



London City Council
20 S. Walnut Street, London, Ohio 43140
June 26, 2025 at 6:30pm
Agenda

Call to Order

Roll Call

Minutes – Approval of June 5, 2025 minutes

Public Hearings

ORDINANCE 151-25 Sponsored by: Andrew Hitt
AN ORDINANCE approving the plan of operation and governance for the Sustainable Ohio Public Energy Council (“SOPEC”) Electric aggregation program, and for the purpose of jointly establishing and implementing an electric aggregation program.

Communications/Announcements

Audience Concerns

Committee Reports

City Official Reports

Old Business

4th Reading

ORDINANCE 140-25 Sponsored by: Andrew Hitt
AN ORDINANCE approving and authorizing the execution and delivery of a community reinvestment area agreement

3rd Reading

RESOLUTION 141-25 Sponsored by: Greg Eades
A Resolution revising job descriptions

2nd Reading

RESOLUTION 142-25 Sponsored by: Shannon Treynor
A RESOLUTION authorizing the auditor to increase appropriations and transfer funds. The Police Department is purchasing a used unmarked vehicle

RESOLUTION 143-25 Sponsored by: Andrew Hitt
A RESOLUTION increasing appropriations. The city needs to install new street lights on High Street

ORDINANCE 146-25 Sponsored by: John Stahl
AN ORDINANCE amending section 1268 of the codified ordinances
Public Hearing Scheduled for July 17, 2025

ORDINANCE 147-25 Sponsored by: Shannon Treynor
AN ORDINANCE amending section 242 of the codified ordinances

RESOLUTION 148-25 Sponsored by: Greg Eades
A RESOLUTION revising job description. The Street Department is in need of revising several job descriptions

RESOLUTION 149-25 **Sponsored by: John Stahl**
A RESOLUTION adopting the recommendations of the planning commission.
Public Hearing scheduled for July 17, 2025

ORDINANCE 150-25 **Sponsored by: Andrew Hitt**
AN ORDINANCE authorizing the city to enter into the sustainable Ohio public energy council (“SOPEC”), The execution and delivery of the agreement establishing SOPEC and approving the bylaws of SOPEC

ORDINANCE 151-25 **Sponsored by: Andrew Hitt**
AN ORDINANCE approving the plan of operation and governance for the Sustainable Ohio Public Energy Council (“SOPEC”) Electric aggregation program, and for the purpose of jointly establishing and implementing an electric aggregation program.
Public Hearing Scheduled for July 17, 2025

New Business

RESOLUTION 152-25 **Sponsored by: Andrew Hitt**
A RESOLUTION increasing appropriations. the Parks and Recreation Department need more funds to continue to operate the remainder of the year

RESOLUTION 153-25 **Sponsored by: Shannon Treynor**
A RESOLUTION increasing appropriations. the City Council has recommended speed bumps and speed signs to alleviate speeding within the city

RESOLUTION 154-25 **Sponsored by: Andrew Hitt.**
A RESOLUTION increasing appropriations. The city would like to purchase stealth monitors to monitor traffic patterns and speed throughout the city

ORDINANCE 155-25 **Sponsored by: Shannon Treynor**
AN ORDINANCE adjusting the rate of curb assistance

RESOLUTION 156-25 **Sponsored By: Greg Eades**
A RESOLUTION designating Madison County Future, Inc., as agent for the sale of vacant real property and authorizing an agency agreement

Round Table

Adjournment

ORDINANCE 140-25
Sponsored by: Andrew Hitt

**AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION AND
DELIVERY OF A COMMUNITY REINVESTMENT AREA AGREEMENT**

WHEREAS, this Council previously designated an area as the City of London Community Reinvestment Area (the “CRA”) as a Community Reinvestment Area pursuant to Ohio Revised Code (“R.C.”) Chapter 3735 in Ordinance 137-19; and

WHEREAS, the Director of Development of the State of Ohio previously determined that the CRA contained the characteristics set forth in R.C. Chapter 3735; and

WHEREAS, Andrew Warnock an individual, or his assigns (collectively, the “Developer”) desires to construct a project (the “Project”) to be located in the CRA at 36-42 W. First St., London, Ohio, Parcel Number 31-01801.000, (the “Project Site”); and

WHEREAS, the City having the appropriate authority for the stated Project, desires to provide the Developer with incentives available for the development of the Project in the CRA; and

WHEREAS, the Developer has submitted the required state application fee of \$750.00 made payable to the Ohio Development Services Agency with the application to be forwarded to said department with a copy of the final agreement; and

WHEREAS, the City has investigated the application of the Developer and has recommended the same to this Council on the basis that the Developer is qualified by financial responsibility and business experience to create and preserve employment opportunities in the CRA and improve the economic climate of the City; and

WHEREAS, the Project Site is located within the boundaries of the London City School District (the “LCSD”) and the Tolles Career & Technical Center (the “TCTCSD”), and the board of education of each such district has been notified of the proposed approval of this Agreement in accordance with R.C. Sections 3735.671 and 5709.83, or has waived such notice, and has been given a copy of the Application; and

WHEREAS, this agreement is subject to the Board of Education of the LCSD’s approval. If approved the terms will be as follows: 100% real property tax exemption for fifteen (15) years; and

WHEREAS, pursuant to R.C. Section 3735.67(A) and in conformance with the format required under R.C. Section 3735.671, the parties desire to set forth their agreement in writing with respect to matters hereinafter contained; and

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

Section I:

The Council of the City finds that the Developer is qualified by financial responsibility and business experience to create and preserve employment opportunities in the CRA and to improve the economic climate of the City, and that, subject to the City’s approval of the CRA Agreement, the Developer intends to make real property improvements.

Section II:

The Council of the City finds that this agreement is subject to the Board of Education and the LCSD’s approval of the terms of this Agreement, including the 100% real property tax exemption for fifteen (15) years;

Section III:

The Mayor is authorized to enter into a CRA Agreement with the Developer, providing a 100% exemption on the assessed value of the real property improvements made to the Project Site for a period of fifteen (15) years. The Mayor, for and in the name of the City, is authorized to execute a CRA Agreement substantially in the form now on file with this Council, and in a form not inconsistent with the terms of this Ordinance and with changes that are not substantially adverse to the City, which shall be evidenced conclusively by the Mayor’s execution of that CRA Agreement. Further, the Mayor is authorized to sign any other agreements or documents necessary to effectuate this Agreement and provision of the incentive as defined therein.

Section IV:

Upon approval of the Board of Education and the LCSD, the Clerk of Council shall immediately forward a certified copy of this Ordinance along with all exhibits and attachments to the Ohio Development Services Agency within fifteen days after the Agreement is entered into pursuant to R.C. Section 3735.671(D).

Section V:

This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance, and that all deliberations of this Council and any of its committees that resulted in those formal actions, were taken in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

Section VI:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.140-25 was posted on the City of London’s website, www.londonohio.gov on the _____day of_____, 2025 and on the_____day of_____, 2025

Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

**LONDON, OHIO - COMMUNITY REINVESTMENT AREA
TAX INCENTIVE APPLICATION**

PROPOSED AGREEMENT for Community Reinvestment Area Tax Incentives between the
City of London located in the County of Madison and The Main Street London Collective Ltd.

1. a. Name of property owner, home or main office address, contact person, and telephone number
(attach additional pages if multiple enterprise participants).

The Main Street London Collective Ltd.
Enterprise Name

Andrew T. Warnock
Contact Person

6565 Heritage Blvd. - Hilliard, OH 43026
Address

740.815.5632
Telephone Number

- b. Project site:

36-42 W. First Street - London, OH 43140

Andrew T. Warnock
Contact Person

6565 Heritage Blvd. - Hilliard, OH 43026
Address

740.815.5632
Telephone Number

2. a. Nature of commercial/industrial activity (manufacturing, warehousing, wholesale or retail stores, or other) to be conducted at the site.

To be determined mixed use (residential Air BNB, restaurant, and event space). Downtown London, Ohio, notably the Main Street corridor, was once a bustling stop along the railroad line. A hotel, theater, and retail shopping lined the main drag of this suburban Columbus town. In recent decades, those storefronts were shuttered, buildings fell into disrepair, and boarded up windows became prevalent. The Applicant's intent is to restore the storefronts, cure all deferred maintenance, and gain leasehold occupancy by a commercial tenant.

- b. List primary 6 digit North American Industry Classification System (NAICS) # **TBD**

Business may list other relevant SIC numbers. _____

- c. If a consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred: **N/A**

- d. Form of business of enterprise (corporation, partnership, proprietorship, or other)

Building owner is a State of Ohio formed Limited Liability Company



3. Name of principal owner(s) or officers of the business.

Andrew T. Warnock, Managing Member and 68% owner

4. a. State the enterprise's current employment level at the proposed project site:

0

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Yes ___ No X

c. If yes, state the locations from which employment positions or assets will be relocated and the location to where the employment positions or assets will be located:

N/A

d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees):

0

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

N/A

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?

N/A

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?

Yes ___ No X

- b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes ___ No X
- c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes ___ No X
- d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets).
6. Project Description: 36-42 W. First Street in London, Ohio is compilation of buildings and open courtyard blocks away from the County Courthouse and resides within the commercial business district. The buildings have been vacant for years. The buildings require masonry repair and tuck-pointing, painting, signage, interior cosmetic rehab, and re-tenancy. The Applicant is seeking a tax abatement to freeze the current assessed value for a period of 15 years to provide economic incentive to invest in the aged structure.
-
7. Project will begin on or before March 1, 2025 and be completed within one year ending April 30, 2026 provided a tax exemption is provided.
8. a. Estimate the number of new employees the property owner will cause to be created at the facility that is the project site (job creation projection must be itemized by the name of the employer, full and part-time and permanent and temporary):
-
- To be determined by users of the space.**
-
- b. State the time frame of this projected hiring: 1 yrs.
- c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees):
-
- To be determined by users of the space.**
-
9. a. Estimate the amount of annual payroll such new employees will add \$ TBD (new annual payroll must be itemized by full and part-time and permanent and temporary new employees).
- b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$ N/A

10. An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:

A.	Acquisition of Buildings:	\$ 375,000
B.	Additions/New Construction:	\$ 30,000
C.	Improvements to existing buildings:	\$ 818,549
D.	Machinery & Equipment:	\$ 0.00
E.	Furniture & Fixtures:	\$ 150,000
F.	Inventory:	\$ 5,000
Total New Project Investment:		\$ 298,000

11. a. Business requests the following tax exemption incentives 100 % for 15 years covering real estate as described above. *Be specific as to the rate, and term.*

- b. Business's reasons for requesting tax incentives (be quantitatively specific as possible)

To aid in economic development and bring the London, Ohio CBD back to prominence. Without competitive commercial space for rent, the Main Street corridor will continue to fall into disrepair and lag its municipal peers.

Submission of this application expressly authorizes City of London to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

The Main Street London Collective Ltd.
Name of Property Owner

March 28, 2025
Date



Signature

Andrew T. Warnock, Managing Member

Typed Name and Title

NOTES

* A copy of this proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** Attach to Final Community Reinvestment Area Agreement as Exhibit A

Please note that copies of this proposal must be included in the finalized Community Reinvestment Area Agreement and be forwarded to the Ohio Department of Taxation and the Ohio Department of Development within fifteen (15) days of final approval.

RESOLUTION 141-25
Sponsored by: Greg Eades

A RESOLUTION REVISING JOB DESCRIPTIONS

WHEREAS, the Police Department is in need of revising several job descriptions; and

WHEREAS, Council must approve these revisions.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

The job description will be amended to read as follows: See Exhibit A.

SECTION II:

That this Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.141-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Chief
Class Number:		Class Title:	Police Chief
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Safety/Service Director	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status:	Classified		

JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Plans, organizes, coordinates, and directs through appropriate police personnel, all police functions including patrol, law enforcement, investigation, police communications, community and administrative services; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- (2) Ensures that the department is adequately staffed, including scheduling officers and duty crews for minimum department personnel responses to emergencies; approves payroll, leave requests and evaluations.
- (3) Works closely with all city officials and departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects and solve police service problems; and assists in the development of innovative municipal law enforcement policies; directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.
- (4) Represents the City and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
- (5) Directs the selection, supervision and work evaluation of department personnel; participates in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
- (6) Assists in the preparation and administration of the annual budget for the department; coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies; prepares a variety of written, statistical, and financial reports, directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment; prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.
- (7) Provides for staff development and supervisory training programs.
- (8) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.



CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Chief
Class Number:		Class Title:	Police Chief
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Safety/Service Director	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status: Classified			

(9) Maintains required licensure and certifications to maintain peace officer certification.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; leadership best practices and the local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or matrix form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Chief
Class Number:		Class Title:	Police Chief
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Safety/Service Director	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status:	Classified		

Police Captain, Sergeant; Police Officer; Police Clerk

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

CITY OF LONDON

At-Will Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Captain
Class Number:		Class Title:	Police Captain
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Chief of Police	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status:	Classified		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field preferred; minimum of seven (7) years of experience in a public law enforcement agency preferred; minimum two (2) years of experience as a supervisor; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass background checks, cognitive, physical, and drug screening tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); must be able to qualify for and complete a relative police command school.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; emergency motor vehicle, police radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

CITY OF LONDON

Ar. Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Captain
Class Number:		Class Title:	Police Captain
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Chief of Police	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status: Classified			

JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Plans, organizes, coordinates, and directs through appropriate police personnel, all police functions including patrol, law enforcement, investigation, police communications, community and administrative services; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- (2) Ensures that the department is adequately staffed, including scheduling officers and duty crews for minimum department personnel responses to emergencies; approves payroll, leave requests and evaluations.
- (3) Works closely with all city officials and departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects and solve police service problems; and assists in the development of innovative municipal law enforcement policies; directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.
- (4) Represents the City and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
- (5) Serves in the absence of the Chief of Police; directs the selection, supervision and work evaluation of department personnel; participates in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
- (6) Assists in the preparation and administration of the annual budget for the department; coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies; prepares a variety of written, statistical, and financial reports, directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment; prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.
- (7) Provides for staff development and supervisory training programs.
- (8) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Captain
Class Number:		Class Title:	Police Captain
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Chief of Police	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status: Classified			

(9) Maintains required licensure and certifications to maintain peace officer certification.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or matrix form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

DATE REVISED/APPROVED: March 12, 2025

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Captain
Class Number:		Class Title:	Police Captain
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Chief of Police	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professionals
Civil Service Status:	Classified		

Police Sergeant; Police Officer; Police Clerk

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

CITY OF LONDON

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 5

Employee Name:		Position Title:	Police Sergeant
Class Number:		Class Title:	Police Sergeant
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Police Captain Chief of Police	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	03 – Technician
Civil Service Status:	BU (OPBA)		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field is preferred; minimum of four (4) years of experience in a public law enforcement agency is required; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Commission (OPOTC).

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Sergeant
Class Number:		Class Title:	Police Sergeant
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Police Captain Chief of Police	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	03 – Technician
Civil Service Status:	BU (OPBA)		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Performs supervisory duties including planning, organizing, and directing the activities of personnel under command; serves as a liaison between the Chief of Police and other officers under command; provides for public safety by maintaining order and security; leads patrol, investigation, and special assignments; responds to emergencies; performs crime scene leadership duties.
- (2) Enforces motor vehicle and criminal laws; responds to traffic and roadside emergencies to provide assistance; investigates traffic accidents and other accidents to determine causes or if a crime has been committed; records facts to prepare reports that document incidents and activities; prepares investigation or incident reports; performs follow-up on cases and updates reports; collects and documents evidence; obtains witness statements; apprehends suspects; makes arrests; serves warrants; testifies before court and grand jury.
- (3) Patrols specific area on foot or motorized conveyance; responds promptly to calls for assistance; performs routine checks of business and commercial establishments; monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area; performs parking enforcement; performs security functions at special events.
- (4) Cleans and performs preventive maintenance on police vehicle and equipment; provides emergency response assistance to London Fire Department when required; develops officer training programs; monitors and provides Officer training; assumes Dispatcher's duties as needed.
- (5) Performs community liaison activities; educates the public on crime prevention; performs public relations tasking as required.
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licensure and certifications, if any.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Sergeant
Class Number:		Class Title:	Police Sergeant
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Police Captain Chief of Police	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	03 – Technician
Civil Service Status:	BU (OPBA)		

(10) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice. employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

Police Officer; Dispatcher; Clerk

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Sergeant
Class Number:		Class Title:	Police Sergeant
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Police Captain Chief of Police	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	03 – Technician
Civil Service Status:	BU (OPBA)		

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

CITY OF LONDON

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 3

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Sergeant, Captain Chief of Police	FLSA Status:	Non-Exempt
Normal Hours:	Varies	EEO Status:	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent preferred; previous law enforcement experience and/or training preferred; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record history and background reviews, as well as medical, cognitive, physical, and work-related tests, including veracity and drug screening.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed or be able to complete basic peace officer training and be certified with the Ohio Peace Officer Training Commission. (OPOTC).

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

DATE REVISED: March 12, 2025

CITY OF LONDON

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 3

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Sergeant, Captain Chief of Police	FLSA Status:	Non-Exempt
Normal Hours:	Varies	EEO Status:	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Provides for public safety by maintaining order and security; responds to emergencies; enforces motor vehicle and criminal laws; responds to traffic and roadside emergencies to provide assistance; investigates traffic accidents and other accidents to determine causes or if a crime has been committed; records facts to prepare reports that document incidents and activities; prepares investigation or incident reports; performs follow-up on cases and updates reports; collects and documents evidence; obtains witness statements; apprehends suspects; makes arrests; serves warrants; testifies before court and grand jury.
- (2) Patrols specific area on foot or motorized conveyance; responds promptly to calls for assistance; performs routine checks of business and commercial establishments; monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area; performs parking enforcement; performs security functions at special events.
- (3) Cleans and performs preventive maintenance on police vehicle and equipment; provides emergency response assistance to other agencies when required; assumes Dispatcher's duties as needed.
- (4) Performs community liaison activities; educates the public on crime prevention; performs public relations tasking as required.
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure and certifications.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Division of Police	Employment Status:	Full-time
Reports to:	Sergeant, Captain Chief of Police	FLSA Status:	Non-Exempt
Normal Hours:	Varies	EEO Status:	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

Knowledge of: public safety radio dispatching procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; uniform criminal recording codes; criminal justice; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs motor vehicle operation; operation and care of firearms; use of restraint devices and maintaining calm demeanor, working under stressful events.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness for duty; carry and use of firearm, including willingness to use deadly force.

POSITIONS DIRECTLY SUPERVISED:

Dispatcher/Clerk

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Administrative Assistant
Class Number:		Class Title:	Administrative Assistant
Dept./Div.:	Division of Police	Employment Status:	Part-time
Reports to:	Captain/Sergeant/Chief	FLSA Status:	Non-exempt
Normal Hours:	Dayshift	EEO Status:	06 – Administrative Support
Civil Service Status: Unclassified R.C. 124.11 A(8)			

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's Degree or higher) in business, and/or a related field preferred; prior law enforcement or public service experience preferred; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must maintain a valid Ohio Driver's License; must maintain insurability under the City's vehicle insurance policy; must have the ability to obtain or be licensed as a Notary Public.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer, printer, typewriter, calculator, copy machine, fax machine, dictation equipment, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 30 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects; ability to sit for long periods of time while operating equipment without frequent breaks.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Performs a variety of confidential and complex administrative and secretarial functions for the Police Division; creates, files, logs, and processes purchase orders, training records, leave time records, equipment records, and other correspondence utilized by the division in the daily operations, both physically and electronically; creates and maintains spreadsheets and other tracking methods; utilizes specialized computer programs; processes most requests for records and other public information requests; maintains and purchases appropriate supplies and equipment; assists in maintaining accurate

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POSITION DESCRIPTION

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Employee Name:		Position Title:	Administrative Assistant
Class Number:		Class Title:	Administrative Assistant
Dept./Div.:	Division of Police	Employment Status:	Part-time
Reports to:	Captain/Sergeant/Chief	FLSA Status:	Non-exempt
Normal Hours:	Dayshift	EEO Status:	06 – Administrative Support
Civil Service Status:	Unclassified R.C. 124.11 A(8)		

inventory of equipment and supplies; obtains bids on special purchases; orders Police-specific supplies from government agencies.

(2) Performs transcription police employees; prepares court documents (e.g., criminal charges, case synopsis, grand jury summaries, etc.); works with the Prosecutor's Office to compile, organize, and process criminal cases; enters police incident and offense reports into reporting systems; enters traffic citations into the system; runs arrest checks; notifies Officers of court dates and/or cancellations; creates and maintains filing system for all case files; assists with evidence room operations.

(3) Prepares monthly, quarterly, and annual reports as needed; acts as liaison to auditors officer for accounts payable, ensures completion of various forms for database entry and reporting purposes.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: modern computer skills and computer applications (e.g., Microsoft Office, Google Documents, Calendars, social media websites, etc.); office practices and procedures; City/department goals and objectives;* City/department policies and procedures;* personnel rules and regulations;* English grammar and spelling; public relations; civil service rules and regulations; public records laws and regulations;* employee benefits administration; basic accounting; office practices and procedures; public relations; hardware & software utilized by the City;* basic contract requirements;* Ohio Revised Code; guiding principles and vision of the London Division of Police.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; perform basic addition and subtraction; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively and professionally; comprehend simple sentences with common vocabulary; coordinate with other jurisdictions/agencies; answer

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POSITION DESCRIPTION

Page 3 of 3

Employee Name:		Position Title:	Administrative Assistant
Class Number:		Class Title:	Administrative Assistant
Dept./Div.:	Division of Police	Employment Status:	Part-time
Reports to:	Captain/Sergeant/Chief	FLSA Status:	Non-exempt
Normal Hours:	Dayshift	EEO Status:	06 – Administrative Support
Civil Service Status:	Unclassified R.C. 124.11 A(8)		

routine inquiries; develop and maintain effective working relationships; work independently and with little supervision; maintain confidentiality; plan, organize, manage, and prioritize various administrative projects or duties.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

RESOLUTION 142-25
Sponsored by: Shannon Treynor

**A RESOLUTION AUTHORIZING THE AUDITOR TO INCREASE
APPROPRIATIONS AND TRANSFER FUNDS**

WHEREAS, The Police Department is purchasing a used unmarked vehicle; and

WHEREAS, the funds cannot be transferred without sufficient authorization and appropriation from Council.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

101.990.57015-transfer-Capital Fund	\$12,000.00
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SECTION II:

City Council hereby authorizes the City Auditor to make the following fund transfers:

From: 101.990.57015- transfer-Capital Fund	\$12,000.00
To: 242.000.47030-Transfer In	\$12,000.00

SECTION III:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

242.100.54001- Capital-Police	\$12,000.00
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SECTION IV:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.142-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

RESOLUTION 143-25
Sponsored by: Andrew Hitt

A RESOLUTION INCREASING APPROPRIATIONS

WHEREAS, the City needs to install new street lights on High Street; and

WHEREAS, the available funds must be appropriated prior to expenditure.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

101.175.52513 – Street Lighting	\$25,000.00
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SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.143-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

ORDINANCE 146-25
Sponsored by: John Stahl

AN ORDINANCE AMENDING SECTION 1268 OF THE CODIFIED ORDINANCES

WHEREAS, the City would like to amend the current ordinance; and

WHEREAS, this Council must act to approve the recommendations.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

Section 1268.14 of the Codified Ordinances shall be and hereby is amended to reflect the following: See attached

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.146-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

1268.14 NONCONFORMING SIGNS.

(a) A sign conforming as to the regulations prevailing on January 2, 2003, but which does not conform with the regulations of this or a subsequent amendment, shall be construed as a legal nonconforming sign. The Safety-Service Director or his/her designee shall keep a list of such non-conforming signs and shall notify the owners of the status of non-conformity.

(b) Normal or ordinary repairs and improvements may be made but shall not require a permit from the Safety-Service Director or his/her designee. For the purpose of this Zoning Code, normal repairs shall include ordinary maintenance of the sign or structure including painting and replacement of basic equipment such as substitution of lights or minor wiring. The term shall not include the replacement of structural parts in any nonconforming sign except when required by law to make the sign conforming.

(c) Improvements or expansions of a legal nonconforming sign may be considered and shall require a permit and approval from the Planning Commission.



ORDINANCE 147-25
Sponsored by: Shannon Treynor

AN ORDINANCE AMENDING SECTION 242 OF THE CODIFIED ORDINANCES

WHEREAS, the City would like to amend the current ordinance; and

WHEREAS, this Council must act to approve the recommendations.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

Section 242.15 of the Codified Ordinances shall be and hereby is amended to reflect the following: See attached

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.147-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

242.15 USER FEES.

(a) Establishment.

(1) The Safety Service Director, in conjunction with the Fire & EMS Chief, [and with approval from City Council](#), shall establish and publish user fees for fire services, emergency medical services (EMS) and/or ambulance services provided by the Fire & EMS Division. The Safety Service Director shall periodically review and adjust such fees to reflect any rate changes or increases in cost,

(2) The rate of the user fee for fire services may include the costs of any services, personnel, supplies, and equipment the Fire & EMS Division incurs in responding to the call for service.

(A) The rates shall be as follows.

\$900.00 Basic Life Support
\$1,100 Advanced Life Support 1
\$1,500 Advanced Life Support 2
\$18.00 per mile fee

(3) All user fees for EMS and/or ambulance services shall be comparable to the usual, customary, and reasonable (UCR) fee schedule as may be established from time-to-time by either a State or Federal agency, or by an insurance trade association as may be recognized or otherwise authorized by law to establish such UCR fee schedule.

(4) User fees may also be established for hazmat situations, refusal of treatment, false alarm calls, fire inspections, or any other service provided by the Division of Fire & EMS for which the Safety Service Director, in conjunction with the Fire & EMS Chief, find reasonable and necessary.

(b) Billing. The Safety Service Director, in conjunction with the Fire & EMS Chief, shall develop billing and collection procedures for the established user fees. The City may enter into an agreement with a billing and/or collection agency or third-party administrator to implement the billing and collection of the user fees. The user fees may be charged to and billed to:

(1) The person being treated, attended to, or rescued by Fire & EMS Division personnel, or the person who may be responsible for such person being treated, attended or rescued, or the insurance carrier of said person;

(2) The owner of the motor vehicle for which spills or debris around the vehicle are cleaned up, fires are extinguished, or the site of the accident around the vehicle is secured, or the insurance carrier of said owner; and/or

(3) The owner of property requiring the control or extinguishment of fires and other emergency services as provided by Fire Division personnel, or the insurance carrier of said owner. When the user fee is billed to the insurance carrier, it shall be considered an add-on cost



of the individual's, persons' or company's claim for damages of the vehicles, property and/or for injuries.

(c) Mutual Aid. When EMS services are provided by the Fire & EMS Division to persons outside the City's limits pursuant to a mutual aid agreement, the City's established user fee may be charged to the person receiving such services in accordance with the City's billing procedures, unless otherwise provided in the mutual aid agreement. When EMS services are provided within the City's limits by another entity pursuant to a mutual aid agreement, the entity may charge the person receiving such services its established user fee in accordance with that entity's billing practices, unless otherwise provided in the mutual aid agreement.

(d) Authority of the Safety Service Director. The Safety Service Director shall have the following authority in administering the user fees and billing and collection of the same under this section:

(1) To make all final determinations in the event of a disagreement or disputed charge;

(2) To waive the user fee or any portion thereof where he finds and determines that the person who received the services is indigent or otherwise unable to pay for such services and there is no other source for the payment thereof.

(e) Revenue. All amounts collected by or for the user fees established under the authority of this section shall be placed into a separate line item in the Fire & EMS Levy Fund to be used for personnel, supplies, and equipment for the Fire & EMS Division.

(f) Definitions. As used in this section:

(1) "Ambulance services" include, but are not limited to, transports of patients from nursing homes to a hospital or other medical facility.

(2) "Emergency medical services (EMS)" means any of the services described in Ohio R.C. 4765.35, 4765.37, 4764.38 and 4765.39 that are performed by the Division of Fire & EMS, and includes such services performed before or during any transport of a patient, including transports between hospitals and transports to and from helicopters.

(3) "Fire services" include, but are not limited to, extinguishment of fires, extrication of entrapped individuals, cleaning of spills and debris, structure fires, and other services which may be needed at the scene of a motor vehicle accidents, vehicle fires, structure fires, or other emergency scenes.

RESOLUTION 148-25
Sponsored by: Greg Eades

A RESOLUTION REVISING JOB DESCRIPTIONS

WHEREAS, the Street Department is in need of revising several job descriptions;
and

WHEREAS, Council must approve these revisions.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION I:

The job description will be amended to read as follows: See Exhibit A.

SECTION II:

That this Resolution shall take effect and be in full force from and after the
earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.148-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 5

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent
Dept./Div.: Street	Employment Status:	Full-time
Reports to: Safety Service Director Street Superintendent	FLSA Status:	Exempt
Normal Hours: . Varies	EEO Status:	01 -Officials/ Administrators
Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education or equivalent (technical school or college education) preferred; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must possess a Herbicide Applicator's License from the Ohio Department of Agriculture.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, standard modern/business office equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, dump truck, tractor mower, salt spreader; chain saw, skid loader, front end loader, maintenance equipment and tools, light and heavy motorized equipment; shoring equipment, asphalt paver, generators, street sweeper, air compressor, mini excavator, excavator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury as a result of falling from high places; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., chipper, tractors, loaders, dump trucks, street sweepers, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work

Date Adopted:

Date Revised:



CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 5

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent
Dept./Div.:	Street	Employment Status: Full-time
Reports to:	Safety Service Director Street Superintendent	FLSA Status: Exempt
Normal Hours:	Varies	EEO Status: 01 Officials/ Administrators
Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)		

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of use 12101:

(1) Assisting the supervising of the day to day operations of crews and staff including highway and street maintenance and repairs, storm drainage construction, traffic signal construction, maintenance, and repair, and traffic control device installation, maintenance, and repair; schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment and ensures required record logs are maintained; inspects new construction layout; reviews all plans for subdivisions/commercial development and makes recommendations to planning commission; inspects all new street infrastructure as it is being built; designs all small projects for city.

(2) Manages and supervises all department personnel (e.g., assigns tasks; recommends discipline; recommends pay assignments; evaluates performance; receives employee complaints; attends or participates in meetings in which policy questions are reviewed or discussed; recommend policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).

(3) Performs inspections of Public Works and contracted projects to ensure compliance with regulations and established standards; reviews and inspects work product of employees assuring compliance with accepted standards and codes; supervises the Department's preventative maintenance programs; responds to accidents involving fuel spills, traffic control or other emergencies or unusual situations inside and outside of the normally assigned work period.

(4) Participates in the Department's budget process; makes recommendations on staffing levels, capital equipment purchases and projects; purchases materials and tracks expenses; maintains adequate inventories and evaluates new materials and products; prepares purchase orders for the department;

Date Adopted:

Date Revised:

CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 5

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent
Dept./Div.:	Street	Employment Status: Full-time
Reports to:	Safety Service Director Street Superintendent	
Normal Hours:	Varies	FLSA Status: Exempt
Civil Service Status:	Unclassified R.C. 124.11 (A)(3)(c)	EEO Status: 01 Officials/ Administrators

reconciles statements and vouchers for payment; resolves issues with the public, contractors, and developers; investigates and responds to concerns and complaints; presents solutions.

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: inventory control; purchasing; payroll practices and procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* office practices and procedures; electrical principles; utility construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; construction methods in carpentry, plumbing, and street; zoning, development standards, building codes; subdivision regulations and building regulations; administrative methods and functions in order to successfully direct all operations of the Street Department; traffic control devices, current design regulations, and design criteria.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; snowplow operation; decision making and communication.

Date Adopted:

Date Revised:

CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 5

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent
Dept./Div.:	Street	Employment Status: Full-time
Reports to:	Safety Service Director Street Superintendent	
Normal Hours:	Varies	FLSA Status: Exempt
Civil Service Status:	Unclassified R.C. 124.11 (A)(3)(c)	EEO Status: 01 Officials/ Administrators

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

Date Adopted:

Date Revised:

CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 5 of 5

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent
Dept./Div.:	Street	Employment Status: Full-time
Reports to:	Safety Service Director Street Superintendent	
		FLSA Status: Exempt
Normal Hours:	Varies	EEO Status: 01 Officials/ Administrators
Civil Service Status:	<u>Unclassified R.C. 124.11 (A)(3)(c)</u>	

POSITIONS DIRECTLY SUPERVISED:

Street Foreman; Street Maintenance Worker II; Street Maintenance Worker I; Laborer (Part-time).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

Date Adopted:
Date Revised:

CITY OF LONDON

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Employee Name:	Position Title:	Street Foreman
Class Number:	Class Title:	Street Foreman
Dept./Div.: Street	Employment Status:	Full-time
Reports to: Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
	EEO Status:	08 - Service/ Maintenance

Normal Hours: Varies

Civil Service Status: BU (AFSCME)

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio, Class A preferred. **Must possess a Herbicide Applicator's License from the Ohio Department of Agriculture.**

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Standard modern/business office equipment, computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207471.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 2 of 4

POSITION DESCRIPTION

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF LONDON

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Foreman
Class Number:		Class Title:	Street Foreman
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service/ Maintenance
Civil Service Status:	BU (AFSCME)		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Serves as the lead worker; supervises crew members; instructs and trains crew members on maintenance procedures and safety practices; prepares and maintains records (e.g., daily maintenance management system forms, material records, equipment usage, truck mileage, man hours, etc.).
- (2) Supervises the day to day operations of crews and staff (e.g., highway and street maintenance and repairs; street facilities maintenance and repair; storm drainage construction; guardrail repair; traffic control device installation, maintenance, and repair; weed mowing and litter removal; etc.); schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment; procures equipment and materials needed for department operations; ensures required record logs are maintained; participates and supervises in snow and ice removal; supervises community service workers.
- (3) Investigates complaints from the general public; conducts equipment safety inspections; reviews all plans for subdivisions/commercial development; makes recommendations to planning commission; inspects street infrastructure; inspects new construction layout.
- (4) Maintains required licensure and certifications, if any.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives; * City policies and procedures; * electrical principles; utility construction; general construction; maintenance and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; zoning development standards; building codes; subdivision regulations; street maintenance; building regulations;

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF LONDON

An Equal Opportunity Employer

Page 4 of 4

POSITION DESCRIPTION

Employee Name:	Position Title:	Street Foreman
Class Number:	Class Title:	Street Foreman
Dept./Div.: Street	Employment Status:	Full-time
Reports to: Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours: Varies	EEO Status:	08 - Service/ Maintenance
Civil Service Status: BU (AFSCME)		

construction methods in carpentry; plumbing; storm sewers; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; mathematics; traffic control devices; customer service; public relations; transportation; geographic layout of jurisdiction*; safety practices and procedures; department policies and procedures*; proper lifting techniques; administrative methods and functions to direct operations.

Skill in: minor vehicle and equipment maintenance; watching gauges, dials, or other indicators to make sure a machine is working properly; use or operation of cellular phone; computer operation; use or operation of computer software (e.g., Microsoft Outlook; etc.); talking to others to convey information effectively; motivating, developing, and directing people.

Ability to: work independently and without supervision; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; operate cellular phone ; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; recognize safety warnings; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted.

POSITIONS DIRECTLY SUPERVISED:

Street Maintenance Worker II; Street Maintenance Worker I; Street Worker (Part-time).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207471.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 1 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker II
Class Number:		Class Title:	Street Maintenance Worker II
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio, Class A preferred. **Must possess a Herbicide Applicator's License from the Ohio Department of Agriculture.**

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment. **Including but not limited to zero turn mower and weed eater.**

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.

Date Revised: Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207470.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 2 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker II
Class Number:		Class Title:	Street Maintenance Worker II
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status:	BU (AFSCME)		

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Operates a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; installs guard rails, traffic markers, delineators, and reflectors; prepares, installs, and replaces, City sign posts and signs; fabricates new signs; cleans and maintains existing signs; trims trees in compliance with line of sight clearance for street signs; performs maintenance and repairs on traffic control devices.
- (2) Repairs highway and street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identifies and repairs pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.
- (3) Performs concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- (4) Maintains City right-of-ways; sweeps and/or shovels or picks-up rubbish and debris from City streets, gutters, and sidewalks; cleans catch basins; ensures maintenance of drainage systems; performs leaf collections on City streets and mows grass, trim trees and weed eats sidewalks and right-of-ways; performs snow removal and ice control through salting.
- (5) Washes, cleans, paints and performs preventive maintenance and repair on Street vehicles and equipment; supervises community service workers.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{1/30/2018 PDLONC1 00207470.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 3 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker II
Class Number:		Class Title:	Street Maintenance Worker II
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service/ Maintenance
Civil Service Status: BU (AFSCME)			

(8) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; English Grammar and spelling; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

Skill in: decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted. **Be able to work alone or unsupervised while completing tasks in a timely manner.**

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF LONDON

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 5

(Signature of Appointing Authority)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207470.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 5 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker II
Class Number:		Class Title:	Street Maintenance Worker II
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207470.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 1 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker I
Class Number:		Class Title:	Street Maintenance Worker I
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

QUALIFICATIONS: *An example of acceptable qualifications:*

Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio, Class A preferred.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment. Including but not limited to zero turn mower and weed eater.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207469.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 2 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker I
Class Number:		Class Title:	Street Maintenance Worker I
Dept/Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Operates a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; installs guard rails, traffic markers, delineators, and reflectors; prepares, installs, and replaces, City sign posts and signs; fabricates new signs; cleans and maintains existing signs; trims trees in compliance with line of sight clearance for street signs; performs maintenance and repairs on traffic control devices.
- (2) Repairs highway and street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identifies and repairs pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.
- (3) Performs concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- (4) Maintains City right-of-ways; sweeps and/or shovels or picks-up rubbish and debris from City streets, gutters, and sidewalks; cleans catch basins; ensures maintenance of drainage systems; performs leaf collections on City streets and mows grass, trim trees and weed eats sidewalks and right-of-ways; performs snow removal and ice control through salting.
- (5) Washes, cleans, paints and performs preventive maintenance and repair on Street vehicles and equipment; supervises community service workers.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207469.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 3 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker I
Class Number:		Class Title:	Street Maintenance Worker I
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

(8) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; English Grammar and spelling; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

Skill in: decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207469.DOCX}

CITY OF LONDON

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 5

(Signature of Appointing Authority)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207469.DOCX}

CITY OF LONDON

An Equal Opportunity Employer

Page 5 of 5

POSITION DESCRIPTION

Employee Name:		Position Title:	Street Maintenance Worker I
Class Number:		Class Title:	Street Maintenance Worker I
Dept./Div.:	Street	Employment Status:	Full-time
Reports to:	Street Maintenance Foreman Asst. Street Superintendent Street Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	08 - Service / Maintenance
Civil Service Status: BU (AFSCME)			

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{1/30/2018 PDLONCI 00207469.DOCX}

RESOLUTION 149-25
Sponsored by: John Stahl

**A RESOLUTION ADOPTING THE RECOMMENDATIONS OF THE
PLANNING COMMISSION**

WHEREAS, the Planning Commission has met and approved the attached plans;
and

WHEREAS, Council must set this for a public hearing before approval.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION I:

That following a public hearing on the application and in accordance with the
Planning Commission’s recommendation, this Council hereby approves the application.

SECTION II:

That this ordinance shall take effect and be in full force from and after the earliest
period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.149-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			



City of London
Building and Zoning Department
20 South Walnut Street
London, Ohio 43140
#740-852-7045

PLANNING COMMISSION

Council Recommendation Form

- **Commission Approval / Disapproval Date:** May 8, 2025
- **Project / Development:** Somerset Crossing
- **Representative:** T&L Development Group-Paul Gross
- **Case Number:** PC-25-10
- **Address:** Parcel # 31-03576.000
- **Summary of Action / Recommendation:**
To approve the rezoning/preliminary development plan for Somerset Crossing
with the following stipulations;
 - 1. Engineering approval.
 - 2. Landscaping plan approved by Tree Commission.
 - 3. Street lighting approved through Ohio Edison.Board vote: 4 in favor - 0 against
- **Chairperson Signature / Date:** _____





PC-25-10
Planning and Zoning
Commission Application
Status: Active
Submitted On: 4/17/2025

Primary Location
0 US 42
LONDON, OH 43140

Owner
PJG HOLDINGS LLC & LOCAS
INVESTMENTS LLC
US 42 SE 1150 LONDON, OH
43140

Applicant
 Wesley Smith
 614-512-0918
 ws@tldevgroup.com
 153 Liberty Ridge Ave
Powell, OH 43065

Application Information

Jurisdiction

City of London

Occupancy

Residential

Application Type*

Rezoning

Applicant/Business is known as*

T&L Development Group

Parcel Size (Acres)*

110.76

Number of Lots Proposed

289

Parcel Number*

31-03576.000

Describe Requested Review - PLEASE GIVE BREIF DESCRIPTION*

Requesting a review for rezoning/preliminary develoment plan. The current property is zoned B-2/PUD. As per the City's suggestion the rezoning request is for a PUD zoning. Somerset Crossing will be a mixed use development with approximately 20 acres of commercial and 90 acres of single family residential with 289 lots.

Statements

Existing Land Use/Development

Agricultural Land

Proposed Land Use/Development:

Mixed Use Development including 90 acres of single family residential and 20 acres of commercial

STATEMENT: State briefly how the proposed development relates to the existing and potential land use character of the vicinity. (Attach letter of intent if additional space is needed.)

The proposed development is in keeping with adjacent existing development to the south.

STATEMENT: State briefly how the proposed development relates to the Comprehensive Plan.

The proposed development is in keeping with the comprehensive plan.

STATEMENT: State briefly how the proposed development addresses pedestrian mobility and access within the site and to/from the site.

There will be internal walkways within the development to provide pedestrian mobility.

Applicant's Affidavit

I, the applicant or the authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.

 Wesley A. Smith
Apr 17, 2025

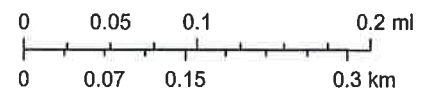
Auditor Map



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Red: Red	Red: Red	Red: Red	Red: Red	Red: Red	
Green: Green	Green: Green	Green: Green	Green: Green	Green: Green	



Esri, NASA, NGA, USGS, FEMA

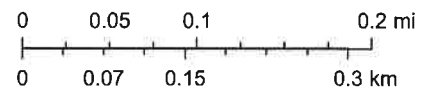
Auditor Map



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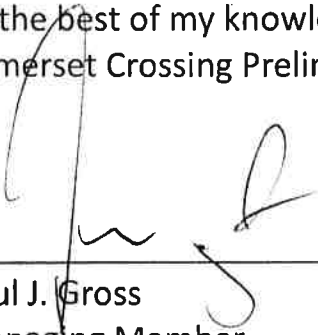


Esri, NASA, NGA, USGS, FEMA

SOMERSET CROSSING
PRELIMINARY DEVELOPMENT PLAN

London Ohio PUD Ord Chapter 1262.10 (c)(14) Requirement

To the best of my knowledge all information provided in the application for the Somerset Crossing Preliminary Development Plan is true and accurate.



Paul J. Gross
Managing Member

1262.10 APPROVAL OF DISTRICTS; PRELIMINARY AND FINAL PLANS.

(a) In General; Intent. A PUD Planned Unit Development District shall be approved in accordance with the procedures set forth in this section. It is the intent of this section to incorporate the process for reviewing and approving the development plans with the process for amending the text of this Zoning Code and the Official Zoning Map, as set forth in Chapter 1246.

(b) Pre-Application Meetings. The developer or an agent of the developer shall meet with the Zoning Administrator and the Planning Commission prior to the submission of the preliminary development plan. The purpose of this meeting is to discuss, early and informally, the purpose and effect of this Zoning Code and the criteria and standards of this chapter, to familiarize the developer with any other applicable regulations and to get a general idea of the intent of the proposed project.

Somerset Crossing

(c) Preliminary Development Plan Applications; Contents. An application for preliminary PUD Planned Unit Development District approval shall be filed with the Zoning Administrator by the developer or an agent of the developer. The contents of the preliminary development application are not designed to require detailed engineering plans. However, the preliminary development application must show that enough thought has been put into the plan such that the proposed project is likely to be feasible to complete as proposed. The application shall contain at least the following information:

(1) The name, address and telephone number of the applicant (and agent, if any). [See Exhibit C-1](#)

(2) The name, address and telephone number of any surveyor, engineer and/or planner assisting in the preparation of the preliminary development plan. [See Exhibit C-1](#)

(3) A legal description of the property. [See Exhibit C-1](#)

(4) Present uses. [See Exhibit C-1](#)

(5) The present zoning district. [See Exhibit C-1](#)

(6) Proposed uses. [See Exhibit C-1](#)

(7) Proposed land uses. [See Exhibit C-1](#)

(8) A vicinity map at a scale of one inch equals 200 feet that shows at least 500 feet in all directions from the property. [See Exhibit B-1](#)

(9) A list of property owners (and their mailing addresses) who own any property that has any lot line located within 200 feet of any property line of the parcel proposed to be

rezoned, and of any other persons (as determined by the Zoning Administrator) who may have a substantial interest in the case. **Provided by City.**

(10) Elevations based on sea datum if available. Reference bench marks used shall be indicated. A contour map shall be provided with one-foot contour intervals, with acreages in individual watershed areas calculated to the nearest acre. Existing subsurface tile systems shall also be shown, where known by existing records, with elevations, size and type of tile. **See Exhibits A-1, B-1 and C-1**

(11) A preliminary development plan showing existing and proposed drainage channels, wooded areas, power transmission, poles and lines, proposed sanitary sewers, storm sewers, water lines, street lighting and poles, fixtures and lines, electric and telephone transmission lines, gas transmission lines and cable transmission and any other significant items. The development plan shall also lay out and show the dimensions of existing and proposed streets, including names, layout and dimensions of lots and building set-back lines. **See Exhibits A-1 through E-1**

(12) The proposed schedule for the development of the site, indicating phases (if appropriate). **See Note E on Exhibit C-1**

(13) Evidence that the applicant has sufficient control over the land to initiate the proposed development plan within two years. **The Developer is an affiliate of the Owner.**

(14) Verification by at least one developer of the property that all information in the application is true and correct to the best of that person's knowledge. **Provided in online submission**

(15) A fee, as established by Council. (See Section 1222.07 of the Subdivision Regulations.)

The preliminary development plan shall include any other characteristics that the Planning Commission may determine to be necessary.

The application for a preliminary planned unit development plan approval shall be accompanied by a written statement by the developer setting forth the reasons why the planned unit development would be in the public interest and would be consistent with the stated intent of the planned unit development requirements of this chapter. The Zoning Administrator may also require that written approval of the City Engineer, the Board of Public Utilities and/or the Fire Chief must be submitted. **Provided in online submission**

(d) Public Hearings by Planning Commission for Preliminary Development Plans; Notice.

(1) Upon receipt of an application for preliminary planned unit development plan approval, the Planning Commission shall schedule a public hearing. Said hearing shall be held not more than seventy-five days nor less than one Planning Commission Meeting from the date of filing of the application with the Zoning Administrator.

(2) Upon receipt of an application to amend this Zoning Code by changing, supplementing, correcting and/or repealing any portion thereof, the Planning Commission shall schedule a public hearing. Said hearing shall be held not more than forty days nor less than twenty days from the date of filing of the application with the Zoning Administrator.

(3) Notice of the public hearing provided for in paragraphs (d)(1) and (2) hereof shall be given by at least one publication in one or more newspapers of general circulation in the City area. Said notice shall be published at least ten days before the date of the required hearing. The published notice shall set forth the time and place of the public hearing, a general description of the proposed amendment to this Zoning Code and a statement to Council for a final decision. Also, before the Planning Commission holds a public hearing, written notice of the meeting shall be sent to all owners of property that has any lot line located within 200 feet of the proposed zoning change. Notice shall be sent by the Zoning Administrator by first class mail at least ten days before the public hearing and shall be sent to the owners of such properties as they appear on the County Auditor's current tax list or the Treasurer's mailing list, and to such other persons as may be specified by the Planning Commission. The failure of the United States Postal Service to deliver the notification as provided in this paragraph shall not invalidate any such amendment. The notice shall contain the same information as required of notices published in newspapers.

(e) Public Inspection of Documents. For a period of at least ten days prior to the public hearing by the Planning Commission, all papers (including maps) relating to the planned unit development plan application shall be available for public inspection in the office of the Zoning Administrator during normal business hours.

(f) Preliminary Development Plan Approval. The Planning Commission shall approve, approve with modifications or disapprove the preliminary development plan within sixty days of the public hearing. The Commission's decision shall be based on a review of the preliminary development plan to determine if:

(1) It is consistent with the intent of this Zoning Code;

(2) The proposed development advances the general welfare of the community and neighborhood;

(3) The benefits, combination of land uses and interrelationship of land uses in the surrounding area justify the deviation from the standard district regulations; and

(4) The plan, if pertaining to manufacturing industrial usage, has been reviewed and acted upon by the Citizens Advisory Committee for Industrial Development as provided for in Section 1242.06.

The Commission's approval of a preliminary development plan shall be necessary before the applicant may submit the preliminary development plan to Council for consideration of the change of zoning. Approval of the preliminary development plan shall not be construed to be an approval commitment to, nor is it an endorsement of, any precise location of uses, configuration of parcels and/or engineering feasibility.

(g) Notice to Ohio Director of Transportation. Before any PUD Planned Unit Development District is approved affecting any land within 300 feet of the centerline of an existing state route or of a proposed new route for which changes are proposed (as described in the certification to local officials by the Ohio Director of Transportation) or within a radius of 500 feet from the point of intersection of said centerline with any public road or highway, the Planning Commission shall give notice by registered or certified mail (return receipt requested) to the Director.

The Commission may proceed as required by law. However, Council shall not approve the amendment for 120 days from the date the notice is received by the Director.

If the Director notifies the City that the Director shall proceed to acquire the land needed, the City shall refuse to approve the rezoning. If the Director notifies the City that acquisition at this time is not in the public interest, or upon the expiration of the 120-day period (or any extension of the period agreed upon by the Director and the developer), Council shall proceed as required by law.

(h) Public Hearings by Council; Notice.

(1) Upon receipt of the recommendation from the Planning Commission, Council shall schedule a public hearing to approve or disapprove the preliminary development plan. Said hearing shall be held not more than seventy-five days from the receipt of the recommendation of the Planning Commission.

(2) Notice of the public hearing required in paragraph (h)(1) hereof shall be given by Council in at least one publication in one or more newspapers of general circulation in the City area. Said notice shall be published at least thirty days before the date of the required hearing. The published notice shall set forth the time and place of the public hearing, a general summary of the nature of the planned unit development and a statement that all papers relating to the planned unit development are on file in the office of the Zoning Administrator and are open for public inspection. Also, written notice of the hearing shall be sent by first class mail by the Clerk of Council, at least twenty days before the day of the public hearing. Such written notice shall be sent to all owners of any property that has any lot located within 200 feet of any property line of the proposed planned unit development parcel, at the addresses of such owners appearing on the County Auditor's current tax list or the Treasurer's mailing list, and to such other persons who may be specified by Council. The failure of the United States Postal Service to deliver the notification, as provided in this paragraph, shall not invalidate any such amendment. The notice shall contain the same information as required of notices published in newspapers.

(i) Action by Council. Within thirty days after the public hearing required by subsection (h) hereof, Council shall adopt or deny the recommendation of the Planning Commission or adopt some modification of it. No such ordinance, measure, or regulation which violates, differs from, or departs from the plan or report submitted by the commission, board, or officer shall take effect unless passed or approved by not less than three-fourths of the membership of Council. No ordinance, measure, or regulation which is in accordance with the recommendations, plan, or report submitted by the commission, board, or officer shall be deemed to pass or take effect without the concurrence of at least a majority of the

members elected to Council. No such amended zoning ordinance for a planned unit development shall be passed unless it has been fully and distinctly read on three different days.

The approved PUD District shall be considered to be an integral part of the rezoning amendment, and no substantial change or alteration from the plan shall be permitted without repeating the requirements of this chapter.

(j) **Supplementary Conditions and Safeguards; Violations.** In approving any planned unit development application, both the Planning Commission and Council may prescribe appropriate conditions and safeguards in conformity with this Zoning Code. Any violation of conditions and safeguards that were made a part of the approved PUD District development plan shall constitute a violation of this Zoning Code.

(k) **Submission of Final Development Plans.** After approval of the PUD District by Council, the developer shall submit a final development plan to the Zoning Administrator. The final development plan shall be in general conformance with the approved preliminary development plan as passed by Council.

For the purpose of this Zoning Code, the submission of the final development plan is a formal request for planning of the property. Ten copies of the final development plan shall be submitted.



EXHIBIT "B-1"

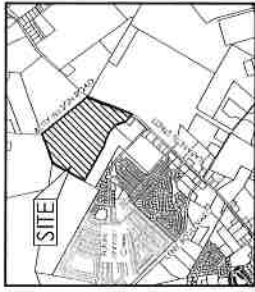
OVERALL SITE
PLAN

TOM CAT LLC,
1150 U.S. 42 SOUTHEAST
LONDON, OHIO 43140



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EXHIBIT "C-1"



SITE STATISTICS:

SITE STATISTICS:

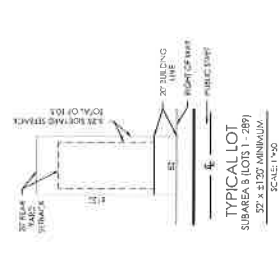
TOTAL ACRES	10.253 ACRES
± 240 ACRES ± 5.42 ± 0.00	
± 0.71 ACRES ± 0.71 ± 0.00	
TOTAL ACRES [SEE ALSO ± 0.71 ± 0.00]	
TOTAL HUNDRED OF (10.5	273.015
SUBAREA = (COMPARISON)	7.2115
SUBAREA = (COMPARISON)	273.015
TOTAL GROSS DENSITY	± 2.6 LOT/ACRE
(287.015 / 108.715 ACRES)	

DESIGN STANDARDS:

SUBAREA "A" - COMMERCIAL OUTLOTS
FRONT BUILDING SETBACK;
PAYING SETBACK;
S.P. 42 R/W
PUBLIC STREETS
25' BUILDING SETBACK
50' - 20' SR 42
25' - 0' SR 42
60' (SUMMIT)
25' BUILDING SETBACK

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SUBAREA "B" - RESIDENTIAL
MINIMUM LOT WIDTH: 52'-4 1/8"
MINIMUM LOT AREA: 6,740 SQUARE FEET
MINIMUM LOT DEPTH: 110'-0"
MINIMUM FRONT YARD SETBACK: 20'-0"
MINIMUM SIDE YARD SETBACK: 10'-0"
MINIMUM REAR YARD SETBACK: 20'-0"

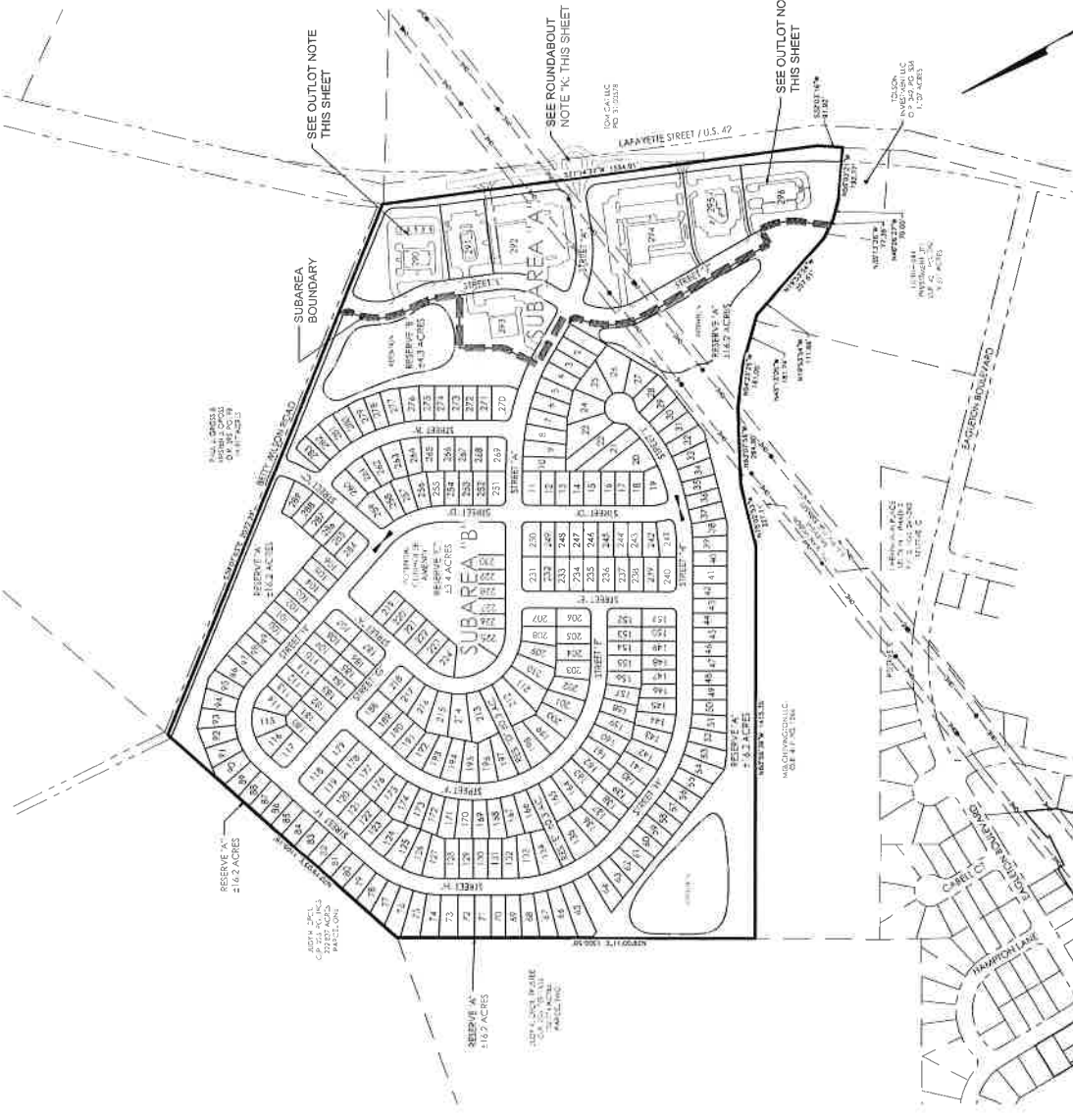
[illegible]

NOTES:

[illegible]

VARIATIONES.

- 1) TREE HEIGHTS TO BE FACTORED INTO THE HEIGHT OF MAX. GRADE LINE.
- 2) TOP OF SEWER DESIGN - 2 YEAR DESIGN AND 5 YEAR HYDROLOGICAL DESIGN.
- 3) MAX. SPREAD IN ROADWAY IS TO THE CROWN.
- 4) BUILDING DRAINAGE FACILITIES CAN BE RELEASED BY SPASH.



GRAPHIC SCALE

1 inch = 200 feet

EXHIBIT "C-2"



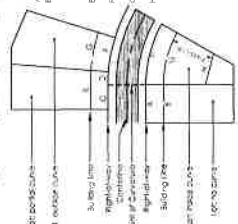


NOTE:

- [illegible]

VARIANCES:

- 1) STREET WIDTHS TO BE 30' FACE TO FACE WITH 42' RIGHT OF WAY
- 2) STORY SEWER DESIGN - 2 YEAR DESIGN AND 5 YEAR HYDROLOGIC GRADE LINE.
- 3) MAX SPREAD IN ROADWAY IS TO THE CROWN.
- 4) BUILDING DRAINAGE FACILITIES CAN BE RELEASED BY SPLASH BLOCK OR TO CURB.



DIMENSION KEY

EXHIBIT "D-1"



1997-10-11

STIVSVOI

[illegible]

EXHIBIT "D-2"

GRAPHIC SCALE

1 inch = 100 feet

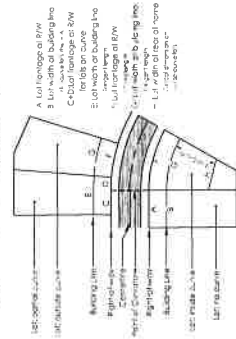
NOTE:

- NOTE:
1. SHEET TITLE, REVISION, SHEET NO., PROJECT NO., DRAWING NO. AND DATE SHALL BE IDENTICAL TO THE PREVIOUS SHEET.
 2. ALL DIMENSIONS, DIMENSIONS AND AREA SHALL BE VERIFIED WITH FINAL SURVEY DURING FINAL STAGE OF THE PROJECT.
 3. APPROVAL OF THE FINAL DESIGN SHALL BE GIVEN BY THE PROJECT MANAGER.
 4. DIMENSIONS SHALL BE GIVEN IN METERS AND SHALL BE ROUNDED OFF TO TWO DECIMAL PLACES.
 5. THE AREA SHALL BE GIVEN IN HECTARES AND SHALL BE ROUNDED OFF TO TWO DECIMAL PLACES.
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 10. THE AREA SHALL BE GIVEN IN HECTARES AND SHALL BE ROUNDED OFF TO TWO DECIMAL PLACES.

VARIANCES:

- 1) STREET WIDTH TO BE FACE TO FACE WITH STREET OF WAY
- 2) STORM SEWER DESIGN - 2 YEAR DESIGN AND 5 YEAR HYDRAULIC GRADE LINE.
- 3) MAX SPREAD IN ROADWAY IS TO THE CROWN
- 4) BUILDING DRAINAGE FACILITIES CAN BE RELEASED BY SPASH BLOCKS OR CURBS.

DIMENSION KEY



SEE ROUNDABOUT
NOTE THIS SHEET

POTENTIAL
CLUBHOUSE
AMENITY

RESERVE C
±3.4 ACRES

Q. Now, what is the difference between the two?

conclusions

1

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100% Satisfaction Guarantee

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UTILITY SERVICE SUMMARY:
THE SITE WILL BE SERVED BY A CENTRAL SANITARY SEWER AND WATER BY MADISON WATER AND SEWER DISTRICT.

SANITARY:
THE SANITARY SEWER WILL BE CONNECTED TO AN EXISTING 8" SEWER AT THE SOUTHEASTERN CORNER OF THE PROPERTY. A FUTURE SANITARY TRUNK LINE IS PLANNED TO BE BUILT ALONG THE SOUTHERN PROPERTY LINE AND WILL CONNECT THIS DEVELOPMENT'S SANITARY SEWER TO THE TRUNK.

WATER:
WATER WILL BE PROVIDED WITH A PROPOSED PUBLIC WATER SYSTEM THAT WILL CONNECT TO AN EXISTING 12" WATER MAIN LOCATED AT THE SOUTHEASTERN CORNER ALONG LAFAYETTE STREET.

STORM WATER MANAGEMENT:
THE STORM WATER DEFINITION AND WATER QUALITY WILL BE MANAGED BY PROPOSED BASINS LOCATED WITHIN THE OPEN SPACES ALONG THE SOUTHERN AND NORTHERN EDGE OF THE DEVELOPMENT. PROPOSED STORMWATER OUTLETS ON THE SOUTHERN PROPOSED BASIN WILL BE UTILIZED AND THE PROPOSED STORMWATER OUTLET ON THE NORTHERN PROPOSED BASIN WILL BE UTILIZED AND DISCHARGED INTO THE EXISTING ROAD SIDE DITCH.



- NOTES:
- FINAL LOCATION AND SIZES FOR UTILITIES AS SHOWN HEREON WILL BE PROVIDED AT THE TIME OF FINAL ENGINEERING.
 - CONNECTIONS TO EXISTING UTILITIES WILL BE PROVIDED AS REQUIRED FOR ADEQUATE PUBLIC UTILITY SERVICE.
 - UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, AND THE LATEST EDITIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR WATERWAYS AND BRIDGES.
 - ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, AND THE LATEST EDITIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR WATERWAYS AND BRIDGES.
 - CONNECTIONS TO EXISTING UTILITIES WILL BE PROVIDED AS REQUIRED FOR ADEQUATE PUBLIC UTILITY SERVICE.
 - CONNECTIONS TO EXISTING UTILITIES WILL BE PROVIDED AS REQUIRED FOR ADEQUATE PUBLIC UTILITY SERVICE.
 - CONNECTIONS TO EXISTING UTILITIES WILL BE PROVIDED AS REQUIRED FOR ADEQUATE PUBLIC UTILITY SERVICE.

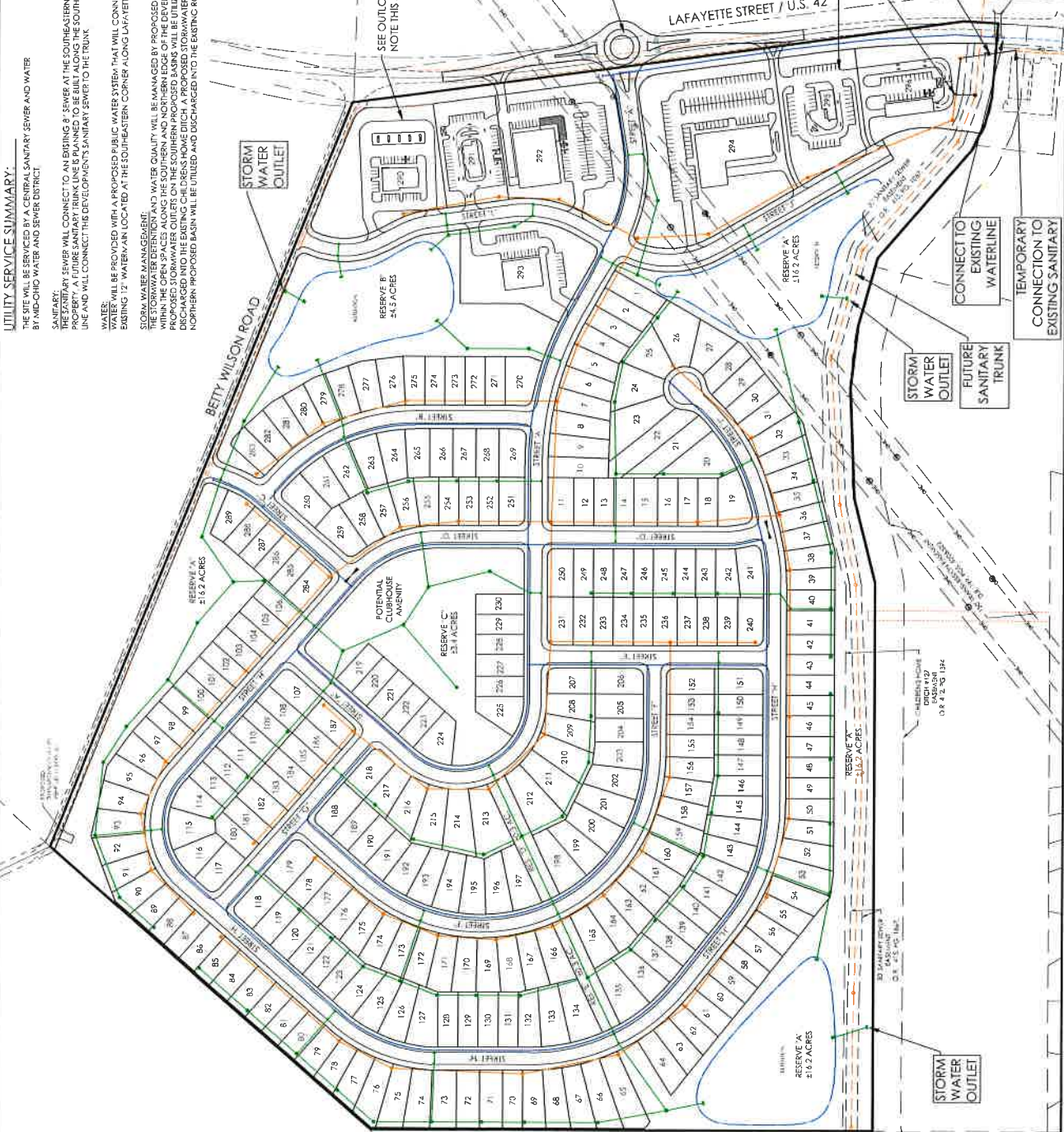


EXHIBIT "E-1"

AMENDED AND RESTATED AGREEMENT
ESTABLISHING THE
SOUTHEAST OHIO PUBLIC ENERGY COUNCIL
(DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL)

This AMENDED AND RESTATED AGREEMENT is made and entered into as of October 8, 2014, as amended and restated as of July 20, 2023 ("Agreement"), by and among the political subdivisions identified below.

RECITALS:

WHEREAS, Ohio Revised Code Chapter 167 provides that the governing bodies of two or more political subdivisions may enter into an agreement establishing a regional council of governments for purposes that include promoting cooperative agreements and contracts among members and other governmental agencies and private persons, corporations, or agencies.

NOW, THEREFORE, in consideration of the services to be made available to and by the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council), also referred to herein as "SOPEC," it is agreed by and between the Members of SOPEC and any additional political subdivisions that may hereafter become Members as follows:

Section 1. Definitions.

Definitions of terms used in this Agreement and Amended and Restated Bylaws ("Bylaws") are set forth on Exhibit A hereto.

Section 2. Name.

The name of the council of regional governments that comprises all Members shall be the "Southeast Ohio Public Energy Council," which also may do business under one or more trade names, including the Sustainable Ohio Public Energy Council.

Section 3. Members.

Members of SOPEC shall be set forth on Exhibit B hereto, and shall include any other political subdivisions which become members of SOPEC pursuant to Bylaws established pursuant to Section 6 of this Agreement. Each Member shall have one representative to the Assembly, as further set forth in the Bylaws.



Section 4. Purpose: The Aggregation Programs; Additional Programs of the Council.

The purpose of this Agreement is to allow Members to collectively pursue the benefits of the Aggregation Programs and Additional Programs of the Council that the Council may establish. The Council may negotiate and enter into all necessary programs, contracts and take any necessary and incidental actions to effect and carry out the purposes of the Aggregation Programs for the benefit of the Members and their respective electricity and natural gas consumers. The Members will act jointly through the Council to establish and implement the Aggregation Programs and the Board of Directors may establish Additional Programs of the Council, as set forth in the Bylaws.

Section 5. Fiscal Year.

The fiscal year for SOPEC shall be the twelve month period beginning January 1 and ending December 31.

Section 6. Adoption of Bylaws.

Within ninety (90) days of adoption of this Agreement, Members shall meet for the purpose of adopting Bylaws of SOPEC. The Bylaws shall address the purposes of SOPEC, its governance, addition and withdrawal of members, adding new programs, and other governance issues including SOPEC's decision-making process and the designation of its fiscal agent.

Section 7. Withdrawal and Inclusion of Members.

All issues pertaining to the withdrawal of existing Members or inclusion of new Members shall be governed by the Bylaws.

Section 8. Amendments.

This Agreement may be amended subject to the majority vote of the signatory Members to the Agreement, until the adoption of Bylaws pursuant to Section 6 of this Agreement, at which time all amendments to this Agreement will be subject to the provisions set forth in the Bylaws.

Section 9. Term and Termination.

It is the intention of the Members that this Agreement shall continue for an indefinite term, but may be terminated subject to the provisions set forth in the Bylaws.

Section 10. Effective Date.

This Agreement shall take effect initially this 8th day of October, 2014, as amended and restated effective July 20, 2023. This Agreement, as amended, may be signed in separate counterparts on behalf of one, or more than one, of the Members, and may be signed

electronically, without the necessity for any one counterpart to be signed on behalf of all Members.

A handwritten signature in black ink, appearing to read "Chris Chmiel", written over a horizontal line.

The Honorable Chris Chmiel,
Athens County Commissioner
Chairman of the Board of Directors

A handwritten signature in blue ink, appearing to read "Steve Patterson", written over a horizontal line.

The Honorable Steve Patterson
Mayor of Athens
Vice Chair of the Board of Directors

EXHIBIT A

As used in this Agreement and in the Bylaws the following words shall have the following meanings:

“Additional Program” means any other cooperative program the Council may establish, with approval of the Council’s Board of Directors, under an Additional Program Agreement.

“Additional Program Agreement” means any agreement among some or all Members, and such non-members as may be permitted to participate, establishing an Additional Program in accordance with Section 9 of the Bylaws.

“Additional Program Costs” means, with respect to any Additional Program of the Council, all costs incurred by the Council or the Fiscal Agent of the Council, in connection with the activities and operations of that Additional Program, as defined in the corresponding Additional Program Agreement; provided, however, that no Member shall be assessed Additional Program Costs if the Member is not participating in such Additional Program.

“Advisory Committee” means any committee established by the Board of Directors pursuant to the Bylaws to advise the Board of Directors or the Fiscal Agent with respect to the management and operation of any Program. The Board of Directors shall define the duties of each Advisory Committee.

“Aggregation Costs” means all costs incurred by the Council or by the Fiscal Agent in connection with the activities and operation of the Council for the Aggregation Programs; provided, however, that no Member shall be assessed Aggregation Costs unless such assessment is imposed on all Members and unanimously approved by all impacted Members at a meeting of the Assembly.

“Aggregation Fund” means the fund established and maintained by the Fiscal Agent of the Council as a separate fund pursuant to Section 10 of the Bylaws, into which the Fiscal Agent shall deposit any and all moneys contributed by the Members for Aggregation Costs of the Council, if any.

“Aggregation Programs” means the cooperative programs for the benefit of the Members acting as governmental aggregators to arrange for the purchase of electricity by electric customers and natural gas by natural gas customers in the political subdivisions that join the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council), pursuant to the terms of Ohio Revised Code Sections 4928.20 and 4929.26, and this Agreement.

“Agreement” means this agreement, as the same may be amended, modified, or supplemented in accordance with Section 8 hereof.

“Assembly” means the legislative body of the Council established pursuant to, and having those powers and duties enumerated in, the Bylaws.

“Bylaws” means the regulations adopted by the Council pursuant to Ohio Revised Code Section 167.04 and this Agreement, as the same may be amended, modified, or supplemented in accordance with Section 13 thereof.

“Council” means the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) established by this Agreement.

“Fiscal Agent” means the person or organization designated by the Members of the Council to receive, deposit, invest, and disburse funds contributed by the Members or otherwise received by the Council, for the operation of the Council and its Programs, in accordance with this Agreement, the Bylaws and any applicable Program Agreement. The Council may serve as its own Fiscal Agent.

“Fiscal Year” means the twelve (12) month period beginning January 1 and ending December 31.

“Member” means any municipal corporation, county, township, or any other political subdivision under the laws of the State of Ohio which pursuant to duly adopted legislation, has caused this Agreement to be executed in its name, which Member shall be listed on Exhibit B hereof, including any additional municipal corporation, county, township, or any other political subdivision under the laws of the state of Ohio which has caused this Agreement to be executed in accordance therewith, and has not withdrawn from the Council pursuant to this Agreement or the Bylaws.

“Program” means an Aggregation Program or any Additional Program.

EXHIBIT B

Current List of SOPEC Member Communities & Political Subdivisions

Athens County

Athens County

City of Athens

Village of Albany

Village of Amesville

Village of Buchtel

Village of Chauncey

Village of Jacksonville

Village of Trimble

Columbiana County

Unity Township

Cuyahoga County

City of Cleveland

Franklin County

Blendon Township

City of Gahanna

City of Upper Arlington

Village of Marble Cliff

Gallia County

City of Gallipolis

Village of Rio Grande

Greene County

Village of Yellow Springs

Hocking County

City of Logan

Meigs County

Village of Racine

Montgomery County

City of Dayton

City of Huber Heights

City of Riverside

Morgan County

Village of Chesterhill

Village of McConnelsville

Muskingum County

Village of New Concord

Village of Norwich

Perry County

Village of Glenford

Village of Hemlock

Village of New Straitsville

Village of Shawnee

Village of Somerset

Pike County

Village of Piketon

Washington County

City of Belpre

Village of Lowell

Political Subdivisions

Athens-Hocking Solid Waste District

Dayton Metro Library

Five Rivers MetroParks

Hocking Conservancy District

MetroParks of Butler County

Muskingum Watershed Conservancy District

Syracuse Racine Regional Sewer District

AMENDED AND RESTATED BYLAWS
GOVERNING THE
SOUTHEAST OHIO PUBLIC ENERGY COUNCIL
(DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL)

WHEREAS, certain municipal corporations, counties, townships, and other political subdivisions under the laws of the State of Ohio (each, a “Member”) entered into an Agreement Establishing the Southeast Ohio Public Energy Council, also referred to herein as “SOPEC”, which also may do business under one or more trade names, including the Sustainable Ohio Public Energy Council, (the “Agreement”) pursuant to Ohio Revised Code Chapter 167, for the purpose of carrying out the Aggregation Programs pursuant to Ohio Revised Code Sections 4928.20 and 4929.26, and any Additional Programs which the Members or Board of Directors of the Council may approve, from time to time, and which are authorized under the laws of the State; and

WHEREAS, Ohio Revised Code Section 167.04 requires and the Agreement provides that the Council shall adopt Bylaws designating the officers of the Council and the method of selection thereof, creating a governing board to act for the Council, appointing a fiscal officer, and providing for the conduct of the Council’s business; and

WHEREAS, each Member has by duly adopted legislation authorized its representative to approve these Bylaws, and the representatives of the Members have met for the purpose of adopting and amending these Bylaws in accordance with Ohio Revised Code Section 167.40 of the Agreement.

NOW, THEREFORE, the following provisions shall constitute the Bylaws of the Council:

Section 1. Definitions.

Any capitalized word or phrase used in these Bylaws and not otherwise defined herein, shall have the meaning given in Exhibit A of the Agreement as the Agreement may, from time to time, be amended, modified, or supplemented in accordance with Section 13 hereof.

Section 2. Inclusion of Members.

Any municipal corporation, county, township, or any other political subdivision under the laws of the State of Ohio may apply to become a Member of the Council by submitting an application in writing to the Board of Directors, accompanied by duly adopted legislation authorizing inclusion in the Council, execution of this Agreement and approval of the Bylaws. The Board of Directors shall review the application and by duly adopted resolution, the applicant municipal corporation, county, township, or other political subdivision under the laws of the State of Ohio shall be included in the Council and deemed a Member hereunder if its inclusion is

approved by the affirmative vote of at a least majority of the Board and the applicant municipal corporation, county, township, or other political subdivision under the laws of the State of Ohio executes the Agreement. The applicant shall thereafter be a Member and, if then applicable, may be assessed its portion of the Aggregation Costs, only if unanimously approved by all impacted Members at a meeting of the Assembly per Exhibit A of the Agreement, by the same method and using the same formula as any other Member, in accordance with the Agreement and Bylaws.

Section 3. Withdrawal of a Member.

- (A) Any Member wishing to withdraw from membership in the Council shall notify the Council in the manner described in Section 3(C) hereof and such withdrawal shall, except as otherwise provided in this Section 3, cause such Member's membership in the Council to be terminated. Such termination shall not be effective until the end of the applicable opt-out period as to any electricity or natural gas aggregation program of the Council under which service is being provided to customers in the Member's community.
- (B) Any Member wishing to withdraw from participation in any Program of the Council shall notify the Council at least ninety (90) days before the end of the applicable opt-out period for the Council's electricity or natural gas program in the manner described in Section 3(C) hereof. A withdrawal from participation in a Council Program is not a withdrawal from Membership as long as the Member continues to participate in at least one Council Program.
- (C) Any notification of withdrawal of a Member from Membership in the Council or from participation in a Council Program must:
 - (i) be given in writing to the Council at least ninety (90) days before the end of the applicable opt out period for the Council's electricity and natural gas programs; and
 - (ii) include a certified copy of duly adopted legislation of the governing body of the withdrawing Member authorizing such withdrawal.
- (D) After withdrawal from membership in the Council, the withdrawing Member may not become a Member again until it has fully complied with the procedures contained in Section 2 hereof.

Section 4. Assembly.

The Assembly shall be the legislative body of the Council. The Assembly shall be composed of the representatives of the Members. Each Member shall have one representative to the Assembly, who: (i) in the case of municipal corporations, shall be the mayor or manager or

an appointee of such officer; or (ii) in the case of counties, townships, or any other political subdivisions under the laws of the State of Ohio, shall be a person of its governing board or an officer chosen by such governing board. All representatives to the Assembly shall serve without compensation.

An Assembly representative may designate another Assembly representative as a proxy at any meeting by delivering (which may be done electronically) to the Chairman of the Council a written designation of that proxy.

- (A) **Officers.** The officers of the Board of Directors shall be the officers of the Council and its Assembly and shall consist of a Chairman, Vice-Chairman, and Treasurer, who each shall be selected pursuant to Section 5 hereof. The Chairman (and in the Chairman's absence, the Vice-Chairman) shall preside at Assembly meetings. If for any reason the offices of the Chairman and Vice-Chairman are vacant, the person serving as Executive Director, if any, shall preside as temporary Chairman until a Chairman is elected by the Board of Directors. If the Council does not have an Executive Director and the offices of the Chairman and Vice-Chairman are vacant, the person serving as Fiscal Agent or their designee shall preside as temporary Chairman until a Chairman is elected by the Board of Directors.
- (B) **Resolutions.** A majority of all representatives to the Assembly (including proxies delivered to the Chairman) shall constitute a quorum to transact business except as otherwise provided in the Agreement or these Bylaws. Each representative (including the Chairman and Vice-Chairman) shall have one vote; provided, however, that when a matter is to be voted upon which is of concern to only one or more but not all Programs of the Council, only representatives of participating Members of those Programs shall be entitled to vote on that matter and only those representatives shall be counted for purposes of determining whether a quorum is present. All legislative action of the Assembly shall be by resolutions entered on its records. Except as otherwise provided in the Agreement, the affirmative vote of at least a majority of all of the representatives to the Assembly eligible to vote on a matter (not counting vacancies) shall be required for the enactment of every resolution. Unless otherwise specifically stated in the resolution, all resolutions shall be effective immediately upon enactment, subject to any authorizations or certifications required by the Ohio Revised Code to be made by the Fiscal Agent or the Members.
- (C) **Meetings.** The Assembly shall meet on a day of each November designated by the Board of Directors and at such other times as may be required by the Chairman or as may be requested, in writing to the Executive Director, by any two (2) or more Directors. Written notice of each meeting shall be served by the Executive Director upon each Assembly representative not less than twenty-four (24) hours preceding the time for the meeting, and shall state the date, time, and place of the meeting and subject or subjects to be considered at the meeting. The requirements of and procedures for notice may be waived in writing by each

representative and any representative shall be deemed conclusively to have waived such notice with respect to a meeting by their attendance at that meeting. At the request of the Chairman and with the approval of a majority of the Directors, the annual meeting of the Assembly may be rescheduled to such other dates as may be so approved by the Board of Directors; provided, however, that actions required by this Agreement to be taken by the Assembly at its annual meeting are taken by the Assembly within thirty (30) days of the scheduled annual meeting date in November.

Pursuant to Ohio Revised Code Section 121.22(F), the Assembly shall by rule, establish a reasonable method whereby any person may determine the time, place, and purpose of its meetings. All meetings of the Assembly shall be open to the public, subject to the exceptions in Ohio Revised Code Section 121.22(G). The Assembly may, but need not, adopt other rules.

(D) Powers and Duties of Assembly.

- (1) At its annual meeting, the Assembly shall review the annual report of the Council, including but not limited to, the financial status of the Council's operation, operation of the Aggregation Programs, and any Additional Program being considered.
- (2) At its annual meeting, the Assembly shall consider, upon submission by the Board of Directors, and thereafter modify, if necessary, and approve the annual appropriations of the Council for the next Fiscal Year based upon the estimate of Aggregation Costs and any Additional Program Costs determined. The Board of Directors shall have the authority to revise the appropriations between Assembly meetings.
- (3) At its annual meeting, the Assembly shall select the Directors for the Board of Directors for the next Fiscal Year in accordance with Section 5 hereof.
- (4) The following matters shall be submitted to the Assembly and are subject to final approval by the Assembly: the annual appropriations of the Council for each Fiscal Year; selection of the Board of Directors; assessment of Aggregation Costs to Members, only if unanimously approved by all impacted Members at a meeting of the Assembly per Exhibit A of the Agreement; and such other matters of the Board of Directors or the Assembly may, from time to time, determine to be matters requiring approval by the Assembly.

Section 5. Board of Directors.

The Board of Directors shall be the policy making body of the Council.

- (A) **Composition.** The Board of Directors shall be composed of at least five (5) Directors which shall include the five (5) Members in the Council featuring the largest populations as measured at the most recent decennial U.S. Census. The Board of Directors also shall be composed of up to one additional Director representing each region of the Council, as designated by the Board, up to, and not to exceed five (5) regions, of Members in the Council, who shall be an Assembly representative and shall be elected by the Assembly representatives of each respective region at the annual meeting of the Assembly, provided that the affirmative vote of at least a majority of the representatives to the Assembly of each such region shall be required to elect any Director of such region. In the event a Member in the Council is one of the five (5) largest populations in the Council and is also the only Member in its region, there shall be no second Director position filled for such region. In the event that each region is represented and one or more Director positions remain to be filled, those Director positions shall be filled by representatives receiving an affirmative vote of at least a majority of the Assembly. In addition, there shall be up to five (5) Directors at-large, elected by the affirmative vote of at least a majority of the representatives to the Assembly. No Member in the Council shall have more than one (1) Director representative.

In no event shall there be more than fifteen (15) Directors.

The Fiscal Agent of the Council may attend all meetings of the Board of Directors but shall not have a vote.

- (B) **Terms of Office.** Assembly representatives elected to serve on the Board of Directors at the first organizational meeting shall serve the following terms of office: Half, or as close as possible to half, of the Directors shall each serve a two-year term and the other half, or as close as possible to half, shall each serve a one-year term. Thereafter, any Assembly representative elected to serve on the Board of Directors shall serve a two (2) year term of office. If the number of Directors is increased (not to exceed six (6) regions in total) as a result of an increase in the number of regions represented by the membership in the Council, then the terms of those additional Directors shall be set by the Board so that half, or as close as possible to half, of the Directors shall be elected every year. There shall be no limit to the number of terms to which a person may be elected or appointed. All Directors (exclusive of ex-officio members) shall serve without compensation.

In the event that a vacancy occurs on the Board of Directors, the remaining Directors shall meet and appoint an Assembly representative to fill the vacancy until the next meeting of the Assembly at which elections of Directors are held.

- (C) **Meetings.** The Board of Directors shall hold regular meetings not less than once per calendar quarter at such times as may be determined by the Board or the Chairman, unless such quarterly Board of Directors meetings are replaced by

meetings of the Assembly. Special meetings shall be held at such other times as may be requested by the Chairman. Written notice of each meeting shall be served by the Executive Director upon each Director not less than twenty-four (24) hours preceding the time for the meeting, and shall state the date, time, and place of the meeting and subject to be considered at the meeting. The requirements of and procedures for notice may be waived in writing by each Director and any Director shall be deemed conclusively to have waived such notice with respect to a meeting by their attendance at that meeting. An organizational meeting of the Board of Directors shall be held after the Agreement Establishing SOPEC is approved by the first three (3) member organizations.

- (D) **Attendance.** Directors are expected to attend Board meetings. Any Director who is absent from three (3) Board meetings without excuse or without providing their proxy during a twelve-month period is subject to removal from the Board. The remaining Directors shall meet and appoint a person to fill the vacated seat until the next meeting of the General Assembly at which elections of Directors are held.
- (E) **Officers.** At its first meeting in each Fiscal Year, the Board of Directors shall convene and organize. The Chairman of the Board shall be elected to serve a one-year term by the Board of Directors from its Directors by majority vote of all its Directors. The Chairman whose term has expired shall preside as temporary Chairman until the Chairman is elected. In the absence of the prior Chairman, the prior Vice-Chairman shall be elected to serve a one (1) year term by the Board of Directors by a majority vote of its Directors.
 - (1) **Chairman.** The Chairman shall preside at all meetings of the Board of Directors and the Assembly. The Chairman's duties shall also include, but not be limited to: preparing agendas for each meeting of the Board of Directors and arranging for distribution of such agendas so that each Director receives an agenda at least seven (7) days in advance of each regularly scheduled Board meeting and as soon as practical before any specially scheduled Board meeting; and presenting an annual report to the Assembly at its annual meeting, or distribution of such report to the Members, concerning the activities and operations of the Council. In the event of a tie on matters subject to a vote of the Board of Directors, the Chairman shall cast the tie-breaking vote.
 - (2) **Vice-Chairman.** In the absence of the Chairman, the Vice-Chairman shall preside at meetings of the Board of Directors and the Assembly. The Vice-Chairman shall succeed to the office of the Chairman, should that office be vacated before the end of a term, and shall assist the Chairman in the discharge of their duties.

- (3) **Treasurer.** The Treasurer shall oversee the financial operations of the Council and shall oversee the Council's Fiscal Agent and Fiscal Officer in connection therewith.
- (4) **Executive Director.** The Executive Director or their designee shall provide written notice to all Directors on the Board of Directors of all meetings of the Board in accordance with paragraph (C) of this Section. Minutes of all meetings of the Board shall be kept by the Executive Director or their designee and distributed to each Director within thirty (30) days following each Board meeting. The Executive Director or their designee shall provide Assembly Members with written notice of all Assembly meetings in accordance with Section 4 hereof. The Executive Director shall perform such other duties as the Chairman may request. If no Executive Director is hired, the above assignments will be performed by the Fiscal Agent. If the Board of Directors decides to hire a chief executive officer for the Council, then this person will be titled the Executive Director. The Board of Directors shall provide a job description for this position.
- (5) **Fiscal Agent.** The Board of Directors shall provide for the employment of a Fiscal Agent either by:
- (a) contracting with a Member; or
 - (b) hiring a person to perform the duties of the Fiscal Agent, who shall be the Fiscal Officer. Separate Fiscal Agents may be hired to handle specific Programs or assigned to the Fiscal Officer if such employee is hired. The Fiscal Agent shall receive and disburse all funds of the Council, prepare all necessary fiscal reports for the Board of Directors and the Assembly, and undertake all other financial transactions necessary to the work of the Council; or
 - (c) designating the Council as its own Fiscal Agent.

The Fiscal Agent of the Council shall obtain and keep in force a fidelity bond, in an amount determined by the Board of Directors and with a surety company approved by the Board of Directors, or, in lieu of a separate fidelity bond, the Board of Directors may direct the Fiscal Agent to continue and keep in force any existing fidelity bond the Fiscal Agent may have which the Board of Directors determines to be adequate. In either case, the Council shall be named as an insured on such bond and the amount thereof shall not be reduced without prior written consent of the Board of Directors.

The Fiscal Agent and the Executive Director may be held by the same person or by two different persons.

- (F) **Powers and Duties of the Board of Directors.** The Board of Directors shall have the authority to:
- (1) Consider and approve any purchases of equipment, facilities, or services for the Council, and employment of personnel by the Council; provided that the cost thereof is within the Aggregation Costs approved by the Assembly;
 - (a) Make recommendations to the Assembly concerning any matter relating to the Council and its Programs, including but not limited to:
 - (i) amendments to or modifications of the Agreement and Bylaws;
 - (ii) appropriations of the Council; and
 - (iii) disqualification of Members.
 - (2) Direct the Fiscal Agent concerning any disbursements from the Aggregation Fund;
 - (3) By affirmative vote of a majority of Directors and upon certification to the Board by the Fiscal Agent that the proposal is within the limits of the Council's resources, amend the budget and appropriations of the Council;
 - (4) Approve the inclusion of additional Members into the Council;
 - (5) Enter into any and all necessary and incidental contracts to facilitate the aggregation of the retail electric and natural gas loads within the jurisdiction(s) of the Members;
 - (6) Approve and authorize any new Program of the Council and the terms and conditions of any Program Agreement, including eligibility of any Member or non-member to participate in any such Program, and costs thereof, if any, under any such Program Agreement;
 - (7) Enter into any and all necessary and incidental contracts to carry out all Programs of the Council; and
 - (8) Establish one or more standing or Advisory Committees of the Board of Directors.

Section 6. Advisory Committees.

One or more Advisory Committees may be appointed by the Board of Directors to assist the Board of Directors in the management of any Program of the Council. The members of an Advisory Committee shall be appointed by and shall serve at the pleasure of the Board of Directors. Each Advisory Committee shall perform the duties directed by the Board of Directors.

Each Advisory Committee shall elect from its membership a Chairman and Vice-Chairman, who shall each serve for a term of one (1) year or such shorter period of time as the Advisory Committee may be in existence. The Chairman shall preside at all Committee meetings and prepare the agenda for each meeting following consultation with the Executive Director or Board of Directors. In the absence of the Chairman, the Vice-Chairman shall preside at Committee meetings. The Vice-Chairman shall succeed to the office of the Chairman, should it be vacated before the end of a term, and shall assist the Chairman in the discharge of the Chairman's duties.

Each Advisory Committee shall make recommendations to the Board of Directors concerning any matter referred to it by the Board of Directors.

Section 7. Employees and Consultants.

The Board of Directors may employ the Fiscal Agent and the Executive Director for the Council. In addition, the Board of Directors may employ other persons and may contract for the services of independent contractors, consultants, legal counsel, or experts as the Board of Directors deems necessary or appropriate for the proper operation and administration of the Council and its Programs. Any staff employed by the Council shall be determined by the Board of Directors to have the educational background and work experience necessary to discharge the duties assigned to that person by the Board of Directors. The Board of Directors shall establish the salaries, benefits, and work and disciplinary rules for the Council's staff, and shall direct the hiring and discharge of that staff. The Board of Directors of the Council may designate the Executive Director to be responsible for the supervision of the Council's staff. The salaries and independent contractors, consultants, legal counsel, or experts shall be paid either as Aggregation Costs or Additional Program Costs from their respective accounts as determined by the Board of Directors.

Section 8. Equipment and Facilities.

The Council may purchase, lease, or otherwise provide supplies, materials, equipment, and facilities as it deems necessary and appropriate to carry out the Programs of the Council. The Council shall comply, to the extent applicable, with the provisions of the Ohio Revised Code with respect to the procedures for bidding and letting of contracts for the acquisition, repair, or improvement of its facilities, equipment, and supplies. The Fiscal Agent of the Council shall, at the direction of and on behalf of the Board of Directors, enter into all contracts or leases for supplies, materials, equipment, or facilities of the Council.

Section 9. The Aggregation Programs: Additional Programs of the Council.

The Members will act jointly through the Council to establish and implement the Aggregation Programs pursuant to Ohio Revised Code Sections 4928.20 and 4929.26. Each applicable Member has adopted legislation, and approval by the electors of each Member has been or will be obtained, authorizing the Aggregation Program(s). Upon certification of the Members or the Council by the PUCO, as may be applicable, the Council, on behalf of the Members, may affect the aggregation of the retail electric and natural gas loads located within the jurisdictions of the Members. The Council may negotiate and enter into all necessary contracts and take any other necessary and incidental actions to effect and carry out the purposes of the Aggregation Programs for the benefit of the Members and their respective electricity and natural gas consumers.

The Board of Directors shall oversee and manage the operation of the Aggregation Programs and may adopt policies and procedures supplementing the general terms of this Agreement and the Bylaws.

The Board of Directors shall develop a plan of operation and governance for the Aggregation Programs pursuant to Ohio Revised Code Sections 4928.20 and 4929.26 to be adopted by each applicable Member.

The Council may establish, in addition to the Aggregation Programs, such other Additional Programs as the Board of Directors may approve. Each Additional Program shall be established by an Additional Program Agreement among the Members or non-members of the Council whose governing bodies have determined to participate in the Additional Program and have approved an Additional Program Agreement. Each Additional Program Agreement shall be reviewed and approved by the Board of Directors prior to execution by any Member or non-member.

Each Additional Program Agreement shall include but not be limited to provisions that:

- (A) Direct the Board of Directors concerning the management of the Additional Program and define matters which must be submitted to the participating Members for decision;
- (B) Establish procedures for budgeting Additional Program Costs and apportioning Additional Program Costs among the participating Members and non-members;
- (C) Establish one or more funds into which all monetary contributions for Additional Program Costs shall be deposited;
- (D) Determine the method and timing of inclusion of additional participating Members and non-members;

- (E) If determined to be necessary or desirable, appoint a Fiscal Agent for the Additional Program different from the Fiscal Agent for the Council; and
- (F) Determine the disposition, upon termination of the Additional Program, of any supplies, equipment, facilities, or moneys held in connection with the operation of the Additional Program.

Section 10. Conduct of Meetings.

All meetings provided for in these Bylaws shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised unless otherwise directed by these Bylaws or by resolution of the Assembly, the Board of Directors, or any Advisory Committee with respect to the meetings of each of those bodies. The Chairman of each of those bodies shall be the parliamentary procedure officer and their decisions with respect to matters of parliamentary procedure shall be final. If permitted by Ohio law, all meetings provided for in these Bylaws may be conducted electronically.

Section 11. Amendment to Agreement or Bylaws.

The Agreement may be modified, amended, or supplemented in any respect not prohibited by law upon the approval of the modification, amendment, or supplement by the representatives of at least two-thirds (2/3) of the Members; and the amendment, modification, or supplement shall thereupon become binding upon all Members.

These Bylaws may be modified, amended, or supplemented in any respect upon approval of the modification, amendment or supplement by at least two-thirds (2/3) of the Members' representatives, and the approved amendment, modification, or supplement shall only thereupon become binding upon all Members.

Section 12. Termination of the Agreement.

In the event that the governing bodies of eighty percent (80%) of the Members, by duly adopted legislation, determine that the Agreement shall be terminated, the Board of Directors shall meet within thirty (30) days following its receipt of certified copies of the legislation. At that meeting, the Board of Directors shall determine the date upon which the Agreement and the activities and operations of the Council shall terminate and make recommendations to the Assembly with respect to any matter which must be resolved in connection with the termination of the Council and which is not addressed by the Agreement, the Bylaws, or any Program Agreement.

Upon termination of the Agreement, any Additional Program Agreement shall automatically terminate. After payment of all known obligations of the Council in connection with each Additional Program, any surplus remaining in any Additional Program fund shall be distributed among the participating Members in the manner provided in the Additional Program Agreement. After payment of all known obligations of the Council, any surplus remaining in the Aggregation Fund shall be distributed among the Members participating in the Aggregation

Programs proportionally based on the number of electric and natural gas accounts enrolled in the Aggregation Programs prior to the date upon which the Board of Directors determines that the Agreement and activities and operations of the Council shall terminate in accordance with this Section 12.

No Member shall be required, by or under the Agreement or the Bylaws herein, by an amendment or otherwise, to pay any sum upon termination hereof, unless it shall have expressly agreed thereto.

Section 13. Initial Operation of the Council.

In the first Fiscal Year of the Council's operation, actions required by these Bylaws to be taken at the annual meeting of the Assembly or the first meeting of the Board of Directors shall be taken as soon as practical upon the establishment of the Council.

ADOPTED this 27th day of October, 2014.

AMENDED January 22, 2015.

AMENDED January 23, 2018.

AMENDED June 27, 2018.

AMENDED February 18, 2021.

AMENDED November 17, 2022.

AMENDED July 20, 2023.

SOUTHEAST OHIO PUBLIC ENERGY COUNCIL
(DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL)

NEW MEMBER ATTACHMENT FOR AGREEMENT ESTABLISHING
THE SOUTHEAST OHIO PUBLIC ENERGY COUNCIL
(DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL) ("SOPEC")

Approved by the Mayor,

this ____ day of _____, 2025

Patrick Closser
Mayor, City of London

SOPEC

Sustainable Ohio Public Energy Council



**Southeast Ohio Public Energy Council
(DBA Sustainable Ohio Public Energy Council)**

Electric Plan of Operation & Governance

For Member Communities

02/18/2021



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I. Introduction

This Plan of Operation and Governance (the “Plan”) has been prepared by the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) (“SOPEC”) on the behalf of its current members and any future members that may join SOPEC’s governmental aggregation of electric customers (the “Aggregation Program”). The Plan contains information on the structure, governance, operations, management, funding, and policies of the Aggregation Program to be utilized for participating customers in member communities.

On November 5, 2013, the voters of Athens City and Athens County approved ballot measures that authorized governmental electrical aggregation. The City has agreed to be part of the County aggregation program as permitted under Ohio Revised Code (“R.C.”) 4928.20(A), which allows for the creation of an “opt-out” aggregation program. Subsequently, additional member communities chose to join SOPEC’s Aggregation Program. Under SOPEC’s Opt-Out Aggregation Program (defined below), electric residential and non-mercantile commercial customers located in member communities are included in the Opt-Out Aggregation Program unless they explicitly opt-out.

To comply with the Public Utilities Commission of Ohio’s (“PUCO”) regulations, SOPEC members joined together to form an “aggregation council”, which filed an application for certification as a government aggregator with the PUCO. The following Plan, which SOPEC member communities developed, has also been filed with the PUCO. The Plan was adopted after public hearings were held in accordance with R.C. 4928.20(C), and modified by the SOPEC members.

II. Description and Objectives of the Aggregation Program: Endorsement Program

This Plan includes details related to operations of the collaborations between SOPEC members, the procurement of energy supply, and the expectations of members for Suppliers (defined below). This Plan includes all information necessary for the certification of SOPEC by the PUCO as a governmental aggregator under R.C. 4928.20.

The Aggregation Program contains two types of aggregations, an “Opt-Out Aggregation Program” and an “Opt-In Aggregation Program”. Under the Opt-Out Aggregation Program, participation is voluntary for each individual customer in a member community. Individual customers will be notified of their inclusion in the Opt-Out Aggregation Program and will have the opportunity to decline service. The customers may choose any electric supplier they wish at the outset of the program and at least every three years thereafter. New member communities also shall have the opportunity to join SOPEC’s Opt-Out Aggregation Program.

Under the Opt-In Aggregation Program, SOPEC offers customers who live in SOPEC member communities the ability to join the Opt-In Aggregation Program upon their affirmative consent. Customers who want to participate in SOPEC’s Opt-In Aggregation Program can contact the Supplier to enroll. Supplier and SOPEC also may contact individuals in SOPEC member communities regarding opt-in opportunities.

SOPEC and Supplier may offer customers more than one product during the Opt-Out Aggregation process and also during the Opt-In Aggregation process. SOPEC also may endorse any competitive retail electric service supplier to offer within SOPEC’s member communities products that are not included in the Aggregation Program, or sponsor other

programs (including endorsement programs) pursuant to one or more program agreements with any SOPEC member(s) or non-member(s) as may be authorized by the SOPEC Board of Directors (“Endorsement Program(s)”).

III. Goals of the Aggregation Program

The specific goals of the Aggregation Program are as follows:

1. To pursue reasonably priced energy supply through the bargaining power of pooled customer aggregation purchases;
2. To ensure maximum investment of energy generation dollars in local projects and energy options;
3. To secure clean and sustainable energy sources as significant portions of community energy supply if selected by member communities;
4. To include in generation supply purchases investments in local energy efficiency investments;
5. To provide, on a non-discriminatory basis, an option for aggregation of all customers who qualify under the PUCO’s rules and who SOPEC and its Supplier have elected to serve;
6. To allow the eligible customers who do not wish to participate to opt-out of the Opt-Out Aggregation Program;
7. To allow customers in member communities to opt-in to an Opt-In Aggregation Program upon providing affirmative consent
8. To ensure that Suppliers provide quality, reliable service and customer service;
9. To utilize and encourage renewable energy development if and to the extent practicable through contract provisions and voluntary programs;
10. To include, to the extent possible, government accounts into the aggregation;
11. To advance community economic and energy development goals; and
12. To utilize local government powers and authorities to achieve these goals.

The Aggregation Program involves the acquisition of competitive retail power supply. Distribution services (metering, billing, maintenance of the transmission and distribution system) will continue as a function of the local utility; but SOPEC may request Supplier(s) to take on billing responsibilities for customers participating in energy efficiency or distributed generation programs implemented by Supplier(s). The local utility will continue to own, furnish, install, calibrate, test, and maintain all meters and associated equipment used for customer billing and retail energy settlement purposes. The local utility shall be the “provider of last resort” for customers not participating in the Aggregation Program who have not elected to take service from another competitive supplier.

SOPEC will not assume title to electric generation. It will not buy and resell electric generation to the participants of the program. Instead, SOPEC will negotiate a contract with Supplier(s) to provide electric supply to the members of the aggregation program. Billing and scheduling of electric loads shall be handled by the Supplier or local utility.

IV. Rates

Under PUCO orders, the local distribution company assigns the customer classification and corresponding character of service and associated regulated rates. These rates include a monthly customer charge, a distribution charge, a transmission charge, and an access charge. Although SOPEC may participate in regulatory proceedings and represent the interests of customers regarding these regulated rates, it will not assign or alter existing customer classifications without the approval of the PUCO.

The focus of the Aggregation Program, as noted above, will be acquisition of competitive prices and terms for power supply. The prices will be set through a competitive request for proposals and contract and negotiation process, and will be indicated on customers' bills as the "generation charge." Ohio law requires that a government aggregator separately price competitive retail electric services and that the prices be itemized on the bill of a customer or otherwise disclosed to the customer. The generation charge for each customer class, or any customer grouping by load factor or other appropriate pricing category, is expected to be lower than the utility's standard offer generation charge. All Supplier charges to the customer will be fully and prominently disclosed under the notification process, which is discussed further below.

V. Steps for Communities during the Aggregation Program Process

The process of establishing government aggregation involves a multi-step public process undertaken by the member communities or jointly through SOPEC on their behalf. The steps to authorize opt-out and opt-in aggregations are the same, except where noted below:

1. SOPEC shall develop and issue Request for Proposals ("RFPs") that incorporate and address all of the goals expressed in this Plan;
2. Competitive retail electric suppliers ("Supplier(s)") will respond to RFPs; SOPEC and its agents will engage in direct negotiations with Suppliers;
3. SOPEC shall select Supplier(s) and execute one or more supply contracts with Supplier(s);
4. The local distribution utility for each member community shall supply its electronic list of eligible customers for those communities;
5. For Opt-Out Aggregation only:
 - a) Supplier(s) will acquire an electronic list of eligible customers in member communities from the local distribution utility (this information must include applicable meter numbers and other appropriate codes);
 - b) SOPEC and selected Supplier(s) will notify customers of the opt-out process via U.S. mail utilizing the electronic customer list of addresses;
 - c) SOPEC Supplier(s) will revise the electronic customer list to remove responding opt-out customers from the list;
 - d) Supplier(s) will transmit the revised electronic customer list back to the distribution utility for customer transfer;

- e) The distribution utility will complete the administrative transfer of participating customers (via revised electronic list) to SOPEC Supplier(s); and
 - f) Participating customers on all billing cycles will be enrolled with the selected Supplier with the beginning of a new billing cycle.
6. For the Opt-In Aggregation Program only:
 - a) SOPEC and Supplier will market and solicit customers within the SOPEC member communities;
 - b) Supplier will enroll customers in the Opt-In Aggregation Program by obtaining their affirmative consent directly (in person, by mail or facsimile), telephonically or electronically in accordance with the PUCO's rules and the applicable electric distribution utility's tariff.
 7. The appropriate distribution utility for each member community will complete the administrative transfer of participating customers to the Supplier;
 8. SOPEC's Supplier will ensure the firm delivery of electric supply based on the terms and conditions of the supply contract with SOPEC;
 9. SOPEC and legal and technical advisors will monitor contract for compliance; and
 10. SOPEC will act to protect the interests of member communities.

VI. Participation in the Aggregation Program; Endorsement Program

Opt-Out Aggregation. For purposes of an Opt-Out Aggregation Program, an "eligible customer" constitutes a customer eligible under utility or PUCO rules and which SOPEC and its Supplier have elected to serve. Customers that shall not be included in the Opt-Out Aggregation Program pursuant to utility or PUCO rules include the following:

- A customer located in the certified territory of a non-profit electric supplier;
- A customer served by transmission or distribution facilities of a municipal electric utility;
- A customer that affirmatively chooses to be included on the PUCO's "do not aggregate" list;
- A "mercantile customer" (defined as a commercial or industrial customer that consumes more than seven hundred thousand kilowatt hours per year or is part of a national account involving multiple facilities in one or more states) that fails to affirmatively elect to participate in an aggregation program;
- A customer already in contract with another competitive retail electric service supplier;
- A customer that has opted out of the governmental aggregation program;

- A customer enrolled in the percentage of income payment plan (“PIPP”);
- A customer that has a special arrangement with the distribution utility; and
- A customer not located within the boundaries of the governmental aggregator’s member communities.

Eligible customers shall be notified of the Opt-Out Aggregation Program and terms and conditions of participation prior to initiation of services and be provided an opportunity to “opt-out” at no cost during a 21-day period specified in the terms and conditions of the supply contract(s). Customers may be offered a program electric supply product and one or more optional supply products through the opt-out notice. If options are provided, the customer may decline all products by opting-out of the Opt-Out Aggregation Program. Customers that do not choose to opt-out will be automatically enrolled in the program product, unless they make arrangements with the Supplier, as specified in the opt-out notice, to take one of the optional supply products.

During this 21-day opt-out period customers also may choose another competing supplier, or receive service from their local distribution company. Participating customers will be given the opportunity at least every three years after the initiation of service to opt-out of the Opt-Out Aggregation Program without interruption of their current service, or payment of a penalty or switching fee. In addition, participating customers can leave the Opt-Out Aggregation Program at any time without being subject to early termination fees. These participating customers can leave the Opt-Out Aggregation Program early in accordance with the terms and conditions of their supply contracts.

Customers who move to a SOPEC member community (including those who move from another SOPEC member community), and are considered by the distribution utility to be new electric customers, may participate in the Opt-Out Aggregation Program at the existing price and terms offered for that customer class, or other terms specified under the supply contract(s). Such new electric customers can also choose to opt-out of the Opt-Out Aggregation Program at no charge during the initial 21-day period after the postmark date on the opt-out notice and at subsequent opt-out periods of at least every three years.

Opt-In Aggregation. Supplier(s) and SOPEC may contact customers in SOPEC member communities regarding the opportunity to participate in the Opt-In Aggregation Program, or customers may contact the Supplier(s) regarding such opportunities. Supplier(s), with SOPEC’s consent, will determine the terms and conditions of service, as well as the customers’ rates, subject to written policies mutually agreed upon by the SOPEC and Supplier(s). For purposes of the Opt-In Aggregation Program, customers are enrolled by obtaining their affirmative consent directly (in person, by mail or facsimile), telephonically or electronically in accordance with the PUCO’s rules and the electric distribution utility’s tariff. Participating customers who terminate their contracts with the supplier prior to their contracts’ expiration may be subject to an early termination fee which will be described in their supply contract, if applicable.

Endorsement Program. SOPEC also may initiate an Endorsement Program whereby it may endorse any competitive retail electric service supplier to offer within SOPEC’s member

communities or otherwise to a SOPEC Member or non-Member products that are not included in the Aggregation Program.

VII. Notification of Opt-Out Aggregation Program Customers

Prior to initiation of Opt-Out Aggregation Program service, all opt-out eligible customers shall be notified of the opt-out terms. The process of notification shall be as follows:

1. A separate mailing
2. Newspaper notices
3. Public service announcements
4. Posting of prominent notice in the local government office building in each member community

Prior to enrollment in the Opt-Out Aggregation Program, notification shall be mailed in a timely manner for receipt by customers prior to their start of service day. The opt-out period is 21 days. The notification shall include the following elements:

1. A summary of all actions taken by SOPEC to authorize the Aggregation Program;
2. A description of the services offered by the Opt-Out Aggregation Program
3. A statement informing customers of their right to opt-out of the Opt-Out Aggregation Program at least every three years, without interruption of their current service, or payment of a penalty or switching fee;
4. A statement indicating that any customer returning to the distribution utility after commencement of the Opt-Out Aggregation Program may pay the market price for power;
5. A statement informing customers that returning to the distribution utility may not result in that customer being served under the same rates, terms, and conditions as other customers served by the distribution utility;
6. An itemized list and explanation of all fees and charges not incorporated in the base Opt-Out Aggregation Program rates but that will be charged for participation in the Opt-Out Aggregation Program if any;
7. Disclosure of the dates covered by the Opt-Out Aggregation Program, including the estimated start date;
8. Disclosure of any credit and/or deposit requirements;
9. Disclosure of any limitations or conditions on customer acceptance into the Opt-Out Aggregation Program;
10. If applicable, inform customers whether SOPEC elected in the best interest of the Aggregation Program not to receive standby service from the electric utility under an approved electric security plan, and inform customers that non-standard service offer rates and conditions may apply if the customer returns to the electric utility after the opt-out period;

11. A description of the opt-out process and statement that the opt-out period will last for 21 days from the date of the postmark on the written notice;
12. A customer-friendly opt-out form (e.g., a postcard) to return to SOPEC or Supplier indicating whether the customer has opted out of the Opt-Out Aggregation Program.
13. A toll free phone number that customers can call to opt-out of the Opt-Out Aggregation Program.
14. Inform customers that they must return the completed opt-out form to the Supplier(s) or contact the Supplier(s) via telephone within the 21-day opt-out period to opt-out.
15. Inform customers that they shall be automatically included in the Opt-Out Aggregation Program if they do not return the opt-out form or do not call the Supplier within the 21-day opt-out period.
16. Inform customers in the terms and conditions of their supply contracts that SOPEC will not charge any early termination fees.
17. All charges to be made and a comparison of the primary terms of SOPEC's selected contract compared to the Standard Offer; and
18. Information about eligible energy efficiency and distributed energy customer options.

Customers that do not return the opt-out form within 21 days or do not call the Supplier within the 21-day opt-out period to opt-out shall be automatically included in the Opt-Out Aggregation Program.

Eligible customers who relocate to a SOPEC member community shall be included in the Opt-Out Aggregation Program, subject to their opportunity to opt-out. The selected Supplier(s) shall provide standard opt-out notification materials to customers who have relocated to member communities, or customers who otherwise are eligible to join the Opt-Out Aggregation Program. The new customer may participate in the Opt-Out Aggregation Program at the existing price and terms offered for that customer class. Any such new or otherwise eligible electric customer can also choose to opt-out of the Opt-Out Aggregation Program at no charge during the opt-out period. At least every three years, customers may be permitted to opt-out of the Opt-Out Aggregation Program at no fee.

Consistent with the requirements of Ohio law and the regulations of the PUCO, termination of service may take place for non-payment of bills. Customers whose power supply is terminated by a selected Supplier will receive electric supply from their local distribution company. Customers may be considered for re-enrollment in the Opt-Out Aggregation Program once they have met the requirements of law and are current on bill payment.

VIII. The City of Athens, Ohio Carbon Fee

Pursuant to the #3 Advisory Election of Athens City on May 8, 2018 ("Advisory Election"), the voters of the City of Athens, Ohio granted SOPEC the authority to charge a 2 mills retail carbon fee for each kilowatt hour of electric consumption used by SOPEC retail electric customers in the City of Athens, Ohio (such fee, the "Carbon Fee"). The Advisory Election also authorized SOPEC to use all Carbon Fee revenues to fund local public solar projects. All

SOPEC retail electric customers within the City of Athens shall automatically pay the Carbon Fee, except for those customers who elect to opt out of payment of the Carbon Fee. SOPEC's supplier shall collect the Carbon Fee from participating customers enrolled in the Program in the jurisdiction of the City of Athens who have not elected to opt out of the Carbon Fee.

All Carbon Fee revenues shall be used for the purposes of promoting and supporting local solar projects. SOPEC, in its sole discretion, shall determine how the Carbon Fee revenues shall be distributed to proposed local solar projects.

IX. Customer Service

Regarding all issues of customer protection (including provisions relating to slamming and blocking), SOPEC will ensure that the selected Supplier comply all statutes, rules and regulations currently in place and as may be amended from time to time. SOPEC will provide on-going customer education in member communities through public service announcements, posting of information, media press releases, advertising, and direct mailing depending on the subject and appropriate venue. SOPEC will also assist member communities with all required notifications, information, and public hearings.

SOPEC will ensure that customers are provided with adequate, accurate and understandable pricing and terms and conditions of service, including any fees, opt-out opportunities, including the conditions under which a customer may rescind a contract without penalty.

Supplier shall utilize the billing services of the local distribution company to render timely billings to each participating customer; except where bills will be directly managed by the Supplier for the purposes of providing energy efficiency, distributed generation or other options as specified under contract.

All bills shall comply with PUCO rules, regulations, and requirements regarding the essential components and formats. Credit and collection processes concerning billing will remain the sole responsibility of the selected Supplier and the local distribution company as provided by state law. Under no circumstances shall SOPEC have any responsibility for payment of any bills.

Unless otherwise specified in customers' supply contracts, all billing shall be based on the meter readings generated by meters of the distribution company at the customer's facilities. Customer bills shall be rendered monthly. Customers are required to remit and comply with the payment terms of the distribution company and/or the Supplier. Billing may take place through the distribution company at the Supplier's option. In the event that necessary billing data is not received from the distribution company in time to prepare monthly bills, the Supplier reserves the right to issue a bill based on an estimate of the participating customer's usage for that billing period. Any over-charge or under-charge will be accounted for in the next billing period for which actual meter data is available.

X. Customer Protections

The following customer protection provisions are anticipated to be contained in customers' contracts with the Supplier(s):

1. Title to and risk of loss with respect to the electric energy will transfer from the Supplier to participating customers at the Point-of-Sale, which is the customer's side of the meter.

2. Energy delivered pursuant to the customer's supply contract will begin on the first meter reading date following the scheduled initiation of service date for each rate class or customer group, or individual customer as described in the customer supply contract, or as soon as necessary arrangements can be made with the distribution company thereafter and will end on the last meter reading date prior to the expiration date. The Supplier has the right to request a "special" meter reading by the distribution company to initiate energy delivery and agrees to accept all costs (if any) for such meter reading. The participating customer also has such a right, and similarly would bear the costs (if any) of such special meter reading.
3. Recognizing that electricity provided under the customer's supply contract shall be ultimately delivered by the distribution company, to the extent permitted by law, the Supplier shall not be liable for any damage to a participating customer's equipment or facilities, or any economic losses, resulting directly or indirectly from any service interruption, power outage, voltage or amperage fluctuations, discontinuance of service, reversal of service, irregular service or similar problems beyond the Supplier's reasonable control. To the extent permitted by law, except as expressly stated in the supply contract, the Supplier will make no representation or warranty, express or implied (including warranty of merchantability or of fitness for a particular purpose), with respect to the provision of services and electric energy.
4. Given the increasing interest in and need for high levels of reliability, the supply contract will help assure that participating customers in SOPEC member communities receive power supply with reliability equal to that of native load customers for the distribution company. The Supplier is providing generation and, unless provided by the utility, transmission services, and participating customers must rely upon the distribution company for regional transmission, and local transmission and distribution services for ultimate delivery of electricity where reliability problems occur. However, within the scope of electric energy supplier obligations, the Supplier shall take or adopt all reasonable steps or measures to avoid any unnecessary outages, service interruptions, capacity shortages, curtailments of power supply, voltage reductions, and any other interference or disruption of electric supply to Point-of-Delivery, and shall give the highest priority of supply to the electricity made available under the customer's supply contract consistent with the requirements of law and equivalent to network service available to native load customers.

XI. Customer Complaints

It is important that customer complaints be directed to the proper party. The selected Supplier shall ensure that each participating customer receives a printed copy of a toll-free number to call regarding service problems or billing questions. The Supplier shall refer reliability, line repair, or service interruption, and billing issues to the local distribution company. The Supplier(s) shall handle all complaints in accordance with applicable laws and regulations. Problems regarding the selected Supplier can be directed to SOPEC or the PUCO. SOPEC will continue to monitor the selected Supplier for compliance with customer protection provisions in the customer's contract with Supplier and timely resolution of customer problems. Problems regarding the selected Supplier(s) can be directed to SOPEC or the PUCO. Customers may

contact the Public Utilities Commission of Ohio for assistance at 1-800-686-7826 (toll free) or for TTY at 1-800-686-1570 (toll free) from 8:00 a.m. to 5:00 p.m. weekdays, or at. The Office of the Ohio Consumers' Counsel ("OCC") represents residential utility customers in matters before the PUCO. The OCC can be contacted at 1-877-742-5622 (toll free) from 8:00 a.m. to 5:00 p.m. weekdays, or at. SOPEC can be contacted at or 740-597-7955.

At the request of SOPEC, the selected Supplier(s) shall provide a periodic summary of the number and types of customer service issues and complaints that arose to date, and the status of resolution of those issues and complaints. If such reports indicate problem in the selected Supplier's service, SOPEC will pursue timely remedial action or consider the Supplier in breach of its supply contract with SOPEC.

XII. Termination of Participation in the Opt-Out Aggregation Program

The Opt-Out Aggregation Program may be terminated for participating customers in two ways:

1. Upon the termination or expiration of the power supply contract for all member communities without any extension, renewal, or subsequent supply contract being negotiated; or
2. At the decision of an individual member community to cancel its membership in SOPEC.

In the event of termination of the Opt-Out Aggregation Program, each customer receiving power supply services under the Opt-Out Aggregation Program will receive notification of termination of the program ninety days before termination. SOPEC shall utilize appropriate processes for entering, modifying, enforcing, and terminating agreements pertinent to the Opt-Out Aggregation Program consistent with the requirements of local ordinances or resolutions, state and federal law.

XIII. Termination of Participation in the Opt-In Aggregation Program

Termination of the Opt-In Aggregation Program will be governed by the terms of individual opt-in customers' supply contracts. An individual Opt-In Aggregation Program customer who chooses to terminate participation in the Aggregation Program before the expiration of the customer's supply contract(s) may be required to pay an early termination fee, if applicable. Any obligation to pay an early termination fee, if any, will be made a part of the customer supply contract(s). Opt-In Aggregation Program Customers who move from a member community will have no penalties or early termination fees.

XIV. Organizational Structure

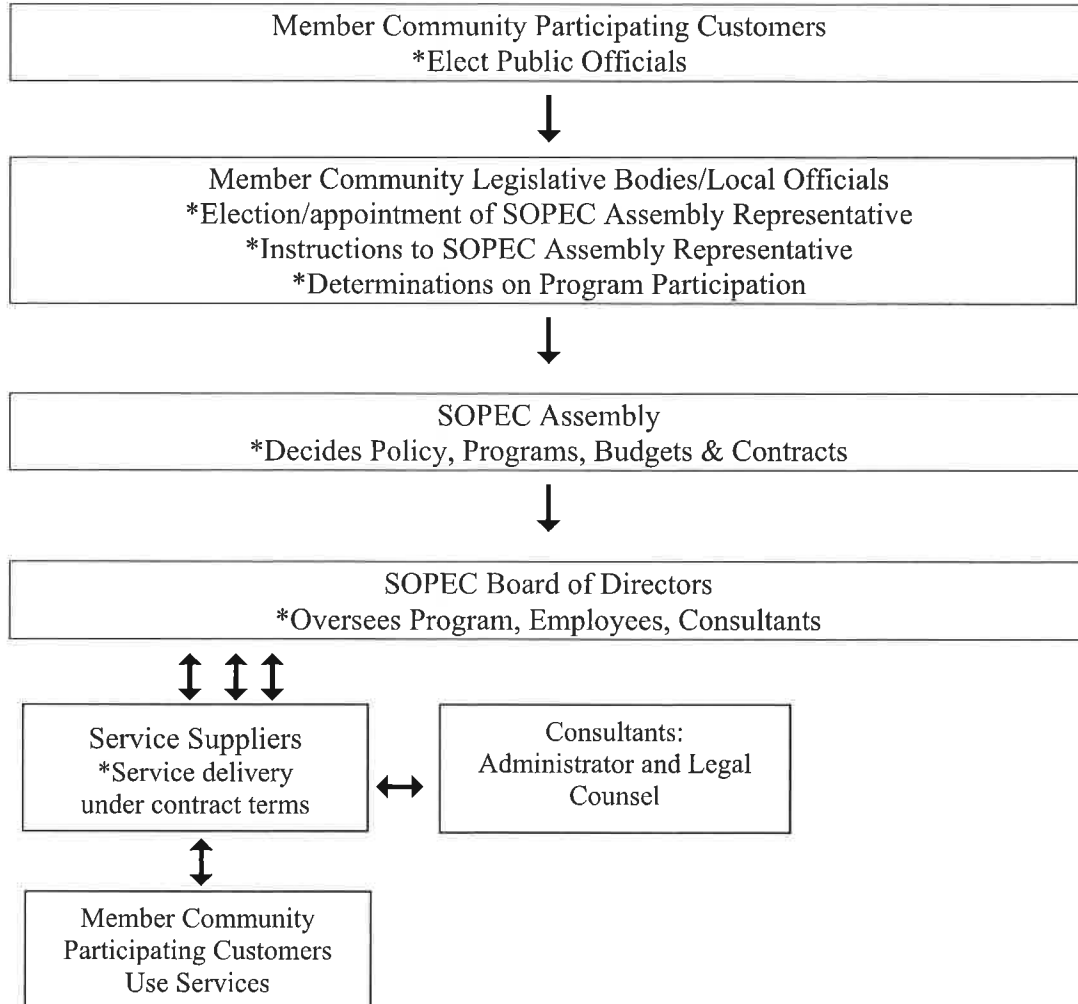
Each SOPEC member community shall have one representative in the SOPEC Assembly; which will serve as the legislative body for the organization. Members shall elect a Board of Directors. The Board of Directors of SOPEC shall oversee the implementation and operation of the Aggregation Program consistent with the provisions of the R.C. 4928.20 and the Bylaws of the SOPEC organization.

SOPEC shall act as agent for member communities to establish the Aggregation Program in accordance with law and to provide managerial, technical, and financial resources to acquire service and other guarantees sufficient to protect customers and the electric distribution utility. SOPEC may contract with service providers to achieve this purpose.

Outline of Structure:

1. Community Citizens: Customers can influence the program through elections that put in place officials that will appoint and control the assembly members.
2. Member Communities Legislative Bodies/Local Officials: Local officials may act on program and policy issues. They may individually choose to participate in additional programs of SOPEC, or terminate the community's participation in SOPEC. They may also raise issues directed to them by customers for the SOPEC Assembly and Board to address.
3. SOPEC Assembly: This is the legislative body of the organization, reviews its policies and contracts, and votes in the Board of Directors.
4. SOPEC Board of Directors: The Board of Directors shall manage the day-to-day operations of SOPEC, and may appoint agents and contract for services, and shall keep the Assembly informed of such actions.
5. Service Suppliers: Suppliers will contract with SOPEC to provide retail electric supply, energy efficiency, and local energy as part of contracts; and will report to SOPEC in carrying out these responsibilities.
6. Member Community Participating Customers: Participating customers in member communities will benefit from the professional representation and consumer protections provided under the negotiated service contracts. Individual customers may opt-out of participation and may also bring issues before their local legislative body.

***SOPEC Member Electric Aggregation Program
Organizational Structure***



XV. Certification

No governmental aggregator shall send an opt-out disclosure notice to potential customers of an aggregation prior to the governmental aggregator being certified by the commission. The certification of governmental aggregators is governed by Chapter 4901:1-21-16 of the Ohio Administrative Code (“O.A.C.”) and R.C. 4928.20. R.C. 4928.20 allows municipalities, townships, and counties to join together and combine their resources for development and implementation of an electric aggregation program.

XVI. Aggregation Program Funding

SOPEC offers member communities the opportunity to gain market leverage, share resources, and reduce administrative and other costs for developing, implementing and providing oversight for the Aggregation Program. Funding for these activities is anticipated to be provided by the selected Supplier(s) with an appropriate kilowatt hour charge to all participating customers to cover costs of the program. Such funds will be collected by the Supplier and paid to SOPEC. In the event additional funding for SOPEC is required, each SOPEC member may be assessed an annual fee pursuant to the agreement establishing SOPEC. The funding will be utilized for all Aggregation Program Operations.

XVII. Modification of SOPEC’s Plan

All material modifications to the SOPEC Plan shall be approved by majority vote of the SOPEC Board of Directors and ratified by a majority vote of the SOPEC General Assembly. By adopting this Plan, SOPEC member communities agree that future modifications to the Plan resulting from changes in law or regulations may be made automatically by SOPEC without further action of the SOPEC members or General Assembly.

As adopted 10/27/2014

As amended 09/29/2017

As amended 01/23/2018

As amended 02/18/2021

RESOLUTION 150-25
Sponsored by: Andrew Hitt

**AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO
THE SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL
("SOPEC"), THE EXECUTION AND DELIVERY OF THE
AGREEMENT ESTABLISHING SOPEC, AND APPROVING THE
BYLAWS OF SOPEC.**

WHEREAS, the City Council of London, Ohio (the "City") previously enacted legislation authorizing the City to establish an opt-out electric aggregation program, pursuant to Section 4928.20 of the Ohio Revised Code (the "Electric Aggregation Program"), for the residents, businesses, and other eligible electric consumers located within the City, and for that purpose, to act jointly with any other village, city, township, municipal corporation, county, or other political subdivision of the State of Ohio, as permitted by law; and

WHEREAS, by joining the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) ("SOPEC"), the City will be able to act jointly with other members of political subdivisions and thereby maximize the potential benefit of electric deregulation through group purchasing efforts.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION 1.

The City Council finds and determines that it is in the best interest of the City, including the electric consumers located within the City, to join SOPEC and to adopt the SOPEC Bylaws, for the purpose of: (1) establishing and implementing an Electric Aggregation Program with SOPEC within the City; and (2) utilizing SOPEC's Additional Programs.

SECTION 2.

The Mayor of the City is hereby authorized and directed to execute and deliver the Agreement Establishing the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) (the "SOPEC Agreement"). The SOPEC Agreement shall be substantially in the form presented to this City Council and on file with the Clerk, subject to such changes, insertions, and omissions that are consistent with this Ordinance and are not substantially adverse to the City and as may be approved by the Mayor, which approval shall be conclusively evidenced by the execution of the SOPEC Agreement.

SECTION 3.

The City Council hereby approves and adopts the Bylaws of SOPEC in the form attached to the SOPEC Agreement.

SECTION 4.

It is found and determined that all formal actions of this City Council concerning and relating to the passage of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the City's Codified Ordinances and Section 121.22 of the Ohio Revised Code.

SECTION 5.

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.150-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Joshua Peters			
Lisa Jackman			

CERTIFICATE

The undersigned, Clerk of Council of the City of London, Ohio, hereby certifies that the foregoing is a true and correct copy of Ordinance No. ____-25, passed by the Council of the City of London, Ohio on the ____ day of _____, 2025.

Matt Edgington
Clerk of Council

RESOLUTION 151-25
Sponsored by: Andrew Hitt

**APPROVING THE PLAN OF OPERATION AND GOVERNANCE
FOR THE SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL
("SOPEC") ELECTRIC AGGREGATION PROGRAM, AND FOR
THE PURPOSE OF JOINTLY ESTABLISHING AND
IMPLEMENTING AN ELECTRIC AGGREGATION PROGRAM.**

WHEREAS, the City Council of London, Ohio (the "City") previously enacted legislation authorizing the City to establish an opt-out electric aggregation program, pursuant to Section 4928.20 of the Ohio Revised Code (the "Electric Aggregation Program"), for the residents, businesses, and other eligible electric consumers located within the City, and for that purpose, to act jointly with any other village, city, township, municipal corporation, county, or other political subdivision of the State of Ohio, as permitted by law; and

WHEREAS, by joining the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) ("SOPEC"), the City will be able to act jointly with other members of political subdivisions and thereby maximize the potential benefit of electric deregulation through group purchasing efforts; and

WHEREAS, this City Council, pursuant to Section 4928.20, Ohio Revised Code, has held two (2) public hearings on the Plan of Operation and Governance (the "Plan") for the SOPEC Electric Aggregation Program.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION 1.

This City Council hereby approves and adopts the Plan of Operation and Governance of the SOPEC Electric Aggregation Program in the form presented to this City Council and on file with the Clerk.

SECTION 2.

It is found and determined that all formal actions of this City Council concerning and relating to the passage of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the City's Codified Ordinances and Section 121.22 of the Ohio Revised Code.

SECTION 3.

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.150-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

CERTIFICATE

The undersigned, Clerk of Council of the City of London, Ohio, hereby certifies that the foregoing is a true and correct copy of Ordinance No. ____-25, passed by the Council of the City of London, Ohio on the ____ day of _____, 2025.

Matt Edgington
Clerk of Council

RESOLUTION 152-25
Sponsored by: Andrew Hitt

A RESOLUTION INCREASING APPROPRIATIONS

WHEREAS, the Parks and Recreation Department need more funds to continue to operate the remainder of the year; and

WHEREAS, the available funds must be appropriated prior to expenditure.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

101.300.52501 – Recreation	\$20,000.00
----------------------------	-------------

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.152-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

RESOLUTION 153-25
Sponsored by: Shannon Treynor

A RESOLUTION INCREASING APPROPRIATIONS

WHEREAS, the City Council has recommended speed bumps and speed signs to alleviate speeding within the City; and

WHEREAS, the available funds must be appropriated prior to expenditure.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

230.600.52502 –Materials-Street	\$27,000.00
---------------------------------	-------------

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.153-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

RESOLUTION 154-25
Sponsored by: Andrew Hitt

A RESOLUTION INCREASING APPROPRIATIONS

WHEREAS, The City would like to purchase stealth monitors to monitor traffic patterns and speed throughout the City; and

WHEREAS, the available funds must be appropriated prior to expenditure.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

101.100.52505 –Misc.Police	\$8,000.00
----------------------------	------------

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor: _____

Date of Approval: _____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.154-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

ORDINANCE 155-25
Sponsored by: Shannon Treynor

AN ORDINANCE ADJUSTING THE RATE OF CURB ASSISTANCE

WHEREAS, after reviewing the current cost of the curb assistance for the sanitation department it has been determined that the rate needs to be increased; and

WHEREAS, anyone who is 65 years of age or older and anyone that is disabled regardless of the age will still qualify for this service at no cost.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby approves the rate increase. See attached exhibit A

SECTION II:

That this Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.155-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			

	NEW RATES
Monthly Trash Pick-Up Rate	\$20.15/month for trash service. New residents moving into the city must pay full price for the cans. Additional cans may be purchased and will be picked up weekly for an additional \$4.45/can. Assistance, add \$12.00/month .
Assistance Service Fee Exemption	Any resident who is at least 65 years of age or handicapped may apply to waive the \$12.00 assistance pickup service fee. Application may be made to the City of London. When filling out the form you will need a photo ID and a copy of your registration for your handicap placard parking pass or verification that you receive SSI disability benefits.
Commercial/ Industrial Rates	\$20.15/month for trash service . Businesses moving into the city must pay full price for the cans. Additional cans may be purchased and will be picked up weekly for an additional \$4.45/can. \$5.70/cubic yard for dumpsters (unchanged)
Special Bulk Pick-Up Rate	Free 1-cubic yard pick-up <i>or drop off</i> , 1 x per month -- \$14/cubic-yard beyond free pick-up -- (\$14 minimum) effective July 1, 2023
Special Drop-Off Rates	\$10/cubic yard (unchanged)
Special Dumping Rate	\$10/cubic yard for residential
Building Material Drop-Off Rate	\$20/cubic yard - DROP OFF ONLY
Appliances	Free to drop off, \$14 to pick up if in addition to free pick up
Tire Recycling	\$5.00/per tire -- \$3.00 additional if the tire has a rim -- DROP OFF ONLY
Annual Increase	Every January 1 beginning 2024 there will be a 3% increase



RESOLUTION 156-25
Sponsored By: Greg Eades

**A RESOLUTION DESIGNATING MADISON COUNTY FUTURE, INC., AS
AGENT FOR THE SALE OF VACANT REAL PROPERTY AND
AUTHORIZING AN AGENCY AGREEMENT**

WHEREAS, the City of London owns certain real property located at on South Madison Road parcel numbers 31-00754.000 and 31-00755.000 in the City of London, Madison County, Ohio; and

WHEREAS, the land is vacant at this time and the City would like for the land to be utilized for the purpose of reclamation, rehabilitation, and reutilization.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
LONDON, STATE OF OHIO**

SECTION I:

Madison County Future, Inc., is hereby designated as Agent for the reclamation, rehabilitation and reutilization of the property in accordance with Ohio Revised Code § 1724.10.

SECTION II:

In making such designation, this Council hereby makes the following findings:

- A. The City does not need the property for its own purposes;
- B. Reutilization of the property will:
 - 1. promote the welfare of the City;
 - 2. assist in the economic development of the City;
 - 3. promote the reclamation, rehabilitation and reutilization of vacant real property within the City;

SECTION III:

The Safety-Service Director is hereby authorized to enter into an Agreement for the sale of the property through Madison County Future Inc.

SECTION IV:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

Matt Edgington
Clerk of Council

Joshua Peters
President of Council

Submitted to Mayor:_____

Date of Approval:_____

APPROVED:

Patrick Closser, Mayor

Jennifer Hitt, Law Director
Approved as to Form

I, Matt Edgington, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.156-25 was posted on the City of London’s website, www.londonohio.gov on the _____ day of _____, 2025 and on the _____ day of _____, 2025

Clerk

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Brent McDaniels			
Lisa Jackman			