

November

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 6:15 pm Tech & Comm Committee-canceled 7:00 pm City Council	4	5	6	7 8:00 am Budget Meetings	8 8:00 am Budget Meetings
9	10 6:30 pm Electric Comm.- canceled 6:30 pm BOPA- canceled 7:00 pm Water & Sewer Comm.-canceled 7:30 Municipal Pron Comm -canceled	11 VETERANS DAY OFFICE WILL BE CLOSED	12 9:00 am Privacy Comm. 4:30 pm BZA - canceled 5:00 pm Planning Commission - canceled	13 4:30 pm Civil Service	14	15
16	17 6:00 pm Tree Comm.- canceled 6:00 pm Parks & Rec Comm.-canceled 7:00 pm City Council	18	19	20	21	22
23	24 Finance & Budget Comm.-canceled 6:00 pm Safety & Human Resources Comm.	25 Civil Service Commission- canceled	26 6:30 pm Parks & Rec Board - canceled	27 THANKSGIVING OFFICE WILL BE CLOSED	28	29
30						



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: Finance and Budget Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: November 21, 2025
Subject: Finance & Budget-Canceled

The regularly scheduled meeting of the Finance & Budget Committee for Monday, November 24, 2025, at 6:00 pm has been **CANCELED** due to lack of agenda items.



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: Civil Service Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: November 21, 2025
Subject: Civil Service Commission -Canceled

The regularly scheduled meeting of the Civil Service Commission for Tuesday, November 25, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.



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: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: November 21, 2025
Subject: Parks and Recreation Board-Canceled

The regularly scheduled meeting of the Parks and Recreation Board for Wednesday, November 26, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.

**City of Napoleon, Ohio
Safety and Human Resources Committee
With
Freedom, Napoleon & Harrison Townships
Henry County South Joint Ambulance District
And the Village of Florida
Special Joint Meeting Agenda
Monday, November 24, 2025, at 6:00 PM**

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

- 1) Approval of Minutes: October 27, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Review of the 2025 Expenses
- 3) Review of the 2026 Approved Budget
- 4) Review of Call Volumes
- 5) Any Other Matters to Come Before the Committee
- 6) Adjournment


Ann Harper, Clerk

City of Napoleon, Ohio
Safety & Human Resources Committee
Monday, October 27, 2025, at 6:00 pm

Present

Council Members	Jordan McBride-Chair, Robert Weitzel, Brittany Schwab
City Manager	Lori Siclair
Clerk of Council	Ann Harper
City Staff	Elizabeth Schuller - Municipal Court Judge, Brittany Roof – HR Director
Others	News Media
Absent	

Call to Order

Schwab called the Safety and Human Resources Committee meeting to order at 6:00 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the August 25, 2025, meeting were approved as presented.

Personnel and Employee Handbook Combination

Roof said I put a lovely amount of documents in front of you. Working with Flogaus, we tried to find what we could. Thus far, Harmon and Fein are trying to find even more if there are any changes that have happened. Both the Personnel Code and the Employee Policy Manual on the website have not been updated as those come out. So, if something changes in it, and we pass an Ordinance, a previous HR is not filling you in, you can actually make a change in the document making the document apply with the new version. So, I'm trying to find all those changes. I gave you what Flogaus and I have found thus far, if I find anymore, I'll email it to you. The purpose is we want to combine into one document. There's a reason why it can't be into one. The Personnel Code is covered by an Ordinance, so it has to be done through Council in order to make any changes through that and I'd like to add them into one as an Ordinance so then the only way any changes within the documentation can be changed is through Council approval. Right now, anything in the Employee Policy Manual on a whim can be changed by any appointed authority. Not saying I don't agree with any of their justifications for wanting to change anything, I just think to provide more structure to it, and more safety to make sure we have more eyes looking over it as it goes through Council if we're going to make any changes. I've already started combining the two documents into one. The formatting sadly of both documents are polar opposite of each other. So, it's not really like a copy and paste and am having to retype everything, which is great because we can format it a little prettier than it currently is to make it easier to read and follow along. I have let Harmon know that we're kind of moving in this direction to do this, not looking at it being quick or something that we do before the end of the year. My projection is hopefully by the end of first quarter we're putting it through Council to approve. Purpose of providing the documentation to you guys is if you would like to go through it if there's anything that you have questions on that just doesn't seem right in interpretation or leaves some gray areas that we can possibly adjust and make it clearer and more concise. I'd recommend the feedback if you'd shoot me an email, however you guys would like to do it. I know there's a couple of policies on the inside that we wanted to look at of cleaning up a little bit especially when it comes to travel expenses. With Covid a lot of things changed with that or reimbursement, anything like that that Finance has if we might need to specialize and put a little bit clearer verbiage on it. Especially the per diem rates that are out there are old and we want to clean that up a lot. Weitzel said for that one there's national standards for that and it's really easy to put the national standard in the per diem rate and not have to touch it again and we tried to get that done for a long time. Roof said yes. Weitzel said this might be a time to do it. Roof said yes, I already have Garringer and Crist's wheels spinning on different things in the financial world for our employees to make sure we're honing in on and I've kind of thrown it at Siclair in case anything might come up that she sees as she's going through the handbook, that might not be clear and concise to the other employees that might help us to understand to lay out. And present something to you guys like I said a bunch of drafts to go through, but

if there's anything in there that you would like to see change or looked at or adjusted. Weitzel said it seems to me there was a process for changing the Personnel Code and it took maybe all three of the Directors to make that decision or two of the three or something like that, what is the process to change the Employee Manual. Roof said the Employee Policy Manual is that way. The Personnel Code is that all three of them have to come to a concise decision. Weitzel said all three. Okay. So there really couldn't be any changes to any of this without that process attached to it. We wouldn't really have any authority over that. Roof said correct. Weitzel said but once it's combined then it becomes a proposed Ordinance and then we could ask for Amendments or something at that time. Is that how you see it? At least in my mind that's how I think it works. Roof said yes and that's how we see it going forward. Weitzel said as you get this together, and we prepare the Ordinance then at that point there might be some input to clarify verbiage, change wording, things like that. Roof said yes, which I had spoken to Harmon ahead of time. It was a lot of things, like for example any of the contracts that we have that we go through, I always shoot them to Harmon first to kind of read through to make sure we don't need to catch something that we didn't see. So, I said that I would send it to Harmon, and I would highlight for Harmon specifically anything that we change or anything that's adjusted differently, verbiage, even if it's like word that says that you probably should have used ensure rather than assure, those types of things so he can quickly go through it and see what's changed. He just told me once he gave his blessing per say that then we could process it through the Committee. Make sure you guys don't see anything if you guys have any questions, we can get them answered and then you guys would recommend it to Council and then Council would then recommend Harmon to draft the legislation and go from that point forward when we're ready. Not a rush, we want to take our time and make sure we don't make any mistakes, and we get all the changes that have happened over the years because as you can see there's a lot of different changes that have happened year over year over year. Weitzel said yes, I think this document is 2014. Roof said yes. Weitzel said unless there's page updates that show a different date this document is 2014. Roof said yes, the only thing it doesn't have are like anything that might have passed or legislation which stood with the Personnel Code that the Employee Policy Manual. I can't find anything. Weitzel said yes. Roof said we just want to make sure. And there's new policies like the Taxation Policy that we don't have in there. The Sexual Harassment and Discrimination Policy was updated back in 2017. That was never put into the new Policy Manual. We just want to make sure that we're providing the employees with the most updated version and they're not reading something that's changed three or four times. Weitzel asked so is it your intent to update the Policy Manual before we combine these then with the known changes. Roof said yes. Weitzel said okay. This will take a while. Roof said yes. It will take a while. I just wanted to let it be known, the direction we're moving, and not a rush. I know we have talked about some clarification around the Performance Reviews and make sure that we use accurate information and that there's no gray area there. We're just making sure that we hone in on everything. And I've already talked to Garringer and Siclair too, to make sure they can go through it and read it and see if they see anything too. Weitzel said okay. I don't have any more questions.

Municipal Court – Part-Time Clerk Wage Adjustment

Roof said we will be having a vacancy of our part time Deputy Court Clerk Judge at the end of November. Trudy Wachtman, who has been with us a very long time, is retiring. The Judge and M. Cotter would like to make a couple of changes and post the position. One of the changes would be to adjust the pay rate. So currently the pay rate for the position is \$12.60 to \$17.32 for the Deputy Court Clerk and we want to match what the full-time rate is for a Deputy Court Clerk which is \$18.88 to \$23.63 and then of course it would just adjust by whatever the Pay Ordinance would be going forward. The purpose of wanting to match them is the part time position is the exact same thing as the full-time position. There's no variance of what that feature's going to look like and as the Court is adjusting and we have people coming into roles, they want to start cross training them so that they're able to help others on the Criminal side or Civil side, just to make sure they're covered if somebody's not here. Weitzel said that's a good plan. Roof said the only difference in this position is it's a permanent part-time position so it would classify it as the only type of extra additive other than wage of this person gets is they get to accumulate sick leave based on the hours they work. So full time we get 4.6 hours per pay period, they would get less than that, how much? Schuller said they work 28 hours, 7 hours. They work 4 days a week, 7 hours a day, so 8:30 to 4:00 pm. Weitzel asked what's the maximum time? Part time paid. Roof said 15.60 is the maximum. Weitzel said hours. Roof said hours would

be 15.60 in a year that a part time person could work before they are classified as full time. Weitzel asked, is the benefit for sick leave new? I don't remember that. Roof said the permanent part timers get it. It's something that the permanent part-timer Wachtman gets it in her department. We only have Wachtman and two others in the city that are classified as permanent part timers, which would be in Parks and Rec and then they do classify on the fire side the part timers over there get sick leave on that side. Weitzel said, but no Holiday accumulation or personal time. Roof said nope just the sick leave. And it's accumulated based the same way we do ours which is .0575 is how they get it based on the hours they work. Weitzel said okay, and this is not a new classification you have that for this particular position. I don't remember that. Schuller said we're just looking to be competitive. Two years ago, when I was here and I combined two part time positions, because we were struggling with finding people who were going to stay for part time positions, which most people are not. You have to find the right person for the job, and I can tell you when they interviewed Wachtman for the position, there were two people that applied, two. Weitzel said yes. Schuller said so, we need to stay competitive with our pay to get somebody who wants to stay for a permanent part-time position and not leave three months later for a full-time position. So, I really think we need to increase the pay to get a quality person that's going to stay. Weitzel said and it's only equal to what the other clerks are making now. Schuller said correct. Weitzel said it's a commonsense move. Roof said yes and for our Ordinance now our part timers they just have a bottom and a top, there's no step increases like the full time are. But all your full-timers are on D step because we had S. Arps would have been the last one and she had experience already at the court so when she came back, she was put on D. Weitzel said that was her prerogative. Roof said everybody's at the top step anyways so whoever we bring in the Judge has that ability to flip them in that range somewhere so it's not at the top or it's not at the bottom she can float them somewhere in between. Weitzel agreed. Schwab asked if the market rate right now, are we being competitive with this. Schuller said I think we are. Roof said so we adjusted the full time before Arps came. I try to look at it every time a full-time change. Well before E. Kozina came, we adjusted it when E. Kozina came and so it was already good for when Arps came back. Schuller asked how long ago was that? Roof said Kozina was in 2024. Schuller said yes. Roof said I want to say it's the same day Ramirez started, they both started in April. The rate was fine at that point, and it's adjusted whenever we've done the Ordinance from last year to this year. Schwab said do we have any other questions. Weitzel asked so what are we looking for to do today then here. Roof said the Municipal Court is a little bit interesting and I'm not sure, I know Weitzel knows about it but the way the Court works is in reality, she's her own Appointed Authority. She doesn't fall under our Appointed Authority she falls under the Ohio Revised Code. Judge Schuller's been very gracious since she's taken over, and she likes to run everything through Council just to make sure everybody's on the up and up with it. Because it changes the Ordinance, we would have to have Harmon adjust the Ordinance for the part time Exhibit C is what it would be. Because currently that rate that sits in there doesn't fit into this realm and if we try to hire somebody the max, we could put them at would be the \$17.32. So, we would look for a recommendation for the Council to adjust Exhibit C only for the Deputy Court Clerk to match the rates of the full time. McBride said I was just going to say I just don't care at this point. Go ahead. Weitzel so you'd be looking for a recommendation to request Council to adjust that officially. McBride said adjust that. Roof said yes adjust the rates to \$18.88 to \$23.63 from the \$12.60 and \$17.32. Weitzel asked Exhibit C of what? Roof said the 2025 Pay Ordinance. Are you writing that down. Schwab said I can. Roof said I'll make sure she writes down the specifics, so you know what we're recommending.

Motion: Weitzel

Second: McBride

To recommend Council to adjust the 2025 Pay Ordinance (Exhibit C) for the Deputy Court Clerk to match the full-time rates.

Roll Call on vote on the above motion:

Yea- Weitzel, McBride, Schwab

Nay-

Yeas-3, Nays -0. Motion passed.

Schwab asked will this be in the budget. Roof said if it passes through Council yes. Weitzel said budget hearings, I guess the next meeting. We want to mention it that it's going to change before the budget is approved. Roof said yes, which I don't think they've started printing anything yet so I can make the adjustment in there and I can flag it for them and when she comes in they can just be talked about for the process of Council. Weitzel said good. McBride said that works.

Adjournment

Motion: McBride Second: Weitzel

To adjourn the Safety and Human Resources Committee meeting at 6:19 pm

Roll call on vote on the above motion:

Yea- Weitzel, McBride, Schwab

Nay-

Yeas- 3, Nays- 0. Motion passed.

Approved

Jordan McBride - Chair