will also improve the air quality in your home.
- Let the sun shine in: Open curtains on your south-facing windows during the day to allow sunlight to naturally heat your home. Close them at night to reduce the chill from cold windows.
- Save year-round on seasonal sales: Taking advantage of seasonal sales? Look for the ENERGY-STAR label on electronics and appliances.
- Save while away from home: Advanced power strips help prevent electronics from continuing to use power, even when they are off. Plug multiple electronics and appliances into an advanced power strip and turn the power strip off when your products are not in use. This is especially helpful if you are spending time away from home during the holiday season.

For more tips to help save energy this winter, visit www.energysmart.org or follow Efficiency Smart on social media.



Moss shadows hydro team

Tyler Moss, a student at Marietta High School, got an inside look at the day-to-day responsibilities of Dale Whitacre, operations and maintenance supervisor, during a recent job shadowing event at AMP's Willow Island Hydroelectric Plant. Hoping to better understand how the plant operates and learn about potential careers within the industry, Moss spent the day learning about safety measures, touring the facility and learning about routine plant functions, operations and maintenance.

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Classifieds

AMP in search of candidates for multiple positions

American Municipal Power, Inc. (AMP) is seeking applicants for the following positions. The deadline to apply for all positions listed below is Dec. 23. For complete job descriptions, please visit the "careers" section of the AMP [website](http://www.amp.com) or email Teri Tucker at tucker@amppartners.org.

Belleville Plant Operator – This position functions as control room operator, assisting with the responsibilities associated with starting and stopping units, coordinating unit discharge rates, and monitoring and maintaining upstream pool in cooperation with the Army Corps of Engineers. A two or four-year degree in mechanical electrical engineering; an engineering technology degree and two years of experience in plant operations; or three to five years of experience in power plant operations/maintenance is required. Welding certification and experience with programmable logic controllers is a plus.

Director of Energy Policy & Sustainability – This position is responsible for managing projects to fulfill AMP's sustainability vision, promoting AMP sustainability efforts with internal and external audiences, and creating and executing strategic plans that expand and support the sustainability vision. A minimum of a four-year business, sustainability, public policy or a science/engineering-related degree, and five or more years of project management experience is required. Candidate must be proficient in Microsoft PC skills, including Word, Excel

and PowerPoint, and possess a demonstrated understanding of electric-related clean energy technologies and electric industry sustainability services. Electric utility industry, regulatory agency and/or municipal government experience is preferred. May require periodic travel throughout AMP footprint states.

IT Coordinator – This position is responsible for providing department and end-user support for the IT department. The candidate will also work closely with the chief information officer, performing the duties of the administrative assistant. Candidate must have experience in an IT administrative/help desk role, with a good working knowledge of IT concepts, terminology and processes; exceptional customer service experience; a minimum of three years of Windows experience as a Power User; and proficiency in Microsoft Office, including Project and Visio. An associate or bachelor's degree in IT-related field is preferred.

Lakeview seeks lineworker

The Village of Lakeview is accepting applications for an electric lineworker/laborer position. Wages will be based on knowledge and experience. A full job description can be obtained at the village office. Applicants can drop off resumes or pick up applications at the village office. Applications can also be downloaded from the village [website](http://www.lakeviewohio.com). Regular village office hours are 9 a.m. to noon and 1 p.m. to 4 p.m. Return applications, marked "electric department position," to Village of Lakeview, 126 N. Main St., PO Box 197, Lakeview, Ohio, 43331.

You are invited to attend the 2017 General Assembly of the members of the Toledo Metropolitan Area Council of Governments



**Monday, January 30
8 a.m. to 1:15 p.m.
Holiday Inn French Quarter
Perrysburg**

- **Caucus sessions and election of members to the Board of Trustees**
TMACOG invites your suggestions for topics of discussion at the caucus sessions. Send your recommendations to Jennifer Allen, 419.241.9155 ext. 107.
- **Business meeting and election of officers**
- **Luncheon and keynote presentation**
Matthew J. Grupe, Patrol Agent in Charge at U.S. Customs & Border Protection, Sandusky Bay Station: "How does the U.S. Border Patrol operate in the Lake Erie region? How do local elected officials, law enforcement, business owners, and citizens help in addressing threats to our region and the nation?"

See the complete agenda [here](#) and [register](#) for the General Assembly by January 20.

No refunds for cancellations will be made after January 20. Contact [Jennifer Allen](#) (419.241.9155 ext. 107) with any questions or to request special accommodations.