

# December 2022

◀ Nov 2022

Jan 2023 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 7:00 pm City Council	6 5:30pm Civil Service	7	8	9	10
11	12 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	13 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	14	15	16	17
18	19 6:00 pm Park Rec Committee 7:00 pm City Council	20	21	22	23	24
25	26 City Offices Closed	27 City Offices Closed	28 4:30 Civil Service Commission 6:30 pm Parks and Rec Board 6:30 pm – Finance and Budget Committee  7:30 pm – Safety and Human Resources Committee	29	30	31



# City of Napoleon, Ohio

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## Memorandum

**To:** City Council, Mayor, City Manager, City Finance Director, Law Director, Department Heads, News-media  
**From:** Marrison Flogaus, Clerk  
**Date:** December 2, 2022  
**Subject:** Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the *Technology and Communications Committee* for Monday, December 5, 2022, at 6:15 pm has been CANCELED due to lack of agenda items.

*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING AGENDA**

**Tuesday, December 06, 2022 at 5:30pm**

*Location:* Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order
2. Approve Applicants for the Position of Police Officer (Patrolman Grade)
3. Sergeants Promotional Exam
4. Any Other Matters to Come Before the Commission
5. Adjournment.

  
Marrisa Flogaus - Clerk

City of Napoleon, Ohio  
**CIVIL SERVICE COMMISSION**  
Special Meeting Minutes

Wednesday, November 09, 2022 at 6:00pm

**PRESENT**

Commission Members Bill Finnegan-Chair, Megan Lytle-Steele  
City Staff Greg Smith-Police Lt.  
Brittney Roof- Human Resource Director  
Recorder Marrisa Flogaus

**ABSENT**

Commission Member Amy Bains

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**CALL TO ORDER**

The special meeting of the Civil Service Commission was called to order by Chair Finnegan at 6:06pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on October 18, 2022 were approved as presented.

**APPROVE APPLICANTS FOR POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Scores from two candidates were sent in from the National Testing Network. We are asking to have the following applicants approved and certified:

Caleb Weirausch

Jacob Vivic

Motion:Lytle-Steele Second: Finnegan  
to approve and certify the two candidates listed above

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

**ADMINISTER THE POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Police Lt. Greg Smith, OPOTA certified test administrator, went over the three phases of the physical fitness test. The order of testing is sit-ups, pushups and the half mile shuttle run. You must pass each test before going onto the next station. Two participants were present to take the test.

**DISCUSSION/ ACTION APPROVE APPLICANTS FOR THE POSITION OF POLICE OFFICER (PATROLMAN GRADE) FROM THE OCTOBER 3, 2022 POSTING**

Caleb Weirausch

Jacob Vivic

Josh Buchenberg

Motion:Lytle-Steele Second: Finnegan  
To approve applications for Police Officer.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed**

**TO CREATE A COMBINED LIST FROM JUNE 22, 2024**

Thalia Perez	96%	May 24, 2024
Jared Armstrong	100.63%	June 22, 2024
Jacob Trejo	90.87%	June 22, 2024
Sabra Shumaker	85.21%	June 24, 2024
Josh Buchenberg	93.27%	November, 9, 2024
Jacob Vivic	89.13%	November 9, 2024
Caleb Weirauch	86.93%	November 9, 2024

Motion:Lytle-Steele                      Second: Finnegan  
To approve creating a combined list for Police Officer from June 17, 2022

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed**

**TO SET A DATE FOR RECEIVING APPLICATIONS THROUGH THE NATIONAL TESTING NETWORK FOR ENTRY LEVEL OR LATERAL POLICE OFFICER PATROLMAN GRADE**

Roof stated we are requesting to open the test back up. Out of everyone on the certified list there is only one person who has the OPOTA Certification and two positions are open. We are requesting to utilize the National Testing Network for the written test with advertising for the position of Entry Level or Lateral Police Officer Patrolman Grade to start November 14, 2022 to November 30, 2022. Normally we advertise on the City's website, Facebook, Indeed, Northwest State, Owens, Northwest Signal, Crescent, Ohio Means Jobs and Police One.

Motion:Lytle-Steele                      Second: Finnegan  
to utilize the National Testing Network for the written test with advertising for the position of Entry Level or Lateral Police Officer Patrolman Grade to start November 14, 2022 and end on November 30, 2022.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed**

**TO ALLOW LATERAL TRANSFERS TO BYPASS THE NTN AND APPLY FOR THE POLICE OFFICER POSITION**

Roof stated we had a couple of candidates who applied that don't wish to utilize the NTN and spend money to take the exam if they're not guaranteed a spot. I talked with Chief Mack and he agreed. We would still require them to do the agility test. Lytle-Steele asked what is needed to waive this? Roof replied they currently have to be a police officer working as a police officer in order to not have to take the NTN.

Motion:Lytle-Steele                      Second: Finnegan  
To one time rule change to allow lateral transfers to bypass the NTN and apply for the police office position.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed**

**SET DATE, TIME, AND PLACE FOR POLICE OFFICER PATROLMAN GRADE PHYSICAL AGILITY TEST**

Roof stated we are looking to hold this on December 14<sup>th</sup> as long as everyone is okay with that.

Motion:Lytle-Steele                      Second: Finnegan

to set the tentative date of Wednesday, December 14, 2022 at 6:00pm for the Police Officer Patrolman Grade physical agility test at St. Paul's Lutheran Church in Napoleon, Ohio.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed**

**DETERMINATION OF CREDITS AND HOW CREDITS ARE TO BE APPLIED FOR THE POLICE OFFICER PATROLMAN GRADE POSITION**

Roof stated these are the same credits that we use every time and cannot exceed a total of 10%.

Motion: Lytle-Steele

Second: Finnegan

to approve the following credits for Police Officer Patrolman Grade applicants who have obtained a passing score and supplied proof when they submit their application. The approved credits are:

5% - Veteran's (military service)

5% - College Degree

5% - OPOTA Certification

5% - Three Years of Experience with Napoleon Auxiliary Police

the percentage points will be added to the passing score with the total percentage not to exceed 10%.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

**FIRE CHIEF ASSESSMENT CENTER**

Roof stated I'm looking for a one-time rule change that will allow for any individual who possess at least two (2) year degree from an accredited college and/or a combination of experience and education to be able to apply. Lytle-Steele asked if it would count if they had one year education and one year experience? Roof replied yes. We will have three individuals who are able to apply that would fit into this bracket of education. One is at the end of completing his bachelor's degree and the other two are complete.

Motion: Lytle-Steele

Second: Finnegan

to approve a one-time rule change of the education background to: For the rank of Chief in the fire rescue department, the person shall possess at least two (2) year degree from an accredited college, and/or a combination of experience and education.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

Roof stated I'm looking for a motion to allow the Ohio Fire Chiefs Assessment Center to complete the assessment on January 14<sup>th</sup> of 2023.

Motion: Lytle-Steele

Second: Finnegan

to allow the Ohio Fire Chiefs Association to conduct a traditional assessment center on January 14, 2022. The assessment will be held in Council Chambers on the 14<sup>th</sup>.

Roll call vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**



City of Napoleon, Ohio

**CITY COUNCIL**

MEETING AGENDA

**Monday, December 5, 2022 at 7:00 pm**

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- A. Call to Order**
- B. Attendance** (Noted by Clerk)
- C. Prayer and Pledge of Allegiance**
- D. Approval of Minutes** (in the absence of any objections or corrections, the minutes shall stand approved)
  - November 11, 2022 Special City Council Minutes
  - November 12, 2022 Special City Council Minutes
  - November 21, 2022 Regular Council Meeting Minutes
- E. Citizen Communication**
- F. Reports from Council Committees**
  - 1. The Finance and Budget Committee did not meet on November 28, 2022 at 6:30pm due to lack of agenda items.
  - 2. The Safety and Human Resource Committee met on November 28, 2022 at 7:00pm and;
    - a. Recommended to Council to Restructure the Clerk of Council Position
    - b. Recommended to Council to create an Admin Assistant of Public Safety Position
  - 3. The Personnel Committee met on November 29, 2022 at 6:15pm and; went into executive session to consider employment of a public employee.
  - 4. The Technology Committee did not meet on December 5, 2022 at 6:15pm due to lack of agenda items.
- G. Reports from Other Committees, Commissions and Boards** (*Informational Only-Not Read*) –
  - 1. The Parks and Rec Board did not meet on November 30, 2022 due to a lack of agenda items.
- H. Introduction of New Ordinances and Resolutions**
  - 1. **Ordinance No. 078-22**, An Ordinance authorizing the transfer of a portion of certain property to wit: approximately 0.733 acres, more or less of real property, Parcel No. 41-110048.0000, owned by the City of Napoleon, Ohio to the Ohio Department of Transportation (ODOT); and declaring an Emergency
  - 2. **Resolution No. 079-22**, A Resolution appointing Mayor Jason Maassel and Councilperson Molly Knepley to represent the City of Napoleon, Ohio as members of the Board of Directors of the Community Improvement Corporation of Henry County, Ohio; and declaring an Emergency
- I. Second Reading of Ordinances and Resolutions**
  - 1. **Ordinance No. 064-22**, An Ordinance creating the non-bargaining position of Geographic Information Systems (GIS) Technician/Senior Technician for the City of Napoleon, Ohio; and declaring an Emergency
  - 2. **Ordinance No. 065-22**, An Ordinance creating the non-bargaining position of Assistant Chief of Police for the City of Napoleon, Ohio; and declaring an Emergency
  - 3. **Resolution No. 066-22**, A Resolution extending the provisions contained in Ordinance No. 021-18 and Resolution No.(s) 086-19, 072-20, and 046-21 wherein Council imposed a temporary reduction and/or temporary elimination of certain residential building permit fees; and declaring an Emergency
  - 4. **Resolution No. 067-22**, A Resolution strongly supporting the Napoleon Area School's Resolution in taking legal action regarding the Cultural Center of Henry County



5. **Resolution No. 068-22**, A Resolution authorizing the expenditure of funds and authorizing a department director to take bids on certain projects, services, equipment, materials, or supplies without the requirement for additional legislation to do so in the year 2023; and declaring an Emergency
6. **Resolution No. 069-22**, A Resolution authorizing expenditure of funds in excess of fifty thousand dollars (\$50,000) in and for the year 2023 as it relates to reoccurring costs associated with the operation of the City, for payment of expenses, and for purchases associated with vendors utilized by multiple departments within the City; elimination of necessity of competitive bidding in and for the year 2023 as it relates to certain transactions; and declaring an Emergency
7. **Resolution No. 070-22**, A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor of Henry County for the 2022 tax duplicates payable in year 2023; and declaring an Emergency
8. **Resolution No. 071-22**, A Resolution authorizing and directing the Finance Director of the City of Napoleon to certify and file annual special assessments of the City of Napoleon, Ohio, with the County Auditor of Henry County for placement and collection on the 2022 tax duplicates payable in the year 2023; and declaring an Emergency
9. **Resolution No. 072-22**, A Resolution authorizing a contribution to the Community Improvement Corporation of Henry County, Ohio, in and for the year 2023; and declaring an Emergency
10. **Ordinance No. 073-22**, An Ordinance establishing the appropriation measure (budget) of the City of Napoleon, Ohio for the fiscal year ending December 31, 2023, listed in Exhibit A; and declaring an Emergency
11. **Resolution No. 074-22**, A Resolution authorizing the Finance Director to transfer certain fund balances from respective funds to other funds per section 5705.14 ORC on an as needed basis in fiscal year 2023, listed in exhibit A; and declaring an Emergency
12. **Ordinance No. 075-22**, An Ordinance amending the allocation of funds as found in Sections 193.11 and 194.013 of the Codified Ordinances of the City of Napoleon, Ohio; and declaring an Emergency
13. **Ordinance No. 076-22**, An Ordinance apportioning the expenses incurred including wages, salaries and fringe benefits of the Mayor, Council, and various other departments of the City of Napoleon which are not otherwise directly charged to special and/or capital projects among various accounts effective January 1, 2023; amending Ordinance No.(s) 104-09, 087-19, 069-20, and 059-21; and declaring an Emergency
14. **Ordinance No. 077-22**, An Ordinance establishing a new position classification pay plan for employees of the city of napoleon, Ohio for the year 2023; repealing Ordinance No. 053-21; and declaring an Emergency

**J. Third Reading of Ordinances and Resolutions**

1. **Ordinance No. 063-22**, An Ordinance approving the execution of an Efficiency Smart Schedule with American Municipal Power, Inc.; and declaring an Emergency

**K. Good of the City** (Any other business as may properly come before Council, including but not limited to):

1. Discussion/Action: Write-offs of Uncollectable Accounts
2. Discussion/Action: to Accept a \$200 Donation from the Lions Club for the Police Department
3. Discussion/Action: to Accept a \$2,000 Donation from CFK Charity for the Police Department
4. Discussion/Action: to Restructure the Clerk of Council Position
5. Discussion/Action: to create an Admin Assistant of Public Safety Position
6. Discussion/Action: to approve the Sole Source Purchase of Central Square Software for the Police Department (direct law director to draft legislation)

**Executive Session (Personnel: to consider employment of a public employee)**

- L. **Approve Payments of Bills** (In the absence of any objections or corrections, the payment of bills shall stand approved.)

**M. Adjournment**

  
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 Marrisa Flogaus— Clerk

Minutes of the City of Napoleon, Ohio  
**Special City Council Committee Meeting**  
In Joint Session with  
**Finance and Budget**  
Friday, November 11, 2022 at 8:00am

**PRESENT**

Councilmembers	Joe Bialorucki- Council President, Ross Durham- Council President Pro-Tem, Daniel Baer, Lori Sicclair, Ken Haase, Molly Knepley, Dr. David Cordes
Mayor	Jason Maassel
Acting City Manager	Chad Lulfs- P.E., P.S.-Director of Public Works
City Finance Director	Kevin Garringer
City Staff	Brandy Gonzalez
Others	News-media
Recorder	Marrisa Flogaus

**ABSENT**

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**Call to Order**

Council President Bialorucki called the special meeting of the Finance and Budget Committee to order at 8:01am.

**Review of 2023 Budget Proposals**

Garringer stated you could pass every single thing today and it's not going to hurt us right now, but next year and the following year I'm going to suggest that we start looking at other revenue sources. We're going to stay around 55:35 for the General Fund to Capital. Then you'll see we're doing less and less streets because it's costing more. The thing that we saw this year was that every project and item cost more than we anticipated. This year the General Fund started at 2 million, now we have a lot of estimates on here, but we projected our current expenses minus our revenue to end the year at about 1.8 million. Now that's an estimate it doesn't include all of our revenue, but we did have one large ticket item that we had to pay for out of the General Fund that we have to pay every year, which is workers comp. Our estimated revenue is 7.3 million and our requested expenses is 8.4 million. That is higher than last years, but last year was also a high number too. Pay roll is a major portion of the General Fund. When we budget for payroll we budget for empty positions at the max. For example we have no city manager currently, so that is estimated at the max with family coverage. That number will certainly go down, but we have to account for it. At the end of the day if that estimated revenue and expenses hits that is projected down to \$683,000, which is the thing that I worry about. I could stand here and say we're in deep trouble, but we will be in the next year if that continues on. We're going to try to keep our revenues low and our expenses high. Some funds are fine. For example, the Electric Fund with 5 million. The tough part is without a court order we are unable to take that money and move it into the General Fund. I provided a list with the larger ticket items that were put into the budget. Lulfs and I cut some things prior to this meeting. Other than the membrane replacement all of these are wants and not needs. Maassel asked why the police cruisers weren't on the list? Garringer replied those are on rotation. Lulfs stated there are two currently in the budget. Garringer stated we have an open purchase order for one. Maassel replied they sent our order and money back because they couldn't fill it. Garringer stated I'm also not sure where they stand with the one from Deshler. Lulfs replied is a go, but

Deshler forgot to prepare the legislation for the meeting last week. The other thing not included that would raise our budget is the legislation to adjust pay scales for certain departments. We also put non-bargaining at 3.5% as a place holder.

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**100.1300 Administration- Chad Lulfs (8:14am-8:32am)**

Lulfs stated the salary that was put in was highest as well as with the family plan. The largest thing we had in the budget for a couple of years is the 100.1300.3350 account, which is for updating the Zoning Code. We've been putting that in the budget since Tom Zimmerman was here. At one time it was moved to my budget for 3-4 year. Then it was put in the city managers budget, but we either never spent it or it was cut before we got here. Our Zoning Code is in need of modifications. I'm not saying we can't function if we have to pull it out for another year, but it has caused us some issues in the past. Maassel asked when the last time we modified it was? Lulfs replied we haven't had a major overhaul since I've been here, so close to 20 years. The way it's written is restrictive, if it's not mentioned in the Zoning Code you can't do it and if it's not mentioned as something you could do by taking it to the Board of Zoning Appeals you can't take it to the Board of Zoning Appeals. It has to be specifically listed, which handcuffs some developments. The tiny houses question you had earlier was in the code, so I don't know if that's something that needs to be updated. It can wait another year, since we've gone a couple of decades without updating it. Maassel asked if we would hire this out? Lulfs replied yes. We have gotten quotes in the past from Reveille, if you recall in the past they've done our Master Plans and they just updated the Village of Archbold Zoning Codes. We were applying for a grant, but we were unable to get the grant last year. That's why we didn't move forward last year. Maassel asked if there are grants available this year? Lulfs replied I haven't heard of any. I think last year we had it in the budget that if we got the grant we would move forward, but if we didn't we wouldn't spend money. Maassel stated I would be interested in doing that, but if we had a grant that would be very helpful. Lulfs asked should we tag that as if we get a grant we can move forward? Maassel asked if we are due for a Master Plan update? Lulfs replied I'm not sure. Maassel asked if it would make sense to do those at the same time? Lulfs replied I can reach out to see. We can edit the budget to \$25,000 grant instead of the \$50,000 cost and if we don't get the grant we just don't do it. Durham stated our Master Plan is dated September, 2019. Lulfs stated I will still ask if we should do them at the same time, because we can just hold off. Advertising is higher than what we used last year, but similar to what we have been approving. Baer asked how our income tax collection is doing overall? Garringer replied it's doing well, but it's lagging more than normal. Part of that lag is instead of coming straight here we have to mail it to RITA or people have to send it directly to RITA. I anticipate it being up, but the lag is the concern because it's relatively new. Collection wise we're doing well and it's going to be up. I believe instead of increasing the trend of going up we're going to get flat. It can't continue at the scope it was the past year. The reciprocity has certainly helped us. Now that we went through that process it would have been easier to do 50% instead of 30%. Baer replied I was concerned if it was still processing upwards. The unfortunate thing is that even with the reciprocity we still can't keep these positions filled. Garringer replied as a Council I think you've done the best you could to put our departments in a position to attract good people and retain them.

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**Municipal Court- Judge Schuller/ Mellissa Cotter (8:33am-8:48am)**

Schuller stated there wasn't a lot of change from previous years. Garringer stated the changes made this year with your personal, the two part times turned to full time, is addressed. The second read that you had last week isn't addressed, but we can add it after third read. Part of the reason that wasn't addressed in here is because it's not passed and it increases the range. Schuller stated there was a slight change due to having a new probation officer needing some training. Lulfs stated you'll find in almost all of our accounts that utilities have been raised, which has been reflected here in the electric utility.

Maassel asked if a phone is coming off a grant? Schuller replied yes. They are not allowing us to pay for cell phones for probation officer through the grant anymore. This will fall off in the end of June. Maassel asked if there was any new technology needed at the court? Schuller stated not for next year. I would like to note the copy machine we ordered last October just came in this week. We know the last time our server was replaced was in 2017. They're telling us the shelf life for a server is 5 years, so were anticipating at some point to replace it. You don't want that to go down because if it goes down you might be without a server. It's better to schedule it to be replaced. Durham asked if the IT Department installed cameras there? Cotter stated we had Flexcom install those, which we paid for through a grant we got from the State. Garringer asked if the Supreme Courts coming in next year? Schuller stated the Supreme Court was in two weeks ago. They came through while Chief Mack was there, since I was away. We were told in three to four weeks we should have a written document from the Supreme Court about recommendations for security. I know verbally they have talked about a few things, for example, the concrete barriers so you can't drive a car through the court room. Lulfs stated I'm working with Tracy Busch with this because they are planning on doing some remodeling out there. Schuller replied they are redoing the sidewalks and parking lot in 2023-3024, so it made more sense to do that as part of that project rather than incur additional cost. Lulfs stated the improvements the County is trying to do will have a percentage base cost associated with that. Garringer stated if you look at Capital Fund 400.1800.57200 this is where we budgeted for the improvements the County is planning on doing. Tracey Busch is telling us the parking lot wouldn't be done until 2024, so that will be a future expense. Under building improvements we estimated \$35,630 for our portion of that. Then our portion of the roof would be \$50,000. It's my understanding they are doing major rehab of the sidewalks. Schuller replied the columns are deteriorating at the bottom. When I was at the County budget earlier this week they indicated the curb and sidewalk work was going to be done in 2023. Then the parking lot would be done in 2024. Lulfs stated the remainder of the 1800 Operating Fund is fairly small. \$750 for fuel, nothing for garage rotary and a couple other accounts for a total of \$230. Garringer stated there is a line item in there because the court still has debt, which goes out until 2025. That is an agreement that goes back to a previous judge when they initially renovated that several years ago. Maassel asked how much is the payment? Garringer replied about \$60,000 a year, which is budgeted for every year out of the special project fund. Municipal Court has been very good at keeping and retaining the JRIg grant, which pays for part of their probation officer. Maassel asked when a visiting judge would be needed? Schuller replied any time that I might be out or on vacation. Maassel asked if there was something coming that she would have to recuse herself from? Schuller replied no, but that happened once this year. Garringer stated for this past year salaries have been a little off since we had visiting judges from December- April due to Judge Rosebrook departure. Now that we have a full time judge that settles down.

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#### **Henry County CIC- Jennifer Arps (8:53am-9:07am)**

Arps stated for revenues this year I'm increasing my memberships. We've done pretty well. This year I budgeted \$47,000 and we should end the year at \$49,000, which is higher than expected. Next year I jumped to \$55,000. I think DANA could be a large member. Then ADS, Americold, and we plan on going after some smaller industries that we normally don't work with. We would like to start meet and greet breakfasts or lunches where we would invite those that aren't member and have champions from some of our members or city council or mayors talk about what we've done. We want to keep it causal. I think sometimes when we go out and schedule meetings companies get protective, so in a casual setting we might be able to build more relationships. I do have increases for both the City and the County. I jumped the County up to \$70,000 and the City up to \$42,000. That is just to continue what we have going on this year. We've had a lot of great success this year and I don't see that stopping for next year. Especially with DANA coming very quickly. We continue to work with Napoleon Machine, who is currently at max capacity in his building. I'm looking to partner with Automatic Feed to see if they're interested in letting

Napoleon Machine bump out some space where his currently at or if we have to find him space. I think the spec building might be a little too big for him. We got the old Walmart building filled, which will be announced during Tuesday's board meeting. APA Solar, which runs off your electric will be having a large expansion in the former Alex Products Building. Every time we've stopped out to see how their doing has turned into projects, which is amazing. I don't see 2023 slowing down whatsoever. With that I would like to increase some marketing efforts, especially with the spec building. We had a soft launch of our new website, Henry Has. We want some more video footage, which is a cost. We would like to do a feature on each municipality as well. One of the revenues that is going down is our CIC Pilot percentage and EZCRC fees. The Campbell's Soups enterprise zone agreement expired, so that rolled off. We've been able to increase our work force revenue, which Northwest State generally contributed to that. That's amazing for us to continue to do workforce intuitive, which we want to increase next year as well. We have a great workforce committee on our board we like to get creative with that. The only other thing that increased a little bit was training. Kylie, who was new this year, has taken some training through the OEGA. She will take three classes next year, so this include training and travel. Membership from other organizations have stayed the same, except I've decided not to renew for the Mid America Economic Council. This is based out of Ohio, Michigan, Indiana and Wisconsin. I've done some webinars and they've had interesting seminars, but I didn't really get much out of it. Next year I would like to join Heritage Ohio as I think it makes more sense. They have some great seminars that are more local and is lower in cost. If you look at our net we're in the negative. I went through line item by line item and I don't think I can cut anything else. We run on barebones. At this years Regional Economic Development Offices we did wage and benefit survey. This include Fulton County, Williams County, Henry County, Putnam County, Putnam County and northeast Indiana. We were significantly less. Also, we were also the lowest for contributions others get from their county or city. The closest in population was Putnam County. Their County and City donate an equal \$80,000 to their economic development office. I'm not expecting to instantly jump there nor do I ever. I realize that the focus should be on increasing our memberships support, but everything is increasing. One of the other big increase is that Kylie and I both require family insurance benefits. Bialorucki stated the first year I was on council the CIC director at that time got us pretty excited that in a few years they wouldn't be asking for money from the City. Do you think there would ever be a time where the memberships would take care of that or reduce it? Arps stated that's the goal, which is why I increased our memberships for next year. I think we've gotten into a good spot and built some good relationship in the past year. Bialorucki stated it's a value to the City otherwise we wouldn't be approving this every year. I don't anticipate us ever needing it to be zero because we benefit from it. Maassel stated one of the advantages Defiance County had over us for a long time was their long term CIC director. I believe we're on the 6<sup>th</sup> CIC director in Henry County since I've been on City Council. One of the ways you maintain longevity is paying a fair wage. The Henry Has website was a capstone project. It really just transforms the old site. It has all the things that make us special and focuses on the positive. It's key to have a stable CIC office. Especially when we're getting a new city manager, who may not have the economic development skills that Mazur had. I'm fully in support of this. Garringer asked if the insurance was changed? Arps replied yes. The previous employee didn't take the insurance, but when she left the new employee took full insurance. You can see I was off on what I budgeted for this year due to insurance. Garringer stated you are County employees, so unless you work under 30 hours you're required to offer insurance. It's not like you can take that away. Again in talking about attracting quality people and keeping people you can't go that route where you keep them under 30 hours with no insurance. You'll just have a revolving door. We budgeted the same as we did last year for \$39,000. We will do a Resolution for the amount of money you choose for the CIC. That will come out of the General Fund. We transfer from the 100 Fund to the 130 Economical Development Fund for the same amount. That's always been kept separate, so that if anything else came in for economical development we could keep it separate. The decisions doesn't need to be made today, but

by next council. Arps stated if we come across a new project for next year we could somehow offset that cost. I don't want you guys to continue to pay for things if there's ways out there to offset the cost. Maassel stated hopefully we can fill in the spec building with someone locally and then backfill where they were. It's all about relationship, so the longer you have a good CIC director in place the stronger the relationship will be. Arps stated I look forward to the new city manager. I feel like Mazur, Durham, Knepley and I made a good team and kept the communication well.

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**HR- Brittney Roof (9:09am-9:20am)**

Roof stated I predicted worst case scenarios in my budget, so it's larger than it really is. I currently don't hold insurance with the City, but I predicted that I would take the insurance and my daughter would hop onto it with my. That's not the case, so that number will drop down drastically from \$101,342 to \$83,339. Garringer asked if our open enrollment is closed? Roof replied no, it ends on the 15<sup>th</sup>. From last year to this year traveling and education dropped drastically from \$16,700 to \$2,400. This is because we're no longer utilizing WildSparq for another two years. I think it's time to look at something else after talking with department heads. Maassel asked if she anticipates the bigger number coming back in 2024? Roof replied probably. Garringer stated we've already prepaid for WildSparq, which goes until May of 2023. Roof stated we figured in 2024 we'd look at starting something else up. Member and dues was raised from \$425 to \$500. I'm not a part of some of the groups Lambert was in, but that's not saying I won't be. The reason it was increased is because I have a membership through the Northwest Ohio HR Association. My utilities and phones stayed the same as well as my cable. The computer software went away because as of now I don't need any more software on my computer. The consolation fee is at \$5,000 since we were in a negotiation year we paid to provide extra legal information on top of what we have in house. We don't have negotiations this year so we dropped it drastically, but we left some money in there in case we had any questions when it comes to unions. Legal adverting was at \$7,000, but I dropped it down to \$6,000. Previous practice was to post an open position four times in the newspaper, but we have a lot more free options we can utilize versus posting that many in the paper. I would still like to post twice per position that we have open. I kept office supplies the same, but I don't see much coming out of it. I kept the operating materials at \$100 in case anything came up. Civil Service was raised to \$7,700 due to our participation in the Assessment Center for our Fire Chief, which is \$6,700. The assessment is limited to six candidates and we are only going to have three participating, but we're going to open it up for the next three senior individuals to participate. This is due because well need a new assistant chief or captain. A lot of the miscellaneous operating cost are due to the years of service awards and luncheons that we do for our employees. Lulfs asked if the retirement gifts are budget for out of this account? Roof replied those are a different fund. On top of that there's extra money in there in case we have retirement gifts that need to be purchased above and beyond what's predicted. The only other thing I have in my 400 budget is the machinery and equipment for \$800, but it should be less than that. Tewksbury told me that I need a new screen for my computer. Garringer stated the Fire Chief Assessment Center is a onetime cost. The remaining things pretty much stayed the same and some of them are placeholders.

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**Henry County Chamber- Joel Miller (9:20am-9:54am)**

Miller stated this is to discuss the Ordinance that you have for the convention of visitor's bureau that we run for you guys. This was done back in the 90's and you guys have continued to carry that forward. I think it's a good benefit for the community and surrounding area. A lot of what we do is person to person to help them come to town stay in town and spend money at the different hotels, restaurants and gas stations. Our goal and mission for the past 15 years is to encourage people to spend the night at the hotels. A lot of what we do is seat new events and help stir up new events for people in our area, so there is stuff to do and reasons to come to town. On a semi regular bases, but not often with groups

such as the Lutheran Women's Missionary League. They had their convention here, so we helped them with things and gave them something to remember Napoleon by. We got the lady's clipboards they could put their stuff on and hopefully they took that home, so that they can remember their experience in Napoleon. I like to try to keep a tab on how people are traveling and why they are traveling. We have a lot of great connections with people around the State through the different organizations that I'm in. I talked with Garringer about a month ago to pick his brain on whether he saw things along the collections end the same way that I did and we were right on board with each other. We saw a decline coming with one of our major hotels being shut down and reformulating themselves, which is great by the way. It's exciting for us to work with new people and get a new facility that people may want to take advantage of. Last year we projected \$52,000 to come our way through this, but I have a feeling well be down to \$47,000-\$48,000. It won't be a huge impact because people are still coming here they will just stay at the others. The only other income on this is that if you decide as a group to continue passing money through us for the Fall events. Pumpkin Fest was on for last week, but got cancelled. However that's configured were 100% on board to pass that money through and continue what we've done over the past twenty something years. That process was good this year with Tonjes and the Civic Theater. I talked with Garringer this week with the expenses that they had they won't be coming to you guys for. They have weather insurance like we do for our events, so I won't be billing the City for it. They're going to come out of the funds that we already spent out, so you guys will have that extra \$4,000 that you budgeted to use however you like. I'm encouraging you if Rodders wants to do something that you grant them the funds for that. I'm encouraging them to get insurance, which they've never done before. It makes it nice and it saves the public dollars to be used for what they should be used for. For our expenses a lot of what we do is one on one, so there's administrative fees that go in there for our expenses. Those aren't changing. We have worked with Napoleon Alive to put the new self-feeding planters downtown and we'll continue to do the plants downtown and in the Pocket Park. We have all 26 of them that we wanted to have. They look nice and they're doing their job. It's saving Parks and Rec some time as they don't have to fill them as much as the old concrete ones that were falling apart. Sponsorships is our main thing and I'm budgeting about \$9,000 to put into events. We did over \$13,000 this year. We get audited every other year by the State of Ohio. Our job is to spend this money out as public dollars. There are some events that we do every year like Eyes to the Sky in Holgate, Hamler County Fest, Hamler Summer Fest, and Malinta Fest. We also sponsor for the Civic Theater and Rodders Cruise in. Witches Brew is one of our biggest events. If you got a chance to drive through downtown Napoleon this year or last it's really cool to see everyone wandering around. There was over 300 people who signed up for that. People are going into local businesses and organizations, so it's the best kind of event and people have a lot of fun. The Woodland Indian reenactment was at the fair grounds. Taylor Moyer brought in a few extra things this year and had muskets they were firing. We did an extra sponsorship with them. We advertised sponsors for the anniversary event at the golf course. Our bigger project is pitching in funding for the new pergola that is going in at Pocket Park. Since we've changed that over we wanted some shade in that area. Napoleon Alive is pushing this project forward and we're splitting the cost of that. That's supposed to be going up in the next couple of weeks. We got it at Herrons. Mike Dietrich took the lights down this morning, so they can do the planting and stuff like that to get the construction done. Lulfs stated I asked him to hold onto those. I assume those will go back up after. Miller replied I'm sure they will. We might string them up with the street ones, so they turn on at the same time. I have a timer that I got at Kurtz, but people can get into that and change it and I have to constantly go back and change that. We want to make the area useable. Sicclair asked Miller if he could describe the pergola? Miller replied it would look like the one on the picture. There is plenty of the room on the side to get wheelchairs around because Soaring Arts is one of the biggest users of that and we want to make sure it's still useable to them. We will still be able to have the tables there as well. I think the pergola is 18x24. It's a clay color and made out of poly vinyl. I'm excited to see it come up. I think the

total of the project was just a little over \$15,000. This is where we've spent a majority of the funding. We switched away from the provider that we had doing our software as it was becoming to be a very expensive. We didn't use it very much and it cost \$4,500, so we found a local solution. Natural Design and Graphics designed a brand new website for us with a very interactive community calendar. I can design webpages very easily through this program. The Christmas lighting contest will be on there again this year. I was able to do that, which was nice. We really don't see a lot of funding needed for websites stuff anymore. We've gone more to a focus online, but we still do some paper handouts. People want to find the information online, which is how it should be. We've held out for the last 10 years, but now we more online rather than paper handouts. Bialorucki stated I like looking in the Northwest Signal for events. Miller replied the Northwest Signal does all of our printing and brochures. Some of the things we do we don't have websites for. We have brochures for the antique store that we update continuously. The booklet that I have here is due for an update this year, which is done every two years. We will be redoing that through the Signal. This is our main thing we use for visitors or attraction that we hand out. When DANA was coming to town we put packets together for them to hand out, so they knew what the community was all about. We're never going to go away from that. Some things lean toward paper product rather than online. I attached a list of our board member, which you can find on the website. They are the people overseeing the expenses. There's a process that we use to go to the board. It's not just me making a decision. If there's ever anything you guys need beyond me these are the folks helping out. Bialorucki asked how the Holiday Inn is doing since they rebranded? Miller replied they have seen an uptick in their business now that they affiliated with a chain, which they knew would happen. If I'm coming into a town I've never been am I going to stay at Napoleon Inn and Suites or am I going to stay at Holiday Inn Express? I'll probably pick Holiday Inn Express. A lot of their business is tied to the truck driving business. Baer stated some of the ladies staying from out of town during the Lutheran Convention were very pleased with the Holiday Inn. Miller replied they do a really good job. The require changes and upgrades were great for them. Bialorucki asked about a Napoleon sign on one of the overpasses? Do you have any costs? Will the Chamber pay a portion of this? Miller replied I talked with Pat McCully about this. We talked about doing something like the Springfield Township one off 475 or what Perrysburg did at the 475 75 split. I would think what Perrysburg did would be the least expensive. If you want it lit you will have to run utilities to it. They were very open about the price of around \$20,000. Keep in mind that was a year and a half ago when I last talked to them. Maassel asked where this would be at? Bialorucki replied the Glenwood Overpass. Miller stated the major expense would be if we had to install the fencing, but if you're just putting up something that can handle light wind drag like aluminum that can easily be done. If that's something you guys are interested in we would absolutely do that. I think it's neat and people would like it. Bialorucki asked if we wanted to add that to the budget where would you recommend, Garringer? Garringer replied you can pay for it out of tourism or if you wanted it could come out of the General Fund, but we don't really have anything earmarked for that. Maassel stated we could add this to the list of additional requests and talk about it at the end. Miller stated I think we could do it at a decent rate. I'll start that process to figure it out, because ODOT will do it. Maassel asked how the Feast Fest was? Miller replied it was great to be back and able to have it. We were above what we were pre-Covid. I think people were excited to be back. The change went well, but there was some hesitation as some people just wanted ribs. We kept the spirit of it where we wanted it to benefit the local nonprofit groups as it's a fundraiser for them. It's good for them and good for us. Maassel stated one group still did ribs and sold out. Miller replied we leave the choice up to them and we don't tell them what they have to make, so I think people will see that the ribs sold out fast and decide to do some themselves. Maassel asked if there is an anticipation of uptick if the Ag building got built on the South side? Are you anticipating addition revenue for hotel/motel? Miller replied there is a good group of those folks who wants to stay in a hotel. I was excited to see an upgrade in this. It would be very nice to get chains interested in putting up another hotel, which is untimely our goal. Sicclair



stated that is what we would like. Are you concerned we couldn't accommodate? Miller replied there could be a point where we have to show there is a need for it, but I don't think it would be overwhelming. Durham asked if there has been any discussion on adding Airbnb to the hotel tax? Miller replied that's one of the things I wanted to bring up. That is maybe something we should set up a committee to look at. There is more and more of that. My next door neighbor uses the house as an Airbnb and he's doing great with it. That may be something that you guys might want to look at either adding to the ordinance or creating a new ordinance for. Right now it's set up as five rooms or more that go to hotel motel tax. Currently there are no taxes on the Airbnb's. We don't want to discourage it, but it's passed along to the people who are staying. It's not something that hinders the owners from using it. Garringer stated we would have to have some sort of ordinance to have them register with us. Right now there's no registration with the City on who has one or where the property is at. Miller replied it's like a rental house concern. I think Garringers right, there would have to be some sort process for that. The other thing I wanted to bring up was another trend of small mother in law houses or tiny houses. Those are being used for things like this, but I don't believe this is something we currently allow. Housing is my number one mission and has been for 5 years. There could be a way where we allow those with in certain circumstances, setups or special use permits. I think we need to look at that. It keeps our regular housing stock in, but still allow people to have a little extra income coming from their property. That's the other concern if we have a whole bunch of houses and apartments going to Airbnb you lose out on people who want to live here on a regular bases. If we do set that committee up maybe they can consider that as well. Those are hot button issues in municipalities all over the country. Maassel stated with the pergola going up it might be nice to get some music or in there especially on Rodder days. Miller replied that's another area where we need to look at taking advantage of to use the Nora. Maassel asked 2032 or 2033 is the 200<sup>th</sup> birthday for the City has anyone started thinking about that event? Miller replied you are the first person to even mention it. I think we missed out on the 200<sup>th</sup> for the County due to Covid. Bialorucki asked if Pocket Park need a camera? Miller replied that would be up to you guys, but I think it could. You would have to talk to Chief Mack to see if it's something that could be monitored. Lets just say I clean up a lot of weird stuff in there. Bialorucki replied something so nice always attracts people who want to mess it up. Miller replied I'm happy to see people using it, but I would like it to be for more of the community approved things.

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#### **Engineering/Operations- Chad Lulfs/Jeff Rates/Brian Okuley (10:03am-11:47am)**

##### Engineering

Lulfs stated for salary non-bargaining we put in for the GIS position and the staff engineer as you are aware all of those positions are vacant. Travel training we usually have numbers in there. For the vacant staff engineering position they can be licensed or unlicensed. We usually have training in there for a couple people. We're required to have 30 hours every two years to maintain our license. If we get someone who's unlicensed then we usually have to spend \$1,200 to get them Auto CAD trained and then another \$1,200 to get them trained in Civil 3D. Sometimes we don't have to do both, but we almost always have to have them trained in Civil 3D, which is the add on we use to design all of our projects. From personal experience CAD designer Civil 3D cuts design time on a job down by 60% out. We buy the software and train our staff to use it. I'm a member of the Arbor Day Foundation, miscellaneous associations, National Society of Professional Engineers (NSPE), National Society of Licensed Surveyors and Professional Land Surveyors of Ohio. I provide a phone for each of my staff. Even through those positions are vacant we'll probably continue the cell phone to maintain the number. I'll talk to IT to see if we can have them shut of temporarily. Department heads receive \$25 a month for internet reimbursement. Under miscellaneous engineering services there's \$30,000. That's for thing that come up through the year that we didn't foresee. They're usually minor, but hopefully that's enough for

**Dr.  
Cordes  
Arrived  
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10:46am**

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next year since we currently have no staff. If it's not I'll talk to finance to see what we need to do. Garage rotary fund for vehicles is for major repairs, which we define as stuff over \$1,000 or \$3,000. Garringer stated that's something we need to discuss further. The \$3,000 that might need be lowered down to \$1,000. Lulfs stated you'll see in most of the accounts the problem we're running into is the electronics in the vehicles. We're not capable of doing that in the garage. Later we'll talk about a diagnostic machine because we can't even read codes on a lot of this stuff now and we want to. We have that piece of equipment in the garage's budget. We would like to limit the number of times we have to take a vehicle to Snyder's just to find out what's wrong with it. Durham asked if it's under a \$1,000 is department charged for the repair? Rathge replied no. The way we want to set it up is for anything below \$1,000 would be run through the garage and anything over would have to be purchased as an extra by the department. Garringer stated its currently \$3,000, but what we find is that some departments are sending things out to their garage rotary for a \$2,500 upgrade. Rathge stated I don't want to say it's more of a capital purchase, but it's a purchase not a maintenance issue. Lulfs stated I'm hoping this year we can set a better policy and clarification to avoid some issues we've had over the course of this year. Maassel asked if it's only one department causing these issues? Lulfs stated there are some departments that are bigger issues than others. CAD, Civil 3D, GIS licenses are split from the General, Water and Sewer Fund. Under operating materials we have our paint we use in the field, our stakes and rolls of paper. Rolls of paper is not cheap for our large machines and we go through a lot. We have not been very good about getting our equipment serviced. We have surveys, levels, and robots, which haven't been serviced in about 6 years. We didn't see a big increase in fuel, but that is because we're a small department. About 90% of the fuel we use is for Deblin. We have 1,000 for unforeseen miscellaneous expenses. We have a garage/ rotary vehicles for parts lats and hubs. Maassel asked what lats and hubs are? Lulfs replied lats are tall skinny stakes we use. We use a hub as our control point when we're surveying.

400.1700 Machinery and equipment Capital- The construction inspector's truck is aging a bit. We aren't proposing to get rid of it, but to pass its down in the department and replace it with a new vehicle. The explorer we have has parts falling off it. You'll see piles of metal that have rusted off of it in the parking lot. I won't let my staff take it out of town. I would like to move Deblin's truck down to that position. It's one of those capital items on the list that if it can't happen it's okay. Siclair asked what year is it? Lulfs replied it's either a 2005 or 2008. We don't drive it much other than in town, but a year and a half ago it left one of my employees stuck on 475. That would be of State contract assuming we can get one. The last one we tried to purchase off State Contract had to go under the police contract, so that's something we might have to look at doing again. For the general State Contract they just aren't there. I think last year they only had 20 of them on the entire contract for the State available. We have one ordered on the police contract, but that was ordered in February and it's still not here. Bialorucki asked what the vehicle is used for? Lulfs replied my staff engineer would use it to go out to do an inspection or a survey, or to go out of town to pick up equipment. I'm proposing to get rid of that vehicle, rotate Deblin's 2012 truck down and get the inspector a new vehicle. If it gets denied it's not the end of the world, but it's coming. Deblin's truck has rust coming through the fenders and it's had a hard life. Who knows if it's ever seen 60 miles per hour, since it just drives around town like a police car. I reduced my office vehicle, which I originally had at \$10,000. We have a spare office for the GIS technician, but we don't really have anything in there. I have a computer, but I need a desk, chair and maybe a bookcase. Right now that office is just storage. I'm not saying this as a complaint, but a fact. We have one office being occupied by Zoning and one desk that is occupied by the clerk. Neither are part of the engineering department. We're running out of space. I have a small office I can put them in, but there's nothing in it.

#### Operations

Rathge stated before we get too far I'd like to introduce you to Brian Okuley who has been shadowing me.

5130 Service, Building, Property, Equipment- Lulfs stated there aren't many big changes. In our operating costs cell phones usually stay about the same, but we always have to budget in case something gets dropped. For vehicle maintenance labor we didn't use any this year, but we have to have something. Service building miscellaneous repairs to heating plumbing doors is just fixing the building. A lot of these will be split across several funds because the facility is being shared by multiple departments. We pay the cost for individuals to renew their CDL's. No capital request.

200 Streets- Salaries on this have gone up a little due to the assistant operations position, which is temporary and expires when Rathge retires. Maassel asked when Rathge is retiring? Rathge replied June 1st and I plan to use vacation before that. Garringer stated when we project anticipated retirements we try to put that in the budget. Lulfs stated we have 3-4 throughout the budget just in case. Garringer stated we'd rather be prepared for it than not. Under training we have the asphalt maintenance snow removal conference and AMP safety training, which is split among many departments. We bumped our utilities up. We pay a portion of Verizon. We utilize tablets in the field, so that the guys can have access to GIS. We have \$1,000 for equipment rentals. \$100 for shipping and postage. I've never seen stone this high. There's no stone under \$10 anymore. Rathge advised it's around \$14-\$15. Maassel asked if we can use our crushed concrete as stone? Lulfs replied we use that for alleys and certain excavations. Rathge and I have been in discussion as you know we have an upcoming project on Meekison. There will be a very large trench because there's a 24in pipe going in the ground. The trench will probably 4-5 feet wide. It's not a thoroughfare street and we are paving it when we're done. We'll advertise the project like normal, award the bid and approach the low bidder to use our crushed concrete instead of hauling stone and see what they say. I wouldn't want to do this if we were on Riverview, Scott or even Perry, but on some of these residential streets it's something to consider. There isn't a lot of street work for the Orwig project, but for Meekison the whole sewer line is in the street. When we're in the street we have to back fill with stone and when we're in a yards we backfill with dirt. We're trying to figure out some ways to offset some of the rising costs especially for pipe. About two years ago we estimated that project out at \$150 per foot for the 24 in pipe. I reached out to contractors last week and we have to adjust that price to \$300 per foot. If we can't use the crushed concrete on our projects we might have to discuss the idea of bidding it out to sell. Maassel asked if they would need that a base for the Ag building? Lulfs replied I don't know if I'd like to use it under that big of floor slab. You can't get a reliable test on crushed concrete. It's not consistent enough. It just depends on the engineer you ask and what's going to be on it. Maassel asked if the supplies for spay patching is for the machine itself? Rathge relied with the ac it's probably the liquid itself. Lulfs advised ac is asphalt cement. Maassel asked if that's enough to keep out streets good? Lulfs replied we have spray patching in a couple different places. Under machinery and equipment we have a computer. In order to keep Okuley working they needed a computer and I had a spare one, so they have my spare laptop. I'm going to need that replaced. They are basically buying my laptop and I will buy a new one for my new guy next year. Durham asked Garringer if he knew how much total we paid for cell phones? Lulfs replied my cell phones are \$50.00 per person per month. Generally to get them replaced it will cost us \$100 or some are free depending on the time of year. Garringer stated keep in mind cell phone costs can be reimbursed if you chose to use your own. Bialorucki stated I recently switched from Verizon to T-Mobile and it cut my bill in half. I think it would be worth looking at.

201-Lulfs stated this is where road side moving come out of, which is a cost of \$30,000 this year. Hopefully were able to stay with that. Maassel asked if we weren't mowing before? Lulfs advised we always have. Maassel asked if it was just budgeted differently? Lulfs replied we budget it and Cotter runs it. Maassel asked why it had a 1,300% increase? Lulfs replied last year we received a bid that was incredibly low. I think the individuals were buying the bid to get in. It's been going up quite a bit especially with ODOT removing some of the right of way fences. We have more to mow and ODOT is

mowing less and less. We looked into this and the Ohio Revised Code states we have to. More spray patching supplies comes out of here.

202-Rathge stated we borrow out of this one when were short. Garringer stated this is a fund that we have to have separate because of the funding. The funding comes from certain license fees from the State to us.

203- Lulfs stated this is a big year for street striping, which is why we have in there \$130,000. There's some more street materials asphalt and stone. Spray patching was actually reduced to balance the fund. That fund was tight and that was about the only thing I could cut out of it. Street striping is every other year so it throws it off. I think last year we were at \$118,000 and it's going up.

204- Lulfs stated here's our salt for next year. Rathge advised we pull salt from two different accounts if you weren't aware. Lulfs stated if you recall we have to order the salt before we know the price, so it's an interesting system. Maassel asked if we had quite a bit in the shed still? Rathge replied we're good there.

400.5100- Lulfs stated the police department requested that we consider purchasing plastic barricades that you can fill with water or sand to make them more mobile. It would have cost \$30,000, but I cut it because the 400 account was having some issues. I didn't cut the dump truck. Rathge replied the dump truck is a 2007 and we just replaced another 2007 a year ago. It has 91,000 miles on it and it has been in the shop 32 times. We put a new front end on it a few month ago. Now the beds falling off, but I don't want to put a new bed on a 2007 truck. On the new trucks we're putting in the slide in units for liquid salt, so we're saving in salt and not dumping it over the tailgate any more. Lulfs stated the State Contract is almost nonresistant. We found a supplier that can give us a price on a chassis that is less than the State's number, but it would require legislation because it's over \$50,000. If this gets approved to move forward we're going to bring you legislation to purchase the vehicle. I spoke with the vendor yesterday and he's willing to operate off a letter of intent until the budget is in place. The State contract was \$68,000 and I believe he's at \$66,000. Maassel asked why the \$190,000? Lulfs replied we have to get them outfitted. Maassel asked if it was a single axel? Rathge replied yes, it's like the yellow and white one we have now. Garringer stated once we purchase the vehicle its goes to Kalida Trucking to get outfitted. Maassel asked what happens to the old one? Rathge replied tis in bad shape. Lulfs stated we could see if any other department wanted to rotate out one of theirs, but I don't know if they would want it. If another department doesn't want it well probably end up putting it on gov deals. If another department ends up taking it they will have to rotate another vehicle out, so that we don't expand fleets. Durham asked what Chief Mack wanted to use the safety barricades for? Lulfs replied he thought they would make it easier to set up special events like Feast Fest. It's a bit nerve-wracking to have streets shut down with wooden barricades when we know what someone in a car is capable of. I understand and share his concern, but I need a dump truck more than I need plastic barricades. We need a dump truck to operate. Garringer replied the barricades could also be used for fair parade. Durham asked if it was \$30,000? Lulfs replied yes, there about \$900 a piece. Tree commission operates out of this account for our trimming, removals, and stump removals. We discussed a few years back that we're not at a sufficient trimming level for maintenance. To be where we need to be would cost \$90,000- \$100,000. We've been adjusting it by \$5,000 annually to get it to our tree trimming on about a 4 year rotation. Right now we're at about a 6 year rotation. We're just trying to get to where ODNR recommends. Maassel asked if this is beyond the electric department? Lulfs replied yes. This is the one that Deblin and I run. Sidewalk curb program is where we reimburse people for building a sidewalk. I know it seems counterintuitive to lower it, but we didn't spend \$8,000 this year. I had projected to use everything in it this year. I had a project that I was hoping to do, which never happened. I was directed by Mazur to replace some cart paths, but the company that was supposed to give me a quote still hasn't gave me a quote. Bialorucki asked how much was reimbursed since we did the increase for sidewalks? Lulfs replied I would have to look up the exact numbers. I think I only had 3-4 applications, which is

typical. Garrigner stated year to date we've paid out \$3,454. Durham asked if there has ever been a time where the sidewalk got so bad that we had to retroactively replace it? Lulfs replied by law we can force them to, but then they don't get reimbursement per the legislation. We don't necessarily go out and look for those situations, but if we get a complaint we have to follow through with it. We've done a fair number of those. Haase stated the old sandstone sidewalks on Haley are just terrible. They have grass growing up through it and you can't shovel it. Lulfs replied if the property owner chose to replace that then we could let them use that program, but if I write them a letter saying that they have too than they won't get a reimbursement. We encourage people to use the program. Its \$3 per square foot now. I believe the forms for the program are on our website. Bialorucki asked if we could do a system similar to the streets grading them and reach out to homeowners? Lulfs replied we can look into that. Maybe start with neighborhoods that have notorious poor conditions and send a curiosity letter. Maassel stated if they get it done together they could get it a whole lot cheaper.

400.5100.5700- This is the account that all our streets improvement projects come out of. We have GIS set up and support. These are usually items that we hire out to Standtec. Assuming we're able to get a GIS person in house a lot of these cost probably wouldn't happen. Some of this is the licensing cost as there is an annual fee for us to have the software and licensing. The annual road program milling and resurfacing of local streets is for our typical mill and fill. This price is based off what I estimated it to cost to resurface Derome, Union and Scott St. from Clinton to Riverview. This would also include the mill and fill of Wayne Park Drive from the east end up to County Road M1. If you remember we're also spending money with ODOT on 110. Maumees another one of those streets that's probably top 10 in need of attention. I believe we put together a budget estimate on 15-16 other streets to consider, but it adds up fast. For the Meekison project we received the 2<sup>nd</sup> grant, but I don't have the paperwork. When I get the paperwork I'll put it out for bid. Part of the project includes the paving of Meekison, so there's another one were going to do. We made it out of the county with a great score for our Issue II application, which in my career means we're going to get funded in December. That's a \$325,000 grant to do Third Street and fix the old brick sewer, included in that project is the resurfacing of Third Street. We have others paving projects on the books, but this is the one that we call the Miscellaneous Street Project, which is the annual resurfacing. I pulled out Briarheath. I know it has some issues, but it's very drivable. We just paved Westmoreland, Clairmont is in great shape, but I think we'll have to look a Bales in a few years. The Third Street project will be bid out late next year and built sometime in 2024. I cut Front Street out of the project, which is phase 2 of the Path Project. We have \$249,000 in that project for street cost. Maassel ask if that means no Front Street and no parking lot? Lulfs replied correct. The total cost of the project was estimated at \$345,000. For the resurfacing of St Route 110 we have \$225,000 towards street and \$10,000 to adjust some catch basins. Oakwood Avenue is going to be the one that hits us. It is scheduled to be advertised this fall. Now remember there is a \$2 million grant associated with that project, so we can use \$1.5 million for the street portion and half a million for storm sewer. This is the only water line projected scheduled for next year because water line improvements are eating up the 511 fund. We're proposing to replace the water line from downtown up to VanHyning creek. We're not going to go under the railroad. We're going to tie some things together to save on the bore cost, but we will have to bore under oberhaus creek. I would guess that would cost \$300 a foot. That waterline has problems especially from the railroad up to Lagrange. Rathge replied that's a restriction in our flow to the Industrial Park. Maassel asked if the waterline was getting done in 2023 and the road was getting done in 2024? Lulfs replied it will all be one project. The City will have to cover all the waterline and sanitary sewer expenses. Then ODOT grant can be used toward streets and drainage. I had another waterline project in my budget, but I had to cut it because we didn't have the funds.

I reduced the Safe Route to Schools project. For the project we were looking to do improvements at 12 locations. Unless we had a major undertaking that involved bulldozers and moving massive amounts of dirt I can't build a cross walk at Bales and Westmoreland. I would have to get into the County's property to take the hill out, which I can't do. There's a \$207,000 grant in this \$250,000. Since we're early in the design I'm hopeful that I can get it down to the \$207,000. This is the project that would build the sidewalk down Bales Road from where they stopped at the baseball field. Then it would continue east of Briarheath and go north of Briarheath to connect at the dead end sidewalk. There's a few cross walk that are mid-block that would get the flashing crosswalk beacons that we have on Westmoreland. A few of those would go up on Glenwood. Not only is the High School and Junior High facilities in the area, but Saint Paul's as well. They were initially budget for every corner, but I only left the ones here it's an unprotected cross walk. There's some missing sidewalk on Bales that is part of the project. There a missing sidewalk on Glenwood across from the ballfield. This project is filling in some holes, which is the purpose of Safe Routes to School. I don't know if you've seen the bike and walk to school days, but the turnout is crazy. Bialorucki asked who pays for this? Lulfs replied its federal funds that gets distributed to the different Departments of Transportation. Then we make an application to our Departments of Transportation. It is awarded on merit and purpose of the project. Our grant funding will come from ODOT. We have applied for this program numerous times and we were awarded this program once before. We tried to put a signal at Scott and Riverview. Before we started the project we found out the Central School was closing, so I gave the money back. I think that may be part of the reason they were willing to fund us this time. We were open and honest about it and gave their money back for someone else to use near a school. Siclair asked if anything was mentioned about N. Harmony? Lulfs replied I skipped that one. N. Harmony is one of our only concrete streets in that neighborhood. My predecessor replaced Melody, which was a concrete street. This was cut to balance the budget. I would like to do the work, but I wouldn't say it's a necessity. Siclair asked if the storm sewers could be done without redoing the street? Rathge replied that should have been taken care of last summer. Lulfs stated N. Harmony is built to thoroughfare standards of 33 feet wide, but we are planning to replace it at a standard width of 29 feet. The only place the street could go would be Trail, but Trail isn't built to thoroughfare standards. In fact when they expanded Trial Drive for the apartments we made them go to 29 feet. If you drive out there towards Scott Street it narrows, so a portion of that isn't even up to 29 feet standards. I don't believe it's necessary for it to be built to thoroughfare standards. It's just additional costs.

200.5110 Ice and snow removal- Lulfs stated we've got wages, miscellaneous training videos and rentals for snow removal dump trucks for downtown. The \$18,000 would be for two call outs. If we have to haul out more it adds up quickly. If you recall we had a year where we had to haul out 4 times and it was well over that number. We have stone bead heat 13,800 at \$1.50 a gallon. There's part of the 700 tons of salt and some brine. The State sells us brine. They just reached out and we signed a contract last week.

200 5120 Storm drainage- We try to repair or replace a few catch basins and pipes each year. We've considered even hiring some of this out, so we can get some barrels off the street. Technically the street department has two bodies and the sewer has three. Operating materials cost us \$5000.

520 Sewer- This is the salary for the guys in the field. I assume part of the increase is from Okuley.

Membership dues went up a little bit to \$60 with Okuley. A share of 15% is paid out of this fund for the electric for the lift stations and another 15% for natural gas. There's \$200 for equipment rentals.

Televising sewers and smoke testing is usually when we have a specific issue we're getting into. Asset management is required by the EPA. GIS and CAD licenses is what pays for our software. We have an estimated cost of \$10,000 to replace the drive approach for the service building off of Interchange, which is stone. That will come out of several accounts including electric. Rathge stated remember a few years ago we took the cross over pipe out and rerouted it. We just stoned it temporarily as everything settled. Lulfs stated if the guys are plowing overnight we provide meal reimbursements. This will come

up later in Waste Water Treatment, but if you recall we had an issue with Palmer Ditch Pump Station failure. I think that was about 8:00pm on Saturday when I found out it failed. I called everyone I could think of and we were able to get a pump on site. We borrowed one from Defiance and we got another one from Nagels. This is to have our own pump. 50% of the cost is proposed out of this fund and the other 50% is proposed out of the Waste Water fund. If that pump station goes down we flood the south side. It's the only way to get the sewage out of the system. Honestly it would be like that at all of our pump stations. We just don't have a reliable pump.

521- These are the sewer projects. An estimated \$4 million is for the Waste Water Treatment Plant, but that's a low interest loan through DEFA. We have the GIS set up and support as a placeholder. We have \$7,500 in Annual road program in case we have to adjust the sanitary man hole. Third Street is in here. I mentioned \$325,000 of that is a grant and they don't specify where we can use it, so we would probably reimburse the 400 account. Oakwood supposed to be bid next year. Safe Route to Schools has \$5,000 in case we have to adjust man holes. We took over the sanitary sewer laterals a few years back, so we budget \$100,000.

57900 Storm Sewer- These are the storm sewer cost. Another \$6,000 for any GIS support we might need. \$10,000 for the resurfacing. We just don't have the storm man holes, but we also have catch basins. Third Street there's our storm sewer. State Route 110 has \$10,000 for some large basins down there that need adjusted. For Oakwood the \$500,000 could be taken out of the \$2 million grant. For Safe Route to Schools since there isn't any paving and only sidewalks I limited it to \$5,000. The County Engineer is going to replace the bridge that goes over Oberhaus Creek next year. If he puts his bridge in next year and I put my street in 2024 any drainage I have to do now would have to go around his bridge. I would like him to do some of that storm sewer and put it through the bridge before he lays concrete that way I don't have to go out and around on private property. The County Engineer didn't give me a firm number. I put \$50,000 in as a place holder, but I think that's probably high. We'd be stubbing a storm sewer pipe 50-100 feet each way out of the abutments of the bridge that he is going to build. He expected worst case to be a 90 day closer, but hopes to be less.

520.6311-Lulfs stated salaries have gone up 2%. This is keeping the guys working on a day to day bases to keep up with things. Rathge stated the street department has 4 people in it, so two people get paid out of sewer and two get paid out of streets. The crack program used to come out of here, but now it comes out of the 521 fund. That's where we reimburse property owners if they separate their sewage and storm water on their properties.

510 Water- This would be for the guys that take care of our waterlines. Included are salaries overall with insurance. I should point out that Rathge, Okuley and I come out of here, sewer, refuse and recycling, and the general fund, so we're paid out of several different funds to lighten the load. Maassel asked why we have a large increase in meters and meter testing? Rathge replied our meter cost have gone up for materials and order time. The newer heads we're putting on for residential are the new 900i's incase we ever went to automatic reads. We're 40-50% new equipment and with the right software we could do leak detection a little better than 30 days. We changing about 20-25 heads out a month. Another thing is that we're putting more meters in, which is a good thing. Almost every new house is getting 2 meters. Lulfs stated we do have a service truck coming out of here for \$181,000. Rathge stated that seems extremely high, but we looked at hooking more equipment on the truck like a crane to help set hydrants and load pipe. We'd also like to add a utility unit, so that we can have power, electric and air. The truck it would replacing is a 2007 with 145,000 miles and 26 work orders since we started to keep track. It spend 2-3 weeks in Archbold recently for some motor work. Lulfs replied it would be nice to have a crane on the side.

511 Waterline projects- Lulfs stated we were going to do E Clinton from Monroe to Riverview, but I had to cut it with the Oakwood Project we would be in the red. It's an old cast iron line that is an oddball size, so we have to keep special parts just to fit it. I'm going to keep it on the back burner and if I get

someone in staff to design the project its one that needs to go, but Oakwood's more important and we didn't have enough money to support both projects.

560.6400 Sanitation- Rathge stated landfill charges haven't gone up and we aren't expecting an increase either.

561.6400-Lulfs stated we need another truck. Rathge replied for refuse trucks we have a 2013 and a 2014. We're still evaluating which one we want to get rid of. Ones got 120,000 miles on it and the other has 130,000. I have 45 work order on one and 32 on the other. Lulfs replied those are big ticket items, but the fund is in good shape. Rathge replied we have a savings account to buy trucks with, but we've come to realize that isn't enough. Maassel stated if we're going to continue a refuse system we have to have quality equipment. Durham asked how much extra it would cost to add one of the claws on the side of the refuse truck? Rathge advised your looking at about a half million dollars plus we would have to buy bins. Lulfs stated every few years we get the question about whether we should continue or go private. So far we're able to show that we can provide a better service at a slightly lower cost to the residents. When it's not the case we need to look at going commercial. Rathge advised if we lose those employees we also loose snow plow drivers.

560.6410 Seasonal pickup- Lulfs stated we have lines in here for rental of the equipment and disposal fees. We may need to look at upping the fees for the white wear and tires.

560.6411 Yard Waste Site-Brush grinning is getting out of control. We talked about doing a third grinning this year. Rathge replied they are coming in next week. The storm we had earlier in the year was a big hit, but that storms already been grounded. We're still bringing stuff in.

560.6412 Mosquito Control-Lulfs stated that's just for the guy going out and spraying. Rathge stated we've been scraping by in this account. Haase asked if the sprayer is good after it broke down? Rathge replied we had to put a new blower on it. Just so you know the blower is the most expensive part. Lulfs replied there isn't much change. If you look it actually went down .84%.

566.420 Sanitation Recycling Programs- Lulfs stated we had \$645 a ton for disposal fees. We signed a three year contract to keep the same price last year.

Garage Rotary- Lulfs stated salary will be down a little bit because we have new bodies due to turn over. Our general operating nothing new. Tires are going way up. It's reflected here. In 2022 we budgeted \$41,000 and were projected to spend \$61,000, which is why we're asking for \$75,000 next year.

400 Machinery and Equipment- Lulfs stated we have a hoist that needs replaced. Rathge stated our truck hoist was bought in 1996. We have it inspected yearly and it has some issues that we can no longer get parts for. There's a safety issue with it as well. One of the latches when you raise is bent and not latching right. We have to make sure we check it before we get in there. Then the diagnostics. In 2021 we spent \$16,000 and in 2022 we spent over \$11,000 so far. I feel if we could cut that number in half if we could do some of that here with a diagnostic tool. The upfront cost \$15,000 to buy a laptop and then there's a \$4,000 upgrade every year to keep up on what's going on. We had a demo on this. It has wiring diagrams and everything can get pulled up, so it will tell you where to go look. Lulfs stated just the cost of the equipment would pay for itself in two years. Maassel replied if our mechanic can figure out how to make the thing work let him. Lulfs stated we have a new head mechanic who was wanting this tool. We believe he'd be able to utilize it very well. Haase asked if there was another mechanic? Rathge replied we made an offer today.

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#### **It-Dustin Tewksbury (11:50am-11:58am)**

Lulfs stated IT had a slight increase in salary. Tewksbury stated this year there wasn't a lot of changes in the account. If you look under professional services 53.300 that is where a majority of the changes came from. We would like to request KnowBe4 Fish ER, which gives us the ability to have users submit emails that might be fraudulent beyond KnowBe4 where they would analyze. Typically KnowBe4 send us emails that if you click on makes you do training. Mullins and I don't have a sandbox to open emails, so this



would give us the ability to go in and open them if the system can't recognize whether or not they're okay. It's only a \$2,400 per year add on. Maassel asked if it was like an insurance policy? Tewksbury replied yes, everything I do is preventative maintenance. I'd rather be ahead than behind. Beyond that we also have Tattletale on there, which is our panic alarm system monitoring. This allows us to be connected to Verizon and monitored through Tattletale. They monitor and notify us of any suspicious activity or if it goes off line or if the buttons are low on batteries. Right now we're still getting it hooked up and ready. We should have it ready to go by the end of the year. This replaces the one we had before that went bad. Other than that we have no big changes other than capital items. We would like to request a new inventory storage room that is climate controlled. This is the attic that houses all of our inventory, which is currently subject to the temperature and moisture of the outside. We can't put everything in our office as were already cramped up there. Adding another room that is HVAC controlled will give us the ability. With that we would like to add a bench in the room to work on because we don't have room in our current office. Lulfs stated the door to the west of the IT office is where they would like to build a room. Tewksbury stated I have received two quotes for this. Lulfs stated we put the lower of the two in the budget, which also includes permits. Tewksbury stated we also feel like we should have the security of the key card readers. Right now we have none of that. If someone were to get into the building they could go into our server room, which is the heart of the City. I have four servers up there. Lulfs stated we have a security door on HR and one on the breakroom door to prevent someone from getting into building from a public meeting, but there are no key fob systems upstairs. Tewksbury stated the operations and the police department servers are behind a secured door. We would like to expand our current backup solution, which houses all of our critical server data and office 365 emails. With our current retention policy we're getting close to full. With this application we can add on an additional 16 days per unit. That will put us in a comfortable position. Lulfs asked how long until your full with what you have? Tewksbury replied I won't be full. My current retention policy is about 85% full, but I added Garringer in. I would like to have about 40-50% free, so this would put us there. If finance ever asked to keep their server data for two years instead of a year I could expand it and have some breathing room, but right now I'm tapped out. Durham asked if the price we pay for the Verizon phones could be negotiated or if there are alternatives? Tewksbury replied those prices have been negotiated. The whole City is under a special contract with Police and Fire, which is the lowest we can get. With our plan we get unlimited data and priority service. I don't think we would want to give that up. I don't think I went too above and beyond with my budget. Garringer replied I think a lot of your challenges come from the waiting game. Tewksbury stated I ordered security cameras for here in January and I still don't have them. Durham stated speaking of security camera we mentioned a camera in Pocket park. Is that something we could support? Lulfs replied the problem would be getting the feedback. Tewksbury stated we have no network out there. Right now, we have MetaLINK out there where we trade power with electric and they give us free internet. I know we have network at the Yard Waste Site and Kids Kingdom, but it's hard to get it there and it's not cheap. Also, doing point to point access points is nice until the pathway is messed up to one of them and it doesn't work. Then you don't know about it until a month later.

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**Recess from 12:00pm-12:32pm**

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**Law- Billy Harmon (12:32pm-12:39pm)**

Harmon stated all the numbers are the exact same from last year and almost all the numbers from last year were the same as the previous six years. There's not a lot that happens spending wise in my office other than some subscriptions for legal research and insurance & bonding. Garringer stated this is a department that doesn't buy unless they need it. A lot of these are just placeholder numbers. Bialorucki stated it looks like the investigation expenses is going up. Is that enough with everything increasing?

Harmon replied the investigation part has a little more to do with the research that I have to do. The subscription took place after we implemented Matrix, which is about the same time you'll see the number jump from very little to being in the thousands. Matrix was done with the County, Police Department and Sheriff Department. It's a repository for evidence to be put in one place and it's not as smooth as I would have liked, but we're still working on it. Bialorucki asked if that will be enough? Your approved budget last year was \$6,000 and it look like the projected total needs is exactly that. Harmon replied I looked at everything and I think we're solid at where we're at. Maassel asked what was the \$27,000 we spent in 2020 for legal expense was for? Harmon replied the water thing. That's not even the full amount because there was a lot of transfers in, so it was more. I think I spent \$5,000-\$7,000 in previous years. I try to do everything myself, but with something that complicated and time consuming I needed assistance. This is to get occasional assistance when something gets to heavy like the water fight. When I first started it was at \$50,000, but I cut it to \$25,000 for the first 4-5 year then I bumped it up because I know everything is a little more expensive. I think this year I've spent \$2,000, so whatever I don't spend gets put back into the General Fund. Maassel stated that's one of those lines where we plan high and go low. Harmon stated last year I was attempting to predict potential litigations. I saw a few things that would have potentially been expensive, but those were resolved. Maassel stated Knights Inn could have been really big. Harmon replied correct there was some potential. There was another issue with the Waste Water Treatment Plant where if we hadn't resolved that it would have been very expensive. It would have gone through the \$40,000 budget quite quickly. I was able to successively resolve that and we spent no money this year. The Waste Water Treatment Plant would have been construction law, which would have cost \$800-\$1,000 an hour for a specialized attorney. The \$40,000 seems like a bit, but I don't spend it unless I have too. I try to do it myself, but if I feel like it's getting too complicated or out of my element I'll talk to council about hiring out. Bialorucki stated kudos to both of you involved in that being adults and having conversation about it without having to go to court.

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**Parks and Recreation- Tony Cotter (12:42pm-1:59pm)**

4700 Cemetery- Cotter stated not a lot changed here.

Personnel Services- We have a new person who is working there for the time being, but there is a chance he will move to a different position in a couple of months. The supervisor position at the cemeteries is classified as a Parks and Recreational worker 3. If we ever wanted to keep someone in that position longer it wouldn't be a bad idea to change the job description to reclassify the position and bump the wage up. As far as expenditures at the cemeteries not much has changed. Obviously we had slight bumps in utilities. Our professional services amount is for if we have to bring services in, for example if a tree falls. Contract services will fluctuate based on whether we get indigent burials. Haase asked who maintains the cemetery at the old county home? Garringer replied as far as I knew the County continues to maintain it. By law they can opt not to maintain it and then the township would have to maintain it. Cotter stated that is likely where indigent burials occurred. Glenwood is currently full, but we have a section at Forest Hill that is strictly for indigent burials. Maassel asked what do you mean by Glenwood is currently full? Cotter replied we have no more lots to sell. If you've purchased a spot than you have one available. I'm sure you've already talked about this today, but the only real increases are from inflation of operating materials. Especially for fuel as it was a wet summer, so the mowers never stopped. Haase asked why there are no numbers under Shafer's Lubricants? Cotter replied that comes out of the same line item as fuel.

Capital improvements- I believe the only thing we're asking for this year is our zero turn mowers. Those are the mowers we use to mow around the stones. We want to cycle one out every year as they get a lot of wear and tear. We normally take the best mower we have in the cemeteries and transfer it down to parks to mow areas that are a little bit bigger. Then we will trade out our oldest mower at parks.

Buildings and Improvements- I have a late addition. The cemeteries isn't connected to our networks, so now in order for our supervisor to get onto our server or records he uses a hot spot on his phone. This doesn't really work well. To get fiber out to that building it would cost \$7,000. Lulfs stated this is the last remaining building that isn't on the network.

224.100 Admin- Cotter stated the only difference you'll see is under salary non-bargaining, which is my salary. There's a pretty sizable bump because I became retirement eligible. It's been asked of us to budget any type of payout in the event that the decision is made retired. We did have a surprise retirement a few years ago that we didn't have budgeted for, which threw everything out of line.

4200 Golf- Cotter stated I'll start with revenue. I said it last year and now I'll say it again this year. We had the best revenue year we've ever had since I can remember. Last year we finished just over \$230,000 and this year were going to push \$262,000. Normally we close October 31, but we had a bonus couple of weeks due to the weather. During that time we probably gleaned another \$1,500 - \$2,000. Across the board we saw increases, other than memberships. We're seeing an increase in greens fees and cart rentals. We had a nice increase in our cooperate memberships from 5 to 11. A business with 25 individuals pays \$1,000, which only covers the green fees. They will typically rent a cart and buy concessions. While that program started out slow it's really taken off. This has also spurred some additional leagues. I see the demographic changing at the course. For years I'd report that the cliental at the golf course was 45-70 years old, but we see that getting a lot younger. I think Covid played a factor here when that was really the only recreation activity you could do. I believe our greens fees, cart rentals and concessions are competitive. Things are trending in a really good way at the golf course.

Sicclair asked if more people are hanging out at the clubhouse? Cotter replied yes. We have our normal coffee club group who comes in every morning. If it's a nice day some people will hang out on the porch. We celebrated our 100 year anniversary this year, which was very well attended. Cordes asked if there in an increase in high school players? Cotter replied the teams have more participants. We have a really strong juniors program, which is ran by Castin Reed. Cordes replied that will help the revenue in the future. Durham asked if there was any thought about getting a full liquor permit? Cotter replied it has been asked of me, but I don't think that is what we want there. We started to get into seltzers. In order to sell the little wine bottles we would have to get a different permit. We have the D-3 permit, which is just beer. This includes seltzers, which were actually very difficult to get. The IPA were difficult as well. It would be a more expensive for a full permit. Probably double or triple what we pay now. Durham stated it would be an added revenue source. We're open to any suggestions to generate revenue. We've had an uptick in outings. We used to have a lot of outings that were 6-10 teams, but now all of our outings are completely filled. On the expense side you may have notice in salary non-bargaining the number in the 2023 request has increased. Our superintendent Mike Willhite has announce that he would be retiring by the end of the year, but after talking to OPERS it works out better for him to retire at the end of March. We decided to transfer Tom Schwab, who we hired two years ago at the cemetery. When he interviewed we saw his resume was filled with golf experience at championship level courses all over the east coast. We thought the best way to transition Schwab was to promote him into the old head greens keeper position. He moved to that position in September and is now working side by side with Willhite. Schwab has the agronomy skills you would want for a superintendent, but every golf course is unique when it comes to irrigation, maintenance practice and equipment. In the budget you'll see two salaries that are for the entire year, but  $\frac{3}{4}$  of that salary for Willhite will drop off. Garringer stated in case he doesn't retire the salary is there and the payout is actually on the high end. The highest payout is calculated if he retired on January 1<sup>st</sup>. Cotter stated I'm not sure what Schwab is going to want for travel/training. I think he won't be doing much this year, but I will encourage him too. Schwab has a lot of ideas. He wants to improve the playability of the course and will do things a little bit differently. I need him to see that golf course as a player. Too often superintendents focus on the fairway and if the rough is cut, but forget to look at the path. Tree cutting is certainly on top of his list. Superintendents

hate trees because they starve nutrients, but a lot of people like trees. The only thing we had to add some money too was operating materials because of inflation we added 5%. Chemicals and fertilizers are starting to come down a little bit, but they are still double what they were two years ago. From a chemical standpoint we are more of a hybrid. There is a preventive and curative chemical approach. Preventive is you spray everything at a certain time whether you think the weather conditions call for it or not. Country clubs do this because they have unlimited funds. Curative is where you treat the fungus that is present. We try to keep an eye on the weather. One treatment of a fungus could cost up to \$3,000. We're going to be spending more money on beer, because we're selling more beer. Same with supplies like golf balls. We sell thousands of golf balls that we purchase from a gentleman in town at \$0.25 and we sell them for \$0.50.

Capital Improvements- Bialorucki asked how many golf carts are replaced every year? Cotter replied three. Bialorucki asked if that should be increased with the increase of people? Cotter replied we could easily buy six golf carts. We would like to get to a point where we have enough golf carts to handle an outing. I think I'm 6-8 carts short, but the problems is that I can't get carts very easily. I've order carts for this year at the end of February and they will be delivered around May of next year. Bialorucki asked if it would make sense to order more now? Cotter replied yes. We could add a few more. I've been adding to the fleet for the past 4 years. Some of the oldest carts have been showing some signs of wear. I'm probably going to need to either trade those or sell them out right. Bialorucki stated I think we should add at least two for now. With the different people coming to golf we don't want them to have a bad experience with a cart. Cotter stated these come out of the rec fund, so I can plan on adding to that. Garringer stated I will put it on the extra request list. When we have outings it cost us money to rent carts, correct? Cotter replied yes. There are times where we have too. They are about \$40 a day to rent and we needed about 6-8 of them for the last big outing that we had. Cotter stated aside from golf carts we would like to purchase a sod cutter. Schwab would like to harvest turf rather than seed a lot of places. Sod cutters are expensive, but useful. You'll get results right away versus seeding and waiting for it to grow. I think it's a good investment. We always try to put money into our cart path construction. We had something scheduled for this year, but it's difficult to get a contractor. We're getting close to where most of the paths are concrete. I think we have one coming up from 6-7 that's still asphalt, but it's in good shape. Once everything is in concrete we'll be in very good shape with our cart paths. Bialorucki asked if there is a design to taper the end of cart path to the grass? Cotter replied it's difficult because you're going from a hard surface to grass. Lulfs stated they are flush when we build them, but the carts pull the dirt out and the rain water washes it out. We could look at the plastic hexagonal mess. Cotter replied we have and I've suggested that. Before I forget we are working on getting the simulator up and running. It's mostly up and should be operational by next week. Hopefully the following week or the week after we can get it open up to the public. We want to get our employee out there up to speed and learn the system. It's nice additional revenue in the off season. Bialorucki asked if we are going to promote that? Lulfs replied I was just asked that. We plan on putting it on Facebook. Cotter stated remember you have to set up and reserve a time. The first group we are bringing in is the Eagles. We will also be presenting our Rec Service Award to them at that time. Bialorucki asked if you would let us know ahead of time? Cotter replied yes.

221 Pool- Cotter stated we had another strong year. Revenue wasn't quite as high as it was the first year. The reason for that is we didn't sell as many memberships. I think people bought a membership last year and realized they didn't make it out as much as they planned. Our daily admission were up. If you drove by the pool on a summer day it was packed. I thought our staff did a wonderful job. Maassel stated they saved a life. Cotter stated as young as that group is they show a great deal of professionalism. We're fortunate enough to have a young group that we'll be able to bring back next year. I believe my co-manager will come back next year. She does a fantastic job, so I'm really glad she'll be coming back. It was a good year and I think people were really happy with it. In fact I was asked by

the manager one day if we had a maximum limit and if they could shut the door because there were too many people. We have never been told about a maximum limit. There were some parameters that we had to follow for the size of the deck to determine how many bathroom that were needed, but we were never given a capacity. Maassel asked how much the revenue was? Cotter replied around \$71,500 compared to the \$80,000 we did last year. Garringer stated when we did our revenues for this year we used 2022 number. The first year was certainly an anomie. Cotter stated only thing we could do to glean addition revenue would be to hike up concessions, but I don't recommend that. Garringer stated one of the things we talked about as a discussion point was limiting our credit and debit card usage. If we sell something \$2.00 or under by the time you tag on the swipe fees we lose money on the transaction. Maassel asked if it should be a minimum of \$5.00. Garringer stated we've seen the transactions and see the same person three times for \$2, \$1 and \$2. Cotter stated it's possible on the golf side too. Almost 70% of our transaction are with cards, but the transaction at the golf course are barely under \$5.00. We occasionally get them at the concessions, so that might be a good way to help. Garringer stated maybe the bank will want to put an ATM there. Cordes replied we could just tack on the fees. A lot of municipalities have the fees tacked on automatically if you pay with a card. I don't know if I would like doing that though. Cotter stated we went down that road and just didn't like it. Your fees are a flat fee of \$1.50. Cordes replied you can tack the fee onto a credit card, but not a debit card. Maassel stated I think we should just do a \$5.00 minimum for cards and see what happens. Cotter advised expenditure wise there was just a small increase in season salaries for life guards. Wages for seasonal people need to keep being bumped up as we compete with other communities for our guards. Our manager Abby Allison teaches a life guards certification class. She can turn out about 15 new guards every year. We have to make sure we stay competitive on our wages, but obviously that is an expense. Not much for materials and supplies because it's a new facility. Chlorine, water, electric and natural gas went up this year. Maassel asked if we're using less chemicals than we did for the old one? Cotter replied yes. It's much more efficient, but it cost a lot more to heat that pool. Maassel asked if we learned our lesson, so that we don't flood anything out this year? Cotter replied yes. There was some interesting things we discovered. There were some design issues where the contractor was a little lax in parting to us knowledge wise, but we got through all that and they helped us out with some of the expense. We made some modifications as far as our plumbing is concerned. It was probably more of a design thing that didn't get caught when we built the pool. The plumbing contractor told us they were wondering why it was being done that way and probably should have said something. We feel like we're in real good shape and have a much better handle on the facility. We have received a lot of phone calls from different communities asking how we financed it, who we used and how we did it. It's a good thing we built it when we did. The \$4 million facility would probably be a \$7 million facility now and could you image what our bond rating would be now. Durham asked if there was any more chairs coming for the pool? Cotter replied we're pretty well full. I think I put another 40 out there last summer. Garringer stated we're taking the debt out of the 221 Fund and moving it to the 223 Fund because that is where it's paid out of, which is done on purpose. When this was set up there were three funds. The other fund is the 222 fund, which is earmarked for \$100,000 to transfer into the reserve fund. This is for capital items. That money isn't going away it's just being earmarked for updates to the facility when needed. 4300 Aquatic Center Fund- Cotter stated this is what Garringer was just talking about, which is the separate Aquatic Center Fund. Revenue is coming in through property tax. Most of it goes to paying off the bond. Then we can budget some things out for the expense side. I'm proposing to purchase bleachers out of this fund. We have three meets here each year that require bleachers. Currently, we don't have the amount of bleachers in the parks system that we need. We have to borrow some from the high school, which isn't easy to do. If we purchase bleachers we can store them offsite, so they won't be in the way. Then when we have meets we can bring them in. These meets draw in a lot of people. I'm being told that Napoleon is hosting the conference championships this year, which would be

huge. We'll have to bring in double the amount of bleachers. Maassel asked if they would be able to be moved to other facilities around town? Cotter replied yes. We could move them over to Glenwood, Riverdowns or the soccer field. Cotter stated the second item I'm proposing is a controller. We have a controller that tells us how much chlorine and PH adjustment we need. For health standards and per the law we need to have a chlorine residual between one parts per million and three. We can calibrate this in the beginning of the season with our ORP to stay there. No one out there has any idea what it means, I barely know what it means, but there's science to it. They make another controller, which we had in the original design. This will show us what the parts per million is. It would be really helpful in the events that we don't want to post on Facebook. We have to raise that parts per million above 10 by law. It's very difficult to know if you've done that on this type of controller. This will make it much easier for the seasonal staff. We're still operating with our floor cleaner from the old pool, so that needs replaced for \$7,500. Under buildings and improvements we had the sidewalk in the budget for this year, but we couldn't get them built. We're just moving that over to next year. This would be on the east side connecting the shelter area to where the flag pole is. Maassel asked if the signs are being built? Cotter replied the signs are both built. I was told yesterday that the art was supposed to be going on soon. Maassel asked if we gave the Legion their flag? Cotter replied yes. Durham asked if there would be seating outside the fence on the east side, so the parents can watch their kids during swim lessons? Cotter replied I never thought about it. Bialorucki stated I know we've talked about it with Mazur before. Cotter replied if we can get it built for under \$2,450 then we can certainly add some benches in as part of the project.

4400 Parks Programs- Cotter stated not much has changed here. There are a little more expenditures in the seasonal side. I couldn't get the mowers to finish the season. In fact they were mowing last week. Usually we have about a 4-5 week period where they don't come in at all, but we never had that. We stayed under budget for everything except fuel and maybe electricity. Anything that we bought had inflation added to it. We added some money under each of those line items to account for additional cost of items for next year. At the Rec Board meeting I was asked if I put any additional money into fireworks, which I didn't. I think our contract last year was for \$30,000. I haven't heard from our contractor if those prices have increased. They increased 6% from the previous year for 2022. Bialorucki asked when those are ordered? Cotter replied I will start negotiating the contract with them in February, so we will likely order them in March. Durham asked if there is going to be an update for Swearington Park? Cotter replied yes. Nap Naz made a contribution for a new playground, which is in the budget. Before Chip Bullock left it was his desire to do something on the Southside. I told him that I wanted to replace the existing playground at Swearington Park. It's an old wooden structure that just needs replaced and it's probably no longer up to code. We've done that to almost every other playground other than East Riverdowns. It's about a \$30,000 expense and I believe they donated \$7,500, which is already in the Rec Fund. I think it's a good project and it's needed. The other building and improvement is a project at Pocket Park that Napoleon Alive is doing. They we're trying to raise some money for a pergola. We didn't have the money in the budget, so I told their treasurer I would have to budget for and see if it gets approved. It wouldn't necessarily be a donation because it's our park. It would be viewed as a contribution.

Capital Improvements- Cotter stated when we decided to put Schwab into the new position of superintendent one of the things he discovered is the age of our equipment. I told him that would be nice, but the minimum cost for everything you want is \$50,000. Turf equipment is crazy expensive. For example a greens mower ranges between \$50,000-\$60,000. A fairway mower is about \$85,000. Then you'll need more than one greens mowers. You'll need about three because you're mowing greens, collars and tees. Now they don't all need to be brand new. What we've done in the past is rotate the old greens mower down to the fringes. A sprayer is a very useful and necessary piece of equipment. This is a self-contained unit with a 300-400 gallon tank, which cost about \$65,000. The list of what we would

need is about a \$175,000, which we can't do. We thought whether it's one piece or several it will be very difficult to bring those big ticket items. Especially since we need so many of them at once. We're exploring leasing or financing equipment, which many golf courses do. We're proposing to plug in a number each year, so that we can start replacing pieces of equipment mainly a fairway and greens mower. We would basically be plugging in a \$25,000-\$30,000 figure, so that we can pay annually. Our current greens mower is from 1984. Turf equipment has jumped up about 35%-40%. I think our sprayer was bought in 1999. It was \$45,000 last year and now its \$65,000 this year. We believe that is our best way to replace some of the aging equipment. We're building so much good momentum at the golf course and we want to be able to keep it in good condition. Our equipment is breaking down. I received a frustrated text from Schwab about our core aerator breaking down 8 times in one day. A job that should have took then four hours turned into a nine hour job. Bialorucki asked if there are any opportunities to buy used? I know Stryker's golf course is closing down. Cotter replied our last fairway mower was bought used. I asked them to reach out to Stryker to see if there is anything they are willing to part with. We're checking into other places about used equipment. I think what you'll end up seeing is a combination of the two. I still want to buy some new equipment especially the ones we use every single day like greens and fairway mowers. A core aerator is only used 2-3 times a year, so that we can buy used. A sprayer is used about every other week, so I ask that we find something used there. I think we just need to be creative if we want to put some new equipment in the barn.

4400- Cotter stated there was money in the budget to replace a pickup truck, but we didn't have enough money. We had to add \$5,000, so hopefully that is enough. We would roll out the pickup truck we have at the golf course, which is a 1991. I'm concerned with the ability to get these off of State contract. I honestly believe we may need to consider just trying to find one on a lot. We don't need something new we just need to get something reliable. Every other year we request a frontline zero turn parks mower, which are the big red ones. We put at least 100 hours on them each month. We do a pretty good job of preventive maintenance on them. There are three of them, so we usually keep them for about 6-7 years then we have to roll them over. Generally we try to trade what we have, so that could potentially be \$17,000 less. Lulfs stated do we need to discuss your additional hire request? Cotter replied yes, I have an additional request that was discussed at the Rec Board. This is one of those things that has been in the back of my mind for many years, but the timing was just never right. Now we are in a strong financial position with fairly healthy fund balances. Mazur and I had talked about looking into putting a full time person into more the admin side where they would keep eyes on the aquatic center and golf course operations. They would assist me with some rec programing and help out with new programing. We're not an 8:00am-5:00pm operation. Especially in the summer time I found myself needing someone to keep track of the pool and golf course. Yes, both have managers, but their seasonal. I think that having someone that can oversee them both through the summer can enhance the things we can do as far as generating more revenue side with events. What drove me to really want to put this in the budget was our maintenance foreman has a medical procedure that's he's trying to get scheduled that will put him out for 8-10 weeks. Luckily that hasn't happened to me, but it could. If it were to happen to me there's really no one that could sit at my desk. I think as big as what we've gotten over the years it's time that we really consider it. I'm close to retirement, so that might be a way to think about succession. That's why I made this proposal to the board last week. They were in agreement and felt that it was necessary. I spend 50% of my time overseeing the aquatic center because there's just so much going on there. Now that we're doing more at the golf course out of season that's something they could oversee. This wouldn't be someone who came in at 7:00am. They would flex hours depending on what we're doing. It would almost be more like a second shift job, so that we can get eyes out there. Siclair asked if this would be the person to replace you one day or would you still want two people? Cotter replied maybe it just depends. We would just have to see. Many other communities have a director, recreational coordinator and usually a secretary. We've been running on one person for a long time,

which is fine and I'm not complaining. Now that we're so much bigger I feel like it's time for additional assistance. I have a job description that I've put together for it. Garringer asked if there was a pay scale? Cotter replied between \$20.00-\$25.00 per hour.

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**Waste Water Treatment Plant- Jeremy Okuley (2:03pm-2:11pm)**

Okuley stated a majority of stuff hasn't changed any.

53110 Electric- It's kind of bouncing up against my budget this year, so I'd like to increase it a bit. I don't actually think we'll need it, but I'd like that cushion.

Fuel/Oil- That is more equipment oil rather than fuel oil. I bumped that up a bit because we have a bunch of new equipment that coming on line.

53370 Permit Fees-Every year I have to pay a permit fee to the EPA of \$5,200 and there's some other permit fees in there as well. The fee for the actual permit is due January 31. Sometimes it's tricky at the beginning of the year to get the purchase order open, so I'd like to get that paid for a year ahead. Lulfs stated we're paying two years in one year and then next year well only pay for one year, but we'll be a year ahead of our normal schedule.

54240 Chemicals- Okuley stated there was a price increase.

54800 Uniforms- These went up a little bit. I think they might be adding a surcharge for fuel, so I bumped that up \$100.

56000 - That one went down a little bit. We had three months of press rental that we had on that last year that we won't this year.

57000 Machinery and Equipment - There are two things on here that made this high. The first one is that Rathge and I are going to split a mobile pump, which is \$22,000. The second is upgrades at Palmer Ditch Lift Station as far as replacing all the pumps and valves. We just had the new control cabinets put in there, so what I'd like to do is be proactive on it and replace the pumps and valves. We're actually going to take the generator from VanHyning which is a little bit newer than the one at Palmer Ditch and switch it. I think we can get another 20-30 years out of the lift station without doing much too it. If you guys want this could be spread out through a few years.

Building and improvements- Part of that is moving that generator I talked about, but the vast majority of that is re-roofing our existing buildings at the Plant. Maassel asked if that would be the lab? Okuley replied the lab, the old choline building, the alum building and the blower building. The buildings aren't too big except for the lab. Maassel asked if that was part of the budgetary process for rehab? Lulfs replied no, but were going to look into that. The other piece of that is that one of the main roofing contractors in the area already has a contract for down there. If we can run it through the project we will, but I don't know if we can. Regardless there will be a company on site, so we might be able to get a better price. Garringer stated this is an additional request item. Lulfs stated just to note on the that GIS seen here is not the one that you've been seeing. That is their own for the mercury sampling. They have some requirements that is beyond what I have in my department. Maassel asked if we got a GIS person in house could they do that? Lulfs replied the mapping. Maassel asked how the rehab is going? Okuley replied it's a little slower than I would like, but some of that has to do with supply chain issues. At the Headwork's building we have almost all the concrete done and they just delivered the blocks today, so they're going to start laying that.

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**Water Treatment Plant- Jeff Weis (2:12pm-2:31pm)**

Weis stated there wasn't much of an increase for salary or personnel. I think we had a little bit of a buffer in there from the past couple of years, which is why it's just now catching up. I upped our gas account. We were pretty close this year and we might actually be over, but we have our undefined contingencies account to cover that. Professional services is about the same. Maassel asked if that's enough training for your people? Weis replied yes, we're all Class III except for one. We've always had



that amount built in. Once the Class I gets a few more licenses that amount will go up. My chemicals amount is the only one that might be a little alarming. Last year we budgeted \$412,000 as an over expectation. We were going through the chemicals last week and we found out we had a lot of our algae chemical. This is why we're showing \$380,000 that we potentially might need this year. We're being told there could be anywhere from 10-20% increase next year for bleach and our aluminum chlorohydrate. A couple of the vendors we talked to told us to expect that for our budgets. That's why asking for \$432,000 next year in case it does go up. Bialorucki asked if that is something you can purchase ahead of time? Weis replied we have about a 30 day storage for that chemical in our bulk tank system, which is a little bit of a concern. Bialorucki asked if we had a capacity to put more in? Weis replied not really that building is pretty tight. There are some things that might be in the works in the next couple of years with our Wauseon contract. We might be able to reconfigure some stuff there, but it's hard to say. Bialorucki ask we're not just talking about gallon jugs that are in a storage room right? Weis replied receive a tanker. During algae season I've usually got about three orders placed already for the duration of June and July. We'll go through a full tanker of that chemical in about two weeks. Lulfs stated we bid those chemicals, so it's competitive. There are a few chemicals that we are limited on by the amount of suppliers. Cordes asked if you could get by without it? Weis replied no. Without that chemical our water would look like what it does in the river. It's basically our most important chemical besides bleach. I'm asking for \$432,000 just to have a buffer for chemical bids. I think we're sending them for discussion/ action on the 21<sup>st</sup> then they will go out to bid in December. Our membrane cleaning chemicals are about the same as last years with the filters. The prices did go up for that, but we didn't use all of it last year. When we upgraded our wash water basin last year we bought a new pump and now we're asking for a second new pump, so that system would be brand new over there. Maassel asked if that was for the intake? Weis replied yes, we have a submersible system at the big wash water basin that all of our sludge. We are looking to replace bench meters for the PH and fluoride at the lab. I have a number in there for replacing the operator's computer, which is the old original Mytux computer that still has Windows 95 on it. We did our intake inspection, where our guys get down there and grease the sprockets. During that we found that the plates that are running the sprockets are getting warped pretty bad. We will do the replacement work of those plates ourselves, but the plates are about \$5,800. We need to swap those out every 5-6 years. Keller's is recommending that we upgrade to Windows 10 on our SCADA computer, which was put in during 2016. This is included in the \$6,000 shown. We've been putting \$100,000 away for the past few years for membranes. Next year would be year 5 for the RO's. We should be fine, but I was advised to put \$250,000 from that fund into the budget for this year in case we have a rough January and February. I don't foresee that we'll need to, but I don't want to not ask for it and end up needing it. Maassel asked didn't they say when we first put the plant up weren't we told the first batch of filters would only last so long because you end up blowing them out? Weis replied they say you usually get 2-3 years out of your first set. Once you figure out the treatment chemistry they should last an average of 5-7 years for a surface water system. We figured since the Maumee River is rough we should lean more towards 5 years. Next year we'll be fine as long as we can get through January and February. The only reason I have this in the budget is to order them next fall, since I don't know what the lead times are. I've heard anywhere from 8 weeks to 28 weeks depending on what time of year it is. I don't see any reason that we need to replace the nanos, since they are a looser membrane. When the river gets down to about 3 degrees Celsius the RO's tighten up so hard that we can barely push any water through them, so if we can get through this next winter we'll get to year 6 with them. Garringer stated this is a case where it's all about planning. Every year we take money out of the 510 Fund and transfer it into the 511 Fund to pay for these items. Maassel asked if the big energy cost was from heating the filter room? Weis replied it's like a giant refrigerator. We usually set it to 60 degrees and forget about it, but we have so many pumps running at the same time they're probably our biggest energy user. Maassel asked if the department was fully staffed? Weis replied yes. Maassel asked

how hard it for a Class I operator to get to a Class III license? Weis replied he's going through a webinar course for the next 14 weeks and then he starts an in person course in February. After that he would be eligible to take his Class II. It's about a six year process for a person to go from Class I to a Class III. Lulfs stated some of it is dictated by the number of years' experience. You can't just pass a test. You're required to work so many years before your eligible to take the exam. Weis stated typically you can get your Class I after 1-2 years. Usually going to the Class II or III test you want 4-5 years in experience just to know what it's talking about. It's a test based off of what that license can truly run, not just off of our facility. There's four or five different treatments that's included in those levels of testing. Cordes asked if most people go on to a Class III? Weis replied it's not necessary for most systems in the State. Class III's can run about 90% of the plants in the State. There's only about a dozen Class III facilities. Napoleon has five Class III's, so it makes you wonder when they are planning on moving on. Durham asked what the additional request last year were? Weis replied the big expense was the fence around the facility. That wasn't even close to the amount need with Covid and inflation. Lulfs stated fencing has gone through the roof and we've seen it on several of our projects. I know Cotter ran into it when there was damage out at the parks and it's nearly doubled in price. Weis stated we thought about trying to put it back in the budget this year just to get around the clear walls because it is an EPA regulation, but they haven't mandated it for our facility yet. Currently we have all motion detection and window breakthrough the whole facility that we put in two years ago. The EPA will come in at some point saying this has to be done, but until then lets hope for the best. We had to have the telescoping valves replaced this year. We bought them, but we haven't replaced them yet. We're still working on contractor timing to get them in. Maassel asked where these went? Weis replied those are the valves that drop down and pull that sludge off the bottom of the basins. Those are original '64's. Lulfs stated we were going to do that two- three weeks ago, but Peterson had to cancel for an emergency job. Weis stated I couldn't hardly blame them because they did the emergency line leak on T leaving the plant. That kind of stuff happens and they're a good company to work with, so I said just let us know. This will be an afterhours job, so when we're shut down one night we'll have to drop those down and replace them. Siclair asked just to clarify the basins aren't the lagoons? Weis replied correct. Siclair asked if the lagoons are going to be filled? Lulfs replied we are under contract with Nagel. We were asked to fill them quickly and the estimated cost for that was roughly \$100,000. We negotiated a contract with Vernon Nagel where we would let them use that as a fill area with clean fill, not concrete or asphalt. They only quoted us for \$7,800, so we went with that option. They need some of the fence out of the way, so I gave them permission to remove the fence as long as they took the side slopes and made them walkable. They knocked those side slopes down and they aren't going to get those filled this year, but the plan is to get those filled and leveled off. Weis stated in 2024 we will probably end up redoing part of the fence there to close off the wash water basin. Then clean up to make it look nice because that is a big area the parks can expand to. It's an eye sore now. Maassel stated it will be real nice to have that open up down there especially with the new bike/walking path. When were they last used? Weis replied I believe 2019. It took quite a few years. We had to prove to the EPA that they were no longer used because they have a discharge permit attached to them. It worked out perfect this year because we renewed our NPDS permit, which is our discharge permit to the river and we got it yanked off. Now we can get rid of them.

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#### **Electric-Greg Kulhman (2:38pm-2:55pm)**

Kulhman stated our 2023 budget is pretty much going to copy our 2022 budget other than some inflationary increases in our supplies. We've gone from \$2,218,300 to \$2,517,610, which is about a \$300,000 increase. We got hit hard with transformers were proposing to go from \$55,000 to \$150,000. That's because of the inflationary increase, but we will attempt to get a lot of that back. We hit the first time costumers with a lot of the upfront cost. Maassel stated we have to have them on hand. Kulhman replied they're still on their way and we have two big change orders coming up in December with DANA

and ADS. For ADS we're giving them a transformer and they are giving one back, so we will be set up for those big transformers in the lot. We should have two of them in our inventory, so we really won't have to purchase any. The \$150,000 is just precautionary. The only time we would take a hit is if the City took on the upfront cost for the new spec building. Some of our other electric supplies went up a total of \$30,000 through our two accounts. The other hit was that we expanded on the IS5 line relocation. We paid out a little money from the Engineering, but we wanted to cover any inflationary cost that may come from that. Garringer asked if he was in the 503 Fund? Kulhman replied yes, I'm only talking about the increases we're seeing from the \$2.2 million to the 2.5 million. We're asking to replace a line truck that we've had for 18 years, which is supposed to be replaced every 10 years. We planned on replacing our substation van we use as a transport vehicle ("bread truck"), but that we need a line truck more. That is the reason we switched the two. Other than that it was just some adjustments we made in the Capital asking for the truck, the inflationary cost on the IS5 line and the Independence Dr./ American Rd. conductor upgrade. I want to run a bigger wire outside of the Industrial Substation across 24 and down American Road for any future prospects the CIC would come up with. Maassel asked if there was enough power for the spec building that's being built? Kulhman replied that's okay there, but if we go across the road we need more. We don't have a sufficient size wire to carry that. If they want to get someone in there with 5-6 Meg or a little bigger customer than we need to purchase wire and actually hire a contractor to carry it over 24. I don't really want to be involved in that risk. We currently have a 336 wire that goes from Interstate Drive over 24 and down American Rd, so that would be changed to a 556. Our guys could probably handle the American road update, but I don't want to be involved in 24. Bialorucki asked what is the normal lead time to purchase the wire needed? Kulhman replied 42 weeks to get the wire. The last transformer we priced was 72 weeks. Maassel asked if that was for the one on order? Kulhman replied we already have 3 on order. Two of them have been almost a year. Lulfs stated I think last year we waited over a year for the signal poles for the Nagel job. Kulhman stated we're still ahead of the game because Industrial Substation is going to be years down the road. Maassel stated one of the reasons we were able to build Jac's was because the infrastructure was already there. If we can set future Council's up by putting that line across 24 and opening up American road this is the time to do it. Bialorucki asked if we didn't do it now and the CIC advised someone was interested how long would it take? Kulhman replied we are limited to who we can get in there now and I don't want to be limited. Maassel asked if the truck being replaced had a bucket on it? Kulhman replied no, it's a digger truck. It sets poles and this is one that we would use more for alleys. Lulfs stated as you know Todd Watchman left the City. We have lots of potential soon to retire. Kulhman wants to hire some apprentice lineman, but the problem is that's adding union staff. In five years 5 out of 10 employees could be gone and it takes 5-6 years as an apprentice. Kulhman stated I really want to find people who are Henry County born and raised. We don't want to train them and then have them jump ship. We brought our pay up, which I appreciate and think that will help keep them here. Lulfs stated I think we only have three lineman who aren't close to retirement age. Maassel stated Automatic Feed cracked this code years ago. They hire engineers who grew up within 30 minutes of Automatic Feed because they stayed a lot longer than those who drive in from that radius. How many apprentices would you want to hire? Kulhman replied 2 now, but I have a feeling one that will hire will potentially skip. Garringer stated we took Watchmans vacant position and zeroed it. Then we added the two apprentice lineman. Maassel asked if we add two people to the union and the graduate up do we have to fill the apprentices? Lulfs replied that is something we need to discuss. Do you want those positions to expire or do you want them to be listed permanently with a MOU that they will not be back filled. Kulhman stated you're going to really have to sit down and talk about how you want to staff the electric department. Find out from me when I leave if we're going to be able to retain some of the guys that are here. The experience and knowledge of the system needs to be consider versus bringing someone in that doesn't know anything. What I've seen in the past is people who apply for these positions around here are people who have been kicked

around because of their past transgressions. Lulfs stated from what I've heard internally and in the community there is a lot of interest in these apprentice positions. Kulhman wanted to have this positions filled and I don't blame him, but I can't fill a positions that doesn't exist. Kulhman stated we have our eyes on a guy who wants to transfer. He is our inventory guy, who has went through our four year correspondence lineman training course and has been working up on the crews half and half. He wants to be a lineman and he has dedicated himself. Then we would need to back fill his position. Maassel stated this seems like a Safety and Human Resources topic. Lulfs stated we will have to discuss this with the union representation as well. Maassel asked if they had to be union positions? Lulfs replied yes. I left the storage building in the budget, but we're not going to put that in come January. We're going to sit on it for a little bit to see what we have going on with steel prices, but it is still a possibility.

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### **Police- Chief Mack (2:58pm-3:50pm)**

Mack stated we have been super busy administratively with building improvements, facility studies, strategic planning, body worn cameras, priority dispatching, regional tactical team development, dispatch radio consoles and the domestic violence protocols in Henry County. Our dispatch radio consoles upgrade is about \$170,000, but that should set us up for the next 20 years. We will be rolling out some training for the domestic violence protocols in Henry County in the next couple of weeks. You'll see some cuts and different numbers here. The way I look at budgets is not trying to get as much as I can, but try to put on here what I think the agency needs. Maybe we can't afford it all right now, but at least we can arm ourselves with that information and make a business plan going forwards. My biggest goal through my budget process is to be open for what we need. As we look through some of these numbers my only statement is we have to be careful. My budget took a significant cut in the operational side during 2021, so some of those numbers are a little bit skewed. It doesn't show I used as much, but there wasn't as much budgeted either.

52000 Training- This is kind of a hit and miss budget as I never know what the State is going to require. This year the required 24 hours of CPT and it was rumored they were going to make us do 40 hours for each officer, but they ended up not funding that. There are no mandates, but there are still some things we have to accomplish. I have roughly 5 employees that I have to retrain. I have 2 officer openings, 2 dispatcher openings and one officer that told me he is in the final process in another jurisdiction. With that comes a significant amount of training that we have to deal with. Then once we fill the road we will have a new command officer, which comes leadership training and First line Supervision. These are things you don't plan on having every year, but it's something that we will have in the upcoming year. At the same time I lost one of my most senior detectives who's been with us for 22 years. Due to this Detective Augustine is going to take on all major crime, which is everything except for narcotics. He has been a detective for many years, but his focus has been narcotics not sex crimes or homicides. There's a good piece of training that he has to go through to learn that side of the business, meanwhile I still have to put someone in the Man Unit by summer time once we get the staff. Then there's training that comes with being new to narcotics. These are the reasons why you'll see an increase there. Keep in mind that in 2021 I took a 43% decrease in this. That's where I caution the three year number. Maassel stated we knew about two officers and one dispatcher. Did you lose another dispatcher? Mack replied no I have one dispatcher in training. My two officer opening are from Chad Moll and Jamie Mendez. Then one of my officers is going through the process in Maumee and I don't expect him to be here come Christmas time. That would give me my third officer opening, so filling the road is a big deal for me. We just recently posted our positions again for another 30 days. We only had one applicant I could potentially hire. There were some other applicants, but they don't currently have their certificate. Bailorucki asked could you remind me what happened when you refer to the 2021 budget being drastically cut? Mack replied it was when fire and police had to cut a lot of things out of the operational budget because we were running into the last tax payback. I'm not saying this needs to go up 43%, but this is why it looks

low two years ago. We went to the Department of Energy and they are expecting a 28% increase for Ohio Gas, so we aligned our budget that way.

53114 Verizon Phones- As you can see that number has almost doubled since 2019. A couple of things that have happened in the last two years are body worn cameras and car computers. We used to have computers in our front line cars and not in our entire fleet. We've increased computers into the fleet, so officers have the capability to run CAD and Leads. With that comes a data plan. Another thing is public records and what law enforcement has to do. With the ease of cell phones and public records in law enforcement becomes a very big concern. We did a stage approach and bought several cell phones last year. We have an additional 5-6 plans that are needed. Then that account should level out to where we're at right now if not go down a little.

With adding car and body cameras over the last couple years our Cloud costs have increased. Those are reoccurring cost and we are at the mercy of software. There was a little increase in 2021 as well.

53200 MARCS Radio- This major overhaul in the County was happening at the time I was promoted. It was the correct way to go at the time, but there has been some significant changes in coverage that has happened in the past five years. Five years ago there was approximately one MARCS tower that was anywhere close to us, which is a big deal when you looking at coverage. When the County built that system we knew there was going to be some coverage issues and we were trying to do some band aide work with repeaters, but we didn't quite know how that was going to shake out when the system went live. Over the past five years Defiance and Williams County have come online with MARCS, MARCS has put up a significant tower near BGSU and those tower have now saturated Henry County with signal. While Lucas County hasn't built their system out past the tower we have. Right now we're in a situation where it makes sense from a public safety stand point that we can solve most of our coverage issues if not all. Its radio so you can never say 100% anything, but you can solve a significant amount of our coverage issues by changing systems. The key piece out of that is all of our radios and everything in dispatch are the same, so there's no extra equipment cost for this. All it would take is some reprogramming. The company would come in a hook a lab top to it and then 10 minutes later it's on a whole different band. You will see a reoccurring cost that we've been budgeting for if the County would ever bill us. That's something we had been anticipating as they have some maintenance cost as well. We haven't received that, but it has been budgeted. MARCS is \$10 a radio per month. Last I knew 75 counties in the State have transitioned to MARCS, so you're talking about coverage that goes through the entire State. Over the last five years there has been a balloon of coverage happening. I know it's a change of direction of what system were talking on, but it's the same. Tax payer money was spent well 5 years ago and is still being used today. Even that equipment potentially on 281 could be prograded and put to a different site. There's not a loss of tax payers money and at the time I firmly believe it was the best decision to go to Lucas County. Maassel asked still MARCS radio? Mack replied still the 700, 800 radio. The same radio I'm using today will be used tomorrow just on a different band. Maassel asked if it would increase the coverage we have currently? Mack replied 100%. One of the things we're seeing in locations with Lucas County that we don't even have coverage in the street, so even if you take a bi directional antenna (BDA) and put it in a build you have nothing to pull in. There're still going to be building that have to do this like the Napoleon Area School, but they will have a strong signal to pull in. Maassel asked if all the safety services in Henry County are doing this? Mack replied the police and sheriff's office are confirmed yes. Unofficially, I've heard that the fire departments are moving that way as well. Maassel stated I just want to make sure we can all talk to each other during mutual aide. Mack replied we still could even if they didn't it's just a matter of keeping that programing in the radios. We're not losing any functionality were actually gaining functionality.

53210 Software- There is a significant request here, which is why there is a significant increase. There's about a \$170,000 addition request. We have been with CMI for a better part of 20 years. We were on Flex for a very little time before we went to Legacy CMI and then about 12-15 years ago we went to the

CMI we're on now. We have been seeing some significant issue in CMI recently with basic support that has made me reevaluate. This is something I inherited. For lack of a better word I was served a cease and desist letter about 30 days after I was promoted from CAD. We were using CAD, but not paying for the license due to a handshake deal way back in the day. At that time we were using County CAD and wasn't using ours for anything other than starting a call. The County ended up going to a different software and we kept using our software. In the transition we lost the capability of seeing County fire/ems, police and sheriffs on the same system. Our CAD's are two separate systems that don't talk to each other, so they don't see us and we don't see them. The other thing that happened was that we lost our shared database. For example, if you're on one side of Huddle road and commit a domestic I can't read that even though I'm probably dealing with them on the other side of the road. Maassel asked if they could read ours? Mack replied no, it has been this way for a better part of 10 years. With that we started seeing some issues with CMI. I have some insight into what's going on through connections that I have. On the police and safety service side of CMI there are multiple customers recognizing the concerns with customer service that I've notice within the last few years. They had some pretty decent turn over a few years ago and it's been a change of pace. From mid-2018 I had the IT Department pull how many work orders we have sent requesting them to work on CMI. There's roughly 100 in the past 2.5- 3 years that came from [NPD@napoleonohio.com](mailto:NPD@napoleonohio.com), but that's not running every officers to get each individual one. Maassel stated that about one a week. Lulfs stated it was my understanding from talking to IT that the main gentleman that used to help them with the program became so frustrated he moved on and is no longer there. They struggle getting support from anyone else and he even questioned if CMI wanted to keep this as an arm of their service. Mack stated I can't go on record and say which agencies are leaving or not, but I'm talking to people and there's a handful of CMI customers that are in the reevaluation of software. Maassel asked to confirm that we have dispatchers with a software problem on a weekly bases? Mack replied yes, every weekend. I have significant issues going on right now that CMI can't figure out. We are having anywhere from a couple minute delay to a 10 minute delay in our CAD system. Once the dispatcher enters something it's not populating, so it's not going out. We're talking on the radio, so nothings effecting our response. It's the data entry that's the issue. Maassel stated data entry could be life or death. I know your talking over then radio, but when you want to confirm you're headed to the right place you can't. Mack replied we want this stuff to work. I think this is something that needs to be looked at very quickly if not this year. Garringer asked Mack if he received an answer about this cost being broken out? Mack replied it was asked if we could bump this out to three years and pay this in sections. We received a response back from the company, but we couldn't understand it. Garringer stated I've seen this before were you sign a three year agreement to help your budgeting process and instead of being \$170,000 its \$60,000 each year. It cost you more, but its spread out. Lulfs stated it would be much more palatable coming out of the General Fund if we could break it into three. Durham asked if this was a potential grant item? Mack replied everything in my world is a potential grant, but there's no specific grant. You apply for grants and then try to apply it to what you need, which is defiantly something I thought about. If I wrote a grant now it wouldn't be announce until June. Then you start to process for a software switch over, so it's a balancing act. I'm not saying no because I'm researching pieces for that. County partnership benefits the citizen, which I believe is a huge deal. The software I'm looking at is the software the County is using right now and several counties around our area are utilizing it. By doing that I was able to save some costs. This number would be bigger if we owned all the licensing. If we had a partnership with Sheriff Bodenbender we would have back up services, shared databases, shared CADs and enhanced 911. I would operate under some of his licensing and he would operate under some of mine. We're sharing that cost and getting a redundant system that allows us to talk to each other through our reports. This is why I leaned toward this software to merge that relationship back tougher. Bialorucki stated we should add this to the list of times we discuss at the legislative rally in February. Mack replied I hate to be in meetings and talk about

other companies, but my job is to let you know what's happening so we can figure out how to address it best. I know there's a lot of frustration with our current software. I'll give you one piece I think we can all understand. We have five programs that are CMI software, which includes: RMS, CAD, Property Assets, Redhawk, and Mobile Software. For those different systems you need different log ins as they don't talk to each other. With the new software you'd enter one password and you have access to the entire system. Bialorucki asked how much is the current software? Mack replied I just received a 10% increase again for the second or third year in a row, so I'm just below \$25,900 annually. If we look at quotes the new software is about \$15,000 annually after then initial purchase. Another big number you'll see is towing, which went from \$800-\$1,600. Our criminal case load has gone through the charts when it comes to towed vehicles. I'm using all that \$1,600 and might even need to transfer in more this year still. It doesn't take much its cost about \$225 just to move it around town. A portion of that could come back because we bill the individual and that comes in on our revenue side. It's not always guaranteed as court doesn't always order it.

53300 Professional- There's another extra request, which is the building study. We've talked at length about the situation I'm in. As I said a couple of years ago when I first tried getting a building study is that I don't want to be spending hundreds of thousands of dollars if it's not spent the right way. We have a study that we'll be talking about in committee, which I won't be discussing today. That facility is a three facility study and we know the needs of each buildings components. I talked to the same designers about going with just one building, the police department. They would utilize all the information they already have for a police department only site. This could possibly be on our site with a renovation attached. I thought to just look at my facility, so we don't get sticker shocked. That would give us the low end number and then we can see from there where we want to spend the money. As you'll hear there are some significant concerns that came out of that study. I'm going to have to address those one way or another in the very near budgets. I understand the money situations, so I'm trying to make sure I'm not asking for things that we could be spending it better way. Lulfs stated in the Chief budget I took out several requested remodeling and components of his building, but I wanted to leave the study in. I hate to throw money into a facility if we're going to be doing a study to figure out where we should go. I left a few in such as potential asbestos removal. Mack replied the items removed are some of the things you will hear about on committee that are some concerns. The only other line item increase is a \$1,000 for language, but I honestly don't see that being over a couple hundred dollars. This is a 24/7 language line who will translate whatever language we need by calling them. We ran into this problem with our homicide. We had a lot of Spanish speaking individuals, so we had to pay an individual from this area a decent amount of money when we could have been using a phone translation service at a much cheaper cost. The line is a per minute cost. After I figure out what a year would look like that \$1,000 would probably be cut in half. Bialorucki asked if there was a subscription for this program? Mack replied no. I'll have to set up an account, but then it's just per minute.

Bialorucki  
Left at  
3:32pm

53530 base station service contract- This is a new cost. \$20,000 of this has been paid for under an open purchase order. We've never had a contract for our 24/7 dispatch center with any company to maintain and do upgrades. When it broke we called someone and hoped they could fit us in there schedule at 2:00am. I had to do one year contract with P&R, which will be completed at the end of this year. This is to continue the contract past the first year. If you choose to do so this allows P&R to come in and maintain the equipment. The equipment should be good for the next 15-20 years easily, but there's updates that happen at Motorola and it gives us an on call person when we need our communications up and running. Also, this puts us as a priority customer. Maassel stated I'm assuming it's in here because you need it and will use it. Mack replied it gives me sound piece of mind knowing I have someone to call at 3:00am when we can't communicate.

53540 Computers - There's just a couple thousand dollars in there. IT has recommended that my two dispatch stations be replaced. Nothings super broke its just time to look at updating them. We're going

to do one and see where it goes. Lulfs replied I believe on of them was my old computer. We have to order beast machines to run our software. We were down in staff and they needed one, so I gave them mine that was laying around.

800 Supplies and Uniforms- The numbers went up for the contract. We have a new detective and they get up to \$1,400 the first year for clothing reimbursement. With the new hire situation comes uniform costs. We're kind of in a spike with uniform and vest cost.

100 Accounts- There's really only two things and they're both training oriented. 210252000 The school resource officer asked for celebrate training, which is a software that's used to recover text messages, pictures and deleted items on phones. Anytime you a sexting complaint or a crime where there's something potentially on a phone the Man Unit has software we can utilize. With Augustine in that unit for so many years we transferred that to him and it was pretty easy. What we found with the SRO is that this type of crime has exploded on us. Right now we won't have anyone in the Unit until summer time, so the SRO asked if he could do his own phones. This would allow him to run the software and get his own reports. It's pricey, which is why it's an additional request. Detective Augustine still has that training, but it would take him away from what he's doing. The Man Unit has several people over there, but from a department heads standpoint it would be nice to have our own versus waiting on another detective who has their own case load. Durham asked if that's the \$5,000? Mack replied yes, training and travel included. That's a onetime cost as you don't have to get recertified. The only other one is that our K-9 handler asked for a conference/ training out of state, in Florida. I put it on the extra however it's near his family members, which is where he plans on staying. It's for high risk deployments in vehicles, schools and other abnormal circumstances. Maassel asked if the dog would attend? Mack replied yes. If our K-9 handler is granted this he planned on staying with family, which would save us on the budgeted number because it includes hotels. Maassel asked how often this type of deployment comes up? Mack replied not very often, but when you need it you need it. Also, when it happens it's nice to have the extra liability protection of another certification. Unless the numbers change directions Henry County's going to be leading overdoses again this year out of the Man Unit jurisdiction. We don't have the highest death rate, but we have the highest overdose rate out of 6 counties. With that comes a little bit more danger. That's not a true representation of our overdoses due to narcan being prevalent and easy to obtain. There's defiantly overdoses that are happening that we don't know about. We don't deal with those type of deployments a lot, but the potential is always there. I think this is more of him trying to push his training to the next level versus a need. Maassel stated I was there the other day when he did some training with officer Steward. Mack replied you don't get what you saw without hundreds of hours of training and he's really dedicated to his training.

270 DUI/Drug Funds- They pretty much fund themselves and there are no changes there.

400 Fund- A couple of things have happened here. We were able to close a deal in the next week or so from Dshler. I talked to the Chief as of yesterday they passed to sell it, but they missed a resolution. If we can get the vehicle it puts us in a really good spot. We used to do two or three cars no matter what, but now that we've increase the fleet we are able to reduce the amount of mileage going on each individual car. That's left us needing one patrol car for the next budget cycle. We have about \$64,000 of a marked unit and about \$40,000 of an unmarked unit of some kind, which totals \$104,000. Schultheis crown vic has roughly 100,000 miles on it, but we can't tell for sure due to the dash not working. We have a detective Jeep and between Augustine and Schultheis I plan on replacing one of those two cars. It's just a common car, so it doesn't need all the extra upticks. I don't really see using \$40,000, but I wanted to have enough to not to worry. We use grant money for our ballistic vests. I apply for grants every year both federally and local state. The local State one pays a little bit more and it is a reimbursement. We rotate those every 5 years and when you have personnel cycles like what we're experiencing this year we will see issues in five years. When you have a bunch of people brought in at the same time and you add that to the one or two people you normally have to replace a year and you



get a big number. Training and weapons. We are in need of new Tasers. Taser has started to notify agencies that the model of Taser we have is going to be at the end of cycle soon. My Taser instructor proposes about \$25,000 to basically replace all of our Tasers. We would cycle them out every two years, but they aren't going to continue to support them for very much longer. They recommended to do the whole agency at once and then we can start the two year cycle again in a few years. They are different in how they operate and the concern to operate two different ones would cause issues. Office furniture. When Flogaus comes to my department we don't have a desk for her. We can put her at a patrol or dispatch desk, but sometimes she's on a corner of a table or the floor. In the building that is one of the things we were hoping to accomplish if we had to stay there. We planned to move the armory to the back and make the center of our building an office space. I would like to at least give her a desk that she can put her doc on, so she has something. We'll probably put her with Legg or in my office. Lulfs stated we reduced that one partially because farther down we removed the remodeling, so we don't need the extra furniture for that space.

57200 Building Improvements- We reduced a lot. Some of the things you see cut are just things that we need to keep in our minds and we'll have to address going forward at some point. In the report was a note about potential asbestos. We eradicated some we found above the safe, but the concern is the ceiling tiles. There's a lots of drop ceiling tiles that might have asbestos. I would feel better as an employee and an employer if I just brought someone in to make sure if we're good. I have no idea what that would cost. I'm just basing it off of what I paid last year. Flooring as you've been in our dispatch and breakroom we took down some walls and now I have 2-3 styles of flooring. The dispatch floor hasn't been replaced for a long time and the carpet is extremely worn, so to replace that pushing to the breakroom so it's all level surface. One of the quotes I received was from Johnson and it will be more of a hardwood surface. I'm thinking about Covid related things it's easier to sanitize and mop up. You'll see something that says vehicle lights, which are added lights on the cars, and a radio request for one of the radios that need the coding you hear the fire chief talk about.

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### **Adjournment**

Motion: Siclair                      Second: Knepley  
to adjourn the Special City Council Meeting at 3:52pm

Roll call vote on the above motion:

Yea- Haase, Cordes, Knepley, Sicliar, Durham

Nay-

**Yea-5, Nay-0. Motion Passed**

### **Approved**

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Joe Bialorucki, Council President

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Jason Maassel, Mayor

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Marrisa Flogaus, Clerk of Council

Minutes of the City of Napoleon, Ohio  
**Special City Council Committee Meeting**  
In Joint Session with  
**Finance and Budget**  
Saturday, November 12, 2022 at 8:00am

**PRESENT**

Councilmembers	Joe Bialorucki- Council President, Ross Durham- Council President Pro-Tem, Daniel Baer, Lori Sicclair, Ken Haase
Committee Members	Joe Bialoruck, Jason Maassel, Ken Haase
Mayor	Jason Maassel
Acting City Manager	Chad Lulfs- P.E.,P.S.-Director of Public Works
City Finance Director	Kevin Garringer
City Staff	
Others	
Recorder	Marrisa Flogaus
<b>ABSENT</b>	Molly Knepley, Dr. David Cordes

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**Call to Order**

Council President Bialorucki called the special meeting of the Finance and Budget Committee to order at 8:02am.

**Review of 2023 Budget Proposals**

Garringer stated yesterday there was talk about adding the extra golf carts and the possibility of the new position. It was discussed the position would be from \$20.00-\$25.00 an hour, so I estimated \$87,400 for a full time including benefits at \$25 an hour. Maassel asked if that was coming out of the General Fund or the Parks and Rec Fund? Garringer replied I put it in the 220 Fund because I feel like if we hire someone it should come out of golf and the pool, but in general it should come out of the 220 Fund. Lulfs stated in talking with Cotter about this he wants a person to have a presents at both of those buildings. He's not trying to take any direct shots at his staff, but he wants someone with a little more oversight. Then when times not dedicated to that they can help him with his other stuff. Bialorucki stated as a golfer I think we are losing some revenue dollars by not having the clubhouse open. They leave at 7:00pm-7:30pm and it doesn't get dark until 9:00pm. Were losing out on those people who finish their round and want concessions. I believe this person would be staying there later. Lulfs replied yes, that's why he's looking to have them come in around 10:00am or 11:00am. The details haven't been solidified but he wants to be flexible with it to see where it needs to go. Maassel asked if this person would be in the running to be Cotters replacement? Lulfs replied I think it would depend on who the person is if it's something they could handle. I don't think he's looking at it like we did with operations where we hired an assistant that is going to be taking over for Rathge then be gone. I think he's looking for it to be a permanent position, but that person might have a good chance to take Cotter position. I've asked Cotter if he's retiring and he doesn't know. He's fairly certain it won't be this year, but he doesn't know what he wants to do. Bialorucki stated this might make him want to stay longer by taking some of this off of him. Garringer stated now that the pool and golf course are a lot busier I think this needs some oversight. Plus we have a pool that is run by kids under the age of 24.

**Finance- Garringer (8:08am-8:38am)**

Garringer stated there aren't a lot of changes in finance. When we get to Council and Mayor there's not much change in those either.

100.1500- We have our typical things we do for travel training and education. We budgeted similar to last year if not less. Same with membership and dues. There are some things I feel like I should be more involved in and others that I don't really need to join anymore. We'll see how that works out throughout the year. Phone and internet reimbursements are the same. We have received my application on annual support agreements, which had an increase. That pays for our annual support agreements with our payroll utility finance software. Maassel asked if Garringer was having issues with CMI like Chief Mack? Garringer replied no. I wouldn't say their customer support is top notch, but they do get back with us. We had a server issue earlier this year that we replaced, which has certainly corrected that issue. We're upgrading our utility as well as our capital asset program, which keeps us under the CMI umbrella. They were not going to support our old utility system after July 1<sup>st</sup>. We had the discussion earlier this year about needing to go to Authority. I've looked at going to different utility software now, but I didn't want one being CMI and one being something else even though they would integrate together it's never without a hitch. I would say long term 4-5 years or beyond if we're not happy with CMI we could change everything. At that point it would be a vetting process. I talked to Chief Mack about this yesterday. I wonder if CMIs focused is on utility/finance/payroll. Audit cost our gap reporting and CAFR is \$2,100. We have a contract with Schonhardt and Associates. We've been in partnership with them for many years. \$14,600 is our investment and advisory service we use Meter Investments and we've been long time customers with them. With the annual audit cost there is an increase. We had a company called BHMCPA do our last several audits. The state allowed us to re-up that contract for another 5 years. It's a good thing the State didn't pull us back in. The other items aren't large ticket items.

400.1500- We're putting nothing down for Capital Improvements. I could put a placeholder in here for some money, but if it's not broken we don't replace it at this point.

170.1510- This is our Municipal Tax Fund. The biggest change is since we've went to RITA they take out a 3% retainer fee. We knew that so we budget \$55,000 for that. At the end of their period they evaluate where they're at and if they don't need to keep 3% then they'd give us that money back. Not the whole 3%, but a percentage of that back. In years past it has been under 2% that they kept, so we will get some of this back. That is the cost of going with RITA. Maassel asked if we still need to have a supplemental pay for a tax person? Garringer replied that can go away after April for sure. I will note that we have \$175,000, which is the annual estimated refund and that's the average of the last 3 years. It's a placeholder number because we don't know how much we're going to give back that people overpay. We have a few more years left on an economic development agreement for Jac products, which cost \$24,000. They get an income tax credit back from us. They used to get a kilowatt credit, but that is completed. Bialorucki asked if this is a percentage of their income? Garringer replied it is a percentage of their income and it has went up, which is a good thing because it means there payroll is higher. Bialorucki stated I knew they had some issues with getting product and people off work, so I wasn't sure how they were doing. Garringer stated they are one group who has kept their promises with position and are doing what was asked of them. The challenge is I would like to see with the next economic agreement is to put it back on the company. If they don't give us the information by a certain time frame they wave their incentives because to be honest we have to bug them to give us the information. Bialorucki asked if people aren't turning in the information when they are supposed to? Garringer replied we didn't give them their proper refund of a couple years before I was here because we didn't get the information. That was sorted out right before I started. We've had economic agreements with other companies that are calling us the day before or the day we're supposed to pay them asking when their check is coming. Especially with the new spec building and however that pans out. That might be something that you put in there that we expect the information by the date and failure to do so waives it.

General Fund 520 Utility Building- Garringer stated there's not many changes here.

500.1520 Electric Fund- Garringer stated you will see a common theme here this is where our onetime cost for upgrading CMI to CMI Authority comes in. That is getting paid 50% out of the electric fund, 20% out of the 510 Fund, 20% out of the 520 and 10% out of the 560 Fund.

100.1100 Fund- Garringer stated these are the council legislative typically these are completed by the city manager. I basically did a place holder from all the previous years, so all these numbers remain the same. Your pay and annual meetings are in there. We don't overly use that amount for training/travel. Maassel asked who pays for department head awards? Garringer replied that comes out of miscellaneous. Lulfs replied Roof put something in there for that. I didn't want to talk about it yesterday, but she put something in for Rathge. Garringer stated it's in 100.1900.5600. Maassel stated I just wanted to make sure it didn't need to be in my budget. I know we have 4-5 people with their retirement payout added. Garringer stated I have nothing in capital for City Council legislative.

100.1200 Mayors executive- Garringer stated this is where the mayor's salary comes from. Travel and training have been kept the same. This is where your proclamations, keys to the City and your certificates of recognition. Lulfs stated maybe we weren't talking about the same thing but there is something in our rules to buy a small gift and Roof put that somewhere.

100.1900 – Garringer stated most of these are staying the same. This is where we're paying our chamber memberships and miscellaneous membership. This is where we pay for the administrative share of our traffic light signals. Keep in mind we pay for the lights and street lights anything like that. Maassel asked why insurance and bonding went up so much? Garringer replied the annual premium share is \$2,000 ust certificate coverage is \$3,650. If you look at the actuals for those in the last couple years we actually budgeted too low, but I can certainly look at that. Bialorucki stated in 2019 we paid \$6,346. Also, last year I know we talked about setting aside some money to put things out on the wall, like pictures. I thought we talked about doing \$1,000 last year. Garringer replied I remember that. I believe I cut that because it wasn't used. We can certainly add that back in. Siclair stated if we're going to add it we should assign it to someone. Maassel replied it would fit into Municipal Properties. Garringer stated I will add it in the budget as Council Chambers and Hallway upgrade for \$1,000. Maassel stated then after the 1<sup>st</sup> of the year we'll send it to Municipal Properties. Garringer stated the only other thing I would like to point out is employee appreciation awards, retirements recognitions and miscellaneous. Keep in mind there are retirees that don't want anything.

Property taxes and Assessments of Various City owned Properties not tax exempt- Garringer stated I left that the same amount, but I would anticipate that to go down. We were paying taxes on a lot of properties that we didn't need to be. I probably got a refund of \$3,000-\$4,000 back from the County. For example we were paying taxes on Veterans Park, Pocket Park, the street between Harley Davidson and the Truck stop and various other properties along the river that no one filled out the exemption. There are some things like the property that we purchased out by the solar field and the field that the spec building is at that we have to pay taxes on. Maassel asked if we found any income from that field? Garringer replied no. I don't know of any income or agreement. Siclair stated that was a good find thank you. Garringer replied I was very cordial about it. To be honest I didn't want to put the new auditor in a position where it looked like he did me a favor. I told him I had a list of properties I knew were exempt and I told him I had 2-3 that were border line. I suggested he send them to the State and have them approve it. It went down to the State and it came back as tax exempt.

243.1900 fire loss claims- Garringer stated we had one entity that we're holding funds from a fire. The former owner has asked for that money, but we are holding firm until there is a certificate of occupancy. Maassel asked if that was a downtown business? Garringer replied yes. The person took the insurance money and sold it. Now he wants the insurance money that we hold and his letter stated he doesn't have control of the building.

401 Fund- Garringer stated \$16.8 million is the amount we pay for our AMP bill every year. Every month is about \$1.1- \$1.2 million, but when you look at our budget of \$60 million that skews it.

Garringer stated there are a few more fund that I won't go over unless anyone has questions. Sometimes when we get money like the COVID Funds you have to create a Fund for them and this is what these are. Maassel asked if there was anything that we need to know? Garringer replied some of the ARRPA money will be rolled into the General Fund. We're basically using whatever's left of that money as revenue reduction and according to their final rule we can do up to a million dollars We received less than a million so we can roll that in, but when that fund is gone it's gone. The problems is that those funds just sit at zero because we have to keep them for auditing proposes. We have another fund, which is the One Ohio Fund that you guys approved of this past year. It has \$1,700-\$1,800 in it. Chief Mack has an idea on how we can spend it because that money. It's tied to certain drug entities and has to be used for drug education. We will get money out of that fund for the next 18 years about \$2,000 a year. There's not a lot you can do with it on a per year bases, but our discussion point is a suggestion to do education with our SRO thought the school which is allowable.

Motion: Siclair                      Second: Durham  
to enter into executive session for Compensation of personnel at 8:39am

Roll call vote on the above motion:  
Yea- Haase, Siclair, Durham, Bialorucki, Baer  
Nay-  
**Yea- 5, Nay-0. Motion Passed**

Motion: Haase                      Second: Durham  
to exit into executive session for Compensation of personnel at 9:17am

Roll call vote on the above motion:  
Yea- Haase, Siclair, Durham, Bialorucki, Baer  
Nay-  
**Yea-5 , Nay-0. Motion Passed**

No action taken.

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**Fire – O'Brien (9:18am-10:17am)**

O'Brien stated 2022 shaped up to be a pretty good year. The run volume as it sits today is just about 90 calls less than what we were at last year. We have been in service with non-emergency a lot less this year than any previous year. The uptick emergency of calls require us to make an internal policy change that we can only run non-emergency when we have 5 people on. It's trending at 1,837 calls for the entire year. Over the year Frey has done over 154 inspections and reached over 2,000 individuals. Those individuals come from station tours, CPR events, CPR trainings and anytime he went out to the day cares. One of our 2022 goals was to hire the 9<sup>th</sup> full time position with the reciprocity tax being passed. Alex Rupp was that 9th position. I'm going to be attending the Napoleon Township meeting next week to give them a final update on priority based dispatching. That is almost completed. We talked to Chief Mack yesterday about the timing. It's starting the call early, which is giving us the CAD and I am Responding a minute or two prior to the call going over the radio. We wanted to complete a firefighter refresher class every opposite year as the paramedic refresher. That's 56 hours that individuals have to have to renew their cards every three years, but you can go through the motions or have high quality training. The grain rescue was our firefighter refresher class this year. It went off very well and if you haven't heard there was a sad incident in Pettisville that just happened. I talked to Chief Kessler at Wauseon Fire Department to see if there would be a post incident analysis that we could use as a

highlight for next year's training. I laid out some goals for our department in 2023. This would be to continue the work on the feasibility study, so what I mean by that is that we have a completed feasibility study that we'll talk about in Municipal Properties. I would like to say that the number that comes along with the feasibility study and the size of the building that we should continue working on different ideas. Whether it would be to add onto the fire station in a remodel or to just build a safety services building. I think the next phase would be to scale back on what's there and look at some different options. As a group we didn't support that number that came with. We felt that it's just something astronomical for a City our size. Lulfs stated I don't believe that number is accurate, but I'm not an architect. O'Brien stated I've talked to people around the State who just had a fire department built for \$7 million. If you triple that you're only at \$21 million, so the number of \$37 million is off. Lulfs stated that's the low number. It's a range from \$37 - \$44 million. O'Brien stated during the study we learned about the flow. We could actually make this work. I'm asking for just a couple building improvements to do some of the office furniture in the administrative offices and for some paint and carpet in the training room. Those are items that we have put off for many years just to see how this was going to pan out, but now we're to a point where we have to do something. I get that furniture is expensive, but we're to a point we can't even move the furniture to readjust the room because it won't even stay together. The big number that was cut from the capital improvements was the concrete apron out in front of the fire station. I understand that is a \$120,000 that the money could be used elsewhere. We have spray patched that multiple times. The problem is that the turning radius for the truck is so short that you're grinding at the same location every time, so the spray patch doesn't really hold. I had approached Lulfs with the new path coming through they're going to be walking on the apron, which is the worst portion. I have two more goals for 2023. We need to put together a committee for a new ladder truck. Being at the conferences I found out that many of these apparatuses take about 2 years to be built. I've laid out the plan and explained it to Frey and Bowen. They need to look at putting a committee together and creating a spec sheet that will be ready for 2024. Then they can look at the potential appropriations and funding in 2024, so that they can order a truck in 2024 and have it delivered in 2026. We're shooting for 2026 to be the year we replaced engine 805. That would make the current ladder truck 26 years old and engine 805 30 years old. Maassel asked if one new ladder truck would replace two vehicles? O'Brien replied correct. The ladder truck would actually go out of service. We would keep engine 805 as a reserve engine, which would help on iso ratings. It would be used for training purposes. Right now we are using our primary engine for training purposes. It's all the same tools just a reserve back up training truck. We'll still maintain it to get credit for the ladders, hose and the 1500 gallon a minute pump for the iso rating. I don't think it should be used for any sort of rescue response unless at a last ditch effort. It wouldn't be in our primary response plan, but it would be in the training piece. Durham asked how much is a ladder truck? O'Brien replied were looking around the \$2 million mark. That should include truck and equipment. The last goal is the end of the life cardio monitors, which are life pack 15 and we have three of them on medic 801, 802 and 804. The current ones are ones that I replaced when I was on the line. It was a project of mine that I had done, so I was surprised to see the quote wasn't much different today. I put in a placeholder for \$120,000 in our fire equipment fund, but we actually got the quote for around \$88,000 to replace them. That is taking into consideration that we trade the old ones in. Since there end of life then finding parts becomes harder and you're paying for everything. We don't want to get into that situation. We were already anticipating this, so all I did is move the \$120,000 from 2024 to 2023. We had vacancies last year that we were able to fill this year. When we adjusted that part time pay rate we kept that number the same this year because we don't expect to fill every single spot, but if we got to the end of the year worst case is it would be a 4<sup>th</sup> quarter budget adjustment. It would be hard pressed to fill every single part time spot every single day.

100.225.2000 Continuing Education and Training- O'Brien stated nothing is really different except for the truck committee. The truck committee will tour and attend vendor shows, so there will be a small

cost for them. The committee will consist of 4-5 individuals. In April they have a big show called FDIC and they also have other shows that would be potentially traveling to different factories. Maassel asked who would make up the committee? O'Brien replied we'll put it out to see who is interested in being a part of the committee, so usually it the Chief, Captain and a couple firefighters.

100.225.3200 Radio- O'Brien stated you will notice this account drastically increased this year in anticipation of MARCS radio fees and the reprogramming of radios. Frey just submitted the MARCS radio grant that was talked about at the last Council meeting. That will hopefully alleviate some of those cost, but we won't actually know until later on. I will say that I was very happy at the Henry County Chiefs Meeting I made a motion asking the rest of the chiefs to support a letter from the Henry County Fire and EMS Chief to support Sheriff Bondenbener in his quest to move the primary emergency communications to the marks radio system and furthermore stating that all the fire/ems agencies feel that this is in the best interest to utilize the MARCS radio as our primary as well. That was supported by every fire chief in the room. Henry County South didn't vote for that. Either way that letter was drafted yesterday and sent off for the rest of the chiefs to review. It will be signed next week by our president and hand delivered to the Henry County Commissioners Clerk. Once that is delivered a copy will be given to the sheriff. I've already spoke to Sheriff Bodenbender and Dick Miller, who is the representative of MARCS, about the grant. That's upwards of \$46,000 for us, which includes programming radio fees and replacements radios. Hopefully that all goes well. We truly believe that we have nothing to lose by going to MARCS, but everything to gain. We already have better coverage within the City on the MARCS radio system, but we also include in the letter we asked the commissioners consider supporting the Sheriff in erecting a new tower at the Henry County Hospital. That would include the tower, a shelter house and a generator. I got the verbal word from Dick Miller that they love the 50:50 partnership. The tower, a shelter house and a generator would cost \$450,000. They call it a direct swap. If you put that new tower within 50 feet of the old tower you don't have to do the studies. I see no reason why that couldn't happen. The evaluation of the current tower was said to be overweight and shouldn't be used in the way it is. I believe that something needs to happen and this would be the best opportunity to have half of it paid for. Maassel asked if support is needed from the State level? O'Brien replied we have contracted Rob McCully. He will write a letter from his department sometime next week and we will supply his office with the letter that we sent to the commissioners. Garrigner asked if he was surprised he got the support from the local departments? Didn't they gain coverage by going to the Lucas County System? O'Brien replied they did. At the time of the move they did gain, but currently it's not much better. MARCS has evolved with 3-4 new towers around us. If we would have had the same coverage on MARCS today that we would have had making the design we would have never even considered Lucas County. There is a small section between east Napoleon and w Liberty that MARCS and Lucas County doesn't cover. That would easily be cleaned up with a new tower at the Hospital. My push has always been that we need a tower in Napoleon. These radios work like the cell phones. If you're in a building you don't have much coverage. I didn't even bring my radio here today because there's no point as I have no coverage in this building. In the fire code it talks about the BDA systems. DANA didn't even have enough signal in their parking lot to bring a signal into their building, so how can we say you need to spend \$80,000-\$100,000 to not even bring a signal in. Maassel stated it's a safety thing. The last thing you want to do is have someone be in a dangerous situations where their radio doesn't work. O'Brien stated the repeaters have helped tremendously in the fact of the Beckham street fire. There were four of us there and we were on the repeater channel. We could hear each other talking back and forth, but the issue was dispatch couldn't hear us at all. Chief Mack was on his radio trying to talk to dispatch and they had no idea. We didn't know there was a problem because of the repeater. The repeaters will still be beneficial and not a waste. I believe MARCS is something that is defiantly needed. We're the most condensed out in the county. The rest of the county has a lot of flat land, so they have easy radio covered because the lack of buildings. Maassel asked if O'Brien could include something in the FYI? That

way if we talk to any commissioners we have something in front of us. O'Brien replied we already have that. I will also include the letter in the weekly FYI. Bialorucki stated I'm sure MARCS knew 5 years ago that they would be putting up these towers. Did we not know this was planned? O'Brien replied I don't know for sure. After we already made the decision the Fire Marshall at the time called and asked what we were doing. He told me about the MARCS radio grant where they would give county wide \$50,000 per department, which would have been a half of million dollars to switch everything over and buy all the new equipment. The decision was already made to go to Lucas County and to put up the tower. Lucas County is going to allow us to keep their system in our portable as well. At the time MARCS had a radio fee of \$20 for a normal user radio and \$10 for a licensed radio. This has since been scaled back where all radios are \$10 per radio per month. We doubt that those cost will change as there are 75-77 sheriffs in Ohio who have switched to MARCS.

5300 Professional Services- O'Brien stated the numbers projected versus what they actually were are due to employees physicals. We have to assume that 30 employees each year will take the physicals. The account actually helps us save with fuel cost and things of that nature if it's not used. New in this account is the 5 year inspection of the burn building, so every five years we need that inspected by an engineer and re-stamped. Bialorucki asked if we can see the revenue coming in from other departments? O'Brien replied I'm not sure as I only printed out the EMS. Maassel asked if this is used on a monthly bases? O'Brien replied it comes and goes. A monthly bases by us for sure, but for paid classes I don't know. Frey stated it comes in block of when Four County starts classes. Bialorucki asked if other departments are using this? O'Brien replied we haven't had any other department use it. Frey stated we've had a lot of interest just no one's came through. O'Brien replied the challenge is they would have to take all of their people out of town. Frey stated it cost \$880 for an 8 hour day if you don't need any additional instructors, which is a pretty good price for a burn building. The only difference you see in uniform prices was that we're expecting to have a few more part timers.

210 Accounts- O'Brien stated they just repeat. Same again with the training not much has changed other than we're hoping to get a few more people into the EMT classes. The paramedic refresher will be in 2023 and Captain Rieser will be setting that up, which is why you see an increase. The ESO conference is also included in here, which is our patient care report system. They do a wave conference that I wish for Captain Stirz to attend. Nothing much has changed in our professional services. If something would change it would be in our EMS billing services. If that changes that's a good thing because it means we're collecting more money. You'll see an increase in our EMS operating supplies. Every year I add a general 10%. The 10% usually gets us by with the increase in calls and cost. Supplies are a big time challenge now. Luckily we already did this through Covid. We put out the list of supplies to the vendors to purchase one time at the beginning of the year, which saved us with having the ability to store those supplies. Siclair asked if the income is worth the cost of running NET? O'Brien replied is getting to the point where it's not. We have gotten a lot busier on the emergency side. NET was first established back in 2015 because we need more staffing at the station and a way to pay for them. The amount NET has brought in this year \$40,000 and we budget to bring in \$85,000. That doesn't mean we still won't hit the target. We budgeted \$340,000 in revenue for the EMS. A total of \$430,000 is budgeted for both EMS and NET and we're sitting just over \$400,000. We have been trying to talk to the Henry County Hospital how there could be a balance where we just do them for them. It does take the staff out of the station for up to 4 hours and that highlights why we need to have the individual at the station for actual emergency calls. That is something that we have defiantly looked at. I would be interested at keeping it closer to home. I would like to do this for Henry County Hospital as a partnership to help each other out. I think the staff is now justified on the emergency side. Baer asked if patients automatically go to Henry County when you respond for rescue? O'Brien replied we used to always be that way. Now by protocol we're supposed to take them to the closest most appropriate. The majority of all our calls go to Henry County, but we do run into those situations. For example if it's a cardiac issue or we'll take them to



Fulton County by request if we have another individual who is able to be at the station. If there is only one paramedic at the department there is no option we have to take them to Henry County. 242 Fire Equipment Fund- O'Brien stated I put a place holder of \$120,000. We did get a quote for \$88,000 for the life packs. For turnout gear and miscellaneous equipment a total of \$140,000 will be spent in 2023. In 2022 we had a placeholder of \$40,000 for the GMC that was put in for the potential of the AFG grant, but we haven't heard back if we we're going to get that grant or not. I'm not even asking to budget for that next year. If the grant does get approved Frey can come back and request a 3<sup>rd</sup> or 4<sup>th</sup> quarter budget adjustment for that match. I think the only other out of the ordinary was \$12,900 for the commissioner's thermal imaging camera. They bought two cameras for all the departments. We had to pay for them first, but then they reimbursed us. We're requesting \$7,500 in the building and improvements for the block building at the training facility. Currently the roof is leaking like crazy. People say why we don't just knock it down, but I don't want to knock it down. I want to put a plaque on that building. It was built by the Henry County Fire Chiefs Association. Rathge was one of the people who put brick on it over weekends. We have a confidence maze on one side, which is where firefighters go through a maze in there turn out gear to get them confident in tight spaces. All the wood is getting moldy and you have to have your SCBA on in there because it's so moist. That block building used to be the burn building for Henry County.

The 400 account- O'Brien stated we have the computer replacements in here. Each year we try to replace a couple computers, which we used to do for \$1,500. Now we can't even do one computer for under \$3,000. Same with the equipment replacement turnout gear and so forth we put that place holder of \$10,000. Storage fitting and hydrants, which we did talk about and we're still continuing to work on. Lulfs stated we still have a few hydrants that need the storz connection. O'Brien stated the station furniture for the administrative offices was cut down to \$10,000 from \$15,000. I'm not sure what that will do. I explained to Frey that the goal for those two offices would be to have the same desks that came through the engineering office. To maximum the space we would have the desk build for the offices. Another little adjustment with that is the radio room. We've put in a Sauders desk to make another work station, but we'd like to match what's already there. I've talked before about the painting in the stairs wells and halls. We have requested that we put kitchen cabinets across one wall. That would remove the storage of the food on the stair well. The roof is in dire need as well. It leaks between the bay and the upstairs. We were able to have Windows, Roof & More come out and they pulled up the seal and moved it back. We need a new roof, but that's the type of roof that needs rock and stone. Now that the path is being done out front that eliminates the need for our front sidewalk, so maybe the bell and NFD platform can be moved closer to the station and elevated. Then when you're walking down the path you can see everything. Durham asked if they are still looking for part time members from the reciprocity tax? O'Brien replied we opened the hours of it, so what that means is that there could be multiple part timers to fill those set hours. It will take 2-3 individuals to fill the part time hours, since they can only work 1,500 per year.

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#### **Finance/CM Summary (10:17am-11:37am)**

Garringer advised it's time to make decisions. Lulfs stated the budget that was presented to you has all except the two extra golf carts and the parks/rec position. Maassel replied I would like some more clarification on the parks/rec position. Garringer stated I would have to agree with you. This position is in its infancy. The 220 fund for the past few years has been steadily rising. Before my time I was under the impression that the General Fund offset some of the Rec Fund. I looked this morning and that fund started 2021 at \$476,000 and ended the year at \$519,000. The current available cash is above that. I think the golf revenues will continue to increase, but the pool revenue will be stagnant. Lulfs advised I don't think you should put this in the budget, but instead do a supplemental next year. Until there's a job description with job duties and a set wage, how do you create that positions there's not enough

information. Maassel replied I think Cotter said he had a job description already, but I'd like to see some other communities. We could get more information and talk about it in January. Lulfs stated I think Cotters big push is to get someone in here a little before the golf and the aquatic center open. Baer advised this would belong in his committee. Siclair stated I see this kind of like the temporary operations superintendent position. We try it out for a year or so while Cotters still here and if we decide we don't need it than that person can move into his position and that position will go away. Maassel replied we have to do some succession planning and from what I'm hearing his successor isn't currently on staff. Garringer stated I advise not to budget for the position, but review it. Do we want the two additional golf carts added? Maassel replied yes, with the amount of time that's taking to get them. Maassel advised to start at the top of the list and work our way down. Garringer replied in my opinion for the first four items with police we could do them all. The \$170,000 is a hard number to swallow, but it's a safety issue. At the same time it's been a safety issues for how long. Eventually I feel you're going to have to bite the bullet and do it. You don't have to do it this year, but that price isn't going to change. Siclair replied we're not arguing with the safety part of it, but we've been dealing with it. Is this the year that we do with the inflation and cost. Can it be in 2024. Durham stated initially I had it to potentially wait a year on until Chief O'Brien said he needed a ladder truck for \$2 million. I thought maybe we'd do the \$170,000 for police this year and reduce our cost next year with the truck being added on. Lulfs advised we're trying to get more information about breaking that cost up. The letter they sent us didn't make any sense. They need to clear it up. I know they had portions of dispatch go down 3-5 times where the guys in the field didn't have contact with dispatch, which is a concern. Bialorucki asked if there was a concern with the response? Lulfs replied it looked like whoever wrote this letter cut pieces from other letter and didn't read it before hitting send. It was unclear about the upfront cost and the annual fee. I think we just need to get him on the phone to talk. Bialorucki stated we should keep it in and have you guys work through the bugs. Maassel replied our preference would be to pay it over 3 years. Lulfs stated so would we it's not an asset that has a life span of a year it will last a lot longer than 3. Garringer stated as for the other 3 police items the building study I'm not in favor of that. I'm not saying it's not needed, but they've done a lot of work lately and they have other things in the budget to do work. I have a hard time paying someone to tell you that you need a bigger place. Remodel now and come back next year. Maassel replied we might have clarity with other things going on in the community at that time. Durham stated I'm in favor of keeping the building study in. I think we have good momentum with this piece and I don't want to see O'Brien or Mazur leave and this slowly fall to the back burner. Siclair stated the \$37 million for the entire facility is high. I was told in reality that it could probably be cut in half. Lulfs replied we heard that some individual facilities were being built for \$7 million. If a fire station is \$7 million, a police station is \$7 million and an admin building is \$7 million we can assume that is \$21 million not \$38 million. I think everything Mull & Weithman did in the study was done wonderfully until that paragraph. That is the only thing that I disagreed with in that study. Their range was from \$38-\$44 million. We were going to build a brand new Water Plant and the high number on there was \$26-\$29 million, so there's no way. There was some consideration whether we have another firm look at the feasibility study that we already have and tell us if this is right. Maassel replied we can leave the building study in the budget, but that doesn't mean we have to do it. Lulfs replied the study was one of the reasons I cut other things from the budget. I'm surprised it needs to be \$25,000 because that's what we paid for the combined. Siclair stated I don't know why there needs to be more studies. Lulfs replied he sees that idea as now dead after seeing the \$38 million, but he's in a situation where he's operating out of such a small facility. If we're not going to that we need to do something over there or at another property. He doesn't want the momentum to die either. They were moved there in 1980 or 1981 as temporary, but they're still there. Siclair asked if there is something that could be done as a next step? I don't think any of us want this to die. It's one of my top three goals that I hope to accomplish before I'm done. Lulfs stated I like your idea to keep it in, but that's not the yes go do it we haven't even presented the feasibility study.

Until you have a better understanding if it's in so be it, but that doesn't mean go do it. Garringer stated we're leaving it in. The other two for police service contract for radio and the service contract for HVAC. I believe the HVAC contract is a bit high. We have a contract here, which isn't even close to \$5,000. I think that should be left in, but the number needs to be lowered. Lulfs replied they were struggling to get quotes. This was put in as a placeholder. Bialorucki stated I though we've talk about this before. Even in the building here some of the things that the HVAC people do is replace a filter. How much are we paying for that? Could we have the maintenance department do the minor things? Lulfs replied I don't know if the minor things effect the cost of that maintenance contract. It's nice to be able to call Fitzenriders to say this thing died and we need you here now. I don't know if having that availability is one cost versus changing filters being another cost. Garringer stated when I looked at it for this building it was under \$2,000 and they came twice a year. Lulfs replied I can't believe this building would be under \$2,000 and the police department would be over. Durham advised he left both those item in. Haase replied I was going to suggest cutting it in half to make it \$2,500. Garringer stated I think IT remodeled their upstairs this year, so make them wait a year and they can get it the following year or bite the bullet and do it. It would save us \$22,000 out of there that can be used for roads or other items. Durham advised I cut this to wait a year. Sicclair asked if there was server migration for the same reason a few years ago? Lulfs replied we conditioned the room. We have a split unit in the wall now. Now the bigger issue for them with what they're asking for here is for more work space. Their request is to reorganize a little bit, so that they can have a bench to do their bills. That's not saying they can't get along with the way they are now for another year. Their request is for convinces. Durham asked about the security they mentioned? Lulfs replied they do not have locks on their doors. If you walk around the attic you can walk into their office through there secondary door. I think there's a physical lock on the door, but like half the locks on this building people don't know where the keys are anymore. Durham stated I think the security piece is needed. Maassel replied I'm for the security piece. Lulfs stated the security is a separate piece, which is built in. I'm not going to sit here and tell you we can't function another year with the truck we have. Durham replied I had it cut. Garringer replied I was going to say keep the truck. Lulfs stated I hate cutting other peoples stuff and not mine. Maassel stated that's out then. Garringer stated now we're onto police office furniture and shelving. Lulfs replied I cut that in half it was \$20,000. Durham asked if that was a work space for Flogaus? Lulfs replied yes and shelving in some of the lieutenant's office. Honestly for Molls retirement that was the first time I've been in the back of the building in a while and its getting rough. Baer replied I was there earlier in the summer and I would agree. Maassel stated if we say yes to police we kind of have to yes fire as well. Lulfs replied I reduced that one by \$5,000 already. Durham stated they had a request for \$10,000 for furniture and \$25,000 for kitchen and dorm updates. I cut the kitchen and dorm updates to \$10,000 or \$15,000. Maassel asked if it's one or the other for them? Durham replied pretty much. Bialorucki replied I was on the fence of cutting the \$25,000 completely. Comparing the two departments that place looks like the taj mahal compared to what police has. For \$25,000 I would prefer seeing it used at the police station. This is more of a convenience for them kind of like IT. Sicclair asked why would we continue to put money into police when you think that there's any chance in the next 12-18 months we might be asking for a new building? Maassel replied in my mind it's furniture you can move it. Haase stated with the police the majority of the people in town weren't here when the building was taken over and no one aware that it's a temporary building. Lulfs replied they got moved there because the building they were in got condemned. Sicclair stated it's been in the paper no less than 25 times in the past 2 years that it was temporary building. Bialorucki replied I agree with you on one side, but since 1980 how many councils have said lets not put any money into it because it's temporary. If we're making improvements even if its furniture if we move the resale value could be better. I would hate to not do anything because we might be getting a new building. Durham replied I kept the \$10,000 for furniture for fire and to reduce the remodel to \$10,000. Maassel replied they can fix their dorms or their kitchen, but they can't have

both. Garringer stated next we have golf equipment leasing. Durham replied I personally left this in. Lulfs stated I think Cotters biggest concern is the concept of it. We came up through Greg Heath where leasing was a bad word. I don't think he's necessarily trying to be limited to leasing. Those pieces of equipment are ridiculously expensive. Garringer stated that number will come back next year. For now we're going to keep that in. Maassel stated next is the pickup truck for parks. Durham replied I had it cut. Maassel asked how old is the one were talking about? Lulfs stated this is the truck at the golf course, which is a 1991. Maassel asked if we would pass on down or give them the brand new one? Lulfs replied I think he is looking at putting it at the golf course and having it stay there until it dies. Maassel asked if we could buy this used? Lulfs replied I think he would be happy with a gently used vehicle. The only thing we would have to watch is buying a used truck versus buying off a State Contract new. Sometimes buying off a State Contract new is cheaper than a used truck on a dealers lot, but that would be up to Cotter to shop. If he only has \$45,000 he's going to have to shop around. Haase stated I believe Cotter said at the parks and rec meeting there wasn't anything available on the State Contracts. Lulfs replied there is a State police contract, which is where I ordered my vehicle from for \$48,000. Bialorucki asked what the truck is used for at the golf course? Lulfs replied to pick up chemicals, to take care of the flowers out front and general maintenance to haul equipment around. They do a lot of their own general labor. Maassel asked what everyone thought? Haase stated it should stay in. Maassel stated I think a used one is where I'd be. Lulfs replied if you leave him \$45,000 I don't know if he could buy a new one. Garringer stated for a golf course we don't need a huge truck. Lulfs replied he will have to keep himself to a half ton and it won't be deasil. Siclair stated they don't need anything big. If you take the \$45,000 and add it to the \$25,000 to lease the equipment than we could get one of those nice \$50,000 or \$60,000 mowers that he needs. Bialorucki replied I was surprised when he was talking about the need for the mowers and then he put in a request for a truck. I thought he would go more towards replacing more equipment rather than a truck. Lulfs stated remember the leasing program he's considering is \$25,000 annually. The \$45,000 for a truck is a onetime purchase. Siclair stated he had two big ticket mowers. Lulfs replied one is for cemeteries and one is for front line parks and rec. They are on a rotation for when he replaces those. The leasing program would just be for the golf course. Garringer stated we are keeping the truck and the mower in. Maassel asked if the dump truck was the one Rathge was talking about? Lulfs replied yes, it's in bad shape. Maassel asked if work orders cover one item or if multiple work orders are done at a time? Lulfs replied its one. Getting sent to the garage is the work order, not what is done at the garage. Another thing to keep in mind with work order is that we haven't had the software as long the life of the vehicle, so what we're telling you is what the software has tracked not what was done before we had the software. Garringer asked if it's a work order to change a blinker light? Lulfs replied yes if it got sent there. On these type of trucks that's usually not that type of stuff. Garringer stated we're keeping the dump truck in. Durham stated for the dump truck hoist I had leave. Lulfs replied that one worries me if we don't replace it, it's a safety issue. If the lever that is bent isn't correct that thing could come down. Garringer stated moving onto the electric line truck. Durham replied I had this as cut, but I'm open. Garringer stated the electric fund itself is healthy. Maassel asked which one we are replacing? Lulfs replied it's a 2005 truck number 56 with the auger. Durham asked what the condition of this was? Lulfs replied I don't know. Maassel stated lets cut the line truck and have them bring it back next year. Lulfs stated I don't know if I see the IS5 relocation project as an option. I almost feel like we have too. Maassel replied that's a yes, it's in. Durham replied I cut the storage building. Bialorucki replied I agree. Maassel stated so the line truck is out, the storage building is out and the IS5 is in. Garringer stated I would advise that you keep the next item as well. The Independence/ American Conductor upgrade. For Water Distribution membrane replacement is a keep. Maassel replied we have to. Lulfs replied Weis told us he's planning on pushing his current membranes as long as he can. He doesn't believe it's a long lead time, but that could change and I don't know why you wouldn't budget for it when money gets put back for the membranes. Haase advised we are ahead

anyway because he hasn't replaced them. Lulfs replied correct. We were told the first set might only last three years and were going on five. Maassel asked if the membrane replacement should just be a regular item in the budget? Garringer replied I would lean to Weis on that. We continue to put money into the fund that is earmarked for it. Lulfs replied he was going to cut it, but I recommended not to. Haase advised the Water Distribution service truck was skipped over. Lulfs stated that is the 2007 that we could get a deal on a chassis by not going through State Contract. The expensive piece on these is when they go to Kalida Trucking to get outfitted. Durham stated I have to cut it. What was it being used for? Lulfs replied the guys use it to do fire hydrants and such. This is the one they were asking to put additional equipment on. The hoist to lift the hydrants, valves and pipes. He was looking to get a generator built on it, but we usually carry 2-3 generators with us. Durham stated keep it. Garringer confirmed the service truck is a keep. Waste Water Treatment Plant roof replacement is next. Maassel stated this is for all the old buildings. When the roof contractor comes to the new plant we're going to ask him to reroof everything. Lulfs replied this isn't their number it's another company's number. I'm hoping after Richland looks at it we can get it cheaper. Siclair replied if we can get an opportunity to get a discount you might as well. Lulfs stated I'll try to roll it into the project if it gets approved. I can't promise anything, but I have to at least ask. Garringer stated I'm in favor of the portable pump. It's a shared cost of \$45,000. Maassel asked if we could use it for other things? Lulfs replied possibly. It's probably way too big for a water main break. This thing will move some water. We had to borrow one from Defiance because VanHyning is 50 foot deep. Garringer stated the refuse truck is the last thing on the list. Maassel stated we have to have it. If we're providing a service for our citizens we can't have a trash truck leaking stuff down the road. Haase replied even though it's a trash truck it still has to look good and be serviceable. Lulfs stated my other concern here is that this is one of them if we get out of rotation. We don't ever want to get to a point where we do them back to back or need two in the same year. These aren't cheap. Siclair asked if there was any asset management? Lulfs replied we do some of that through our software. It'll track the work orders and everything on it. Rathge and I have been trying to get all of our bigger equipment on a rotation. We don't have it on a spreadsheet, but we have a fairly regular rotation. Siclair asked if there is a contribution made each year? Garringer replied the challenge is the 561 fund doesn't have \$315,000 in it. Gonzalez stated we transfer about \$48,000 from the 560 to the 561 every year. Lulfs replied I don't think the transfer is enough to cover. The 560 still has over a million dollars in it. Garringer stated its going to drain the 561 fund, which over time will need replenished. Lulfs state we might have to trade the transfer from \$48,000 annually to \$60,000. Durham asked if we wait a year would we have enough money into that fund? Garringer replied there are other expenses that come out of that fund. If you transferred in \$315,000 next year we would have enough to cover it. We're at \$276,000 now and the year to date expenses out if the fund is around \$5,000. If we transfer the \$48,000 we'll have \$318,000. Durham stated wait a year for the cycle. Maassel replied no the \$48,000 would come in in 2023. Garringer stated I would suggest we raise that to \$60,000 next year, which would help offset that. Maassel replied I would like to do the truck this year. Haase replied I think we should do the truck you don't know what next year's going to bring. Baer replied it could be next January before you even get it. Baer asked where do adjustments for the photos and CIC request fit? Maassel replied we have a budgeted number we pay to the CIC on a quarterly bases. Durham stated I had a note to see if we wanted to contribute more to the CIC because of the work they are doing. Baer replied having sat on the board for 6 years when this lady has taken over she has done so much. Maassel asked how much that would be? Durham replied \$45,000. Maassel stated she is doing this job with a shoestring budget. She's the lowest paid in six counties and it's not even close. She and Kylie do a great job. Siclair replied she does a great job, but she also had to prove that she could do the job. Baer replied she has earned it. She has went to bat to get educated on this. Siclair stated I think if we're going to offer more than what she is asking for I would hope that would never change again. We were told the amount we would have to contribute would be going down and now were offering more. Bialorucki

replied that promise was from two directors ago. Siclair asked if they are doing all the CRA agreements? Maassel replied yes. Garringer replied this is a resolution, so whatever we budget we would have to pass resolution.

Motion: Baer                      Second: Durham  
To approve \$45,000 as the City's contribution to the CIC

Roll call vote on the above motion:  
Yea- Haase, Siclair, Durham, Bialorucki, Baer  
Nay-  
**Yea- 5, Nay-0. Motion Passed**

Durham asked if we can go back to our first overall fund summary to take an overview look, while looking at our estimated revenue and expenses? Lulfs stated for the General Fund you've only cut out \$2,500. For the Capital that was a little bit more. Maassel stated our carry over balance was \$2 million in 2021, it's down to \$1.9 million and it's projected at \$683,000. Every budget I have ever done has been exactly this way where the projected balance is always low, but remember we put every expense at the absolute top and every revenue at the absolute bottom. We usually end up in that \$1.8-\$2 million range because Garringer and Lulfs does a great job making sure we get a lot of grant money, which isn't reflected here. Lulfs stated with the cuts you probably cut about \$80,000 out of the 400 account. The cuts we made for electric were big, but they came out of the utility fund. Garringer stated I think we should pass the returning cost for utilities, but I think next year we should look at breaking out more cost from those funds. For example, 100 percent of my salary comes out of the General Fund. Since I'm head of the utilities department a percentage of that should be taken out of the utility fund. We would have to legally look into this to see if its justified. Lulfs stated my salary comes out of water, sewer, refuse and streets. I've done more work for electric this year than I've done in my entire career. Between their storage building, site requirements and never doing quality based section. Part of mine might be able to be shifted to electric as well. We may need to take a look at how some of the percentages are positioned for the funds that are split up. Garringer replied we could find legal creative ways to pull from the other funds. Lulfs stated I'm surprised the finance department isn't split through all of the funds. It was only 10-12 years ago that switched from all being in the General Fund because the EPA started hammering us and we couldn't sustain it. Maassel asked if you repave a road for a sewer project is that re-pavement billed to the sewer fund? Lulfs replied the method we've been using is that if its EPA ordered we take it out of sewer, but if it wasn't I pay it out of streets. Durham asked if we wanted to give a salary increase or a bonus to someone other than an appointing authority would that come now? Garringer replied you could do it whenever you wanted. Lulfs stated in 2008 Council granted a bonus to an employee who wasn't an appointing authority mid-year. Garringer stated the Ordinance is going to be a 65:35 split, CIC at \$45,000 and non-bargaining at the 3.5%. Maassel replied I would rather that go to full Council to talk about. Then we can amend the first read to accurately reflect the raises we want to give to the non-bargaining. Lulfs stated if we move forward with the 3.5% as a placeholder you can amend it prior to second read without losing a read.

Motion: Durham                      Second: Siclair  
To direct the law director to draft legislation for budgetary items

Roll call vote on the above motion:  
Yea- Haase, Siclair, Durham, Bialorucki, Baer  
Nay-  
**Yea- 5, Nay-0. Motion Passed**

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**Adjournment**

Motion: Siclair            Second: Durham  
to adjourn the Special Finance and Budget Committee Meeting at 11:38am

Roll call vote on the above motion:  
Yea- Haase, Siclair, Durham, Bialorucki, Baer  
Nay-  
**Yea- 5, Nay-0. Motion Passed**

**Approved**

\_\_\_\_\_  
Joe Bialorucki, Council President

\_\_\_\_\_  
Jason Maassel, Mayor

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

**CITY COUNCIL MEETING MINUTES**

Monday, November 21, 2022 at 7:00 pm

**PRESENT**

Council Members	Joe Bialorucki - Council President, Daniel Baer, Lori Siclair, Ken Haase, Molly Knepley
Mayor	Jason Maassel
Acting City Manager	Chad Lulfs- P.E., P.S. - Director of Public Works
Law Director	Billy Harmon
Finance Director	Kevin Garringer
City Staff	Brittney Roof- Human Resource Director David Mack- Police Chief Ed Legg- Police Lieutenant Greg Smith- Police Lieutenant Clayton O'Brien- Fire Chief Joel Frey- Assistant Fire Chief Jeff Weis- Water Treatment Superintendent
Others	News- Media
Recorder	Marrisa Flogaus
Absent	Ross Durham, Dr. David Cordes

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**CALL TO ORDER**

Council President Bialorucki called the City Council meeting to order at 7:00pm with the Lord's Prayer followed by the Pledge of Allegiance.

**MAYORS PRESENTATION OF THE 2023 BUDGET**

Maassel stated accordance with the City Charter Article 2 Section 2.13 is where the Charter says the Mayor has to give the budget on an annual basis. The income tax break out for 2023 is 65% for the General and 35% for the Capital Fund. I think legislation still says we have to renew it every year to try to keep a 50%/50% split, but we've traditionally tried to keep it closer to a 60%/40% split. As we look at the revenue by category for 2023 I think Garringer and Lulfs did a wonderful job at presenting. They always estimate expenses on the high side and revenue on the low side. During budget season that is what the great Greg Heath used to do. For income tax we're expecting \$4.875 million this year. For the Water Utility we're expecting \$3.7 million. For the Electric Utility we're expecting just under \$17 million for 2023 at \$16.9 million. For the Sewer Utility we're expecting just under \$4 million at \$3.977 million. We try to get as many State grants as we can. We're anticipating over \$2.7 million in State grants for 2023. Big thanks to Lulfs and everyone else who gets that money for us. Investment income for this year was just over a quarter of a million dollars at \$258,000. As interest rates increase I expect that number will also increase into 2023-2024. I know at many financial institutions their CD rates have climbed into the low 3's. We should see an increase in those funds as we go beyond 2023. On the appropriations side the salary and fringe benefits are the 3<sup>rd</sup> largest thing that we have at \$12.693 million. Purchase power is \$13.8 million. Debt payments is a little over \$2 million at \$2.1 million. That's a big number for us. The lower we can keep that number the more money we will have in the General Fund. I know we always try to get the best interest rates. Most of our rates are usually under 1% for the big projects. For major



machinery and equipment for 2023 we're replacing a refuse truck for \$315,000 and replacing some membranes in the Water Plant. I think we're doing well the first group of membranes usually go pretty quick, but our guys have done a really good job watching those. We're also replacing a dump truck and a service truck. This helps our employees by giving them the materials they need to do a good job. We will be getting a police vehicle. Once that comes in it has to go to Van Wert for \$104,000. We're also picking up three life packs for the Fire Department for a total of \$120,000. The big Capital Items in 2023. We're going to work on the Oakwood Avenue storm sewers improvements and then in 2024 we'll start replacing that. Assuming the State does their round about north of 6 and 24 around 108. We had planned to do the Oakwood Avenue project sooner, but we didn't want to close down two major arteries that come into Napoleon in the same year. Next we'll do some stuff on the Southside. We have the Third Street resurfacing project. We have the Meekison street sanitary sewer and replacement project. We hope to get the Waste Water Plant done before 2023 fades away. We plan to do Derome, Union, Scott from Riverview to Clinton and Wayne Park Drive for our annual resurfacing projects. I think if you drive on those streets you'll realize that Lulfs does a really good job at identifying the roads that need a resurfacing project.

#### **APPROVAL OF MINUTES**

The minutes from the November 7, 2022 Council meeting were approved as presented.

#### **CITIZEN COMMUNICATION- None**

#### **REPORTS FROM COUNCIL COMMITTEES**

The Electric Committee did not meet on November 14, 2022 due to lack of agenda items.

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on November 14, 2022 due to lack of agenda items.

Chair Knepley reported the Municipal Properties, Building, Land Use and Economic Development Committee met on November 14, 2022 and; recommenced to Council to approve the ODOT acquisition of City Property for US Route 24 project.

Chair Maassel reported the Personnel Committee met on November 14, 2022; and went into executive session to consider employment of a public employee.

The Parks and Rec Committee did not meet on November 21, 2022 due to lack of agenda items.

#### **INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS**

##### **Ordinance No. 064-22- GIS Position**

Council President Bialorucki read by title Ordinance 064-22, an Ordinance creating the non-bargaining position of Geographic Information Systems (GIS) Technician/Senior Technician for the City of Napoleon, Ohio; and declaring an Emergency

Motion: Haase    Second: Siclair  
to approve First read of Ordinance No. 064-22

Lulfs stated this legislation would allow the engineering department to create a position to hire a GIS technician. Previous councils had approved the hiring of an individual, but we didn't have a pay classification or job description. We've already had some outside interest by individuals for this position. We're hopeful we can get this passed and get someone on staff to take over the GIS responsibilities in the engineering department. Maassel asked an estimate of what is spent on GIS annually? Lulfs replied

most years we have a line item in the budget for \$100,000. I had reduced it this year with the hope we could get someone on staff. If we filled this position we may still have to have some small items supported externally, but we would only hire someone to fill those issues on a case by case bases. Maassel asked if a new employee would cost us around \$100,000? Lulfs replied a little less than that. The hourly wage would probably be in the neighborhood of \$50,000 plus \$18,000 if they wanted the family health plan, so a total of around \$75,000-\$80,000.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Hearse

Nay-

**Yea-5, Nay-0. Motion Passed**

**Ordinance No. 065-22- Assistant Police Chief**

Council President Bialorucki read by title Ordinance 065-22, an Ordinance creating the non-bargaining position of Assistant Chief of Police for the City of Napoleon, Ohio; and declaring an Emergency

Motion: Knepley    Second: Siclair  
to approve First read of Ordinance No. 065-22

Lulfs stated this issue was brought to a committee of council and was recommended by the committee to bring to council. This would restructure the police department by creating an assistant position, adjusting the chief's position and it would allow for vertical movement for employees. The restructuring would allow the assistant police chief position to be an actual paid position rather than just assigning duties to lieutenants. Baer stated I want to remind everyone that this isn't creating a new position.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 066-22- Residential Building Fees**

Council President Bialorucki read by title Resolution 066-22, a Resolution extending the provisions contained in Ordinance No. 021-18 and Resolution No.(s) 086-19, 072-20, and 046-21 wherein Council imposed a temporary reduction and/or temporary elimination of certain residential building permit fees; and declaring an Emergency

Motion: Haase    Second: Knepley  
to approve First read of Resolution No. 066-22

Lulfs stated in 2019 City Council suspended certain fees associated with new construction, for example sewer tap fees, engineering plans and review fees and things of that nature to try to promote residential building in the City of Napoleon. Since 2019 that legislation has been brought back annually. This is just another extension of the same legislation in hopes to continue residential growth. Bialorucki asked if Lulfs seen an increase since this was implemented? Lulfs replied we have seen an increase in housing development. I won't say that this is solely responsible, but I do believe it helped get some of these developments moving. We've had developers talk to us about future plans that they'd like to initiate, but nothing has come through the engineering department. Maassel stated I know it's a pain to bring

this back every year, but it's a reminder to builders and us on what we're trying to do to promote residential growth in the City of Napoleon.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 067-22- Support of NAS**

Council President Bialorucki read by title Resolution 067-22, a Resolution strongly supporting the Napoleon Area School's Resolution in taking legal action regarding the Cultural Center of Henry County

Motion: Siclair                                      Second: Haase  
to approve First read of Resolution No. 067-22

Lulfs this resolution states that City Council supports the School in their stance against the Cultural Center. The School took the position that they are able to move forward with legal action, which hasn't started.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 068-22- Master Bid**

Council President Bialorucki read by title Resolution 068-22, a Resolution authorizing the expenditure of funds and authorizing a department director to take bids on certain projects, services, equipment, materials, or supplies without the requirement for additional legislation to do so in the year 2023; and declaring an Emergency

Motion: Knepley                                      Second: Haase  
to approve First read of Resolution No. 068-22

Lulfs stated this is the annual legislation that allows departments to put projects out for bid. If we didn't have this in place then we would have to have full legislation when we wanted to bid projects. This allows projects to be bid by simple motion of Council.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 069-22- Reoccurring Costs**

Council President Bialorucki read by title Resolution 069-22, a Resolution authorizing expenditure of funds in excess of fifty thousand dollars (\$50,000) in and for the year 2023 as it relates to reoccurring costs associated with the operation of the City, for payment of expenses, and for purchases associated with vendors utilized by multiple departments within the City; elimination of necessity of competitive bidding in and for the year 2023 as it relates to certain transactions; and declaring an Emergency

Motion: Siclair                                  Second: Knepley  
to approve First read of Resolution No. 069-22

Lulfs stated this is another piece of legislation that is prepared annually. This allows departments to purchases from vendors, suppliers and service provider on this list, which might exceed the \$50,000 threshold.

Roll call vote on the above motion  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 070-22- Certifying Tax Levies**

Council President Bialorucki read by title Resolution 070 -22, a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor of Henry County for the 2022 tax duplicates payable in year 2023; and declaring an Emergency

Motion: Knepley                                  Second: Siclair  
to approve First read of Resolution No. 070-22

Garringer stated the Budget Commission by law has to agree upon our expected revenues from our property taxes. We have the 2 mills from the General Fund the .6 and the .3 for Police and Fire District. Then we have the Parks and Rec Levy at 1.9 mills. This is just the annual approval of our anticipated amount of revenue we will received from those.

Roll call vote on the above motion  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 071-22- Special Assessments**

Council President Bialorucki read by title Resolution 071-22, a Resolution authorizing and directing the Finance Director of the City of Napoleon to certify and file annual special assessments of the City of Napoleon, Ohio, with the County Auditor of Henry County for placement and collection on the 2022 tax duplicates payable in the year 2023; and declaring an Emergency

Motion: Haase    Second: Baer  
to approve First read of Resolution No. 071-22

Garringer stated this Resolution is the annual approval of who we are going to assess for various reasons. If you look at the attachments some of them are for nuisance fees due to mowing their grass. Then we still have some assessments out there for sewer lines or water lines throughout the City. Some of these assessments are old and ready to roll off in a year or two. We just need annual approval to allow the County Auditor to assess the property taxes for these items.

Roll call vote on the above motion  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 072-22- CIC Contribution**

Council President Bialorucki read by title Resolution 072-22, a Resolution authorizing a contribution to the Community Improvement Corporation of Henry County, Ohio, in and for the year 2023; and declaring an Emergency

Motion: Haase Second: Knepley  
to approve First read of Resolution No. 072-22

Lulfs stated each year Council is asked by the CIC to help financially support them. We meet with them at budget time. Council directed that the level of support for 2023 would be \$45,000. This is the Resolution authorizing that contribution to the CIC.

Roll call vote on the above motion  
Yea- Knepley, Sicclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Ordinance No. 073-22- Establishing Budget**

Council President Bialorucki read by title Ordinance 073-22, an Ordinance establishing the appropriation measure (budget) of the City of Napoleon, Ohio for the fiscal year ending December 31, 2023, listed in Exhibit A; and declaring an Emergency

Motion: Knepley Second: Sicclair  
to approve First read of Ordinance No. 073-22

Lulfs stated this legislation is your 2023 Budget. Passage of this will allow the City to operate in the coming year.

Roll call vote on the above motion  
Yea- Knepley, Sicclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 074-22- Transfer Fund Balances**

Council President Bialorucki read by title Resolution 074-22, a Resolution authorizing the Finance Director to transfer certain fund balances from respective funds to other funds per section 5705.14 ORC on an as needed basis in fiscal year 2023, listed in exhibit A; and declaring an Emergency

Motion: Knepley Second: Sicclair  
to approve First read of Resolution No. 074-22

Garrigner stated this is the annual transfer of funds. This allows the finance director to move funds from one fund to the next within range established here if needed. For example, all of the City income tax goes into the 170 Fund and that money will be moved out of that fund to the proper fund whether it be the General Fund, Capital Fund or Parks and Rec Fund. There are some items here where we move funds from the water fund to debit service funds. This just allows us the flexibility to do that.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Ordinance No. 075-22- Allocation of Funds**

Council President Bialorucki read by title Ordinance 075-22, an Ordinance amending the allocation of funds as found in Sections 193.11 and 194.013 of the Codified Ordinances of the City of Napoleon, Ohio; and declaring an Emergency

Motion: Haase                              Second: Baer  
to approve First read of Ordinance No. 075-22

Lulfs stated this is the legislation that was mentioned in the Mayor’s presentation. This allocates the funds on the percentage of 65% operating to 35% capital costs.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Ordinance No. 076-22- Expenses from General Fund**

Council President Bialorucki read by title Ordinance 076-22, an Ordinance apportioning the expenses incurred including wages, salaries and fringe benefits of the Mayor, Council, and various other departments of the City of Napoleon which are not otherwise directly charged to special and/or capital projects among various accounts effective January 1, 2023; amending Ordinance No.(s) 104-09, 087-19, 069-20, and 059-21; and declaring an Emergency

Motion: Knepley                              Second: Haase  
to approve First read of Ordinance No. 076-22

Lulfs stated this is the legislation that allows the transfer of funds to cover the cost of individuals such as Council. Where a portion of the wage may come from Water, Sewer or Electric. Even though you not a part of that department you oversee the operations of the whole City. This is for several different individuals including Mayor, Council, City Manager and myself.

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Ordinance No. 077-22- Pay Plan**

Council President Bialorucki read by title Ordinance 077-22, an Ordinance establishing a new position classification pay plan for employees of the city of napoleon, Ohio for the year 2023; repealing Ordinance No. 053-21; and declaring an Emergency

Motion: Knepley                              Second: Siclair  
to approve First read of Ordinance No. 077-22

Lulfs stated this is the annual legislation for the cost of living adjustments of the non-bargaining employees. In the legislation it was proposed at a 3.5% pay increase from the 2022 pay scales. I did want to mention that it was discussed in committee about adjusting the wage scale for the operations superintendent to match the water plants superintendent. This isn't in the legislation. If you wanted to make that change you would have to amend this legislation or bring it back at another time. Maassel stated somehow this got lost in the shuffle because I know we talked about it. Lulfs stated I think we were planning on discussing it further at budget, but we never discussed wages as its own topic. Maassel asked if we could see some hard numbers? Lulfs replied the operations superintendent scale is \$2,429.17- \$3,435 bi weekly, but Water and Waste Water's superintends are the same at \$2,659.54- \$3,584.34. We proposed to make the operations superintendent match the water and waste water superintendents pay scale. This would be approximately \$140 every two weeks. Sicclair asked why there was a difference? Lulfs stated my best guess is perhaps many years ago the position wasn't required to have license. Maassel asked if licensed were required now? Lulfs replied yes. He is required to have three licenses. One for water distribution, sewer collection and backflow. A water treatment license supersedes a water distribution license, but operations is required to have both sides. Maassel asked how many licenses Jeff Weis had? Lulfs replied a lot. He's required to have the water to be the superintendent, but he was able to get his waste water with his past experience. We have several individuals like that at both plants and operations. Maassel stated it's an increase on the top, but I think it's a fair one. Lulfs stated the annual increase would be \$3,640. Bialorucki asked if Lulfs had a recommendation? Lulfs replied I'd like to see it. I think each of those department heads do a great job, but I'm bias he's my employee. Part of the issue we had in finding someone to step into the roll was the wage wasn't a high enough for that job. They could stay where they were hourly with overtime and on-call hours to make essentially the same amount of money. This would help that.

Motion: Haase

Second: Bialorucki

To amend the legislation to adjust the operations superintendent wage scale

Roll call vote on the above motion

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

Roll call vote on the Ordinance

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

### **Second Reading of Ordinances and Resolutions**

#### **Ordinance No. 063-22- Efficiency Smart Renewal**

Council President Bialorucki read by title Ordinance 063-22, An Ordinance approving the execution of an Efficiency Smart Schedule with American Municipal Power, Inc.; and declaring an Emergency

Motion:Knepley

Second: Sicclair

to approve Second read of Ordinance No. 063-22

Lulfs stated this legislation is the renewal of a contract with Efficiency Smart for another three years. This will enroll us in the program as outlined in Efficiency Smart presentation. They help the city and businesses become more efficient, which in turn lowers their electric bill. It also adds incentives to households or individuals through supplying reimbursements for energy efficient appliances. Maassel stated in a time of rising energy cost in our budget everyone had double digit increases on fuel and utility. This is our tool to help people fight it.

Roll call vote on the above motion  
Yea- Knepley, Sicclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

### **Third Reading of Ordinances and Resolutions**

#### **Resolution No. 057-22- Keller CRA Amendment**

Council President Pro-Tem Durham read by title Resolution 057-22, A Resolution authorizing amendments to the previously executed Community Reinvestment Area (CRA) Agreement with Keller Logistics, Inc. within Napoleon CRA #7; and declaring an Emergency

Motion: Haase                              Second: Knepley  
to approve Third read of Resolution No. 057-22

Lulfs stated this is to modify the CRA agreement. They increased the size of their development and came under another parent companies name.

Roll call vote to pass Ordinance No.057-22 on Third read  
Yea- Knepley, Sicclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

#### **Ordinance No. 058-22- Overtime Verbiage**

Council President Pro-Tem Durham read by title Ordinance 058-22, An Ordinance amending certain sections of the City of Napoleon Personnel Code, specifically Section 197.14(D)(8), "Overtime – Basic Rate", Section 197.16(F)(1), "Effects of Vacations and Days Off on City Observed Legal Holidays," and Section 197.14(D)(5), "Minimum call-out Time;" also amending the City of Napoleon Employment Policy Manual, specifically Policy 4.4, "Effects of Time Off on Ability to Earn Overtime Pay"

Motion: Haase                              Second: Sicclair  
to approve Third read of Ordinance No. 058-22

Lulfs stated this modifies the codes to allow for overtime to be paid after an eight hour day rather than a forty hour week. This was modified several years ago to the forty hours and has since caused some issues with individuals being able to get overtime compared to their union coworkers.

Roll call vote to pass Ordinance No.058-22 on Third read  
Yea- Knepley, Sicclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**



**Ordinance No. 059-22- Bailiff Compensation**

Council President Pro-Tem Durham read by title Ordinance 059-22, An Ordinance amending Ordinance No. 053-21 regarding compensation of the Napoleon Municipal Court Bailiff for the year 2023; and declaring an Emergency

Motion:Haase                                      Second: Knepley  
to approve Third read of Ordinance No. 059-22

Lulfs stated this legislation came at Judge Schuller’s request. It will adjust the top of the pay scale for the municipal court bailiff from \$1,769.71 bi-weekly pay to \$2,307.69.

Roll call vote to pass Ordinance No.059-22 on Third read  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 060-22- Police Contract**

Council President Pro-Tem Durham read by title Resolution 060-22, A Resolution approving the provisions of a certain collective bargaining agreement no. 2022-MED-08-0736 between the City of Napoleon and Local 240 Napoleon Police Officers Association IUPA, AFL-CIO for the term commencing from December 1, 2022 Through November 30, 2025; authorizing the city manager to execute the same; and declaring an Emergency

Motion: Knepley                                      Second: Baer  
to approve Third read of Ordinance No. 060-22

Lulfs stated nothing has changed.

Roll call vote to pass Ordinance No.060-22 on Third read  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

**Resolution No. 061-22- Fire Contract**

Council President Pro-Tem Durham read by title Resolution 061-22, A Resolution approving the provisions of a certain collective bargaining agreement no. 2022-MED-08-0777 between the City of Napoleon and Local 3363 International Association of Fire Fighters for the term commencing from January 1, 2023 through December 30, 2025; authorizing the City Manager to execute the same; and declaring an Emergency

Motion: Baer    Second: Knepley  
to approve Third Read of Resolution No. 061-22

Lulfs stated nothing has changed.

Roll call vote to pass Ordinance No.061-22 on Third read  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

## **GOOD OF THE CITY (Discussion/Action)**

### **To approve the ODOT acquisition of City Property for US Route 24 project**

Lulfs stated we received a request from the Ohio Department of Transportation. They are going to be doing some addition improvements to US Route 24 going around Napoleon. The old DTNI Railroad had a track here and the City now owns that property. ODOT is requesting to eliminate the overpass due to the expense to maintain it. Currently it is used by individuals walking primary from Glenwood across the City's property to get to Walmart. ODOT has proposed if the City agrees to donate the property they would construct a path from their right of way over to Scott Street. ODOT will be building a roundabout on Scott Street and as part of that roundabout they will build a sidewalk from Bonaparte on the west side of Scott to tie into the existing sidewalk where Main Stop is now located. Right now there is a dirt path that's not maintained. This will be a path that will be able to be maintained. I would have to guess that ODOT will expect us to maintain it. They requested that the City would donate the property to them, which is approximately 0.733 acres of ground. Only 0.2 acres of that is actually considered developable, but I don't know if we could even consider it developable since it's in the limited access right of way limits. Most of the property is sloped coming off 24, so we wouldn't be able to do anything with it anyhow. If we want them to purchase it they had it appraised and the appraisal value came back at \$7,525. We can tell them we want \$7,525 or we can donate it. Bialorucki stated I think we discussed in the Municipal Properties meeting all the benefits that we receive from ODOT and the projects they do within the City Limits. I think it's well worth the \$7,525 to donate to them. Lulfs stated I'm requesting Council to direct the law director to draft legislation for this, which I received sample legislation from ODOT. Siclair asked if we want to know specifics? Maassel replied I think we do. Lulfs stated part of our path on the 16 acre parcel is maintained with mulch from our mulch pile. It raises the path up from some of the wet areas out there and it's easy to maintain. There isn't much cost for us in a maintenance scenario if they continue with that type of foot path. Baer asked if they were talking about a concrete path? Lulfs replied I don't think so. A lot of this was negotiated between Mazur and ODOT. I came in kind of late. Maassel stated if that bridge comes down it will make that edge of town look different. Lulfs replied they could potentially be lowering that by 20-30 feet.

Motion: Knepley                      Second: Siclair  
To direct the law director to draft legislation

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

### **Approve Specifications for Chemicals for the Water Treatment and Wastewater Treatment Plants for FY2023**

Lulfs stated approval here would allow the Plants to go out for their annual bids for chemicals. We have reduced our number of chemicals since we changed the threshold to \$50,000. Weis stated there were seven chemicals on the water side that fell between the \$20,000-\$25,000 annual, so increasing that to \$50,000 threw those out of the bidding process. It's going to allow personal flexibility for us to hand pick vendors and ensure delivers versus being put in a situation where they might only bid for a three month period, which is what we've been hearing from multiple municipalities. Some of these vendors can't access the chemicals and guarantee it for a full year. This might actually benefit us with that. As far as

the Waste Water side goes their bidding their one chemical like they do every year. Lulfs stated even with the adjustment there are still a few chemicals that we need to bid.

Motion: Knepley                      Second: Haase

To approve the Specifications for Chemicals for the Water Treatment and Wastewater Treatment Plants for FY2023

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Appoint two City Elected Officials to Represent the City of Napoleon on the Henry County CIC Board of Directors in 2023**

Bialorucki stated right now we have Knepley and Maassel. Maassel stated as personal opinion with being Mayor one of the things is you're in charge of is economic development, so this make sense to be on this Board. A tradition we've started was to have the Municipal Properties Committee Chair be on the Board as well. I can't make a motion, but that would be my recommendation.

Motion: Baer                              Second: Haase

To direct the law director to draft legislation to appoint Molly Knepley and Jason Maassel as the City Elected Officials to Represent the City of Napoleon on the Henry County CIC Board of Directors in 2023

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**Review/Approval of the Power Supply Cost Adjustment Factor for November 2022, PSCAF 3- month averaged factor \$0.01631 and JV2 \$0.102609**

Garrigner stated this is the monthly motion to accept the rates as they are developed. We calculate on a three month rolling average, so these will be next month's rates. Siclair stated they are up quite a bit. Garrigner replied they will be trending up. I don't think it's anything unusual for this time of year. If you look at last month we went from \$0.01338 to \$0.01631. If you look at November 2021 we were at \$0.0085, but the increase in the cost of fuel certainly is a big factor. They are lower than they were three months ago.

Motion: Siclair                              Second: Knepley

To approve the Power Supply Cost Adjustment Factor for November 2022, PSCAF 3- month averaged factor \$0.01631 and JV2 \$0.102609

Roll call vote on the above motion

Yea- Knepley, Siclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

**AROUND THE TABLE**

Lulfs- Just a reminder that tonight will be O'Brien's last Council meeting. O'Brien, I appreciate working with you for the last several years. We've worked on some pretty big projects together primarily the feasibility study. I'm glad you were able to be here to help us present that. I would like to wish you luck and if you ever need anything give us a call. I would also like to mention that most years we bring in a firm to check our water system for leaks. The leak detection guys finished their findings and one of the leaks they found was at the intersection of E. Maumee and Appian. That is scheduled for repair tomorrow. There will be some lane closures and detours. Those will be signed, have individuals flagging and Campbell's was contacted directly. If you're driving in that area tomorrow please be careful from 8:30am-4:00pm while we do some repairs. Bialorucki asked if it will be a one day repair? Lulfs replied we plan for it to be.

Harmon- Best of luck to O'Brien.

Haase- Good luck with the new job O'Brien.

Baer- O'Brien I've appreciated all you've done and the help you've given me as the chairman of the Safety and Human Resource Committee for the past seven years. I wish you the best. I'm assuming Finance and Budget isn't meeting this month correct? Garrigner replied I don't have anything this month, but we will have to meet next month for the 4<sup>th</sup> quarter budget adjustments. Baer stated I would request to move my Committee up from 7:30pm to 7:00pm.

Maassel- In my box this week we received a box of chocolates from Truus Leaders for Thanksgiving. That was really generous of her to remember us at this time. I would like to add a Personnel Committee at Tuesday the 29<sup>th</sup> at 6:15pm. Just finishing up the budget I would like to say a big thank you to Garrigner Lulfs, Gonzales and Roof. I had Roxanne reach out to the Board of Elections today. Petitions can get pulled on the 11<sup>th</sup> of December and are due the 1<sup>st</sup> of February next year at 4:00pm. The raises in the union negotiated contracts are not given they are earned. They are earned everyday by our people by how they conduct themselves in very stressful situations. The people out there with badges on their chest know better than we ever will. The people that are awake at 3:00am working on a main break that we never know about. The people taking down the trees taking down electrical wires when it's not safe to be outside. That's how they earn those union negotiated contracts. Chief O'Brien thank you for everything you've done for us. You set the bar so high it's going to be tough to replace you. Other than that have a Happy Thanksgiving everyone.

Bialorucki- Chief O'Brien will be missed. I appreciate all the knowledge that you've gave me. Understanding what you guys do from my first year going to the training school, which was a lot of fun. We'll miss having you around. Regarding the Personnel Committee due to different things I don't have the time that I need to put into it right now, so I'm going to step away from committee at this time. Hopefully I will be back on it soon. At this time I'm resigning from the committee and looking for someone else that would like to take my spot.

Sicclair- Thank you, O'Brien and good luck. I just want to say that I'm grateful for all of you that I get to serve the City with and Happy Thanksgiving.

Knepley- Chief O'Brien your passion show with what you do and it's going to be missed. Good luck.

Maassel- Sicclair, who would you recommend to the Personnel Committee? Sicclair replied I would like to nominate Baer if he's willing. I think through his committee chair position he'd be a good addition. Baer replied I'm willing.

Motion: Sicclair                      Second: Bialorucki  
To approve the appointment of Dan Baer to the Personnel Committee

Roll call vote on the above motion

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

Garringer- O'Brien, best of luck to you in the future and it's been very nice working with you for the past year and a half. You will do fantastic things. I know when we get to this point of the budgeting process, which I know it's not over as we still have two more reads. On my end the heavy work has been mostly complete. I would like to thank Council for making the hearing go as smooth as possible. Flogaus was a big help with that, so I appreciate your efforts. Lulfs, thanks for all the discussions we've had the past year and the past three months. Thanks to a couple people behind the scenes Tracy Crist and Kim Franz. Brandy Gonzales is the one that does the spreadsheets for us, thank you. Roof, thank you for the payroll information and helping me with that process. A big thanks to Harmon and Tammy Fein as all these resolutions are a process. I tried not to leave anyone out. This is a team effort to get us to this point and I appreciate everyone's help. Bialorucki stated you can put yourself on that list.

O'Brien- I wanted to say I truly appreciate working with this Council and all previous Council before. Bialorucki talked about Feel the Heat back in 2015 and I believe the Mayor was a Council member at that time. The success we've had at the Fire Department only goes as far as we're supported by not only the community, but the Council Members. I'm very confident we're in a great place to move forward. The men and women over there as just as passionate as I am about the job. I just wanted to extend my sincere thanks. I feel like this is a new calling. I really do appreciate every one of you and thank you for making my job easier. I will certainly miss every one of you.

**Executive Session (Compensation of Personnel and Economic Development)**

Motion: Knepley

Second: Sicclair

to enter Executive Session for compensation of personnel at 8:14pm

Roll call vote on the above motion

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

Motion: Knepley

Second: Sicclair

to enter Executive Session for economic development at 8:14pm

Roll call vote on the above motion

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

Motion: Sicclair

Second: Haase

to exit Executive Session for compensation of personnel at 8:52pm

Roll call vote on the above motion

Yea- Knepley, Sicclair, Bialorucki, Baer, Haase

Nay-

**Yea-5, Nay-0. Motion Passed**

No action taken

Motion: Siclair                      Second: Knepley  
to exit Executive Session for economic development at 8:53pm

Roll call vote on the above motion  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

No action taken

**Approve Payment of Bills and Financial Reports (In the absence of any objections or corrections, the payment of bills and Financial Reports shall stand approved)**

**ADJOURNMENT**

Motion: Siclair                      Second: Knepley  
To adjourn the City Council meeting at 8:54pm

Roll call vote on the above motion  
Yea- Knepley, Siclair, Bialorucki, Baer, Haase  
Nay-

**Yea-5, Nay-0. Motion Passed**

Approved  
December 5, 2022

\_\_\_\_\_  
Joe Bialorucki, Council President

\_\_\_\_\_  
Jason Maassel, Mayor

\_\_\_\_\_  
Marrisa Flogaus- Recorder

**ORDINANCE NO. 078-22**

**AN ORDINANCE AUTHORIZING THE TRANSFER OF A PORTION OF CERTAIN PROPERTY TO WIT: APPROXIMATELY 0.733 ACRES, MORE OR LESS OF REAL PROPERTY, PARCEL NO. 41-110048.0000, OWNED BY THE CITY OF NAPOLEON, OHIO TO THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT); AND DECLARING AN EMERGENCY**

**WHEREAS**, the Municipal Properties, Land Use and Economic Development Committee met on November 14, 2022 and recommended the transfer of a portion of certain property owned by the City of Napoleon, Ohio to the Ohio Department of Transportation (ODOT); and,

**WHEREAS**, pursuant to Section 6.01 of the Charter of the City of Napoleon, Ohio, Council may provide, by Ordinance or Resolution, a method for the City to dispose of real property; and,

**WHEREAS**, pursuant to Napoleon Ordinance 107.04, the City may dispose of real property belonging to it, without advertisement and without the receipt of competitive bids, pursuant to legislation approved by the affirmative vote of two-thirds of the current members of Council authorizing the same and pursuant to a finding by the officer, board or department having supervision or management of such property that it is no longer needed for any municipal purpose, upon determination by Council that it is in the best interest of the City to do so and upon such terms and conditions as Council may decide; and,

**WHEREAS**, it has been presented and requested by the Ohio Department of Transportation (ODOT) that a transfer of approximately seven hundred thirty-three one thousandths (0.733) acres of land owned by the City to the Ohio Department of Transportation be made for the furtherance of public safety and welfare; and,

**WHEREAS**, the portion of the subject property for which ODOT requests transfer (“Subject Property”) is approximately seven hundred thirty-three one thousandths (0.733) acres of land, more or less, located at 1602 Glenwood Avenue (aka County Road 14B), Napoleon, Ohio; and,

**WHEREAS**, the Subject Property is a portion of Parcel No. 41-110048.0000 as found in the Henry County Auditor’s Office; and,

**WHEREAS**, the City Manager, being the official in charge of the property, has advised this Council that the Subject Property is no longer needed for a public purpose; and,

**WHEREAS**, Council has determined and hereby finds that it is in the City’s best interest to dispose of the subject property as herein described in the name of public safety and welfare;

**Now Therefore,**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, a portion of Parcel No. 41-110048.0000, approximately seven hundred thirty-three one thousandths (0.733) acres, located in the City of Napoleon, Henry County, Ohio, is hereby determined by this Council not to be required by the City for its purposes, and that such conveyance of such land or interests in land will promote the safety and welfare of the people of the City.

Section 2. That, being consistent with the City’s Charter, Ordinances, Resolutions, as well as being consistent with the Ohio Revised Code, the parcel or parcels identified in Section 1 of this Ordinance shall be transferred to the Ohio Department of Transportation without necessity of advertisement or receipt of bids, the same being determined by this Council as being in the best interest of the City; moreover, the City Manager is authorized to execute all agreements, deeds, and other documents required to complete said transfer(s).

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:  
  
\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council



*I, MARRISA FLOGAUS, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 078-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

---

*MARRISA FLOGAUS, Clerk of Council*

# RIGHT OF WAY LEGEND SHEET HEN-6-11.36

HENRY COUNTY  
CITY OF NAPOLEON  
NAPOLEON TOWNSHIP

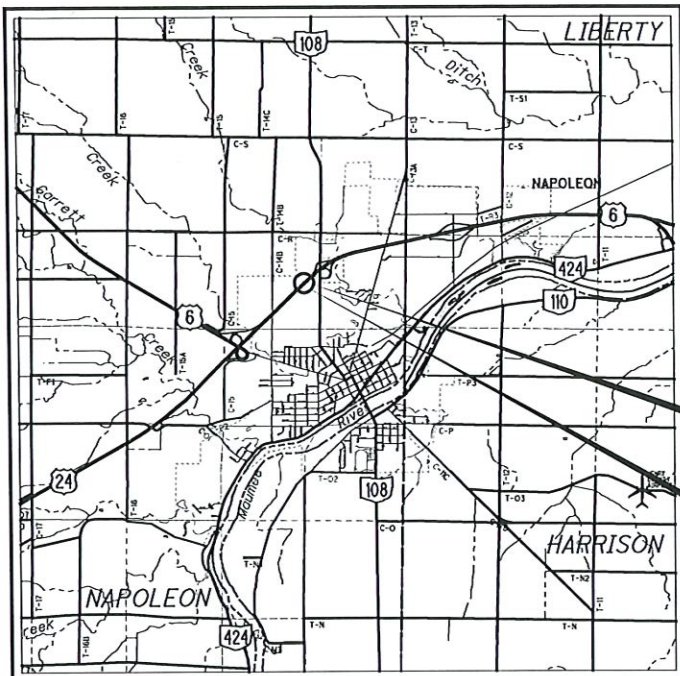
SE 1/4 OF SECTION 11, T-5-N, R-6-E

### PROJECT DESCRIPTION

THE PROJECT CONSISTS OF PAVEMENT RECONSTRUCTION AND STRUCTURE REHABILITATION ON U.S. ROUTE 6. DRAINAGE ITEMS WILL BE NEW OR RECONSTRUCTED. NEW TRAFFIC CONTROL INCLUDING SIGNS AND MARKING WILL BE INSTALLED. PROJECT LENGTH = 5.47 MILES.

### PLANS PREPARED BY:

RICHLAND ENGINEERING LIMITED  
FIRM NAME : A WALLACE PANCHER GROUP COMPANY  
RW DESIGNER: PATRICK SCHWAN  
RW REVIEWER: BRIAN BESECKER  
FIELD REVIEWER: PATRICK SCHWAN  
PRELIMINARY FIELD REVIEW DATE: \_\_\_\_\_  
TRACINGS FIELD REVIEW DATE: 7-21-2022  
OWNERSHIP UPDATED BY: BRIAN BESECKER  
DATE COMPLETED: 7-21-2022  
PLAN COMPLETION DATE: 7-21-2022



END ACQUISITION  
STA. 644+65.60  
SLM = 12.21

BEGIN ACQUISITION  
STA. 643+29.60  
SLM = 12.18

### INDEX OF SHEETS:

LEGEND SHEET	1
PROPERTY MAP/SUMMARY OF ADDITIONAL RW	2
RIGHT OF WAY DETAIL	3

### UTILITY OWNERS

NONE KNOWN  
AT LOCATION

### STRUCTURE KEY

	RESIDENTIAL
	COMMERCIAL
	OUT-BUILDING

### LEGEND

TYPES OF TITLE LEGEND:  
WL = FEE SIMPLE WITH LIMITATION OF ACCESS

NOTES: THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE OBTAINED FROM THE OWNER OF THE UTILITIES AS REQUIRED BY SECTION 153.64 O.R.C.

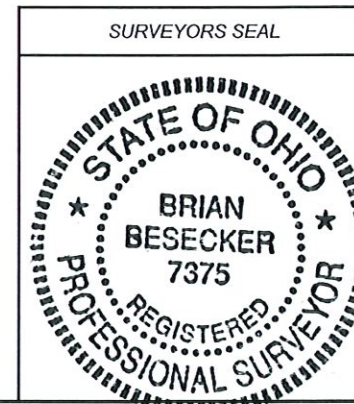
### CONVENTIONAL SYMBOLS

County Line	-----	Edge of Shoulder (Ex)	-----
Township Line	-----	Edge of Shoulder (Pr)	-----
Section Line	-----	Ditch / Creek (Ex)	-----
Corporation Line	----- or -----	Ditch / Creek (Pr)	-----
Fence Line (Ex)	----- x----- (Pr) ----- x-----	Tree Line (Ex)	-----
Center Line	-----	Ownership Hook Symbol	Example
Right of Way (Ex)	----- Ex R/W -----	Property Line Symbol	Example
Right of Way (Pr)	----- R/W -----	Break Line Symbol	Example
Standard Highway Ease.(Ex)	----- Ex SH -----	Tree (Pr)  , Tree (Ex)  , Shrub (Ex)	
Standard Highway Ease.(Pr)	----- SH -----	Tree (Remove)  , Shrub (Remove)	
Temporary Right of Way	----- TMP -----	Evergreen (Ex)  , Stump	
Channel Ease. (Pr)	----- CH -----	Evergreen (Remove)  , Stump (Remove)	
Utility Ease. (Ex)	----- Ex U -----	Wetland (Pr)  , Grass (Pr)  , Aerial Target	
Railroad	----- or -----	Post (Ex)  , Mailbox (Ex)  , Mailbox (Pr)	
Guardrail (Ex)	----- (Pr) -----	Light (Ex)  , Telephone Marker (Ex)	
Construction Limits	-----	Fire Hydrant (Ex)  , Water Meter (Ex)	
Edge of Pavement (Ex)	-----	Water Valve (Ex)  , Utility Valve Unknown (Ex.)	
Edge of Pavement (Pr)	-----	Telephone Pole (Ex)  , Power Pole (Ex)	
		Light Pole (Ex)	

I, BRIAN BESECKER, P. S. have conducted a survey of the existing conditions for the Ohio Department of Transportation in 2022. The results of that survey are contained herein. The horizontal coordinates expressed herein are based on the Ohio State Plane Coordinates System North Zone on NAD 83 (2011) datum. The Project Coordinates (US Survey Feet) are relative to State Plane Grid Coordinates (Meters or US Survey Feet) by a Project Adjustment Factor of 1.00006933. As a part of this project I have reestablished the locations of the existing property lines and the existing centerline of Right of Way for property takes contained herein. As a part of this project I have established the proposed property lines, calculated the Gross Take, present roadway occupied (PRO), Net Take and Net Residue; as well as prepared the legal descriptions necessary to acquire the parcels as shown herein. As a part of this work I have set right of way monuments at the property corners, property line intersection, points along the right of way and/or angle points on the right of way, Section Corners and other points as shown herein. All of my work contained herein was conducted in accordance with Ohio Administrative Code 4733-37 commonly known as "Minimum Standards for Boundary Surveys in the State of Ohio" unless noted. The words I and my as used herein are to mean either myself or someone working under my direct supervision.

BRIAN BESECKER, Professional Land Surveyor NO. 7375

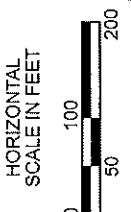
Date: 7-21-22



DESIGN AGENCY	RE
DESIGNER	PRS
REVIEWER	BB
PROJECT ID	110524
SUBSET	1
TOTAL	3
SHEET	1
TOTAL	3

RIGHT OF WAY  
LEGEND SHEET

HENRY COUNTY  
CITY OF NAPOLEON  
NAPOLEON TOWNSHIP  
SE 1/4 OF SECTION 11, T-5-N, 6-6-E



11  
CITY OF NAPOLEON  
411100480000  
O.R.V. 273, P. 2290  
16.646 AC.

12  
VERNON NAGEL, INC.  
071100400300  
O.R.V. 308, P. 1193  
16.682 AC.

10  
GRAND TRUNK WESTERN RAILROAD COMPANY  
A.K.A. DETROIT, TOLEDO AND Ironton RAILROAD COMPANY  
D.V. 97, P. 337  
MISC. V. 15, P. 96  
2.320 AC. (C)

13  
MAKA NAPOLEON LLC  
411192110040  
O.R.V. 274, P. 1313  
4.50 AC.

64-WL  
(D.V. 178,  
P. 585)

65-LA  
(D.V. 179,  
P. 533)

BEGIN ACQUISITION  
STA. 643+29.60  
SLM = 12.18

END ACQUISITION  
STA. 644+65.60  
SLM = 12.21

© R/W USR 6/24  
CURVE DATA  
P.I. = Sta. 664+59.45  
Δ = 31°52'00" RT  
Dc = 01°00'00"  
R = 5,729.58'  
T = 1,635.72'  
L = 3,186.67'  
E = 228.91'

TOTAL NUMBER OF :  
3 OWNERSHIPS      0 TOTAL TAKES  
3 PARCELS          0 OWNERSHIPS W/ STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC TURE	NET RESIDUE		TYPE FUND	REMARKS	AS ACQUIRED	
											LEFT	RIGHT			BOOK	PAGE
1-9	NOT USED															
10-WL	GRAND TRUNK WESTERN RAILWAY COMPANY		D.V. 97, P. 337 MISC. V. 15, P. 96	UNK.	2.360 (C)		2.360	----	2.360							
11-WL	CITY OF NAPOLEON		O.R.V. 273, P. 2290	411100480000	16.646	0.568	0.733	----	0.733							
12-WL	VERNON NAGEL, INC.		O.R.V. 308, P. 1193	071100400300	16.682	0.568	0.033	----	0.033							
13	MAKA NAPOLEON LLC		O.R.V. 274, P. 1313	411192110040	4.50	----	----	----	----							

NOTE: EASEMENTS  
HEN-6-11.73 R/W PLAN  
65-LA 65-AERIAL  
65-SL1 65-A,B,C,D  
65-SL2  
D.V. 179, P. 533

REV. BY	DATE	DESCRIPTION

DATE COMPLETED 7-21-2022

PROPERTY MAP/  
SUMMARY OF ADDITIONAL RIGHT OF WAY

HEN-6-11.36

MODEL: Sheet PAPER SIZE: (7x11 in.) DATE: 7/19/2022 TIME: 3:47:59 PM USER: smarr  
F:\2020\2410 VAR-Dist. 2 Survey & ROW PID 10977 (20002)\Task 7 -HEN-6-11.36 110524 400-Engineer-Ing\RW Sheets\110524\_RW001.dgn

DESIGN AGENCY

DESIGNER  
PRS  
REVIEWER  
BB  
PROJECT ID  
110524  
SUBSET TOTAL  
2 3  
SHEET TOTAL

HENRY COUNTY  
CITY OF NAPOLEON  
NAPOLEON TOWNSHIP  
SE 1/4 OF SECTION 11, T-5-N, 6-6-E

(11)  
CITY OF NAPOLEON  
411100480000  
O.R.V. 273, P. 2290  
16.646 AC.

(12)  
VERNON NAGEL, INC.  
071100400300  
O.R.V. 308, P. 1193  
16.682 AC.

(10)  
GRAND TRUNK WESTERN RAILROAD COMPANY  
A.K.A. DETROIT, TOLEDO AND IRONTON RAILROAD COMPANY  
D.V. 97, P. 337  
MISC. V. 15, P. 96  
2.320 AC. (C)

(13)  
MAKA NAPOLEON LLC  
411192110040  
O.R.V. 274, P. 1313  
4.50 AC.

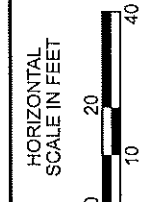
PARCEL NO.	AREA	AREA OF OVERLAP			
		65-LA	65-SL1	65-SL2	65-AERIAL
10-WL	2.360	2.030	0.329	2.360	0.168
11-WL	0.733			0.289	0.354
12-WL	0.033			0.019	

AREA = ACRES

NOTE: EASEMENTS  
HEN-6-11.73 RW PLAN  
65-LA 65-AERIAL  
65-SL1 65-A,B,C,D  
65-SL2  
D.V. 179, P. 533

REV. BY	DATE	DESCRIPTION

DATE COMPLETED 7-21-2022

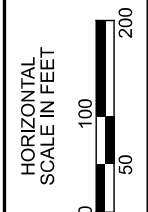


RIGHT OF WAY DETAIL

HEN-6-11.36

MODEL: 110524\_RD001\_PAPERSIZE: 17x11 (in.) DATE: 7/21/2022 TIME: 2:15:10 PM USER: smorr  
FY: 2020 2:10 VAR-Dist. 2 Survey & ROW PID 110977 (120002) Task 7 - HEN-6-11.36:110524-00-Engineering\RW\Sheets\110524\_RD001.dgn

HENRY COUNTY  
CITY OF NAPOLEON  
NAPOLEON TOWNSHIP  
SE 1/4 OF SECTION 11, T-5-N, 6-6-E



11  
CITY OF NAPOLEON  
411100480000  
O.R.V. 273, P. 2290  
16.646 AC.

12  
VERNON NAGEL, INC.  
071100400300  
O.R.V. 308, P. 1193  
16.682 AC.

10  
GRAND TRUNK WESTERN RAILROAD COMPANY  
A.K.A. DETROIT, TOLEDO AND IRONTON RAILROAD COMPANY  
D.V. 97, P. 337  
MISC. V. 15, P. 96  
2.320 AC. (C)

13  
MAKA NAPOLEON LLC  
411192110040  
O.R.V. 274, P. 1313  
4.50 AC.

CELL TOWER EQUIPMENT

BEGIN ACQUISITION  
STA. 643+29.60  
SLM = 12.18

END ACQUISITION  
STA. 644+65.60  
SLM = 12.21

© R/W USR 6/24  
CURVE DATA  
P.I. = Sta. 664+59.45  
Δ = 31°52'00" RT  
Dc = 01°00'00"  
R = 5,729.58'  
T = 1,635.72'  
L = 3,186.67'  
E = 228.91'

**TOTAL NUMBER OF :**  
3 OWNERSHIPS      0 TOTAL TAKES  
3 PARCELS          0 OWNERSHIPS W/ STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

**ALL AREAS IN ACRES**

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS	AS ACQUIRED	
											LEFT	RIGHT			BOOK	PAGE
1-9	NOT USED															
10-WL	GRAND TRUNK WESTERN RAILWAY COMPANY		D.V. 97, P. 337 MISC. V. 15, P. 96	UNK.	2.360 (C)		2.360	---	2.360							
11-WL	CITY OF NAPOLEON		O.R.V. 273, P. 2290	411100480000	16.646	0.568	0.733	---	0.733							
12-WL	VERNON NAGEL, INC.		O.R.V. 308, P. 1193	071100400300	16.682	0.568	0.033	---	0.033							
13	MAKA NAPOLEON LLC		O.R.V. 274, P. 1313	411192110040	4.50	---	---	---	---							

NOTE: EASEMENTS  
HEN-6-11.73 R/W PLAN  
65-LA 65-AERIAL  
65-SL1 65-A,B,C,D  
65-SL2  
D.V. 179, P. 533

REV. BY	DATE	DESCRIPTION
DATE COMPLETED		7-21-2022

PROPERTY MAP/  
SUMMARY OF ADDITIONAL RIGHT OF WAY

DESIGN AGENCY	
DESIGNER	PRS
REVIEWER	BB
PROJECT ID	110524
SUBSET	TOTAL
2	3
SHEET	TOTAL

HEN-6-11.36

MODEL: Sheet PAPER SIZE: 11x17 (in.) DATE: 7/19/2022 TIME: 3:47:59 PM USER: smorr  
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**HENRY COUNTY  
CITY OF NAPOLEON  
NAPOLEON TOWNSHIP  
SE 1/4 OF SECTION 11, T-5-N, 6-6-E**

(11)  
CITY OF NAPOLEON  
411100480000  
O.R.V. 273, P. 2290  
16.646 AC.

(12)  
VERNON NAGEL, INC.  
071100400300  
O.R.V. 308, P. 1193  
16.682 AC.

(10)  
GRAND TRUNK WESTERN RAILROAD COMPANY  
A.K.A. DETROIT, TOLEDO AND Ironton RAILROAD COMPANY  
D.V. 97, P. 337  
MISC. V. 15, P. 96  
2.320 AC. (C)

(13)  
MAKA NAPOLEON LLC  
411192110040  
O.R.V. 274, P. 1313  
4.50 AC.

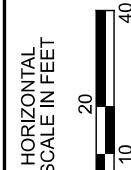
PARCEL NO.	AREA	AREA OF OVERLAP			
		65-LA	65-SL1	65-SL2	65-AERIAL
10-WL	2.360	2.030	0.329	2.360	0.168
11-WL	0.733			0.289	0.354
12-WL	0.033			0.019	

AREA = ACRES

NOTE: EASEMENTS  
HEN-6-11.73 R/W PLAN  
65-LA 65-AERIAL  
65-SL1 65-A,B,C,D  
65-SL2  
D.V. 179, P. 533

REV. BY	DATE	DESCRIPTION

DATE COMPLETED 7-21-2022



RIGHT OF WAY DETAIL

HEN-6-11.36

MODEL: 1110524\_RD001 PAPER SIZE: 17x11 (in.) DATE: 7/21/2022 TIME: 2:15:10 PM USER: smor  
F:\2020\21410 VAR-Dist. 2 Survey & ROW PID 110877 (120002)\Task 7 -HEN-6-11.36\110524-40-Engineering\RW\Sheets\110524\_RD001.dgn

**VALUE ANALYSIS  
(\$10,000 OR LESS)**

OWNER'S NAME

City of Napoleon

COUNTY HEN  
ROUTE 6  
SECTION 11.36  
PARCEL NO. 011-WL  
PROJECT I.D. NO. 110524

Subject			APN		
Address/Location	Zoning	Utilities	Henry County Auditor #411100480000		
1602 Glenwood Avenue (aka CO RD 14B), Napoleon, OH 43545. East side of Glenwood Avenue approximately 1,270' north of U.S. 6. Property backs to U.S. 6.	C4 – Planned Commercial District	None	Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			16.65	Acres	Commercial
Comments					
The larger parcel consists of one auditor parcel containing 16.65 acres gross. The parcel is somewhat rectangular in shape and vacant with the exception of utility cabinets surrounded by fencing. The Highest and Best Use as vacant is commercial/industrial development. Current use conforms to zoning in the before and after.					

Comparable Sales				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
Nor20Com001	2250 Tracy Road, Northwood, OH	Industrial	Public Records	8/18/2020
APN(s)		Zoning	Utilities	Sale Price
M50300240004011000	Wood County NW corner of Arbor Drive and Tracy Road	M2 – Heavy Industrial	All Public	\$330,000.00
				Parcel Size
				11.40 Acres Gross & Net
				Unit Value Indication
				\$28,947.00/Acre
Comments				
The property was vacant at the time of sale. Grade is mostly level, and the property is somewhat rectangular in shape.				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
SWA21Com002	11201 & 11235 Crosswinds Dr. Swanton, OH	Commercial	Public Records	3/18/2021
APN(s)		Zoning	Utilities	Sale Price
7201627 & 7201628	Swanton Twp, Lucas County SE corner of Crosswinds Dr. & Aviation Dr.	C4 – Highway Commercial District	All Public	\$390,000.00
				Parcel Size
				7.834 Acres Gross & Net
				Unit Value Indication
				\$49,783.00/Acre
Comments				
Property was a two parcel sale. Grade is mostly level, and the property is somewhat triangular in shape. The property is across Airport Hwy from Toledo Express Airport and has easy access to the Ohio Turnpike.				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
YOR20Com003	7581 State Route 109, Delta, OH	Industrial	Public Records	10/9/2020
APN(s)		Zoning	Utilities	Sale Price
3105601201000	York Twp, Fulton County West side of State Route 109 approximately 2,650' north of U.S. 20A	M2 – General Industrial	None	\$454,440.00
				Parcel Size
				15.688 Acres Net
				Unit Value Indication
				\$28,967.00/Acre
Comments				
Property was vacant at the time of sale. Grade is mostly level, and the property is somewhat rectangular in shape.				

**Overall Comments / Reconciliation**

**Comments**

The search for comparable sales encompassed all of Henry County, Fulton County, and Wood County over the last 2 years. Sales used are vacant land, with commercial or industrial zoning, and Highest and Best Use, as vacant, of commercial/industrial development. Comparables used range in size from 7.834 acres gross to 15.688 acres gross and in value from \$28,967 per acre to \$49,783 per acre. Comparable 3 was weighted most heavily in the final analysis since it is most like the subject in size and location.

Reconciled Value: **\$30,000/Acre**

**Part Taken - Land**

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
011-WL	0.09 Acre Unencumbered	100	N/A	\$30,000/Acre	Award is for the vacant land taken.	\$2,700.00
011-WL	0.643 Acre Encumbered by Existing Slope & Aerial Easements	100	N/A	\$30,000/Acre	Existing easements, paid @ 25%	\$4,825.00 Rounded
<b>Total:</b>						<b>\$7,525.00</b>

**Part Taken – Improvements**

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
011-WL	There are no improvements in the take area					
<b>Total:</b>						<b>N/A</b>

**Cost to Cure**

Parcel # Suffix	Description	Cost to Cure
	N/A	
<b>Total:</b>		<b>N/A</b>

**Preparers Conclusion**

**Comments**

Parcel 011-WL is a fee simple taking of 0.733 acre gross. Approximately 0.643 Acre is encumbered by existing slope and aerial easements, leaving approximately 0.09 acre unencumbered. Areas encumbered by existing easements are paid at 25%. The take area is needed for the pavement reconstruction and structure rehabilitation on U.S. Route 6. There are no improvements in the take area and no negative effects or damage to the residue parcel.

Total Estimated Compensation: **\$7,525.00**

**FMVE Conclusion**

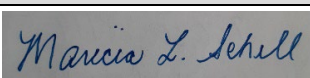
**Comments**

The conclusions of this report appear to be fair and reasonable.

Total FMVE: **\$7,525.00**

**Signatures**

**Preparer Signature**



Typed Name: Marcia L. Schell  
 Title: Realty Specialist 3  
 Date: 10/14/2022

**Agency Signature**

-

Typed Name: David E. Seasly  
 Title: Real Estate Administrator, D2  
 Date:



**Administrative Settlement**

Signature

--	--

Typed Name: David E. Seasly

FMVE Amount:

Title: Real Estate Administrator, D2

Additional Amount:

Date:

Total Settlement:

THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION | THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY | COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE | THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)

**REQUIRED ATTACHMENTS**

Photographs of the Subject Property

The Map of Comparable Sales

The Scoping Check List

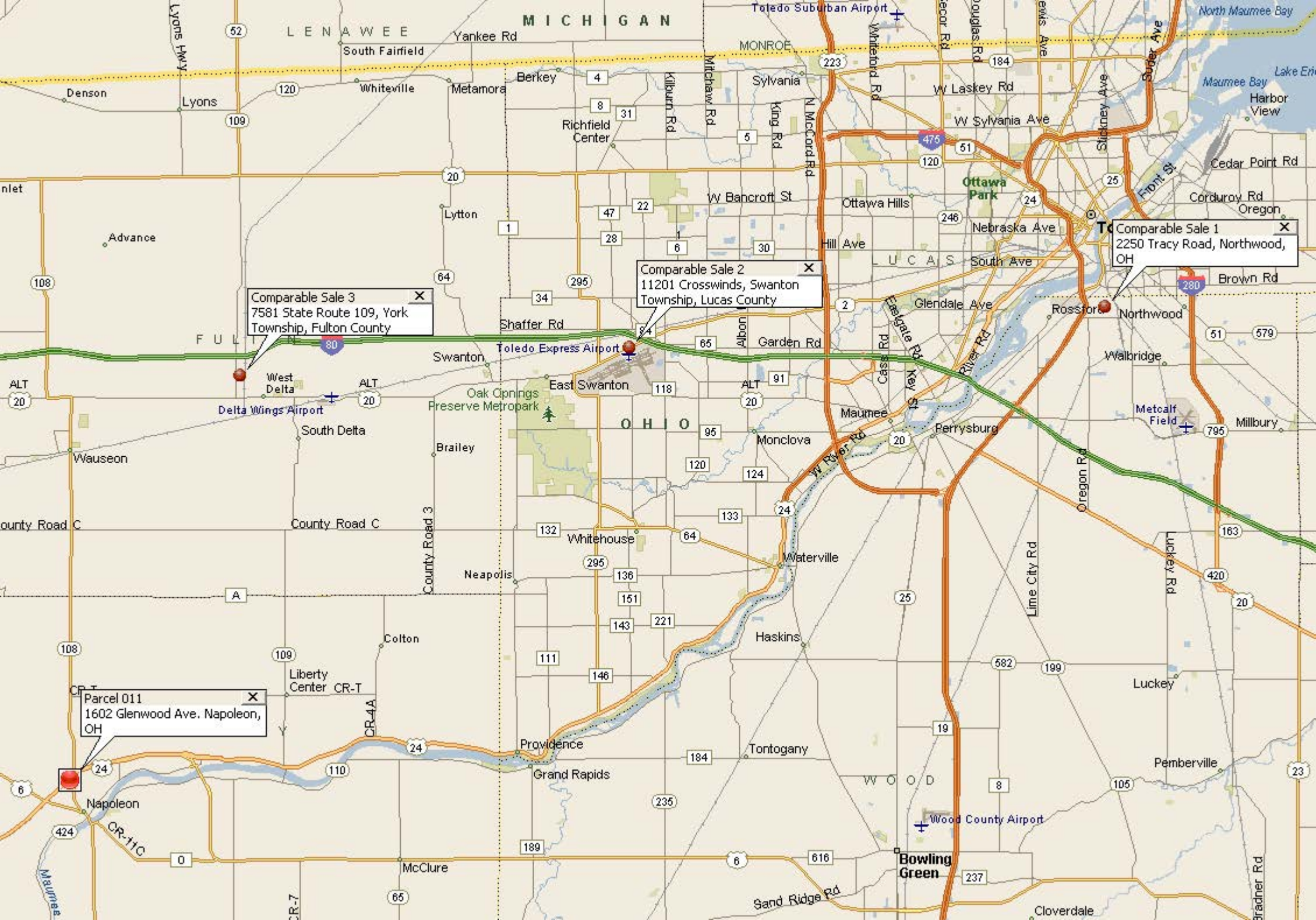
## Subject Photos



*Maricia L. Schell*, 10/12/2022  
Looking East from Glenwood Ave.



Looking Northwest down Glenwood Ave.




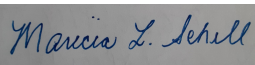
Comparable Sale 3  
7581 State Route 109, York  
Township, Fulton County

Comparable Sale 2  
11201 Crosswinds, Swanton  
Township, Lucas County

Comparable Sale 1  
2250 Tracy Road, Northwood,  
OH

Parcel 011  
1602 Glenwood Ave. Napoleon,  
OH

APPRAISAL SCOPING CHECKLIST

<b>Owners Name</b>	<b>County</b>	<b>HEN</b>
City of Napoleon	Route	6
	Section	11.36
	Parcel No.	011 WD
	Project ID No.	110524
<b>Appraisal Scope</b>		
Partial or total acquisition	Partial	
<b>Ownership</b>		
Whole parcel determination is complex	No	
RE-95 will be required	No	
RE 22-1 Apportionment will be required	No	
Title report has non-typical appraisal issues (i.e. tenants, fractured ownership, atypical easements)	No	
<b>Regulation</b>		
Significant zoning or legal regulations are impacting acquisition	See Comments	
Property is not compliant with legal regulations in the before or after	See Comments	
<b>R/W and Construction Plans</b>		
Significant improvements are in the acquisition area (or impacted)	No	
Significant impact to site improvements (landscaping, vegetation, or screening)	No	
Significant utilities (i.e. well, septic, service lines, etc.) are in the acquisition area (or impacted)	No	
Significant issues due to elevation change, topography, or flood plain	No	
<b>Conclusion</b>		
Parcel acquisition cost estimate amount (\$10,000 VA limit or \$65,000 VF limit)	< \$10,000	
Anticipated damages (access, proximity, internal circuitry, change H&B use, etc.) are expected	No	
Cost-to-Cure should be considered	No	
Specialized Report (parking, drainage, circuitry, etc.) should be considered	No	
Appraisal Format Conclusion	VA w/o review	
Explanation of appraisal problem. Include discussion of any "Yes" responses above		
The Appraisal Scoping Checklist is based on ROW plans dated 6/1/2022. Parcel 011 WL is a fee taking of 0.733 acre needed for pavement reconstruction and structure rehabilitation on U.S. Route 6. The VA Appraisal format without review is recommended since the appraisal problem is simplistic.		
<b>Signatures</b>		
Agency Approval by Signature, Title, and Date Typed Name		8/9/22
	Name and Title: David E. Seasley, REA	Date
Review Appraiser Signature and Date		
	Name: N/A	Date
Appraiser Acknowledgement	I have reviewed the right of way plans and other pertinent parts of the construction plans, have driven by the subject, have reviewed this scoping document and I have independently performed my own appraisal problem analysis. I am in agreement regarding the valuation problem, the determination of the complexity of this problem, and I agree that the recommended format is appropriate for use during the acquisition phase of this project.	
Appraiser Signature and Date		10/14/2022
	Name: Marcia Schell	Date:

This Value Analysis and or Review was developed and reported under the Jurisdictional Exception provision of the Uniform Standards of Professional Appraisal Practice (USPAP). This report is in compliance with Section 4000.05 C (6/4/2019) and with Section 4200.02 (6/4/2019) of the Real Estate Manual of the Ohio Department of Transportation's (ODOT) Office of Real Estate, the intended user of this report. This report is also in compliance with Federal Public Law 91-646 as amended by Public Law 100-17 49 known as the Uniform Relocation and Real Property Acquisition Policies Act, Title III, Section 301, (2), United States Code 42 USC Ch.61 Sec. 4651 (2) and the Code of Federal Regulations 49CFR 24.102 (c)(2)(A) as well as the Ohio Revised Code 163.59 (C) and the Ohio Administrative Code Section 5501:2-5-06 (B)(3)(b)(ii)(a):

## JURISDICTIONAL EXCEPTION

If any applicable law or regulation precludes compliance with any part of USPAP, only that part of USPAP becomes void for that assignment. In an assignment involving jurisdictional exception, an appraiser must:

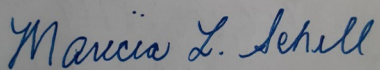
1. Identify the law or regulation that precludes compliance with USPAP;  
*Ohio Administrative Code 5501:2-5-06 (B) (3) (b)*
2. Comply with that law or regulation;
3. Clearly and conspicuously disclose in the report the part of USPAP that is voided by that law or regulation;  
*All of Standards Rule 1 and all of Standards Rule 2 and*
4. Cite in the report the law or regulation requiring this exception to USPAP compliance.

Ohio Administrative Code Section 5501:2-5-06 (B)(3)(b)(ii)(a):

When an appraisal is determined to be unnecessary, the agency shall prepare a waiver valuation. Persons preparing or reviewing a waiver valuation are precluded from complying with standard rules 1, 2, 3 and 4 of the "Uniform Standards of Professional Appraisal Practice" (USPAP), as in effect in the 2020-2021 Edition, as promulgated by the "Appraisal Standards Board of the Appraisal Foundation.

This Value Analysis and/or review was developed by ODOT in accordance with the waiver valuation provisions in both the Federal and State laws and regulations cited above. By definition of law and regulation, the Value Analysis is compliant with USPAP when it is used in accordance with the procedures published in ODOT's Real Estate Manual.

DATE: 10/14/2022



Appraiser (Typed Name): Maricia L. Schell

Type of Appraiser Certification or License: Licensed Residential

State of Ohio Certification or License #: 0000448581

# APPRAISER DISCLOSURE STATEMENT

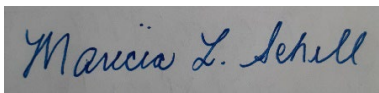
In compliance with Ohio Revised Code Section 4763.12 ©

- 1. Name of Appraiser: Maricia L. Schell
  
- 2. Class of Certification/Licensure: \_\_\_\_\_ Certified General  
 X  Licensed Residential  
\_\_\_\_\_ Temporary \_\_\_ General \_\_\_ Licensed

Certification/Licensure Number: 0000448581

- 3. Scope: This report  X  is within the scope of my Certification or License  
\_\_\_\_\_ is not within the scope of my Certification or License
  
- 4. Service Provided by:  X  Disinterested & Unbiased Third Party  
\_\_\_\_\_ Interested & Biased Third Party  
\_\_\_\_\_ Interested Third Party on Contingent Fee Basis

5. Signature of person preparing and reporting the appraisal



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**This form must be included in conjunction with all appraisal assignments or specialized services performed by a state certified or state licensed real estate appraiser.**

State of Ohio  
Department of Commerce  
Division of Real Estate  
Appraiser Section  
Cleveland (216) 787-3100

**RESOLUTION NO. 079-22**

**A RESOLUTION APPOINTING MAYOR JASON MAASSEL AND COUNCILPERSON MOLLY KNEPLEY TO REPRESENT THE CITY OF NAPOLEON, OHIO AS MEMBERS OF THE BOARD OF DIRECTORS OF THE COMMUNITY IMPROVEMENT CORPORATION OF HENRY COUNTY, OHIO; AND DECLARING AN EMERGENCY**

**WHEREAS**, the Community Improvement Corporation of Henry County, Ohio was deemed an Agent of the City of Napoleon, Ohio for industrial, commercial, distribution, and research development by the approval and passage of Ordinance No. 106-05; and,

**WHEREAS**, the Community Improvement Corporation of Henry County, Ohio (CIC) exists for a public purpose, namely as an Agent of the City of Napoleon, Ohio to create and preserve jobs and employment opportunities in the City and improve the economic welfare of the residents of the City and of the State; and further encourages and causes the maintenance, location, relocation, expansion, modernization, and equipment of sites, buildings, structures, and appurtenant facilities for industrial, commercial, distribution, and research activities within the City and thereby preserves, maintains, or creates additional opportunities for employment within the City; and,

**WHEREAS**, the affairs of the CIC are managed by a Board of Directors (“Board”), with six (6) voting members, two (2) of which are designated for elected officials, and four (4) of which are designated for City residents; and,

**WHEREAS**, the City is required to formally designate two (2) elected officials to represent the City on the Board and to exercise the duties of CIC; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, effective immediately, Jason Maassel and Molly Knepley, in their capacities as Mayor, and Councilperson of the Municipality respectively, hereby are designated the representatives of the Municipality on the Board of the CIC to act on behalf of the Municipality and discharge duties as a voting member of said Board.

Section 2. That, the representatives so designated are authorized and empowered, acting for, in the name of and on behalf of the Municipality, and as the Municipality’s agent, to exercise all the functions, powers, rights and privileges, and to fulfill the obligations, that the Municipality may have as a voting member of the Board, including, without limitation, to attend and take part in meetings of the Board and of committees of the Board, to vote on and otherwise act with respect to all matters that may properly come before the Board or any committee of the Board, and to do or cause to be done all acts, and to take all steps as may in each case be, in the opinion of such representative, necessary or desirable in order to represent the Municipality and exercise its functions, powers, rights and privileges, and to fulfill its obligations, as a Director and to carry out the full intent and purposes of this Resolution and the purposes and powers of the CIC.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to designate new representatives to the CIC Board which affects the public peace, health, and safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to allow for the proper representation in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:  
\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 079-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*



**ORDINANCE NO. 064-22**

**AN ORDINANCE CREATING THE NON-BARGAINING POSITION OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN/SENIOR TECHNICIAN FOR THE CITY OF NAPOLEON, OHIO; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council previously adopted Ordinance No. 053-21, creating a 2022 Classification Pay Plan for its non-bargaining employees; and,

**WHEREAS**, the Safety and Human Resources Committee met on October 24, 2022 and approved the creation of the position of Geographic Information Systems (GIS) Technician/Senior Technician for the City of Napoleon, Ohio, effective January 1, 2023, and unanimously recommended said position be approved by Council; and,

**WHEREAS**, Council now desires to create the non-bargaining position entitled “Geographic Information Systems (GIS) Technician/Senior Technician” for the City of Napoleon, Ohio effective from January 1, 2023; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio had previously established a new 2022 Position Classification Pay Plan for its non-bargaining employees, Ordinance No. 053-21 passed by Council on December 20, 2021.

Section 2. That, this Council desires to create a new position, pursuant to Article II, Section 2.14 of the Charter of the City of Napoleon, entitled “Geographic Information Systems (GIS) Technician/Senior Technician” for the City of Napoleon, Ohio.

Section 3. That, said position is hereby created and established in and for the City for the Napoleon and shall be considered a non-bargaining, full time regular employee having an hourly, non-exempt status. The Geographic Information Systems (GIS) Technician/Senior Technician shall not be entitled to any longevity pay.

Section 4. That, the pay rate for the Geographic Information Systems (GIS) Technician/Senior Technician shall be set by the Position Classification Pay Plan for the employees of the City of Napoleon, Ohio, based on an eighty (80) hour pay period and shall be effective January 1, 2023.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:  
  
\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 064-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

**ORDINANCE NO. 065-22**

**AN ORDINANCE CREATING THE NON-BARGAINING POSITION OF ASSISTANT CHIEF OF POLICE FOR THE CITY OF NAPOLEON, OHIO; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council previously adopted Ordinance No. 053-21, creating a 2022 Classification Pay Plan for its non-bargaining employees; and,

**WHEREAS**, the Safety and Human Resources Committee met on October 24, 2022 and approved the creation of the position of Assistant Chief of Police for the City of Napoleon, Ohio, effective January 1, 2023, and unanimously recommended said position be approved by Council; and,

**WHEREAS**, Council now desires to create the non-bargaining position entitled “Assistant Chief of Police” for the City of Napoleon, Ohio effective from January 1, 2023; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio had previously established a new 2022 Position Classification Pay Plan for its non-bargaining employees, Ordinance No. 053-21 passed by Council on December 20, 2021.

Section 2. That, this Council desires to create a new position, pursuant to Article II, Section 2.14 of the Charter of the City of Napoleon, entitled “Assistant Chief of Police” for the City of Napoleon, Ohio.

Section 3. That, said position is hereby created and established in and for the City of Napoleon and shall be considered a non-bargaining, full time regular employee having a salary, exempt status. The position herein created shall not be entitled to or receive longevity pay, however, any longevity pay acquired by the person occupying this position under previous classifications, if applicable, shall be maintained.

Section 4. That, the base pay rate for the Assistant Chief of Police shall be set by the Position Classification Pay Plan for the employees of the City of Napoleon, Ohio, based on an eighty (80) hour pay period and shall be effective January 1, 2023.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City

and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 065 -22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

**RESOLUTION NO. 066-22**

**A RESOLUTION EXTENDING THE PROVISIONS CONTAINED IN ORDINANCE NO. 021-18 AND RESOLUTION NO.(S) 086-19, 072-20, AND 046-21 WHEREIN COUNCIL IMPOSED A TEMPORARY REDUCTION AND/OR TEMPORARY ELIMINATION OF CERTAIN RESIDENTIAL BUILDING PERMIT FEES; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon Municipal Properties, Buildings, Land Use and Economic Development Committee met on March 12, 2018 and, in order to increase economic development within the City, determined it appropriate to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and continuing through December 31, 2019; and,

**WHEREAS**, upon recommendation of the City Municipal Properties, Buildings, Land Use and Economic Development Committee, Council deemed it prudent to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and ending December 31, 2019; and,

**WHEREAS**, City Council previously enacted a twelve (12) month extension to the previously passed Ordinance in Resolution No. 086-19, passed unanimously on December 16, 2019, in an effort to continue the trend of increased economic development within the City, ending December 31, 2020; and,

**WHEREAS**, City Council previously enacted a twelve (12) month extension to the previously passed Ordinance in Resolution No. 072-20, passed unanimously on January 4, 2020, in an effort to continue the trend of increased economic development within the City, ending December 31, 2021; and,

**WHEREAS**, City Council previously enacted a twelve (12) month extension to the previously passed Ordinance in Resolution No. 046-21, passed unanimously on December 6, 2021, in an effort to continue the trend of increased economic development within the City, ending December 31, 2022; and,

**WHEREAS**, City Council now deems it appropriate to enact another twelve (12) month extension to the previously passed Ordinance and Resolution, ending December 31, 2023; and,

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Napoleon, Ohio, and its citizens, and to provide for the efficient daily operation of all City Departments, City Council finds that an emergency exists regarding the aforesaid, and that it is advisable that this Resolution be declared an emergency measure which will take immediate effect in accordance with Rule 6.3 of the Rules and Regulations of City Council, City of Napoleon, Ohio, upon its adoption; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That this Council hereby extends by twelve (12) months the provisions contained in Ordinance No. 021-18 and Resolution No.(s) 086-19, 072-20, and 046-21, wherein Council previously imposed a temporary reduction and/or temporary elimination of certain residential building permit fees.

Section 2. That, this extension shall become effective December 31, 2022 shall remain in effect for twelve (12) months, through December 31, 2023, and, thereafter, upon a majority vote of City Council, may be continued in effect, if City Council finds such continuance is conducive to the trend of increasing economic development in the City and to allow sufficient time for the Municipal Properties, Buildings, Land Use and Economic Development Committee or other City departments, committees, or commissions to complete the research and recommendation of what action, if any, the City of Napoleon should take to safeguard the public health, safety and welfare through the provision of waiving said building fees to increase economic development within the City.

Section 3. That, this City Council finds and determines that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 4. That, for all the reasons stated herein, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to enter into the stated extension in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:  
\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 066-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

**RESOLUTION NO. 067-22**

**A RESOLUTION STRONGLY SUPPORTING THE NAPOLEON AREA SCHOOL'S RESOLUTION IN TAKING LEGAL ACTION REGARDING THE CULTURAL CENTER OF HENRY COUNTY**

**WHEREAS**, the City of Napoleon has worked in cooperation with the Napoleon Area School and the Cultural Center of Henry County to attempt to save the John L. Johnson Auditorium located on property within the City of Napoleon, Ohio; and,

**WHEREAS**, the Cultural Center of Henry County has unsuccessfully attempted to raise the funds necessary to save said auditorium; and,

**WHEREAS**, the City of Napoleon has been advised that the Napoleon Area School has resolved to take legal action in an effort to move forward regarding this property; and,

**WHEREAS**, this Council strongly supports the legal action taken by the Napoleon Area School; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City of Napoleon, by and through this Resolution No. 067-22, proclaims its support of the legal action being taken by the Napoleon Area School regarding the Cultural Center of Henry County.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_Yea \_\_\_\_Nay \_\_\_\_Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 067-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*



**RESOLUTION NO. 068-22**

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AUTHORIZING A DEPARTMENT DIRECTOR TO TAKE BIDS ON CERTAIN PROJECTS, SERVICES, EQUIPMENT, MATERIALS, OR SUPPLIES WITHOUT THE REQUIREMENT FOR ADDITIONAL LEGISLATION TO DO SO IN THE YEAR 2023; AND DECLARING AN EMERGENCY**

**WHEREAS**, each year from time to time, a Department Director (City Manager, City Finance Director, or City Law Director) is required to come to Council for authority to take bids for certain projects, services, or the purchase or lease of equipment, materials or supplies used in the City operations; and,

**WHEREAS**, in order to provide a more feasible, economical, and expedited method of bidding procedures, it is deemed necessary to give to the above mentioned Department Directors authority to bid such projects, services, equipment, materials, or supplies without the necessity of continued legislation; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City Manager, City Finance Director, and City Law Director, for their respective departments, subject to Council's approval as to the specifications, plans, agreements, and other related bid documents when applicable, are hereby authorized to advertise and receive bids or take proposals as applicable for the projects, services, equipment, materials, or supplies that are anticipated to be in excess of fifty thousand dollars (\$50,000) as listed in attached Exhibit "A," (such exhibit being incorporated into this Resolution by attachment and made a part hereof), without the necessity of further legislation in the year 2023; further, Council finds that the expenditure of funds in excess of fifty thousand dollars (\$50,000) for each project, service, equipment, material, or supply listed in said Exhibit "A," is necessary and authorized, subject to an approved motion of Council permitting the respective Department Director to make award. If a contract for said project, service, equipment, material, or supply is awarded to a successful bidder (lowest and best) as a result of a competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awardee subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director. In the case of a non-competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awarded subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director.

Section 2. That, Council reserves the right, by motion of Council, to approve for award, direct no award, reject all or some bids, or rebid, when deemed in the best interest of the City as it relates to the projects identified in Section 1 of this Resolution; moreover, Council may waive any informalities in the bidding process.

Section 3. That, Chapters 105 and 106 of the Codified Ordinances of Napoleon, Ohio, shall continue to be applicable to any projects, services, equipment, materials, or supplies

listed in attached Exhibit "A;" moreover, nothing in this Resolution shall be construed as limiting the Department Directors in making purchases or contracting for services in any manner as provided for in said Chapters, statutory law or as otherwise provided by Council. When competitive bidding is required for any project, service, equipment, material or supply as a matter of law, it shall be utilized unless otherwise eliminated by act of Council. When quality based selection is required for any project listed in Exhibit "A" for architectural, engineering, or construction management services as a matter of law, then the quality based selection process shall be utilized unless otherwise eliminated by act of Council. Also, Council hereby finds that the expenditure of funds in excess of fifty thousand dollars (\$50,000) for each architectural, engineering, or construction management service as found in Exhibit "A" is necessary and approved as a proper public expenditure of funds, subject to approved motion of Council permitting the Department Director to make the award. Finally, the combining of projects, or the contracting or purchase of services, equipment, materials, or supplies is permitted of any project or item listed in Exhibit "A" without necessity of further authorization by Council.

Section 4. That, a Department Director is authorized to use this Resolution for authority for said bids and/or purchases as contained in this Resolution.

Section 5. That, any item listed in attached Exhibit "A" may be leased in lieu of purchasing when deemed appropriate by the respective Department Director.

Section 6. That, all leases, purchases and contracts for projects, services, equipment, materials, or supplies is subject to appropriation and certification of funds.

Section 7. That, any trade-ins shall be controlled by Section 107.05(c) of the Codified Ordinances of Napoleon, Ohio, as may be amended from time to time.

Section 8. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 9. That, if any other prior Resolution or Ordinance is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 10. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow the timely purchase of materials, supplies, equipment or services essential to provide public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marissa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 068-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

## **DEPARTMENT/CATEGORY/ITEM DESCRIPTION**

### **1300 CITY MANAGER/ADMINISTRATION**

- Zoning Code Updates

### **1500 FINANCE/ADMINISTRATION/UTILITIES**

- Software Upgrades

### **2100 POLICE/SAFETY SERVICES**

- Building Study
- Software Upgrades
- Patrol Vehicles – Replacement of Four (4)
- Taser Replacements

### **2200 FIRE/SAFETY SERVICES**

- Pick-up Truck
- EMS Supplies
- EMS Billing Services
- Cardiac Monitors

### **4400 PARKS & RECREATION**

- Pick-up Truck

### **5100 SERVICES/STREETS SCM &4**

- Oakwood Avenue Improvements
- Annual Road Program – Milling & Resurfacing Local Streets
- Roadside Mowing (contracted)
- Ice and Snow Removal (salt contracts)
- Safe Routes to Schools
- Annual Crack Sealing
- Bi-annual Street Striping
- Small Dump Truck w/Plow and Spreader

### **5200 GARAGE/FUEL ROTARY**

- Bulk Fuel
- Truck Hoist
- Diagnostic Computer

### **6110 ELECTRIC/OPERATIONS DISTRIBUTION**

- Wood Poles
- Rate Review
- Transformer Purchases
- IS5 Line Relocation

### **6110 ELECTRIC/FEEDER LINE IMPROVEMENTS**

- Electrical Underground Upgrades and Maintenance
- Electrical Overhead Upgrades and Maintenance

## **6110 ELECTRIC/TRANSFORMER REPLACEMENT & DISPOSAL PROGRAMS**

- Transformer Replacement and Disposal (inventory)

## **6110 ELECTRIC/IMPROVEMENTS & UPGRADES**

- New System Growth and Updates

## **6200 WATER TREATMENT PLANT OPERATIONS**

- Water Treatment Plant Chemicals
- Emergency Repairs
- Membrane Cleaning Chemicals
- Membrane Filter Replacement

## **6210 WATER DISTRIBUTION SYSTEM**

- Service Truck

## **6300 SEWER/WASTE WATER TREATMENT PLANT**

- Various Sanitary Sewer Emergency Repairs (contracted)
- Long Term Control Plan Updates (contracted)
- Storm Sewer Improvements
- Waste Water Treatment Plant Chemicals
- Sanitary Lateral Repairs in City ROW
- Bio Solids Removal and Landfill Disposal
- Roof Replacements for Waste Water Plant Buildings
- Portable Engine Driven Pump (50% share w/6310)

## **6310 SEWER/COLLECTION SYSTEM**

- Meekison Street Sanitary Sewer
- Third Street Sanitary Sewer
- Sanitary Sewer Cleaning Program
- Portable Engine Driven Pump (50% share w/6300)

## **6400, 6410, 6411, 6412, 6420 SANITATION/RECYCLING COLLECTION & DISPOSAL**

- Landfill Disposal Fees
- Concrete Grinding
- Brush Grinding
- Mosquito Spraying Chemicals
- Recycling Services
- Refuse Truck

**RESOLUTION NO. 069-22**

**A RESOLUTION AUTHORIZING EXPENDITURE OF FUNDS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000) IN AND FOR THE YEAR 2023 AS IT RELATES TO REOCCURRING COSTS ASSOCIATED WITH THE OPERATION OF THE CITY, FOR PAYMENT OF EXPENSES, AND FOR PURCHASES ASSOCIATED WITH VENDORS UTILIZED BY MULTIPLE DEPARTMENTS WITHIN THE CITY; ELIMINATION OF NECESSITY OF COMPETITIVE BIDDING IN AND FOR THE YEAR 2023 AS IT RELATES TO CERTAIN TRANSACTIONS; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business with groups or associations established for or on behalf of the political subdivisions or instrumentalities of the State, which annually exceed fifty thousand dollars (\$50,000); and,

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business, many which result in mandatory payments or merely occurs as a result of the method of accounting utilized by the City's Finance Department; and,

**WHEREAS**, for convenience and efficiency, purchase orders are annually written to vendors by multiple departments of the City with a combined total that exceeds fifty thousand dollars (\$50,000); **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the expenditure of funds by the City in excess of fifty thousand dollars (\$50,000), in and for the year 2023, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for purchases, services, coverage, or benefits listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 2. That, the expenditure of funds by the City in excess of fifty thousand dollars (\$50,000), in and for the year 2023, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the following purchases associated with recreation, fund balance maintenance, public labor costs, public auditing, utilities, bonding, accounting, the payment of debt service, postal service, banking, permitting, and codification listed in Exhibit "B" attached hereto and made a part of this Resolution.

Section 3. That, the expenditure of funds in excess of fifty thousand dollars (\$50,000) is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the City's cumulative purchase of product, supply, equipment and/or services periodically through the year 2023 from the following vendors; however, in no event shall the amount exceed fifty thousand dollars (\$50,000) for any one purchase of product, supply, equipment and/or services or any one specific project under the authority of this Resolution listed in Exhibit "C" attached hereto and made a part of this Resolution.

Section 4. That, due to nature or uniqueness of the transactions or vending listed in Sections 1, 2 and 3 of this Resolution, except for the prohibition in Section 3 regarding the one time purchase over fifty thousand dollars (\$50,000), any requirement that may exist for competitive bidding is hereby eliminated in the best interest of the City.

Section 5. That, nothing in this Resolution shall be construed as to eliminate the necessity of quality based selection as it relates to architect, engineer or construction services for any one project that would otherwise require such a selection process, as such elimination of quality based selection would

require separate Council action; moreover, nothing in this Resolution shall be construed as to eliminate the restriction found in Section 3 of this Resolution as it relates to a single purchase or project expenditures.

Section 6. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 7. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 8. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for prompt purchases required to remain operational, being operational essential to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 069-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

## EXHIBIT "A"

American Municipal Power, Inc.	For: Contracted Power Purchase and Services
BORMA Benefit Plans	For: Insurance Premiums (Health)
CIC of Henry County, Ohio	For: Economic Development Services
Henry County Auditor	For: Auditor Fees and Assessment Fees
Henry County Chamber of Commerce	For: Chamber Programs, Tourist Bureau and Other
Henry County Engineer	For: Engineering Shared Projects and Materials
Northwestern Ohio Water & Sewer District	For: Payments for Water Collections
Auditor of State of Ohio	For: Annual Auditing Services
Henry County Auditor	For: Real Estate Tax & Law Library Payments
MAN Unit	For: Police Services and Narcotics Task Force
Maumee Valley Planning	For: CHIS/CHIP Grant Administration
Ohio Bureau of Workers Compensation	For: Employee Worker's Comp. Insurance Coverage
Ohio Police Pension Fund	For: Police Pension Payment
Ohio Fire Pension Fund	For: Fire Pension Payment
Ohio Public Employers' Retirement System	For: Pension Payments
Public Entities Pool (PEP)	For: Insurance Premiums (Property & Casualty)
Regional Income Tax Authority (R.I.T.A.)	For: City Income Tax Collection Services
Treasurer State of Ohio	For: Various Items
Treasurer State of Ohio, ODOT	For: Road Salt & Other Items



## EXHIBIT "B"

BHM CPA Group, Inc.	For: Auditing Services
Bonded Chemical	For: Chemicals at Water Treatment Plant
Bryan Publishing	For: Newspaper Publication Services
City of Napoleon, Fuel Rotary	For: Fuel Purchases
City of Napoleon, Garage Rotary	For: Garage Rotary Services
City of Napoleon, Income Tax	For: Refunds of Income Taxes
City of Napoleon, Payroll	For: Payroll Postings
City of Napoleon, Reimbursements	For: Inter-fund Reimbursements
City of Napoleon, Rescue	For: Township Portion of EMS Revenues
City of Napoleon, Utility	For: Meter Deposit Refunds
City of Napoleon, Utility	For: Utility Services
City of Napoleon, Utility	For: Water and Sewer Refunds
City of Napoleon, Utility	For: Electric Refunds
Farmer and Merchant's State Bank	For: Banking and Debt Service Payments
Greenline	For: Telephone Services
Huntington National Bank	For: Debt Service Payments
InvoiceCloud	For: City Utility Payment Services
KSB Dubric	For: Pump supplies and repairs
Meyer Equipment	For: Excavation Vehicle
National Processing Company (NPC)	For: Credit Card Processing Fees
Ohio CAT	For: Equipment Rental & Parts
Ohio Gas Company	For: Utility Services
Ohio Water Development (OWDA)	For: Debt Service Payment
OMEGA JV5/Amp-Ohio Inc.	For: Purchase of Power
OMEGA JV6/Amp-Ohio Inc.	For: Purchase of Power
PNC Bank, N.A.	For: Debt Service Payments
Postmaster	For: Postal Services and Supply
Rescue-Township Charges (EMS)	For: EMS Revenues to Townships
Schonhardt and Associates	For: CAFR Preparation and Consultation Services
Smart Bill, LTD	For: Outsourcing of Utility Bill Printing and Mailing
Squires, Patton, Boggs (US) LLP	For: Bond Counsel (Professional Services)
Telnamix	For: City Phone Services
The Accumed Group	For: EMS Billings and Collections
Treasurer State of Ohio	For: Payments to State
US EPA (Treasurer, State of Ohio)	For: Permits
Verizon Wireless	For: Wireless Phone Services



## EXHIBIT "C"

A & A Custom Crushing	For: Concrete Crushing
A Cut Above the Rest Tree Service	For: Tree Services
Advanced Rehabilitation Technology	For: Sewer Cleaning and Rehabilitation
Aerotek, Inc.	For: Temporary Staffing Services
Altec Industries	For: Digger Truck Services
All Seasons Tree Care	For: Tree Services
Alloway	For: Professional Services – Lab Testing
Amazon	For: Various City Supplies & Equipment
American Pavements, LLC	For: Crack Sealing
American Property Analysts	For: Property Appraisals
American Rock Salt Co., LLC	For: Road Salt
Anixter Inc.	For: Electrical Transformers, Parts and Supplies
Axon	For: Tasers & Body Cameras
Baker Vehicle Systems	For: Vehicle Parts & Repairs
Baldwin Poles	For: Utility Poles
Bob Wingate, Integrity Solutions	For: Bridge Inspections, Management & Repairs
Boundtree Medical Supply, LLC	For: Medical Supplies
Brown Supply Co.	For: Janitorial Supplies
Brownstown Electric Supply	For: Electrical Supplies
Buckeye Pumps	For: Pump Repairs and Parts
Burch Hydro	For: Electrical Supplies & Sludge Removal
Burke Excavating and Mowing	For: Construction and Mowing Services
Bryan Excavating	For: Construction Services
Cahaba Timber	For: Wood Electric Poles
Cargill, Inc.	For: Road Salt
C&W Tank Cleaning	For: Digester Cleaning
CDW Government, Inc.	For: Computers and Supplies
Century Equipment	For: Golf Carts, Tractors, Mowers
Chemtrade Chemicals US, LLC	For: Chemicals
Civica North America Inc.	For: Software and Hardware Systems
Clarke Mosquito Control Product	For: Mosquito Control Supply
Clemons Nelson	For: Legal Services
Compass Minerals America	For: Road Salt
Craun Liebring	For: Lift Station Upgrades

Damschroder Roofing	For: Construction Services
Defiance County Landfill	For: Sanitation Dumping Services/Landfill Biosolids
Dell Marketing	For: IT Hardware Systems
Ekoton USA Corporation	For: Sludge Press Rental
Encompass Engineers	For: Electrical Engineering Services
Ermco	For: Electric Transformers
Estabrook, Corp.	For: Pump Supplies and Repairs
Ferguson Waterworks	For: Operations Parts and Supplies
Finley Fire Equipment	For: Fire Engines and Service Repairs
Fire Safety Services Inc.	For: Fire Services and Supply
Fire Service, Inc.	For: Fire Services and Supply
Fitzenrider, Inc. /Air Force One	For: Heating and Air Conditioning Service Work
Flex-Com	For: Camera Systems
Forrest Auto Supply	For: Automotive Parts & Supplies
Ganley Chevrolet of Aurora LLC	For: Police Vehicles
Gerken Asphalt Paving, Inc.	For: Paving Materials & Asphalt Laying
Griffin Pavement Striping	For: Road Striping Services
Heartland Disposal	For: Sludge Removal
Henschen and Associates, Inc.	For: Software and Hardware Systems
Hoff Consulting, LLC	For: Consulting Services
Hydro Dyne Engineering, Inc.	For: Wastewater Remanufacturing of Screens
Jack Doheny Supplies Ohio, Inc.	For: Wastewater Supplies
J.A. Hillis Excavating, LLC	For: Excavation Services
Jerry Pate Turf & Irrigation	For: Mower and Equipment Supplies
Jerry Tonjes dba JT's Bldg Maint.	For: Maintenance/Construction/Nuisance Abatement
Jim Speiser & Sons Inc	For: Electrical Services
Jones & Henry Engineers, LTD	For: Consulting Services
K-Tech	For: Beet Heet
Kalida Truck	For: Vehicle Accessories
Koester Corp.	For: Engineering Services
Kuhlman Corp.	For: Parts and Supply
Kurtz Ace Hardware	For: Supply Services)
Mannik & Smith	For: Engineering & Design Services
Masterpiece Sign Graphics, Inc.	For: Signs

Meeder Investment Management	For: Investment Management Services
Meggar	For: Electrical Testing Equipment
Meldrum Mechanical	For: Pump Supplies & Equipment Repairs
Midwest Compost	For: Digester Cleaning
Midwest Public Safety LLC	For: Police Vehicle Accessories
Morton Salt	For: Road Salt
Motorola	For: First Responder Radios
Neptune Equipment Co. (NECO)	For: Meter Parts and Supplies
Newegg Business	For: Computers and Supplies
North Branch Nursery	For: Tree Plantings
Northwest Landscape Service	For: Landscaping and Supplies, Roadside & City Owned Property Mowing
Northwest Pools	For: Pool Chemicals
NRP Midwest	For: Wastewater Treatment Chemicals
Office Depot	For: Office Supply
One Source Waste Solutions	For: Waste Services
O'Reilly Auto Parts	For: Parts & Supplies
P&R Communications	For: Radio repair and parts
Path Master	For: Traffic Signals Supplies and Services
Parker Hannfin Corp.	For: Water Meter Analyzer
Perrysburg Pipe and Supply	For: Parts and Supply
Perry Corporation	For: Copier, Scanner and Printer Supplies
Peterman Associates, Inc.	For: Engineering Services (Professional Services)
Physio-Control	For: Fire Equipment and Supplies
Poggemeyer Design Group	For: Electrical Engineering Services
Porter's BP, LLC	For: Gas and Diesel Fuel
Powerhouse Supply	For: Electrical Parts and Supplies
Powerline Supply Co.	For: Electrical Parts and Supplies
Precision Laser	For: Surveying Supplies
Processing Solutions	For: Water Treatment Chemicals
Pyrotechnico	For: Fireworks
Quality Cleaning Services of NW Ohio	For: Janitorial Services
RTEC Communications, Inc.	For: Communication Supplies & Equipment
Reinke Ford	For: Automotive Services
Reveille	For: Engineering Services
Richland Roofing	For: Construction Services
Rupp Rosebrock, Inc.	For: Construction Services
Sauber Manufacturing Co.	For: Reel Trailers

Schneider	For: Software for Metering
Schweitzer Engineering	For: Electrical Substation Materials
Snyder Chevrolet, Inc.	For: Automotive Services
Solomon Corporation	For: Transformers and Electric Supplies
Southeastern Equipment	For: Operations Parts and Supplies
Spectrum Engineering Corp.	For: Engineering Services (Professional Services)
Spengler Nathanson, PLL	For: Outside Counsel (Professional Services)
Stantec Consulting Services, Inc.	For: Engineering Services (Professional Services)
Statewide Ford Lincoln	For: Police vehicles
Stoops Freightliner	For: Vehicle parts
Stuart C. Irby Co.	For: Electrical Parts & Supplies
Superior Uniform Sales, Inc.	For: Uniform Services
Survallent Technology	For: SCADA Programming Services
Target Specialty Products	For: Golf Course Chemicals
Tawa Tree Service	For: Tree Services
Tawa Mulch Landscape Supply	For: Landscaping Services
Terex Utilities, Inc.	For: Electric Equipment Purchases
The Accumed Group	For: Ambulance Billing Services
The Mannik and Smith Group, Inc.	For: Engineering Services (Professional Services)
Toledo Edison	For: Contracted Power Services
Toledo Fence & Supply Co.	For: Fencing Supplies
T & R Electric	For: Transformers
Tri City Industrial Power	For: Batteries & Other Power Supplies
UniFirst Corporation	For: Uniforms & Supplies
URS Corporation	For: Engineering Services (Professional Services)
US Utility Contractor Co.	For: Traffic and Electrical Services
USALCO	For: Chemicals for Water Treatment
Utility Service Group	For: Chemicals for Water Treatment
Utility Services	For: NERC Compliance Services
Utility Truck Equipment	For: Bucket Truck
Vermeer	For: Wood Chipper/Parts
Vermilion Land Clearing Service	For: Tree Clearing
Vernon Nagel, Inc.	For: Trucking, Hauling, and Excavating Services

Viking Trucking, Inc.

For: Trucking and Hauling Services

Werlor, Inc.

For: Brush Grinding Services/Recycling  
Services

Wesco Distribution, Inc.

For: Electrical Supplies

Wigen Water Technologies

For: Membrane Services, Cleaning &  
Chemicals

Wood County Land Fill

For: Sanitation Dumping Services

WR Meyers Co., Inc.

For: Construction and Excavating Services

Wright Express FSC-WEX, Inc.

For: Fuel Purchases

Zacks Recycling, LLC

For: Recycling Services

ZTH, LLC

For: Sludge Hauling

**RESOLUTION NO. 070-22**

**A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR OF HENRY COUNTY FOR THE 2022 TAX DUPLICATES PAYABLE IN YEAR 2023; AND DECLARING AN EMERGENCY**

**WHEREAS**, this Council in accordance with all relevant provisions of law has previously adopted a Tax Budget (Ordinance No. 042-22) for the next succeeding fiscal year commencing January 1, 2023; and,

**WHEREAS**, the Budget Commission of Henry County, Ohio, has certified its action thereon to this Council together with an estimate of the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill tax limitation; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; further, the necessary tax levies are authorized to be certified to the County Auditor for the 2022 Tax Duplicates, payable in the year 2023.

Section 2. That, there be and is hereby levied on the tax duplicate of the City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

<b>SCHEDULE A</b>				
<b>SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES</b>				
City Tax Valuation <b>\$172,407,800</b>	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
<b>FUND</b>			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund		\$344,816	2.0	
Police District Fund		\$103,445	0.6	
Fire District Fund		\$51,722	0.3	
Park & Rec Levy Fund	\$292,085			1.9
<b>TOTAL</b>	<b>\$292,085</b>	<b>\$499,983</b>	<b>2.9</b>	<b>1.9</b>



Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow timely adoption of tax levies for placement on tax rolls; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to authorize and certify said tax levies in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 070-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon, Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

**RESOLUTION NO. 071-22**

**A RESOLUTION AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR OF THE CITY OF NAPOLEON TO CERTIFY AND FILE ANNUAL SPECIAL ASSESSMENTS OF THE CITY OF NAPOLEON, OHIO, WITH THE COUNTY AUDITOR OF HENRY COUNTY FOR PLACEMENT AND COLLECTION ON THE 2022 TAX DUPLICATES PAYABLE IN THE YEAR 2023; AND DECLARING AN EMERGENCY**

**WHEREAS**, this Council in accordance with all relevant provisions of law and by Ordinance has previously established special assessments for various projects in the City; and,  
**WHEREAS**, these special assessments must be annually certified to the County Auditor by the Clerk of the Municipality; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City Council of the City of Napoleon, Ohio, directs the Finance Director to certify and file annual special assessments of the City with the County Auditor, as required by Section 727.30 of the Ohio Revised Code, in the form presented to Council and on file in the office of the Finance Director, attached and marked as (Exhibit "A"), for placement and collection on the 2022 tax duplicates, payable in the year 2023.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow timely placement of special assessments on the tax rolls; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to certify and file said assessments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

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Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, interim Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 071-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Marrisa Flogaus, Clerk of Council*



# City of NAPOLEON, Ohio

255 West Riverview Avenue • P.O. Box 151  
Napoleon, Ohio 43545-0151  
Phone: (419) 592-4010 • Fax: (419) 599-8393  
Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

August 1, 2022

Elizabeth Fruchey  
Henry County Auditor  
P.O. Box 546  
Napoleon, Ohio 43545

Dear Ms. Fruchey:

I hereby certify that the Special Assessments have been levied up the following lots and lands for nuisance control:

<u>PARCEL NO.</u>	<u>ASSESSMENT AMOUNT</u>	<u>AUDITOR FEE - 3%</u>	<u>TOTAL ASSESSMENT</u>
41.009544.0020	\$ 275.00	\$ 8.25	\$ 283.25
41.009421.2411	\$ 377.09	\$11.31	\$ 388.40
41.009063.0120	\$ 343.75	\$10.31	\$ 354.06
		<b>TOTAL</b>	<b>\$1025.71</b>

This is to be applied upon the tax listings for the year 2022 and collected in the year 2023.

Sincerely,

Kevin Garringer  
Finance Director



# City of NAPOLEON, Ohio

255 West Riverview Avenue • P.O. Box 151  
Napoleon, Ohio 43545-0151  
Phone: (419) 592-4010 • Fax: (419) 599-8393  
Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

## Nuisance Billing - 2022

### 425 E Washington St 88-05651.1

**Bill To:**

Joanna Ferrell  
425 E Washington St  
Napoleon, Oh 43545  
\$170.84 nuisance clean-up billed 6-30-22  
\$ 68.75 nuisance mowing billed 7-12-22  
\$ 68.75 nuisance mowing billed 7-26-22  
\$68.75 nuisance mowing billed 8-25-22

### 603 E Washington St. 88.05338.1

**Bill To:**

James Gonzalez  
603 E Washington St.  
Napoleon, Oh 43545  
\$137.50 nuisance mowing billed 7-26-22  
\$ 68.75 nuisance mowing billed 8-25-22  
\$ 68.75 nuisance mowing billed 9-21-22

### 414 E Clinton St. 88.03642.1

**Bill To:**

Harold Mann  
1209 Rye St  
Napoleon, Oh 43545  
\$ 68.75 nuisance mowing billed 7-12-22  
\$137.50 nuisance mowing billed 7-26-22  
\$ 68.75 nuisance mowing billed 8-25-22  
\$ 68.75 nuisance mowing billed 9-21-22



# City of NAPOLÉON, Ohio

255 West Riverview Avenue • P.O. Box 151

Napoleon, Ohio 43545-0151

Phone: (419) 592-4010 • Fax: (419) 599-8393

Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

August 1, 2022

Elizabeth Fruchey  
Henry County Auditor  
P.O. Box 546  
Napoleon, Ohio 43545

Dear Ms. Fruchey:

I hereby certify that the identified Special Assessments have been levied upon the following lots and lands:

<u>CODE</u>	<u>PROJECT</u>	<u>REMAINING YEARS</u>	<u>ASSESSMENT AMOUNT</u>
208	North Pointe Water Main & Dist Sys	2	2,254.00
209	North Pointe Pump Station & Force Main	2	3,793.03
210	North Pointe Collector Sewer	2	3,044.39
211	North Pointe East Interceptor Sewer	2	2,459.84
212	North Pointe West Interceptor Sewer	2	3,652.98
296	South Side Sewer/Storm & Sanitary	11	2,218.53

These Special Assessments are for the 2022 tax duplicates payable in the year 2023. If you have any questions, please call Kim Franz at 419-599-1235. Thank you for processing.

Sincerely,

Kevin Garringer  
Finance Director

**RESOLUTION NO. 072-22**

**A RESOLUTION AUTHORIZING A CONTRIBUTION TO THE  
COMMUNITY IMPROVEMENT CORPORATION OF HENRY  
COUNTY, OHIO, IN AND FOR THE YEAR 2023; AND  
DECLARING AN EMERGENCY**

**WHEREAS**, the City, by Ordinance in accordance with Section 1724.10 of the Ohio Revised Code, designated The Community Improvement Corporation of Henry County, Ohio ("CIC") as the agency of the City for the industrial, commercial, distribution, and research development of the City; and,

**WHEREAS**, a "Plan" as defined in Section 165.01 of the Revised Code was prepared and confirmed to advance, encourage, and promote the industrial, commercial, distribution, and research development of the City in a manner which among several things, creates and preserves jobs and employment opportunities in the City and the State and improves the economic welfare of the people of the City and of the State; and further, encourages and causes the maintenance, location, relocation, expansion, modernization, and equipment of sites, buildings, structures, and appurtenant facilities for industrial, commercial, distribution, and research activities within the City and thereby preserves, maintains, or creates additional opportunities for employment within the City; and,

**WHEREAS**, this Council desires to further advance the Plan and has determined to financially assist the CIC with operational and the other expenses in the year 2023;  
**Now Therefore,**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON,  
OHIO:**

Section 1. That, in an effort to further advance the "Plan" referenced in the preamble of this Resolution, the City Finance Director is directed and authorized to pay to The Community Improvement Corporation of Henry County, Ohio ("CIC") the amount of forty-five thousand dollars (\$45,000) in and for the year 2023 to the CIC for operational expenses and costs for the advancement of economic development projects for both present companies and future companies. The amounts contributed herein are deemed by this Council to be a proper public expenditure of public funds.

Section 2. That, the monies contributed as found in Section 1 of this Resolution shall be used for operational expenses and to advance the "Plan" as referenced in the preamble of this Resolution and shall not be pledged to secure any debt of the CIC.

Section 3. That, all payments stated in this Resolution are subject to appropriation of funds by Council. In the event appropriation of funds by Council is satisfied, payment shall be made by the Finance Director in quarterly installments to the CIC, all in and for the year 2023.

Section 4. That, Resolution Number 058-21 is repealed upon the effective date of this Resolution.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its

committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 7. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for economic projects to timely move forward; projects that will create jobs; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:  
\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 072-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_; 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*



**ORDINANCE NO. 073-22**

**AN ORDINANCE ESTABLISHING THE APPROPRIATION MEASURE (BUDGET) OF THE CITY OF NAPOLEON, OHIO FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023, LISTED IN EXHIBIT A; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council desires to pass an annual appropriation measure of the City of Napoleon for the fiscal year ending December 31, 2023; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That this annual appropriation measure be passed, and the sums as contained in Exhibit A, attached hereto and made a part of this Ordinance, are set aside and appropriated for the fiscal year ending December 31, 2023.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. That, pursuant to 121.03(f) of the Codified Ordinances of the City of Napoleon, Ohio, this Ordinance is declared to be an Ordinance providing for appropriations for the current expenses of the City appropriations immediately required for the City to operate; therefore, this Ordinance shall be in full force and effect immediately upon its passage, subject to the approval by the Mayor, otherwise it shall take effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper and timely procedure establishing the appropriation measure, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

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Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 073-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Marrisa Flogaus, Clerk of Council*

**2023 APPROPRIATION BUDGET  
WORKING DRAFT AS OF 11/15/22**

DEPT DESCRIPTION	2022 REVISED PROJECTED BUDGET			2023 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
1100 City Council/Legislative	41,901.32	3,224.98	45,126.30	43,877.75	9,673.00	53,550.75
1200 Mayor/Executive	17,876.93	361.54	18,238.47	18,420.36	3,370.00	21,790.36
1300 City Manager/Administrative	328,079.49	27,525.00	355,604.49	391,740.00	73,782.00	465,522.00
1370 City Manager/Human Resources	83,251.59	32,845.00	116,096.59	83,825.36	20,420.00	104,245.36
1400 Law Director/ Administrative	247,447.06	31,610.00	279,057.06	259,040.38	61,810.00	320,850.38
1500 Finance/Administrative	295,259.59	82,276.45	377,536.04	417,416.87	110,907.00	528,323.87
1520 Finance/Utility Billing	140,787.65	76,422.02	217,209.67	151,038.61	102,300.00	253,338.61
1600 Information Technology/Administration	163,945.94	84,050.00	247,995.94	187,133.46	76,860.00	263,993.46
1700 Engineering/City Engineer	174,912.73	44,900.00	219,812.73	352,020.27	55,800.00	407,820.27
1800 Municipal Court/Judicial	444,029.92	95,046.00	539,075.92	600,800.72	105,630.00	706,430.72
1900 General Gov./Miscellaneous	0.00	139,800.87	139,800.87	0.00	182,616.00	182,616.00
2100 Police/Safety Services	1,816,071.33	268,240.00	2,084,311.33	2,183,129.94	542,405.00	2,725,534.94
2101 Police/Code Enforcement	41,926.53	5,945.00	47,871.53	43,948.29	10,150.00	54,098.29
2102 Police/School Res. Officer	102,186.86	14,740.00	116,926.86	110,125.77	28,170.00	138,295.77
2103 Police/K-9 Unit	108,082.82	10,430.00	118,512.82	110,607.66	18,360.00	128,967.66
2200 Fire/Safety Services	1,053,995.36	198,732.00	1,252,727.36	1,552,072.91	232,142.00	1,784,214.91
3100 Bldg. Insp./Zoning & Plan.	0.00	0.00	0.00	0.00	0.00	0.00
4700 Cemetery/Grounds	95,019.76	19,450.00	114,469.76	122,925.30	27,670.00	150,595.30
5130 Service/Blds.,Properties,Equip.	89,250.51	14,170.00	103,420.51	94,944.51	16,855.00	111,799.51
9800 Reimbursements-Shared Expenses	0.00	53,361.12	53,361.12	0.00	73,170.00	73,170.00
9900 Transfer Accounts	0.00	64,970.00	64,970.00	0.00	84,136.00	84,136.00
<b>100 GENERAL FUND</b>	<b>5,244,025.40</b>	<b>1,268,099.98</b>	<b>6,512,125.38</b>	<b>6,723,068.16</b>	<b>1,836,226.00</b>	<b>8,559,294.16</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
<b>101 GENERAL RESERVE BALANCE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>120 BRIDE REBLD-SS OPERATIONS FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1900 General Gov./Miscellaneous	0.00	6,934.00	6,934.00	0.00	10,000.00	10,000.00
<b>123 SPECIAL EVENTS FUND</b>	<b>0.00</b>	<b>6,934.00</b>	<b>6,934.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
3500 Economic Development	0.00	39,000.00	39,000.00	0.00	45,000.00	45,000.00
<b>130 ECONOMIC DEVELOPMENT FUND</b>	<b>0.00</b>	<b>39,000.00</b>	<b>39,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>45,000.00</b>
9400 Unclaimed Monies Agency Accounts	0.00	61.00	61.00	0.00	500.00	500.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	2,500.00	2,500.00
<b>147 UNCLAIMED MONIES FUND</b>	<b>0.00</b>	<b>61.00</b>	<b>61.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
1510 Finance/Income Tax Collection	128,722.88	242,066.51	370,789.39	94,400.45	281,707.00	376,107.45
9900 Transfer Accounts	0.00	4,201,455.89	4,201,455.89	0.00	4,550,000.00	4,550,000.00
<b>170 MUNICIPAL INCOME TAX FUND</b>	<b>128,722.88</b>	<b>4,443,522.40</b>	<b>4,572,245.28</b>	<b>94,400.45</b>	<b>4,831,707.00</b>	<b>4,926,107.45</b>
9800 Reimbursements-Shared Expenses	0.00	132,605.08	132,605.08	0.00	135,810.00	135,810.00
9900 Transfer Accounts	0.00	330,000.00	330,000.00	0.00	390,000.00	390,000.00
<b>180 KWH TAX COLLECTION FUND (GF)</b>	<b>0.00</b>	<b>462,605.08</b>	<b>462,605.08</b>	<b>0.00</b>	<b>525,810.00</b>	<b>525,810.00</b>
1800 Municipal Court/Judicial	0.00	3,733.90	3,733.90	0.00	7,500.00	7,500.00
9900 Transfer Accounts	0.00	3,733.90	3,733.90	0.00	7,500.00	7,500.00
<b>195 LAW LIBRARY FUND</b>	<b>0.00</b>	<b>7,467.80</b>	<b>7,467.80</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
5100 Service/Streets Maint.&Prop.	236,642.85	138,116.00	374,758.85	322,107.54	211,375.00	533,482.54
5110 Service/Ice And Snow Removal	29,180.94	80,190.00	109,370.94	38,295.00	105,950.00	144,245.00
5120 Service/Storm Drainage	3,657.35	2,000.00	5,657.35	11,902.50	15,500.00	27,402.50
<b>200 STREET CONST.MAINT.&amp;REPAIR FD</b>	<b>269,481.13</b>	<b>220,306.00</b>	<b>489,787.13</b>	<b>372,305.04</b>	<b>332,825.00</b>	<b>705,130.04</b>
5100 Service/Streets Maint.&Prop.	0.00	21,800.00	21,800.00	0.00	68,200.00	68,200.00
<b>201 STATE HIGHWAY IMPROVEMENT FUND</b>	<b>0.00</b>	<b>21,800.00</b>	<b>21,800.00</b>	<b>0.00</b>	<b>68,200.00</b>	<b>68,200.00</b>

2023 APPROPRIATION BUDGET  
WORKING DRAFT AS OF 11/15/22

DEPT DESCRIPTION	2022 REVISED PROJECTED BUDGET			2023 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
5100 Service/Streets Maint.&Prop.	0.00	0.00	0.00	0.00	25,000.00	25,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>202 MUNI.(50%)MOTOR VEH.LIC.TAS FD</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
5100 Service/Streets Maint.&Prop.	0.00	42,000.00	42,000.00	0.00	174,000.00	174,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>203 MUNI.(100%)MOTOR VEH.LIC.TASFD</b>	<b>0.00</b>	<b>42,000.00</b>	<b>42,000.00</b>	<b>0.00</b>	<b>174,000.00</b>	<b>174,000.00</b>
5100 Service/Streets Maint.&Prop.	0.00	20,000.00	20,000.00	0.00	32,000.00	32,000.00
<b>204 CO VEH LIC PERMISSIVE TAX FUND</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>32,000.00</b>
2200 Fire/Safety Services	0.00	201,450.00	201,450.00	0.00	212,950.00	212,950.00
9800 Reimbursements-Shared Expenses	0.00	205,000.00	205,000.00	0.00	205,000.00	205,000.00
9900 Transfer Accounts	0.00	14,400.00	14,400.00	0.00	31,680.00	31,680.00
<b>210 EMS TRANSPORT SERVICE FUND</b>	<b>0.00</b>	<b>420,850.00</b>	<b>420,850.00</b>	<b>0.00</b>	<b>449,630.00</b>	<b>449,630.00</b>
4100 Recreation/Administrative	124,750.67	3,650.00	128,400.67	177,729.17	7,475.00	185,204.17
4200 Recreation/Golf Operating	171,537.63	164,550.00	336,087.63	319,783.29	179,700.00	499,483.29
4300 Recreation/Pool Operating	110,759.49	69,780.00	180,539.49	113,051.50	74,250.00	187,301.50
4400 Recreation/Parks & Programs	254,693.11	197,480.00	452,173.11	274,776.93	227,180.00	501,956.93
<b>220 RECREATION FUND</b>	<b>661,740.90</b>	<b>435,460.00</b>	<b>1,097,200.90</b>	<b>885,340.89</b>	<b>488,605.00</b>	<b>1,373,945.89</b>
4300 Recreation/Pool Operating	0.00	118,500.00	118,500.00	0.00	395,640.00	395,640.00
<b>221 NAPOLEON AQUATIC CENTER</b>	<b>0.00</b>	<b>118,500.00</b>	<b>118,500.00</b>	<b>0.00</b>	<b>395,640.00</b>	<b>395,640.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
<b>222 NAP AQUATIC CTR RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	230,140.00	230,140.00
9800 Reimbursements-Shared Expenses	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>223 NAP AQUATIC CTR DEBT RES FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>230,140.00</b>	<b>230,140.00</b>
4400 Recreation/Parks & Programs	0.00	0.00	0.00	0.00	0.00	0.00
<b>224 SHELTER HOUSE FACILITY REPAIR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4700 Cemetery/Grounds	0.00	5,500.00	5,500.00	0.00	6,500.00	6,500.00
<b>227 CEMETERY TRUST FUND</b>	<b>0.00</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>6,500.00</b>
3800 Travel And Tourism (3%)	0.00	57,946.38	57,946.38	0.00	50,000.00	50,000.00
9900 Transfer Accounts	0.00	44,479.27	44,479.27	0.00	50,000.00	50,000.00
<b>240 HOTEL/MOTEL TAX FUND</b>	<b>0.00</b>	<b>102,425.65</b>	<b>102,425.65</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>
2200 Fire/Safety Services	0.00	24,900.00	24,900.00	0.00	131,900.00	131,900.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>242 FIRE EQUIPMENT FUND</b>	<b>0.00</b>	<b>24,900.00</b>	<b>24,900.00</b>	<b>0.00</b>	<b>131,900.00</b>	<b>131,900.00</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	31,000.00	31,000.00
<b>243 FIRE LOSS CLAIMS FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>31,000.00</b>
1300 City Manager/Administrative	0.00	0.00	0.00	0.00	0.00	0.00
<b>250 LOCAL CORONAVIRUS RELIEF FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1300 City Manager/Administrative	0.00	362,633.08	362,633.08	0.00	10,000.00	10,000.00
<b>250 LOCAL CORONAVIRUS RELIEF FUND</b>	<b>0.00</b>	<b>362,633.08</b>	<b>362,633.08</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
3300 Cdbg, Chis & Chip Dev.Grants	0.00	0.00	0.00	0.00	34,000.00	34,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>261 CDBG PROGRAM INCOME FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,000.00</b>	<b>34,000.00</b>
1800 Municipal Court/Judicial	0.00	7,000.00	7,000.00	0.00	25,000.00	25,000.00
<b>270 INDIGENT DRIV. ALCOHOL FUND</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
2100 Police/Safety Services	-180.30	1,900.00	1,719.70	0.00	1,800.00	1,800.00
<b>271 LAW ENFORCEMENT &amp; ED. FUND</b>	<b>-180.30</b>	<b>1,900.00</b>	<b>1,719.70</b>	<b>0.00</b>	<b>1,800.00</b>	<b>1,800.00</b>

**2023 APPROPRIATION BUDGET  
WORKING DRAFT AS OF 11/15/22**

DEPT DESCRIPTION	2022 REVISED PROJECTED BUDGET			2023 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
1800 Municipal Court/Judicial	0.00	15,704.00	15,704.00	0.00	38,000.00	38,000.00
9800 Reimbursements-Shared Expenses	0.00	8,340.00	8,340.00	0.00	10,000.00	10,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>272 COURT COMPUTERIZATION FUND</b>	<b>0.00</b>	<b>24,044.00</b>	<b>24,044.00</b>	<b>0.00</b>	<b>48,000.00</b>	<b>48,000.00</b>
2100 Police/Safety Services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>273 LAW ENFORCEMENT TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
2100 Police/Safety Services	-2,300.41	1,000.00	-1,300.41	0.00	2,000.00	2,000.00
<b>274 MANDATORY DRUG FINE FUND</b>	<b>-2,300.41</b>	<b>1,000.00</b>	<b>-1,300.41</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
1810 Municipal Court/Probation Department	5,180.55	150.00	5,330.55	0.00	1,000.00	1,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>275 MUNICIPAL PROBATION SERV. FUND</b>	<b>5,180.55</b>	<b>150.00</b>	<b>5,330.55</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
1810 Municipal Court/Probation Department	-88.13	0.00	-88.13	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>277 PROBATION OFFICER GRANT FUND</b>	<b>-88.13</b>	<b>0.00</b>	<b>-88.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1800 Municipal Court/Judicial	0.00	4,800.00	4,800.00	0.00	0.00	0.00
<b>278 COURT SPECIAL PROJECTS FUND</b>	<b>0.00</b>	<b>4,800.00</b>	<b>4,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
<b>279 HANDICAP PARKING FINES FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2100 Police/Safety Services	0.00	0.00	0.00	0.00	500.00	500.00
<b>280 CERTIFIED POLICE TRAINING FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
1800 Municipal Court/Judicial	0.00	2,000.00	2,000.00	0.00	5,000.00	5,000.00
<b>281 INDIGENT DRIVERS INTERLOCK/ALC</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
1810 Municipal Court/Probation Department	0.00	0.00	0.00	0.00	0.00	0.00
<b>287 PROBATION IMP. &amp; INCTV.GRT.FD.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1810 Municipal Court/Probation Department	-21.11	0.00	-21.11	0.00	0.00	0.00
<b>288 JUSTICE REINV.INCENTIVE GRT.FD</b>	<b>-21.11</b>	<b>0.00</b>	<b>-21.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2100 Police/Safety Services	39,915.12	0.00	39,915.12	95,600.00	0.00	95,600.00
<b>290 POLICE PENSION FUND</b>	<b>39,915.12</b>	<b>0.00</b>	<b>39,915.12</b>	<b>95,600.00</b>	<b>0.00</b>	<b>95,600.00</b>
2200 Fire/Safety Services	71,957.63	0.00	71,957.63	47,850.00	0.00	47,850.00
<b>291 FIRE PENSION FUND</b>	<b>71,957.63</b>	<b>0.00</b>	<b>71,957.63</b>	<b>47,850.00</b>	<b>0.00</b>	<b>47,850.00</b>
1900 General Gov./Miscellaneous	0.00	3,652.00	3,652.00	0.00	5,000.00	5,000.00
<b>295 IRS 125 EMPLOYEE BENEFITS FUND</b>	<b>0.00</b>	<b>3,652.00</b>	<b>3,652.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
8100 General Obligation Debt Services	0.00	4,625.00	4,625.00	0.00	52,000.00	52,000.00
<b>300 GENERAL BOND RETIREMENT FUND</b>	<b>0.00</b>	<b>4,625.00</b>	<b>4,625.00</b>	<b>0.00</b>	<b>52,000.00</b>	<b>52,000.00</b>
8500 Special Assessment Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
<b>310 S.A. BOND RETIREMENT FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1100 City Council/Legislative	0.00	0.00	0.00	0.00	0.00	0.00
1300 City Manager/Administrative	0.00	50,000.00	50,000.00	0.00	500.00	500.00
1370 City Manager/Human Resources	0.00	0.00	0.00	0.00	800.00	800.00
1400 Law Director/ Administrative	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
1500 Finance/Administrative	0.00	0.00	0.00	0.00	0.00	0.00
1600 Information Technology/Administration	0.00	34,700.00	34,700.00	0.00	18,625.00	18,625.00
1700 Engineering/City Engineer	0.00	2,000.00	2,000.00	0.00	13,000.00	13,000.00
1800 Municipal Court/Judicial	0.00	716.00	716.00	0.00	91,251.00	91,251.00
1801 Municipal Court/Building	0.00	0.00	0.00	0.00	0.00	0.00
2100 Police/Safety Services	0.00	211,296.00	211,296.00	0.00	175,225.00	175,225.00
2102 Police/School Res. Officer	0.00	4,500.00	4,500.00	0.00	1,900.00	1,900.00

**2023 APPROPRIATION BUDGET**  
**WORKING DRAFT AS OF 11/15/22**

DEPT DESCRIPTION	2022 REVISED PROJECTED BUDGET			2023 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
2103 Police/K-9 Unit	0.00	126,192.00	126,192.00	0.00	5,900.00	5,900.00
2200 Fire/Safety Services	0.00	14,000.00	14,000.00	0.00	41,000.00	41,000.00
3100 Bldg. Insp./Zoning & Plan.	0.00	0.00	0.00	0.00	0.00	0.00
3500 Economic Development	0.00	0.00	0.00	0.00	0.00	0.00
4200 Recreation/Golf Operating	0.00	0.00	0.00	0.00	25,000.00	25,000.00
4300 Recreation/Pool Operating	0.00	0.00	0.00	0.00	0.00	0.00
4400 Recreation/Parks & Programs	0.00	50,000.00	50,000.00	0.00	62,000.00	62,000.00
4700 Cemetery/Grounds	0.00	14,400.00	14,400.00	0.00	17,000.00	17,000.00
5100 Service/Streets Maint.&Prop.	0.00	1,499,399.00	1,499,399.00	0.00	2,786,500.00	2,786,500.00
5120 Service/Storm Drainage	0.00	0.00	0.00	0.00	0.00	0.00
5130 Service/Blds.,Properties,Equip.	0.00	0.00	0.00	0.00	0.00	0.00
5200 Service/Central Garage	0.00	0.00	0.00	0.00	73,000.00	73,000.00
9900 Transfer Accounts	0.00	56,500.00	56,500.00	0.00	108,320.00	108,320.00
<b>400 CAPITAL IMPROVEMENT FUND</b>	<b>0.00</b>	<b>2,065,703.00</b>	<b>2,065,703.00</b>	<b>0.00</b>	<b>3,422,021.00</b>	<b>3,422,021.00</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
5100 Service/Streets Maint.&Prop.	0.00	0.00	0.00	0.00	0.00	0.00
<b>401 CIP FUNDING RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2200 Fire/Safety Services	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>410 FIRE FACILITY TRAINING GRT.FD.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	49,750.00	49,750.00
6110 Electric/Operations, Dist. System	1,345,525.21	855,941.50	2,201,466.71	1,599,414.49	1,024,640.00	2,624,054.49
6111 Electric/Purchased Power	0.00	13,005,482.99	13,005,482.99	0.00	13,800,000.00	13,800,000.00
9800 Reimbursements-Shared Expenses	0.00	717,336.64	717,336.64	0.00	1,100,300.00	1,100,300.00
9900 Transfer Accounts	0.00	414,751.20	414,751.20	0.00	895,000.00	895,000.00
<b>500 ELECTRIC UTILITY REVENUE FUND</b>	<b>1,345,525.21</b>	<b>14,993,512.33</b>	<b>16,339,037.53</b>	<b>1,599,414.49</b>	<b>16,869,690.00</b>	<b>18,469,104.49</b>
6110 Electric/Operations, Dist. System	0.00	563,723.00	563,723.00	0.00	1,250,000.00	1,250,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>503 ELECTRIC DEVELOPMENT FUND</b>	<b>0.00</b>	<b>563,723.00</b>	<b>563,723.00</b>	<b>0.00</b>	<b>1,250,000.00</b>	<b>1,250,000.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	19,900.00	19,900.00
6200 Water/Treatment Plant Operations	583,011.99	1,411,350.00	1,994,361.99	641,435.72	1,266,343.00	1,907,778.72
6210 Water/Distribution System	488,600.81	289,692.00	778,292.81	558,408.30	406,430.00	964,838.30
9800 Reimbursements-Shared Expenses	0.00	353,839.41	353,839.41	0.00	557,730.00	557,730.00
9900 Transfer Accounts	0.00	875,000.00	875,000.00	0.00	1,393,250.00	1,393,250.00
<b>510 WATER REVENUE FUND</b>	<b>1,071,612.80</b>	<b>2,929,881.41</b>	<b>4,001,494.21</b>	<b>1,199,844.01</b>	<b>3,643,653.00</b>	<b>4,843,497.01</b>
6210 Water/Distribution System	0.00	658,000.00	658,000.00	0.00	1,061,000.00	1,061,000.00
<b>511 WATER DEPRECIATION RES. FUND</b>	<b>0.00</b>	<b>658,000.00</b>	<b>658,000.00</b>	<b>0.00</b>	<b>1,061,000.00</b>	<b>1,061,000.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	331,045.00	331,045.00
<b>512 WATER DEBT RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>331,045.00</b>	<b>331,045.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	22,570.00	22,570.00
8600 Special Assess. Debt Services (Owda)	0.00	0.00	0.00	0.00	0.00	0.00
<b>513 WATER OWDA BOND RETIREMENT FD.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,570.00</b>	<b>22,570.00</b>
6200 Water/Treatment Plant Operations	0.00	10,000.00	10,000.00	0.00	600,125.00	600,125.00
9800 Reimbursements-Shared Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>519 WATER PLANT IMPROV &amp; RENO FUND</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>600,125.00</b>	<b>600,125.00</b>

**2023 APPROPRIATION BUDGET  
WORKING DRAFT AS OF 11/15/22**

DEPT DESCRIPTION	2022 REVISED PROJECTED BUDGET			2023 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	19,900.00	19,900.00
6300 Sewer (Wwt)/Treatment Plant Oper.	585,812.34	545,212.00	1,131,024.34	702,107.76	1,275,753.00	1,977,860.76
6310 Sewer (Wwt)/Collection System	71,999.17	88,411.00	160,410.17	114,925.20	127,775.00	242,700.20
6311 Sewer (Wwt)/Cleaning & Imp.(Sso & Cso)	136,966.59	11,819.00	148,785.59	177,145.50	9,550.00	186,695.50
9800 Reimbursements-Shared Expenses	0.00	417,220.51	417,220.51	0.00	650,090.00	650,090.00
9900 Transfer Accounts	0.00	500,000.00	500,000.00	0.00	2,384,372.00	2,384,372.00
<b>520 SEWER UTILITY REVENUE FUND</b>	<b>794,778.10</b>	<b>1,562,662.51</b>	<b>2,357,440.61</b>	<b>994,178.45</b>	<b>4,467,440.00</b>	<b>5,461,618.45</b>
6310 Sewer (Wwt)/Collection System	0.00	6,420,000.00	6,420,000.00	0.00	5,691,500.00	5,691,500.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>521 SEWER UTY. REPLCMNT.&amp;IMP. FUND</b>	<b>0.00</b>	<b>6,420,000.00</b>	<b>6,420,000.00</b>	<b>0.00</b>	<b>5,691,500.00</b>	<b>5,691,500.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
8800 State & Epa Loans Debt Services	0.00	0.00	0.00	0.00	447,695.00	447,695.00
<b>522 SEWER DEBT RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>447,695.00</b>	<b>447,695.00</b>
8600 Special Assess. Debt Services (Owda)	0.00	0.00	0.00	0.00	106,627.00	106,627.00
<b>523 OWDA SA DEBT RETIREMENT FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>106,627.00</b>	<b>106,627.00</b>
6310 Sewer (Wwt)/Collection System	0.00	0.00	0.00	0.00	0.00	0.00
8800 State & Epa Loans Debt Services	0.00	0.00	0.00	0.00	81,373.00	81,373.00
<b>532 WILLIAMS PUMP STA.IMP.PRJ.FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,373.00</b>	<b>81,373.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	9,950.00	9,950.00
6400 Sanitation /Collection & Disposal	213,664.11	129,930.00	343,594.11	315,740.47	156,935.00	472,675.47
6410 Sanitation/Srs-Seasonal Pickup Program	0.00	54,243.00	54,243.00	0.00	76,100.00	76,100.00
6411 Sanitation/Srs-Yard Waste Site Oper.	1,325.73	81,942.00	83,267.73	0.00	44,450.00	44,450.00
6412 Sanitation/Srs-Mosquito Control	0.00	76,502.00	76,502.00	0.00	82,690.00	82,690.00
6420 Sanitation/Recycling Programs	98,720.77	62,651.00	161,371.77	129,492.48	71,720.00	201,212.48
9800 Reimbursements-Shared Expenses	0.00	183,849.92	183,849.92	0.00	270,570.00	270,570.00
9900 Transfer Accounts	0.00	48,300.00	48,300.00	0.00	60,000.00	60,000.00
<b>560 SANITATION (REFUSE)REVENUE FD</b>	<b>313,710.61</b>	<b>637,417.92</b>	<b>951,128.53</b>	<b>445,232.96</b>	<b>772,415.00</b>	<b>1,217,647.96</b>
6400 Sanitation /Collection & Disposal	0.00	5,012.00	5,012.00	0.00	322,000.00	322,000.00
<b>561 SANIT.(REFUSE) DEPREC.RES.FUND</b>	<b>0.00</b>	<b>5,012.00</b>	<b>5,012.00</b>	<b>0.00</b>	<b>322,000.00</b>	<b>322,000.00</b>
6500 Meter Deposit/Unapplied Cash	0.00	26,967.95	26,967.95	0.00	25,000.00	25,000.00
<b>580 METER DEP.(ELECT &amp; WATER) FUND</b>	<b>0.00</b>	<b>26,967.95</b>	<b>26,967.95</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
5200 Service/Central Garage	199,200.77	94,272.00	293,472.77	190,533.17	127,230.00	317,763.17
5600 Service/Fuel Purchase Rotary	0.00	70,000.00	70,000.00	0.00	75,000.00	75,000.00
<b>600 CENTRAL GARAGE ROTARY FUND</b>	<b>199,200.77</b>	<b>164,272.00</b>	<b>363,472.77</b>	<b>190,533.17</b>	<b>202,230.00</b>	<b>392,763.17</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>10,143,261.13</b>	<b>38,088,388.11</b>	<b>48,231,649.24</b>	<b>12,647,767.62</b>	<b>49,233,867.00</b>	<b>61,881,634.62</b>

**RESOLUTION NO. 074-22**

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER CERTAIN FUND BALANCES FROM RESPECTIVE FUNDS TO OTHER FUNDS PER SECTION 5705.14 ORC ON AN AS NEEDED BASIS IN FISCAL YEAR 2023, LISTED IN EXHIBIT A; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City is a charter municipality having those powers of self government as stated in Article I of its Charter; and,

**WHEREAS**, in order to provide Fund Balances for approved expenditures in certain funds on an as needed basis, it is necessary to transfer funds from respective funds to other funds; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, pursuant to Section 5705.14 of the ORC and this Resolution, the Finance Director is hereby authorized and directed to transfer monies among the various funds on an as needed basis in Fiscal Year 2023 as listed in Exhibit A attached hereto and made a part of this Resolution.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of expenses, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor



VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

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Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 074-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Marrisa Flogaus, Clerk of Council*

2023 ESTIMATED TRANSFER OF FUNDS

APPROPRIATION ACCOUNT AND PURPOSE

	= ACCOUNT =	= FUND FROM =	= FUND TO =
100 GENERAL FUND Tr-To 101 General Res.Bal.Fund	100.9900.59401	0	
101 GENERAL RESERVE BALANCE FUND Transfers-In(Various Funds) New Fund in 2013 by City Council to set aside Un-needed Reserves from the 100 General Fund.	101.0000.49900		0 *
100 GENERAL FUND Tr-To 200 Street (Scmr) Fund	100.9900.59450	0	
200 STREET CONST.MAINT.&REPAIR FD Transfers-In(Various Funds) Net Subsidy Requirements	200.0000.49900		0 *
100 GENERAL FUND Tr-To 170 Mun.In.Tax Fund	100.9900.59470	0	
170 MUNICIPAL INCOME TAX FUND Transfers-In(Various Funds) Large Income Tax Refunds	170.0000.49900		0 *
100 GENERAL FUND Tr-To 288 Justice Reinv.Incentive Gr.Fd.	100.9900.59535	0	
288 JUSTICE REINV.INCENTIVE GRT.FD Transfers-In(Various Funds) Net Subsidy Requirements	288.0000.49900		0 *
100 GENERAL FUND Tr-To 123 Special Events Fund	100.9900.59540	11,000	
123 SPECIAL EVENTS FUND Transfers-In(Various Funds) Net Subsidy Requirements	123.0000.49900		11,000 *
100 GENERAL FUND Tr-To 130 Econ.Dev.Fund	100.9900.59550	45,000	
130 ECONOMIC DEVELOPMENT FUND Transfers-In(Various Funds) Net Subsidy Requirements	130.0000.49900		45,000 *
100 GENERAL FUND Tr-To 295 Employee Benefits Fund	100.9900.59555	3,136	
295 IRS 125 EMPLOYEE BENEFITS FUND Transfers-In(Various Funds) Subsidize Administrative Costs to AFLAC (Wage Works) on the IRS 125 Benefits Plan	295.0000.49900		3,136 *
100 GENERAL FUND Tr-To 400 Cip Fund	100.9900.59615	0	
400 CAPITAL IMPROVEMENT FUND Transfers-In(Various Funds)	400.0000.49900		0 *
100 GENERAL FUND Tr-To 600 Central Garage Rotary Fund	100.9900.59880	25,000	
600 CENTRAL GARAGE ROTARY FUND Transfers-In(Various Funds) Net Subsidy Requirements	600.0000.49900		25,000 *
147 UNCLAIMED MONIES FUND Tr-To 100 General Fund	147.9900.59400	2,500	
100 GENERAL FUND Transfers-In(Various Funds) City's unclaimed monies come from uncashed checks over two (2) years old.	100.0000.49900		2,500 *
170 MUNICIPAL INCOME TAX FUND Tr-To 100 General Fund (Inc.Tax)	170.9900.59410	2,600,000	
100 GENERAL FUND Transfers-In(Income Tax Fund)	100.0000.49910		2,600,000 *
170 MUNICIPAL INCOME TAX FUND Tr-To 220 Recreation Fd.(Inc.Tax)	170.9900.59510	650,000	
220 RECREATION FUND Transfers-In(Income Tax Fund) TR-to 220 Recreation Levy Fund .2%	220.0000.49910		650,000 *
170 MUNICIPAL INCOME TAX FUND Tr-To 400 Cip Fund (Inc Tax)	170.9900.59610	1,300,000	
400 CAPITAL IMPROVEMENT FUND Transfers-In(Income Tax Fund)	400.0000.49910		1,300,000 *
180 KWH TAX COLLECTION FUND (GF) Tr-To 100 General Fund	180.9900.59400	390,000	
100 GENERAL FUND Transfers-In(Kwh Tax Fund) Balance available after Utility Reimbursement	100.0000.49950		390,000 *
195 LAW LIBRARY FUND Tr-To 100 General Fund	195.9900.59400	7,500	
100 GENERAL FUND Transfers-In(Various Funds) 1/2 Gross Estimated Revenues	100.0000.49900		7,500 *
210 EMS TRANSPORT SERVICE FUND Tr-To 242 Fire Equip.Fund	210.9900.59620	31,680	
242 FIRE EQUIPMENT FUND Transfers-In(Various Funds) City Share of Township Contract for Capital Items	242.0000.49900		31,680 *

2023 ESTIMATED TRANSFER OF FUNDS

APPROPRIATION ACCOUNT AND PURPOSE

	= ACCOUNT =	= FUND FROM =	= FUND TO =
240 HOTEL/MOTEL TAX FUND Tr-To 100 General Fund	240.9900.59400	50,000	
100 GENERAL FUND Transfers-In(Various Funds)	100.0000.49900		50,000 *
1/2 Gross of Estimated Revenues			
252 AMERICAN RESCUE PLAN ACT Reimbursement - Fed. Grants - A.R.P.A. Exper	252.1300.59001	250,000	
100 GENERAL FUND Transfers-In(Various Funds)	100.0000.49900		250,000 *
400 CAPITAL IMPROVEMENT FUND Tr-To 300 Bond Retirement Fund	400.9900.59545	52,000	
300 GENERAL BOND RETIREMENT FUND Transfers-In(Various Funds)	300.0000.49900		52,000 *
Principal and Interest Payments			
400 CAPITAL IMPROVEMENT FUND Tr-To 242 Fire Equip.Fund	400.9900.59620	56,320	
242 FIRE EQUIPMENT FUND Transfers-In(Various Funds)	242.0000.49900		56,320 *
City Share of Township Contract for Capital Items			
400 CAPITAL IMPROVEMENT FUND Tr-To 401 Cip Funding Res Fd	400.9900.59630	0	
401 CIP FUNDING RESERVE FUND Transfers-In(Various Funds)	401.0000.49900		0 *
400 CAPITAL IMPROVEMENT FUND Tr To 410 Fire Fac. Fund	400.9900.59640	0	
410 FIRE FACILITY TRAINING GRT.FD. Transfers-In(Various Funds)	410.0000.49900		0 *
410 FIRE FACILITY TRAINING GRT.FD. Tr - To 400 Cip Fund	410.9900.59615	0	
400 CAPITAL IMPROVEMENT FUND Transfers-In(Various Funds)	400.0000.49900		0 *
410 FIRE FACILITY TRAINING GRT.FD. Tr - To 242 Fire Equip Fund	410.9900.59620	0	
242 FIRE EQUIPMENT FUND Transfers-In(Various Funds)	242.0000.49900		0 *
500 ELECTRIC UTILITY REVENUE FUND Tr-To 180 Kwh Tax Col. Fund (Gf)	500.9900.59480	495,000	
180 KWH TAX COLLECTION FUND (GF) Transfers-In(Various Funds)	180.0000.49900		495,000 *
State kWh Tax Collection less State Use Tax			
500 ELECTRIC UTILITY REVENUE FUND Tr-To-503 Electric Dev Fund	500.9900.59825	400,000	
503 ELECTRIC DEVELOPMENT FUND Transfers-In(Various Funds)	503.0000.49900		400,000 *
510 WATER REVENUE FUND Tr-To 511 Water Dep.Res.Fund	510.9900.59835	450,000	
511 WATER DEPRECIATION RES. FUND Transfers-In(Various Funds)	511.0000.49900		450,000 *
Depreciation Fund for Minimum Required 511 Trust Fund Balances on Revenue Debt about \$304,000.			
510 WATER REVENUE FUND Tr-To 512 Water Debt Reserve Fund	510.9900.59840	331,050	
512 WATER DEBT RESERVE FUND Transfers-In(Various Funds)	512.0000.49900		331,050 *
Minimum Balance Required \$200,000 for Debt Service Reserve for Revenue per Trust Agreements.			
510 WATER REVENUE FUND Tr-To 513 Water Owda Bond Ret.Fd.	510.9900.59841	22,000	
513 WATER OWDA BOND RETIREMENT FD. Transfers-In(Various Funds)	513.0000.49900		22,000 *
Minimum Balance Required??			
510 WATER REVENUE FUND Tr-To 519 Wtr Plant Ren.Imp.Fd.	510.9900.59849	590,200	
519 WATER PLANT IMPROV & RENO FUND Transfers-In(Various Funds)	519.0000.49900		590,200 *
Transfer to 519 Water Plant Ren.Imp.Fund			
520 SEWER UTILITY REVENUE FUND Tr-To 523 Owda Sa Bond Ret.Sewer Fund	520.9900.59560	106,000	
523 OWDA SA DEBT RETIREMENT FUND Transfers-In(Various Funds)	523.0000.49900		106,000 *
520 SEWER UTILITY REVENUE FUND Tr-To 532 Wms. Pump Sta. Fund	520.9900.59561	81,372	
532 WILLIAMS PUMP STA.IMP.PRJ.FUND Transfers-In(Various Funds)	532.0000.49900		81,372 *
520 SEWER UTILITY REVENUE FUND Tr-To 521 Sew.(Wwt)Dep.Res.Fund	520.9900.59855	1,750,000	
521 SEWER UTY. REPLCMNT.&IMP. FUND Transfers-In(Various Funds)	521.0000.49900		1,750,000 *

2023 ESTIMATED TRANSFER OF FUNDS

APPROPRIATION ACCOUNT AND PURPOSE

	<u>= ACCOUNT =</u>	<u>= FUND FROM =</u>	<u>= FUND TO =</u>
520 SEWER UTILITY REVENUE FUND Tr-To 522 Sewer Res.Fund	520.9900.59865	447,000	
522 SEWER DEBT RESERVE FUND Transfers-In(Various Funds)	522.0000.49900		447,000 *
560 SANITATION (REFUSE)REVENUE FD Te-To 561 San.(Ref) Dep.Res.Fund	560.9900.59871	60,000	
561 SANIT.(REFUSE) DEPREC.RES.FUND Transfers-In(Various Funds)	561.0000.49900		60,000 *
221 NAPOLEON AQUATIC CENTER Transfers-To All Funds	221.4300.59300	100,000	
222 NAP AQUATIC CTR RESERVE FUND Transfers-In(Various Funds)	222.0000.49900		100,000 *
221 NAPOLEON AQUATIC CENTER Transfers-To All Funds	221.4300.59300	244,140	
223 NAP AQUATIC CTR DEBT RES FUND Transfers-In(Various Funds)	223.0000.49900		244,140 *

**ORDINANCE NO. 075-22**

**AN ORDINANCE AMENDING THE ALLOCATION OF FUNDS AS FOUND IN SECTIONS 193.11 AND 194.013 OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON, OHIO; AND DECLARING AN EMERGENCY**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, Section 193.11 of the Codified Ordinances of Napoleon, Ohio, shall be amended and enacted as follows:

**“193.11 ALLOCATION OF FUNDS.**

(a) Effective January 1, 2023, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(b) Effective January 1, 2024 and thereafter, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.”

Section 2. That, Section 193.11 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed effective December 31, 2022 at 11:59 PM.

Section 3. That, Section 194.013 of the Codified Ordinances of Napoleon, Ohio, shall be amended and enacted as follows:

“194.013 ALLOCATION OF FUNDS.

(A) Effective January 1, 2023, the funds collected under the provisions of this Chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this Chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(4) One-hundred percent (100%) of the net available tax receipts received annually pursuant to Napoleon Ordinance 194.081 may be used to defray operating expenses incurred due to the provision of police and fire services.

(B) Effective January 1, 2024 and thereafter, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(4) One-hundred percent (100%) of the net available tax receipts received annually pursuant to Napoleon Ordinance 194.081 may be used to defray operating expenses incurred due to the provision of police and fire services.”

Section 4. That, Section 194.013 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed effective December 31, 2023 at 11:59 PM.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,

if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for passage before the deadline; moreover, this must timely take effect to meet the intent of the law; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for timely allocation of funds, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 075-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

**ORDINANCE NO. 076-22**

**AN ORDINANCE APPORTIONING THE EXPENSES INCURRED INCLUDING WAGES, SALARIES AND FRINGE BENEFITS OF THE MAYOR, COUNCIL, AND VARIOUS OTHER DEPARTMENTS OF THE CITY OF NAPOLEON WHICH ARE NOT OTHERWISE DIRECTLY CHARGED TO SPECIAL AND/OR CAPITAL PROJECTS AMONG VARIOUS ACCOUNTS EFFECTIVE JANUARY 1, 2023; AMENDING ORDINANCE NO.(S) 104-09, 087-19, 069-20, AND 059-21; AND DECLARING AN EMERGENCY**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the expenses incurred, including wages, salary and fringe benefits of the Mayor, City Council, and various departments within the City as found in Exhibit "A," that are not otherwise directly charged to special and/or capital projects, shall be apportioned among the funds using the direct reimbursement method as found in attached Exhibit A which is made part of this Ordinance.

Section 2. That, the City Finance Director is directed to adjust the affected funds (retroactive if necessary) effective January 1, 2023 to accomplish the intent of this Ordinance.

Section 3. That, Ordinance No.(s) 104-09, 087-19, 069-20, and 059-21 are hereby amended.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to commence the amendments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.



Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No.076-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

2023 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

**100 GF ADMINISTRATIVE SHARED COSTS & DISPATCHING SERVICES TO ENTERPRISE FUNDS:**

Budgeted Allocations (%) were changed by City Council, Ord 104-09, Passed 12/21/2009 and Ord. 087-19 Passed 12/16/19

	<u>= 1100 CITY COUNCIL =</u>		<u>= 1200 MAYORS OFFC. =</u>		<u>= 1300 CITY MANAGER =</u>		<u>= 1370 HUMAN RESRCE. =</u>	
Projected Appropriations -->		<b>53,551</b>		<b>21,790</b>		<b>465,522</b>		<b>104,245</b>
100 GENERAL FUND-Net Direct	25%	13,388	25%	5,448	10%	46,552	30%	31,274
500 ELECTRIC OPER.FUND	30%	16,065	30%	6,537	40%	186,209	25%	26,061
510 WATER REV. FUND	20%	10,710	20%	4,358	20%	93,104	20%	20,849
520 SEWER REV. FUND	20%	10,710	20%	4,358	20%	93,104	20%	20,849
560 SANTITION FUND	5%	2,678	5%	1,090	10%	46,552	5%	5,212
<b>Sub-Total Reimbursement</b>	<b>75%</b>	<b>40,163</b>	<b>75%</b>	<b>16,343</b>	<b>90%</b>	<b>418,970</b>	<b>70%</b>	<b>72,972</b>
<b>Verification Total</b>	<b>100%</b>	<b>53,551</b>	<b>100%</b>	<b>21,790</b>	<b>100%</b>	<b>465,522</b>	<b>100%</b>	<b>104,245</b>
		<u>= 1400 LAW DIRECTOR =</u>		<u>= 1500 FINANCE/ADMIN =</u>		<u>= 1520 FINANCE/UTILITY =</u>		<u>= 1600 INF.SYS./ADMIN. =</u>
Projected Appropriations -->	(1)	<b>284,430</b>		<b>528,324</b>		<b>253,339</b>	(2)	<b>253,993</b>
100 GENERAL FUND-Net Direct	30%	85,329	10%	52,832	0%	0	20%	50,799
500 ELECTRIC OPER.FUND	25%	71,108	40%	211,330	50%	126,669	35%	88,898
510 WATER REV. FUND	20%	56,886	20%	105,665	20%	50,668	20%	50,799
520 SEWER REV. FUND	20%	56,886	20%	105,665	20%	50,668	20%	50,799
560 SANTITION FUND	5%	14,222	10%	52,832	10%	25,334	5%	12,700
<b>Sub-Total Reimbursement</b>	<b>70%</b>	<b>199,101</b>	<b>90%</b>	<b>475,491</b>	<b>100%</b>	<b>253,339</b>	<b>80%</b>	<b>203,195</b>
<b>Verification Total</b>	<b>100%</b>	<b>284,430</b>	<b>100%</b>	<b>528,324</b>	<b>100%</b>	<b>253,339</b>	<b>100%</b>	<b>253,993</b>
		<u>= 1700 ENGINEERING =</u>		<u>= 1900 GENERAL GOV. =</u>		<u>= 2100 POLICE-Dispatch =</u>		<u>= 5130 SV/BLDG.&amp;PROP. =</u>
Projected Appropriations -->		<b>407,820</b>	(3)	<b>149,216</b>	(4)	<b>134,662</b>		<b>111,800</b>
100 GENERAL FUND-Net Direct	8%	32,626	15%	22,382	87%	117,156	20%	22,360
500 ELECTRIC OPER.FUND	33%	134,581	50%	74,608	10%	13,466	30%	33,540
510 WATER REV. FUND	25%	101,955	15%	22,382	2%	2,693	15%	16,770
520 SEWER REV. FUND	34%	138,659	15%	22,382	0.5%	673	15%	16,770
560 SANTITION FUND	0%	0	5%	7,461	0.5%	673	20%	22,360
<b>Sub-Total Reimbursement</b>	<b>92%</b>	<b>375,195</b>	<b>85%</b>	<b>126,834</b>	<b>13%</b>	<b>17,506</b>	<b>80%</b>	<b>89,440</b>
<b>Verification Total</b>	<b>100%</b>	<b>407,820</b>	<b>100%</b>	<b>149,216</b>	<b>100%</b>	<b>134,662</b>	<b>100%</b>	<b>111,800</b>
		<u>= GRAND TOTALS =</u>		<u>= ACCOUNT =</u>		<u>= FUND FROM =</u>		<u>= FUND TO =</u>
Projected Appropriations -->		<b>2,768,692</b>						
100 GENERAL FUND-Net Direct	17%	480,145						
500 ELECTRIC OPER.FUND	36%	989,071		500.9800.59110		989,080		
510 WATER REV. FUND	19%	536,840		510.9800.59110		536,840		
520 SEWER REV. FUND	21%	571,523		520.9800.59110		571,530		
560 SANTITION FUND	7%	191,113		560.9800.59110		191,120		
<b>Sub-Total Reimbursement</b>	<b>83%</b>	<b>2,288,554</b>		100.0000.49600				2,288,570
<b>Verification Total</b>	<b>100%</b>	<b>2,768,699</b>						

NOTE: (1) 1400 Law Director excludes \$36,420 of Direct County Reimbursement for Contracted Prosecutor Services and Administration Fees.

NOTE: (2) 1600 Information Systems excludes \$10,000 of Reimbursed Expense allocated to the 272 Court Computerization Fund.

NOTE: (3) 1900 General Government excludes \$14,500 of Electric, \$1,900 of Water & Sewer and \$17,000 Undefined Contingencies, Total \$33,400.

NOTE: (4) 2100 Police-Dispatch Salary, OT and Fringes, 27% Est for (1 FT Equivalent Dispatcher) allocated for Utility & Operations Calls per Council. 9800-REIMBURSABLES

2023 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

**600 CENTRAL GARAGE SHARED COSTS TO ENTERPRISE FUNDS:**

600 CG DEPARTMENT -->	= 5200 CENTRAL GARAGE =	= ACCOUNT =	= FUND FROM =	= FUND TO =
Projected Appropriations -->	317,763			
100 GENERAL FUND	15% 47,664	100.9800.59110	47,670	
500 ELECTRIC OPER.FUND	35% 111,217	500.9800.59110	111,220	
510 WATER REV. FUND	5% 15,888	510.9800.59110	15,890	
520 SEWER REV. FUND	20% 63,553	520.9800.59110	63,560	
560 SANITATION FUND	25% 79,441	560.9800.59110	79,450	
<b>Sub-Total Reimbursement</b>	<b>100% 317,763</b>	600.0000.49600		317,790

**OTHER SHARED AND DIRECT EXPENSED INTERNAL REIMBURSABLE AMOUNTS:**

	= ACCOUNT =	= FUND FROM =	= FUND TO =
100 GENERAL FUND Reimb.-Shared Labor Expenses-Twp	100.9800.59130	10,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		10,000
Record Administrative Salary and Fringes direct funded from 100 General Fund per Township Cnt. for Fire Services.			
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	10,000	
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		10,000
Reimburse Dept 4100 Recreation Director administrative Salary and Fringes for Overseeing Cemetery Operations.			
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	5,500	
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		5,500
Reimburse Dept 4400 Seasonal Worker Salary and Fringes for Shared Duties.			
210 EMS TRANSPORT SERVICE FUND Reimb.-Shared Admin.Expenses	210.9800.59110	205,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		205,000
Reimburse Dept 2200 EMS Salary, Fringes and Other Costs to 100 General Fund.			
272 COURT COMPUTERIZATION FUND Reimb.-Shared Admin.Expenses	272.9800.59110	10,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		10,000
Reimburse Dept 1800 MIS Director Budgeted Expenses that are Court Related.			

**ESTIMATED COST CENTERING OF LABOR SHARING REIMBURSEMENT POSTING:**

Reimburse Direct Labor Salary and Fringes for work performed by Department Personnel in Other Funds, various as needed.

	= ACCOUNT =	= FUND FROM =	= FUND TO =
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5100.59130	30,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5110.59130	7,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5120.59130	500	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	500.9800.59130	0	
510 WATER REVENUE FUND Reimb.-Shared Labor Expenses	510.9800.59130	5,000	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	520.9800.59130	15,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6400.59160	7,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6410.59160	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6411.59160	13,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6412.59160	7,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6420.59160	15,500	
<b>Sub-Total Reimb.-Shared Labor and Direct Salary &amp; Fringe</b>		<b>120,500</b>	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600	3.843%	4,631
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-Internal	200.0000.49600	22.711%	27,367
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-Internal	500.0000.49600	1.115%	1,344
510 WATER REVENUE FUND Reimbursements-Internal	510.0000.49600	18.903%	22,778
520 SEWER UTILITY REVENUE FUND Reimbursements-Internal	520.0000.49600	38.344%	46,205
560 SANITATION (REFUSE)REVENUE FD Reimbursements-Internal	560.0000.49600	7.154%	8,621
600 CENTRAL GARAGE ROTARY FUND Reimbursements-Internal	600.0000.49600	7.930%	9,556
<b>Sub-Total Reimbursement</b>			<b>120,500</b>
9800-REIMBURSABLES			<b>120,500</b>

2023 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

ELECTRIC, WATER & SEWER REIMBURSABLE AMOUNTS FROM 180KWH TAX FUND:

	<u>= ACCOUNT =</u>		<u>= APPROPRIATIONS =</u>	
1800 MUNICIPAL COURT/JUDICIAL Utilities-Electric	100.1800.53110	2.945%	4,000	
1900 GENERAL GOV./MISCELLANEOUS Utilities-Electric	100.1900.53110	10.677%	14,500	
2100 POLICE/SAFETY SERVICES Utilities-Electric	100.2100.53110	11.413%	15,500	
2200 FIRE/SAFETY SERVICES Utilities-Electric	100.2200.53110	21.593%	29,325	
4700 CEMETERY/GROUNDS Utilities-Electric	100.4700.53110	2.356%	3,200	
1800 MUNICIPAL COURT/JUDICIAL Utilities-Water And Sewer	100.1800.53113	1.105%	1,500	
1900 GENERAL GOV./MISCELLANEOUS Utilities-Water And Sewer	100.1900.53113	1.399%	1,900	
2100 POLICE/SAFETY SERVICES Utilities-Water And Sewer	100.2100.53113	1.473%	2,000	
2200 FIRE/SAFETY SERVICES Utilities-Water And Sewer	100.2200.53113	4.786%	6,500	
4700 CEMETERY/GROUNDS Utilities-Water And Sewer	100.4700.53113	0.368%	500	
5100 SERVICE/STREETS MAINT.&PROP. Utilities-Electric	200.5100.53110	4.190%	5,690	
5100 SERVICE/STREETS MAINT.&PROP. Utilities-Water And Sewer	200.5100.53113	0.214%	290	
4200 RECREATION/GOLF OPERATING Utilities-Electric	220.4200.53110	5.302%	7,200	
4300 RECREATION/POOL OPERATING Utilities-Electric	220.4300.53110	8.100%	11,000	
4400 RECREATION/PARKS & PROGRAMS Utilities-Electric	220.4400.53110	16.200%	22,000	
4200 RECREATION/GOLF OPERATING Utilities-Water And Sewer	220.4200.53113	0.884%	1,200	
4300 RECREATION/POOL OPERATING Utilities-Water And Sewer	220.4300.53113	4.418%	6,000	
4400 RECREATION/PARKS & PROGRAMS Utilities-Water And Sewer	220.4400.53113	2.577%	3,500	
<b>Sub-Total Reimbursement --&gt;</b>		<b>100%</b>	<b>135,805</b>	
	<u>= ACCOUNT =</u>		<u>= FUND FROM =</u>	<u>= FUND TO =</u>
180 KWH TAX COLLECTION FUND (GF) Reimb.-Shared Admin.Expenses	180.9800.59110		135,810	
100 GENERAL FUND Reimbursements-City Utilities	100.0000.49650			78,930
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-City Utilities	200.0000.49650			5,980
220 RECREATION FUND Reimbursements-City Utilities	220.0000.49650			50,900

2023 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

ALLOCATION BY FUND - SUMMARY

	<u>= ACCOUNT =</u>	<u>= FUND FROM =</u>	<u>= FUND TO =</u>
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	63,170	
100 GENERAL FUND Reimb.-Shared Labor Expenses-Twp	100.9800.59130	10,000	
180 KWH TAX COLLECTION FUND (GF) Reimb.-Shared Admin.Expenses	180.9800.59110	135,810	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5100.59130	30,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5110.59130	7,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5120.59130	500	
210 EMS.TRANSPORT SERVICE FUND Reimb.-Shared Admin.Expenses	210.9800.59110	205,000	
272 COURT COMPUTERIZATION FUND Reimb.-Shared Admin.Expenses	272.9800.59110	10,000	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Admin.Expenses	500.9800.59110	1,100,300	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	500.9800.59130	0	
510 WATER REVENUE FUND Reimb.-Shared Admin.Expenses	510.9800.59110	552,730	
510 WATER REVENUE FUND Reimb.-Shared Labor Expenses	510.9800.59130	5,000	
519 WATER PLANT IMPROV & RENO FUND Reimb.-Shared Labor Expenses	519.9800.59130	0	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Admin.Expenses	520.9800.59110	635,090	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	520.9800.59130	15,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6400.59160	7,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6410.59160	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6411.59160	13,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6412.59160	7,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6420.59160	15,500	
560 SANITATION (REFUSE)REVENUE FD Reimb.-Shared Admin.Expenses	560.9800.59110	270,570	
		<u>3,103,170</u>	

**EXPENDITURE - GRAND TOTAL**

**3,103,170**

100 GENERAL FUND Reimbursements-Internal	100.0000.49600		2,518,201
100 GENERAL FUND Reimbursements-City Utilities	100.0000.49650		78,930
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-Internal	200.0000.49600		27,367
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-City Utilities	200.0000.49650		5,980
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		15,500
220 RECREATION FUND Reimbursements-City Utilities	220.0000.49650		50,900
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-Internal	500.0000.49600		1,344
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-City Utilities	500.0000.49650		0
510 WATER REVENUE FUND Reimbursements-Internal	510.0000.49600		22,778
510 WATER REVENUE FUND Reimbursements-City Utilities	510.0000.49650		0
520 SEWER UTILITY REVENUE FUND Reimbursements-Internal	520.0000.49600		46,205
520 SEWER UTILITY REVENUE FUND Reimbursements-City Utilities	520.0000.49650		0
560 SANITATION (REFUSE)REVENUE FD Reimbursements-Internal	560.0000.49600		8,621
560 SANITATION (REFUSE)REVENUE FD Reimbursements-City Utilities	560.0000.49650		0
600 CENTRAL GARAGE ROTARY FUND Reimbursements-Internal	600.0000.49600		<u>327,346</u>

**REVENUE - GRAND TOTAL**

**3,103,170**

**ORDINANCE NO. 077-22**

**AN ORDINANCE ESTABLISHING A NEW POSITION CLASSIFICATION PAY PLAN FOR EMPLOYEES OF THE CITY OF NAPOLEON, OHIO FOR THE YEAR 2023; REPEALING ORDINANCE NO. 053-21; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council reviewed the proposed Year 2023 annual appropriation measure and finds, in general, as it relates to non-bargaining employees of the City of Napoleon, Ohio, that a compensation increase of three and one half percent (3.5%) is generally warranted subject to various considerations as contained herein; and,

**WHEREAS**, Exhibits A, B, and C attached hereto and incorporated herein, reflect pay scales for City of Napoleon non-bargaining employees. The pay scales noted in these Exhibits generally contain a three and one half percent (3.5%) pay increase from the 2022 pay scales; and,

**WHEREAS**, Council desires to make said compensation increases effective on the pay period commencing on or about December 26, 2022; and,

**WHEREAS**, Council now desires to adopt a new 2023 Classification Pay Plan for its non-bargaining employees as stated in this Ordinance and Exhibits A, B, and C; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") had previously established a new 2022 Position Classification Pay Plan ("Pay Plan") for its non-bargaining employees, passed by Council on December 20, 2021.

Section 2. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the pay scale (steps) for the City's non bargaining employees (full time) positions of this city shall be provided, unless modified, as established in Exhibit A, attached and incorporated herein. Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 3 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level of compensation the Department Director or Appointing Authority deems appropriate as listed in Exhibit A.

Section 3. That, effective with the first pay period for the Year 2023, which commences on or about December 26, 2022, each non-bargaining employee (full time regular) (hourly), subject to Employment Policy Manual Policy §8.10 (Compensation Reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with the City, to be advanced one (1) step in the Pay Plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly) step location prior to advancement in the Pay Plan shall be determined by contrasting the base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit A for the respective year. For new hires or current employees, the Department Director or Appointing Authority may place an employee within the scale where the Department Director or Appointing Authority deems appropriate considering

merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer.

Section 4. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the pay scale for non-bargaining employee (salaried) (full time) positions of this City which are exempt under the Fair Labor Standards Act (FLSA) as it relates to overtime, shall be provided, unless modified, as established in Exhibit B, attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 5 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit B.

Section 5. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, each non bargaining employee (salaried) (full time) position of this City as defined in Section 4 of this Ordinance, is eligible to have a minimum salary increase of three and one half percent (3.5%) for Year 2023, subject to Employment Policy Manual "Policy §8.10 (Compensation Reviews)," calculated from what the employee is making at the time just prior to the proposed increase period, and as reflected in the amounts expressed in Exhibit B. In no event shall any increase place the employee above the top scale as established in Section 4 of this Ordinance. For new hires or current employees, the Department Director or Appointing Authority may place an employee, at any time, within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay.

Section 6. That, effective with the first pay period of the Year 2023, that commences on or about December 26, 2022, the Pay Scale (steps) for part time, permanent part time, and temporary employees of this City shall be provided unless modified, as stated in the table found in Exhibit C (attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of the City's Personnel Code and Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit C. Employment Policy Manual 2014-1, Policy Section 8.10, (compensation reviews), is applicable only to permanent part time employees, not part time or temporary employees.

Section 7. That, all paid part time, permanent part time, and temporary employees of the City shall, effective with the first pay period of the Year 2023, that commences on or about December 26, 2022, have a minimum hourly base pay increase of three and one half percent (3.5%) for Year 2023 calculated from what the employee's base rate was just prior to this proposed increase, and as is reflected in the amounts expressed in Exhibit C (the amounts include the three and one half percent (3.5%) increase). Only permanent part time employees are subject to Employment Policy Manual 2014-1 Policy §8.10 (compensation reviews), when applicable. For new hires or current employees of the City, the Appointing Authority or Department Director may

place an employee within the scale where the Appointing Authority or Department Director deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non-full time status positions found in Exhibit "C" (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority or Department Director at any time, except that Council shall approve any modification to a full time status. Additionally, the position of Probation Officer PIIG Grant is hereby set as expressed in Exhibit C.

Section 8. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director or Appointing Authority, except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director or Appointing Authority by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director or Appointing Authority so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 9. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in Section 4 of this Ordinance and as stated in Exhibit B unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 10. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 and as stated in Exhibits A, B, and C.

Section 11. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC §1901.32 and as stated in Exhibits A, B, and C.

Section 12. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director or Appointing Authority as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 13. That, this Ordinance allows the terms and conditions of this pay increase to be retroactively applied, the same being hereby approved as it so exists.

Section 14. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 15. That, all compensation paid under this Ordinance is subject to appropriation of funds by Council.

Section 16. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.



Section 17. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 18. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 19. That, any employee who is employed by the City in more than one position shall be paid overtime in accordance with State and Federal wage and salary laws (specifically, after forty hours of work within one week the person should receive overtime based on the salary or wage for the position they are working when they surpass forty hours for that work week). However, but for the employee's normal scheduled employment, the department that causes the overtime shall be liable for the payment of overtime regardless of where the hours were worked.

Section 20. That, Ordinance No. 053-21 is repealed in its entirety effective December 26, 2022.

Section 21. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 22. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 23. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper processing of wages to employees, this being essential to the harmony of the necessary workforce, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain  
Attest:

---

Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 077-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Marrisa Flogaus, Clerk of Council*

**ORDINANCE NO. 063-22**

**AN ORDINANCE APPROVING THE EXECUTION OF AN EFFICIENCY SMART SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC.; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon, Ohio (“Municipality”) owns and operates an electric utility system for the sale of electric power and associated energy for the benefit of its citizens and taxpayers; and,

**WHEREAS**, American Municipal Power, Inc. (“AMP”) is an Ohio nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric power and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members (“Members”), such Members, including Municipality, being, as of the date hereof, political subdivisions that operate, or whose members operate, municipal electric utility systems in Delaware, Indiana, Kentucky, Maryland, Michigan, Ohio, Pennsylvania, Virginia and West Virginia; and,

**WHEREAS**, AMP and Municipality have entered into a Master Services Agreement (MSA), AMP Contract No. C-11-2005-4440, pursuant to which AMP provides certain services to Municipality as set forth in various schedules to the Master Services Agreement (the “Schedules”); and,

**WHEREAS**, AMP and the Vermont Energy Investment Corporation (“VEIC”) will enter or have entered into an agreement (the “ES Agreement”) for the implementation of an energy efficiency program known as Efficiency Smart (“ES”), and to provide a program of energy efficiency services (“ES Services”) designed to lower the total need for higher cost electric generation facilities or purchased power and thereby reduce Municipality’s customers’ bills, to be offered to AMP Members; and,

**WHEREAS**, AMP and Municipality desire to enter into a Schedule (“ES Schedule”), under the MSA, which provides that AMP will obtain and sell to Municipality, and Municipality will agree to take and pay for, a share of the ES Services which AMP will acquire through the ES Agreement; and,

**WHEREAS**, in furtherance of such purpose and in accordance with Resolution No. 064-13, passed unanimously by City Council on November 18, 2013, the Municipality entered into an Efficiency Smart Rebate Agreement with AMP; **Now Therefore,**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the Efficiency Smart Schedule between this Municipality and AMP, substantially in the form on file with the Clerk of Council, including Appendices thereto, is approved, and the City Manager is hereby authorized to execute and deliver such Schedule, with such changes as the City Manager may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, the execution of the Efficiency Smart Schedule to be conclusive evidence of such approval.

Section 2. That, the City Manager is hereby authorized to take any action necessary for the Municipality to fulfill its obligations under the Efficiency Smart Schedule.

Section 3. That, the Efficiency Smart Schedule shall begin upon the effective date of 12:00 am, January 1<sup>st</sup>, 2023, and remain effective until 11:59 pm, December 31, 2025, unless otherwise terminated per the provisions of the Schedule.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, if any section, subsection, paragraph, clause or provision or any part thereof of this Ordinance shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Ordinance shall be unaffected by such adjudication and all the remaining provisions of this Ordinance shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for timely administration of the rebate (s) necessary to assure public peace, health or safety; therefore, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to continue the process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

---

Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 063-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

---

*Marrisa Flogaus, Clerk of Council*



# CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151

KEVIN GARRINGER, FINANCE DIRECTOR

phone (419) 599-1235 fax (419)-599-8393

Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

Email: [kgarringer@napoleonohio.com](mailto:kgarringer@napoleonohio.com)

DATE: November 28, 2022

TO: Members of City Council  
Jason P. Maassel, Mayor;  
Chad Lulfs, Acting City Manager  
Billy D. Harmon, City Law Director

FROM: Kevin Garringer, Finance Director *KG*

CC: Lori Rausch, Utility Billing Administrator  
Shannon Fielder, Income Tax Administrator  
Kim Franz, Senior Account Clerk

SUBJECT: Write-off of Uncollectable Accounts

Attached please find the proposed 2022 Write-offs of Uncollectable Accounts from current and prior periods as prepared by my staff.

## **Utilities and Miscellaneous Billings (Exhibit A):**

### Write-offs through Weltman:

2016 = \$9,735.43

2017 = \$3,475.54

2018 = \$11,180.31

2019 = \$6,923.10

*Subtotal Weltman = \$31,314.38*

### Write-offs through City:

2021 Deceased = \$3,364.78

2022 = \$9,445.10

2018 Misc. Billings = \$1,421.76

2019 = \$1,009.99

2021 Small Balances = \$404.44

2022 = \$199.46

*Subtotal City = \$15,405.63*

**Total Utilities and Miscellaneous Billings Write-offs for Weltman and City = \$46,720.01**

## **EMS (Exhibit B):**

### Write-offs through City:

2008 Deceased = \$599.60

2017 = \$814.30

2018 = \$752.28  
2020 = \$2,677.77  
2021 = \$4,350.66  
2022 = \$583.78  
2018 Bankruptcy = \$1,764.37  
2015 Small Balances = \$214.58  
2018 = \$137.00  
2021 = \$106.38  
2017 AG Uncollectable = \$295.00  
2018 = \$597.68  
2019 = \$1,181.49  
2020 = \$1,135.25  
2021 = \$2,358.24  
2022 = \$290.00  
*Subtotal City = \$17,858.38*

*Write-offs through Weltman:*

2017 = \$1,778.24  
2018 = \$19,161.49  
*Subtotal Weltman = \$20,939.73*

**Total EMS Write-offs for Weltman and City = \$38,798.11**

**Grand Total of All Write-offs in 2022 = \$85,518.12**

I respectfully request a motion to approve the write-offs as listed. Thank you for your consideration, please let me know if you have any questions.

Attachments

**EXHIBIT A**

## City of Napoleon Proposed 2022 Utility Write-offs

Active Accounts Placed Before 01/01/2020 Not in Legal and No Current Payment  
Arrangement as of 12/01/2022 or Returned by Weltman, Weinberg & Reis

<b>Last Name</b>	<b>Final Date</b>	<b>Amount</b>
SCHNITKEY, SUSAN	4/13/2022	\$ 430.32
HUNKER, PATRICIA	4/13/2022	\$ 353.75
SWARTZ, WADE	4/13/2022	\$ 112.29
AMBIL, WENDY	5/25/2022	\$ 211.27
CARROLL, DAVID	5/26/2022	\$ 474.99
BLESCHKE, LINDA	8/25/2022	\$ 210.88
STEWART, ELIZABETH	8/25/2022	\$ 618.59
BRINKMAN, ARTHUR	8/26/2022	\$ 432.56
PIPPIN SR, CARL	8/26/2022	\$ 616.90
JUDSON, MAXINE	8/26/2022	\$ 130.34
WELCH, NANCY	8/26/2022	\$ 236.09
HERNANDEZ JR, MARIO	8/26/2022	\$ 249.62
LEYDA, MITCHEL	8/26/2022	\$ 81.18
CURTIS, DONNA	8/26/2022	\$ 110.76
BRICKNER, FRAN	8/29/2022	\$ 203.73
GARBERS, PRISCILLA	8/29/2022	\$ 88.97
JONES, DORIS C	8/29/2022	\$ 243.11
DEVILLAGOMEZ, FLORENCIA	8/30/2022	\$ 293.15
FROELICH, DAVID A	8/30/2022	\$ 622.46
SCHULTZ, ROGER	8/30/2022	\$ 152.74
BIRCHMEIER, ALLAN	8/30/2022	\$ 53.42
DANIELS, TANYA	8/30/2022	\$ 79.28
WOLFE, JILL	8/30/2022	\$ 252.46
MCELRATH, MARK	8/31/2022	\$ 160.19
BAUMGARTNER, CORAL	8/31/2022	\$ 270.98
DAVIS, GLENN	9/1/2022	\$ 277.90
SOWERS, THOMAS	9/1/2022	\$ 747.81
BEVELHYMER, LYLE	2/26/1901	\$ 423.30
GREEN, HILDA	9/12/2022	\$ 118.44
SCHINDLER, BARBARA	9/13/2022	\$ 292.28
HOCKMAN, DAVID	9/15/2022	\$ 176.64
RICE, JULIENE B	9/21/2022	\$ 34.91
BROWN, ANGELA	8/30/2022	\$ 186.20
RICKER, LISA	9/20/2022	\$ 497.59
SLEIGH, JANET	12/31/2021	\$ 365.24
CRAMER, DAWN	8/23/2021	\$ 565.60
FORD, RICK	12/31/2021	\$ 118.58
BURDUE, MARIELD	12/31/2021	\$ 297.81
GUDGER, BOBBY	12/31/2021	\$ 1,932.56
LANE, DAVID	11/29/2021	\$ 84.99
<b>Total Deceased</b>		<b>\$ 12,809.88</b>



<b>Name</b>	<b>Final Date</b>	<b>Balance</b>
HOWELL, ARNGIE	4.1.16	\$ 1,585.93
HOGREFE, DEBRA	4.1.16	\$ 3,054.66
JOHNSON, LEANDRA	4.1.16	\$ 5,094.84
<b>Total 2016</b>		<b>\$ 9,735.43</b>

<b>Name</b>	<b>Final Date</b>	<b>Balance</b>
STUMP, JOSHUA	10.04.17	\$ 919.09
WILSON, DIONE	12.8.17	\$ 782.79
PHILLIPS, BROOKE	12.14.17	\$ 211.29
BAKER, CRYSTAL	12.14.17	\$ 365.08
WULFF, JOEL	6.29.17	\$ 1,197.29
<b>Total 2017</b>		<b>\$ 3,475.54</b>

<b>Name</b>	<b>Final Date</b>	<b>Balance</b>
NIESE, JERRY E	1.25.18	\$ 102.21
ALVARADO, AARON	2.6.18	\$ 141.82
HILL, DAVID	5.9.18	\$ 787.32
REPASS, ALEX	3.14.18	\$ 529.14
OSTOLAZA, LISA	3.13.18	\$ 357.48
YOUNG, ANDREW	4.2.18	\$ 343.11
STEWART, RICKEY	5.7.18	\$ 480.74
HARTLEY, MICHAEL	5.1.18	\$ 604.29
FRANZ, VICKI	4.2.18	\$ 384.04
CODY, ELYSHA	5.2.18	\$ 346.01
RAYOUM, BRANDON	5.2.18	\$ 523.20
ESPARZA, CONCEPTION	4.10.18	\$ 658.29
DOTSON, WALTER	3.27.18	\$ 149.89
GILL, TRINITY	5.21.18	\$ 159.09
BOWIE, TRUDY	6.8.18	\$ 455.98
ALLEN, DARNELL	6.8.18	\$ 1,618.60
ROBLEDO, EVELYN	6.8.18	\$ 331.71
GONZALEZ, ROSARIO	5.29.18	\$ 465.83
KELLER, APRIL	6.22.18	\$ 109.70
WRIGHT, SARAH	6.8.18	\$ 273.51
GERDEMAN, MAGGIE	6.5.18	\$ 546.03
HELLER, LARRY	10.15.18	\$ 316.61
MORRIS, JR	12.4.18	\$ 712.93
WILSON, DIONE	4.12.18	\$ 782.78
<b>Total 2018</b>		<b>\$ 11,180.31</b>

<b>Name</b>	<b>Final Date</b>	<b>Balance</b>
ROBERTS, CHANCE	1.10.19	\$ 440.98
FISHER, JACOB	3.19.19	\$ 648.06
BISCHOFF, JAMES	2.12.19	\$ 307.04
BURGESS, CLEVELAND	4.22.19	\$ 128.36
BURGESS, CLEVELAND	4.22.19	\$ 113.78
HUNT, GRACE	2.7.19	\$ 235.15
STETLER, HOLLY	3.19.19	\$ 708.90
HECKERMAN, SONIA	4.10.19	\$ 611.58
DURDEN, KALEY	4.10.19	\$ 297.89
THOMAS, AARON	4.10.19	\$ 513.95
CRUZ, DAVID	4.4.19	\$ 447.87
MAGALLANEZ, PATSY	4.10.19	\$ 1,668.66
PIPPIN, CAROLYN	4.15.19	\$ 193.84
THORN, JARRED	10.7.19	\$ 115.20
PIPPIN, TERRANCE	10.7.19	\$ 120.06
WILSON, ANNETTE	9.30.19	\$ 111.86
WALBOLT, CYNTHIA	10.7.19	\$ 259.92

**Total 2019** \$ **6,923.10**

\*\*note old accounts at collection from covid

**Total Weltman** \$ **31,314.38**

<b>Name</b>	<b>List Date</b>	<b>Balance</b>
BROWN, JOHN	6/13/2018	\$ 210.13
FITE, ASHLEY	8/24/2018	\$ 5.63
SANTOS MARTINEZ	6/29/2018	\$ 1,206.00

**TOTAL 2018** \$ **1,421.76**

<b>Name</b>	<b>Final Date</b>	<b>Balance</b>
ALLPORT, SHAWN	8/14/2019	\$ 5.00
ALLPORT, SHAWN	6/11/2019	\$ 5.00
BROWN, JESSE	4/23/2019	\$ 360.00
COCHRAN DDS	5/31/2019	\$ 90.00
DAVENPORT, ELLEN	12/27/2019	\$ 45.00
HARTMAN, SHARON	5/31/2019	\$ 55.00
HOOPS, TERRY	3/15/2019	\$ 49.90
LEATHERMAN, JASMINE	2/25/2019	\$ 237.56
MCGRAW, DENNIS	6/18/2019	\$ 48.75
STINER, KORY	10/10/2019	\$ 55.00
STINER, KORY	10/10/2019	\$ 58.78

**TOTAL 2019** \$ **1,009.99**

**TOTAL MISC BILLING** \$ **2,431.75**

<b>Name</b>	<b>List Date</b>	<b>Balance</b>
REED, ANDREA	8.25.21	\$ 3.08
AYALA, TARA	9.13.21	\$ 61.74
GONZALEZ, VERONICA	9.30.21	\$ 84.24
MCCARLEY, TAMARA	10.11.21	\$ 91.63
HAYES, JOHNATHON	11.8.22	\$ 36.91
LANE, TINA	11.12.21	\$ 61.76
SHOUP, MARK	12.17.21	\$ 65.08

**Total 2021** \$ **404.44**

<b>Name</b>	<b>List Date</b>	<b>Balance</b>
TRUMBULL, HAILEY	2.28.22	\$ 99.05
ZIMMERMAN, CRYSTAL	3.2.22	\$ 73.47
STENNETT, RANDALL	3.9.22	\$ 55.63
MARROQUIN, BRITTANY	4.5.22	\$ 40.27
DUNLAP, SARAH	6.14.22	\$ 48.16
GRAVES, PAMELA	6.22.22	\$ 71.47
ERWIN, TODD	7.1.22	\$ 39.56

**Total 2022** \$ **199.46**

**Total Small Balances** \$ **603.90**

**GRAND TOTAL:** \$ **46,720.01**

## City of Napoleon Proposed 2022 EMS Write-offs

Active Accounts Placed Before 01/01/2019 Not in Legal and No Current Payment Arrangement as of  
12/01/2022 or Returned by Weltman, Weinberg & Reis

Name	List Date	Curr Balance
GARCIA, ALICIA	8/17/2008	599.60
COLLINS, BRIAN	7/6/2017	814.30
SHANK, ROBERT	1/12/2018	222.28
LUDEMANN, MARY	9/8/2018	530.00
MARTIN, JARVIS ESTATE	11/11/2020	1215.82
WILLIAMS, RICKIE ESTATE	8/12/2020	260.00
CLEMENT, JEFFERY ESTATE	7/14/2020	1201.95
BOBBY GUDGER ESTATE	2/11/2021	902.99
EITTINGER, ARIANNA	7/26/2021	597.68
RIVERA, ENEDINA	9/10/2021	270.00
ESTATE OF JOHN SCHINK	9/28/2021	889.12
DEVER, JEAN ESTATE OF	9/20/2021	814.83
ESTATE OF AUSTIN LECKLIDER	5/28/2021	581.04
ESTATE OF MARTIN TOD	2/9/2022	431.13
ESTATE OF MARK MACFARLANE	3/19/2022	152.65
DEVER, JEAN ESTATE OF	9/20/2021	295.00
<b>TOTAL DECEASED 2022</b>		<b>9778.39</b>
FARR, PAUL	7/17/2018	875.25
MCINTOSH, TERRY	7/24/2018	889.12
<b>TOTAL BANKRUPTCY 2022</b>		<b>1764.37</b>
COOPER, ZACH W.	5/7/2015	118.08
SZABO, SHELLY	11/27/2015	96.50
SHUFELT, BARBARA	1/14/2018	137.00
KRUMMA, SHANNON	5/21/2021	106.38
<b>TOTAL SMALL BALANCE 2022</b>		<b>457.96</b>
CESPEDES DE AGUILERA, CANDEDAN	10/15/2018	597.68
BROWN, JESSE	4/16/2019	611.55
WEITLZEL, MICHAEL	7/1/2020	875.25
HECKLER, DEREK	3/13/2021	889.12
MCOSCAR, JOSEPH	8/15/2020	260.00
BROWN, MARY	7/9/2021	580.00
BROWN, MARY	3/13/2022	290.00
MEDLEY, BRICE	8/23/2021	889.12
MORRISON, CHARLEEN	10/31/2017	295.00

CHEKOL, MELAKU	6/6/2019	569.94
<b>TOTAL CLOSED 2022</b>		<b>5857.66</b>

WELLS, LEXI	10/31/2017	889.12
ZARAGOZA, AMELIA	10/23/2017	889.12
CARPENTER, HANNAH	1/3/2018	875.08
WILLIAMS, SAMUEL	1/7/2018	117.60
WHITEHEAD, NATE	2/1/2018	875.25
HILLMAN, JESSICA	2/20/2018	847.51
PENICA, JESUS	3/24/2018	847.51
HUGHES, MARY JOANNA	4/7/2018	1166.52
BURDITT, RACHAEL	9/18/2018	889.12
BURDITT, RACHAEL	11/19/2018	861.38
THOMPSON, TRAVIS	5/11/2018	944.60
WEISGERBER, STEVEN	8/14/2018	902.99
COMRIE, STEVEN	8/20/2018	889.12
MARCUM, JAMES	8/24/2018	916.86
EVERS, JEREMY	12/4/2018	889.12
EBERLY, BROOKE	5/14/2018	916.86
PAYNE, STERLING	7/17/2018	1680.81
ADLEMAN, SEBASTIAN	5/24/2018	1041.52
HARRIS, DONNA	5/18/2018	1194.26
FORSTER, MARY	6/9/2018	902.99
JENKINS, DAVANTE	7/1/2018	1416.18
SEWINHAGEN, MALLORY	10/2/2018	986.21
<b>TOTAL WELTMAN WRITEOFFS 2022</b>		<b>20939.73</b>

<b>TOTAL WRITEOFFS</b>		<b>38798.11</b>
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SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOL HOLOGRAM

**NAPOLEON LIONS CLUB  
PROJECT FUND**  
NAPOLEON, OH 43545

3316

56-7085/2412

PAY  
TO THE  
ORDER OF

Napoleon Police Dept

DATE Nov 16, 2022

Two hundred and 00/100 \$ 200.00

DOLLARS

FOR Drug Prevention Education

FIRST FEDERAL  
BANK

NAPOLEON, OH 43545



*Kenya Lee*  
*Kenya Lee*

⑆003316⑆ ⑆24127085⑆⑆5909845094⑆

Security Features Included

Details on Back.

0412



401 Clinton Street  
Delaware, OH 43512

CASHIER'S CHECK

4469763371

4955  
1031

Nov 17, 2022

PAY TO THE ORDER OF NAPOLÉON POLICE DEPARTMENT

\$ 52,000.00

FIFTY TWO THOUSAND AND 00/100 DOLLARS

THIS DOCUMENT HAS A TRUE WATERMARK. THE FRONT OF THE DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE. ABSENCE OF THESE FEATURES WOULD INDICATE A COPY.

Remitter: CFK TRAFF. TRUCK

PAYABLE THROUGH  
BOF NA  
EUFAULA, OK

*John J. Pennington*

TELLER  
VICE PRESIDENT  
CASHIER

⑆103100551⑆00446 97633714⑆



# Clerk of Council / Records Retention

Brittany Roof





# Topic one

Job Description

## Clerk of Council and Records Retention

**DEPARTMENT:** Administration  
**REPORTS TO:** City Council/City Manager  
**FLSA STATUS:** Hourly (Non-Exempt)  
**CIVIL SERVICE:** Unclassified  
**UNION:** Non-Bargaining  
**APPROVED BY:** City Council  
**LAST UPDATED:**

### SUMMARY

Works under the direction of the City Council and City Manager, performs responsible and routine clerical duties by taking, recording, and transcribing (typing) minutes of meetings for City Council, Council Committees and various other City Appointed Commissions and Boards; including, the preparation and publication of meeting notices and agendas, writing and maintaining the formal meeting minutes; oversees the Council Chambers, responsible for meeting room(s) preparation, setup and supplies. This position plans and coordinates and provides administrative support in the development, implementation, and on-going the maintenance of official City documents; assists the City's departmental records management program; and provides records management training to City departments. Performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned not specifically listed here:

### Clerk of Council:

- Attends Council meetings, Council Committees, Commissions and Boards. Must be flexible in work times and days and have the ability to adjust work times and work hours as necessary.
- Keeps the official City records for City Council, Council Committees, Commissions and Boards and has responsibility for taking and maintenance of City Council, Council Committees, Commissions and Boards meeting minutes.
- Maintains official records of the City Codified Ordinances, Resolutions, Motions, Contracts and Bid Specifications.
- Works directly with City Council, City Mayor, Appointing Authorities and Department Heads to prepare the agendas for City Council, Council Committees, Commissions and Boards, and publishes dates and times of the same with the local newspaper, radio station and other public media.
- Provides agendas, minutes, and supplementary information for weekly Council packets in a timely manner.
- Coordinates appointments to City boards and commissions and related matters.
- Responsible for timely publishing passed legislation in local newspaper and placing the same on the City's website.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides back-up to other functional areas in Administration, or other areas as assigned.
- Performs other duties as delegated by the City Council or City Manager.

### Records Retention Clerk:

- Coordinates and administers the City's comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements.

- Coordinate and respond to requests for records under the Ohio Public Records Act; receive subpoenas and summons and coordinate with appropriate departments; determine availability, legal restrictions and location of information requested; certify copies of City documents and records as required.
- Train and assist City departments in coordinating and implementing the records management plan including the application of the City's records management policies, procedures, and techniques.
- Inventory, or assist in inventorying, the active and inactive records as required.
- Operate a variety of electronic document imaging equipment and review quality of image.
- Recommend and assist with implementation of records storage and indexing solutions.
- Research new technologies, automation, software, and hardware for archives and the records management program.
- Arrange for destruction of records in accordance with established policy and procedures; compile a report of records to be destroyed for approval by the City Attorney and Council.
- Assist internal and external customers by providing access and giving instruction on proper handling of materials and knowledge of various records management areas relevant to individual needs.
- Ensure compliance with government codes for records retention, dissemination, access, and destruction.
- Maintain and update policies and procedures related to records management.
- Maintain and update the City's master index and records retention schedule.
- Attend professional meetings and training to stay abreast of changes and trends in archives and records management practices.

### QUALIFICATIONS

- Good knowledge of governmental procedures, legal requirements for legislative process, minutes taking procedures, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision, this position is an on-site position unless otherwise noted.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

### EDUCATION and EXPERIENCE

- High School diploma or equivalent and two years of clerical experience or combination of experience and training which provides the required knowledge, skills, and abilities.
- Acquire a Notary Public certification within 120 days of employment.
- The ideal candidate will achieve the status of Certified Municipal Clerk (CMC) designation within 3 to 4 years of appointment, subject to budgeting by the City.

# Topic two

Create a Pay Scale

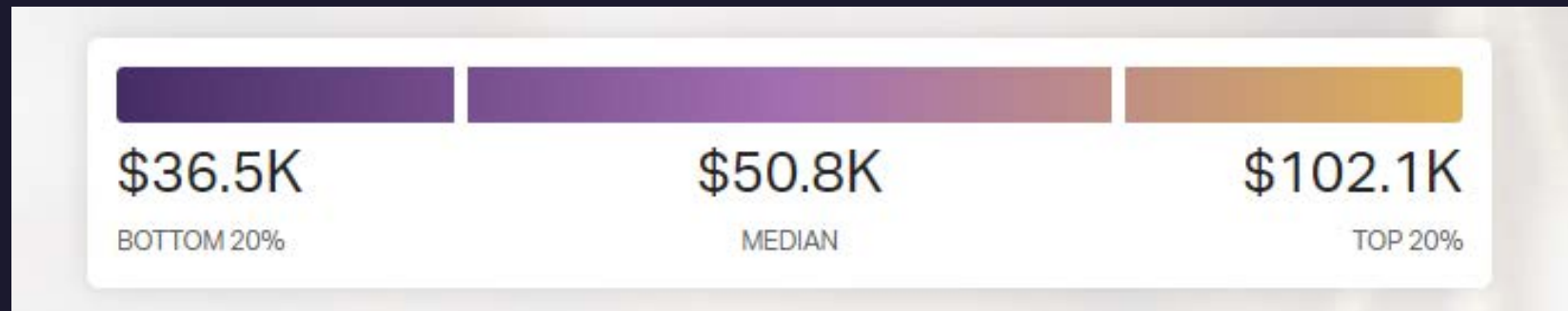
# Current Structure

- Currently the pay rate for the Clerk of Council falls under the Administrative Assistant pay.

Title	A	B	C	D
Admin.Asst. – Clerk	\$17.65	\$20.37	\$21.87	\$23.55



# Wages Around Us....




# Wages Around Us...

90th percentile

Top-Level Clerk of Council / Records  
Retention earnings begin at:

\$49.08 per hour	\$102,080 per year
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75th percentile

Senior-Level Clerk of Council / Records  
Retention earnings begin at:

\$35.76 per hour	\$74,390 per year
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50th percentile

Mid-Level Clerk of Council / Records  
Retention earnings begin at:

\$24.40 per hour	\$50,750 per year
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25th percentile

Junior-Level Clerk of Council / Records  
Retention earnings begin at:

\$20.95 per hour	\$43,580 per year
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# Proposed Wage Scale

With the duties of this individual, we felt that they should be competitive with the others through out the city. This position beyond the Clerk, is going to be guiding the City in the direction to make sure that we are compliant at all times regardless of the department. This position's wages should match the current wages for the Senior Account Clerk for the position.

Title	A	B	C	D
Admin.Asst. – Clerk	\$17.65	\$20.37	\$21.88	\$25.87



## Clerk of Council and Records Retention

**DEPARTMENT:** Administration  
**REPORTS TO:** City Council/City Manager  
**FLSA STATUS:** Hourly (Non-Exempt)  
**CIVIL SERVICE:** Unclassified  
**UNION:** Non-Bargaining  
**APPROVED BY:** City Council  
**LAST UPDATED:**

### SUMMARY

Works under the direction of the City Council and City Manager, performs responsible and routine clerical duties by taking, recording, and transcribing (typing) minutes of meetings for City Council, Council Committees and various other City Appointed Commissions and Boards; including, the preparation and publication of meeting notices and agendas, writing and maintaining the formal meeting minutes; oversees the Council Chambers, responsible for meeting room(s) preparation, setup and supplies. This position plans and coordinates and provides administrative support in the development, implementation, and on-going the maintenance of official City documents; assists the City's departmental records management program; and provides records management training to City departments. Performs related work as required.

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- Coordinates appointments to City boards and commissions and related matters.
- Responsible for timely publishing passed legislation in local newspaper and placing the same on the City's website.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides back-up to other functional areas in Administration, or other areas as assigned.
- Performs other duties as delegated by the City Council or City Manager.

### Records Retention Clerk:

- Coordinates and administers the City's comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements.



- Coordinate and respond to requests for records under the Ohio Public Records Act; receive subpoenas and summons and coordinate with appropriate departments; determine availability, legal restrictions and location of information requested; certify copies of City documents and records as required.
- Train and assist City departments in coordinating and implementing the records management plan including the application of the City's records management policies, procedures, and techniques.
- Inventory, or assist in inventorying, the active and inactive records as required.
- Operate a variety of electronic document imaging equipment and review quality of image.
- Recommend and assist with implementation of records storage and indexing solutions.
- Research new technologies, automation, software, and hardware for archives and the records management program.
- Arrange for destruction of records in accordance with established policy and procedures; compile a report of records to be destroyed for approval by the City Attorney and Council.
- Assist internal and external customers by providing access and giving instruction on proper handling of materials and knowledge of various records management areas relevant to individual needs.
- Ensure compliance with government codes for records retention, dissemination, access, and destruction.
- Maintain and update policies and procedures related to records management.
- Maintain and update the City's master index and records retention schedule.
- Attend professional meetings and training to stay abreast of changes and trends in archives and records management practices.

#### **QUALIFICATIONS**

- Good knowledge of governmental procedures, legal requirements for legislative process, minutes taking procedures, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision, this position is an on-site position unless otherwise noted.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

#### **EDUCATION and EXPERIENCE**

- High School diploma or equivalent and two years of clerical experience or combination of experience and training which provides the required knowledge, skills, and abilities.
- Acquire a Notary Public certification within 120 days of employment.
- The ideal candidate will achieve the status of Certified Municipal Clerk (CMC) designation within 3 to 4 years of appointment, subject to budgeting by the City.



# Public Safety Administrative Assistant

Brittany Roof

# Topic one

Job Description

## Public Safety Administrative Assistant

**DEPARTMENT:** Police and Fire  
**REPORTS TO:** Police Chief and Fire Chief  
**FLSA STATUS:** Salary (Exempt)  
**CIVIL SERVICE:** Unclassified  
**UNION:** Non-Bargaining  
**APPROVED BY:** City Council  
**LAST UPDATED:**

### SUMMARY

The Public Safety Administrative Assistant functions under the discretion of the Chief of Police and the Fire Chief, coordinating the day-to-day administrative operations of the Departments, and performs related duties as required. The Public Safety Administrative Assistant works in a close relationship with the administration in matters requiring confidentiality and discretion; uses good judgment interpreting and explaining established policies and procedures; maintains records for both departments; performs receptionist and clerical duties for the Chiefs and their staff; processes and submits requisitions for purchase orders; assists the Chiefs with matters relating to confidential information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned not specifically listed here:

- Performs high-level administrative duties of the Fire Chief and Chief of Police.
- Assist the Fire Chief and Chief of Police in preparing for all meetings and remaining on schedule
- Travels occasionally to meetings and training sessions.
- Drafts and edits department instructional orders and correspondences for the review and approval of the Fire Chief or Chief of Police.
- Assists in formulating department policies and interpreting departmental procedure changes to staff as needed.
- Maintains computer databases on various department activities, creates detailed reports for operational analysis, and prepares status reports on operations.
- Answer's telephone and handles routine inquiries about the Police and Fire Departments as authorized or refer it to the proper department official for answer or action.
- Maintains department reporting databases, National Fire Incident Report System (NFIRS), electronic patient care reporting (ePCR), Record Management software, Computer Aided Dispatch software, Asset Management software, training, personnel files, and required recordkeeping.
- Coordinates with the Public Safety Department heads regarding current grants and upcoming applications.
  - Assists in locating the application of and the records maintenance and submission of any required documentation for the grant process.
- Manages the Public Safety offices regarding supplies and equipment.
- Reconciles EMS billing accounts, fire assisting on contracts, and cost recovery invoices with other private and governmental agencies, as well as assists the City Finance Director and other Fiscal Officers in such.
  - Ensuring that all patient care reports, inter-facility transport billing paperwork, incident cost recovery, NFIRS, and other required reports and paperwork are submitted in a timely manner.
- Liaisons with outside educational and training institutions and government agencies for research and networking purposes with relation to fire safety, police safety, health, and performance issues.
  - Plans, tracks, and coordinates developmental training required for recertification cycles for fire, police, and Ems professionals.

- Responsible for scheduling appointments, walk-throughs, etc., for the Fire and Police Department administration staff.
- Assists in preparing and monitoring each department's annual budget, purchasing, reviewing, reconciling invoices, coordinating inventory control, and contract monitoring.
- Performs records archiving and annual disposal of records along with responding to and gathering requested documents for public records requests under the direction of the Chief of Police or the Fire Chief who authorizes public records final release.
- Assists in facilitating Fire Department and Police Department public information/media appearances to public and press events and coordinates requests for special events.
  - Researches, compiles, logs, and distributes significant media information and press stories to the Fire Chief and Police Chief.
  - Assist in the development of media responses, the preparation of speeches, and press releases, and the coordination of information between the Fire Department, Police Department, the City of Napoleon officials, and other required officials regarding upcoming events and policy implementation.
- Assists, under the direction of the Chief of Police and/or Fire Chief in the evidence processing process, which includes case research, corresponding with the local prosecutors and court personnel, and preparing necessary documents for this process.
- Assist in various clerical roles for the police department under the direction of the Chief of Police or the Assistant Chief of Police, which may include listening to, documenting in writing interviews of individuals who are involved in criminal cases in some manner, search warrants, subpoenas, or other miscellaneous legal documents, and inventorying documentation of these cases.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides backup to other functional areas in Administration or other areas as assigned.
- Performs other duties as delegated by the Fire Chief or Chief of Police.

### QUALIFICATIONS

- Good knowledge of governmental procedures.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

### EDUCATION and EXPERIENCE

- Degree or experience in Business Administration, Fire Administration, Health Science Administration, Criminal Justice, or equivalent education, and/or training, which provides the required knowledge, skills, and abilities.
- The National Incident Management System (NIMS) 100, 200, 300, 400, and 700 must be obtained within the timeframe specified by the Public Safety Department heads.
- Must possess a valid Ohio Driver's License and have no disqualifying events for access to LEADS or NCIC Information
- Annual Fire, EMS, and Police training are required to keep current on the position; the amount per department is at the discretion of the Fire Chief and Chief of Police.

# Topic two

Create a Pay Scale

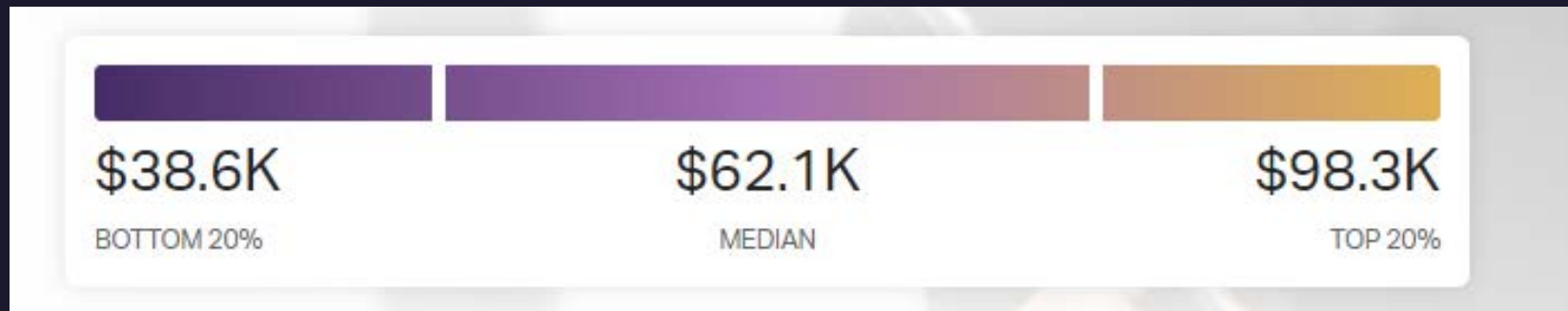
# Current Structure

- Currently there is no position for Public Safety Administrative Assistant.

Title	Bottom	Top
Public Safety Admin Asst.	-	-



# Wages Around Us....



# Wages Around Us...

90th percentile

Top-level executive assistant earnings begin at:

**\$47.25**  
per hour

**\$98,280**  
per year



75th percentile

Senior-level executive assistant earnings begin at:

**\$37.55**  
per hour

**\$78,110**  
per year



50th percentile

Mid-level executive assistant earnings begin at:

**\$29.84**  
per hour

**\$62,060**  
per year



25th percentile

Junior-level executive assistant earnings begin at:

**\$23.43**  
per hour

**\$48,720**  
per year



10th percentile

Starting level executive assistant earnings begin at:

**\$18.57**  
per hour

**\$38,620**  
per year





# Proposed Wage Scale

With the duties that this individual would handle we thought it was in the best interest of the City and both departments to make the position a salary position. This would allow an even split between two department and remove the chaos that would happen in regards to overtime and properly charging the right department.

This individual at the discretion of the Police Chief and Fire Chief, might have to participate in training the department participates in to keep the knowledge of up-to-date standards. Qualifications or certifications may also be required in the future to keep the individual in standards for safety if needed on scene of an incident.

\*\*The amount is the same range as the Appointing Authority – Law Director Assistant and will adjust the same rate with the % increase Council may or may not give out.

Title	Bottom	Top
Public Safety Admin Asst.	\$2,068.80	\$2,593.60

## Public Safety Administrative Assistant

**DEPARTMENT:** Police and Fire  
**REPORTS TO:** Police Chief and Fire Chief  
**FLSA STATUS:** Salary (Exempt)  
**CIVIL SERVICE:** Unclassified  
**UNION:** Non-Bargaining  
**APPROVED BY:** City Council  
**LAST UPDATED:**

### SUMMARY

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  - Assists in locating the application of and the records maintenance and submission of any required documentation for the grant process.
- Manages the Public Safety offices regarding supplies and equipment.
- Reconciles EMS billing accounts, fire assisting on contracts, and cost recovery invoices with other private and governmental agencies, as well as assists the City Finance Director and other Fiscal Officers in such.
  - Ensuring that all patient care reports, inter-facility transport billing paperwork, incident cost recovery, NFIRS, and other required reports and paperwork are submitted in a timely manner.
- Liaisons with outside educational and training institutions and government agencies for research and networking purposes with relation to fire safety, police safety, health, and performance issues.
  - Plans, tracks, and coordinates developmental training required for recertification cycles for fire, police, and Ems professionals.

- Responsible for scheduling appointments, walk-throughs, etc., for the Fire and Police Department administration staff.
- Assists in preparing and monitoring each department's annual budget, purchasing, reviewing, reconciling invoices, coordinating inventory control, and contract monitoring.
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- Assists in facilitating Fire Department and Police Department public information/media appearances to public and press events and coordinates requests for special events.
  - Researches, complies, logs, and distributes significant media information and press stories to the Fire Chief and Police Chief.
  - Assist in the development of media responses, the preparation of speeches, and press releases, and the coordination of information between the Fire Department, Police Department, the City of Napoleon officials, and other required officials regarding upcoming events and policy implementation.
- Assists, under the direction of the Chief of Police and/or Fire Chief in the evidence processing process, which includes case research, corresponding with the local prosecutors and court personnel, and preparing necessary documents for this process.
- Assist in various clerical roles for the police department under the direction of the Chief of Police or the Assistant Chief of Police, which may include listening to, documenting in writing interviews of individuals who are involved in criminal cases in some manner, search warrants, subpoenas, or other miscellaneous legal documents, and inventorying documentation of these cases.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides backup to other functional areas in Administration or other areas as assigned.
- Performs other duties as delegated by the Fire Chief or Chief of Police.

#### **QUALIFICATIONS**

- Good knowledge of governmental procedures.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

#### **EDUCATION and EXPERIENCE**

- Degree or experience in Business Administration, Fire Administration, Health Science Administration, Criminal Justice, or equivalent education, and/or training, which provides the required knowledge, skills, and abilities.
- The National Incident Management System (NIMS) 100, 200, 300, 400, and 700 must be obtained within the timeframe specified by the Public Safety Department heads.
- Must possess a valid Ohio Driver's License and have no disqualifying events for access to LEADS or NCIC Information
- Annual Fire, EMS, and Police training are required to keep current on the position; the amount per department is at the discretion of the Fire Chief and Chief of Police.



# Napoleon Police Department

## Chief David Mack

310 Glenwood Ave O P.O. Box 151  
Napoleon, Ohio 43545-0151

Phone: (419) 599-2810 O Fax: (419) 599-7969

Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

*Mayor*  
Jason Maassel

*City Manager*  
Joel L. Mazur

*Police Chief*  
David J. Mack

*Administrative  
Lieutenant &  
PIO*  
Edward Legg

*Lieutenants*  
Chad Moll  
Greg Smith

*Sergeant*  
Justin Ruffer

*School Resource  
Officer*  
Bradley Strickland

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## MEMORANDUM

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*To: Chad Lulffs, Acting City Manager*  
*From: David J Mack, Chief of Police*  
*cc: Council Packet, Kevin Garringer, Finance Director, Billy Harmon, City Law Director*  
*Date: December 2, 2022*  
*Effective:*  
*Subject: Sole Source Request for Software Purchase*

Chad,

I understand the timing of this request could be better; however, as you are aware, we were able to budget for new records management and computer-aided dispatch capabilities in 2023.

After conversations this morning with the sales representative from CentralSquare, the parent company of the software we would like to purchase next year, it is in the city's best interest to sign our contract before January 1, 2023. The pricing of the quote is subject to change after that date, and the timing of this potential increase is also unknown. The salesman informed us that he would instead lock in the pricing that we currently have in a quote and have budgeted for next year. The contract would have a net60 payment clause to allow the City to pay for the software next year. They are just recommending that we sign the contract this year to avoid the uncertainty of next year.

I am recommending that we sign the contract this year and that it be the sole source due to the project's cost. The sole sourcing request is due to the integration of this software with the Henry County Sheriff's Office. By moving to this software, we will be able to share our Computer Aided Dispatch (CAD) software and our Record Management System (RMS), which includes our law enforcement reporting with the Sheriff's Office, which allows for a significant increase in information sharing between the two agencies.

Due to this timing, I would recommend requesting suspension and emergency clauses due to the timeline needed to sign before the end of the year.