

NEW PHILADELPHIA CITY COUNCIL MET IN REGULAR SESSION IN COUNCIL CHAMBERS ON JULY 25, 2016 WITH PRESIDENT OF COUNCIL, SAM HITCHCOCK, PRESIDING. MR. HITCHCOCK OFFERED A PRAYER, AND ALL IN ATTENDANCE RECITED THE PLEDGE OF ALLEGIANCE.

COUNCIL MEMBERS IN ATTENDANCE:

MR. DEAN HOLLAND
MR. DARRIN LAUTENSCHLEGER
MR. ROB MAURER
MRS. AIMEE MAY
MRS. CHERYL RAMOS
MR. JOHN ZUCAL

EXCUSED ABSENSE:

MR. KELLY RICKLIC

- MR. LAUTENSCHLEGER MOTIONED TO ADD ORDINANCE 11-2016 TO TONIGHT'S AGENDA
MR. ZUCAL SECONDED THE MOTION
6 YEAS
ORDINANCE 11-2016 HAS BEEN ADDED TO THE AGENDA
- MR. MAURER MOTIONED TO ADD RESOLUTION 35-2016 TO TONIGHT'S AGENDA
MRS. MAY SECONDED THE MOTION

Safety Director Greg Popham made the following statement:

We don't have enough items to actually hold an auction this year. We have more expense in advertising than we'd probably reap from the benefits of the auction. My suggestion will be to not put it on tonight's Agenda. If later on we see the need we can come back, if not we'll do it next year. Basically it's the first time we've ever had to skip but I guess that's okay. Usually there's 50 or 60 bicycles and I guess this year there's only a handful of them.

- MR. MAURER RESCINDED HIS MOTION TO ADD RESOLUTION 35-2016 TO TONIGHT'S AGENDA.
- MR. LAUTENSCHLEGER MOTIONED TO ACCEPT THE AGENDA AS AMENDED
MR. ZUCAL SECONDED THE MOTION
6 YEAS
THE AGENDA IS ACCEPTED
- MR. LAUTENSCHLEGER ADVISED THAT THE FOLLOWING CORRECTIONS NEEDED TO BE MADE ON THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON JULY 11, 2016; ON PAGE 5 DURING THE MAYOR'S REPORT "CONGRATULATIONS TO THE FIRST TOWN DAYS COMMITTEE" IS LISTED TWICE, AND ON PAGE 6 DURING THE SERVICE DIRECTOR'S REPORT MR. SCOLATI'S NAME IS MISSPELLED, ALSO THE WORDING OF MR. SCOLATI'S STATEMENT "WE ALREADY REWROTE THE HIGH GRASS ORDINANCE WHICH WILL BE IN EFFECT NEXT SPRING" SHOULD BE CHANGED SINCE THE ORDINANCE NEEDS TO GO THROUGH COMMITTEE.
- MR. HOLLAND ADVISED THAT THE FOLLOWING CORRECTIONS NEEDED TO BE MADE ON THE MINUTES FROM THE REGULAR COUNCIL MEETING HELD ON JULY 11, 2016; ON PAGE 8 UNDER THE PUBLIC WORKS COMMITTEE, LINE 4 THE FIRST WORD "DISPOSURE" SHOULD BE "EXPOSURE", ON PAGE 9 UNDER THE SPECIAL AND CONTACT COMMITTEE "MR. KENNEDY ALSO NOTED THAT 70 OWNERS OF AIRPLANES". THE NUMBER 70 SHOULD BE CHANGED TO 7.
- MR. MAURER MOTIONED TO ACCEPT THE MINUTES AS CORRECTED
MR. HOLLAND SECONDED THE MOTION
5 YEAS

MR. ZUCAL ABSTAINED FROM VOTING DUE TO HIS ABSENCE FROM THE MEETING
THE MINUTES FROM THE REGULAR COUNCIL MEETING JULY 11, 2016 ARE ACCEPTED

CORRESPONDENCE CLERK, JULIE COURTRIGHT

1. *To New Philadelphia City Council and Administration from Mayor Joel Day dated July 22, 2016, The Mayor’s Monthly Statement to Council*
2. *To New Philadelphia City Council and Administration from Treasurer Tom Gerber dated July 1, 2016, The City of New Philadelphia June 2016 Deposits.*
3. *To Clerk of Council Julie Courtright from the Ohio Division of Liquor Control dated July 12, 2016. This is a Notice of Legislative Authority for Backyard Hospitality Group dba Smoke the Burger Joint. We had already had this in Committee and the paperwork was already sent in. I contacted President of Council Sam Hitchcock by phone. He advised me to contact the Ohio Division of (cont.) Liquor Control. I contacted the Ohio Division of Liquor Control and we got this resolved.*
4. *To Clerk of New Philadelphia City Council Julie Courtright from Rosenthal Investments Now LLC dba The Venue and Patio, dated July 19, 2016, this is a Notice of Legislative Authority for a Type TRFO Liquor License. It states “Please complete and return this form to the Division of Liquor Control whether or not there is a request for a hearing. It was mailed on July 19, 2016 and the deadline is August 19, 2016. I contacted President of Council Sam Hitchcock. He will forward the request to the Special and Contact Committee. President of Council Hitchcock has already spoken to Committee Chairman Kelly Ricklic about this matter.*
5. *To Mayor Day and Auditor Beth Gundy from Councilman John Zucal, dated July 25, 2016, this is an email that stated the following excerpt: “In preparation for this evening’s Finance Committee Meeting as well as to make an informed decision I have several questions for you in regards to specific information related to the Mayor’s request.” Mr. Zucal continued with five questions and ended the email by saying “thanks for addressing these questions. I respectfully ask for a cumulative written response to these questions to be shared with each Council member.” Mayor Day responded via email answering some of the questions and stating that Ms. Gundy will provide answers to the remaining questions.*
6. *To New Philadelphia City Council and Administration from Council woman Cheryl Ramos, dated July 25, 2016. Mrs. Ramos wrote the following: “Just a reminder that the Public Hearing for the rezoning is scheduled for August 8, 2016 so we will not be voting on this Legislation tonight due to the date of the Public Hearing.*
7. *To Council and Administration from Mayor Joel Day, dated July 25, 2016, The Mayor’s Report to Council from July 25, 2016.*

Administrative Reports.....

MAYOR’S REPORT/REQUESTSMAYOR JOEL B. DAY

The Mayor reported the following:

➤ **Planning Commission Recommendation to Expand the Central Business District:**

At its July 12th monthly meeting, the City Planning Commission voted to recommend to City Council that the Central Business District be expanded by rezoning the residential area on Fair Avenue NW from 2nd Drive and Ray Avenue NW to 3rd Street NW and the residential area on 3rd Street from Bank Lane SW and 2nd Drive SW to the railroad tracks. The Commission feels that the Central Business rezoning in this five block area would open the properties to more business uses, which could encourage renovation and revitalization. In addition, it would square up the area and better define the boundaries of the Central Business District. Mr. President I would ask that you assign this recommendation to the Zoning and Annexation committee for further study.

➤ **Cemetery Plots Past Due Notices have been sent to Delinquent Owners:**

At the recommendation of the Cemetery Board, the Cemetery Superintendent recently mailed past due notices to persons who have not paid in full for lots in the Evergreen and East Avenue cemeteries. Since the mailing, three of the 26 delinquent owners of Evergreen lots have paid their balances, one has made a partial payment and one

person forfeited two lots. At East Avenue, there are seven delinquent lot owners, none of which have paid off balances as of today. According to a report by Cemetery Superintendent Kelly Herron, the past due amount at Evergreen is \$15,181.28 and at East Avenue \$5274.00. I would like to thank superintendent Herron and my executive assistant Mary Ann Otte for their work in bringing this to the attention of the Cemetery Board and for their efforts to collect the delinquent payments.

Mr. Zucal had the following question for Mayor Day:

Previously we did not have any lots available in any of our cemeteries. So, you're telling me that a few lots have now opened up?

Mayor Day had the following response:

Yes, and there could be more, if they forfeit them.

➤ Welcome Design Restoration as a New Business in New Philadelphia:

On July 14th I had the honor of participating at a ribbon-cutting ceremony at Design Restoration, which opened a new location at 820 Cookson Avenue SE. Design Restoration specializes in the restoration and reconstruction of businesses or homes damaged by fire, water leaks or storms. Jim Worthen, sales and marketing director, told me the company does a lot of business in the New Philadelphia area, so it made sense to expand to the Cookson Avenue location.

➤ Working to Remove a Deed Restriction from the Howden Buffalo Property:

Recently I learned that, in 2003, the Ohio EPA placed a deed restriction on the Howden Buffalo property as part of the process of soil remediation at the site. The action restricts its use to industrial only. That closes out other potential uses. In my research, it appears that the site has been remediated. So I have asked the Ohio EPA to lift the deed restriction if indeed that is the case.

➤ Volunteers have come forth to Clean Up the Skate Park:

Rod Short of New Philadelphia contacted me last week to make me aware that a group of skate park users wanted to volunteer to clean up the park and make minor repairs to the park's jumps and ramps. Rod and his wife Reb Robinson hold an annual charity event at the skate park in memory of their son James Short. This past Friday myself, Service Director McAbier and Assistant Parks Superintendent Chase Hostetler met with Tynan Clum, the organizer of the volunteer group. We were impressed by his willingness to take on the responsibility of the project and his group's commitment to the skate park. Therefore permission was given to proceed with the project. Clum informed us that the New Philadelphia skate park is well known and is visited annually by skaters as far away as California. The group plans to start its work on August 20th, a week before the 7th annual James Short Memorial Session.

➤ The First Ever Manufacturers Festival at the KSU-Tusc Campus

On Saturday I joined the crowd who braved the heat and attended the first Manufacturers Festival at the KSU-Tusc campus. It was a great opportunity to meet and share time with key manufacturing employers in the New Philadelphia-Dover area and enjoy watching the school kids fly their hand made airplanes and gliders. The event was the culmination of the week-long Tuscarawas County Dale Lauren Foland Manufacturing Camp, which showed the kids what our manufacturers produce and the many job opportunities they provide. I would like to thank Erica Metzger and her team from Lauren International for organizing the camp and festival. They are on to something. I learned from Mr. Alsept of Buckeye Career Center that the kids were surveyed at the beginning of the week and only 20 percent said they were interested in manufacturing. When they were surveyed at the end of the week, that number jumped to 80 percent. I look forward to an even bigger and better event next year.

Mayor Day made the following statement:

I would like to yield my time to Director of Human Resources for the City of New Philadelphia Mary Kurtz.

Presentation by Mary Kurtz

Mrs. Kurtz made the following statement:

I'd like to do an overall review here of things I'd like to talk about this evening. These things I have been working on since January, since the last time I reported to this body. There are 9 points here that I'm going to go through, anywhere from employee movements to how our online benefit management system is going, policies and procedures we've been writing, how

our personal project is going, our handbook we redo, an employee assistance program, performance evaluations, safety and training and education programs, and finally steering committee.

Employee Movements

Mrs. Kurtz made the following statement:

This slide (on the overhead projector) reflects full-time, part-time, and permanent part-time employee movements. As you can see in January with the new Administration there was for hire 5, termination means voluntary termination or involuntary termination, and the number of retirements that we had. I have it broken down further by department, and if you'd like that information I'd be more than happy to provide that to you in your mailbox. I just wanted to give you a feel for the type of volume that we are working with, although 5, 1, 4 might not seem a lot. I have been told that has been more than usual. It's right but there hadn't been as many types of movements in the past prior to my starting here, that frequently. Pretty much I'm thinking is related to the change of administration and the new hires, the change in the people that the Mayor has appointed on his staff. We had a volume of applicants from January to July

(cont.) for a total of 152 applicants. That's 124 regular applicants and 28 civil service applicants. Those were related to the Firefighter/ Paramedic position that is open in Civil Service. The next line refers to our seasonal movements. This is during the month of May and June and as you kind of assume with the summer on the threshold this was our activity for how many people that we've had come in to our organization. I've broken it down by the departments there on the right (pointing to a graph displayed on the overhead projector). Cemetery and Park had 11, and that was mostly lifeguard hiring. We had a need to get some lifeguards onboard. I went out personally to the park after they met their certification requirements. We had all the paperwork that we needed filled out so they could start right away. So between the park and General Services, this is the type of movement volume that we get. Our online benefit management system is called Selerix through NWGS. I'm pleased to report that everything did go smoothly. Any change will have with it a little bit of frustration, learning the new system. I even had a payroll personnel tell me that they like the system, they see how it's going to be beneficial to know when there are changes made. It's a quick little button now, it's a lot less paperwork. You start to intake the employee. You don't have to wait and you don't have to think, you just say "this is a new employee I can get them in there now", because it's all driven by the hire date, the eligibility, as well as when the employee is terminated, or they terminate themselves or retirement. It's a quick process to remove them from the system, as well as start them. It's a lot more efficient, a lot easier to work through. I personally have not heard any complaints from any employees. No news is good news I say but employees know that I stand ready to help them and guide them through the training. Each employee also did receive a packet of step-by-step instructions at how they can manage their own accounts from the comfort of their home, they can come into HR, use a computer in their office if they have address changes, phone number changes, that type of thing. They still need to come and see us if they need to make any changes in terms of their deductions or what have you. It's just the demographic information they have total control over.

Policies and Procedures

As you can see I have a listing here of what we have started out and we anticipate what we need to do. The top two: Credit card use, that's pending. That is sent to the Auditor's Office. The Drug and Alcohol Screening is pending. That is assigned to the Health Department. Those are still pending and HR will be the repository for Policies and Procedures. We do have one "Downtown quadrants electrical upgrade and how it's used and who supervises its use", that's assigned to the Service Director's Department. The ones we completed for HR are listed here with the dates they were completed. The remaining ones we've assigned to our HR consultant Blake Morris and he's currently working on those and will get those back to us.

Consolidating the Personnel Files

The project for consolidating the personnel files, as you know that was a big, important issue that we needed to reign in. We had personnel files in various departments, bringing them all in to HR where they belong, and the system that we designed is a color coded system. For example, employment applications, job descriptions, those are in the yellow file. Disciplinary, corrective, letters of commendations, those are in the orange file, etc. It really is a good system to know and to keep things organized. It reminds me in the medical records department how we have to categorize things, you can go right to it and know where you need to access to get information you need. This is an excellent foundation to eventually someday, if we are able to go totally electronic. To have an electronic personnel file, basically you can lay the foundation. You can get your codes, your little scan codes, put the scanning in sheets in front of each file, and the scan code, if it's programmed, will assign the yellow file, these types of records. You have to have that index sheet in front of it and scan it in. It will send it out to the appropriate shared file on our system, but that's down the road. I'm just trying to get all the files. There's a stack of boxes right now in my office where we have to consolidate all the data into each folder per employee. So it is quite a project. The second week in August is anticipated where we will have our HR consultant come in with his associate and help. They will actually do that physical part of it. I've been busy just creating files, getting the names, getting the labels, laying the foundation so it's ready for him to come get everything consolidated, so we have truly consolidated personnel files in one location.

Mr. Zucal had the following question:

The emergency contact information is maintained in Human Resources in a 3-ring binder. Who has access to that emergency contact information?

Ms. Kurtz had the following response:

There will be three different locations; HR keeps it in a binder, the department supervisor keeps it in a binder, also the police dispatcher. What I still haven't had a chance to do is we actually formulated an actual emergency contact sheet and we need to get that out to all the employees to complete. We may give those sheets to supervisors to put with the employee's paychecks. We certainly don't want to see an employee that has an allergy to bee stings and we not that. So, there will be only three entity that have access to it. It's really confidential information.

Mr. Zucal had the following response:

My point, and I appreciate the fact that it's in more than one person's hand, say that you're ill and nobody has access to it. There has to be the different layers to help support that because again it is an emergency situation.

Ms. Kurtz had the following response:

Another point is the I-9 Documentation, that is pulled from the actual file and also put in a 3-ring binder. That's the documentation Homeland Security requires us to have. We were using all these years a very outdated form, so we identified that and got it corrected so that we have everything pulled from the file. If that one binder should get audited I can show whoever this auditor should be that yes, in fact, I did examine the social security number, I did examine the driver's license, I did verify that this person is a citizen of the United States, so there are various things throughout this project that are more drawn out and detailed that I didn't mention.

Employee Assistance Program

This was brought up by two of our firefighters. They were inquiring if we were able to implement an employee assistance program here. I think I spoke about this the last time we met. I just want to update you on the research I've been doing. Why have an EAP Program? We had a representative from Back on Track. Back on Track is an entity out of Pennsylvania that Allied Machine uses. That's how I learned of them. A representative came in here and gave us a really great presentation. You know, their employees are having problems outside, whether it be financial, marital, whatever the case may be. Do you think they're going to bring those problems to work? They do. When we have problems it does effect our work. Our role to keep

Our productivity, to keep our employees healthy, to keep the wellness, it's incumbent on us to have a program that would assist employees who might have these issues. It's good for the employee and the employer. This Back on Track is available through phone counsellors 24/7. You have a face-to-face evaluation for a referral and access to a robust website for information. It covers various problems; stress, marital, mental health, substance abuse, etc. Our management also gets training from this organization so that they're able to identify an employee that may be having some issues. Education is key, especially if an employee shares something with a supervisor. They can hand them a card and say "I'm not a counsellor but we have this program". It's something that we're exploring in terms of feasibility, in terms of cost. I'm listing a couple options that they offer. There's an option 1 that costs \$2.00 per employee per month and that option includes everything except the counselling sessions. It includes the 24/7 phone line, supervisory management training, 45 minute employer orientation into the program and includes two wellness programs the first of which would be PTSD and that is a request of our fire department. The firefighters came to me saying "we really need some counselling for those with PTSD" and that opened up the conversation of opening up an EAP Program and I spoke with our consultant and we still are in the research and feasibility phase. What can we do for those employees of ours who might be having a problem.

Mr. Zucal had the following question:

Does the Back on Track group offer online training for department heads or really any employee that would allow them to engage in ongoing education, for example maybe hazardous materials, how you would manage that, identifying potential issues with stress if I'm a supervisor? Are there opportunities for that online, maybe a semi-annual supervisor training, what would that look and sound like?

Ms. Kurtz had the following response:

Yes, that's an optional benefit that we could have our supervisors go away for training but they do come here to train them.

Mr. Zucal had the following question?

Is that the training for how to utilize the program.

Ms. Kurtz had the following response:

The supervisor would be trained on how to identify a problem an employee might be experiencing.

Mr. Zucal made the following statement:

I don't know if you already have but I would ask about options. Again I'm just relaying my experiences as a principal in the New Philadelphia City Schools. We utilize Public School Works and every year we have to go through a series of tests and professional reassessments on medication handling, how do you maintain that medicine, how do you keep it if somebody needs it? I think there would be certain elements of that you could explore, and that employee would be required to complete it online in a timely fashion, and you would have in their personnel file that the employee had completed the assessment online.

Ms. Kurtz had the following response:

I'll definitely check in to the online option and here again we go onsite here to train our supervisors. That's additional semi-annual that is available.

Mr. Holland had the following comment:

We have employees that are continually dealing with death and dying, and I wanted to thank you for considering the EAP Program and helping those effected with PTSD.

Performance Evaluation Program

This is something that we want to begin working toward during 2017, not at this moment. The idea is HR would schedule performance evaluations that are scattered throughout the year, rather than the way some organizations say the evaluations have to be done by a certain month. That's a little bit cumbersome, so the thought is the evaluations would be scattered throughout January, February, March, just to name a few months of the year as an example, just so that everything isn't done at one time. Before we can do that we have to have some

sort of guidelines in place. I've been working on coaching Vickie Daniels in the Income Tax Department on how she could be the pilot program to be able to be measured for the entire organization. What we're doing is she has some job functions that she'd like to be able to say "okay, how long does it take us to process this test?" We're doing a study where she does a specific type of return because all returns are different and she's measuring how long it takes her employees to do that function and of course checking against the quality and the productivity with that. So, I've given her some ideas based on what I used in the healthcare field in terms of measurements using Excel and graphics, and here again it's a pilot program to see what kind of performance study can come out of this. So, it's just something that if we're working toward performance evaluations we should have in the organization a method of how we should measure our people.

To have a simply subjective evaluation you have to be objective with specific, measureable items. I don't know if this will even be near completion by 2017 but it's something that we really should have in place in the organization.

Mr. Zucal had the following question:

When we measure volume outcomes for employees, how will you baseline that so that there's consistency across?

Ms. Kurtz had the following response:

Through averages, you take the type of work it is, and estimate through employee A, B and C, and collectively review employees A, B, and C, for the same work type, what is the average it would take to get that particular function done?

Mr. Zucal had the following response:

And this would be done for each employee?

Ms. Kurtz had the following response:

For each employee for each work type, and of course every department is different.

Mr. Zucal had the following question:

How do you see this working against the collective bargaining agreement? Many times that becomes a point of contention.

Ms. Kurtz had the following response:

We're focusing on the bargaining at this time.

Mr. Zucal had the following question:

So would you agree that the evaluations of the non-bargaining employees would be based on evaluations from bargaining unit members? I'm looking at Mr. McAbier and the sheer volume. It's hard to measure what he does from an analytical standpoint when you're using pure metrics because he's in a position of administration. So would his evaluation be based on the productivity of all those departments that are bargaining units that fall underneath him?

Ms. Kurtz had the following response:

I think that's something that would need to be defined.

Mayor Day had the following response:

Essentially isn't that what you're doing with the Income Tax Department?
Measuring the administrator's effectiveness?

Ms. Kurtz had the following response:
Right

Safety, Training, and Education Program

We need to develop safety training for all our employees in all facets in all departments. I've defined a scope here and there are 3 areas that I thought were important to take a look at. Occupational training that's job specific, specialized training, and a mandatory annual training that I'm proposing, which is an overview of various topics that employees get on an annual basis.

Occupational Safety Training

Comp Management Group released a report from January 1, 2012 through June 9, 2016. They're reporting what the most lost days claimed were each year. They do a 5 year look back, as you can see we went from 10 in 2012 to 98 in 2015. As of 2016 there was 1 at the time this report was generated. It also reports the Peak month of lost time to be August, and the peak day to be Tuesday, so it's pretty amazing. Based on what they're giving us we really need to identify how we're going to train our people to avoid these lost day injuries. So that starts with Occupational Safety Training. We need to do work site assessments. I'm meeting with Rhonda Watson from Worker's Comp next Monday. She is our liason to help us do an assessment of our various buildings and their safety hazards. She has the entire plan laid out. This is what she does for various organizations. We will walk through various buildings and she will make an assessment of where she feels there are opportunities for improvement and identify the pitfalls. Based on those there might be policies and procedures that would help identify those various and occupation-specific hazards, which is the role of the department. So we identify A,B,C in General Services that the department head will get the idea, okay, I need to write policy and procedure to avoid these hazards. This person really will help me a lot in terms of improving the safety of our employees. We've identified to start doing a pilot program with General Services. I've been working with Ray Grewell. We had an injury of an employee who on his second day got injured on a sanitation truck, boarding and disembarking. Now, I had to ask "do you train them? I mean are we just putting people on the trucks? Is there a video that they can see how to get on these trucks?" Well he took that and he just went to town and he did research and found training manuals from another city. He found videos all on his own so we can say hey these videos do exist for training employees. So I have to give him that credit for just taking that wheel and going with it. So we identified, let's use General Services as a pilot program on how we can develop manuals and safety training manuals and processes to train our employees. I believe we're meeting in the next week with him to kind of give him an overview of where we're going with this. I mean, based on how things measure in the system. I kind of put together an Excel chart for him. This is just an example. You can do it many different ways. This way you can tab in Excel each piece of equipment you have in your department and you can list your employee and you can show when you trained them and retrained them, like Mr. Zucal said. You have to go back annually. Are we watching how we train? So you can monitor and document when you actually trained your employees and you kind of itemize what you covered in that training and then you can graph it to show okay, I either got most of my employees trained or I don't. You can document when you are actually being attentive to training your employees. Here again this is just one example, there can be many. You don't have to use Excel but I think it's the most efficient way to do it. I stand ready to help train. The outcome will be interesting. Mr. Grewell has a really positive attitude and he's willing to take the wheel and go with it.

Mr. Zucal had the following question:
Are we training the summer help?

Ms. Kurtz had the following response:

That's exactly where we're going with that.

Mr. Zucal had the following response:

You've got kids that come in that suddenly are loading a truck with mulch, they're helping with hot mix so they need training as well.

Ms. Kurtz had the following response:

Everybody, yeah, so that's why because it's such a huge project in and of itself we are focusing on one department, General Services. It's a huge project that's not going to happen in even four years time, so we have to start somewhere and it's a lot of trial and error, that's why I identified General Services as the place we can start. Continuing on with that, now that we're implementing this pilot program, what about a monthly safety theme? Administration will set the theme for the month and the departments will work off that theme by creating weekly staff meetings. They could take 15 minutes on a Monday morning and go over the theme of the month and give participation from their employee to give a weekly safety message.

Specialized Training and Active Shooter Training

We want to have a target date of completing this by September of 2016 as we know what's going on in the world today it's important to also train our employees on these types of issues. Right now we have worked with various vendors, Cincinnati State is one of them but that's more geared toward law enforcement and we're looking for training for the lay-person. We had a really good meeting at Tusky Safety Council a few months ago. There was another vendor there who will come in and he will do a presentation to employees. He actually will go and do demonstrations of how you should act in an active shooter situation.

Mrs. Ramos had the following question:

We've had training on how to handle active shooters at work (Buckeye Career Center) It was A.L.I.C.E. Training and it wasn't very expensive. They have videos online and some of our staff might be certified trainers.

Ms. Kurtz had the following response:

Yes, that's what we're talking about.

New Hire Orientation

Every intake that I take after we complete paperwork, I show them a video. If you're On a sanitation truck well here's the video that Ray Grewell found. In theory this is what you need to do until a person gets familiar with where our facilities are. Once HR is done on the

theory end the new hire can say "Yes, I know how to get on the sanitation truck, I know how to get off. So, it's a 2 pronged approach in theory and in demonstration. We're hoping to get everybody, even seasonal, educated on the equipment they'll be needing to operate.

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Mandatory Annual Training

The refreshing reading material every year. It's a booklet that goes out to all employees on various topics. For example: Do you know how to operate a fire extinguisher? Do you know where the fire extinguisher is in your area? These kinds of things will be done on an annual basis and it will be based on practical questions and answers. They would have to submit this test back to HR. We had to do this at the hospital every year, we had our annual safety training. We had to read, answer questions and refer back to the book just like being back at school. This will go over several topics and will require a lot of collective work with all department heads.

Steering Committee

We are meeting on August 10th. This will be self-directed and facilitated by members of the City of New Philadelphia. The Mayor will be the facilitator for the first meeting and from

what I understand in the past somehow it didn't work, people weren't attending. We're hoping to change that by giving every employee the opportunity to by the facilitator at a meeting. First they need to understand there needs to be an action plan. You need to identify a need for improvements and what you need to work on. You need to know who's doing what and when, what barriers are in place. I'm not sure an action plan was ever done in the past. A tool like this it doesn't have to be this format, but I believe an action plan would be the most effective way. Have any of you had experience using those?

SERVICE DIRECTORMR. RON MCABIER

Mr. McAbier had the following report:

- We did the final walk through today on the CDBG project on Fair Avenue with the new curbs and sidewalks. We're waiting on some contingencies, some overages. We should finish that by the end of next week and be done with that project.
- On Wednesday, July 20th we had bid openings for the Crider Avenue Waterline Project. I'm happy to report it came in under estimate. That will be awarded to Tucson Construction out of New Philadelphia. That should be finalized here in the next week and a half and then they have 60 days to complete the project.

AUDITORMS. BETH GUNDY

Ms. Gundy had the following report:

- I'd also like to request an Executive Session. It's a matter of confidentiality pertaining to the State Audit Report. I would like to request that Executive Session before Mr. Popham's Executive Session.

MR. ZUCAL MOVED THAT AN EXECUTIVE SESSION BE HELD
DURING TONIGHT'S COUNCIL MEETING
MR. HOLLAND SECONDED THE MOTION
6 YEAS
AN EXECUTIVE SESSION WILL BE HELD PRIOR TO THE LEGISLATIVE AGENDA

SAFETY DIRECTORGREG POPHAM

Mr. Popham had the following report:

- I have no report however I would like to ask for Executive Session. The reason being public safety.

MR. LAUTENSCHLEGER MOVED THAT AN EXECUTIVE SESSION
BE HELD DURING TONIGHT'S COUNCIL MEETING
MR. HOLLAND SECONDED THE MOTION
6 YEAS
AN EXECUTIVE SESSION WILL BE HELD PRIOR TO THE LEGISLATIVE AGENDA

TREASURER MR. TOM GERBER

Mr. Gerber had the following report:

- No formal report other than what I turn in monthly to Ms. Courtright and that's the deposits. Daily I have these paid deposit slips coming in. I put them together according to the departments. At the end of the month when I get my statement from the bank I say "okay, let's match this up" and make sure the deposits match the statement. If anybody wants to look at that report you can contact Ms. Courtright. It's very detailed and shows where each one of the departments are contributing. It shows where they are taking money in, how much money is coming in, what are the dates that it's coming in? I think it's very thorough and it kind of opened up my eyes a little bit. We say "okay, the City has deposited, let's say \$1 million. Well, where did it come from? How much from income tax? How much from the Water Department? How much from the Health Department? That details everything for Councilmembers to look at, and it's kind of eye opening where all this comes from. We have automatic, electronic deposits coming in where Beth has educated me as to what these things are.

LAW DIRECTOR MR. MARVIN FETE

Mr. Fete had the following report:

- I'm going to wave my formal report in regards to the lateness of the hour and just ask for two things; First, Officer Skinner asked me to do a Taser Proposal, whereby the people that are charged with Disorderly Conduct, that a portion of what they pay in penalty would go towards helping to purchase new tasers for our Police Department. I did that back in 2012 and presented it to Mayor Taylor and it seemed to have died there. I would like to ask that that be formally assigned to a committee to get that moving and get it done. It was a great idea then and is a great idea now. Secondly I would like to piggyback on the Executive Session. I promise mine's only going to be about 5 minutes long, I will go last. It's regarding pending litigation.

**President of New Philadelphia City Council Sam Hitchcock asked Mr. Maurer to take the Taser Proposal into his committee*

MR. MAURER MOTIONED THAT AN EXECUTIVE SESSION BE HELD DURING TONIGHT'S COUNCIL MEETING
MR. LAUTENSCHLEGER SECONDED THE MOTION
6 YEAS
AN EXECUTIVE SESSION WILL BE HELD PRIOR TO THE LEGISLATIVE AGENDA

BOARD/COMMISSION REPORTS:

PLANNING COMMISSION.....MAYOR JOEL DAY

The Planning Commission will meet on Tuesday, August 9 at 1pm in Council Chambers.

BOARD OF ZONING APPEALS.....MR. RON MCABIER

The Board of Zoning Appeals met on Tuesday, July 12. We had one variance request from Pipes Insurance located on West High Avenue. It was going over their allowable signage. I variance was granted prior to that. It didn't start prior to the 6 month time frame so they had to go in and ask for another one. They granted the variance unanimously.

AIRPORT COMMISSION.....MR. JOHN ZUCAL

The Airport Commission will meet Tuesday August 9th at 6pm at the Airport Meeting Room at Harry Clever Field. I just want to remind members of Council that you have in your packets Proposed Resolution 33-2016 in regard to the development of the additional hangar space. I'm presuming Mr. Ricklic will ask for that to be added to the Agenda next regularly scheduled meeting of Council. We would encourage that potentially we could suspend rules and pass it on first Reading.

PARK BOARD.....MR. DARRIN LAUTENSCHLEGER

The Park Board met last Wednesday, July 20 at Noon at the Tuscora Park Office. Primarily the discussion centered around the continuing development of the Master Plan for the Southside Community Park. The engineering firm that's been engaged with that has done an outstanding job of preparing and presenting various types of scenarios. We'll have some updates here in the coming months. The next meeting of the Park Board is Wednesday, August 17th at the Tuscora Park Office.

HEALTH BOARD.....MR. KELLY RICKLIC.....EXCUSED ABSENSE

Mr. Ricklic asked Mrs. May to give the following report:

The Health Board met July 13th at Noon at the Health Department. The topic of the month was Vital Statistics. The 2017 Budget will be the same as the 2016 Budget due to the carryover. They Received \$4000 from the ADAHMS Board for the drug Vivitrol. They received \$5000 from Trinity Hospital to promote Fit for Life Classes and they also received an A1C machine that checks blood sugar and can show sugar totals for 6 months. They also received a grant for a computer and a refrigerator from the Public Health Emergency Program and they also received a grant from the Ohio EPA for \$19,999 for the purchase of a new mosquito sprayer. The next regularly scheduled meeting will be August 10 at Noon at the Health Department.

STANDING COMMITTEE REPORTS:

FINANCE COMMITTEEMR. DARRIN LAUTENSCHLEGER

Mr. Lautenschleger had the following report:

The Finance Committee met this evening in Council chambers with two items on the Agenda, Proposed Resolution 34-2016 would involve pay increases for certain non-bargaining employees, some elected officials and others. The Committee will be meeting again on that matter. There's been Committee members requesting some additional information from various offices as part of that. So we'll have a meeting later. Also, on the Agenda this evening we've added Ordinance 11-2016. That will provide for the City to go to bid through the State Purchasing Program for a new tanker truck replacing a 1990 tanker truck for the fire department at a cost estimated at around \$321, 962. Chief Parrish joined us for the discussion and informed us of the age and condition of the current 1990 tanker truck as well as the payment program. The primary information to take away from that is that the dollars were provided through the City's contract with Goshen Township. The City has used those dollars in the past to help purchase necessary major equipment. The Committee recommended that the Ordinance be added to the Agenda for 1st Reading tonight, the rules suspended, and that the Ordinance passes on 1st Reading.

President of New Philadelphia City Council Sam Hitchcock made the following statement:

Back in 2012 the City enacted a lodging tax, more commonly known as bed tax. At the time there was a request to have some of that money put back into tourism. However, City Council felt at the time all of the funding could be used to bolster the City Budget. We're at a point now where I would like to ask you to take that into your Committee to see what the situations are and see where there might be a possibility of sectioning some of that off into tourism.

SALARY COMMITTEEMR. JOHN ZUCAL.....NO REPORT

PUBLIC WORKS COMMITTEE.....MR. DEAN HOLLAND.....NO REPORT

SAFETY HEALTH & SERVICE COMMITTEE.....MR. ROB MAURER.....NO REPORT

ZONING & ANNEXATION COMMITTEEMRS. CHERYL RAMOS

Mrs. Ramos had the following report:

On August 8th we are having a Public Hearing about the rezoning of 233 Fair Ave. We will hold off on action tonight on that. Also at the Planning Commission meeting they did approve Ordinance 9-2016 so you see that on the Agenda tonight for 1st Reading. Also, we want to give packets to Council and They would be available too for the community per the Mayor's request about rezoning certain sections of the town for central business.

SPECIAL & CONTACT COMMITTEEMR KELLY RICKLIC.....EXCUSED ABSENSE

**President of New Philadelphia City Council Sam Hitchcock assigned to Mr. Ricklic's Committee the liquor license request from Rosenthal Investments.*

PARKS & CEMETERY COMMITTEEMRS. AIMEE MAY

Mrs. May had the following report:

The Cemetery Board met Thursday, July 14 at 9am in the Service Director's Conference Room. With the help of the Service Director and Ray Grewell the trees are being removed at the airport in order to be in compliance with regulations. As the Mayor stated, notice on past-due accounts were mailed out. Kelly Herron has received numerous inquiries regarding those past-due accounts. Mr. Herron also reported that the cemetery's dump truck is on it's last leg. He was questioning endowment money or other ways of means to purchase a new truck. There was also a presentation about web cemeteries and their software. The next meeting is on Thursday, August 11th at 9am in the Service Director's meeting room.

**President of New Philadelphia City Council Sam Hitchcock asked Mrs. May to take into her Committee the issue of parking at Tuscara Park.*

VISITOR'S COMMENTS:

Director of the New Philadelphia Business and Community Association Julie Levengood Stephon made the following comment:

Just a reminder to Council that this Thursday, Friday and Saturday is our 61st Annual Sidewalk Sale. This is a great opportunity to promote our downtown businesses and promote local shopping. We have 2 events scheduled, we have lunch on the square, so we're going to have some entertainment at the gazebo, weather permitting. So bring your lunch and come down to the gazebo on Thursday and Friday. We also have a free yoga class for the community at 10am on Saturday morning. Then of course Gavin's will have evening entertainment on Thursday and Friday as well. It's another opportunity to come down and support our local businesses. If you notice some of the flowers are starting to grow. We do have a young lady I wanted to recognize. Her name is Josephine Fike and she's on loan to us from Buckeye Career Center. She works a few days a week, on a four-wheeler driving around town watering all those flowers. Also, our community service program is expanding. We've gotten a phone call from another agency in town and they're going to be sending their community service members to us that we then send to the square to help clean up the square.

Mrs. Lillian Ruffini 573 Steel Hill Rd. NW had the following comment:

My water bill I received in the mail the other day, I immediately called the Water Department and talked to the girl there. I thought there was a mistake. She told me that water bills were raised. She said that you were notified on the bill. No, I did not receive a bill that had notification on it. I asked her if this was in the newspaper. She said no. I said "well, did Council pass this? No, she said it was a City decision. It didn't go through the Council. I checked with my neighbor and he said he got an increase of \$8.00, so then I checked with the one on the end and she told me that their increase was \$6.00. I got a \$14.00 increase. I don't care how you term it, that's a big increase for a widow. Now, I'm going to tell you I have two questions: If I use more water will I get charged the \$54 plus more? I would like to know why it didn't go through Council and why it wasn't published in the newspaper? I think it's very discriminatory.

COUNCIL COMMENTS:

Mr. Zucal made the following comment:

I would like to take this opportunity to recognize our City employees, especially those that are in the General Services division, even more so the Sanitation. When it's 95-96 degrees outside day in and day out, that is one of the most difficult jobs anyone could ever do. I speak from the voice of experience of an employee who had done that for a number of summers. Again, I extend my appreciation to all of them.

Mr. Holland made the following comment:

I wanted to thank the Mayor and Mr. McAbier. Lots of positive comments regarding the paving program on South Broadway and Goshen Avenue. Also, the Dominic Greco Band will be presenting a special free concert at the PAC on July 31st at 1pm. We want to invite everyone to come out. Jerome James who is a hometown vocalist will also be presenting. It will be honoring the Boy Scouts of America's 100th anniversary.

Mr. Lautenschleger made the following comment:

Mrs. Ruffini, thank you for coming and I would encourage Mr. McAbier and Mayor Day before you leave to maybe schedule some time to talk to you and if we could have kind of an update on what's occurred.

Mr. Zucal had the following comment:

In response to Mrs. Ruffini's request, Mr. President, maybe you would consider placing some kind of discussion regarding the matter of how rates are handled across those residents who are outside City limits so we could come to some consistency with that. I think you should entertain the possibility of having that put into Committee at least for discussion.

Mr. Maurer had the following comment:

The water rate increase has been in my Committee. The Mayor asked me to hold off on it.

Mr. McAbier had the following comment:

One and a half times the rate was the rate for 6 years for outside residents. The last Administration had moved it to two times the rate. After talking with Law Director Marvin Fete We could not arbitrarily just pick one group, it had to be everybody.

COUNCIL WENT INTO RECESS AT 8:50, WENT BACK ON THE RECORD AT 8:57 PM BEFORE GOING INTO EXECUTIVE SESSION AT 8:57 PM.

AT 9:49 PM COUNCIL RECONVENED INTO REGULAR SESSION OF COUNCIL

READING OF ORDINANCES AND RESOLUTIONS

ORDINANCES:

- 7-2016 AN ORDINANCE BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO TO PERMANENTLY REZONE 233 FAIR AVENUE FROM RESIDENTIAL TO CENTRAL BUSINESS.
4th Reading
- 8-2016 AN ORDINANCE BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO TO MODIFY CHAPTER 313.01 TO ADDRESS DRIVING UPON PRIVATE PROPERTY TO AVOID TRAFFIC CONTROL DEVICES.
2nd Reading
- 9-2016 AN ORDINANCE BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO TO PROHIBIT MEDICAL MARIJUANA CULTIVATORS, PROCESSORS, AND RETAIL DISPENSARIES FROM BEING OPERATED ANYWHERE WITHIN THE CORPORATION LIMITS OF THE CITY OF NEW PHILADELPHIA.
1st Reading
- 11-2016 AN ORDINANCE BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO TO PURCHASE ONE (1) 2016 E-ONE COMMERCIAL 2000 GALLON TANKER WITH A PETERBILT MODEL 348 CHASSIS THROUGH THE STATE COOPERATIVE PURCHASING PROGRAM FOR THE AMOUNT NOT TO EXCEED \$321,962.64.
1st Reading
- MR. LAUTENSCHLEGER MOTIONED THAT THE RULES BE SUSPENDED ON ORDINANCE 11-2016
MR. ZUCAL SECONDED THE MOTION
6 YEAS
RULES HAVE BEEN SUSPENDED ON ORDINANCE 11-2016
- MR. LAUTENSCHLEGER MOTIONED FOR APPROVAL OF ORDINANCE 11-2016
MR. ZUCAL SECONDED THE MOTION
6 YEAS
ORDINANCE 11-2016 HAS BEEN PASSED

RESOLUTIONS:

- 30-2016 A RESOLUTION BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO TO AUTHORIZE THE MAYOR OF THE CITY OF NEW PHILADELPHIA TO EXECUTE AND FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE CLEAN OHIO TRAILS FUND FINANCIAL ASSISTANCE

PROGRAM FOR THE CRIDER AVENUE NATUREWORKS.

2nd Reading

32-2016

A RESOLUTION BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO APPROVING AND SUPPORTING THE DESIGNATION OF U.S. BICYCLE ROUTE 50 THROUGH THE CITY OF NEW PHILADELPHIA, OHIO.

3rd Reading

MR. HOLLAND MOTIONED FOR APPROVAL OF RESOLUTION 32-2016

MRS. MAY SECONDED THE MOTION

6 YEAS

RESOLUTION 32-2016 HAS BEEN PASSED

UNFINISHED OR OLD BUSINESS:

Mrs. May had the following comment:

I would like to ask that the Law Director provide us an update on the airport restaurant and what's going on with that.

Mr. Fete had the following comment:

I would prefer to do that in Executive Session since that is a matter of pending litigation.

NEW BUSINESS: NONE

MR. MAURER MADE A MOTION TO ADJOURN AT 9:54 PM

CLERK OF COUNCIL _____
Julie Courtright

APPROVED _____

PRESIDENT OF COUNCIL _____
Sam R. Hitchcock