

JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Closed New Year's Day	3 7:00pm City Council Meeting	4	5	6	7
8	9 6:30pm Electric Committee Board of Public Affairs 7:00pm Water/Sewer Committee 7:30pm Municipal Properties Committee	10 4:30pm Board of Zoning Appeals 5:00pm Planning Commission	11	12	13	14
15	16 6:00pm Parks and Rec Committee 6:00pm Tree Commission 6:00pm City Council Meeting	17	18	19	20	21
22	23 6:30pm Finance and Budget Committee 7:30pm Safety and Human Resource Committee	24 4:30pm Civil Service Commission	25 6:30pm Parks and Rec Board	26	27	28
29	30	31				



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: City Council, Mayor, City Manager, City Finance Director, Law Director, Department Heads, News-media
From: MARRISA FLOGAUS, Clerk
Date: December 30, 2022
Subject: Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the **Technology and Communications Committee** for Tuesday, January 3, 2023, at 6:15 pm has been CANCELED due to lack of agenda items.

City of Napoleon, Ohio

CITY COUNCIL

MEETING AGENDA

Tuesday, January 03, 2023 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)
December 19, 2022 Regular Council Meeting Minutes
- E. Citizen Communication**
- F. Reports from Council Committees**
 - 1. The Finance and Budget Committee did not meet on December 28, 2022 due to being canceled by the chair.
 - 2. The Safety and Human Resource Committee did not meet on December 28, 2022 due to lack of agenda items.
 - 3. The Technology Committee did not meet on January 3, 2023 due to lack of agenda items.
- G. Reports from Other Committees, Commissions and Boards** (*Informational Only-Not Read*) –
 - 1. The Civil Service Commission did not meet on December 28, 2022 due to lack of agenda items.
 - 2. The Parks and Rec Board December 28, 2022 due to lack of agenda items.
- H. Introduction of New Ordinances and Resolutions**
 - 1. **Ordinance No. 084-22**, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Finance Director; and declaring an Emergency
 - 2. **Ordinance No. 085-22**, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Law Director; and declaring an Emergency
- I. Second Reading of Ordinances and Resolutions**
 - 1. **Ordinance No. 080-22**, an Ordinance creating the non-bargaining position of Public Safety Administrative Assistant for the City of Napoleon, Ohio, amending Ordinance No. 077-22; and declaring an Emergency
 - 2. **Ordinance No. 083-22**, an Ordinance appointing J. Andrew Small as the City Manager of Napoleon, Ohio; and, declaring an Emergency (Suspension Requested)
- J. Third Reading of 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
- K. Good of the City** (Any other business as may properly come before Council, including but not limited to):
 - 1. Discussion/Action: to allow O.D.O.T. to work inside the City Limits for the S.R. 108 Roundabout Project (PID 110867). (direct Law Director to draft legislation)
 - 2. Discussion/Action: to approve of a \$6,000 NIEDF grant to Brick N' Brew Pub

3. Discussion/Action: New patrol vehicle off of State Contract for a marked unit and an additional car under \$50,000.
4. Discussion/Action: Fourth Quarter Budget Adjustments (direct Law Director to draft legislation)
5. Discussion/Action: Award of Chemicals for the Water Treatment and Wastewater Treatment Plants for FY2023
6. Discussion/Action: to Accept the MARCS Radio Grant of \$42,791.20 for the Fire Department
7. Discussion/Action: to Approve the Fire Department to Apply for the Walmart Community Grant

Executive Session (as needed)

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

M. Adjournment



Marisa Flogaus- Clerk

A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL

- 1. Technology & Communication Committee (1st Monday)**
(Next Regular Meeting: January 3, 2023 @6:15 pm)
- 2. Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, January 09, 2023 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for January 2023dfdfdf
 - b. Electric Department Report
- 3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(Next Regular Meeting: Monday, January 09, 2023 @7:00 pm)
- 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Next Regular Meeting: Monday, January 09, 2023 @7:30 pm)
- 5. Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, January 16, 2023 @6:00 pm)
- 6. Finance & Budget Committee (4th Monday)**
(Next Regular Meeting: Monday, January 23, 2023 @6:30 pm)
- 7. Safety & Human Resources Committee (4th Monday)**
(Next Regular Meeting: Monday, January 23, 2023 @7:30 pm)
- 8. Personnel Committee (as needed)**

B. Items Referred or Pending in Other City Committees, Commissions & Boards

- 1. Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, January 09, 2023 @6:30 pm)
 - a. Review of Power Supply Cost Adjustment Factor for January, 2023
 - b. Electric Department Report
- 2. Board of Zoning Appeals (2nd Tuesday)**
(Next Regular Meeting: Tuesday, January 10, 2023 @4:30 pm)
- 3. Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, January 10, 2023 @5:00 pm)
- 4. Tree Commission (3rd Monday)**
(Next Regular Meeting: Monday, January 16, 2023 @6:00 pm)
- 5. Civil Service Commission (4th Tuesday)**
(Next Regular Meeting: Tuesday, January 24, 2023 @5:30 pm)
- 6. Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wed., January 25, 2023 @6:30 pm)
- 7. Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, May 9, 2023 @10:30 am)
- 8. Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, June 13, 2023 @4:00pm)
- 9. Housing Council (1st Monday after the TIRC meeting)**
- 10. Health Care Cost Committee (as needed)**
- 11. Preservation Commission (as needed)**
- 12. Napoleon Infrastructure/Economic Development Fund Review Committee (NIEDF) (as needed)**
- 13. Tax Incentive Review Council**
- 14. Volunteer Firefighters' Dependents Fund Board (as needed)**
- 15. Volunteer Peace Officers' Dependents Fund Board (as needed)**
- 16. Lodge Tax Advisory & Control Board (as needed)**
- 17. Board of Building Appeals (as needed)**
- 18. ADA Compliance Board (as needed)**

City of Napoleon, Ohio
CITY COUNCIL MEETING MINUTES
Monday, December 19, 2022 at 7:00 pm

PRESENT

Council Members	Joe Bialorucki- Council President ,Ross Durham- Council President Pro-Tem, Daniel Baer, Molly Knepley, Lori Sicclair, Dr. David Cordes
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 Joel Frey- Acting Fire Chief
Others	Andrew Small News- Media
Recorder	Marrisa Flogaus
Absent	Ken Haase

CALL TO ORDER

Council President Bialorucki called the City Council meeting to order at 7:01pm with the Lord's Prayer followed by the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes from the December 5, 2022 City Council meeting were approved as presented.

CITIZEN COMMUNICATION- None

REPORTS FROM COUNCIL COMMITTEES

The Electric Committee did not meet on December 12, 2022 due to lack of agenda items.

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on December 12, 2022 due to lack of agenda items.

The Municipal Properties, Building, Land Use and Economic Development Committee did not meet on December 12, 2022 due to lack of agenda items.

The Parks and Rec Committee did not meet on December 19, 2022 due to lack of agenda items.

INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

Ordinance No. 080-22- Admin Assistant to Public Safety

Council President Bialorucki read by title Ordinance 080-22, an Ordinance creating the non-bargaining position of Public Safety Administrative Assistant for the City of Napoleon, Ohio, amending Ordinance No. 077-22; and declaring an Emergency

Motion: Durham Second: Cordes
to approve First read of Ordinance No. 080-22

Lulfs stated this legislation is to create an administrative assistant for public services. This was brought to committee and recommended to Council. As discussed last meeting this is a position that would assist both police and fire. Years ago there was a part time position in place at fire and once that individual left the position was never replaced. This item goes in conjunction with 082-22. Currently the clerk of Council splits here time in the police department. If this position is created for police and fire in 082-22 the clerk will still do the clerk job, but take over records management for the rest of the City. I know police has requested some assistance with record keeping and record request. I'm sure Chief Mack and Roof can expand and answer any other questions you may have regarding this position. Siclair asked if the part time person that used to be at the fire department was located at the fire department? Lulfs replied yes. Frey advised she used to share an office with him and she was here from when he started in 2008 until about five years ago. Siclair asked who took over after that? Frey replied the duties were split up amongst different people. Siclair stated it was my understanding that someone in the admin building was doing it. Frey replied a portion of it. Lulfs stated for a while the receptionist at the front desk was assisting with some of that work. The current receptionist isn't assisting with any of it currently. Siclair asked if we knew why? Lulfs replied that was decided by the previous city manager. Roof stated she takes on more duties for parks and rec than the previous position. She also handles zoning and anything that comes in the door. She has too much on her desk to handle fire. Lulfs stated I know there was a request for information regarding compensation and the effect this will have on the budget. Roof prepared a memo that was included in the packet. If we look at the 2023 rates we would have a biweekly pay scale. It's not intended for this individual to come in at the highest salary. There's an option to mirror the executive assistant to the law director, executive assistant to an appointing authority, and administrative assistant. At the lowest category if they had a family plan would cost about \$80,000 to mirror the executive assistant to an appointing authority, \$85,000 to mirror the administrative assistant and \$108,000 to mirror the executive assistant to the law director. The lowest end of the scale would be about a \$71,000 impact to the budget. That significant to keep in mind as this wasn't a budgeted item. Durham stated when Flogaus was hired for clerk of council it was positioned that her time would be split between council and the police department. How much would you say your time is divided currently? Roof stated it's non-existent to the police department per Mazur. Since Mazur left Chief Mack has given her things here and there that kind of go hand in hand as to what she does here. She will listen to the tapes to investigations and type of information for that. Other than that there's not much more she has done. Lulfs stated other than asking her directly I don't know how much time she has available once the clerk duties are completed. Maassel asked Flogaus how her time is split on a typical week? Flogaus replied about 80% is spent on Council and 20% is spent on police. Siclair asked wasn't there a request for a desk at the police department? Mack replied yes, I put a request in and it was budgeted. We would be sharing some facilities until we figure out what we're doing with the building. Bialorucki asked if the previous city manager told Flogaus that there isn't time to do that even though the position she fills reports directly to Council? Roof replied yes sir. Bialorucki stated now that I'm hearing that I would like to apologize to Flogaus that we weren't involved in this as we didn't know what was going on. I personally wouldn't vote for this right now because I think there's a problem with the position already created. I apologize Chief Mack if that wasn't being done like it should have. I would like to get together to figure out how much time the clerk of council needs to fulfill the duties that council needs and then what is left to help out the police department. If there's 38 hours we need her for and only 2 hours for you then obviously we need something else. Right now hearing what you just said I had no idea that was going on. We need to fix that. Baer stated my main concern down the road is

the number of people handling the records. Bialorucki asked how many people handle it now? Baer replied it could be several. Roof stated at the fire department it's currently split all captains and in police all of dispatch. I was looking through reciprocity and what the sixth dispatcher was for. It wasn't originally for doing any administrative duties other than pulling records. Over the last couple of months I have been able to imbed myself in the police department to be able to see things from boots on the ground. That's where a lot of the truth is. Not because Chief has issues going on, but in order for to better serve them as employees I felt it was necessary to get to know them and see what they do. December 4th being a specific day that I was there on second shift that I got to experience how one call took a whole shift. One dispatcher was focused that whole call from start to finish. Then preparing documentation afterwards, so that the officer can write his reports. They don't have time to go to the bathroom or eat. They're literally devoting their time to never leaving that phone. Looking at December 9th I was there from the beginning of first shift all the way to the end of second shift. They had an incident in the morning with a certain individual and an officer had to stay over to relay information due to another call for that same individual came in. All while a dispatcher having to stay over to handle calling our detective to get him in while the other dispatcher was on the phone providing CPR instructions. All hands are on deck constantly. Looking back at reciprocity and why the sixth dispatcher was brought in was to alleviate the dispatcher from having to stay over to relay information by creating overlap. Also, to alleviate the stress of record retention in the police department as they have over 1,000 people coming in for records during the year. Tonya takes the grunt of it, but most of the time she's not even able to get away from her desk to pull records. We're down to four dispatcher again. We just hired two, but those individuals are in training for the next 10-12 weeks. There is no time to do records retention in the police department other than Legg doing them as they come in. Bialorucki asked how will the multiple people change? Baer stated we should have one person handling those records due to confidentiality. For example in my office I'm not allowed to touch anything related to probation because that isn't my assigned area. That is my concern. Cordes stated this is the position that would be dealing with the HIPAA Compliance. Bialorucki asked how this person would get the information? Cordes stated one of the problems that was brought up that got our attention was the HIPAA Compliance. It's some of the strictest regulations you can come across especially if you brake a HIPAA Compliance. For example if someone were to walk into my office and see a X-Ray that belonged to someone else that I forgot to pull down would be a HIPAA violation. The more people that you have involved with handling different things the more chances of people seeing information out in the public that shouldn't. That is why I think we as a group recommended that it come to Council to be looked at. We were concerned about HIPAA Complacence and the potential for litigation against the City. Bialorucki asked if right now we have multiple people preforming this position? Cordes replied yes. Billing is also HIPAA Complacence, so the billing codes that multiple people are handling for the fire department on EMS runs falls under HIPAA. Baer stated that is one of the main reasons I voted in committee to bring it here. Cordes stated none of us liked the idea of hiring another person. Baer replied or that it wasn't in the budget. Roof stated for the EMS and Fire side some specific items that are covered in the billing side of things are face sheets. These are a one pager that comes in with all the pertinent information from the hospital about an individual to include their date of birth, SSN, address, insurance coverage and emergency contacts. This face sheet has to make its way to AccuMed who is our billing company. The problem is that multiple people are processing these face sheets to go to billing for AccuMed. Then you have individuals correcting EPCR's with personnel from the department that weren't originally on the run to make sure everything's correct.

The way the AccuMed works is that you start by processing billing information and double checking that everything. Then at the end of the month AccuMed sends monthly reports that includes how much was billed and collected. It will break down how much insurance was collected, how much is owed to the City and what the left over balance is. You have multiple people seeing that information, so containing it to one specific individual who can funnel that information quickly will help us in the long run collect more money. We would have one person focused on it versus multiple people just trying to make sure information is there so we can get it billed. Bialorucki stated it sounds like this process has been going on for quite a while. Why wasn't this brought up before budget? We just passed it and now this is a huge budget item to add afterwards. Is this something that we can talk about for the next 10 months then add it to the budget for 2024? Frey stated I just want to clarify our captains' role. We have the authority to do peer reviews on all of our calls, so our captains do a peer review on the following shift for the day before. They do that to make sure the treatment were right and that everyone did things correctly on a call. Whereas the billing information comes in after that. We've actually had a quite of bit of compliance increase in our calls following the captains reviewing them. This is probably due to the captains being able to tell the EMT's to go back and fix the problem. It's been nice to have their eyes on that, but with the new position it will free up the hours of those captains. It take anywhere from 1.5 hours to 3 hours a day to review the calls for the billing information alone. That doesn't sound like a lot until you combine a captain being off for a day. Now the next captain has two or three days to review and it can build up. If I have one guy out sick for the next two weeks then the next captain has to pick up that work. I think we can all understand the importance of the billing information, but one person handling everything can save HIPAA Compliance liability. Even more importantly freeing up 15-20 hours a week for my captains to train people. They're doing a great job and they took it upon themselves without being asked too. Once they saw them starting to back up they took it on to make sure it got caught up. They do a great job, but I think their time is better spent out in the operations of the city versus the administration portion. They need to be out there training or doing walkthroughs of buildings to make sure people are safe. Roof stated to answer your question about the budget piece Chief and myself went back and forth on this. I didn't feel as though it was appropriate to bring up in budget. By the time it crossed my desk and we did the research for what was needed it was too late. I didn't want to throw something at you during budget time knowing that there was going to be a lot of question when we're short a city manager. I wanted you guys to focus more on the budget rather than another position. I wanted to have a conversation with you guys after the fact. We're not looking at this position going in once January hits. We understand that there is some conversations to be had. Maassel stated I don't think the budget is a problem. Chief Mack you've been going on being Chief for the last six years. Out of that time how many months have you been fully staffed? Mack replied not many is as specific as I can get right now. Maassel asked how many open spots do you have right now that are currently in the budget? Mack replied I have two patrol officers open and two dispatchers in training. We offered one patrol officer position, but I have a third officer that will be departing approximately mid-January. We're just awaiting another agencies physical test. Maassel asked if you're down a lieutenant? Mack replied one of those two officers we're down is a command officer and the other is a detective. Maassel stated there's a lot of dollars in the budget that aren't going out. We have slots associated to individuals who aren't with us. Realizing that we aren't going to hire someone today for this I think we can make it work. We might need some budget adjustments and those type of things. If we're all fully staffed then it would be a pull on the budget. I think we can make those budget adjustments happen. Are we missing out on grant opportunities that we could pursue if we had a little more administrative help? Roof replied Siclair

asked me to look up more information of the duties this individual would complete. This person could process vacations and time off request instead of the chief having to do it. They could process time sheets and make sure they got to us quickly and efficiently, so that Chief can free up his time on that. Help both departments with the schedule and make sure there is no mess ups or help with someone calling off. With the billing stuff Frey just had a CMS data pull come across his desk, which would take this person about 8 hours every day to do the data collection poll that CMS is needing just to update Medicare and Medicaid costs. It's only for a year, but he has to collect all that information for all of 2023 and report it in 2024. It's not just EMS run information it's financial, EMS billing, EMS supply, apparatus and other information you wouldn't even think they would be interested in. Other duties would include the following: run reports and information regarding transports, process paperwork needed for the EPA or fire marshal, track and issue all radios and pagers for personnel, keep track of all locker spare keys, keep track department uniforms and turn out gear for all departments, trainings input and track all employee training and certifications ,process training reports to be completed on a monthly basis, provide reporting to the fire and police chief where an employee stands with their certifications specifically working with Lt. Smith, purchasing invoicing processing all incoming invoices for the department to finance, requesting a purchase order from the financing department for items that need to be purchased, process contracts as needed for the fire and police chief, help with scheduling fire inspections in making sure that report and letters go out, attending any fire or police calls when needed to track accountability, update any system needed for personnel duties, process all request for the fire and police chief for signatures, ensure that both chiefs are aware of scheduling for items that are time sensitive, write and process all grants on behalf of both departments and track the grants, and provide monthly reporting to the state. There's a lot of grant money out there that we could be getting. I think within the persons first couple of months they could bring in enough to cover their position no questions asked. Those are just some of the duties we came up with. Mack replied specifically with grants there's a large one that we're still waiting on, which assistant Chief Frey spent dozens of hours on. I have tried to get grants and have been successful with some, but there are a lot of things that I'm not looking at due to not having the time. The sheriff's office has been relatively successful lately getting grants, but they have someone dedicated to that role on the administrative side. Siclair asked what Harmons thoughts were? Harmon replied I think the reasons given are important and it would be in Councils best interest to trust staff as to what they need. If the police and fire chief tells you they need something to better do their job if it's in the budget and reasonable I would say that Council should go ahead and do it. Siclair asked what about from a legal standpoint? Harmon replied from a legal standpoint the HIPAA is very important and reducing the number of people who touch the information is obviously important. If we could narrow it down to one or two people that would be ideal of course, but it's not always possible. I like what they have to say about having this dedicated person to manage those items and reduce liability to the City. That would be helpful. I like what I'm hearing personally, but I don't vote. I generally trust the police and fire chief to tell me if they need something and I will generally try to get it for them. I don't believe they would bring anything frivolous up here. Siclair replied I agree. To the committee members I'm wondering if the question came up to why? I've been here for five years and Baer you've been here longer. We've never heard this as an emergency situation, but now all of a sudden it is. Baer replied that never really came up in the committee. Knepley stated I almost wonder if a new set of eyes came in and observed that they are running short staffed. Roof did say she was spending some time there. Roof replied it was originally on Lanie's desk. Chief brought it up a while ago even before it was brought to Lanie's desk it was brought to the previous city manager. Instead of providing one assistant

split between the both he finally said we'll split the clerk of council and make it a full time position. It's been sitting out there for a while, but it's just never made its way to Council. I think now that we're short with O'Brien being gone and a new set of eyes were all just looking at things a lot differently. Roof stated employee retention is a really big thing. I look at what's going on at the police department and my heart hurts for these people to see how hard they work and to see the officers go above and beyond what is asked. I don't see this admin person just helping chief. I think in the long run it helps everyone in the department. It also gives them an avenue to have Chief where they most need him. Durham asked Garringer what his perspective was? Garringer replied right now insurance items go through my office. Do you anticipate that stopping? Right now, we do any outside billing or chase them down or they get turned over to the attorney general. Would that be part of the duties where it's removed from the person in my office? Roof replied no, unless you would want it to be. A lot of the stuff Kim handles is after the fact. Everything is sent to AccuMed and AccuMed handles that information. Then Kim gets the information of how much is collected and how much they owe, which is what the City goes after at that point. Garringer stated when you talk about a HIPAA situation wouldn't that be part of it to have less people. You would still have Kim do that type of work because she sees it all? Roof replied yes. Garringer stated a community member actually approached me. I do like how there is a second and third option for the salary. I'm not saying that to low ball this, but in comparison to the first option I don't find it a fair comparison. You have a department of two very important people with a lot of responsibilities. This person would be working with multiple people, so I think that needs to be addressed. I would have to agree with what Harmon said. I will have to trust their opinion on that. I didn't know about this. We had budget meetings throughout the process with individual members. I had a couple meetings with the Chief of police and one with both O'Brien and Frey. This was never brought up in our informal discussions at all. Lulfs replied I've heard discussion over the last few years of modifying something. I believe the first step of that is when they modified the clerk position. I wasn't aware of this position until we were preparing to take it to the committee. Garringer stated those are my thoughts whether you pass it or not I don't have a vote. I think if you don't pass this it should be relooked at and brought up again. Maybe even before next budget. Bialorucki stated I was very surprised with how many records request. You said over 1,000 a year? Mack replied yes, that's a rough estimate. This year to date were are at 778. Bialorucki asked who is asking for the request? Mack replied you name it. It could be anything from a crash report from a citizen who was involved to an attorney for a civil case primarily custody. We have property owners who ask for public records on a possible tenant or all reports at a certain address due to renters. Bialorucki asked if we charge for that information? Mack replied a very small amount. I think its 5-10 cent a page. Garringer stated it's governed by state law. You can't charge for your time. Mack stated those are coming in around the clock. I would say it's one of the first things Lieutenant Legg does every morning other than the schedule. It's one of our daily processes. Siclair stated I know we discussed last time about record request and the sixth dispatcher taking on those duties. We haven't filled that position in a year's time. Do you think this administrative assistant position would be able to be filled more quickly? Could we just swap it by getting rid of the sixth dispatcher since it's not filled anyways? Mack replied when we talked about the sixth dispatcher there was a lot of conversation and public records was a big focus of that. I think a bigger focus was our staffing and the amount of stress relating to how many calls that we're handling and our turnover of dispatchers. We talked in great detail about the amount of years of service we had prior to the sixth dispatcher being disbanded. Then when we had five that years of service went significantly down. I'm not minimizing the public record piece because that's still true. One of the things that I like that large agencies don't do is

that we take records request around the clock. Part of that is due to them coming into our dispatch center and part of the small town atmosphere. I look at our dispatch center much like a fuel gauge green, yellow, and red. With six we operate pretty efficient no doubt about it. We can have someone on sick or maternity leave and we're still in the green to yellow phase. If we were in the same situation we are now being down two with only five dispatcher were barely keeping our dispatch center open, which is the situation we were in when this was originally discussed. If it wasn't for officers sitting dispatch there would have defiantly been nights under that time frame where we would have to shut down and move our dispatch center to someone. When you're at six you can suffer one or two loses and still manage, but when you're constantly operating in that yellow and lose one or two because of timing there's a problem. Now you're at three employees trying to cover 24/7 in a very stressful situation. That was a big focus of the sixth dispatcher to try and reduce the stress and the call volume. I know one of the things I spoke about in detail was the increase in calls that the fire department was seeing. That's in direct correlation to the stress on my agency because the calls come into my agency first, get dispatched by my agency and are handled by my agency from start to finish. Not only are they having overlapping calls, but my agency is having an overlap. That one dispatcher is still handling police calls or calls for service involving electric. That's where the staffing comes in handy in dispatch and what helps us out there. Records retention is just a small piece, but it is an important piece. Bialorucki stated before I would vote on this I would like to ask Flogaus if she could provide a detailed description of her job duties. Then we can evaluate if it's something that is part of the clerk position or administrative. With this being first read I would definitely vote yes on this knowing we have two more reads to find out if there is some room to take some things off of her plate that maybe shouldn't be on her plate to fill the void here. If not then we can decide that later. Mack stated I would like to restate some things I said last week. I understand the budget concerns and the timing. We had a major change in leadership within the City that was happening about the same time the intent was to handle this in a committee prior to budget, but with the departures and changing of roles it was pushed back. I certainly want the citizens to understand it wasn't meant to pull a fast one or a money grab. To echo Garrigner my request would be to keep it on your radar because we were hoping we'd get a lot of things out of and the actual is that we haven't. Bialorucki stated I think I can speak for most people on Council how we've supported police and fire 120% and we still want to, but like you said there's a lot to look at and we want to make sure we're doing what's right for our tax payers, police and fire department. Durham stated I'm conflicted here. I came into tonight thinking I was going to vote no on this, but you all made a compelling argument. Thank you for all the research you put into it. I'm in agreement with Bialorucki. I would like to see the duties that Flogaus currently has. It was my belief that brining on the clerk of council full time that we were going to address these issues and I'm disappointed that we didn't. If there's a way to fix that with our current situation that would be my first choice, but I have no problem voting yes here and getting to second read to reevaluate.

Roll call vote on the above motion

Yea- Durham, Bialorucki, Baer, Cordes, Knepley

Nay- Siclair

Yea-5, Nay-1. Motion Passed

Resolution No. 081-22- Police Department Software

Council President Bialorucki read by title Resolution 081-22, a Resolution Authorizing the expenditure of funds in excess of fifty thousand dollars (\$50,000) for the purpose of purchasing integrative software

and all necessary appurtenances for the City of Napoleon Police Department, and to award said purchase to CentralSquare; and declaring an Emergency (Suspension Requested)

Motion: Knepley Second: Cordes
to approve First read of Resolution No. 081-22

Lulfs stated this legislation would allow us to enter into a contract with CentralSquare. This is the software purchase we discussed during budget for the police department. The total was set to originally be in the neighborhood of \$180,000-\$190,000. We worked it out with them and they have another method where you essentially have a license that is renewable. I believe the first year is around \$130,000. We were able to get the cost down, but to be able to get 2022 pricing they requested us to sign the contract before January 1, 2023. The item is in our master bid ordinance to purchase in 2023, but we would need legislation to be able to sign the contract to purchase it in 2023 with 2022 pricing. They didn't give us any price adjustments in 2023 as they weren't sure, but they expect them to go up. The representative recommended that we sign a contract now to lock in the prices for this year. This legislation would allow me to sign that contract. Mack stated this is sole source language because we're trying to merge back with the Sheriff's office, so we can share information. It also dilutes the cost to the City and County because we're sharing the cost of certain things. Lulfs replied Council has the authority to make purchases from a company without competitive bidding. We're doing that in this case, so that we can piggy back on the Sheriff's Department existing system. Harmon stated that being in the best interest of the City pursuant to 106.4, not sole source. Mack replied the biggest benefit we receive as an agency from doing this is the ability to share information. When we're looking at criminal investigations we have the same citizens as the county has. With our current separate systems we don't share information unless I know the Sheriff's office is handling something and I give them a call. The second huge benefit is when we have a mutual aid fire as currently they have their units en route on one system and we have our en route on another system. This would bring that all together, which is a huge benefit to the City in my opinion. Lulfs stated we are requesting suspension, so that we can get the contract signed before the end of the year. Garringer stated they can guarantee us the pricing until the end of the year. It's not going to go down, so I think it's a matter where we're going to do it anyways and its already budgeted. Let's lock in these prices.

Motion: Baer Second: Knepley
To suspend the rule requiring three reads of Resolution No. 081-22

Roll call vote on the above motion
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-
Yea-6, Nay-0. Motion Passed

Roll Call vote to pass Resolution No. 081-22 under Suspension and Emergency
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-
Yea-6, Nay-0. Motion Passed

Ordinance No. 082-22- Clerk of Council

Council President Bialorucki read by title Ordinance 082-22, an Ordinance amending Ordinance No. 077-22 regarding compensation of the City of Napoleon Clerk of Council/Records Retention position for the year 2023; and declaring an Emergency

Motion: Siclair Second: Durham
to approve First read of Ordinance No. 082-22

Lulfs stated this legislation has a couple components to it. First of all it would modify the existing clerk position to be that of clerk and records retention. Then the other part of that modifies the salary to reflect that. Obviously modifying this position would be dependent on the position we talked about earlier. The existing position now is set up to assist the police department, but if we modify this position it would no longer be as such. That is the component that's contingent on the other position. Roof stated if the first position doesn't go through we don't want to make the changes to this one. Lulfs stated correct, we don't want to lose any help we may have available to the police department. The fact that we're willing to consider first read on the other position I would hope that we would at least consider first read on this one. Bialorucki asked if this would increase the pay for this position? Lulfs replied its set up with an increased pay. It would go from \$16.48- \$21.93 to \$17.65-\$25.87. Bialorucki asked who is doing the records retention position now? Lulfs replied department heads are essentially responsible for their own. This doesn't mean that records aren't kept, but usually old records that can be destroyed aren't being destroyed. There is a procedure to be able to do that as a governmental entity, which includes forms being filled out and documentation. In general if you don't have time to do that work the records just stay. For the most part nothing can be destroyed in the engineering department. I'm not destroying records because we have to retain much of our records indefinitely. At the plants and operations we have brandy assist, but a lot of the time it falls on the superintendent. Roof stated previously when Roxanne was in the clerk of council position she handled our RC-2 and RC-3's for the City as a whole and pretty much kept everyone on schedule to make sure we were following them. Now that we don't have a specific person to focus on that we're just trying to keep up ourselves versus having someone to keep us on track. Lulfs stated we don't have that one single person monitoring the retention schedule as a whole anymore. Bialorucki stated I'm still on board with moving forward with the first ordinance and getting more information. Then most likely doing the same with this one. The reason for the public safety administrative assistant position is because our clerk of council position doesn't have time to do that position. Now if we create a new position for \$70,000 then we're saying the clerk of council has time to do another role and we should pay more for that. Lulfs stated if we remove the police department responsibilities. Bialorucki interjected that hasn't been being done at all. Lulfs continued the remaining time would be filled by the records retention duties. I believe these wages were set to reflect the senior accounts payable clerk. Roof stated the current pay scale the clerk of council sits under is classified as the administrative assistant that we have in our current budget. We changed the C and D step to match what the senior accounts payable clerk was at. Cordes stated if I remember correctly this person isn't in either of those categories, so it shouldn't affect the budget this year. Lulfs replied this would probably be a new hire unless we had someone internally. It would depend on what step they would fall under, which is typically based on experience. Roof stated the current person who holds the position sit in D step. Siclair stated I'm going to hold to what I thought before with the administrative position. We can talk about this later in the year and not now.

Roll call vote on the above motion

Yea- Baer, Cordes, Knepley

Nay- Siclair, Durham, Bialorucki

Yea-3, Nay-3. Motion Failed

Harmon stated this doesn't move on. Maassel stated the Mayor is allowed to ask for a reconsideration. I just want to understand this from the no votes. We're in favor of looking at changing the admin assistant and exploring that further, but not adding records retention to the clerk of council. Bialorucki stated with what we discussed with the public safety administrative assistant is that it wouldn't happen immediately. If we did pass it in four weeks from now then we wouldn't fill it until four months from now. Then we could bring this back then if this is needed. Siclair stated otherwise the police duties would be taken from her. Bialorucki stated you have to do the previous one before this one. Maassel asked don't you do them at the same time? To me they're a pair, which is why I'm confused. If we change one we will end up changing them both. We would make sure our clerk of council records retention position set solid and then you would try to find your admin assistant position, so if the clerk of council applies for the assistant position. Durham stated my thought of voting no here is that I don't like doing raises outside of budget time and I think department heads are fully capable of doing their own records retention. I looked at it as irrelevant. Maassel asked if it comes back later are you still going to vote no? Durham replied correct. Maassel replied then the clerk of council just becomes clerk of council. Roof stated it would turn into a part time position. Bialorucki asked why it would become part time? Roof replied if you approved the other one you'd be taking the police duties off of it, so it becomes part time. Durham stated the police work isn't being done anyways. Roof stated she said she had around 20% of the time to work on police stuff and 80% she works on council stuff. Maassel stated a reconsideration calls for a revote. Harmon stated correct. If nothing changes I would cite 6.2 and 6.3. Maassel stated in my mind they go hand in hand. If we're going to look at one we need to look at the other one. I understand that department heads can do their own record retention, but I think if you get that centralized it's a whole lot easier to follow up as its someone's duty to do it rather than at the bottom of someone's list. I'd rather have someone watching this stuff and having the proper records get retained with the proper time stamp. Roof stated they're not taking records off our plate, but they are just making sure everything stays on schedule. 80% of the time would be spent on clerk of council and then the 20% would just be making sure we're following our record retention schedule like we're supposed to. Right now I have a full room of stuff that needs to be destroyed that has been here way to long and anyone can ask for it because I have it. Siclair asked if having someone in this position to tell you to get rid of it will make you do it? Roof stated yes, to keep us on schedule. We don't just have one every department has their own. If we had a records retention person there would be one specific schedule for the City with every record on it. Then there would just be the one piece we would have to follow versus having to verify with multiple departments and follow different department's schedules. Durham asked when Roxanne was doing that in the clerk of council role was her job description changed or was she compensated for it? Roof replied Roxanne wasn't classified as an administrative assistant she was classified as something else. Lulfs stated I believe she was classified as something else because she had other duties as well. During that time she still retained all of my contract documents and prepared all of such. I believe when she stepped out of the role the job description was modified again. Roof replied correct that's when it became the administrative assistant. Lulfs stated I'm sure when Roxanne was in the position with the additional duties that it was a different pay scale. I don't know how the current pay scale came to be I wasn't privileged to that information. I understand that if this is voted down and we get to the point with the other position we could always bring this one back.

Revote on the above motion
Yea- Baer, Cordes, Knepley
Nay- Siclair, Durham, Bialorucki
Yea-3, Nay-3. Motion Failed

Ordinance No. 083-22- City Manager

Council President Bialorucki read by title Ordinance 083-22, an Ordinance appointing J. Andrew Small as the City Manager of Napoleon, Ohio; and, declaring an Emergency

Motion: Durham Second: Siclair
to approve First read of Ordinance No. 083-22

Small stated I appreciate the confidence you have in me and I look forward to the challenges. I know there will be some. I've been doing whatever homework I can to do over the past couple of weeks to try to get up to speed as quick as possible. Last week I had the opportunity to sit with Roof for an hour or two, attend the staff meeting and I was even fortunate enough to sit with the Police Chief at a relations meeting. All of that helps me get up to speed as quickly as possible. I've already had some communication with members of the community. I spoke today with the superintendent of the schools about some issues. As I said I'm trying to do everything I can to get up to speed and I thank you for the opportunity. Bialorucki asked why do you want to do this? Small replied the position opened up in 2014 and then again in 2016 each time it opened up I gave it a little bit of consideration, but the timing was never right. I've been at General Motors for going on 29 years. I'd love to start here tomorrow, but I feel like I owe them. They provided very well for me and my family, so I'm giving them the time to replace me. The timing was perfect as I can retire from General Motors and I was ready to retire from General Motors. It's something I've always had an interest in. I worked closely with then City Manager John Bisher when I was in office for twelve years. I listened at length with John when I first started to seek this position. He was a great mentor to me and I feel through osmosis I was able to gain quite a bit from him when I was in office. I feel like there's defiantly a learning curve, but I've tried to mitigate that as much as possible.

Roll call vote on the above motion
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-
Yea-6, Nay-0. Motion Passed

Second Reading of Ordinances and Resolutions

Ordinance No. 078-22- ODOT Property

Council President Bialorucki read by title Ordinance 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

Motion: Knepley Second: Siclair
to approve Second read of Ordinance No. 078-22

Lulfs stated we discussed this last meeting. This would allow us to donate the property that is the old DTNI Railroad bed underneath Rt. 24. At the last meeting Council requested that I get written

confirmation from ODOT that they will construct a path from our existing path on our property over to Rt. 108. I received written confirmation from ODOT that states it's their intention to have that include as part of the project. If it is Councils intention to donate the property I encourage you to move forward with this legislation. Bialorucki asked when are they going to do this? Lulfs replied they haven't gave me a schedule on this project. It could be 2025 or 2026. I know it's not 2023 and I'm fairly certain it's not 2024.

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Resolution No. 079-22- CIC Board

Council President Bialorucki read by title Resolution 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

Motion: Durham Second: Cordes
to approve Second read of Resolution No. 079-22

Lulfs stated no changes this is just the second read.

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Third Reading of 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: Siclair Second: Knepley
to approve Third read of Ordinance No. 064-22

Lulfs stated this just creates the GIS position in the engineering department. Siclair stated based on the history it's a good idea to get this done. Lulfs stated we've had a little bit of interest just from the discussion with this legislation. Hopefully we can get the position filled.

Roll call vote to pass Ordinance No.064-22 on Third read

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, 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: Siclair Second: Cordes
to approve Third read of Ordinance No. 065-22

Lulfs stated there will be no new hires, just transfers and promotions.

Roll call vote to pass Ordinance No.065-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Durham Second: Knepley
to approve Third read of Resolution No. 066-22

Lulfs stated this item is the legislation to waive some of the building fees as we've done for several years. We believe it's had a positive impact on building inside the City.

Roll call vote to pass Resolution No.066-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, Nay-0. Motion Passed

Executive Session (Economic Development: to protect the interest and investment of Public Funds)

Motion: Durham Second: Siclair

To enter executive session for Economic Development: to protect the interest and investment of Public Funds at 8:19pm

Roll call on the above motion
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, Nay-0. Motion Passed

Motion: Durham Second: Siclair

To exit executive session for Economic Development: to protect the interest and investment of Public Funds at 8:50pm

Roll call on the above motion
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, Nay-0. Motion Passed

President Bialorucki advised no action was taken.

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: Durham Second: Knepley
to approve Third read of Resolution No. 067-22

Lulfs stated this resolution just states Councils support for the School in their position on this issue.

Roll call vote to pass Resolution No.067-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Durham Second: Knepley
to approve Third read of Resolution No. 068-22

Lulfs stated this is just the third read of what’s generically referred to as our master bid list for 2023.

Roll call vote to pass Resolution No.068-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Durham Second: Siclair
to approve Third read of Resolution No. 069-22

Lulfs stated this is the master vendor supplier list for 2023.

Roll call vote to pass Resolution No.069-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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

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: Siclair Second: Knepley
to approve Third read of Ordinance No. 073-22

Lulfs stated this is the third read for the 2023 Budget. Garringer stated this will be effective January 1st 2023. Once this is passed it allows us to open up for business. We can then continue to pay bills and payroll into next year. This is what we'll start out the year with and adjustments may be able to be made at a later date. Durham stated I would like to say thanks to Lulfs, Garringer and all the other department heads. I know it's a lot of work. Especially to be placed into the position a week or two before. Lulfs replied it was rough, but we made it. I had a lot of help from staff.

Roll call vote to pass Ordinance No.073-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Cordes
to approve Second read of Resolution No. 074-22

Garringer stated this are the transfers from when we go from one fund to the next. The example I gave last time is all the income tax money goes into Fund 170 and then it gets distributed out to the Rec, General or Capital Fund. This allows us to move those moneys once it's received.

Roll call vote to pass Resolution No.074-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Durham Second: Baer
to approve Third read of Ordinance No. 075-22

Garringer stated we do this every year with the budget. This year it will be split at a 65%:35% with 65% going to the General Fund and 35% going to the Capital Fund. This includes all the income tax being brought in other than the Rec income tax, which is separate.

Roll call vote to pass Ordinance No.075-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Siclair
to approve Third read of Ordinance No. 076-22

Lulfs stated this legislation allows for the transfer of funds for individuals that their business involves multiple parts of the City whether it be Electric, Water, or Sewer. It allows some of the cost be offset by those restricted accounts. Garringer stated just for clarification the city manager oversees the water and electric department, so the Water and Electric Fund pays for part of their salary. As the Finance Director the work under my umbrella is that we pay payroll and their bills. Harmon is the law director for their issues. It's broken up by an estimate of how much work we do for those department throughout the year.

Roll call vote to pass Ordinance No.076-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, 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: Cordes
to approve Third read of Ordinance No. 077-22

Lulfs stated this is set as 3.5%.

Roll call vote to pass Ordinance No.077-22 on Third read
Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley
Nay-

Yea-6, Nay-0. Motion Passed

GOOD OF THE CITY (Discussion/Action)

Appointment of two Councilmembers to the Volunteer Firefighters' Dependents Fund Board

Bialorucki stated I'm happy to stay on it and I'm assuming Haase would too. Unless someone else wants too.

Motion: Durham

Second: Knepley

to appoint Ken Haase and Joe Bialorucki to the Volunteer Firefighters' Dependent Fund Board

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Appointment of two Councilmembers to the Volunteer Peace Officers' Dependents Fund Board.

Bialorucki stated currently myself and Haase are on this Board.

Motion: Knepley

Second: Siclair

to appoint Ken Haase and Joe Bialorucki to the Volunteer Peace Officers' Dependent Fund Board

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Review/Approval of the Power Supply Cost Adjustment Factor for December 2022, PSCAF 3- month averaged factor \$0.01988 and JV2 \$0.055688

Garringer stated this is our monthly rate that we charge our customers. \$0.01988 is a tick up from last month, but it's steady within range that it would typically be during this time of year. There have been some scheduled outages that took place that cut off where they couldn't make or sell power. Then we have our diesel costs that are up there quite a bit. Even with all that going on the rate is right in range. Bialorucki stated other commodities that aren't a part of AMP have gone up quite a bit in the last eight months. Garringer stated it certainly helps that the City of Napoleon is diversified in hydro, coal, solar, wind and diesel power plants. What also helps is that the City of Napoleon does a three month average. For some cities or villages the rate is the rate as it comes in, which creates more highs and lows. Some only do it once a year. I think most people here understand that we're part owners of diversified amongst different levels of how to produce energy in different states. There are challenges with that, but it helps us. Bialorucki stated I think we are benefiting from that especially right now compare to other times. We are paying a lot less. Lulfs replied I live on another provider and my rate is higher.

Motion: Durham

Second: Knepley

to approve the December 2022 as PSCAF three-month averaged factor \$0.01988 and JV2 \$0.055688

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

To accept a \$10,000 Donation to the Police Department

Mack stated first I would like to thank everyone for their support throughout the year. Have a good holiday and Merry Christmas. My dedication to the community has been big and we've been trying to do that throughout our whole department. Very rarely do you get a letter like this. I appreciate the time to read it. We found that this letter pertained to Sergeant Ruffer. The donor wishes to be anonymous at this time. I appreciate their effort with writing this and reaching out to the Mayor. Bialorucki replied

thank you Mack and everyone in your department. Like you said you don't get these kind of letters very often. I know everyone in here appreciate everything you do and I think a lot of citizens do as well. Just like anywhere else it's a lot easier to complain then it is to compliment. Maassel stated usually nobody knows the stuff our officers do day in and day out, but now we do. Mack stated it's not on the letter, but \$10,000 is substantial. Bialorucki stated another thing that was great about the letter is that this person didn't put their name. It's not about them it's about helping people.

Motion: Siclair Second: Knepley
to accept the \$10,000 donation to the Police Department

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

AROUND THE TABLE

Lulfs- I included in your packet a memo from Jeremy Okuley, the Waste Water Treatment Plant Superintendent. This recognized that on December 7th Kent Bacon received the Northwest Section of the Ohio Water Environment Association Kathleen M. Cook Laboratory Analyst of the Year Award at their meeting this year. Kent starts his 43rd year tomorrow with this City, which would have been last week. For some reason Okuley hopes Kent will choose to continue working. Kent does an incredible job down there and he's been running the lab forever. We appreciate that he got some recognition. We issued a press release today for the Christmas Holiday coming up for the City. The City will be closed on Monday and Tuesday, however, we will run the refuse recycling route as we would with just the Monday closed, so Tuesday will be the Monday route, Wednesday will be the Tuesday route, Thursday will be the double day for Wednesday and Thursday routes and then Friday will be its normal day. Even though we were closed Monday and Tuesday of that week we will still have refuse and recycling working on Tuesday. Maassel asked if it would be the same for the following week? Lulfs replied yes, even though we're only closed Monday. Other than that you passed the most important piece of legislation tonight. We didn't have suspension on that, so we will need to add suspension next time.

Harmon- Nothing for me. Merry Christmas and I'll see you soon.

Cordes- I'd like to say welcome aboard and I'm looking forward to working with Andy Small. I'm also glad to hear about the police department. It's a testament to what you do every day.

Baer- Small I appreciate your willingness to come back to work for the City and I agree with Cordes. We're looking forward to working with you.

Maassel- I'm beginning to prepare my 2023 State of the City, so I'd like to have the top three to four accomplishments from each department hopefully by the first Council meeting in January because I'll present it on the 16th. I'm assuming our Council meeting will be on January 3rd? Lulfs replied correct. Maassel stated everyone have a Merry Christmas and a safe New Year.

Bialorucki- Welcome Andy. I'm looking forward to working with you. I have a question for Lulfs regarding this nasty winter weather. I did hear and see some complaints from thus weekend when we had that little bit of icy conditions. It seems like in our area we get three to four inches or we get just enough to make the roads slick. What is our policy or procedure for events like that? Lulfs replied when patrol notices that we're starting to get slippery conditions they will call our standby personnel. We had one individual standby Saturday. We looked at what we needed to cover it and we had the standby person address it. The call came into 7:59pm to all of our phones. Once we received the call for bridges and overpasses we had someone come in and start putting down salt. If it's a forecasted event that we

expect to have issues we will pretreat. We didn't pretreat for what we had Saturday night. It seems as though once we got someone in to salt the bridges and intersections that cleared up a lot of the issues in town. I heard that there was a lot of issues on Rt. 24, but that's not us. Bialorucki stated with social media being so instant once it gets slippery people get upset. They don't give fifteen minutes let alone two hours for someone to come in and load up to go out. Lulfs replied from the time the road gets slippery we have to have it noticed by someone at the police department to get the call out. Then it takes the individual fifteen to thirty minutes to get to the City where they have to load the trucks. If it's a bad event it will take four trucks on shifts to cover every street in town. Bialorucki stated I noticed that they focused on intersections and overpasses first. Lulfs replied overpasses, intersections and bridges are first. If we have a major event we'll bring in everybody, but that's usually a large accumulation event. We have an event coming, but we haven't received any forecast on the accumulation amounts. That is being monitored very closely and if we suspect we need to pretreat we will. Bialorucki asked if there was an update on the simulator at the golf course? Lulfs replied I spoke with Cotter. He received the parts he needed and had them installed. However, just running the equipment will take a little bit of time by staff. He's hoping to have it open to the public the week after Christmas. They're going to throw everything they can think of at it to see what kind of bugs show up. The last thing they want to do is have someone rent it for a few hours where something goes haywire and the staff doesn't know how to fix it on the spot. Bialorucki asked how someone would reserve a spot? Lulfs replied they could call the club house direct, but if the club house is closed at the time they can call the City's main number 419-592-4010.

Durham- I have nothing.

Sicclair- I would like to thank Roof for all the work done to prepare for tonight's discussions. Thank you to Mack and his department for doing the City proud. Thank you to the donor for that great donation. Thank you Andy Small for accepting the position. I look forward to working with you too. Merry Christmas to everyone and I'll see you in the New Year.

Knepley- Welcome, Andy Small. Considering re-election I don't think I'm going to run again. I have enjoyed my time with everyone, but my families getting older and it's getting harder. I hope once the kids get older I'd like to come back.

Garringer- Next Council meeting we will need to set the next Finance and Budget Committee meeting. It will need to be the week of January 9th, between the first and second meeting. The time frame that I have, which is skewing this is that I have payroll on the 30th of December. At that point well know all the adjustment that are needed. On the 3rd we'll have to direct the law director to enact legislation from that meeting and then we can approve that legislation on the 16th, which would allow us to close out 2022 on the 17th or 18th of January.

Executive Session (Personnel: Compensation of Personnel)

Motion: Durham

Second: Knepley

To enter executive session for Personnel: Compensation of Personnel at 8:23pm

Roll call on the above motion

Yea- Sicclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Motion: Durham

Second: Knepley

To exit executive session for Economic Development: to protect the interest and investment of Public Funds at 9:28pm

Roll call on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Motion: Siclair

Second: Knepley

To direct the Law Director to draft legislation for a 3.5% increase for the Finance Director

Roll call on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Motion: Durham

Second: Siclair

To direct the Law Director to draft legislation for a 3.5% increase for the Law Director

Roll call on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

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: Cordes

To adjourn the City Council meeting at 9:30pm

Roll call vote on the above motion

Yea- Siclair, Durham, Bialorucki, Baer, Cordes, Knepley

Nay-

Yea-6, Nay-0. Motion Passed

Approved

January 3, 2023

Joe Bialorucki, Council President

Jason Maassel, Mayor

Marrisa Flogaus- Recorder

ORDINANCE NO. 084-22

AN ORDINANCE AUTHORIZING A PAY INCREASE FOR THE CITY OF NAPOLEON, OHIO FINANCE DIRECTOR; AND DECLARING AN EMERGENCY

WHEREAS, Council desires to authorize a pay increase to the Finance Director; and,

WHEREAS, Council desires to make said changes effective with the pay period commencing on or about December 26, 2022; and,

WHEREAS, to achieve the above stated goals Council now desires to repeal Ordinance No. 035-21, and to establish a new Classification Pay Plan; **Now Therefore**,

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

Section 1. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the biweekly salary of the Finance Director of this City shall be three thousand seven hundred two dollars and twelve cents (\$3,702.12) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 2. That, this Ordinance shall contain a provision that allows the terms and conditions of this Ordinance to be retroactively applied, the same being hereby approved as it so exists.

Section 3. That, all compensation paid under this Ordinance is subject to appropriation of funds by the Council.

Section 4. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 5. That, all pay scales reflected in the City of Napoleon Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 6. That, this biweekly salary is figured before any approved Cost of Living Adjustments are added to the biweekly salary.

Section 7. 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 8. That, Ordinance No. 035-21 is repealed in their entirety effective December 26, 2022.

Section 9. 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 10. 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 11. 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. 084-22 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. 085-22

AN ORDINANCE AUTHORIZING A PAY INCREASE FOR THE CITY OF NAPOLEON, OHIO LAW DIRECTOR; AND DECLARING AN EMERGENCY

WHEREAS, Council desires to authorize a pay increase to the City Law Director; and,

WHEREAS, Council desires to make said changes effective with the pay period commencing on or about December 26, 2022; and,

WHEREAS, to achieve the above stated goals Council now desires to repeal Ordinance No.(s) 014-19, 099-19, 076-20, and 063-21, and to establish a new Classification Pay Plan; **Now Therefore**,

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

Section 1. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the biweekly salary of the City Law Director of this City shall be four thousand three hundred forty-six dollars and seventy-seven cents (\$4,346.77) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 2. 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 3. That, all compensation paid under this Ordinance is subject to appropriation of funds by the Council.

Section 4. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 5. That, all pay scales reflected in the City of Napoleon Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 6. That, this biweekly salary is figured before any approved Cost of Living Adjustments are added to the biweekly salary.

Section 7. 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 8. That, Ordinance No.(s) 014-19, 099-19, 076-20, and 063-21 are repealed in their entirety effective December 26, 2022.

Section 9. 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 10. 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 11. 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. 085-22 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. 080-22

AN ORDINANCE CREATING THE NON-BARGAINING POSITION OF PUBLIC SAFETY ADMINISTRATIVE ASSISTANT FOR THE CITY OF NAPOLEON, OHIO, AMENDING ORDINANCE NO. 077-22; AND DECLARING AN EMERGENCY

WHEREAS, Council is currently in the process of adopting Ordinance No. 077-22, creating a 2023 Classification Pay Plan for its non-bargaining employees; and,

WHEREAS, the Safety and Human Resources Committee met on November 28, 2022 and approved the creation of the position of Public Safety Administrative Assistant 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 “Public Safety Administrative Assistant” 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 is currently establishing a new 2023 Position Classification Pay Plan for its non-bargaining employees, Ordinance No. 077-22.

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 “Public Safety Administrative Assistant” 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 Public Safety Administrative Assistant 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. 080-22 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 W. Riverview Ave. • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-4010 • Fax: (419) 599-8393
Web Page: www.napoleonohio.com

December 21, 2022

Council,

My typical work week varies at a weekly basis. Below is an approximation of the time spend on different categories.

1st and 3rd Week

- Drafting Agendas/ Updating Packets- 1 Hour
- Preparing for a Meeting- 30 Minutes- 1 Hour
- Time spent in a Meeting – 4+ Hours
- Time spent on Minutes- 8-12 Hours
- Time spent on records/ filing- 2 Hours
- Friday Council Packets- 4 Hours

2nd and 4th Week

- Drafting Agendas/Updating Packets- 1-2 Hour
- Preparing for a Council- 30 Minutes- 1 Hour
- Time spent in a Meeting - 0-4 Hours
- Time spent on Minutes- 0-12 Hours
- Time spent on records/ filing- 2 Hours
- Friday Council Packets- 8 Hours

Other Items

- Finding Previous Minutes
- Bid openings
- Nuisance Abatement Hearings
- Training

Police Department Items

- Enter Nuisance Zoning Calls
- Transcribing Interviews
- Misc. Items Related to calls
- Make phone call regarding bills

I would like to note that my time spent at a meeting takes time out of my work week. I have to flex my time in order to maintain a forty-hour week. It's difficult to do the work needed at the police station as I don't have my own space. I just received my laptop, so that will make certain tasks easier. I have been doing police task, but not the ones that Chief Mack really needs completed.

Respectfully,
Marrisa Flogaus



City of Napoleon

Brittany Roof, Human Resources Director

255 West Riverview Avenue • P.O. Box 151 • Napoleon, Ohio 43545-0151

Phone: 419.592.4010 • Direct: 419.591.2847 • Fax: 419.599.8393

broof@napoleonohio.com

December 19, 2022

Council,

The Public Safety Administrative Assistant information regarding pay structure is below:

- First Salary Proposal Rate (mirror the Executive Assistant to the Law Director):
 - Salary Information:
 - 2022 Rates: \$2,068.80 (\$53,788.80) - \$2,593.60 (\$67,433.60)
 - 2023 Rates (3.5% Increase): \$2,141.60 (\$55,681.60) - \$2,684.00 (\$69,784)
 - Benefit Information (Based on 2023 Salary numbers):
 - Salary Lowest - \$2,141.60 (\$55,681.60)
 - Single: \$74,215.00
 - Employee + Spouse: \$81,221.00
 - Employee + Child(ren): \$82,973.00
 - Family: \$91,732.00
 - Waive: \$65,456.00
 - Salary Highest - \$2,684.00 (\$69,784)
 - Single: \$90,801.00
 - Employee + Spouse: \$97,808.00
 - Employee + Child(ren): \$99,560.00
 - Family: \$108,318.00
 - Waive: \$82,043.00
- Second Salary Proposal Rate (mirror the Executive Assistant to Appointing Authority, not law):
 - Salary Information:
 - 2022 Rates: \$1,714.40 (\$44,574.40) - \$2,068.80 (\$53,788.80)
 - 2023 Rates (3.5% Increase): \$1,774.40 (\$46,134.40) - \$2,141.60 (\$55,681.60)
 - Benefit Information (Based on 2023 Salary numbers):
 - Salary Lowest - \$1,774.40 (\$46,134.40)
 - Single: \$63,014.00
 - Employee + Spouse: \$70,020.00
 - Employee + Child(ren): \$71,772.00
 - Family: \$80,531.00
 - Waive: \$54,255.00

- Salary Highest - \$2,141.60 (\$55,681.60)
 - Single: \$74,215.00
 - Employee + Spouse: \$81,221.00
 - Employee + Child(ren): \$82,973.00
 - Family: \$91,732.00
 - Waive: \$65,456.00
- Third Salary Proposal Rate (mirror the Administrative Assistant position):
 - Salary Information:
 - 2022 Rates: \$1,412.00 (\$36,712.00) - \$1,884.00 (\$48,984.00)
 - 2023 Rates (3.5% Increase): \$1,461.60 (\$38,001.60) - \$1,949.60 (\$50,689.60)
 - Benefit Information (Based on 2023 Salary numbers):
 - Salary Lowest - \$1,461.60 (\$38,001.60)
 - Single: \$53,456.00
 - Employee + Spouse: \$60,463.00
 - Employee + Child(ren): \$62,214.00
 - Family: \$70,973.00
 - Waive: \$44,697.00
 - Salary Highest - \$1,949.60 (\$50,689.60)
 - Single: \$68,374.00
 - Employee + Spouse: \$75,381.00
 - Employee + Child(ren): \$77,132.00
 - Family: \$85,891.00
 - Waive: \$59,615.00

Best Regards,



Brittany Roof
Human Resource Director

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, 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.



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

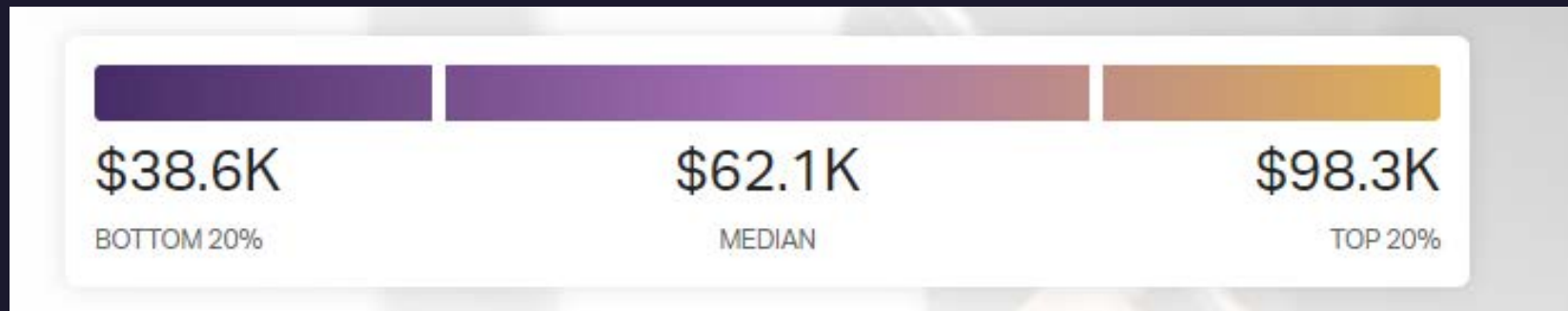
Current Structure

- 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

ORDINANCE NO. 083-22

AN ORDINANCE APPOINTING J. ANDREW SMALL AS THE CITY MANAGER OF NAPOLEON, OHIO; AND, DECLARING AN EMERGENCY

WHEREAS, the Personnel Committee has met and conducted interviews over the past several weeks;

WHEREAS, the Mayor has presented the written recommendation of the Personnel Committee that J. Andrew Small be selected as the new City Manager, starting January 9, 2023; **Now Therefore**:

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

Section 1. That, this Council appoints J. Andrew Small, to the full time regular employment position of City Manager for the City of Napoleon, Ohio, effective 12:00am January 9, 2023.

Section 2. That, effective January 9, 2023, Mr. Small's annual salary shall be one hundred ten thousand dollars (\$110,000), (prorated as necessary according to City pay periods). Mr. Small shall thereafter be subject to continued annual performance reviews by the Personnel Committee or City Council; and, after each satisfactory review, said salary may be increased by an amount determined by Council.

Section 3. That, The City Manager shall, upon appointment, receive one hundred twenty (120) hours of paid vacation that must be used on or before the one (1) year anniversary of the above stated hire date. If any of the vacation is not used prior to said date the unused vacation expires with no duty on the City to compensate the City Manager for the unused vacation time ("use it or lose it"). Further, benefits for the City Manager shall accrue and be in accordance with Chapter 197 of the Codified Ordinances (Personnel Code) and the applicable provisions of the City's Employment Policy Manual for full time regular employees, both as may be amended from time to time.

Section 4. That, at 12:00am on January 9, 2023 City of Napoleon Ordinance 062-22 is hereby repealed.

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 the new City Manager to begin all duties for the City of Napoleon which is related 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.

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. 083-22 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. 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



OHIO DEPARTMENT OF TRANSPORTATION
Mike DeWine, Governor

Jack Marchbanks, Ph.D., Director

District 2

317 East Poe Rd., Bowling Green, OH 43402-1330

419-353-8131

transportation.ohio.gov

December 7, 2022

Chad E. Lulfs, P.E., P.S.
Director of Public Works
City of Napoleon, Ohio

RE: PID 110524 HEN-6/24

Mr. Lulfs,

The Ohio Department of Transportation (ODOT) District 2 is currently designing the subject project. We have been in communication with the City of Napoleon regarding the plan to fill in the railroad bridge, which is within the limits of the subject project. During the planning phase of the project, it was brought to our attention that there is a path that leads under the railroad bridge, which would be cut off if the bridge were to be filled in. During conversations with the City, it was decided that ODOT would fill in the railroad bridge and extend the path from where it currently crosses under the railroad bridge to the proposed sidewalk at the SR-108/Scott Street interchange. The path will run along the limited access right of way of US-24 and will likely be stone, gravel, or milled asphalt. It will be the responsibility of the City to maintain the path up to whatever level they wish, similar to the existing path. Please feel free to reach out to me if you have any questions or concern about the project.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kacey Young'.

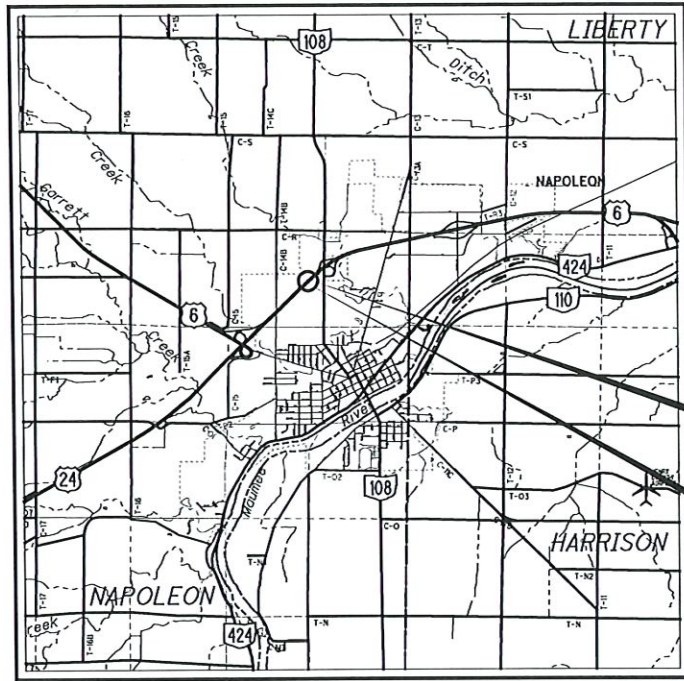
Kacey Young, PE, MBA
Capital Programs Administrator
ODOT District 2

Excellence in Government

ODOT is an Equal Opportunity Employer and Provider of Services

HEN-6-11.36

MODEL: Unfiled Sheet PAPER SIZE: 17x11 (in.) DATE: 7/19/2022 TIME: 3:47:13 PM USER: smorr
F:\2020\2140 VAR-Dist-2 Survey & ROW PID 110977 (202002)\Task 7 -HEN-6-11.36\110524\400-Engineer\ng\RW\Sheets\110524_RL001.dgn



LOCATION MAP

LATITUDE: 41°24'50" N LONGITUDE: 84°06'20" W



UTILITY OWNERS

NONE KNOWN AT LOCATION

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----- x----- (Pr) ----- x----- x-----	Tree Line (Ex)	-----
Center Line	-----	Ownership Hook Symbol	Example Z
Right of Way (Ex)	----- Ex R/W -----	Property Line Symbol	Example P
Right of Way (Pr)	----- R/W -----	Break Line Symbol	Example V
Standard Highway Ease.(Ex)	----- Ex SH -----	Tree (Pr) (Ex), Shrub (Ex)	-----
Standard Highway Ease.(Pr)	----- SH -----	Tree (Remove) (Ex), Shrub (Remove) (Ex)	-----
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)	-----

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

INDEX OF SHEETS:

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

STRUCTURE KEY

	RESIDENTIAL
	COMMERCIAL
	OUT-BUILDING

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

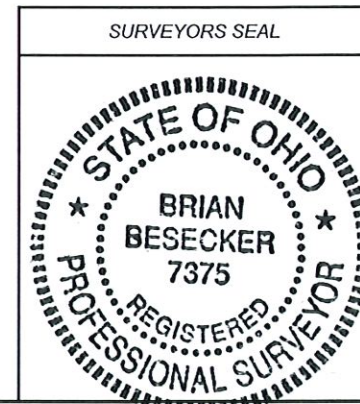
LEGEND

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

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)

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

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

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

© 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: smorr
F:\2020\2440 VAR-Dist. 2 Survey & ROW PID 10977 (20002)\Task 7 -HEN-6-11.36 110524 400-Engineer-Ing\RW Sheets\110524_RW001.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.

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

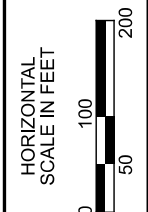


RIGHT OF WAY DETAIL

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	2
TOTAL	3
SHEET	
TOTAL	

HEN-6-11.36

MODEL: Sheet PAPER SIZE: 11x17 (in.) DATE: 7/19/2022 TIME: 3:47:59 PM USER: smorr
F:\2020\2140 VAR-Dist_2 Sur-vay & ROW PID 110377 (20002)\Task 7 -HEN-6-11.36\110524\400-Engineering\RW_Sheets\110524_RM001.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.

BEGIN ACQUISITION
STA. 640+65.00
SLM = 12.13

END ACQUISITION
STA. 644+65.60
SLM = 12.21

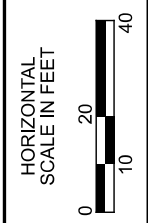
PARCEL NO.	AREA	AREA OF OVERLAP			
		65-LA	65-SL1	65-SL2	65-AERIAL
10-WL	2.360	2.030	0.329	2.360	0.168
11-WL	0.733			0.289	0.354
12-WL	0.033			0.019	

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

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

**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

Address/Location	Zoning	Utilities	APN		
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	Henry County Auditor #411100480000		
			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
Total:						\$7,525.00

Part Taken – Improvements

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

Cost to Cure

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

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

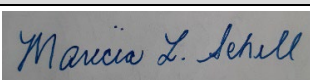
Comments

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

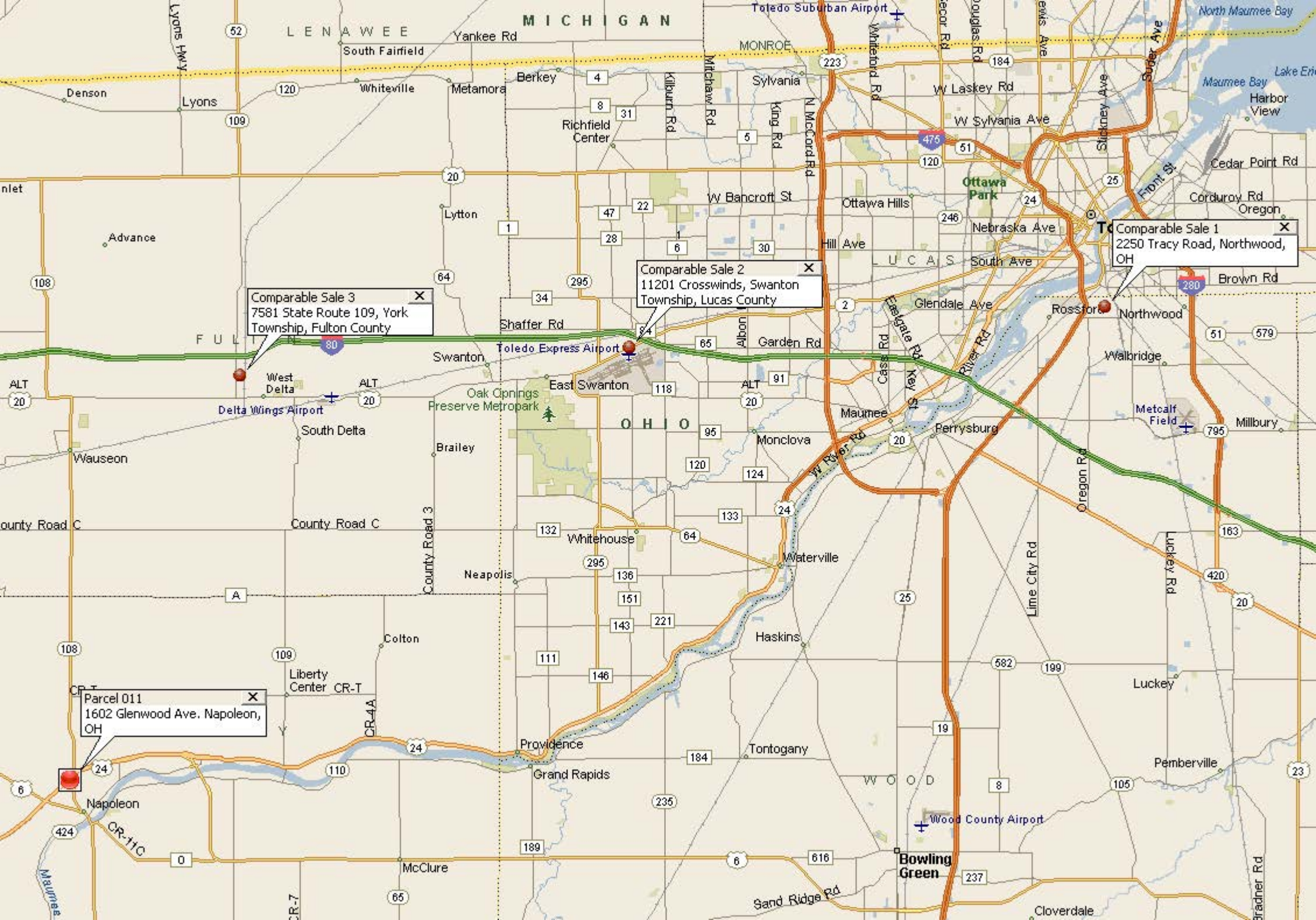
Subject Photos



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



Looking Northwest down Glenwood Ave.




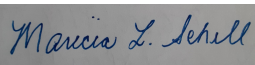
Comparable Sale 3
7581 State Route 109, York
Township, Fulton County

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

Owners Name	County	HEN
City of Napoleon	Route	6
	Section	11.36
	Parcel No.	011 WD
	Project ID No.	110524
Appraisal Scope		
Partial or total acquisition	Partial	
Ownership		
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	
Regulation		
Significant zoning or legal regulations are impacting acquisition	See Comments	
Property is not compliant with legal regulations in the before or after	See Comments	
R/W and Construction Plans		
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	
Conclusion		
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.		
Signatures		
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:

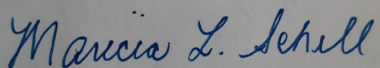
1. Identify the law or regulation that precludes compliance with USPAP;
Ohio Administrative Code 5501:2-5-06 (B) (3) (b)
2. Comply with that law or regulation;
3. Clearly and conspicuously disclose in the report the part of USPAP that is voided by that law or regulation;
All of Standards Rule 1 and all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

Type of Appraiser Certification or License: Licensed Residential

State of Ohio Certification or License #: 0000448581

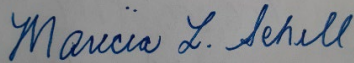
APPRAISER DISCLOSURE STATEMENT

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



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

Memorandum

To: Napoleon City Council

From: Jennifer Arps, Executive Director – Henry County CIC

Date: December 21, 2022

CC: NIEDF Committee (Interim City Manager and City Finance Director)

On December 19, 2022, I met with Interim City Manager, Chad Lulfs and City Finance Director, Kevin Garringer as the members of the Napoleon Infrastructure Economic Development Fund (NIEDF) Committee to inform them of the recent request the CIC received from Brick N' Brew. Brian Topp emailed the CIC on December 13th informing me of final items that are required to be completed before they can receive their occupancy permit for the second half of their building. Brick N' Brew is requesting the NIEDF committee to give consideration of a grant to assist in completing these items allowing them to finally open the bar and second half of the restaurant. Doing so will allow them to increase their occupancy by 75 and hire up to an additional 6 or more staff members. The NIEDF committee discussed that after reviewing the list of items the building inspector is requesting to be completed, we are comfortable in suggesting a \$6,000 reimbursable grant for the removal of the exterior showcase and restoration of the north wall along Washington St. The NIEDF committee would like to add a stipulation that this work must be completed in its entirety by June 1, 2023. The grant will only be awarded once a paid invoice for the work is provided to the CIC.

I informed the members of the NIEDF committee that the current balance of the NIEDF account is currently \$40,794.10 as of December 19, 2022. This account is funded through annual PILOT disbursements payments from tax abatement agreements. The last NIEDF grant was given to JAC Products for their electrical infrastructure upgrades made to the spec building in the amount of \$50,000. The account has been replenished annually with around \$1,500.00 but this amount will increase due to American Road Properties (Paul Martin & Sons) and Shank Ventures (C&C Fabrication) abatement beginning in 2023.

Therefore, the NIEDF committee would like to recommend to City Council the approval of a \$6,000 NIEDF grant to Brick N' Brew Pub for the completion of removing the exterior showcase windows and restoration of the north wall along Washington Street. Any and all sidewalk improvements will also be completed to city code. The grant will only be awarded once this project is complete, no later than June 1, 2023, upon CIC's receipt of a paid invoice by Brian Topp. If council should approve the \$6,000 NIEDF grant with the above stipulation, the approval for the grant will then go before the CIC Board for a final approval.



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: City Council & Chad Lulfs, Interim City Manager
From: Jeff Weis, Superintendent of Water Treatment
Jeremy Okuley, Superintendent of Wastewater
Date: 12/28/2022
Subject: 2023 Chemical Bids

On December 21, 2022 bids were opened for the Chemicals that will be used at the Water and Wastewater Treatment Plants for the 2023 Operational year. There were 2 bids submitted. After reviewing the bids and specifications, we would like to recommend that the 2023 Chemicals bids be awarded to the following companies as the lowest and best:

<u>Chemical</u>	<u>Bid</u>	<u>Current Cost</u>	<u>Difference</u>
Aluminum Chlorohydrate	USALCO @ \$4.436/gal	\$3.9924/gal	+\$0.4436/gal
Liquid Aluminum Sulfate	Chemtrade @ \$1.5228/gal	\$1.2798/gal	+\$0.243/gal

CITY OF NAPOLEON OHIO BID SUMMARY SHEET

Project Name: FY 2023 W/WW Plant Chemicals	VENDOR					
	Chemtrade	USALCO	Penco	Univar Solutions		
	(A)	(B)	(C)	(D)	(E)	(F)
DATE OPENED Wed., Dec. 21, 2022 TIME: 11:00 am	11:02am	11:06am	11:09am	11:11am		
OPENED BY: Jeff Weis, WTP Supt.	✓	✓	✓	✓		
BID BOND/SECURITY* 10% MAXIMUM BID (Article 13)	✓	✓	N/A	N/A		
NON COLLUSION AFFIDAVIT (Article 12)	✓	✓	N/A	N/A		
Aluminum Chlorohydrate	\$6.43 per gallon	\$4.436 per gallon	N/A	N/A		
Liquid Aluminum Sulfate	\$1.05228 per gallon	\$1.6556 per gallon	N/A	N/A		



City of **NAPOLEON**, Ohio

Fire - Rescue Department

265 W. Riverview • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-0441 • Fax: (419) 592-5195

Web Page: www.napoleonfire.com

Acting Fire Chief
Joel Frey

Captain
David Bowen

Captain
Tyler Reiser

Captain
Jonah Stiriz

Memorandum

To: Chad Lulfs, Acting City Manager

From: Joel Frey, Acting Fire Chief

cc: Marris Flogaus, Mayor, City Council

Date: 12/29/2022

Subject: Grant information for Council 1/3/2022

Chad,

Lieutenant
John Pugsley

Lieutenant
Cuyler Kepling

Lieutenant
Trevor Ashbaugh

I am asking to add to the City Council agenda for 1/3/2022 under good of the City that we accept the grant that we have been awarded by the State Fire Marshal. This grant is the MARCS radio grant in the amount of \$42,791.20. This money was requested for MARCS radio equipment.

Joel Frey
Acting Fire Chief

Website
www.napoleonfire.com

 *Facebook*
City of Napoleon Fire and
Rescue

 *Twitter*
@napoleonfire

 *Instagram*
Napoleonfiredepartment



City of **NAPOLEON**, Ohio

Fire - Rescue Department

265 W. Riverview • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-0441 • Fax: (419) 592-5195

Web Page: www.napoleonfire.com

Acting Fire Chief
Joel Frey

Captain
David Bowen

Captain
Tyler Reiser

Captain
Jonah Stiriz

Memorandum

To: Chad Lulfs, Acting City Manager
From: Joel Frey, Acting Fire Chief
cc: Marrisa Flogaus, Mayor, City Council
Date: 12/29/2022
Subject: Grant information for Council 1/3/2022

Chad,

Lieutenant
John Pugsley

Lieutenant
Cuyler Kepling

Lieutenant
Trevor Ashbaugh

I am asking to add to the City Council agenda for 1/3/2022 under good of the City that we are asking for permission to apply for the Wal-Mart Community Grant. This is a regular grant that the Fire Department and Police Department apply for every other year.


Joel Frey
Acting Fire Chief

Website
www.napoleonfire.com

 *Facebook*
City of Napoleon Fire and
Rescue

 *Twitter*
@napoleonfire

 *Instagram*
Napoleonfiredepartment