

March

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 6:00 pm Parks & Rec Comm. joint meeting with Parks & Rec Board 6:15 pm Tech & Comm Committee- canceled 7:00 pm City Council	4	5	6	7	8
9	10 6:30 pm Electric Comm. 6:30 pm BOPA 7:00 pm Water and Sewer Comm. 7:30 Muni Prop. Comm. ALL CANCELED	11 12:00 pm Preservation Commn. 2:00 pm Personnel Comm. 4:30 pm BZA- canceled 5:00 pm Planning Commission- canceled	12	13	14	15
16	17 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	18	19	20	21	22
23	24 6:00 Finance & Budget Comm. 7:30 Safety & Human Resources Comm.	25 4:30 pm Civil Service	26 6:30 pm Parks & Rec Board	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: Electric Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, March 10, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Board of Public Affairs
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Board of Public Affairs-Cancelation

The regularly scheduled meeting of the Board of Public Affairs for Monday, March 10, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Water, Sewer, Refuse, Recycling and Litter Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Water, Sewer, Refuse, Recycling and Litter Committee -
Cancellation

The regularly scheduled meeting of the Water, Sewer, Refuse, Recycling and Litter Committee for Monday, March 10, 2025, at 7:00 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Municipal Properties, Buildings, Land Use, and
Economic Development Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Municipal Properties, Buildings, Land Use, and
Economic Development Committee-Cancelation

The regularly scheduled meeting of the Municipal Properties, Buildings, Land Use, and Economic Development Committee for Monday, March 10, 2025, at 7:30 pm has been **CANCELED** due to lack of agenda items.

**City of Napoleon, Ohio
Preservation Commission
Meeting Agenda
Tuesday, March 11, 2025, at 12:00 PM**

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

- 1) Approval of Minutes: April 9, 2024 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) **NPC-25-01:** An application has been filed by Kevin Kennedy representing the Napoleon City Library / Napoleon City School District located at 310 W. Clinton St. The applicant is requesting to build an addition onto the existing building connecting the newer portion to the original building located on Woodlawn Ave. This would be in an R-4 High Density Residential District and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment


Mikayla Ramirez, Clerk

City of Napoleon, Ohio
PRESERVATION COMMISSION MEETING MINUTES

NPC 24-01

Tuesday, April 9, 2024 at 12:00pm

PRESENT

Committee Members	Chris Peper-Chair, Kevin Milius, Marvin Barlow, Terry Holman
Acting Clerk of Council	Marrisa Flogaus
City Staff	Kevin Schultheis- Zoning Administrator Andrew Small- City Manager
Others	News-Media Miles Noonan- Eagles

ABSENT

Committee Member	Gabe Pollock
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CALL TO ORDER

At 12:02 pm, the Preservation Commission meeting was called to order by Chairman Peper.

APPROVAL OF MINUTES

The Minutes from the September 26, 2023 Preservation Commission meeting we approved as presented.

NPC 24-01– The Eagles- 103, 105, 107 W. Main St.

Peper read the background for NPC 24-01. An application has been filed by the Napoleon Eagles 4428 (Trustee, Miles Noonan) of 539 N. Perry St. Napoleon, Ohio. The applicant is requesting to replace the damaged terracotta tiles that outline the front and side facing of the building along with placing a metal cap along the top. The applicant is also requesting to remove the large four (4) windows located on the North side of the building with a structure that blends into the existing structure. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

Schultheis stated the applicant Miles Noonan is here today to speak about this. Noonan stated we are looking to do some up upgrades to the room for insurance purposes. We would like to remove the windows and put small windows in. Holman asked if they would be put across the top to be consistent? Noonan replied yes. We would take off all the wood siding, so that its brick. We would keep it the same color. Holman asked what the condition of the brick underneath? Noonan replied I have no idea until I take the boards off. Holman asked how old the building was? Noonan replied I believe 1928. Peper asked if we could look at the picture of the roof? I understand that the cap is going to stay tile. What about the rest of it? Noonan replied the rest of the roof would be eliminated due to insurance costing \$10,000 a year. Peper asked what are you going to replace it with? Noonan replied it's dangerous. We'll keep the points up. Peper asked what material are you going to replace it with? Noonan replied rubber. By state law we have to have an insulation membrane. I did a lot of research on the roof itself. This is our risk insurance, that's the only thing we could get for it. The Ohio minimum instillation required is 5 inches. Then we would put a rubber roof on it and go from there. Peper asked if they could put a rubber roof on an angle? Noonan replied correct. It's on an angle right now. Holman stated if you put a rubber roof on there are no e-spouts on the bottom. Noonan replied there will be. It's all rotted out. That's the problem we're running into. Peper asked if it's a rubber roof on top? There's a flat part up there.

Noonan replied yes. Peper stated so this is just a decorative edge. Holman asked when is this supposed to be started if approved. Noonan replied as soon as we could get contractors. Holman stated I like the idea of changing the windows to make them more consistent. Peper asked what's the plan if you get under there and the brick isn't good? Noonan replied we would probably have to put the board back on it. We were planning on the main entrance being 107. You would have to use your key card to get in. For the other two doors, one would be used for emergencies and the other would be for our office. Holman stated it looks like on the front of the building where there's been brick it's been painted. Are you going to paint? Noonan replied yes. Holman asked if it would be one color on one side and another on the other? Noonan replied no, it'll be all one color. Peper asked Schultheis how the permit would go if the brick isn't good? Would they have to come back? Schultheis replied as long as they don't change the footprint of the building they're okay. Holman stated I have a question on the roof. There's going to be a rubber membrane roof. Would there be anything on top of that? Noonan replied we're going to have a vent for our grill. Schultheis stated I think he was talking about the siding. Noonan stated there's going to be a sheet of steel from the wall to the edge to put the tiles back on top. It would be the same color, brown. We need a hangover, so that the rubber would fit underneath. Schultheis asked what would be down here? Would that be rubber? Noonan replied no. Hopefully that's going to be gone. The whole thing is rotted out. Peper asked so what going to be there? Noonan replied its going to be one whole wall. Milius asked right now is that built up from the roof? Noonan replied there's a lip that's only 2 inches. We need more than that because rubber. Milius interjected but right now how high above the roof does that go? Noonan replied 2 inches. It's just sitting on top of a square. Holman asked if it runs the whole length? There's no flatness on the top of the roof, right? Noonan replied there's a two foot ledge on the top. We're putting a cap over the top. Then the rubber goes underneath the cap, so you have to have 5-6 inches. Small stated so the soffit and these roofing goes away. This wall will go straight up. Holman replied I didn't get that impression. I see what you're saying. Small stated I thought that's what you were saying. None of this will exist. It's all just going to go away and be a straight wall. I just wanted to clarify. Noonan stated some of the tiles are about ready to go. Peper stated now that we have that cleared up, what's going to be on the surface? I get that underneath there's going to be a rubber surface. Small replied I think it's just going to be brick wall. Then rubber on the top. Holman stated essentially where all there tile is will become brick. Noonan replied all the tiles on top are going to stay there. We have to put a sheet underneath the rubber. Milius stated that's just a framed in eve now, so that's going away. It's going to be like other buildings, straight up. Noonan replied it's going to be a swerve on top. Then the tile would be on top of that. Peper stated I'm not clear on the tiles now. Small, are you getting it? Small replied I think once this all goes away they're going to salvage these caps. Then those just rest on the very top of the straight wall. Everything back behind them and across the roof is rubber. Holman asked if at one time the brick went all the way up? Then they put this roof on for decoration? They will replace all that support. I thought you meant where the wood was at was the brick. Noonan replied we're going to remove all that and keep the top. You can put nail or caulk around the top, which will create a lip that's about 5 inches and the rubber would be underneath that. Milius asked if that's what it'll look like all around? Once you take the wood off? Noonan replied yes. Peper stated then you would paint it. Noonan replied yes. We're not going to change the door, but we might have to put in a steel door for fire exit purposes. Peper asked what color are you going to paint? Noonan replied it'll stay the same color. The door being shown would be the main exit. We would have to get rid of those windows. Milius stated to replace the windows it would obviously have to be new brick. Peper stated where the entrance is now to the Eagles is the main entrance. Noonan replied no, this would be. The main entrance would be on the north side. The wall to the north of the place is a firewall that goes straight up and straight through. Peper stated we have the roof, windows, take the roof off, hope the brick behind it is good and paint it. Noonan replied yes. After we pressure wash and repaint. Peper interjected but that woods coming off? Then you're going to put brick up and have small windows at the top? Noonan replied yes. It'll look better after we're done. It might take a couple years, but hopefully we'll get started on the roof this summer.

Motion: Holman

Second: Milius

to approve NPC 24-01, to replace the damaged terracotta tiles that outline the front and side facing of the building along with placing a metal cap along the top and remove the large four (4) windows located on the North side of the building with a structure that blends into the existing structure.

Roll call vote on the above motion:

Yea- Holman, Peper, Barlow, Milius

Nay-

Yea-4, Nay-0. Motion Passed.

ADJOURN

Motion: Holman

Second: Milius

to adjourn the Preservation Commission meeting at 12:20 pm

Roll call vote on the above motion:

Yea- Holman, Peper, Barlow, Milius

Nay-

Yea-4, Nay-0. Motion Passed.

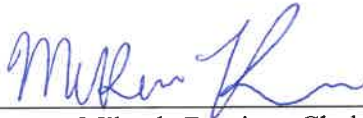
Approved

Chris Peper - Chair

**City of Napoleon, Ohio
Personnel Committee
Special Meeting Agenda
Tuesday, March 11, 2025, at 2:00 PM**

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

- 1) Call to Order
- 2) Approval of Minutes: February 17, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 3) Executive session: to review candidates for city manager
- 4) Any Other Matters to Come Before the Committee
- 5) Adjournment



Mikayla Ramirez, Clerk

City of Napoleon, Ohio
Personnel Committee
Meeting Minutes
Monday, February 17, 2025, at 2:00 pm

Present

Council Members	Joe Bialorucki-Chair, Ross Durham, David Cordes
City Manager	Andy Small
Clerk of Council	Mikayla Ramirez
Others	Brittany Roof

Call to Order

The Personnel Committee meeting was called to order at 2:01 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the November 29, 2022, meeting were approved as presented.

Elect a Chairman for 2025

Cordes said, I nominate Joe Bialorucki.

Durham said, I nominate Joe Bialorucki.

Motion: Cordes Second: Durham

To appoint Joe Bialorucki as the chairman of the Personnel Committee

Roll call vote on the above motion

Yeas- Bialorucki, Durham, Cordes

Nays-

Yeas-3, Nays-0. Motion Passed.

Executive Session (to consider employment of a public employee)

Motion: Durham Second: Cordes

to enter executive session for employment of a public employee at 2:02 pm

Roll call vote on the above motion

Yeas- Bialorucki, Durham, Cordes

Nays-

Yeas-3, Nays-0. Motion Passed.

Motion: Durham Second: Cordes

to end executive session for employment of a public employee at 2:41 pm

Roll call vote on the above motion

Yeas- Bialorucki, Durham, Cordes

Nays-

Yeas-3, Nays-0. Motion Passed.

Motion: Durham Second: Cordes

to direct the Human Resources Director to post the approved City Manager position

Roll call vote on the above motion

Yeas- Bialorucki, Durham, Cordes

Nays-

Yeas-3, Nays-0. Motion Passed.

Any Other Matters to Come Before the Committee

Bialorucki said, the next meeting is scheduled for Tuesday, March 11, 2025 at 2pm.

Adjournment

Motion: Durham Second: Cordes
to adjourn the Personnel Committee meeting at 2:44 pm

Roll call vote on the above motion

Yeas- Bialorucki, Durham, Cordes

Nays-

Yeas-3, Nays-0. Motion Passed.

Approved

Joe Bialorucki-Chairman

DRAFT



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Memorandum

To: Board of Zoning Appeals
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Board of Zoning Appeals-Cancelation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, March 11, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 7, 2025
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, March 11, 2025, at 5:00 pm has been **CANCELED** due to lack of agenda items.