

**NORWALK CITY COUNCIL**  
**MINUTES**

May 30, 2017  
7:30 p.m.

Municipal Court  
Norwalk, Ohio

**WORK SESSION**

---

Council President Steve Euton called the meeting to order. The following Council members were present: Steve Euton, Chris Mushett, Kelly Beck, Samantha Wilhelm, Chris Castle, Steve Schumm, Dave Wallace, and Deb Lucal.

Mayor Rob Duncan, Law Director Stu O'Hara, Finance Director Diane Eschen, Safety Service Director Dan Wendt, and Public Works Director Josh Snyder were also in attendance.

*Item No. 17-051*

A RESOLUTION REQUESTING THE HURON COUNTY AUDITOR TO CERTIFY TO THE CITY OF NORWALK THE TOTAL CURRENT TAX VALUATION OF THE CITY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 0.9 MILL RENEWAL LEVY FOR PROVIDING AND MAINTAINING A FIRE DEPARTMENT PURSUANT TO R.C. 5705.19(I)

Mr. O'Hara said this is the first step in putting the levy on the ballot for the November election. He said this is the last chance Council has to address the current levy. He added there will be a separate piece of legislation for Council to decide whether or not to place it on the ballot.

Mr. Euton asked if this is the levy that is based on 1976 valuations. Mr O'Hara said yes.

Mr. Wallace asked if the Administration knows how much will be needed to run the Fire Department. Mayor Duncan said they are getting an idea while working on a 5-year forecast. Mr. Wendt said that information is forthcoming. Mrs. Eschen said the current levy brings in \$69,000.

Mr. Castle asked how long the renewal levy will be extended for if it is placed on the ballot. Mr. O'Hara said up to 5 years.

Council members agreed to place this item on the agenda.

*Item No. 17-052*

A RESOLUTION AUTHORIZING THE MAYOR AND PUBLIC WORKS DIRECTOR TO ADVERTISE AND RECEIVE BIDS FOR THE FIRE STATION CONSTRUCTION PROJECT AND AUTHORIZING A CONTRACT AFTER BIDDING

Mr. Snyder said the hard costs for the project are just under \$3.9 million and when soft costs are added in the total is just under \$4.1 million.

Mr. Mushett asked how long the bid period is. Mr. Snyder said bidding will start July 7, 2017 and bids will be opened July 28, 2017.

Council members agreed to place this item on the agenda.

Item No. 17-053

AN ORDINANCE AMENDING SECTION 5.2 OF THE PERSONNEL POLICY MANUAL OF THE CITY OF NORWALK AND DECLARING AN EMERGENCY

Mr. O'Hara said this legislation is to update the personal policy manual to address issues surrounding the pay period. He said they have not been updated since direct deposit began in 2012. He added that the changes are to clarify when payroll is issued for each pay period.

Council members agreed to place this item on the agenda.

Item No. 17-054

A RESOLUTION AUTHORIZING THE MAYOR TO MAKE APPLICATION FOR THE ALLOCATION AND DISBURSEMENT OF A PORTION OF THE CITY'S PERMISSIVE HIGHWAY TAX FUNDS FOR THE MILAN AVENUE CORRIDOR PROJECT

Mr. Snyder said the City has requested \$265,000 from the County Engineer to pay part of the City's portion of the Milan Avenue Reconstruction project. Mrs. Eschen added that this was included in the 2017 Budget.

Council members agreed to place this item on the agenda.

Item No. 17-055

AN ORDINANCE AMENDING SECTION 7.12 F OF THE PERSONNEL POLICY MANUAL OF THE CITY OF NORWALK PERTAINING TO THE DRUG FREE WORK PLACE POLICY

Mr. O'Hara explained that this legislation will clarify the requirements surrounding the use of prescription medicine while at work. He said employees will be required to inform supervisors of any prescription medicine use and any side effects which may impair the employee's ability to perform their duties. He said the legislation also addresses the use of medical marijuana which will be a violation of the drug free workplace policy even with a prescription.

Mrs. Wilhelm asked if other nearby municipalities have adopted similar legislation. Mr. O'Hara said he is not aware of any specific examples, but it has been recommended as protection for the City.

Mrs. Lucal asked if drug testing is currently done. Mr. O'Hara said CDL holders are subject to random drug screening by the Ohio Department of Transportation. He said all other employees are subject to reasonable suspicion testing.

Mr. Beck asked if employees are tested following accidents. Mr. O'Hara said yes.

Mr. Wallace asked how many employees have been randomly tested in the past couple years. Mr. Wendt said the insurance pool conducts a random draw every three months. He said it averages 3-7 City employees each time.

Mr. Schumm said he would be interested in seeing what other cities have in place and expressed his concern with legal ramifications. Mayor Duncan said the legislation has been recommended by risk management. Mr. Wendt said the risk manager asked about current policies and said it is necessary to be proactive.

Mr. Wallace said it seems like a common sense policy to protect both employees and the public.

Council members agreed to place this item on the agenda.

Item No. 17-056

AN ORDINANCE AMENDING AND SUPPLEMENTING THE 2017 ANNUAL BUDGET AND APPROPRIATION ORDINANCE NO. 2016-045 AND DECLARING AN EMERGENCY

Mrs. Eschen explained the supplemental. She added that there will be \$6,500 left in donations following the purchase of of electronic tablets for the K9 cars and maintenance.


Council members agreed to place this item on the agenda.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS** – Mr. Euton said there will be a Regular Session June 6, 2017.

Mr. Wallace made a motion to move into an executive session to discuss personnel matters with no business afterwards. Mrs. Lucal seconded. Mrs. Lucal, Mr. Schumm, Mrs. Wilhelm, Mr. Beck, Mr. Mushett, Mr. Wallace, and Mr. Castle voted in favor. Motion carried.

**ADJOURNMENT** There being no further business to discuss, the meeting was adjourned.

  
\_\_\_\_\_  
Stephen E. Euton  
President

  
\_\_\_\_\_  
Jaime L. Peiples  
Clerk