

JACKSON CITY COUNCIL
Regular Session
November 24, 2008
7:00 p.m.

Call to Order.....	President Speakman
Pledge of Allegiance.....	Mr. Cary Brown
Opening Prayer.....	Mr. Wiggins
Roll Call	
Approval of Minutes	

November 10, 2008

VISITORS

COMMITTEE REPORTS:

- Utility
- Budget & Finance
- Police, Fire & Traffic
- Service
- Railroad
- Building/Recreation
- City Auditor
- Law Director
- Mayor
- Service/Safety Director
- Redistricting Committee

ORDINANCES AND RESOLUTIONS

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

ADJOURN

JACKSON CITY COUNCIL

Minutes from
November 10, 2008
7:00 p.m.
Regular Session

Jackson City Council met in regular session on Monday, November 10, 2008 at 7:00 p.m. at the Jackson City Council chambers. President Ron Speakman called the meeting to order. The Pledge of Allegiance was given, led by Mr. Smith. The Prayer was given, led by Mr. Wiggins.

A roll call was taken as follows:

- Mr. Evans – present
- Mr. Adams – present
- Mr. Eric Brown – present
- Mr. Smith – present
- Mr. Cary Brown – present
- Mr. Elliott - present
- Mr. Wiggins – present

Mr. Adams made a motion to approve the minutes of October 27, 2008 regular session seconded by Mr. Wiggins. In a voice vote, all Council agreed.

VISITORS

COMMITTEE REPORTS

UTILITY

Mr. Eric Brown stated a meeting is scheduled for November 18, 2008 at 6:30 p.m. He requested that Council pass the water rate increase tonight. Mr. Heath asked about the study. Mr. Eric Brown stated it was a benchmark study, we were in the middle. Mr. Heath stated Bellisio is such a large consumer that compared to different benchmarks.

BUDGET & FINANCE

Mr. Adams reported that the committee met on Wednesday, November 5, 2008 at 6:00, they recommend passing the temporary budget for 3 months at 50% of the permanent budget. The permanent budget will be presented at the first meeting in February.

POLICE, FIRE & TRAFFIC

Mr. Evans stated a meeting is scheduled for November 19, 2008 at 7:00, he encourage Council and citizens to attend.

SERVICE – No Report

RAILROAD – No Report

BUILDING/RECREATION

Mr. Smith stated a meeting is scheduled for Wednesday, November 12, 2008 at 7:00 p.m.

CITY AUDITOR

Mr. Humphreys stated an ordinance had been prepared to present the temporary budget to Council. He requested an executive session to discuss employee benefits.

LAW DIRECTOR

Mr. Detty requested a second reading on the cable ordinance, still waiting on more information. He gave an update on the Municipal Court, actual cases pending 814, 639 criminal, 57 theft, 27 violent crimes, and 175 traffic. Notified Council that today he received the final dismissal on the derailment suit, he will later present a letter in response to Mr. Hall's letter. EPA Consent Decree is completed with employees. Mr. Evans asked about the restoration of records from the prior administration. Mr. Detty stated he and Mr. Woltz are working on that, try to figure out which records need recovered.

MAYOR

Mayor Heath asked if there were any questions about the water rate study. He spoke of the restructuring of Parkview School, new plan more feasible and invited Council to give their opinions. He stated that JHS Alumni Stadium hosted two playoff games; this brought many visitors to our community. He thanked Bob Kight and school professionals on a job well done. He addressed Mr. Cary Brown concern on creek cleaning; bids are due back on Friday. He reminded Council we do not have to award bids; we have a responsibility to keep our city clean, including the creeks. Flooding is sporadic with heavy rains. We can not control back up from outside the city, but we can help control. We have spent \$190,000 in four years, these general fund projects were taken from the utility funds. Mr. Adams stated creek cleaning is important, and this is not much money for it. Mr. Smith stated the administration and employees must feel comfortable with creeks, there are still debris near trestles and a problem at Manpower Park, this is starting to be a battle. The administration and Mr. Rasp need to ensure that these areas are clear. Mr. Eric Brown stated the money was spent to get at this point, now the banks are growing up and after a year a weed trimmer will not work, we need to do maintenance. Mr. Wiggins feels the same as other members, we made a lot of progress, now we are losing ground, and we need to get some areas cleaned up. Mr. Adams stated some things need to be done yearly, our creeks were looking nice. Mayor Heath agreed. Mr. Evans asked if we were spending the \$25,000 to feel good, not opposed to creek cleaning, but in the event of a major storm, are level streams cannot handle the flow, backup water is an issue. But we are giving false hope, we can control marginal flooding. Mr. Eric Brown gave an example where a simple bridge replacement curbed flooding on Huron Street, stating sometimes it not nature. Mr. Evans stated Huron Street has always been a problem. Mr. Adams stated the cosmetic part is a benefit to the city.

SAFETY/SERVICE DIRECTOR

Mr. Sheward informed Council that the bridge inspections had been completed, with some recommendations. Ordinance No. 109-08, EPA requirement, part of consent order, this needs passed by December 31, 2008. The city had put out for bid two types of fire trucks, custom and conventional; there will be new regulations in 2009. He is trying to get with a buy now, pay next year; one has an agreed to hold on signature. Mr. Evans asked if the garbage truck was back in operation. Mr. Sheward stated yes, a short in the wiring was the problem.

REDISTRICTING COMMITTEE

Mr. Evans stated that no one had been to the Memorial Building to view the maps. Mr. Cary Brown asked if Mr. Elliott the total voted in his ward. Mr. Smith stated we may want to look at numbers from this election. Mr. Evans stated the numbers used were several months old. Mr. Smith stated there was a 60% turnout, our numbers are off. Mr. Evans stated you will always work with old numbers, go back in two years after census. Mr. Elliott is out of sync, as well as Mr. Wiggins ward. He recommends going ahead. Mr. Cary Brown asked about people soliciting in our city, does BOE need to update, there is list outdate. Mr. Evans stated that is problem we can't fix, beyond our control. Mr. Eric Brown stated he did not want to do nothing, this will make it closer. Mr. Smith stated we need to get a new list. Mr. Speakman stated update after the census. Mr. Evans stated if we don't does this now will have to wait two more years. Mr. Adams stated we will not get 100% accuracy. Mr. Speakman stated hold any further discussion until we vote on the ordinance. Mr. Evans stated if we pass with three readings, this can go into effect by the next election.

ORINANCES AND RESOLUTIONS

ORDINANCE NO. 102-08

AN ORDINANCE AMENDING JACKSON CODIFIED ORDINANCE SECTION 929.07, WATER RATES, AND DECLARING AN EMERGENCY.

Second Reading

Mr. Eric Brown made a motion to suspend the rules, seconded by Mr. Adams. In a roll call vote, Council voted as follows:

Mr. Evans – yes
Mr. Adams – yes
Mr. Eric Brown – yes
Mr. Smith – no
Mr. Cary Brown – no
Mr. Elliott – no
Mr. Wiggins – yes

ORDINANCE NO. 103-08

AN ORDINANCE AMENDING JACKSON CODIFIED ORDINANCE CHAPTER 105, WARDS AND BOUNARIES, AND DECLARING AN EMERGENCY.

Second Reading

ORDINANCE NO. 105-08

AN ORDINANCE AMENDING JACKSON CODIFIED ORDINANCE SECTIONS 921.06 DOMESTIC, COMMERCIAL, ELECTRIC HOME RATES, AND SECTION 921.07, INDUSTRIAL RATES, AND DECLARING AN EMERGENCY.

Second Reading

ORDINANCE NO. 108-08

AN ORDINANCE ESTABLISHING A VIDEO SERVICE PROVIDER FEE TO BE PAID BY ANY VIDEO SERVICE PROVIDER OFFERING VIDEO SERVICE IN THE CITY; AUTHORIZING THE MAYOR TO GIVE NOTICE TO THE VIDEO SERVICE PROVIDER OF THE VIDEO SERVICE PROVIDER FEE, AND DECLARING AN EMERGENCY.

Second Reading

ORDINANCE NO. 109-08

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF JACKSON, OHIO, COLLECTION SYSTEM CAPACITY MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM; DIRECTING THE SUBMITTAL THEREOF TO THE DIRECTOR OF THE OEPA; AND DECLARING AN EMERGENCY.

First Reading

Mr. Wiggins made a motion to adopt the ordinance, seconded by Mr. Adams. In a voice vote, all Council agreed.

ORDINANCE NO. 110-08

AN ORDINANCE APPROVING ADDITIONAL APPROPRIATIONS IN THE SEWER FUND, AND DECLARING AN EMERGENCY.

First Reading

Mr. Evans made a motion to adopt the ordinance, seconded by Mr. Elliott. In a voice vote, all Council agreed.

Mr. Adams made a motion to suspend the rules, seconded by Mr. Eric Brown. In a roll call vote, Council voted as follows:

Mr. Evans – yes
Mr. Adams – yes
Mr. Eric Brown – yes
Mr. Smith – yes
Mr. Cary Brown – yes
Mr. Elliott – yes
Mr. Wiggins – yes

In a roll call vote to adopt the ordinance, Council voted as follows:

Mr. Evans – yes
Mr. Adams – yes
Mr. Eric Brown – yes
Mr. Smith – yes
Mr. Cary Brown – yes
Mr. Elliott – yes
Mr. Wiggins – yes

ORDINANCE NO. 110-08 DULY ADOPTED

ORDINANCE NO. 111-08

AN ORDINANCE ESTABLISHING A TEMPORARY BUDGET AND SETTING APPROPRIATIONS FOR JANUARY 1, 2009 THROUGH MARCH 31, 2009, AND DECLARING AN EMERGENCY.

First Reading

Mr. Evans made a motion to adopt the ordinance, seconded by Mr. Eric Brown. In a voice vote, all Council agreed.

Mrs. Sexton stated this was done by object, can show by line item, will get members that want a copy or email. Mr. Sheward stated we may need additional funds. Mr. Wiggins stated this is set on 50% of the current budget; suggest cautioning every supervisor and department head to use funds responsibly. Mr. Smith asked the timeline. Mr. Adams stated the permanent budget will be presented at the first meeting in February. Mr. Smith asked why not sooner. Mr. Evans stated the auditor's office would not know carry over balances until January 1. Mr. Smith stated the numbers are favorable, we are under budget for this year and stressed we hope to end that way. Mayor Heath stated the administration has stressed this to the supervisors and department heads.

CORRESPONDENCE

OLD BUSINESS

President Speakman stated today was the 233rd birthday of the United States Marine Corp.

NEW BUSINESS

President Speakman stated the request for an executive session is denied, topic is not acceptable. Mr. Humphreys stated the question in issue, employees opting out of the insurance and the \$4000.00 reimbursement; we only have one under dispute, married. His concern these employees have been paid in the past and if he makes that decision. Mr. Sheward stated that all three contracts state, the employee will be reimbursed if not covered by city insurance. Mayor Heath stated this deals with both spouses being employed by the city, this has been discussed before. Mr. Eric Brown stated this has always been a cost savings. Mr. Sheward stated we had not been following the contract. Mr. Smith asked if both parties had paid for insurance. Mr. Sheward stated no, only one. Mr. Evans stated they opted out, but still have

coverage under their spouse. Mr. Sheward it saves us money when employees can receive coverage from spouses who work elsewhere. Mr. Eric Brown asked about life insurance coverage. Mr. Smith feels that insurance companies will not cover both members with same employer. Mr. Speakman suggested asking law director to give an opinion. Mr. Evans stated the question is if Mr. Humphreys decides or the administration. Stating it must be the administration.

ADJOURN

Mr. Eric Brown made a motion to adjourn, seconded by Mr. Evans. In a voice vote, all Council agreed. Council adjourned at 8:14 p.m.

Tera Brown
Tera Brown
Clerk
Date 12/8/08

Ron Speakman
Ron Speakman
Council President
Date 12-8-08

PARKVIEW/SENIOR CITIZENS PROPOSAL

GOAL: Save Parkview School from destruction and allow it to become a viable public use facility for the senior citizens, Head Start Program and other public agencies or groups.

INITIAL INVESTMENT FOR SENIOR CITIZENS TO USE FACILITY:

Most likely around \$45,000 needed for minimum mandatory upgrades.

(NOTE: Head Start program would pay for the upgrades necessary for their occupation of the building.)

INVESTORS OF APPROXIMATELY \$45,000:

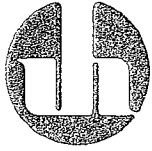
- 1) SENIOR CITIZENS – Will provide \$15,000 from its operating budget or through donations.
- 2) JACKSON COUNTY – Will provide \$15,000 from the county's general fund or from another source not related to the operation of the Jackson County Senior Citizen program.
- 3) CITY OF JACKSON – Will provide \$15,000 from its general fund or other source, will assume ownership of the building and be allowed use of the auditorium for community functions in the evening and on weekend and holidays if auditorium is not in use by tenants.

JUSTIFICATION:

- This way, all parties involved are making a fair and equal contribution.
- The benefits for the Senior Citizens and Head Start Program are that they will get use of a building at no charge for their use, will use approximately half of the building, will be responsible for half of the upkeep and the ongoing general maintenance fund.
- All of Jackson County benefits because the center, located in Jackson, serves as the kitchen for the preparation for all of the Meals On Wheels, which is an asset to both the Wellston and Oak Hill areas.
- It ensures the city of Jackson and the Jackson area will have a Senior Center, along with Wellston and Oak Hill, and the Meals On Wheels program can continue for all residents of county, including those living in Jackson.
- It greatly improves the quality of life for Jackson residents to have a functional senior center rather than to wait until the current one is no longer functional and no option for replacement in place.
- The city of Jackson can use the auditorium as a civic auditorium for community functions and the building will be an asset to a challenged neighborhood that must remain vital for the tax base of both the city and the school system to remain constant.

STIPULATIONS:

- The Jackson County Senior Citizens must occupy the building within 18 months of the school property being deeded over to the city of Jackson. The reason for the 18-month period is that the Senior Citizens must come up with their \$15,000 match and it is uncertain how long it will take to do the work to bring it to minimum state code.
- The building and all property behind it will be sold to the city of Jackson for \$1 with the provision that should the Senior Citizens of Head Start program both no longer have use of the building, it would revert back to the school district.
- Either the Senior Citizens or Head Start program have the right to gain ownership of the building, provided it is maintained for a public use by a public agency, and the Senior Citizens and/or Head Start program are allowed to use the building for as long as they desire, or the building will revert back to the school district.
- The city's allotment of \$15,000 is, in essence, going to be a \$3,000 annual allotment for five years to be paid in full in the beginning. Should someone different from the City Of Jackson gain ownership of the building (Senior Citizens or Head Start) or the Jackson School District (by it reverting back to them), the city shall be repaid by the new owner what would have been the unused allotment if the city's ownership is less than five years, i.e., if the city owns the building for but three years, the new owner would be responsible for \$6,000 to be reimbursed to the city.



Jones & Henry Engineers, Ltd.

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November 5, 2008

The Honorable Randy Heath
Memorial Building
145 Broadway Street
Jackson, Ohio 45640

Subject: Water Department Benchmarking
035-6252.001

Dear Mayor Heath:

Jones & Henry Engineers, Ltd. has been commissioned to perform a brief and limited benchmarking study of the City of Jackson, Ohio's water department operations. The study followed protocols set forth in American Water Works Association (AWWA) publication **Benchmarking - Performance Indicators for Water and Wastewater Utilities: 2007 Annual Survey Data and Analyses Report**. Source data used in our study came from the 2007 budget for funds 701, 707, and 708 as well as 2007 water treatment plant flow data and staffing levels provided by the City of Jackson.

The AWWA benchmarking publication is a compilation of survey data from utilities across the country. A total of 180 utilities participated in the 2007 survey. Survey results were broken down into categories based on region, population, and type of utility (water only, wastewater only, combined operations).

The survey results for each category are ranked statistically by placing the scores in quartiles; the top quartile covers the top 25 percent scores. The median band is centered at the statistical median of all scores (half the scores are smaller and half the scores are larger) and is composed of a band covering the middle 25 percent to 75 percent of all scores. The bottom quartile covers the bottom 25 percent of scores.

The City of Jackson Water Department was compared against other utilities in three categories: Midwest water utilities, Water utilities serving populations fewer than 10,000, and Water utilities serving populations 10,000 to 50,000. The higher population category was utilized because Jackson's water plant flow is equivalent to a larger city due to the industrial use. Three areas of department operations were benchmarked: Distribution System, O&M Costs, and Number of Employees.

Distribution System

Jackson was benchmarked on Distribution System Integrity and Distribution System Water Loss.

System integrity is a measure of the condition of the distribution system. Jackson scored in the bottom quartile for Midwest water utilities. However, Jackson's score was in the median band for water utilities serving populations between 10,000 to 50,000 and utilities serving populations fewer than 10,000. Even though two of the measures were in the median band, they were very near the bottom quartile value.

Water loss is a measure of the amount of water produced that fails to reach the customer. Jackson scored in the bottom quartile for all categories - Midwest water utilities, Water utilities serving populations fewer than 10,000, and Water utilities serving populations 10,000 to 50,000. Jackson's water loss rate is 21.3 percent. The median water loss for utilities serving populations under 10,000 is 8.4%. Based on current



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expenses, the estimated treatment cost of the water loss above the median is equal to \$38,400. Water loss can be due to low reading meters, unmetered usage, and loss through leaks.

O&M Costs

Jackson was benchmarked on O&M Costs per Account, O&M Costs per Million Gallons Processed, and Direct Cost of Treatment per Million Gallons Processed.

O&M Costs per Account is a measure of how effective the O&M budget is being utilized relative to the size of the customer base. Jackson scored in the median band for utilities serving populations under 10,000 and for utilities serving populations between 10,000 to 50,000. Jackson scored in the bottom quartile for Midwest water utilities.

O&M Costs per Million Gallon processed is a measure of how efficient the O&M Budget is beginning utilized to produce drinking water. Jackson scored in the top quartile for utilities serving a population under 10,000 and in the median band for both Midwest water utilities and utilities serving populations between 10,000 to 50,000.

Direct Cost of Treatment per Million Gallons Processed is a measure of how cost effective the treatment process is operating in the utility. Jackson scored in the median band for all categories: utilities serving populations under 10,000, for Midwest water utilities, and utilities serving populations between 10,000 to 50,000.

Number of Employees

Jackson was benchmarked on MGD Water Delivered per Employee and Customer Accounts per Employee.

MGD Water Delivered per Employee is a measure of employee efficiency. Jackson scored near the median for utilities serving populations under 10,000 and just in the median band for populations of 10,000 to 50,000. Jackson scored in the bottom quartile for Midwest water utilities.

Customer Accounts per Employee is a measure of employee efficiency. Jackson scored in the bottom quartile for all utility categories: utilities serving populations under 10,000, utilities serving populations between 10,000 to 50,000, and Midwest water utilities.

Conclusions

O&M costs and treatment costs appear to be reasonable for the size of Jackson's water department and several other important factors. Jackson has a large industrial customer that creates a low number of accounts for the large overall flow. The water source is surface water which has a higher treatment cost than groundwater. The number of employees appears to be reasonable for the volume of flow but, based on the statistics, not reasonable for the number of accounts. The condition of the distribution system could be adversely affecting this factor. The higher flow from one industrial customer could represent hundreds of residential accounts in a typical city.



The Honorable Randy Heath

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Opportunities for eventual cost savings exist in the distribution system. Reducing the number of breaks and leaks would result in higher customer satisfaction due from fewer service disruptions and lower expenses. This is the area that should be focused on to achieve cost reductions. The recent water budgets did include additional funds for distribution system improvements.

Please call if you have any questions.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

A handwritten signature in cursive script that reads "Steven L. Wordelman".

Steven L. Wordelman, P.E.

Project Principal

A handwritten signature in cursive script that reads "James A. Abron".

James A. Abron, P.E.

Project Manager

SLW:JAA/rmb

Attachment

	FY 2007	2000 US Census
Population	6,184	
Total # of leaks	18	
Total # of breaks	20	
Total miles of distribution piping	75	miles
Total volume of water produced	715,443,000	gal.
Total volume of water produced MGD Delivered	95,641,067	cu ft
	1.9601	MGD
Total volume of water billed	75,288,123	cu ft
Total volume of water billed	563,192,804	gal.
Volume unbilled but authorized	0	gal.
		Assume no unbilled use
Water Department staffing (full time equivalents)	5.5	FTE
	2.75	FTE
	4.5	FTE
	<u>12.75</u>	FTE
Number of FTE's supporting water operations		
Number of active accounts	3,476	
Total O & M Cost (2007)	\$1,264,978	
Total Personnel Cost (2007)	\$793,804	
Total Direct O & M Costs (2007)	\$779,979	

Midwest Water Utilities		
Population 10,000 - 50,000		
Population under 10,000		
Top Quartile	Median	Bottom Quartile
19.4	31.7	43.4
12.4	31.8	60.0
15.3	32.7	51.5

1. Distribution System Integrity

$$\frac{100 \times (\text{number of leaks} + \text{number of breaks})}{\text{Total miles of distribution piping}}$$

$$= \frac{100 \times (18 + 20)}{75}$$

$$= 50.67$$

