

JACKSON CITY COUNCIL

Regular Session

March 14, 2016

7:00 p.m.

Call to Order..... President Brown

Pledge of Allegiance..... Mrs. Jones

Opening Prayer..... Mr. Hensler

ROLL CALL

VISITORS

Brad Burnside-Apple Festival

APPROVAL OF MINUTES

February 22, 2016 Regular Session

COMMITTEE REPORTS

- Utility –Elliott (Chairman), and Foster and Ondera
- Budget & Finance – Hensler (Chairman), Elliott, and Ondera
- Police, Fire, & Traffic – Kitchen (Chairman), Queen, and Jones
- Service – (Street & Alley, Recreation, Buildings & Grounds) Foster
Chairman), Queen, and Hensler
- City Auditor
- Law Director
- Mayor
- Service/Safety Director

ORDINANCES AND RESOLUTIONS

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

ADJOURN

JACKSON CITY COUNCIL

Minutes from
February 22, 2016
7:00 p.m.
Regular Session

Jackson City Council met in regular session on Monday, February 22, 2016 at 7:00 p.m. at Jackson City Council Chambers. President Eric Brown called the meeting to order. The Pledge of Allegiance was led by Mr. Kitchen. The Prayer was given by Mr. Hensler.

Roll call was taken as follows:

- Mr. Ondera-present
- Mr. Kitchen-present
- Mrs. Jones-present
- Mr. Hensler-present
- Mr. Queen-present
- Mr. Elliott-present
- Mr. Foster-present

VISITORS

Scott King, President of the City's AFSCME Local 3619, spoke regarding the Employee's Suggestion Program. There is currently an Employee's Suggestion Program in place for the employees, where if an employee's suggestion is adopted, there is a monetary reward given. He would like to expand this to involve Council and Administration, so they could have the suggestions presented to them also. He said this suggestion will save money or increase revenue, or increase safety, or make the city more efficient or effective.

Mr. Reed stated he felt this is an Administrative issue not Council. He said he feels it is a good program and would like to see it recognized again, but it would need to go through Administration and not Council.

Mr. King stated this is not for money; it is the betterment of the city. He stated the employee would have to complete the questionnaire and have some kind of proof that the suggestion would work. They would bring it in front of Council and answer any questions Council might have.

Mr. Kitchen stated he has seen this program work very effectively in places where he has worked. It would be a good thing to have in place.

Mr. Brown stated he felt it would be a good idea to bring their suggestions before Council, so they can see them. But ultimately it is the Administration's responsibility to act on it. Mr. Ondera commended Mr. King for bringing it before Council and making them aware of the program and stated he feels it is a win-win for the city and the employees.

John Peters-Utility rate questions

Mr. Peters stated he had questions from a prior meeting regarding sewer rates, but did not receive any information. He stated he made a public records request for Sewer Department dollar amounts, which he did receive. He said he did some calculations and came up with \$.23 of every dollar that comes into the Sewer Fund is spent on employees, \$.05 of every dollar is spent on sewer equipment replacement, and \$.72 of every dollar is spent on operations. He stated he always taught 80%-90% of the budget was personnel costs. If that is right, then the Sewer budget is upside down.

Mr. Peters did some research on the Sewer Fund and found Chapter 927.03 titled Sewer Revenue Fund uses. He said the information in this chapter really restricts what the money can be used for. He said every year, money is transferred from the Sewer Fund into the General and he feels this is a violation of the rules of Chapter 927.03. Mr. Peters stated again there needs to be more attention given to this type of information.

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Mr. Brown asked the Auditor if the money transferred from the Sewer Fund to the General Fund is due to the Maximus study. Mr. Reed stated that was correct. He stated Administrative is divided up between the different departments they run, garbage, sewer, electric, and water. He said he understood what Mr. Peters was talking about, but it has never been an issue with the audits. Any money being transferred is due to the Max.

APPROVAL OF MINUTES

Mr. Hensler made a motion to approve the minutes from February 8, 2016 Regular Session, seconded by Mr. Elliott. In a voice vote, all members agreed.

COMMITTEE REPORTS

UTILITY- No report.

BUDGET & FINANCE-No report.

POLICE, FIRE, & TRAFFIC-No report.

SERVICE –(STREET & ALLEY, RECREATION, BUILDINGS & GROUNDS

Mr. Foster asked Mayor Heath if he had done anything on the Bocce Court that was discussed at a previous meeting. Mayor Heath said he had not, but he will check into it and see what can be done. There might be a place up at the pool that would work.

CITY AUDITOR-No report.

LAW DIRECTOR

Mr. Kirby said he will be sending out information regarding golf carts for everyone to review. It can be voted on at the next council meeting.

MAYOR- Mayor Heath stated three commissioners were present at the meeting to do a presentation, Paul Haller, Jerry Hall, and Ed Armstrong. Mr. Hall presented the city with a 200 year anniversary flag. Mr. Haller invited everyone to the Lillian Jones Museum for a cake cutting ceremony on March 1st at 12:00 p.m. March 1st was the first commissioner's meeting in 1816. The Museum will be open from 11:00 a.m.-5:00 p.m. Mr. Brown stated it would be nice to display the flag at Manpower Park.

Mayor Heath stated in a couple of weeks they will begin baseball signups. They will be announcing the dates in the near future.

He also wanted to commend our city schools for hosting the basketball tournaments. They had 14 games, 22 schools from 8 different counties.

SERVICE DIRECTOR

Mr. Sheward stated there will be a City Planning Committee meeting held in Council Chambers at 4:00 p.m. Thursday, February 25th to discuss an apartment complex and a re-zoning of property.

The bid opening will be this week for windows for the Memorial Building. Mr. Ondera attended the pre-bid opening meeting and Mr. Sheward thanked him for coming.

Mr. Sheward stated they are coming to the end of a 3 year contract with the AFSCME and OAPSE Unions. There will be some negotiations going on this summer. If anyone has any suggestions, please contact Mr. Sheward.

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They are running into rock with the sewer project which is slowing things down. They should be starting on the Wal-Mart area the second week of March. This is a very important project which will allow for a lot of growth in that area.

Mr. Ondera stated he would like to make his feelings known to Council and Administration on the Memorial Building renovation. He stated \$100,000.00 for windows is a lot of money to put into the windows when there doesn't seem to be a plan in place going forward. Mr. Reed stated Council voted to save the building. Mr. Brown stated the air conditioners sticking out of the windows is what caused a problem with new windows. Now that there is a new heating and air conditioning system in, the windows can be done. Mr. Sheward stated you have to have a fiscal plan and a physical plan. They wouldn't have had the money for the windows if it hadn't been for saving money on health insurance. Mayor Heath stated Mr. Ondera's concerns were very legitimate. He stated they have \$100,000.00 this year, but they might not have any money for the next five years. There is not an actual plan in place for the outcome. Mr. Ondera asked how much the estimate was for a new building. Mayor Heath stated it was \$2.1million for the same size they have now. \$1.7 million to renovate the whole building including the auditorium and \$1.4 million if they tore off the auditorium and made that space a parking lot. Mr. Ondera asked if the public wants to save the building, then are they willing to help come up with the money. He suggested putting it on the ballot and letting the public vote on it. Mr. Brown suggested after the bids are opened for the windows, the Service Committee have a meeting to discuss the issue and have all of Council attend.

Mr. Ondera mentioned the buzzards that have roosted in the trees over on Dickason Street across from the feed store. Mr. Kitchen stated he has talked to someone about this and they said they are black neck buzzards. They don't know why they are here and they are usually not around here. He said they are very aggressive birds. Mr. Ondera asked if there is any loud noise they could use to scare them off. It was suggested someone call the Game Warden and see what they can do since they are a protected species.

ORDINANCES AND RESOLUTIONS

RESOLUTION NO. 06-16

A RESOLUTION AUTHORIZING THE REVOLVING LOAN FUND AGREEMENT WITH THE OHIO DEVELOPMENT SERVICES AGENCY.

First Reading

Mr. Hensler made a motion to adopt the resolution, seconded by Mrs. Jones. In a voice vote, all members agreed.

Mr. Sheward stated this is the resolution that allows them to be involved in the revolving loan on the CDGB housing.

Mr. Hensler made a motion to suspend the rules, seconded by Mr. Foster. In a roll call vote, council as follows:

Mr. Ondera-yes
Mr. Kitchen-yes
Mrs. Jones-yes
Mr. Hensler-yes
Mr. Queen-yes
Mr. Elliott-yes
Mr. Foster-yes

In a roll call vote to adopt the resolution, council voted as follows:

Mr. Ondera-yes
Mr. Kitchen-yes

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Mrs. Jones-yes
Mr. Hensler-yes
Mr. Queen-yes
Mr. Elliott-yes
Mr. Foster-yes

Resolution 06-16 duly adopted.

CORRESPONDENCE

The Council Clerk read a Liquor Permit notice changing the name from SSC Stores Incorporated, dba The Filling Station to Seven South Stores Inc., dba The Filling Station. Mr. Brown stated if there were no objections, then it would be marked with no hearing needed and it would be approved.

OLD BUSINESS-None

NEW BUSINESS-None

Mr. Hensler made a motion to adjourn at 8:09 p.m., seconded by Mr. Elliott. In a voice vote, all members agreed.



Sherry Barr, Council Clerk



Eric Brown, Council President

Date 3-14-16

Date 3-14-16



Employee Suggestion Form

Employee Suggestion Program

A program of Local Chapter 3619 of AFSCME, AFL/CIO (Jackson, OH)

What is ESP?

The Employee Suggestion Program (ESP) is a program that provides employees with an opportunity to contribute innovative and creative ideas for improving city government.

Who can participate?

All full-time, part-time, or wage/hourly employees of the City of Jackson may submit suggestions.

What are the rewards?

More responsible, effective, financially efficient, and safer city government operations.

How do I submit a suggestion?

Read the Eligibility Requirements and Rules, then complete the ESP Suggestion Form and send it in as directed.

Whom may I contact for questions on the ESP program?

You may contact your AFSCME Local 3619's ESP Coordinator or any AFSCME Local 3619 Office Holder.

Eligibility Requirements and Rules

Suggestions are eligible if they:

- Propose practical improvements to some part of city government.
- Are submitted timely.
- Tells specifically what the improvement is and how it can be made.
- Are submitted by:
 - an individual employee or
 - A group of employees submitting the suggestion together and using the same form. (The names of all employees submitting the suggestion should be attached to the form.)

Suggestions are NOT eligible if they:

- Are already within the employee's authority or responsibility to implement.
- Concern matters already under consideration.
- Concern personal grievances or complaints.
- Concern policies or procedures that are not being followed or that are not being applied properly.
- Suggestions remain valid for one year from the date of their submission.
- Decisions made by the Employee Suggestion Program Committee are final. However, if new or additional information is presented, a decision may be reviewed.
- AFSCME Local 3619 retains the right to terminate or change the Employee Suggestion Program at any time.
- The use of employee suggestions by the city shall not be the basis of further claims of any kind by the suggester or the suggester's heirs or assigns.

Employee Suggestion Program Information

Fields that are marked with an *asterisk are required.

*Name: _____

*Department/Sub-Division: _____

*Position/Working Title: _____

Work or Home Address: _____

City/State/Zip Code: _____

*Daytime Telephone: _____

E-mail Address: _____

This suggestion will:

- _____ Save Money
- _____ Increase Revenue
- _____ Improve Safety
- _____ Make operations more efficient and/or effective

Is this suggestion within your authority or responsibility to achieve or change? Y / N

Can you make this change without the approval of higher level management? Y / N

As far as you know, is this suggestion already being considered? Y / N

Does this suggestion relate to a personal grievance or complaint? Y / N

Does this suggestion relate to a policy that is not being applied properly? Y / N

Have you submitted this suggestion before, within the past year? Y / N
If yes, date and suggestion number: _____

1. Describe the present situation, condition, method, or procedure to be improved.
Please be specific. Attach pages if needed and indicate number of pages attached.

2. **What is your suggestion?** Be specific – describe the improvement and tell how it can be made. Attach pages if needed and indicate number of pages attached. _____

Lined area for writing suggestions.

Is this suggestion being made by more than one employee? If so, attach names.

By submitting this form, I certify that I am employed by the City of Jackson, OH. I have read the eligibility requirements and rules as stated on this form and I agree that the city shall have the right to make full use of my suggestion. I further understand, and agree, that should the City choose to implement my suggestion, I expect no remuneration in any form.

Name (signature): _____

Date: _____

For further processing, submit this suggestion to the Employee Suggestion Program Coordinator or any AFSCME Local 3619 Office Holder.

SUBMITTER NOTES / ADDITIONAL SPACE

(Exhibits, drawings, flow charts, photos, list of attachments, etc.)