

COUNCIL MEETING

VILLAGE OF JACKSON CENTER

REGULAR SESSION

Held: February 11, 2013

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INVOCATION/PLEDGE OF ALLEGIANCE:

The Council of Village of Jackson Center convened in regular session from 7:00 P.M. to 7:48 P.M. in the Council Chambers. Mayor Scott Klopfenstein called the meeting to order with the following members and visitors present:

Dr. Ken Gloyeske	Present	Mr. Larry Wahrer	Present
Mrs. Karen Woodruff	Present	Mrs. Leisha Elchert	Present
Mr. Jim Frye	Present	Mr. Jesse Fark	Present

EMPLOYEES: Village Administrator Bruce Metz, Fiscal Officer Bev Wren, Chief Joe Cotterman, Solicitor Mike Burton

VISITORS: None

APPROVAL OF MINUTES:

MOTION: Mr. Jesse Fark made a motion to accept the minutes of the regular meeting held on January 28, 2013. Mr. Jim Frye seconded the motion. All "Aye". Motion carried.

PRE-SCHEDULED: None

OLD BUSINESS:

Discussion of items from previous meetings:

- a) Electric Rate Study by Sawvel and Associates, Inc. – Last week we had a teleconference with Sawvel and Associates, Inc. regarding the status of the Electric Rate Cost of Service Study that is currently in progress. Sawvel and the Village of Jackson Center have decided to use 2013 as a test year. We discussed with Sawvel several different things to do to avoid having to raise the electric rates. Residents think that we raise the electric rates often; however, the last rate increase took place in 2001. What fluctuates on the utility bills is the Power Supply Cost. We have had several changes over the last year that has affected the Power Supply Cost. This year Gorsuch Generating Station came off and that was about \$27,000 a year debt service. The following is a breakdown of the remaining debt service that our electric utility has. Omega JV2 still has \$11,214 paid annually and will be paid off in 2021, Omega JV5 still has \$70,441 which \$9,188 comes back to us for the 15% rating for banks and will be paid off in 2030, AMPGS still has \$30,270 and will be paid off in 2027 and the rate stabilization charge of \$26,209 will be paid in 2014. We had gone through the appropriation budgets again and have kept expenses pretty tight by not including many capital improvements or adding personnel. One of the items that Sawvel will be including in the 2014 electric revenue budget is billing the water and sewer electric charges directly to those departments. Therefore, the electric fund will be reimbursed by the Water and Wastewater Operating Funds for the amount of electric that those plants use. In 2012 the Water Plant used the equivalent of \$8,500 in electric and the Wastewater Plant used \$43,600 in electric. The plan is to have the Water and Wastewater Funds pay a third of those costs over the next three years until they are paying the full amount of the electric utility by 2016. If we do this, we should not have to raise electric rates. The reason that we do not want to increase rates at this time is because we will be experiencing over the next four years increases in our Power Supply expenses as follows: 2013 – 5.9% increase, 2014 – 13.55 increase, 2015 – 6.1% increase and in 2016 – 1.8% increase. The reason the Power Supply expenses will be increase is due to the Prairie State Project coming online in 2013, the Hydro projects that the village is involved in will be coming online in 2014 and 2015. With the new plants, the village will not incur debt service as it is included in the kilowatt hour cost. According to Sawvel, our electric utility is looking good and we may not have to consider a rate increase until 2016. Sawvel answered our question regarding how much money we should keep in our electric operating fund. There suggestion is to keep nine months of non-power supply operation and maintenance costs, two years of capital improvements expenses, three months of non-power supply debt service and an emergency fund of \$750,000 to \$1,000,000. This all adds up to the electric operating fund balance being between 1.1 to 1.35 million. The projected yearend

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balance in the electric operating fund in 2012 is 1.216 million so we fall right in the middle of that range. The rate study will take most of the rest of this year since they are using 2013 as a test year.

- b) Safe Routes to School Grant – the information for the Safe Routes to School Grant has been submitted. However, we received an email today that states that they want the age/grade of the students for each of the addresses that were provided in the grant application.
- c) Fuel Tanks – we should be receiving a quote to install a tank at the Wastewater Treatment Plant. We have received the information back from the school regarding how many gallons they use and the quote will base the size of the tank off of the number of gallons that is used by the village and the school. We will also have to check with the EPA to make sure that the Wastewater Treatment Plant will be an approved site for our fueling station.
- d) Business Incentive Package – Administrator Metz has been talking with the City of Wapakoneta and with AMP, Inc. along with Sawvel and Associates, Inc. Metz will then compile the information so that council may decide which direction they want to go.
- e) Utility Policy – is ready for the final review. Everyone has submitted their input and the Administrator will do one final review before having it typed and prepared for the Utility Committee to review.
- f) Choice One – has completed the survey on the Ohio and North Street underground line. They are currently working on the easements for those properties that are involved.
- g) Wells 5 & 6 Update – well five is complete and they are working on the well profile. They have started drilling well six.
- h) Backhoe Purchase – Administrator Metz has talked with Case about pricing a backhoe and hope to bring something to council in March. We are still discussing whether we want to trade in the old 2002 John Deere, sell it on Govdeals.com or have sealed bids.
- i) Uniformity of Municipal Income Tax Collections - Administrator Metz provided a copy of a response that we received from State Representative, Jim Buchy's office regarding the uniformity of municipal income tax collection.

NEW BUSINESS: None

COMMITTEE REPORTS:

Finance Committee: None

Utility Committee: None

Safety Committee:

- ... Mrs. Elchert stated that they had a Safety Committee meeting prior to this meeting and that Chief Jerry Davis presented the 2012 annual fire report. Davis reported that there were fifty-three fire calls last year which is down from 2011. The highest run volume was during July, which is typical due to the hot/dry weather. The highest number of calls are vehicle accidents with the next highest being mutual aid calls. The department logged two hundred twelve hours of training in 2012. The department currently has twenty-one members and would ideally prefer to have between twenty-five to twenty-eight members.
- ... Chief Cotterman has received several applications for police candidates and would like to set a date this evening to conduct interviews. Council members decided to meet on February 21st at 6:30 p.m. to conduct those interviews.
- ... Elchert added that Chief Cotterman has completed the Safe Routes to School Grant application and it has been submitted for consideration.

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Public Property Committee: None
Wage & Benefits Committee: None

ADMINISTRATOR'S REPORT:

February 11, 2013

- ◇ Electric Department
 - ... Installed ERT meters
 - ... Hooked up new electric service on Jackson St.
 - ... Worked on equipment

- ◇ Street Department
 - ... Snow removal
 - ... Serviced fire trucks
 - ... Swept streets

- ◇ Water/Wastewater Department
 - ... Installed samplers at WWTP

- ◇ Administrator
 - ... Bev, Teresa and Bruce had a teleconference with Sawvel and Associates on rate study
 - ... Met with NIC
 - ... Met with Efficiency Smart
 - ... Attended CIC meeting
 - ... Vacation last week

POLICE CHIEF'S REPORT: None

CITIZEN COMMENT: None

OTHER BUSINESS:

- a) Personnel Policy and Procedure Manual – Fiscal Officer Wren presented council with an electronic copy of the new Personnel Policy and Procedure Manual which was adopted on January 28, 2013, along with an electronic copy of the Job Description Plan that was adopted on January 12, 2009. Wren asked that council members sign the acknowledgements and return them to her once they have reviewed the manual.

- b) Village Sign Update – Administrator Metz informed council that communication between the off site laptop and the computer in house used to put announcements on the sign has been somewhat challenging and it takes a long time to perform an operation. The sign administrator does not have the time to devote to this process and has been speaking with Mrs. Serr in the village office. Mrs. Elchert has gone over and trained Mrs. Serr on the sign operations and would like to turn over the sign administrator operations to Mrs. Serr. Mrs. Elchert bills her hours to the Growth Association for the time that it takes to design and put up announcements on the sign. The village would continue this practice of billing the Growth Association for Mrs. Serr's hours. Residents and business will need to submit their sign requests and payment to the village between the hours of 8:00 a.m. to 4:00 p.m. for Mrs. Serr to put on the sign. By doing the operations in office, it will not take as much time to get the sign operations completed. Mrs. Elchert stated that she would still be able to help out with sign operations when needed.

UNSCHEDULED BUSINESS: None

ADJOURNMENT:

There being no other business to come before Council. Mrs. Karen Woodruff made a motion to adjourn. Mrs. Leisha Elchert seconded the motion. All "Aye". Motion carried.

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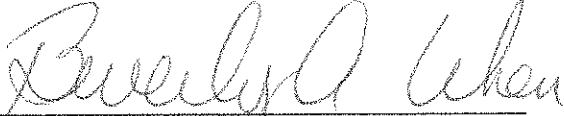
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The meeting was adjourned till February 25, 2013 at 7:00 P.M. at the Council Chambers.



Scott Klopfenstein, Mayor



Beverly A. Wren, Fiscal Officer

All formal actions of the Council of Village of Jackson Center concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.