

February

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 6:15 pm Technology & Communications Committee – canceled 7:00 pm City Council	3	4	5	6	7
8	9 Electric Comm. - canceled 6:00 pm BOPA 6:00 pm Water & Sewer Comm. 6:00 pm Water Rate Review Comm. 6:30 pm Muni Properties	10 4:30 pm BZA - canceled 5:00 pm Planning Commission -canceled	11	12	13	14
15	16 6:00 pm Tree Commission 6:00 pm Parks & Rec Committee 7:00 pm City Council	17	18	19	20	21
22	23 6:30 pm Finance & Budget Comm. 7:30 pm Safety & Human Resources Comm.	24 4:30 pm Civil Service Comm.	25 6:30 pm Parks & Rec Board	26	27	28



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: Ann Harper, Clerk
Date: February 6, 2026
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, February 9, 2026, at 6:30pm has been **CANCELED** due to lack of agenda items.



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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: Ann Harper, Clerk
Date: February 6, 2026
Subject: Board of Zoning Appeals-Cancelation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, February 10, 2026, 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: Ann Harper, Clerk of Council
Date: February 6, 2026
Subject: Planning Commission-Cancellation

The regularly scheduled meeting of the Planning Commission for Tuesday, February 10, 2026, at 5:00 pm has been **CANCELED** due to a lack of agenda items.

City of Napoleon, Ohio
SPECIAL JOINT MEETING AGENDA


for a meeting of the
BOARD OF PUBLIC AFFAIRS

With
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE
AND
WATER RATE REVIEW COMMISSION

Monday, February 9, 2026, at 6:00 PM

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

- 1) Approval of Minutes: January 12, 2026 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discuss Water and Sewer Rates
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Ann Harper, Clerk

City of Napoleon, Ohio
Special Meeting Minutes of the
BOARD OF PUBLIC AFFAIRS
JOINT MEETING WITH THE
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE
Monday, January 12, 2026, at 7:00 pm

PRESENT

Committee Members	Jeff Comadoll-Chair, Mike DeWit
City Manager	Lori Siclair
Acting Recorder	Marrisa Flogaus
Others	Lori Rausch, Kevin Garringer-Finance Director, Chad Lulfs-Director of Public Works, News-Media
Absent	Rory Prigge

Call to Order

Jeff Comadoll, Chairman of the Board of Public Affairs called the meeting to order at 7:01 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from September 8, 2025, Board of Public Affairs meeting were approved as presented.

Water Rate Review

Siclair said thank you. I will remind you of a Water Rate Study that Andy Small commissioned back in February of 2025 with RCAP, the Rural Community Assistance Program the city paid \$11,583.00 for the review and we received results I don't know how long ago Garringer. Garringer said yes around the end of October we received them. Comadoll asked how much it was, \$11,000.00 for the review? Siclair said right. Baer said that is actually cheaper than it used to be. Siclair said it's quite a lot cheaper than it used to be. Before we get started on any of the information that I wanted to share with you the fact that as we were preparing for the meeting, BOPA obviously meets with the Water and Sewer Committee to discuss any sort of rate increases, however, there was also an Ordinance that came across where a Water Rate review commission had been established, I believe this went back to 2021 maybe when Joel Mazur was talking with the satellite communities about purchasing water from the city and that has not been completed yet so in order to talk about our water rate increases or not, that discussion tonight we would need to have that commission in attendance also. We will forego the discussion on the water portion of it and I thought I would leave it up to you if you wanted to discuss the sewer portion of it since that wouldn't affect them, however, maybe hold off on any recommendations to council until we can bring the whole group together and discuss it all. Comadoll said hey get the same rate we do, as we go up they go up. Siclair said for the water you're saying or for the sewer? Comadoll said I don't think we need to do we? Siclair said the sewer will be impacting the city's budget quite a bit more than water if we would decide to do an increase or not. I'm saying that the Florida, Holgate, Malinta, they are not sewer customers, so we don't have to include them in the discussion. So basically, there are two parts to the discussion tonight, the Water Review and the Sewer Review. If you all would like to just talk about the sewer portion we can do that and then come back next month or whenever we can convene the whole group, we need to establish the committee and appoint the members, that has not been done formally yet. That Water Rate Review Commission along with BOPA and our Water and Sewer

Committee would have to meet together to talk about the water. Durham said I think if you have the material for sewer then we could go ahead and dive into it. Siclair said okay. Comadoll asked when it is going to meet next. Siclair said I would imagine we can get that complete, we'd have to approve the appointments at the next Council meeting or not, or the first council meeting of February for the February meeting we would still have time to do it. So, the second Monday of February would be the meeting. Comadoll said I think I'm gone then. Let me see. Durham said February 9th. Siclair so we can go ahead and discuss what we learned from the Sewer Review and then we'll plan the next meeting on February 9th and have our ducks in a row. Durham said the February 9th meeting at that point you'll make a referral to council from the committee then so no action will ask for tonight, just discussion. Siclair said correct. So, I guess we can look at our document that was in your packet. Garringer did you want to speak to some of that. Garringer said sure, so the study was done by RCAP, which in the past we had a company called John Cornieous Associates that would do this leg work for us. They were great to work with but then here's what after they review what our current revenues are towards our expenses and they project outward our future expenses, with our debt that we have acquired through the new sewer plant. They calculate that there's suggested increases is twofold. And just so that everyone is refreshed, we have a base rate, so everyone pays per month a base rate, and I'll use residential inside which is going to affect most of our people, so that is \$35.19. As long as you're hooked up to our city water, the sewage is \$35.19 per month, per residential customer that'd residential inside. Their suggestion is that it goes from \$35.19 to \$40.00 for the next year per month, and then it goes up to like \$42.60, \$44.94, \$46.97 and \$48.61 all the way up out to 2030 and that is at the top of the sheet. In addition to that, we have a commodity charge or a per usage charge. We charge by 100 cubic foot. So for every cubic foot of water that you use, you pay for a portion to the city. So the inside, again that will affect our residential customers the most, it is currently at \$7.56. And from \$7.56 their suggestion that it goes to \$7.94, then \$8.50 and stay at \$8.50 for a few years and then go to \$8.97 and stay at \$8.97 and then go to \$9.28. I think that's aggressive; I think it will certainly help our revenues. I think if we did both the base rate increase and then take an average of 6 units per household is pretty much what our average is. The monthly increase will be \$7.09 of sewage only. So, if you multiply that out by 12, take 7 x 12 is like \$84.00 plus, \$85.00 per household per average use. We have some calculations here that I can share with you. That base rate was last increased in 2016 at \$35.19. It's been 10 years since we've increased our base rate. Our commodity rate has increased in 2014 every year to 2024 and then last year 2025 was the first year that we had no water or sewer increases. So that has trickled up 20 cents about every year for the last several years. It's just a matter that we're at the tipping point right now for our sewer fund where we have been able to increase our revenues because we anticipated that we were going to need it to build our new sewer plant. Now that the sewer plant is completed and our debt is all in place we're starting to now see our first year of a downward trend of how much of a carryover balance is it going to be. So, while it's necessary that we need to increase this, I'm not saying that it's urgent because we're at a carryover balance of around \$7 million. But if we do nothing, in two years from now it will be \$5 million and lower than that, it's going to eat up on that. So, I guess what I'm throwing at is that I'm asking the committee, if we propose to go to the \$35.19 to \$40.00 for the base rate, I have some estimates here of what its' going to bring in. We also with this, is that our outside users will go from \$70.59 to \$80.00 that's their base rate. Commercial users go from \$35.19 to \$40.00 again and then Industrial goes from \$70.59 to \$80.00. Residential goes from \$35.19 to \$40.00. That's sort of on the high end. If we just do a base rate increase of that, the gained revenue compared to our current rate is going to be \$214,000.00. If we look at doing a proposed rate increase on the commodities, using the amount of the units that were built last year in 2025, that would increase it another \$12,000.00 gained revenue compared to the current rate. So, if we did both

of those on a high end, we'd gain \$326,000.00 plus per year. That would certainly put us in a position to offset our downward trend of our carryover balance and catch up to our expenses. I wasn't here, some of you were here and other discussions. I ask is \$7.09 too much? I can't answer that, I mean that's up to the Board and to Council but we can go anywhere in between there I would suggest. I've run studies of if we went from \$35.19 and I'll just use \$37.00 we're going to gain about \$80,000.00 per year and then if we did that and we increased the commodities that 112 so we'd gain 192k and change. I think we need to do something so how high we want to go is really what we want to see. Durham asked how much is the annual debt payment. Garringer said in 2026 the annual debt payment out of the Sewer Fund is \$1,519,000.00. And we knew this was coming, it's not a surprise, it's the cost of what this is going to be to have a new water plant which the EPA was required to do. But now the project is done and we know what our expenses are and these projects, our debt payment goes out to like 2049 with that. Just food for thought, I think we don't have to make a decision tonight on this. Siclair said right. Garringer said I think this is something we can ponder it depends on how much you guys want this to increase. Trust me, I don't want to pay any more than anybody else. But my suggestion is I'd much rather see a small increase yearly than doing what some cities and villages get them stuck into of nothing for three, four, five, ten years and then like oh my God we have to increase it all to all these people, because we see that happening. If our carryover balance continues to trend upward, we probably wouldn't be here today. The debt is the debt, and we have to pay that plus the upkeep of our current sewage plant. Now one of the things I want to caution that we don't go as aggressive is that while an unknown is, is how much the Campbell Soup that we have a contract with is going to be bringing in. So that certainly helps our cause that we may have to do these aggressive increases. Siclair do you have projections of what they were going to bring in? I was thinking it was about \$150,000.00 to \$180,000.00 a year. Siclair said \$150,000.00. Garringer said which certainly would help offset, because it's just another customer on our end it's more sewage that we have to process but it's just another customer and we have the capacity to do that. DeWit asked if we put a meter in at Campbells to tell them how much their dumping on us. Siclair said yes we have a meter and Lulfs may be able to speak better than I, but they're in the process of getting it to work properly. It's recording, it's just not reading at the moment. Lulf said the meter right now is reading colons which means it's recording it's just not transmitting so we have to go up there and read it by hand essentially. Campbells pays for everything and they installed a meter that is compatible with our system, so when it was working initially, we could read it. We think one of the wires came unplugged and so they're going to go up there this week and take a look at it. Garringer said but Campbells only started to send it to us. Lulfs said yes, they started right around Christmas, and it's going to progress hooking up more and more of their components, the largest of which isn't scheduled to be hooked up until March or April. It's supposed to be minimal flow right now and as we progress towards spring, they'll ramp up to all their domestics. And I believe it's 65 to 70 thousand gallons per day I believe is the projected. Garringer said so just knowing the Campbells Soup project is in there, I would be comfortable if we were not as aggressive going up on the sewage as much with that. At least for one or two years, and then once that steady income gets accounted for then we can see where their flow is actually at. Because we estimate it's going to be \$150,000.00 to \$180,000.00 a year but those are estimates and it could be higher or it could be lower at this point until they get everything hooked up with that. Durham asked did you give a bid level step up on the commodity charge? Garringer said so if I do a commodity charge from \$7.56 to \$7.94 for the inside city limit, that step alone is going to bring in \$112,000.00. So, if you say that that's the minimum that we would do without any base rate changes, I mean that's a .38 cent increase. So, if you think of it as your home and if we don't change your base rate and you use an average of 6 units so a family, you're going to go up \$2.28. I think that's probably part of the reason that base rate has never been changed

Approved

Jeff Comadoll- Chair

DRAFT

City of Napoleon, Ohio
BOARD OF PUBLIC AFFAIRS
JOINT MEETING WITH THE
MUNICIPAL PROPERTIES, BUILDINGS, LAND USE AND ECONOMIC DEVELOPMENT
Monday, January 12, 2026, at 7:30 pm

PRESENT

Committee Members	Jeff Comadoll-Chair, Mike DeWit
Muni Properties Members	Meredith Wolff-Chair, Brittany Schwab, Ross Durham, Joe Bialorucki - Mayor
City Manager	Lori Siclair
City Staff	Kevin Garringer - Finance Director
Acting Clerk	Marrisa Flogaus
Others	Brandy Gonzalez, Brian Okuley - Operations Superintendent, Lori Rausch, Chad Luffs – Director of Public Works, News-Media
Absent	Rory Prigge

Call to Order

Jeff Comadoll, Chairman of the Board of Public Affairs called the meeting to order at 7:30 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the September 8, 2025, Board of Public Affairs meeting were approved as presented.

Yard Waste Site Rules

Siclair: Thank you very much. This meeting was called as a result of a meeting of this committee last July, I believe as we were a few months into a lot of violations at the Yard Waste Site came to our attention that maybe some rules needed to be looked at and revamped in order to prevent some of that. And at that time Luffs along with Okuley and especially Gonzalez took a look at the rules and came up with some modifications and some revisions and they are here to tell you a little bit more about that tonight. Luffs said good evening. A little bit of background real quick. I included a memo in the packet 925.14 you will see actually brought this committee it was uncovered by none other than R. Dietrich reviewing the codifieds, that the Board of Public Affairs and for the city shall recommend the rules and regulations, we were not aware of that, so I apologize to the BOPA, that was an oversight on our part. I know we brought this to the committee before, but it probably is best to have a discussion with both groups. The rules themselves are also attached there's some items in my memo I'll come back and touch on, but the rules, we found that the rules had never been formalized into one document, so Gonzalez and Dietrich went back and found all the previous legislation and combined them into an actual document that was included and as you can see in the document we red lined revisions to those rules. Some of it's dramatical, the only materials accepted at the yard waste are brush referred to as broken branches and yard waste material, pretty straight forward. Brush piles, clean that up a little bit, we are not requesting the change, the size limitation. We still do not want anything brought exceeding 10" in diameter or 48" in length. Yard Waste Site Pile Rule 3, the old rule 2, the Yard Waste Site pile found to be used only for grass clippings, flower waste and vegetation waste and leaves. We got a lot of calls of people wanting to know if they can bring 2 x 4's, no you can't. And also to clarify especially since the newspaper's here. The Yard Waste Site is only for residents or for those who purchase a permit. If you purchase a pass and that pass has to be purchased every calendar year. The pass for Henry County residents is \$75.00 and that matches fairly closely to what Napoleon residents pay. Napoleon residents pay in their Refuse and Recycling Yard Waste charge on their bill

is all in there and it ends up being about \$72.00 per year that a resident pays. So, someone from outside the city can pay, their charge is \$75.00. We also have commercial fees but we're not asking to modify any of the fees tonight, but we get a lot of phone calls, asking can I dump there? Do you have a pass? Moving on rule 5, we are no longer accepting concrete. There's a business just down the road that has a business of receiving concrete and it seems odd to be in competition with a private business. We currently have a pile there we're getting close to get that crushed, and when we get it crushed, we'll use it on the North Perry Street project. And then Okuley and I will decide if we want to accept concrete from our own projects in the future but if we do it will be for our own use on some of our construction projects to help offset some of those costs. As an example of that when we built East Washington that 36" sanitary sewer that we put down in the middle of the road about half of that we used crushed concrete. It was \$400.00 per foot using stone and \$345.00 per foot using crushed concrete so we do get some value out of it, but by the time we pay to crush it, it works out but it's not saving us a huge amount of money, but when we have it, we'll use it. Probably the biggest area of concern for staff and I believe should be the biggest area of concern for the city is the use of personal machinery or equipment, We see a lot of people going in there bringing tractors, loaders, bobcats, you name it, chainsaws, on city property, that is a massive liability issue, and we do not want any of that in there, but we have no rule to prevent it at this time. So, we're proposing rule 5, the use of personal machinery or equipment no person shall utilize personal machinery or equipment referred to as but not limited to chainsaws, mowers, tractors, loaders or skid loaders at the site. Now that doesn't mean when we bring TAWA in to grind that they can't, but they're under contract with the city. And we do use our own equipment out there to load on Fridays but that's city personnel, city equipment. Somebody might be out there loading mulch by hand with a shovel into their trailer and someone else is on their tractor and if get someone run over, we could have some major issues. We might not lose the lawsuit, but we can still be named in the case and have to defend it. Just trying to protect us. All persons utilize the Yard Waste Site shall follow all policies. Rule 7 we didn't really change anything there or we're not requesting to change anything there. And at the end we have any person found violating these rules shall be deemed guilty of a minor misdemeanor or offense. We just would like to take that out because we have a place, we'd like to have that added into the actual codified. Gonzalez will tell me what I missed. Like we said these are rules and policies. The next page here just outlines when the Yard Waste Site is open, these are the policies: pay a fee, must be permitted, non-resident once again we did not change any of these amounts. But then the new policy 3 which was the old policy 4. If a person other than the resident is taking mulch from Yard Waste Site for a resident the individual must provide proof that the mulch is taken to a resident's address. As part of all these requests, we would like to change the format of the actual permit. We would like to get not only names but plate numbers. We watch the Yard Waste Site on camera 24 hours a day. And yes, we review the video every morning. We have a lot companies that say that we only have one permit card, okay, but give us all your plate numbers for your trailers and your trucks and check them and we can see if they are indeed permitted, and then what we'd also like to do with a revamped form, anyone coming in to buy a permit, they would get a copy of the rules, they can't say they don't have them. Policy 9, all individuals utilizing the yard waste site are subject to having their identification checked by any city employee. That actually is available now, but we just don't have it in here. They're on city property, we've spoken to the police department, we can approach individuals and last year, or it might have been two summers ago, we had an individual on light duty, so they put him out there and had him check ID's. A lot of people turned around and left. They're just not supposed to be there. But we figured if we actually had it in writing, we wouldn't necessarily have to argue with anybody or less likely to argue with anyone. So those are the requested rule changes but going back to the memo, we're proposing the modified rule 9.5.99 which is the penalties and in there it actually states, and we're taking a lot of these from other sections of our existing codifieds but to add a part B any person who violates section 925.24 and I quoted this from other sections of our codified. Maybe being guilty of a minor misdemeanor shall be fined not more than \$150.00 and or have their permission permit for use of the Yard Waste Site revoked. I know the same thing applies if you violate the Water Sewer

rules, violate the Engineering rules and then also some of the other rules, if you look on the last page 931.04, that's from the Water Sewer rules. I was somewhat copying that requesting to make a section 9.5.89 supplementary rules. The City Manager is hereby empowered to make supplementary rules as may be necessary to properly administer said rules and policies for the Yard Waste Site. Nothing in this section shall be construed as requiring Board of Public Affairs approval for rule changes grant related to specifications, methods or techniques. As you can see above, that already exists for the Water Sewer rules, but we don't have anything in place for the City Manager to make small modifications. This would allow that so we wouldn't have to come back every time we have something minor that needs to be revised. I know the question will come. We do plan if these things get approved, we would resign the Yard Waste Site we would get signage up that states that mechanical equipment is not allowed. I know we may need the sign better that the concrete area is off limits, but we wouldn't do any of the signage modifications until the final approval of whatever modifications are made are passed through council. But did you guys have anything to add? I went fast. If I went too fast, please tell me, but any questions I'd be happy to answer and these two deal with them on a daily basis. Siclair asked Lulfs to speak on the cost of running the Yard Waste Site? Lulf's said well some of us can, what are we spending a year on grinding, \$50,000.00? Okuley said so we budget \$50,000.00 and I think we got it down to \$1,100.00 left over in 2025. Lulfs said yes, that's just in grinding the brush we are not making a profit on permits for any of those items. If you recall even when we adjusted the refuse recycling charge, I think it was suggested to be like \$22,000.00 or \$23,000.00 and we didn't go the full amount so we're not making any money on it. We were spending \$50,000.00 on crushing concrete but we're kind of getting out of that business. Garringer said Lulf's I believe our grinding we used to do twice a year. Lulfs said oh for the brush? We've done it for the last three years. Garringer said for the last three years, and before that you were doing it twice a year. Lulfs said yes, and honestly I believe TAWA is cutting us a heck of a deal at the end of the year because I believe they're grinding just as much but they just don't charge as much but we don't have it. I think if that final grinding was in August we'd have to budget more money. Garringer said but just on the laments looking at it the tonnage is going up. Lulfs said yes, it's going up. I don't know how there's any bushes or trees left in the city. We have cameras out there and we see every plate. That place in the summer is nonstop and the weekends, once it hits 3:00 and those guys go home, well I guess 3:30, but it's nonstop traffic through that place. It's a valuable asset that the city has, we're not saying that. But short of giving people ID cards or key fobs and putting a gate up, I don't know that you're going to ever stop it, we're just trying to limit it. Especially the potential issue of liability with some of the equipment that comes in there. There are guys that show up that literally drive their tractors there. And we're not trying to pick on anybody, but that is a major source of potential liability. Wolff said so when you see that happen, what do you do. Lulfs said as of right now we do nothing. Wolff said okay. Lulfs said because it's not in the rules. Durham said thanks Lulfs, Okuley and Gonzalez. So, committee voted on this previously to recommend to Council so really, we're just looking for the BOPA to make a motion. Lulfs said now I did add a few additional items from when the committee had it, so I believe it was July. Since July that's when we discovered that for the Yard Waste Site, we do not have a policy in place allowing the City Manager to make supplementary rules so that was an addition. We didn't change any of the proposed policies and rules did we? Gonzalez said no I don't believe so. Lulf's said I don't recall if we added 925.99V, that might have been in there in July, but I do know the proposed new section, and I'm going to submit it's 925.89 just looking at our codifieds. I don't know legal can decide which section to make it there is no point 89 (.89). It goes from like .25 to .99 and I know Harmon likes that gaps in case we have new things to add. But that's the only reason for the numbering of it. Like I said I just tried to mirror what is in place for the Water and Sewer service rules. Durham said was that 925.99 was that run by Harmon? Lulf's said that was not run by Harmon but it was copied in another section and as I mentioned before it was actually in the Yard Site Rules. Durham said but not in the codified. Lulfs said but, nobody ever knew the Yard Waste Site Rules existed. We had sections of them in like four ordinances, but they've never been compiled into one document. So, Gonzalez was gracious enough to take time, review all the legislation and combine

City of Napoleon, Ohio

SPECIAL JOINT MEETING AGENDA

**for a meeting of the
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE**

with

**BOARD OF PUBLIC AFFAIRS
and
WATER RATE REVIEW COMMISSION**

Monday, February 9, 2026, at 6:00 PM

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

- 1) Approval of Minutes: January 12, 2026 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discuss Water and Sewer Rates
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Ann Harper, Clerk

City of Napoleon, Ohio
Special Meeting Minutes of the
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE
JOINT MEETING WITH THE
BOARD OF PUBLIC AFFAIRS
Monday, January 12, 2026, at 7:00 pm

PRESENT

Committee Members	Ross Durham-Chair, Victor Gaucin
City Manager	Lori Siclair
Acting Recorder	Marrisa Flogaus
Others	Lori Rausch, Kevin Garringer-Finance Director, Chad Lulfs-Director of Public Works , News-Media
Absent	Dr. Dave Cordes

Call to Order

Ross Durham, Chair of the Water, Sewer, Refuse, Recycling and Litter Committee called the meeting to order at 7:01 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the May 12, 2025, meeting were approved as presented.

Water Rate Review

Sicclair said thank you. I will remind you of a Water Rate Study that Andy Small commissioned back in February of 2025 with RCAP, the Rural Community Assistance Program the city paid \$11,583.00 for the review and we received results I don't know how long ago Garringer. Garringer said yes around the end of October we received them. Comadoll asked how much it was, \$11,000.00 for the review? Sicclair said right. Baer said that is actually cheaper than it used to be. Sicclair said it's quite a lot cheaper than it used to be. Before we get started on any of the information that I wanted to share with you the fact that as we were preparing for the meeting, BOPA obviously meets with the Water and Sewer Committee to discuss any sort of rate increases, however, there was also an Ordinance that came across where a Water Rate review commission had been established, I believe this went back to 2021 maybe when Joel Mazur was talking with the satellite communities about purchasing water from the city and that has not been completed yet so in order to talk about our water rate increases or not, that discussion tonight we would need to have that commission in attendance also. We will forego the discussion on the water portion of it and I thought I would leave it up to you if you wanted to discuss the sewer portion of it since that wouldn't affect them, however, maybe hold off on any recommendations to council until we can bring the whole group together and discuss it all. Comadoll said hey get the same rate we do, as we go up they go up. Sicclair said for the water you're saying or for the sewer? Comadoll said I don't think we need to do we? Sicclair said the sewer will be impacting the city's budget quite a bit more than water if we would decide to do an increase or not. I'm saying that the Florida, Holgate, Malinta, they are not sewer customers, so we don't have to include them in the discussion. So basically, there are two parts to the discussion tonight, the Water Review and the Sewer Review. If you all would like to just talk about the sewer portion we can do that and then come back next month or whenever we can convene the whole group, we need to establish the committee and appoint the members, that has not been done formally yet. That Water Rate Review Commission along with BOPA and our Water and Sewer Committee would have to meet together to talk about the water. Durham said I think if you have the material for sewer then we could go ahead and dive into it. Sicclair said okay. Comadoll asked when it is going to meet next. Sicclair said I would imagine we can get that complete, we'd have to approve

the appointments at the next Council meeting or not, or the first council meeting of February for the February meeting we would still have time to do it. So, the second Monday of February would be the meeting. Comadoll said I think I'm gone then. Let me see. Durham said February 9th. Siclair so we can go ahead and discuss what we learned from the Sewer Review and then we'll plan the next meeting on February 9th and have our ducks in a row. Durham said the February 9th meeting at that point you'll make a referral to council from the committee then so no action will ask for tonight, just discussion. Siclair said correct. So, I guess we can look at our document that was in your packet. Garringer did you want to speak to some of that. Garringer said sure, so the study was done by RCAP, which in the past we had a company called John Cornieous Associates that would do this leg work for us. They were great to work with but then here's what after they review what our current revenues are towards our expenses and they project outward our future expenses, with our debt that we have acquired through the new sewer plant. They calculate that there's suggested increases is twofold. And just so that everyone is refreshed, we have a base rate, so everyone pays per month a base rate, and I'll use residential inside which is going to affect most of our people, so that is \$35.19. As long as you're hooked up to our city water, the sewage is \$35.19 per month, per residential customer that'd residential inside. Their suggestion is that it goes from \$35.19 to \$40.00 for the next year per month, and then it goes up to like \$42.60, \$44.94, \$46.97 and \$48.61 all the way up out to 2030 and that is at the top of the sheet. In addition to that, we have a commodity charge or a per usage charge. We charge by 100 cubic foot. So for every cubic foot of water that you use, you pay for a portion to the city. So the inside, again that will affect our residential customers the most, it is currently at \$7.56. And from \$7.56 their suggestion that it goes to \$7.94, then \$8.50 and stay at \$8.50 for a few years and then go to \$8.97 and stay at \$8.97 and then go to \$9.28. I think that's aggressive; I think it will certainly help our revenues. I think if we did both the base rate increase and then take an average of 6 units per household is pretty much what our average is. The monthly increase will be \$7.09 of sewage only. So, if you multiply that out by 12, take 7 x 12 is like \$84.00 plus, \$85.00 per household per average use. We have some calculations here that I can share with you. That base rate was last increased in 2016 at \$35.19. It's been 10 years since we've increased our base rate. Our commodity rate has increased in 2014 every year to 2024 and then last year 2025 was the first year that we had no water or sewer increases. So that has trickled up 20 cents about every year for the last several years. It's just a matter that we're at the tipping point right now for our sewer fund where we have been able to increase our revenues because we anticipated that we were going to need it to build our new sewer plant. Now that the sewer plant is completed and our debt is all in place we're starting to now see our first year of a downward trend of how much of a carryover balance is it going to be. So, while it's necessary that we need to increase this, I'm not saying that it's urgent because we're at a carryover balance of around \$7 million. But if we do nothing, in two years from now it will be \$5 million and lower than that, it's going to eat up on that. So, I guess what I'm throwing at is that I'm asking the committee, if we propose to go to the \$35.19 to \$40.00 for the base rate, I have some estimates here of what its' going to bring in. We also with this, is that our outside users will go from \$70.59 to \$80.00 that's their base rate. Commercial users go from \$35.19 to \$40.00 again and then Industrial goes from \$70.59 to \$80.00. Residential goes from \$35.19 to \$40.00. That's sort of on the high end. If we just do a base rate increase of that, the gained revenue compared to our current rate is going to be \$214,000.00. If we look at doing a proposed rate increase on the commodities, using the amount of the units that were built last year in 2025, that would increase it another \$12,000.00 gained revenue compared to the current rate. So, if we did both of those on a high end, we'd gain \$326,000.00 plus per year. That would certainly put us in a position to offset our downward trend of our carryover balance and catch up to our expenses. I wasn't here, some of you were here and other discussions. I ask is \$7.09 too much? I can't answer that, I mean that's up to the Board and to Council but we can go anywhere in between there I would suggest. I've run studies of if we went from \$35.19 and I'll just use \$37.00 we're going to gain about \$80,000.00 per year and then if we did that and we increased the commodities that 112 so we'd gain 192k and change. I think we need to do something so how high we want to go is really what we want to see. Durham asked how much is the annual debt payment. Garringer said in 2026 the annual debt payment out of the Sewer Fund is \$1,519,000.00. And we knew this was coming, it's

not a surprise, it's the cost of what this is going to be to have a new water plant which the EPA was required to do. But now the project is done and we know what our expenses are and these projects, our debt payment goes out to like 2049 with that. Just food for thought, I think we don't have to make a decision tonight on this. Sicclair said right. Garringer said I think this is something we can ponder it depends on how much you guys want this to increase. Trust me, I don't want to pay any more than anybody else. But my suggestion is I'd much rather see a small increase yearly than doing what some cities and villages get them stuck into of nothing for three, four, five, ten years and then like oh my God we have to increase it all to all these people, because we see that happening. If our carryover balance continues to trend upward, we probably wouldn't be here today. The debt is the debt, and we have to pay that plus the upkeep of our current sewage plant. Now one of the things I want to caution that we don't go as aggressive is that while an unknown is, is how much the Campbell Soup that we have a contract with is going to be bringing in. So that certainly helps our cause that we may have to do these aggressive increases. Sicclair do you have projections of what they were going to bring in? I was thinking it was about \$150,000.00 to \$180,000.00 a year. Sicclair said \$150,000.00. Garringer said which certainly would help offset, because it's just another customer on our end it's more sewage that we have to process but it's just another customer and we have the capacity to do that. DeWit asked if we put a meter in at Campbells to tell them how much their dumping on us. Sicclair said yes we have a meter and Lulfs may be able to speak better than I, but they're in the process of getting it to work properly. It's recording, it's just not reading at the moment. Lulf said the meter right now is reading colons which means it's recording it's just not transmitting so we have to go up there and read it by hand essentially. Campbells pays for everything and they installed a meter that is compatible with our system, so when it was working initially, we could read it. We think one of the wires came unplugged and so they're going to go up there this week and take a look at it. Garringer said but Campbells only started to send it to us. Lulfs said yes, they started right around Christmas, and it's going to progress hooking up more and more of their components, the largest of which isn't scheduled to be hooked up until March or April. It's supposed to be minimal flow right now and as we progress towards spring, they'll ramp up to all their domestics. And I believe it's 65 to 70 thousand gallons per day I believe is the projected. Garringer said so just knowing the Campbells Soup project is in there, I would be comfortable if we were not as aggressive going up on the sewage as much with that. At least for one or two years, and then once that steady income gets accounted for then we can see where their flow is actually at. Because we estimate it's going to be \$150,000.00 to \$180,000.00 a year but those are estimates and it could be higher or it could be lower at this point until they get everything hooked up with that. Durham asked did you give a bid level step up on the commodity charge? Garringer said so if I do a commodity charge from \$7.56 to \$7.94 for the inside city limit, that step alone is going to bring in \$112,000.00. So, if you say that that's the minimum that we would do without any base rate changes, I mean that's a .38 cent increase. So, if you think of it as your home and if we don't change your base rate and you use an average of 6 units so a family, you're going to go up \$2.28. I think that's probably part of the reason that base rate has never been changed because in the past it's always been changed the commodity because it's a usage with that. And while everyone still pays that it's a little more minimal than if you just flat change that base rate. So, like we have projections here, and this is what I was talking about is if we go from \$35.19 to \$37.00 that's going to bring in an additional \$80,000.00, plus if we do the commodity charge, that's going to bring in \$112,000.00 that's going to bring in \$192,000.00 per year. Where on average that would be \$2.28 plus \$1.81, so that would be \$4.09 per month per average use for residential. Comadoll said alright. Garringer said so what we'll talk about here and just keep in mind this is just the sewer side and so what I'll caution then is when we have discussion about the water side then we're going to get a clearer picture of what our residence increase on average may be. So, when we talk about this and it's like a \$2.00, or a \$4.00 or a \$7.00 increase then next month we start talking about the water charge, and then if we go well that's a \$2.00 or \$5.00 and then we're talking that it could be combining those two. I'm just making this up, but it could be \$10.00 or more per household on average. Durham said okay I think I'm good with the meat and potatoes of that conversation until next month. Sicclair said we can bring more of those calculations back on the board so it's easier to process I think if you can look at it also. Garringer said

City of Napoleon, Ohio
SPECIAL JOINT MEETING AGENDA


for a meeting of the
WATER RATE REVIEW COMMISSION

with
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE
and
BOARD OF PUBLIC AFFAIRS

Monday, February 9, 2026, at 6:00 PM

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

- 1) Discuss Water and Sewer Rates
- 2) Any Other Matters to Come Before the Committee
- 3) Adjournment



Ann Harper, Clerk

City of Napoleon, Ohio
Municipal Properties, Buildings, Land Use and Economic Development Committee
Special Meeting Agenda

Monday, February 9, 2026, at 6:30 PM

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

- 1) Approval of Minutes Monday, January 12, 2026 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discussion of the Community Improvement Corporation (CIC) Contribution
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment


Ann Harper, Clerk

City of Napoleon, Ohio
Municipal Properties, Buildings, Land Use and Economic Development Committee
Joint Meeting With the
Board of Public Affairs
Monday, January 12, 2026, at 7:30 pm

Present

Council Members	Meredith Wolff – Chair, Brittany Schwab, Ross Durham, Joe Bialorucki
City Manager	Lori Siclair
Acting Clerk	Marrisa Flogaus
City Staff	Kevin Garringer – Finance Director, Brandy Gonzalez, Brian Okuley – Operations Superintendent, Lori Rausch, Chad Luffs – Director of Public Works
Others	News-Media

Call to Order

Chairman Meredith Wolff called the Municipal Properties, Building, Land Use and Economic Development Committee meeting to order at 7:30 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the July 14, 2025, meeting were approved as presented.

Yard Waste Site Rules

Siclair: Thank you very much. This meeting was called as a result of a meeting of this committee last July, I believe as we were a few months into a lot of violations at the Yard Waste Site came to our attention that maybe some rules needed to be looked at and revamped in order to prevent some of that. And at that time Luffs along with Okuley and especially Gonzalez took a look at the rules and came up with some modifications and some revisions and they are here to tell you a little bit more about that tonight. Luffs said good evening. A little bit of background real quick. I included a memo in the packet 925.14 you will see actually brought this committee it was uncovered by none other than R. Dietrich reviewing the codifieds, that the Board of Public Affairs and for the city shall recommend the rules and regulations, we were not aware of that, so I apologize to the BOPA, that was an oversight on our part. I know we brought this to the committee before, but it probably is best to have a discussion with both groups. The rules themselves are also attached there's some items in my memo I'll come back and touch on, but the rules, we found that the rules had never been formalized into one document, so Gonzalez and Dietrich went back and found all the previous legislation and combined them into an actual document that was included and as you can see in the document we red lined revisions to those rules. Some of it's dramatical, the only materials accepted at the yard waste are brush referred to as broken branches and yard waste material, pretty straight forward. Brush piles, clean that up a little bit, we are not requesting the change, the size limitation. We still do not want anything brought exceeding 10" in diameter or 48" in length. Yard Waste Site Pile Rule 3, the old rule 2, the Yard Waste Site pile found to be used only for grass clippings, flower waste and vegetation waste and leaves. We got a lot of calls of people wanting to know if they can bring 2 x 4's, no you can't. And also to clarify especially since the newspaper's here. The Yard Waste Site is only for residents or for those who purchase a permit. If you purchase a pass and that pass has to be purchased every calendar year. The pass for Henry County residents is \$75.00 and that matches fairly closely to what Napoleon residents pay. Napoleon residents pay in their Refuse and Recycling Yard Waste charge on their bill is all in there and it ends up being about \$72.00 per year that a resident pays. So, someone from outside the city can pay, their charge is \$75.00. We also have commercial fees but we're not asking to modify any of the fees tonight, but we get a lot of phone calls, asking can I dump there? Do you have a pass? Moving on rule 5, we are no longer accepting concrete. There's a business just down the road that has a business of receiving concrete and it seems odd to be in competition with a private

business. We currently have a pile there we're getting close to get that crushed, and when we get it crushed, we'll use it on the North Perry Street project. And then Okuley and I will decide if we want to accept concrete from our own projects in the future but if we do it will be for our own use on some of our construction projects to help offset some of those costs. As an example of that when we built East Washington that 36" sanitary sewer that we put down in the middle of the road about half of that we used crushed concrete. It was \$400.00 per foot using stone and \$345.00 per foot using crushed concrete so we do get some value out of it, but by the time we pay to crush it, it works out but it's not saving us a huge amount of money, but when we have it, we'll use it. Probably the biggest area of concern for staff and I believe should be the biggest area of concern for the city is the use of personal machinery or equipment, We see a lot of people going in there bringing tractors, loaders, bobcats, you name it, chainsaws, on city property, that is a massive liability issue, and we do not want any of that in there, but we have no rule to prevent it at this time. So, we're proposing rule 5, the use of personal machinery or equipment no person shall utilize personal machinery or equipment referred to as but not limited to chainsaws, mowers, tractors, loaders or skid loaders at the site. Now that doesn't mean when we bring TAWA in to grind that they can't, but they're under contract with the city. And we do use our own equipment out there to load on Fridays but that's city personnel, city equipment. Somebody might be out there loading mulch by hand with a shovel into their trailer and someone else is on their tractor and if get someone run over, we could have some major issues. We might not lose the lawsuit, but we can still be named in the case and have to defend it. Just trying to protect us. All persons utilizing the Yard Waste Site shall follow all policies. Rule 7 we didn't really change anything there or we're not requesting to change anything there. And at the end we have any person found violating these rules shall be deemed guilty of a minor misdemeanor or offense. We just would like to take that out because we have a place, we'd like to have that added into the actual codified. Gonzalez will tell me what I missed. Like we said these are rules and policies. The next page here just outlines when the Yard Waste Site is open, these are the policies: pay a fee, must be permitted, non-resident once again we did not change any of these amounts. But then the new policy 3 which was the old policy 4. If a person other than the resident is taking mulch from Yard Waste Site for a resident the individual must provide proof that the mulch is taken to a resident's address. As part of all these requests, we would like to change the format of the actual permit. We would like to get not only names but plate numbers. We watch the Yard Waste Site on camera 24 hours a day. And yes, we review the video every morning. We have a lot companies that say that we only have one permit card, okay, but give us all your plate numbers for your trailers and your trucks and check them and we can see if they are indeed permitted, and then what we'd also like to do with a revamped form, anyone coming in to buy a permit, they would get a copy of the rules, they can't say they don't have them. Policy 9, all individuals utilizing the yard waste site are subject to having their identification checked by any city employee. That actually is available now, but we just don't have it in here. They're on city property, we've spoken to the police department, we can approach individuals and last year, or it might have been two summers ago, we had an individual on light duty, so they put him out there and had him check ID's. A lot of people turned around and left. They're just not supposed to be there. But we figured if we actually had it in writing, we wouldn't necessarily have to argue with anybody or less likely to argue with anyone. So those are the requested rule changes but going back to the memo, we're proposing the modified rule 9.5.99 which is the penalties and in there it actually states, and we're taking a lot of these from other sections of our existing codifieds but to add a part B any person who violates section 925.24 and I quoted this from other sections of our codified. Maybe being guilty of a minor misdemeanor shall be fined not more than \$150.00 and or have their permission permit for use of the Yard Waste Site revoked. I know the same thing applies if you violate the Water Sewer rules, violate the Engineering rules and then also some of the other rules, if you look on the last page 931.04, that's from the Water Sewer rules. I was somewhat copying that requesting to make a section 9.5.89 supplementary rules. The City Manager is hereby empowered to make supplementary rules as may be necessary to properly administer said rules and policies for the Yard Waste Site. Nothing in this section shall be construed as requiring Board of Public Affairs approval for rule changes grant related to specifications, methods or techniques. As you can see above, that already exists for the

Water Sewer rules, but we don't have anything in place for the City Manager to make small modifications. This would allow that so we wouldn't have to come back every time we have something minor that needs to be revised. I know the question will come. We do plan if these things get approved, we would resign the Yard Waste Site we would get signage up that states that mechanical equipment is not allowed. I know we may need the sign better that the concrete area is off limits, but we wouldn't do any of the signage modifications until the final approval of whatever modifications are made are passed through council. But did you guys have anything to add? I went fast. If I went too fast, please tell me, but any questions I'd be happy to answer and these two deal with them on a daily basis. Siclair asked Lulfs to speak on the cost of running the Yard Waste Site? Lulfs said well some of us can, what are we spending a year on grinding, \$50,000.00? Okuley said so we budget \$50,000.00 and I think we got it down to \$1,100.00 left over in 2025. Lulfs said yes, that's just in grinding the brush we are not making a profit on permits for any of those items. If you recall even when we adjusted the refuse recycling charge, I think it was suggested to be like \$22,000.00 or \$23,000.00 and we didn't go the full amount so we're not making any money on it. We were spending \$50,000.00 on crushing concrete but we're kind of getting out of that business. Garringer said Lulfs I believe our grinding we used to do twice a year. Lulfs said oh for the brush? We've done it for the last three years. Garringer said for the last three years, and before that you were doing it twice a year. Lulfs said yes, and honestly I believe TAWA is cutting us a heck of a deal at the end of the year because I believe they're grinding just as much but they just don't charge as much but we don't have it. I think if that final grinding was in August we'd have to budget more money. Garringer said but just on the laments looking at it the tonnage is going up. Lulfs said yes, it's going up. I don't know how there's any bushes or trees left in the city. We have cameras out there and we see every plate. That place in the summer is nonstop and the weekends, once it hits 3:00 and those guys go home, well I guess 3:30, but it's nonstop traffic through that place. It's a valuable asset that the city has, we're not saying that. But short of giving people ID cards or key fobs and putting a gate up, I don't know that you're going to ever stop it, we're just trying to limit it. Especially the potential issue of liability with some of the equipment that comes in there. There are guys that show up that literally drive their tractors there. And we're not trying to pick on anybody, but that is a major source of potential liability. Wolff said so when you see that happen, what do you do. Lulfs said as of right now we do nothing. Wolff said okay. Lulfs said because it's not in the rules. Durham said thanks Lulfs, Okuley and Gonzalez. So, committee voted on this previously to recommend to Council so really, we're just looking for the BOPA to make a motion. Lulfs said now I did add a few additional items from when the committee had it, so I believe it was July. Since July that's when we discovered that for the Yard Waste Site, we do not have a policy in place allowing the City Manager to make supplementary rules so that was an addition. We didn't change any of the proposed policies and rules did we? Gonzalez said no I don't believe so. Lulfs said I don't recall if we added 925.99V, that might have been in there in July, but I do know the proposed new section, and I'm going to submit it's 925.89 just looking at our codifieds. I don't know legal can decide which section to make it there is no point 89 (.89). It goes from like .25 to .99 and I know Harmon likes that gaps in case we have new things to add. But that's the only reason for the numbering of it. Like I said I just tried to mirror what is in place for the Water and Sewer service rules. Durham said was that 925.99 was that run by Harmon? Lulfs said that was not run by Harmon but it was copied in another section and as I mentioned before it was actually in the Yard Site Rules. Durham said but not in the codified. Lulfs said but, nobody ever knew the Yard Waste Site Rules existed. We had sections of them in like four ordinances, but they've never been compiled into one document. So, Gonzalez was gracious enough to take time, review all the legislation and combine them into one document. But since they were listed as rules and policy, they were brought to Council at different times, so these are all the ones that were listed as rules, and these were all the ones that were listed as policy. Now we would like to consider them to be together essentially one document, any modification made from this point forward can go to this document, but nobody had a paper copy of a document that had all of the ordinances combined. Comadoll asked do you want to make a recommendation DeWit, is there anything you want to say? DeWit said no it sounds good. My only concern is a misdemeanor of the fourth degree is a lot. That's way too much for dumping leaves out.

