

December 2021

◀ November

January ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 6:00 pm Technology 7:00 pm City Council	7	8	9	10	11
12	13 6:15 pm Electric Comm. BOPA 6:35 pm Wtr/Swr Comm 7:00 pm Safety & HR	14 5:00 pm Planning Comm.	15	16	17	18
19	20 7:00 pm City Council	21	22	23 City Offices Closed Floating Holiday	24 City Offices Closed Christmas Observed	25 Christmas 
26	27 5:30 pm – Finance & Budget Committee	28	29	30	31 City Offices Closed – New Year's Day observed	

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
SPECIAL MEETING AGENDA
Monday, December 27, 2021 at 5:30 pm

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

- 1) Approval of Minutes: September 27, 2021, November 11, 2021, November 13, 2021 and November 22, 2021 (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) Fourth Quarter Budget Adjustments
- 3) Any matters currently assigned to the Committee
- 4) Adjournment.

Roxanne Dietrich

Roxanne Dietrich - Clerk of Council

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, September 27, 2021 at 6:30 pm

PRESENT

Committee Members Joe Bialorucki-Chair, Jeff Comadoll, Jason Maassel
City Manager Joel Mazur
City Finance Director Kevin Garringer
Others News Media
Clerk of Council Roxanne Dietrich

ABSENT

Committee Member Ken Haase

CALL TO ORDER

The Finance and Budget Committee was called to order at 6:30 pm by Chairman Bialorucki.

APPROVAL OF MINUTES

The minutes of the August 23, 2021 Finance and Budget Committee meeting were approved as presented.

THIRD QUARTER BUDGET ADJUSTMENTS

Garringer began with Transfer of Funds – No. 5, noting there are two transfers: Fund 290–Police Pension Fund to Fund 100–General Fund. \$76,000 is to be transferred to the General Fund to cover the police pension. In looking back, this has been done about every year at this time, if the line item is needed. At this point it is needed or the fund will be short by the end of the year.
Fund 520–Sewer Revenue Fund to Fund 521–Sewer Replacement and Improvements has a transfer of \$30,000 as an additional amount for the rest of the year if needed for sewer lateral improvements as the money budgeted for the year has already been spent.

Appropriation Budget – Supplement No. 5

Fund 220 Recreational Fund. An increase of \$6,032.99 for 220-4300-51190 Seasonal Salary and \$40.10 Medicare–City share (220-4300-51700). These are due to the increased amount of pool staffing. This was unknown at budget time as no one knew how well the pool was going to do and how much staffing would be needed. Mazur noted there may have been one or two days the pool was shut down the entire day this year. In years’ past, we budgeted for multiple shutdown days.

Garringer moved to 220-4200-53900-Bank Service Charges has an increase of \$6,000 as more people were using credit cards for the pool and golf course. We will look at this more at budget time. 220-4200-54210-Supplies-Concessions-General is increased by \$2,000 due to increased concession sales at the golf course and at the pool. The Total for Fund 220 Recreation Fund is \$14,073.09 due to the success at the golf course and pool.

Fund 521-Sewer Utility Replacement and Improvement Fund a transfer of \$30,000 to 521-6310-57810 so more sewer laterals can be done, if need be.

Fund 252-American Rescue Plan Act 252-1300-59001- the budget increase is for the full amount received (\$429,845.97). Nothing was budgeted as we did not know then how much money we would be receiving.

Fund 261 CDBG Grant Program Income Fund is an in and out fund for rehab of houses in the City of Napoleon. Typically we budget for two projects and there was a third project done this year. We will receive the revenue and need to increase 261-3300-53490 by \$19,696. Maassel commented this cleans up blighted properties.

MINUTES OF THE CITY OF NAPOLEON, OHIO
SPECIAL FINANCE & BUDGET COMMITTEE MEETING
in Joint Session with
CITY COUNCIL
Thursday, November 11, 2021 at 8:00 am

PRESENT

Committee Members	Chair-Joseph Bialorucki, Jeff Comadoll, Ken Haase, Jason Maassel
Councilmembers	Joseph Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Jeff Comadoll, Lori Siclair (arrived at 8:07 am), Ken Haase, Ross Durham, Molly Knepley
City Manager	Joel Mazur
City Finance Director	Kevin Garringer
City Staff	Municipal Court Judge Amy Rosebrook Jeff Weis-WTP Superintendent Jeremy Okuley-WWTP Superintendent Billy Harmon-City Law Director Justin Mullins-IT; Dustin Tewsbury-IT Lanie Lambert-Human Resources Director Tony Cotter-Director of Parks, Recreation and Cemeteries Chad E. Lulfs, P.E., P.S.-Director of Public Works Jeff Rathge-Operations Superintendent Greg Kuhlman-Electric Dept. Superintendent
Others	News-Media, Dr. Dave Cordes, Joel Miller-Henry County Chamber Brandy Gonzales
Clerk of Council	Roxanne Dietrich

ABSENT

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

REVIEW OF 2022 BUDGET PROPOSALS

100-1300. City Manager/Administration (8:03 am – 8:43 am)

Mazur started with accomplishments from 2021. We continue to promote growth with the Keller Logistics Spec Building, the purchase of property on Commerce Drive, Main Stop, Crematory, Aquatic Center construction and operation, and the continuation of the housing fee moratorium, that is still under consideration. These will all help promote the growth that we have seen despite some setbacks. Businesses are still constructing, there were a few lags, delays and pauses for Main Stop but they are planning to start construction soon, the demolition on the site was done. For utility rates we did the asset transfer and LED light conversion transition. We did not start the Electric Rate Cost of Service Study, as we had a turnover in the Finance Director position, we do have a contract signed and will be starting that study the first of 2022. That will be an item for the Electric Committee. We will continue to monitor and reduce our electric and water line loss and make general improvements. The Wastewater Treatment Plant Rehab is under way and should be another year and a half. We did the Aquatic Center and Golf Course rebranding and have new logos, the website is up and running and we will continue to market that. The city facilities study was started, that has been three or four years in the works. The timing is good as we have been able to internally assess what our needs are and have somebody from the outside looking in on what our needs are. We received the Smart Energy Provider designation from APPA. We did finish the website layout and are continuously refining that. The Safety Services Strategic Plan is started. Looking at 2022, it is a little different than it looked in 2021 and previous years. The main theme for 2022 is to see through a lot of major projects that we have going on. The Wastewater Treatment Plant project is significant. The Ritter Park Path Project is underway, part of that is the repaving of Front Street and that will be discussed in Engineering's presentation. There was a public meeting just a couple days ago that lasted two hours, we did not think anyone would show up. There was a lot of input and we believe that Front Street repaving is something for the Municipal Properties Committee to take a look at. Even though it is a small section, it is high impact. Finish up the Electric Rate Cost of Service Study, engineering for the Industrial Substation in conjunction with AMPT, Strategic Plan Facility Study, establish the Water Rate Review Commission that is part of our contract with the Village of Florida and will be on the next Council agenda. Then, taking a deeper dive and evaluating taking over the operations of the Florida water system. Get the VanHying Pump Station underway, that has been a little bit of a setback for us, we have to get that going. Seeing all of the major projects through, there is a lot of big stuff and a lot of money being spent. We continue to have project delays and will continue to monitor spending with higher expenses and materials. We have to do a lot of planning

because we do have a City Master Plan that is a couple of years old. One big thing is researching for new grants. It seems like the federal government is making it rain right now so, we have to really monitor what new grant programs are out there or what is being added to or anything like that because we want to take advantage of as much as we can. AMP hired a Consultant to monitor the grants that are coming out. There are a lot of new programs and there are a lot of existing programs that are getting more money. In the Parks and Recreation piece from the Master Plan is parks planning and review of our recreation policies. Some of them are still only for Napoleon residents, to see if we can open it up more to everybody. We also want to take a look at the parks maintenance, inventory of parks facilities and everything else. The big thing here is we have a new foreman and we have a new parks and rec worker so let's give them a chance to add a fresh prospective. Participation planning. Internally, we have a loose 3-year outlook for street repaving. I do not want to formalize it because you don't want to over-promise or under-deliver if you make changes to something but, at least to have a 3-year outlook of what to expect rather than just going year-to-year and to have the outlook reviewed by the Municipal Properties Committee. I think Front Street will take a little more planning, maximizing our city operations, there are things we can do at the Aquatic Center and Clubhouse, the Wastewater Treatment Plant operations is going to be looked at as well as the line loss in our utility systems. We will continue to have dialogue with our satellite communities. Contract negotiations are next year. We are planning and expecting delays for projects and cost increases on materials, that is something we have to anticipate for there is no way getting around it, particularly chemicals for the water and wastewater plants. This is probably the biggest increase we have seen.

Notes. City Council must pass a budget, even if it is on a temporary basis, by December 31st. City Council must pass a balanced budget by March 31st. All funds must balance and there cannot be any negatives. All funds are separated so you cannot co-mingle Enterprise Funds with your General Funds and vice versa. There is an exception to that, in an emergency situation there could be a court order. When I looked back in history and I think this has only happened one time during the recession, there was a court order to move some utility funds so we could balance. The .2% Parks and Rec levy has to be separated out and kept in its own fund, the 220 Fund. The 221 Fund is a separate levy fund for the pool and golf construction and operating. Bialorucki - we have to pass a budget by December 31st, a temporary one? I thought we had to pass it by March 31st but, our goal is to do it by the end of the year. Maassel commented our tradition says do it by the end of the year. Bialorucki - so it is not Council must pass it by the 31st of December. Mazur said at least on a temporary basis you have to. Maassel stated that is by Ohio Revised Code. Bialorucki - even though it is a temporary one, we have to pass something and finalize it by March 31st. Maassel stated we have to be able to pay our people in January. Bialorucki - we can pass it December 31st but then we can make modifications between then Maassel interjected "no". Garringer explained first of all our goal is to pass the budget by the end of the year as per tradition. If there is an item or something that we get stuck on and cannot agree on, we would have to pass a temporary budget so that we could move forward in 2022 but, you have to have the budget passed by March 31st, that is your final budget date. Again, our goal is to have this wrapped up in December. Mazur - not much has changed the way we budget, at least for the City of Napoleon. We estimate our revenues low, we estimate our expenditures high and at the end of the year, we hope that balances out or at least breaks even. We use the carryover balances from the prior years to help balance the following year's budget and historically it has worked other than during the recession. I can see year after year some of the fund balances growing and that is a good sign when you get to the actuals. We had a large sum deposited in the Electric Fund from the asset sale so, you will see a large increase in the 503 Electric Development Fund. We had lower electric sales and purchases that translates to lower rates. The Wastewater Treatment Plant is underway so you will see big expense jumps from previous years. The Income Tax Split is automatically 50%/50%. Meaning, 50% of your income tax goes to operating and 50% goes to capital. Over the past many years Council has voted to modify that split to 62% operating and 38% capital unless Council wants to change that. Council passed a reciprocity tax in October of 2020 where the reciprocity tax was modified from 50% to 30%. The thought process was to make sure we are capturing only the cost needed for the personnel changes. The recommendation passed on a going forward basis was that the income tax split was going to have to change to have a wider split between operating and capital so that none of the reciprocity funds would go towards capital. We calculated it based without reciprocity what we thought the income tax projection would be and then calculated what that capital split would be based on 38% and backed into what the income tax split would be with reciprocity. For this budget, what you are seeing here and what is being presented is a 65%/35% split based on that. Garringer reiterated keep in mind that is because of the additional funds that should all go to operations to pay for that.

Projected Fund Summary.

Last year we were at about a \$1.6 million carryover number. That was really low, we were in the range of \$100,000 in the ending balance. That is because we estimate our revenues low conservatively and expenditures high and then try to balance it out. Last year's carryover balance was about 1.6 million dollars, now we are at a 2.1 million dollar carryover balance. We are trending in the right direction. The biggest thing is your 2022 estimated revenue and your 2022 estimated expenses. Garringer explained, when we run these numbers, as somebody that puts in the revenue numbers, we are going to try to keep them as low as possible for an under promise over delivery, is what we are hopeful. That protects us in case times go

bad, if the economy gets a little worse or income sales do not come in as much as should be. However, expenses are what we are here to discuss today, this is where they had an increase in expenses because of the change in personnel with Police and Fire, and we will handle that. Those are probably the two major ones that will continue on. As we go through the other budget numbers, you are going to see there are some things that were increased that will have to be discussed and decided in this next couple of days to take care of. The concern I have and what a goal would be for myself with this gap is, it is going to be several years before we are going to try to shrink up the difference. Traditionally, our expenses have been higher than our revenue and we had a carryover balance to cover that so we do balance our budget. My goal would be that eventually we need to shrink that gap up a little bit. We can do that several different ways and that can be discussed later. I would say the 2022 requested expenses is on the high end and the 2022 estimated revenue is on the low end. Where are we going to meet in the middle and will see how that goes.

Mazur - the SCM&R 200 Fund is trending in the right direction. That is a big number, it is an important number as that is our streets, maintenance, and operations and can be used for road repaving. A lot of these funds are created because it is statutory. You will see a lot of little funds in there with smaller amounts. Some of the important funds are the Napoleon Aquatic Center that will always be a line item because we are still collecting on the revenue tax that was passed. The shelter house facility repair fund is growing and is in the \$6,400 range. The hotel/motel tax is what we collect from hotels but, a lot of that gets dispersed out to the Chamber of Commerce for various things. The fire equipment fund grows every year because we put more and more into it every year. It is important because that is where we are saving up and banking money to purchase large multi-million dollar pieces of equipment for the Fire Department. Rather than having to take loans out for the equipment, we are saving up money to buy them.

The Capital and Utility fund. We are trending in the right direction on the capital fund. I would caution because I think that the \$330,000 that was in there before is low for that account. We do need to have capital set aside as reserve in case we run into some issues, especially these days. I would caution dipping into that anymore at this point and to evaluate where we are when our ending balances come in at the beginning of the year and then go from there.

Electric Fund you will see that there are a few requests made in the Electric Department.

Water Revenue and Water Depreciation funds those are what we use for capital and water operating.

560 & 561 is the Sanitation Fund and is very healthy. When you look at the beginning and ending balance, it does look like we are trending in the wrong direction but, we are actually trending in the right direction or at least staying even in that fund. Even with hiring an additional person for on back of the truck and getting rid of CCNO and adding a bag to the residents for our waste collection, we are staying or breaking even on that.

Estimated Internal Reimbursable Costs. This is very important because, if you make a cut from Administration and you are trying to save on the General Fund, 10% of the 1300 account is out of the General Fund. The rest is out of utilities. At least from my office, it is heavy on the electric side because of the participation in AMP for all the committees. These percentages are how each department is split, not everyone is paid just out of the General Fund and not everyone is paid just out of the Water Fund it is a mix of things. This gives you an idea of where your operating funds goes toward in each department and is very important to keep in mind.

Revenues. This is what we are anticipating from now until the end of the year. The 2022 budget requested is what we are anticipating bringing in. We estimate low and hope they come in higher.

Additional Request Summary. What we are recommending stayed in the budget and what we are not recommending was not included in the budget. Typically at the end on Saturday we go through the additional requests and check off what you want to keep in. There is one more request for 560-6400 Personnel-MSWII for an extra Refuse and Recycling Collector. Durham asked is that number \$66,700? Mazur stated that is the starting rate. In the union contract it is tiered and goes up to an E step so, each year it will go up whatever percentage the next step is. Maassel said the grand total of everything for 2022 is \$59 million, that is down a little with no pool construction in there. Garringer added part of the pool funding is there will be ongoing expenses and repairs, miscellaneous items and repairs were built into the levy.

Fund 250 is the CARES money and that will be spent by the end of the year and that program is done. If we did not spend all the money, it had to be returned by the end of the year but, it has all been spent.

Fund 252 is the ARPA money or Biden Bucks and we anticipate another \$400,000+ to be received next year on that. We do not have to spend all that money next year, they will give us until sometime in 2023. That would be \$400,000+ of revenue that we will not probably receive until next year. Maassel asked have we investigated the rules and how we will spend the money? Is the rule you have to bury it and you cannot drive on it. Mazur replied that is one of the rules. Maassel asked if the money can be used for communications equipment? Garringer responded we are in the process of doing that. We had it looked into and according to our Law Director it is okay and we are in the process of purchasing radios with that this year. Another thing we can do is we will pay ourselves back due to lost revenue. We cannot on loss revenue out of the utility but we can out of General Fund and that will be around \$50,000 to \$55,000 for 2020 that we can pay ourselves back in 2021 and will probably do that before the end of this year and then we will recalculate that number in the next two and three years if

we can pay ourselves back. It will be around \$50,000 but something is better than nothing. The other project is the St. Rt. 110 Waterline Project. Mazur -that will be connecting the river bridge to the south side in front of Campbells.

1300. Administration/City Manager (8:35 am – 8:46 am)

Mazur - 2% was factored in across the board on all the salaries and is what you are seeing in the budget. City Council will have to approve that or any type of modification at some point. From 2018 actuals to the 2020 actuals it looks like there is a really big difference but, if you look at the approved budget for last year and approved budget of this year, it actually went down. The reason for the one increase was the clerk's salary was shifted to Administration/1300 from Finance. Page 1 of 4. The big item is Clerk of Council training program for certification. We are still awaiting word on the grant application for the Zoning Code Update. The Grant Application Fund is more important than ever with the Federal money that is coming out. We have used this periodically throughout the years to apply for grants for various items that we wouldn't otherwise budget for and would not be able to do in-house. There are outside services that are needed with a skilled hand. For instance, Mannik and Smith was hired to put an application together for the Ritter Park Path Project and do some of the preliminary engineering. Maassel asked you have painting of the lobby, does that include anything for council chambers? Mazur – it does not. Something can be put in Council's budget. You will see there is an increase in publications for legal notices and legislation. We are seeing an increase in cost and in how much we have to advertise and frequency for certain things.

NAS Campus Agreement. This is the third and final payment for the Clairmont Avenue repaving and the agreement we are in with the schools. The Municipal Properties Committee will have to review this at some point to make sure all the terms and conditions have been met before the final payment is made, probably in February. Maassel said this should just be a rubber stamp, they have done pretty much everything. Mazur-they have. They invested a lot of money. Maassel – we did too with this. It is a good partnership and a nice way for everyone keeping their word and continuing to build a good relationship.

Municipal Court / Judge Rosebrook – (8:48 am – 9:14 am)

Judge Rosebrook - last year we were shut down with COVID and the court essentially stopped for that year. Things are starting to pick back up again. I don't know that our volume has returned to what it was in 2019 but, we are getting a lot more traffic tickets. When we were first shut down, both the Police Department and the Sheriff said they were not going out on calls unless there were issues of violence. The eviction moratoriums have ended and we are starting to see Civil pick back up. There are not as many evictions because I think people are starting to get assistance with rent. The concern that a large number of people would be displaced once the moratoriums stopped, I do not think we have seen this in Henry County. We received a federal grant to update our technology to be able to do more things with Zoom. There was a grant for the Probation Department as well as for the court to update those things. A lot of our Probation Department went virtual and I think that has really helped people's compliance and is something we have continued to do. Obviously you cannot drug test people virtually which is a huge issue. It is good that we can get the people in that we are concerned with drug issues for face-to-face meetings and testing. A lot of our compliance issues with probation had to do with transportation and getting there to meet with your probation officer. We all know transportation is a huge issue, we have talked about it through Henry County. Being a rural county I think having those virtual meetings has really helped our probationers compliance. Recovery services is still doing a lot of virtual treatments and that has helped. We also have the capability to have hearings by Zoom in the courtroom. We have done a number of minor hearings like that. We have not got to the point where we have multiple witnesses being sworn in for more complex trials. I want to work up to that but there are logistics issues if you are having a witness authenticate an exhibit. There are all kinds of logistics that go with having a complex hearing with multiple witnesses. We are working toward that, it certainly has helped that we are continuing to use the virtual hearings. If you are out-of-state and get a traffic citation, it's hard to come back for that ticket. If you receive a ticket and your license has been suspended in your home state, through an interstate compact they have to try to clear up their license and that has been a tremendous help to people to have access to the court without having to come here. A lot of the things that we have been doing we are going to continue to do. Judge Rosebrook asked Council if there were any questions on the budget? Maassel asked about the big increase in maintenance, building and structures. Mazur - that was the parking lot we share with the County. Garringer explained we are understanding that the parking lot, awnings and other miscellaneous items are going to be upgraded at the Oakwood Plaza. We will be paying a percentage Mazur interjected it will be 8% or 9% Garringer continued of the total cost. That was put in the capital portion of the Municipal Court budget. That work is supposed to start sometime next year. Judge Rosebrook added I still have not received any information on that. I don't know if Council or the Engineer's office has any information. We send an email to the County Commissioners every year asking them if there are any substantial improvements that they see making to the building that we can work into our budget. Last year their response was "no, there's nothing coming up". We did not find out that they were repaving the whole back side of that building until we got a call saying you cannot park your cars back there. Then, we had to come to Council and say we need more money. That was completely unexpected. We sent another letter this year and I know they had a meeting regarding these issues but I have not received any information on the results of that meeting or what the cost will be. Mazur said 2021 was the parking lot is why you see the jump in this year's actual to date. We had someone attend one meeting where they

discussed fixing the awnings and the sidewalks in the whole complex. We put that on the capital side rather than the operating side. I think it is appropriate that we put this year's planned improvements in capital. Judge Rosebrook stated that account is usually for snow removal, spray sealant and things like that is why it typically is \$5,000 or less. Bialorucki asked do we need to revisit with the Law Director that contract so we can avoid this in the future so anytime they decide *hey we are going to do an upgrade* we are on the hook to pay without any say or notification. Judge Rosebrook added after the issue with the paving, I called the Engineer and said *what is going on?* I do not think they realized we were responsible for a percentage of that. I think it is on their radar now and they are aware of that. Garringer noted I believe these future improvements are just communication at this point and they have involved the city with those communications. My concern is and I agree with what you are saying, we are at the whim of what they want to do. One of the things that I would like to see as this project moves forward is that we have an amount and stick to that amount so it's not an open checkbook of the 9% that we are going to pay. Decisions could be made as the project is going on that increases the cost that we are not aware of. Much like not knowing when they were going to pave the parking lot, we could be anticipating \$50,000 and it comes in at \$65,000 because decisions were made or changed along the way. Mazur -the sidewalks are being replaced because from the Commissioner's office it looks pretty bad but, when you go around the corner, it faces easterly and I think the easterly facing side of the sidewalk is in much worse shape than the rest of them. Does it all need to be replaced? Judge Rosebrook commented it would probably be a good idea to have our City Engineer's office involved in some of the discussion. Mazur said on the cost side we are looking at not necessarily a percentage it's a cost per linear foot because it's only the frontage of the court office not the whole thing. Bialorucki - I would hope they are looking at things that may need to be done over time. Like for the parking lot they could have talked about it two years ago and said in 2021 we are going to do this but did not tell anybody. There are so many projects that the City has planned for different years that we know about ahead of time and we budget for it. We need to be in that loop of what the county's plans are so we can prepare our budget accordingly.

270-1800 Indigent Driver Alcohol Fund. Mazur noted a lot of these funds are statutory. Judge Rosebrook stated this fund can only be used for alcohol related issues. This fund was created decades ago and does not take into account issues people may have that are not strictly alcohol. Mazur said it is more of a money in, money out fund. Judge Rosebrook said the intake is the court costs. Mazur said we budget \$25,000 and we come in under, the revenues also reflect that.

272-1800 Court Computerization Fund. This is not funded through the General Fund, it is funded entirely through the court costs. The filing fees and court costs are \$90.00 for a criminal and traffic ticket. Of that \$90.00, it is divided eight to ten different ways and is broken down on who receives it with a portion going to the computerization fund. \$21,000 was put in for a server, I don't know that we will need one but, the lifespan of our server is up. They say the lifespan is five years and 2022 would be five years. It is the beating heart of the court. We do need a pretty sophisticated server.

275-1810 Municipal Probation Service Fund. This is funded through the probation fees. You pay \$15.00 a month to be on probation.

277-1800. This grant is tracked and recorded as we get reimbursed periodically throughout the year.

278-1800 Special Project. This account is under the Judge's authority and is funded through the court costs. It was the fund used to create the courthouse and is due to be paid in 2025. I have not spent anything out of this account because the bond is being paid out of that and you never know from year-to-year how much will be coming into that. Mazur - we have really struggled with getting the right vehicle for the probation officer. Judge Rosebrook - we got a new vehicle that was long overdue.

281-1800 Indigent Drivers Interlock Program is the electronic monitoring for CCNO. Judge Rosebrook said this is one of those accounts that can only be used for alcohol monitoring, it is the ankle monitor that continuously monitors or it's a monitor that is put on your vehicle. I have been using the monitors more. If you have someone that has strictly an alcohol issue, getting them on a monitor for 90 days from everything I have read tremendously helps their recovery if they can stay sober for that 90-day period.

288-1810 JRIG Grant. Pays for the Probation Officer, cell phone, recovery services, we pay for a portion of service treatment, drug screening materials and those kind of things.

400-1800 Captial. We put a plug number in there as we do not have any idea what the costs will be as they have not provided or delivered to us a project cost estimate. Garringer noted we would hope that this estimate would be on the high end. Judge Rosebrook pointed out the one thing I want to address is we had been given every indication that we could extend the federal focus grant that we received this new year. We now have been told we cannot. The primary thing that we have been using that fund for was to sanitize the court twice a week. We have criminal and traffic on Mondays and Thursdays and that is when most people are physically coming into the courthouse. Service Master came out and sanitized the public areas, the courtroom and the lobby twice a week. We are not going to be able to continue to do that after the first of the year. We did spend some of that money on plexiglass dividers. I am not going to ask you to pay for sanitizing from a General Fund source, are there other grants available that would pay for sanitizing so we could keep having those public areas sanitized? Maassel - how much is the contract on a monthly or per episode basis? Judge Rosebrook - I believe we

spent \$7,000 to \$10,000 for the year, it was not cheap. Mazur said Garringer and I have talked about janitorial services and we have some thoughts and ideas maybe not for this year but, in the future we need to make some changes. You will see some of the cost increases reflected in cleaning services. Judge Rosebrook reiterated I am not going to ask for that to be paid out of the General Fund. Bialorucki - when was the last time your court costs were increased? You say court costs are \$90, how long has that cost been \$90? Judge Rosebrook - not very long, I have been here ten years and I increased the court costs two years after that. The court costs have been at \$90 for about eight years. I think that price is adequate for what court costs are in the area. Bialorucki - if we are incurring more costs because we have to do sanitizing instead of cutting it out, we may have to increase the court costs to be able to pay for sanitizing if that is important to protect people. Judge Rosebrook replied I do not want to get the court costs too high because then the cost of coming to court is higher than other courts. I do not like to hit people that hard with that especially when you think of the civil filing fees. I do not like to raise the cost of doing business to the point where it's too expensive for people to file their claims. I can look into that again to see what the other area court costs are to see what the average for the area.

1900 Miscellaneous Appropriations/Mazur (9:15 am – 9:24 am)

100-1900 is a lot of general miscellaneous appropriations that we have to make. Maassel asked aren't a lot of these accounts state mandated, you have to have these funds available to cover all kinds of things that we rarely use. Mazur - a lot of these are exactly that, state mandated to create a fund and you have to account for them and show them in your CAFR. It could be \$400 to a few thousand dollars here and there. The 100-1900 is like a catch-all for a lot of different things that we use to run different operations. The street lights used to be in here but after review, the former Finance Director moved that directly to the Electric Fund. This covers the electric utility costs for the admin building and some other buildings, natural gas, water and sewer all your utilities and phone. Any rents and leases is a small amount for the postage machine. We have a professional services budget that's the EAP program, Dynacal calendars, radio tower rentals, records destruction this is for a lot of different contracts that cover general city-wide operations. Garringer - keep in mind a few of these items like the county auditor fees and the bank service charges are taken out and it's not like we pay them but, we do have to account for them.

1900-53620 – Janitorial. For the admin building. We did not see a huge increase on this one for us but, we did in other areas. This is one of those cost increases that we are anticipating. It's really labor because people cannot find workers so they have to pay people more and that is reflected that on their charges.

Garringer pointed out under taxes and assessments that is going to be reviewed this next coming year. I found out during some research that we are paying taxes on a few of our parks in town. I am working on getting those tax exempt. One in particular would be the Maumee River Bridge Veterans Park, we paid property taxes on that park. Haase asked if those were from the buildings that were previously on that? Garringer – yes. The unfortunate thing is what is exempt or not exempt is a state decision. There are proper channels that you have to go to the County Auditor's office to get that taken care of and those cases have to go to the state. Hopefully it's a rubber stamp that we can get to save us a couple thousand dollars not paying taxes on. The other one is the Pocket Park that we still pay property taxes on. Those two we pay property taxes on but, the golf course we don't and we shouldn't. Those will be reviewed and it's not an easy process to get it done. Maassel said they were commercial enterprises before but, they are not anymore. Garringer explained when they built the new bridge and expanded it out that property was purchased. There was documentation and a resolution passed naming it the Veterans Park Bridge.

101-1900. On the main appropriation page the Rainy Day Fund should have \$250,000 in it. The first page has the \$250,000 line item at zero, this was inadvertently placed on the wrong line.

Chamber of Commerce. Joel Miller. (9:25 am – 9:44 am)

The Ohio Revised Code states if you have an ordinance that collects lodging tax in your community or your jurisdiction, half of that has to go to an organization that will help promote tourism and bring more people into your area. By local ordinance the Chamber of Commerce acts as the Visitor Bureau for the area. It was a tough year as far as events and you all know why. I don't really have to talk about COVID too much. It was a tough year but, a good year in that some of these events were still able to go and we were able to sponsor them with the funds. Our board enjoys helping feed money into events of all types because that is one of the main things that brings people in. The majority of people that are staying at our hotels out here are business type travelers. We do get a lot of people in for events, reunions, weddings and those kind of family type events. One of the things we enjoy doing is sponsorship for events. We received requests all the time last year, zero the year before that. Hopefully we will be back in full event mode this coming year. We are working with Napoleon Alive to put more of the earth planters in the downtown. We will be putting a good bit of money towards purchasing more to get us up to the number where we were with the old concrete ones. They are expensive but, they save money and time for the Parks Department who has to water them once every two weeks rather than three times a week. Maassel asked if the Chamber is anticipating the return of Ribfest in 2022? Miller –yes, Ribfest will be back and will be in full force the last Friday of June.

Proposed Budget for 2022 my board will be reviewing the budget at our meeting in a couple of weeks. A lot of this budget is a pass-through, we spend out what comes in. Last year was not a good year for people staying in our hotels and we were down. This year has been a big year because collections were great and we anticipate them to be good the rest of this year. Hopefully next year we will be back at our average level which is \$52,000. Baer - I noticed we actually have a Holiday Inn sign out by the one truck stop. How often is that hotel being used? Miller - that one in particular I have not asked with the changeover lately but, all of our hotels are generally at 50% capacity. It depends on the month, the time of the year and again the majority of those are business related travelers. Baer - they did a lot of renovations out there. Miller - they had to. Each of those hotel companies demand you do to this specification, do our design and the hotel operator has to do that usually every five years. They will do better and we anticipate them to be higher next year percentage-wise because they are with a national chain again. Durham - I think we have seen an influx of Airbnbs lately do they contribute to this? Miller - they do not. Through the revised code, if you have more than five individual units then you can collect. If you have five bedrooms that does not count. If someone purchased a large building and put five individual spots in there, the city could collect from them. Durham asked is that per structure or Miller - per structure is the way that works. That is something that we are paying attention to as a whole across the country and also internationally with Verbo and Airbnb with all of those being so popular and easy to use. That is kind of a hot button issue for communities like ours everywhere, how can you enforce. Maassel asked if the new Ag Building comes in do you anticipate another hotel needing to be built? Miller - that is the goal. The Chamber has taken a big spot in helping that facility hopefully go. When I say hopefully they are over \$1.4 million now on it and will be over \$2 million by the end of this year. In talking to the Fedderkes, and the folks that travel all over the State of Ohio, they have seen where they were going older buildings getting transitioned into a new nice facility and they have seen some hotels go up in other spots. That is the business end of things for us, yes we want to have a facility that is great for everybody to use not only during fair time but, the rest of the year too. Long term, I would love to fill up the ones that we have now and then have that demand and need.

Chamber Directory the new directory is out. It is aimed at people who would be coming here, for the people who are potentials to come visit and is not aimed at the local audience. Our budget is very similar to what we have done in the past. We have gone back to the levels we believe should be for an average year. The Lodge Tax numbers are upped back up. We are a pass through for the Fall Fest. We handle the budgets for the Rodders and oversee the checks. That was something Bisher asked us to do a number of years ago because it was easier to have someone like us oversee that. We are looking at a very similar budget to what we have done the past few years, I do not anticipate any major changes with it. We spend what comes in and that is what the State Auditors want us to do. It is public money so they want to see it go towards services serving the travelers or the person who may be moving here. We do the Fall Festival, Christmas decorations and lights for the trees downtown. We have been working with Napoleon Alive as they do fundraisers.

Recess (9:44 am – 9:52 am)

Water Treatment Plant/Jeff Weis (9:53 am – 10:15 am)

2021 Goals and Objectives

USEPA required all water systems between a certain population to integrate an American Water Infrastructure Act which required us to do a Risk and Resilience Plan for our water system in an emergency response plan. It's basically identifying your vulnerabilities in your water system for cyber terrorism, vandalism and all that. We have a preventative maintenance plan implemented on our motor control centers which were all new in the WTP project. It was kind of scary having four different MCCs that are high powered VFD motors with all being powered from stuff outside of what we felt comfortable tackling individually. We had Turner Electrical come in and got one going for us and that went really good. We did a chemical survey for all of our plant staff, we have to do this every three years. The EPA comes in and certifies all of our lab analysts. We added a few tests to our chemistry survey this year so we don't have to send the testing out to major laboratories anymore. We feel we should be able to run them in-house now as we have a really good staff. We did add a couple tests to hopefully save us in the future on some of the lab costs getting sent.

2022 goals. We have to renew our NPDS permit, that is done every five years. We have a full microbiology survey that's going to be done for the plant staff. We will have a crew come in and dive and inspect our intake crib line that goes out into the middle of the river. We have contacted a few companies to give us some pricing to get that done. That was one of the things we addressed in our American Water Infrastructure Act that needs to be done. Cleaning and inspection of our finished water clear wells, this has to be done every five years and is one of the scarier things that we have to do through the EPA. They actually have full body suited guys that are completely disinfected go down into the clear wells to do an inspection cleaning all the while water is leaving the building. They do it all the time and the companies that do it are very good at what they do. The biggest thing for next year is securing the chemical bids. I have had quite a few meetings with multiple vendors over the past two months on being able to actually get the chemical versus pricing for next year. That is a concern we have. We have been scrambling for four or five months now for chemical deliveries and there are a lot of shortages for chemicals. You have to have chemicals to make safe drinking water so that's a big priority for us for next year. Mazur - all of those goals

and objectives are a little scary if you think about it. Dealing with the EPA, NPDS Renewals, inspections, cleaning and securing bids are all high priorities. Haase - a couple years ago there was talk about going back through the line up to the Wauseon Reservoir, was that ever done? Weis - it has not been completed. Mazur – that is why we are doing the inspection this year. We met with Wauseon’s administrator a few months ago, talked about it and hopefully they are putting in their budget something for an inspection. There is some question about what type of valves we have. If they are butterfly valves what the concern is when we go to pig the line is that it is not going to make it through. We have to figure out what type of valves they installed and what the condition of the whole line is overall. What happens is you wind up getting a lot of build up and then that starts to constrict it and you have to clean it once in a while. What you clean out comes out pretty much like sludge. Weis - it gets scored from the interior wall and it will pull that all back out. That water is always moving one direction or another through that line. A lot of companies that we have talked to don’t seem to have a concern with it, but it needs to be done. We sent them 370 million gallons this year as of today and we have pulled almost 40 million gallons back from them. That’s over 400 million gallons going one way or the other through that line. Buildup is going to happen but, we have not seen any deficiency in the flow that we have sent to them. If it was constricting, you might see a drop off in flow and we have not noticed it but, it definitely needs to be done. Comadoll - I have never got a definite answer from anybody about the fire hydrants out there. Did we do anything with them? Weis - When we are pumping could you hook up to them and pull water off of it, probably. They are more designed for making sure that air is not in that line when you go to put it back in service. Maassel - one of your goals for 2021 was chemical certification for your plant staff how are you staff wise? Weis – we are sitting good. Maassel - how long does it take to get somebody that has no certifications or anything to be able to work in the plant? Weis - if somebody comes in off the streets you are at a minimum of six months before you can even look at having them certified. It would be around a year before you could have them in there to go make some water. If someone was brought in that has knowledge on doing testing, you are looking at anywhere from four to six months to learn the plant and understand the basic tests that need to be done. Maassel – that was one of Congressman Latta's questions, how long does it take to get certified? Weis - most of the tests we run in-house and they need to be operationally certified. To be fully certified you are looking at a year to know how to do everything. It takes about nine hours for the EPA to go through and certify all of our staff. Mazur –with the new plant the electric costs are higher but, less chemicals are needed which is good with our chemical costs going up. Maassel - is most of the electrical cost to heat the filter room? Weis - most of the electric costs would be the pumps running. There are six or seven pumps running at all times. When we shut down to send water to Wauseon our biggest pump is also running.

510-6200-53300-Professional Services. Mazur this has been going down over the years since we do not clean the lagoons anymore. That cost was \$90,000. In recent years, we had Wigen come in and do some membrane cleaning for us and now that the plant staff is trained they do a really good job of cleaning them as part of their routine maintenance and that's real touchy. Weis – that is very touchy. At first we thought that we might have Wigen do our cleaning for us the first year because they all have to be sequenced one way or the other to allow water to go one way and not the other way. We have three guys that can completely clean every skid down there and troubleshoot full direction now so we do not need to have Wigen. We send all of our reports to them monthly so they can analyze them and make sure we are not missing something. The cost was \$5,800 a day for them to be here so that is a huge cost savings for the city by having the staff that we have to be able to do the cleaning and monitoring. Mazur - we still have it in there as a precautionary measure in case we need them. Weis - or in case of an emergency we can call them up if we cannot get a valve or something to work correctly is why we keep that contingency. Mazur - getting contract maintenance and equipment for anything that touches electronics is another one of the cost increase items that we are seeing. Maassel - are we to the point we need to replace some of the membranes? Weis - we put \$100,000 away every year. We were told on the fifth year we would more than likely have already replaced them in most situations. We have two Nano filters and two ROs they are the same concept, one is just looser than the other. With the Nanos we are seeing some breakthrough for water quality on our weekly tests. It’s still phenomenal water. Our ROs are awesome. In a perfect world we'll get nine years and that's crazy to say that in surface water plant let alone one from the Maumee River. Mazur – chemicals is where we will see a significant increase in, that is preparing for the worst realistically. If it goes above then we will need to make a budget adjustment. Bialorucki - with the chemicals how much do you, do you have a two month supply? Weis - it varies our biggest chemical that we use to makes the river look clean enough to send through the skids we have about a 25-day storage. It is an everyday problem for us. We have had some situations where we have run off some emergency totes for a couple days to get to a delivery but, that's what we do and that's why we have that storage down there. It is a real problem and will affect us quite a bit in securing a contract with a good vendor for next year. A big priority for these chemical bids will be some of these other companies might come in a little bit cheaper but they cannot guarantee the supply every time I call for a delivery. We are no longer at the lowest it is the best bid for me. Maassel - are the chemicals made here in the United States or are they made some place waiting on a ship to get unloaded in the harbor. Weis – they are made in the United States. Most of the vendors have said to expect a 30% to 40% increase for next year and you will see that reflected in the price. With the RO plant we do not use as much chemicals so, that is good thing. Mazur - membrane chemicals and filters are up as well for the same reasons.

510-6200-57000 Machinery and Equipment. Mazur - we had the vehicle that was vandalized and have not purchased a new vehicle yet. They do need a new vehicle - \$23,000 and mower replacement - \$7,500.

510-6200-56900 Undefined Contingencies. Weis – we raised that number. We had some air compressor issues again this year and we are also foreseeing some chemical adjustments depending on the bid range. Durham - was that last year you requested a storage facility? Weis – yes that was last year. In the previous years, the EPA came down on us for storage of our gasoline that we used to store in our old pre-treatment building. So, we put that nice storage shed up out there to store gasoline, oil and stuff. Bialorucki - was it just last year or a year before that we did the cameras outside? Weis - that was this year. We had the security system with the motion detection installed this year, we are still working on some programs. Bialorucki - that happened before the person vandalized the vehicle? Weis - we did not have anything for motion detection. We do have motion detection now. It is integrated and we are working on the programming.

510-6200-57200 Buildings and Improvements. Mazur – here are other security items. Weis - the fencing came from the AWIA Risk and Resilience Plan. It is not mandated for our facility but, the EPA rep has recommended that we put a security fence up. They modified the prints of the layout of the plant so we don't have to box in the whole thing. Mazur - part of what Weis said in the goals on inspection of clear wells and things like that, this is a pretty expensive items but, is something we have to pay for. Weis - every five years the clear wells need to be done and inspected. You can imagine diving into finished water is not a cheap process.

10:15 am Mazur continued with 1900 - Miscellaneous Appropriations – 10:20 am

Law Library – that is money in and money out.

243-1900 - Refunds for Fire Loss Claims when there is a fire, we collect some of the insurance monies and if repairs are made, for instance Brick'n'Brew, technically there are two buildings there. They got an occupancy permit for one side so we paid half of the fire lost claim fund back to the named insurer. They do not have an occupancy permit for the other side of the building so we are holding \$31,000. Garringer explained it is basically a guarantee for the city that somebody doesn't just take the insurance money and leave the building as is and the city ends up having an eye sore and someone was rewarded for having a fire.

261-3300 - CHIP and CHIS Program - Mazur this is the CDBG grant money used to repair houses that are owner-occupied. It is a low-income program that people can use to renovate their homes. Garringer said there are restrictions and you have to be able to meet the criteria. It is an in and out fund. The program is managed by Maumee Valley Planning Organization. We had to raise the budget this year because there were a few more houses making improvements. Maassel – we are not putting any money in this? Garringer - traditionally we have put in \$25,000. We had \$44,000 this year because there were a few more home improvements. 261 is an in and out fund.

General Bond Retirement Fund Mazur – this is to pay the principal payment on the General Obligation bonds. Garringer- one of these will be paid off in 2025, I believe it is the renovations to the city court.

Wastewater Treatment Plant/Jeremy Okuley (10:20 am – 10:40 am)

Goals for 2021 - continue developing the design for the Wastewater Plant Rehab Project. Obviously that goal has been met as we started the WWTP Rehab Project in July.

Van Hyning Lift Station Construction. We are having trouble getting a bid on this project.

We are working on the Lab Personnel Succession Plan. We have a long time employee who is still working but, we are training his successor for when he decides to go. Maassel - how long has he been a city employee? Okuley - it's over 40 years.

Continue to develop the SCADA program and integrate our new equipment into it. We had to redevelop our succession plan since Dave Pike retired.

For 2022 the big goal is the Wastewater Treatment Plant Rehab Project. That is ongoing work in progress.

We are hoping to get the Van Hyning Lift Station Project underway in 2022, that is also work in progress.

There are upgrades to be done at the Palmer Ditch Lift Station, we had an issue over there earlier.

Upgrade the drive at the south side lift station. That is routine maintenance they recommend be done every seven or eight years and it's been there 15 years.

We will be getting a new employee soon and that is in the process. Mazur – and we have a new promotion. Maassel – has the new employee been identified? Okuley – yes. Mike Wenner is the new Chief Operator replacing me.

Personnel has not changed much. There were 27 pays last year and we are down to 26 pays this year. Some of the dip is from newer employees at the Wastewater Plant who are in their pay steps right now.

Wastewater Plant Upgrades and optimizing that operation is going to be tough. We may see some other costs increase a little as that project goes on, similar to what we saw at the Water Plant. For chemical and electric costs we are hopeful they come in around \$130,000 but again, it is a new plant under construction and we are not really sure what to expect on those

charges so we will keep it at \$150,000. Hopefully the new plant is more efficient. Efficiency Smart did take a look at our plans and we will incorporate some of those changes.

Lab Services. Okuley – I think that one was high in prior years because we had our digesters cleaned.

Chemical Cost (520-6300-54230) – we don't know how to put a percentage on it but, these are big numbers. 33% is the percentage increase we should expect to see in chemicals.

Mazur – property was acquired where Washington Street dead-ends and you enter the plant. We were going to cut in a stone road heading up to Riverview so we don't have the heavy truck traffic coming in and out of the neighborhood off of Washington Street. Hopefully that will cut down on some of the tearing up of roads and things like that. We have the room to do it. Then, that could serve as an everyday in and out access road for equipment that we need to have coming in and out of there maybe even for sludge hauling or something like that. We have to do the tree clearing in the winter, it can only be done in the winter because of the Indiana Brown Bat issue. They are a protected species that will be migrating soon.

Sludge Disposal has increased over the years and we are doing a lot of hauling right now. We are not doing any land application and that could be a permanent thing, we are not really sure yet. We still have the equipment, we should be able to realize some cost savings down the road. With the content of the sludge that we are producing it is a lot drier so landfills are more apt to take it because it has to be a certain moisture content. At one point I was asked about the press rental. We have a little bit left in the press rental, that building is on track for completion in February. Okuley – they pushed it to March. Mazur - from my perspective having experience in handling solids, solids management is important because at some point, I feel the heat coming down from the EPA that they don't want to see land application anymore or they start restricting land application of some of these things and the farmers are more or less reluctant to take it. Then, we have to find people that will take it and allow us to land apply it on their field.

Mazur – for both the Water Treatment Plant and the Wastewater Treatment Plant we had to dip into the undefined contingencies because of the Palmer Ditch Pump Station issue. We still have quotes and costs coming in, that is an emergency repair and is still underway. We have to get the control system. The good news is, we were planning on replacing the control system anyway but because of this, it is being done earlier. It is not the method that we hoped for but, it is a necessity. There is the tree clearing with the stone drive going in. Getting that drive in there will add a lot of value to the operation there and maybe someday it could get paved. Haase - if there going to be drainage put in with it, is it going to be elevated so that it self-drains, you don't want to have a stoned waterway when the trucks go through. Okuley – yes.

Mazur – there are incredible payments, bonds, interest and loans. Garringer pointed out for the principal payment of bonds you see projected for 2021 there's over \$4 million that's in and out. When they refinance for the bonds that's an anomaly but we had to show it when that got done about the March, April, May timeframe. Baer asked how many employees are at the WWTP? Okuley – there are five currently and with the new hire it will be six. Maassel - when we did the WTP, we would fill the water towers and turn off the water and take it out to put in an important piece and then turn the water back on, how do we do that with the WWTP? Okuley - with the EQ Basin we have some capability of doing that but, not completely right now because we do have two other sewers coming in that go right into the headscreen building. There is a project that is supposed to be taking place this month to reroute those around to the screw pumps. Once that project is done there will be nothing to worry about.

Recess: 10:40 – 10:47 am

Miscellaneous Appropriations/Mazur (10:48 am – 11:00 am)

Special assessments - there was one at one point and that fell off.

400-1801 – Municipal Court had a federal COVID grant.

500-6111 - Purchased Power. In our contract with AMP we purchase power from them. We have various contracts that we have with our generation facilities, we are part owner of a coal plant in Illinois, Fremont Energy Center is the gas plant in Fremont, Ohio. There are seven different hydro plants one of them is Nipah the New York power authority that's the Niagara Falls and six other hydro plants, plus a little bit of wind, a little bit of solar and the rest of it we purchase power off of the market. We do have peaking generation from some of the facilities we have here, we are in a partnership with a lot of other communities and joint ventures where we own a lot of different facilities all over the place so when the power is generated from them it shaves our peaks. Haase - how much useful life do we have left on the wind generator? Mazur – one is getting the ax so there will be three left for three years. After that it is not going to be cost effective for us not only to run them but, to even get new ones and put them in the same spot. They have run their course. Baer - what is the average lifespan on one of those? Mazur - those were 20 years. Overall it's really expensive to operate wind turbines. On the revenue side, you will see 16 million dollars is what we bring in through electric sales and that covers the expenses for operation of our Electric Department and gets factored into the formula for our power supply cost adjustment factor.

512. Garringer - this is part of refinancing of the debt. Mazur - same with the OWDA retirement water debt service, we have amortization schedules to show whatever projects there are. Williams Pump Station had its own separate fund to track it as it

was a bigger project at \$1.6 million and was best to fund through DEFA. Van Hying Pump Station, would be up to Garringer, but, with that cost we probably should look at starting its own fund.

519-6200 WTP there was a refinancing on one of the notes that was for stranded costs from the Water Treatment Plant that was proposed for off of Glenwood Avenue. There was also a part of the Water Treatment Plant Rehab project that we had to start early because we were under EPA Findings and Orders notice. That was about \$900,000 plus about \$1.5 million that was rolled into a note for about five or six years and then we took it to bond when we did the pool.

Meter Deposits is money in and money out.

123-1900 Special Events Fund is for the Fall Festival with the Chamber.

Law Department/Billy Harmon (11:00 am – 11:04 am)

The requested budget for 2022 is basically the same. 100-1400-53360 - I have asked for a slight increase. Previously we have put \$25,000 in and usually spend under \$10,000 with the exception of 2020. We are having a pretty major economic development push recently and I may need some assistance with that. There are some other potentials that I can go into executive session if Council is interested. In my opinion, that likely won't happen but, there are potentials and I need to be prepared for. If Council does not want to move that number I can always come back in September next year. I usually try to do everything myself but, feel a little out of my league like with the water fight that we had. That was a lot of civil litigation and that has not been my experience. Maassel – what do you want the number to be? Harmon - I would like it to be \$40,000. I don't anticipate spending more than \$10,000. This is my best guess how much assistance I may need. Everything else is basically the exact same. We did end up paying off the matrix set up for the evidence collection and distribution system that we purchased a year or two ago. There are subscription fees still in there but, everything is basically the same. Garringer – that is a really an easy change if you want to change it or we could leave it as is. The decision would be for Council to just adjust or we just keep it at \$25,000 and if you happen to go over, we do a budget increase. Bialorucki - I would like to see it added in now, to me it looks better than having a meeting later saying we need this. Mazur – the fund balances right now are higher than what they have been in previous years. The Law budget is actually split amongst a bunch of different departments only 30% is paid out from the General Fund. Maassel - an appointed authority is asking for \$15,000 that's pretty easy to me. Durham asked this is primarily because of Economic Development? Harmon - there are economic development issues and then there are some other potentials that I can discuss in an executive session, potential litigation. I don't believe that will come to fruition but just to be prepared.

IT/Dustin Tewsbury & Justin Mullins (11:08 am – 11:21 am)

This year was successful. The website was deployed and well received. People liked it, more refining needs done but, it's a fresh website that has not been tenured for several years. We have plans to make it better. We have the remote monitoring system so we are able to assist people remotely and be more proactive and efficient. A threat protection plan was implemented for our 365. This is a big deal as it scans all our emails to make sure they are good. If they are bad, when they click on the link it sends them to a place saying *hey don't go here delete this*. It has helped tremendously. We had two small incidents this year that were remediated. Dr. Dave are you going to have plans in the future that we can file and pay our taxes online? Garringer – that's for later in the day. Tewksbury – we have also implemented a dual firewall this year. In the past if something were to happen, it would freeze or lock up and the whole city would be down without internet. Now, if one has issues, it switches to the second one within a second and there's no real downtime. Which will be nice for when you do maintenance or upgrade one. This year we also cut costs on some of our unit trends. Synology is a our backup portal for all our servers and we ended up implementing that as our main backup. It is free and has unlimited support once you buy their appliance which we already have. It is a lot more efficient than the unit trends. It is free for 2022. We are looking at migrating all electric compartment servers over to the new hypervisor. They are on the older one and need to run on the newer one especially for backup and redundant. In 2022 we plan on upgrading IT desks. We are going to upgrade the city-wide public access points, their end of life was last year and they are pretty slow. They still work but we have fast internet that they cannot utilize. The big thing for 2022 is setting up DMARC. This will prevent any and all email spoofing. When someone gets an email it validates the sender and the owner. Maassel – it is fascinating to me when I first started as a Councilperson we had one it person that we shared with the county and now we have two full-time. We are starting to see how far behind we were and how we are starting to get closer to where we should be as an organization in today's world to provide services and information to people. Siclair - the website was a huge undertaking. Tewksbury - next year I will be working on another one. We will get it knocked out and it will look good. Siclair - is the court server replacement yours? Tewksbury – that is handled by Henschen. They do back up their server to our storage server so I do have a backup of their stuff in the event of a catastrophe.

Professional Services. Microsoft for the first time in several years has increased their cost and has went up a considerable amount. We are adding licenses for the Fire Department and we are upgrading the licenses to standard that includes the office products Word, Excel, Outlook and all those because they don't have them. To try and buy Office for the users and

upgrade every three years is expensive. I realize \$16,200 is a big number for anti-virus but, to buy the anti-virus yearly the cost is \$36.99 per user/per year. To buy that over the course of five years, we are spending a little over \$24,000. By buying a five-year license upfront, we are only spending \$16,200 which means we are getting two and a half years extra for free at that point. By buying yearly, the cost goes up and we have to pay that cost every year. Whereas if we buy it for five years, we are locking in this price. It ends up being \$23.90 a license rather than \$36.99 and that is savings of about \$8,000. Maassel - do we need to put some money in there on an annual basis in five years that is not a really big number? Tewksbury - we talked about that last year. When we first got anti-virus they did not have a five year license, they only had one and three. Now they have five that brings the cost down for a greater savings. Maassel – shouldn't a little bit of money be put away at a time. Tewksbury – that is what we had planned. We dropped Data Code and Unitrends. We have a capital replacement fund for all our bigger figure items. Mazur - anything that touches an electronic device is going to be more expensive.

Capital. We plan on replacing the security cameras for the city. Now is the time with how old they are and the issues that we are having. Police Department has to have a whole separate monitor because they don't integrate with the rest. Operations, Municipal Court and PD all have the same camera system. The panic alarms need to be updated. We are going to go with the same system that the court has, it is called *Tattletail*.

Human Resources/Lanie Lambert. (11:22 am – 11:30 am)

Goals achieved for 2021. So far for this year we have had nine new full-time hires, 35 part-time and seasonal, that is up a little because of the pool. Resignations this year we had seven full-time, two resigned and five were retirements. Part-time not including seasonal, we had seven. Turnover this year was 6.5% where for 2020 it was 9.1%. If we would take out the retirements, it would be even lower. I did a report on tenure for all of our employees. Almost 60 of our employees are less than five years here so, we kind of have a young workforce coming through. For 20 years plus we are at about 22. Maassel – do those numbers include part-time and seasonal? Lambert – that is just full-time, there are 107 full-time employees. Workplace injuries we had three this year which is down from 2016. Health insurance we only had a 2.49% increase and that is the lowest it has been in a long time. The Wellness Preventative Care Campaign had 95.4% participation. That equates to two employees and two spouses that did not get their wellness exam. We had the employee appreciation lunch with about 75 employees attending. We had a golf outing this year and had 39 golfers. There was a chili cook-off afterwards with nine entries for chili. We are having supervisor training for half-a-day with Mark Fishel out of Columbus. He will be talking about discrimination and harassment on a supervisory level and employee discipline. We have three employees eligible to retire I have not heard that they are wanting to, eligibility-wise they are able to. Maassel – they can go now or in 2022? Lambert - one can go now.

2022 Goals. This year I started working with a couple of the departments on our safety guidelines and compliance. We go by PERP, they adopted OSHA's rules. It is all our safety guidelines, tracking and training, and making sure we have everything in line. I am trying to work through each department and make sure everything is up-to-date. I feel like we are doing everything, it is just being documented how PERP would like it to be.

Goal is to go out to each department, if there are questions or whatever I'm there.

Finish the Employment Policy Manual update and continue with professional development and training. We did start Wildsparq and we are in our third month and will continue that next year. There was a decrease in the personnel budget as last year there 27 pays and we are back to 26 pays.

Travel, Training and Education - the Wildsparq cost is in my budget. We want to see if that can be paid out of the ARPA fund. Legal Advertising was decreased but, that number just depends on how many job openings we have to advertise for. Miscellaneous Operating Cost increased \$1,000. Want to expand upon our appreciation launch for employees so instead of everyone getting a certificate, at 10 years they get something, a little more at 15 and 20 those people to get a reward.

Parks, Recreation and Cemeteries/Tony Cotter (11:34 am – 12:07pm)

The big thing this year was the Aquatic Center opening. That was certainly a lot of work. We started down this path two years ago. Obviously getting the levy passed and working with the pool commission and the Engineering Department and our consultants was a collective effort and we ended up with a pretty good product and it showed by the attendance we had everyday. The pool opened on June 5 and closed on August 10, 2021. There were zero days where we had to close because we didn't have enough attendance. That was a common occurrence at the old pool. Our staff did fantastic. Going into this with a nice facility being crowded my concern was we had young staff that needed to manage and staff it. I was hopeful that they would be up to the challenge and they were. At first they were a little apprehensive because there were so many people and there was a lot going on with a completely new facility. They were very professional and we got a lot of compliments on the way in which they dealt with the public. It was a learning curve for everyone. Revenues ended up just under \$88,000 and we projected \$30,000. In 2019 we were just under \$10,000 in revenue. The only drawback was because it was a new facility we ended up spending a fair amount more money from a personnel standpoint. At the old pool we were

open two nights during the week and this facility was open seven days a week except for Mondays, that is our training day. We were fully staffed and that made the personnel costs higher but, we saw a savings in chemicals and utilities. We cut our chemical usage in half and did not have any water loss, that was huge. There was concern about how much the electricity would be as we are now running four pumps instead of one. We actually were right about where we were at the old pool due to the efficiency of the pumps. The community was happy, we ended up with 1,000 members. Our memberships were inexpensive and people took advantage of that. It certainly was a way to reward the public and the community for supporting the levy. Mazur – it draws people in from other counties too. One day I walked through the parking lot and talked to a couple of people that were from a different county. They said it's actually cheaper for me to come here and felt this pool is better. I didn't go on the golf course lot side but there were a lot of vehicles from outside of Henry County. Garringer – there were people lined up 15 minutes before opening everyday. We did lack in the amount of seating that we had and bought a few more chase lounges, they are difficult to get. We did allow people to bring their own chairs. Concession wise was something we weren't really sure about and ended up grossing \$25,000 in concessions alone. Baer – is there any discussion about lockers? Cotter - we actually talked about that during the design phase and opted not to. When we visited pools some liked them and some thought they were kind of a hassle. I honestly have not heard anything about Baer – that was a question I had a few months back from somebody. Cotter – I did not get any feedback one way or the other throughout the season. I met with the manager after the season was over and that was not on the list of things he thought we needed. Maassel – what was on that list? Cotter – to improve seating, the other thing was the possibility of putting in plastic mats inside the bath house because the concrete can get a little slick. It is expensive to put those in, we will give it another year and see how it goes. Siclair – any complaints about the parking lot as far as the size of the spaces? Mazur – I did not hear one complaint about that. Cotter - Wednesday is a big night for the golf course, it is the American Legion's Golf League and then Legion has their drawing night. That parking lot is full so much, I had to move a little kids baseball league on Wednesdays to a different field. There was no way we would be able to get everyone parked there. We could use a bigger parking lot but, we are good for now. It certainly would be helpful maybe down the road. Haase said the concession stand on real warm days got very uncomfortable for the workers in the concession stand, there needs to be better ventilation in there.

Budget – there is not a whole lot of changes. Almost everything is right in line with what we have budgeted in years past. **100-4700/Cemeteries.** We have one full-time employee and two permanent part timers and we have one seasonal person. Tom Schwab is going into his second year and does a great job for us. We have not used the CCNO trustees for the last two years. The only big expense we have to budget for is indigent burials that we sometimes have. This year we had one but, we budget for four as you never know. The only other thing that we have to monitor is fuel costs which are up a little bit this year for everybody. Mazur – we are out of lots. Cotter – we are officially out of lots at Glenwood Cemetery. We have plenty of space at Forest Hill. We just developed a new section about two years ago and have a lot of space to the east towards Campbell Soup that we will be able to develop and sell lots for many more years. Maassel - there are some already pre-bought, right? Cotter – yes.

Capital. Mazur - the big ticket item is the mower. These get used every day all the time. Cotter – it is a zero turn mower that we are rotating down into the parks to use for items that are too big to push mow. Haase - does the city have a slope mower where you can mow down by the Boat Ramp? Cotter - yes we do.

220-4100. Cotter – a portion of the scheduling and facility reservation software, RecDesk is paid out of here.

220-4200 Golf Course. We ended up with probably our biggest revenue year. We always try to achieve the \$200,000 revenue mark that is a goal we hope to reach and have not in several years. This year, we are going to be just under \$240,000. We are very pleased with that. There were not too many rain events that closed the course. I think having the new facility got people to come out and check it out and that really led to the success we had. Bialorucki – how often do you have the markers painted in the fairways? Cotter – I think those were painted a couple years ago and they are probably starting to fade again. Dr. Dave what is the percentage of people with annual memberships for the golf club? Cotter – I do not know that percentage but memberships in general have gone down. Most folks do not buy memberships any longer. We have seen over the years people like to shop around rather than buying a membership. A lot of people like to take advantage of our prepaid 10-rounds of golf discount card. We have the same thing with cart rentals. Those are nice because they don't have to be used in a particular year. We have seen in the last couple of years a younger crowd in there which is nice. We sold nine corporate memberships this year, this gets them golf but not a cart rental so, it's a win-win for us. We did pretty well on beer sales this year. Expenditures - we held the line for the most part on most of our operating materials that are fertilizers and bunker sand and those type of things. We did have some hot and humid weather that triggers the application of fungicides. We had to do that one time. The only place we will go over our budget is for fuel costs. Fuel prices are up. Bialorucki – were there additional costs due to the army worms? Cotter - we had an extra \$400 or \$500 worth to treat both the golf course and the parks. We treat for grubs and by treating for grubs the residual is already in areas and some of the roughs so we didn't see it overtake there. A lot of areas behind the greens that we don't treat is where the turf died. We have budgeted for three golf carts as we are trying to increase our fleet. The golf carts we ordered in March, 2021 have yet

to be delivered. Mazur – the signage and also the privacy fencing could come out of recreation operating but, they could also come out of the 221 Fund since they are related to the golf course/clubhouse pool project. Because we had to make the change on the cart coral area it is probably warranted to do at least for the fencing. I would say maybe both since the money is there and we are getting those expenses through the parks fund it is an eligible expense for that. They are \$5,000 and \$12,000 line items.

221 Fund/Parks Levy. We pay out \$233,000 a year for the bond payment and collect about \$285,000 a year. There is about a \$50,000 difference that we will collect that can go towards operations and maintenance of the pool and golf facility.

Maassel – if it's in here, just leave it in if it's not going to really matter. Durham agreed with leaving it where it is.

221- Pool. Additional Request – Mazur we have finish mower moved out of 400 into 221 instead of capital. Bialorucki - are you checking with local when you are purchasing things? Cotter – we do.

Pool Seasonal Salary \$92,000. We want to try to get that number a little bit lower. How can we do that and still provide service and safety, we are not sure. We are going to make an attempt to operate the concession stand with potentially one person instead of two. Maybe one less guard in rotation, not outside to watch the pool but, inside and in the bathhouse. Siclair - did you have any trouble filling positions? Cotter – we did not, concessions was a little bit of a challenge as sometimes workers would call off five minutes before their shift. The guard staff we did not have any problems. We made sure the pay was competitive with other pools.

Parks and Rec Programs. We were able to get our programs back up and running this year. Attendance was slightly down but think by next year we will be back to the numbers we normally see. Money was added in the operating system, everything is up in cost. I do want to point out we are going to take a 20% decrease in our fireworks display. In talking to Melrose Pyrotechnics, who we buy our fireworks from, they are struggling in getting the product and their shipping costs from China to America has went up 35%. The show that we normally put on is \$24,500 and that same show for 2022 would be \$30,000 if we decide to stay at that level. Maassel – they have been the same price for a long time. Cotter – we have been working with Melrose for the last 20 or 25 years. Haase - I attend a couple of shows around the area every year and this is always a good one. Cotter – we are pleased.

Pickleball Courts Mazur - \$25,000 was budgeted and has been cut. The Senior Center received a grant and will be installing two pickleball courts. Will see how they go and if we want to add more in the parks, we can have that discussion with the Board and Committee. Maassel - there are some age restrictions at least temporarily with the pickleball courts at the Senior Center since they are using government funds for the Senior Center.

Capital – The big ticket item is our boat launch facility. It is starting to deteriorate. What we saw this fall with all the rain is a lot of groundwater was getting up under the launch and undermining it and it was collapsing in spots. I do not know when it was built but, it is probably 40 to 50 years old. Comadoll – Gov. Rhodes was the Governor when that was built. Cotter – it has held up over the years and we have gone in and patched some spots and actually pumped in grout to stabilize it. Everything is just washing out underneath. The plan of attack is to tear everything out and do half a section at a time and install some drainage so we can get that ground water diverted away from underneath the launch and outlet then into the river. We won't actually be going into the river itself, we will likely cut concrete out about five feet up from where the normal pool would be and replace everything heading up toward the approaches. Mazur – there was a request for a truck \$33,000 out of capital that is on the Additional Request list. A couple of options are: 1) put it back in, 2) cut it out of capital and move it into the Rec Fund or, 3) cut out it completely and then the truck now will pass down into the fleet for Parks and Rec and then we would pass one of the police cruisers down to Cotter and shuffle that around. If we move it to the Rec Fund what we can do is cut it out of the Water Treatment budget and pass the police cruiser down to them. We have a couple of vehicles that is time to have them rotated, we are not adding to the fleet, we are rotating. Comadoll – is this Mike Willhite's? Cotter – that is the plan. We will be happy with whatever option but, pickup trucks are much more of a value to us. A police cruiser would really only work for me as an SUV doesn't work very well for my maintenance fleet. If I had my druthers, I would prefer to replace a pickup truck and put that in the fleet but, however you decide to do it we'll be fine.

Pool Fund Levy – Mazur. Over time you see miscellaneous little things coming out of here for some improvements that are being made around the pool. Then we have the debt payments. We have the golf simulator, the tridec finish mower that was added from the capital side, concession stand equipment, security cameras we were light on security cameras during the original project and pool deck furniture. The golf simulator is an additional requests but we left it in because the recommendation was to leave it in. Cotter - the other thing that we're asking for, this was sort of an oversight on our part when we designed the pool, we did not add back in the sidewalk on the east side. We definitely want to try to get that added to connect the shelter area all the way out to the sidewalk which is near the concession area.

Durham commented Kidz Kingdom could use some love. Cotter – as far as painting and things like that. Durham – yea painting, repairs to the bridge walks and swing updates. Cotter – that is ongoing. Mazur - would like to ask Chip Bullock if they would want to do something for improvements to Kidz Kingdom. Mazur - we should talk about vandalism. It is usually smaller stuff but this time it was much more significant. So much so we had to lock the doors because it couldn't be used, it

was pretty bad, a lot of damage was done to the bathrooms. Going forward that will be part of the camera coverage that we want to add. We do have plans for some additional lighting over there and the cameras.

Mayor 100-1200 (12:47 pm – 12:49 pm)

Maassel – if AMP is going to have the APPA Legislative Rally in 2022, it would be nice to go to DC and talk issues specific to Napoleon. Congressman Latta is visible in the area but the Senators are not.

City Council (12:50 pm – 12:55 pm)

Supplies and Operating Materials went down because Council chairs were purchased last year.

Travel and Training we are looking for a course for new councilmember training and for newly elected officials that is done by the Ohio Municipal League. Baer said he went to an OML Regional Conference in Findlay that he would highly recommend.

Maassel - does the Fire Department still do Feel the Heat?

Mazur – we mentioned the lobby area, what about the hallway? Maassel - question is do we want to have any kind of history of Napoleon in this room or in the hallway? Durham - I think with the nice camera we have we could print bigger canvas pictures or some sort of photos to put around the walls. Maassel - I think it would be nice to have Tree City USA, things we have done over time and keep adding to it. Mazur – the best thing would be to put a cost to it. Maassel - let's put in an Additional Request for \$1,000 and see what that brings us as far as pictures and frames. Siclair - it's not that long though before we have a different location to decorate here. Maassel - how long is this temporary place going to last.

Finance/Income Tax/Utilities (12:56 pm – 1:08 pm)

Garringer – I started in September and staff has been very helpful in getting me up to speed on a lot of things.

2022 Budget. From what I have seen comparing last year to this year we are moving in the right direction. It is very important we balance out the banks and the investment items. We invest over \$20 million in funds and use Meeder Investments to help us. We have a list of the banks that we have certain funds in through our investments and because we can only do a certain percentage or a certain amount in each bank, that gets capped on.

Utility shut-off issues. I have been through two shutoffs now, that is an interesting procedure that we go through it is a necessary evil. People do have to pay for their services and the realities that go with that, I think we should look at some of our procedures and tweak a little. At the end of the day we do tend to do the right thing. We have had some hardship cases where we turned people back on or delayed it but some people can't continue to be a hardship. Tough decisions are made but, you still have to pay your bill.

Goals and Objectives for 2022, this goes where you commented about filing online, one of the main ones that we are looking into and nothing is set in stone is that, I would like to continue moving the income tax to Rita. If things go proper with that, we are looking July 1st beginning with them it would not be this tax season. That operation will be key next year.

I want to continue to look at some of our cash reserves and certain funds. We are very solid as some of these reserves continue to increase but, I think we can increase some to be more comfortable. We should not have excess cash reserves on hand but looking at Fund 101-General Reserve Balance Fund \$250,000 is not going to get you much if you need to balance that fund out. I would like to see that get up to a million or more, it's not going to be done next year but, it at least needs to go in that direction. Our revenues are based a lot on our income taxes and property taxes.

Staff openings in my office. We advertised the position of Assistant Finance Director. I have interviewed one person internally. HR and I have that down to about four other people at this time. I am holding off on that until we can get this Rita thing situated a little bit more. I do not want to hire somebody and then have to let them go because their position was eliminated, that is not a good sign for us. Budgeting wise everything seems to be about the same as last year, nothing is out of the ordinary. Travel and Training I would anticipate that we would spend more this next year because we are running out of the COVID timeframe and there are more conferences live instead of being virtual. Maassel – did any copies of the CAFR get printed from last year? Sometimes it's nice to pull a book off a shelf.

Finance Administration 100-1500 The only issue would be if you go back to personnel the Assistant Finance Director says *vacant* there's a good possibility that is going to be filled in 2022.

Finance Utility Billing 100-1520 Postage might rise up a little because we are using SmartBill if the postage rates go up. Lori and Erin do a great job in that department keeping that running.

Finance Income Tax Collection 170-1510 I have the Tax Administrator and have accounted for one position that has not been filled and another one that is part-time and will probably not be filled anytime soon if ever. Siclair - you have the Assistant Finance Director all of the boxes filled out is that from the previous person who held it? Garringer - we put in the maximum amount for the health insurance that would be considered family coverage and then the salary is around the base range, so that may vary there. Health insurance may fluctuate depending on their need. Siclair – the base salary is \$80,000? Garringer - that is in-between the salaries so, it could be higher or lower. Maassel - are there trainings you think you need to

attend this year, do you have those in your budget? Garringer - for sure I would like to at least attend the GFOA Conference other than that I will look at them on a case-by-case basis.

Engineering/Operations – Chad Lulfs/Jeff Rathge (1:10 pm – 2:55 pm)

Engineering 2021 Accomplishments

Wastewater Treatment Plant was started and that project is moving forward. We had some minor delays but nothing that is going to cause any major hiccups. The condition of the soils for reinforcing the holes we have to dig is going to take some additional sheeting and shoring but nothing significant.

Aquatic Center was completed.

We did acquire a Staff Engineer who is a contracted employee and hopefully will come on full-time when the contract is up in May of 2022. We are going to try to get a GIS individual in the upcoming year. Most of the address files have been scanned and the next step is to try to make them available to the public as well as our guys out in the field.

Design of the Oakwood Avenue Project there is a supplemental in the proposed budget to cover the cost of soil borings and the environmental that they are going to make us do. This is a 2024 project. We are looking at the best method for cutting the curbs out and replacing and do some full depth spot repairs on the pavement. The majority will end up being resurfaced rather than full depth as it will be easier to maintain access for everybody on all those dead end streets. Some storm sewer work will be done as the storm sewer on Oakwood does not function well.

We continue to see quite a bit of housing development come through. There is one in the works on the end of Fair Street.

Ops – we have a ton dump truck that is in Kalida getting outfitted right now. Maassel – can it have a snow plow on it?

Rathge – it will have a snow plow and an insert for liquid. We ground brush twice, once in the spring and once in the fall. We had the Spring and Fall Cleanup, and we completed the seventh year of our sanitary sewer televising. GIS this year we started tracking the valve exercising program that we do. We do 300 valves a year and those are getting documented through the GIS so that data is real time. We have been doing hydro flushing and other things like that so we are moving forward with all of that. Lulfs - we are implementing another piece of the GIS to track our water main breaks and the age, condition and material to have a better idea of where we need to focus our efforts, that is not a public piece.

2022 Goals. Complete the uploading of address files. We would like to increase the staff in the engineering and Operations too. Mazur - increasing staff in engineering is adding the position that is vacant.

First Phase of the Wastewater Treatment Plant should be completed. It was scheduled to be completed in January/February but there have been a couple of extensions and will still be completed in early spring. The Ritter Park Path Project is advertising that completion date is October, 2022. I have been working with Police and Fire on our facilities plan to see where we go, what we need and hopefully how to get there.

Rathge - my number one is to keep building the GIS system and have that information out there real time as a guide. New water services and meter installs were hard on the water meter budget this year. That is a good thing, that means we are moving in the right direction. Purchases of new equipment, keeping the fleet going and everyday road repairs, sign replacements, sweeping, cleanups and finally this is the eighth year of our sewer cleaning program, to get that done and hopefully there are no major problems that we find out there. Lulfs – that is a 10-year cycle required by the EPA.

100-1700-53300 - the only item that has a significant increase is to cover the remaining portion of the contract from the contracted employee \$25,000 to Aerotek. Maassel – will you have any interns next summer? Lulfs – I have a resume from an individual about a month ago. If nothing else, it is a way to train potential future employees.

100-5130 – there is about a \$700 increase from 2021.

200-5100 SCM&R Fund. Mazur- the personnel approved budget went down, I think some of that is the 27th pay but, some of that is we had a retirement and a new employee in there at a lower step. Lulfs - the 2022 requested budget number is actually \$3,000 less than the 2021 request. Mazur – a portion of the 200 Fund pays for the operations building utilities, you will see that throughout a lot of these accounts. The same with electric they pay for a shared portion of the utilities and building maintenance. The only thing that has really changed is the personnel cost that went down.

Material Prices what is going to be affected. Lulfs - any of the petroleum-based products we are seeing increases. In talking to someone earlier this week, they said it has only just started. We have seen pipe prices go up and I am hearing they could go up as much as 3% to 10% every couple weeks for a while. One of our projects that has not started construction yet is being affected. The Front and Palmer project was scheduled to start November 5, 2021 and still does not have pipe. There is a supply issue as well. Durham - will that affect spray patching as well? Lulfs - from what I hear, spray patching materials will go up. 200-5100 Cracksealing. Mazur – we cannot spend enough on crack sealing as it has the highest value of preventative maintenance. Lulfs - water destroys roads, not traffic. Mazur – this is up \$1,000 and is the best way you can spend out of the 200 account. Lulfs - a lot of that we get off the state contract. Durham – what are you comfortable raising that to if we were to do so? Rathge – we’ve went from \$25,000 to \$40,000 already. Mazur – if you cover the material the expense cost is a 20% increase and some is labor, another 10%. The 200 Fund has actually went up. Rathge noted there is a timing issue too once

the street gets too bad you do more harm than good. You have to get it before it alligators but not too early either is why we crack seal about every three to four years after we pave.

Snow and Ice. Lulfs we have \$10,000 in there. Rathge explained this would be for the granular, when it gets too cold we add that to the salt to give it some grip.

200-5110. Snow and Ice Removal. Rathge – we are on the ODOT contract for purchasing salt. ODOT's fiscal year runs from June to June so the salt bid for this year I have already ordered that salt a year ago. It was a really good price and we will have 700 tons coming. We have to order without knowing what their price will be. It is a huge factor having that large of a barn. Mazur – we keep 1700 tons on hand. Rathge – we try to.

Snow Rental, Rental Snow Removal Dump Trucks, Loaders and other Equipment – Mazur this is for when we get a large snow and have to pull the snow out of downtown. Lulfs - for the most part this is set up for downtown.

201-1100 or 201-5100 Roadside Mowing this is the account roadside mowings come out of. We are anticipating cost increases for roadside mowing and is probably something that we will have to bid out, that would be the first time that has ever happened. Lulfs – there are more and more areas we are required to mow, ODOT is backing off. Rathge – so you are aware, I did thank them for putting two to one slopes on everything so that you can't even hang a dozer on them we can maintain them since we don't even own a mower. It's tough to maintain something that you can't even walk on or climb down. Mazur – Additional Request Roadside Mowing. Lulfs – that will probably have to be bid out.

Street Striping - Lulfs we stripe the city every other year, it was done this year. We put \$10,000 in on off-years in case we need to freshen an area up.

400-1700 Capital Budget. Surveying and a little bit of machinery and equipment. Lulfs - the machinery and equipment is just a placeholder if something comes up or breaks you can get it fixed. Unplanned surveys are if we get direction from the city manager or legal we pull it out of this account.

400-5100 Street Maintenance Capital. Trench Boxes we received a grant for that and have a line item in here to offset some of the grant. Rathge – the grant is almost for a third and the money is here, the boxes are ordered. Lulfs – when the boxes get here there will be some training supplied with our purchase.

Tree Maintenance. Mazur – that line item is \$70,000 and is up from previous years. We could not get a contract for tree trimming. Lulfs - we normally have seven contracts a year. Once a year we fill-in the holes and do the seeding. Twice a year we do the tree trimming, tree plantings and tree removals. This year by the time we got our other contracts in place, there was no money remaining to do the fall tree trimming. The city operates between a five and seven year schedule and is usually closer to seven years. The standard practice is to be on a four-year schedule so we are behind. Then we missed the tree trimming this fall and that puts us even further behind. We do the removals because those are hazards. If we know a tree is dangerous we have to take it out. This year we had some larger than normal trees, some of the trees were 36" to 48" in diameter. The cost may be \$4,000 to take down that one tree but, we are liable and have to take them out. Maassel - is that part of the Electric Department too? Lulfs – Electric has their own to trim around the wires. We require certified arborists which Jamie Howe is but, he's busy doing just maintenance around the power lines. If electric takes a tree out, they do not take the stump out, we take that stump out and bill electric for it. All trees within the city right-of-way we own.

Sidewalks. \$25,000 the same as before. Maassel – we upped the gift for residents to use, not the budget. Lulfs - Tuesday we issued checks for \$10,000 in reimbursements that happened in the last month. The average resident will see a reimbursement of \$660 to \$700.

Street Resurfacing. Mazur – we are looking at doing Westmoreland and Briarheath. What this shows is Bales to Clairmont we didn't do the rest because typically every year we do about \$450,000 worth of street resurfacing. Just going up to Clairmont on Westmoreland to Bales and doing all of Briarheath, that puts us above the normal amount of \$450,000. We also have the city parking lot resurfacing that's over by the Armory. Lulfs – no that's Monroe and East Clinton Mazur – and also Front Street. The total for just the resurfacing piece that we normally do is \$450,000 and we are probably around \$600,000. Going to Clairmont to Woodlawn would probably put that up to \$800,000. We talked about putting in that turn lane. Lulfs – I did look at that, if we elect to do that honestly it's going to be very tough without requiring additional property, and I encourage everybody take a look at it. Woodlawn to tie into Westmoreland has to come up to meet it and we already have about a three to one slope off the edge of that road. If we widen the road that slope gets steeper and you either can't mow it or you need to move the ditches out. To move the ditch out we would have to acquire property especially since one side is ODOT Limited Access right-away. There is no way they are going to give us property, we would have to approach the farmer there between the church and Westmoreland. Maassel - the church owns it. Lulfs - we would have to approach the church is something we can look at. When I went out there and looked at it to be able to do that we would probably have to replace, not resurface but replace, the road from Woodlawn back around the curve to get it to fit properly and get it shaped in there. Anytime you have to rebuild, the price jacks up. It is definitely something we can take a look at some more but, in an effort to keep our budget at a reasonable number, we are just going to terminate at Clairmont for next year. If you look at those curves they have actually tipped backwards which means the soil underneath has gotten wet and failed. There's no strength to your subgrade and when water gets to it, there's no more strength because those curves that are tipped are not

doing what they are supposed to do and we have major problems. We will try to do that project during the summer because I am not doing that project while school's in session. Mazur - since it's Clairmont to Woodlawn that is kind of carved out of this, the question is, is everybody okay with putting the number together just to repave that, or save that in hopes someday down the road to put in a turn lane at that location. Comadoll - that sounds like an idea. Knepley – it is really bad. I don't know can we put *during these hours no turning left* I know you would have to change stuff. Haase - is that all city street the curve part of Westmoreland I thought the county Lulfs - north of Clairmont is all in the city. There is a section down by Bales Road that's county and I talked to the county engineer about sharing the costs on that but the north end is all us. Mazur - leave it as is for now? Maassel – we are not going to do it no matter what in 2022, from Clairmont to Woodlawn. Lulfs - I'm proposing if that is something you want us to look at, we can make it happen but that would bring the cost up to \$800,000. **400-5100 Front Street** - Mazur – we had a public meeting the other night and people showed up with a lot of input and I think it's worthwhile to kind of pull back and re-plan and take a look at what we have going on here. Haase – are you talking from Perry Street past the municipal building? Mazur - Perry Street up to property where that drive comes out. There were a lot of ideas thrown our way and is going to take a little time for Lulfs and Chief Mack to take a look at it and put some ideas together on what we think might be best even if it means changing a traffic pattern a little bit. One of the ideas from the three businesses that came in, was to make Scott Street to the municipal building one way. The reasoning was the amount of traffic this small section of road gets on a daily basis is a lot and affects the parking and they feel there is not enough parking. May be worthwhile to get ideas on paper, talk to ODOT since this is part of the Path Project and bring back to Municipal Properties Committee. We have this down for \$87,5000. There are some drainage issues, sometimes the water runs off into the buildings or up against the buildings and is causing some problems across the board.

Ritter Park Path Project. Lulfs – this project is out to bid and advertising. Bids will open later in December so we can award in January, 2022 to meet ODOT's timeline. We had a lot of questions on that project from a couple individuals on Jahns Road. I believe we were able to answer all their questions. Maassel – are sidewalks going in on both sides or just the one side? Lulfs – on the west side on Jahns Road. There will be a crosswalk near the railroad outside the railroad right-of-way to get across from the county path but the topography on the east side of Jahns Road has a section we could not make fit. It will come up to Riverview and there will be a crossing on the west side of Jahns Road into Ritter Park. There will be a switchback to get down the hill and then will tie into the existing system at Ritter Park up to the lagoons and around the southerly side of Riverview until reaches city property. The estimate on the project is \$835,000 there is a \$788,000 grant.

Oakwood Avenue is under contract we have to do some soil borings and environmental and we have to do a muscle survey because we are crossing creeks so we need additional to cover those costs.

Safe Routes to Schools we are reviewing the Quality Based Selections that were submitted. We plan to have a consultant selected for the design by the end of the year and negotiate a contract after the first of the year for the design. There is a \$207,000 grant. This project focuses on crosswalk signage and sidewalks around the school campus. We cannot use this grant money on the school campus. There is along Bales Road on the school side of Bales Road a section that we cannot make fit and I have discussed it with the school and they are willing to essentially donate the property we need. It will be city right-of-way. Maassel – does this go out to Glenwood Estates? Lulfs – this is primarily in residential neighborhoods around the school and that section around Bales Road.

510-6310 Water Distribution. Lulfs – this is our annual GIS work.

510-6200. Lulfs - the majority of the increase is chemicals.

Mazur – this is the backhoe talked about last year and was taken out. This is an Additional Request. Maassel – we have one now that is gaining higher hours and will trade down? Rathge - it is in the 5,000 range and that is where we have been trading in. It is a decent machine but, it's getting there. The other one has a lot less hours on it like 2,500 hours. I don't see any movement there for a while. Maassel - the question is if we can find one at the right price? Rathge - it would be a state contract or state bid price. They will trade with me we have done that before. Last year there was discussion on purchasing a used one, if that comes to fruition again, I would rather keep the one we have because I know what the problems are with that one. You just never know what you are going to get.

511-6210 - Lulfs this is the account used to go out and put water lines in the ground. There is a \$10,000 share for the GIS support and a little bit in there for Ritter Park Path Project, we need to move a couple fire hydrants out of the way. The \$130,000 is to connect the new water line that's under the new bridge back into town. The residents on State Route 110 out by Campbells have city water there's fire hydrants in their front yards and those fire hydrants flow 250 gallons/minute. This will reinforce our system out there plus the waterline on the old railroad trestle blew apart and has not been put back in service. The closest line we have looping our system on the east side of the city is under the Perry Street Bridge we have nothing east of there. This new line will connect the system and reinforce it and will be in ODOT's right-of-way. We have the ODOT permit and the EPA permit too. Mazur – this is the project we are looking at paying with ARFA Funds. Lulfs – there is \$238,000 to pay for the waterline that was put under the bridge. That invoice came in a month ago, I talked to the County Engineer and he agreed to let us pay this in 2022.

Orwig and West Main Street Waterline Improvements – this is probably the worst line in the city.

520-6311 this is the CRAP program, the clean water removal assistance fund, to help homeowners separate their storm and sanitary on their property. We cover two-thirds of the cost up to \$2,500.

Mazur - we had a retirement payout that was unexpected is why there is the increase from last year in the budget.

521-6310 Sewer Operating Sewer Collections is the put sewer pipes in the ground and build a Wastewater Plant and do a pump station. When we budgeted for the Wastewater Plant, since we knew it was just going to get started in 2021, we did not budget the full bid amount, we budgeted \$7.5 million. We are going to need another \$4.5 million to cover that project cost. Van Hying Pump Station - we are going to try that again and increase the budget to \$2.5 million with a 5% contingency so the total is \$2.65 million. The original engineers estimate was \$1.625 million. We have this funded through DEFA. In the funding application we are asking for 20% contingency because it's harder to go back to them after the fact.

Meekison- grant application was through District Two/Ohio Public Works Commission. Lulfs – we have a verbal approval but, the paperwork will not be received until December. Mazur – the grant is \$260,000. Lulfs – the total project is \$520,000.

Mazur – that sewer replacement is very much needed. Lulfs – that will be a new sewer and we will provide a storm tap to each property and then at the completion of the project we will resurface the street.

Lynne Avenue is up in the air. We did the application for funding and have not heard anything back yet. The plan is if the funding we applied for does not come through, we will not do the project. The project is estimated at \$1.25 million and we applied for a \$1 million dollar grant through ODO, whatever the stimulus money is. Lynne is in desperate need of repair. We have several sewer accounts, it's for accounting purposes that was implemented when the Findings and Orders came out.

Haley Avenue Sanitary Sewer Removal (SSO) we are required to eliminate that by the EPA. This is a Findings and Orders project we are required to do. \$100,000 is a conservative number.

For the last 12 or 14 years, we have had an emergency repair fund in the sewer account for \$100,000. Usually it is an imminent collapse that these funds are used for. Mazur – we have one this year that will exceed that. Lulfs – on storm side.

521-6310-57800 - is our sewer/sewer account. The 57810 is the account to fix the sewer laterals that fail. The city took ownership of those five years ago or so. There is \$100,000 in this account.

560-6400. Mazur - garbage is down overall from the previous year's budget.

Additional Request. Given the circumstances that we are in right now and from my perspective, I like the idea. Then if things stabilize, because people are always moving out of those positions and moving around or leaving or whatever, if we ever needed to we could through attrition bring the position number back down. Comadoll - I don't think you'll ever see that, you are always going to need help. Mazur - It is a savings to the Water, Sewer and Street funds but, it is an added expense to the Sanitation Fund which can handle it.

560-6410. Rathge - these are actual numbers. We are running about as thin as we can. I don't know how we can do it any better than what we are.

Yard Waste Site - concrete grinding. We grind concrete when we accumulate concrete from projects or wherever. Lulfs- we take concrete from the public. It is a service we provide. Mazur - the grindings get reused, we use them for projects. Are we using the stone for the path to the Wastewater Plant? Lulfs – yes. Rathge –we use it everywhere but under the road. We have not bought stone since I first started here. Rathge – the biggest thing to understand is, the Refuse Department, despite all the complaints, is still okay financially.

Mosquito Control. Maassel - how late did we spray for mosquitoes? Rathge –as soon as it hits the temperature, we are done. Mazur – mosquito chemicals are expensive.

561-6400 – Mazur money is put away every year for purchase of new trucks. We are currently putting in \$50,000. Garringer – the fund is currently over \$200,000.

Garage Rotary System – we did a change to a couple years ago. The garage rotary system was always never balancing for whatever reason. What we did is similar to what we do with facilities maintenance. It is split amongst the different departments and varies based on the vehicles in the fleet.

Recess 2:55 pm – 3:05 pm

Electric Department/Greg Kuhlman (3:05 pm – 3:42 pm)

Accomplishments for 2021

We received a Hard Energy Program Designation from APPA

The majority of the security light LED conversions are done other than out in the country. We are changing the security lights for the farmers. Haase - is the hospital converted to LEDs? Kuhlman – they would work with Efficiently Smart on that. Mazur - if they did not, they should immediately. If it has been over five years they should.

County Road P1 pole replacement has been completed. All our pole replacements are now a bigger class around, especially our north and south poles, because the majority of the wind is east and west.

An additional lineman was hired. Three-phase electrical service at the city pool. Service for Napoleon Vision Center.

Relocation of transmission lines for the bridge. Maintenance on all the decorative street lights in specific areas.

Minutes of the City of Napoleon, Ohio
SPECIAL FINANCE & BUDGET MEETING
in Joint Session with
CITY COUNCIL
Saturday, November 13, 2021 at 8:00 am

PRESENT

Committee Members	Chair Joseph Bialorucki, Jeff Comadoll, Ken Haase, Jason Maassel
Councilmembers	Joseph Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Jeff Comadoll, Lori Sicclair, Ken Haase, Molly Knepley
Mayor	Jason Maassel
City Manager	Joel Mazur
Finance Director	Kevin Garringer
City Staff	Dave Mack-Chief of Police Clayton O'Brien-Fire Chief Jennifer Arps-CIC Director
Others	Dr. Dave Cordes, Brandy Gonzales
Clerk of Council	Roxanne Dietrich
ABSENT	
Councilmember	Ross Durham

Chair Bialorucki called the Special Finance and Budget Committee meeting to order at 8:00 am.

Henry County CIC/Jennifer Arps- (8:02 am – 8:25 am)

The CIC's request from the City is still at \$39,000. Next year coming we will be coming out ahead in part due to lower salary and Stacy is not on our insurance.

Some line items for expenses were increased. More was put in for events and marketing to get more exposure for Henry County and Napoleon. Revenues stayed the same as did memberships. After 2020, it is hard to get companies to submit memberships. The County's contribution stayed the same at \$67,200. A couple of CRA agreements rolled off. The NIEDF fund is currently close to \$40,000 and we hope to work on some projects and work on CRAs possibly expanding the zones. With Napoleon being the county seat, most projects revolve in Napoleon. The Keller Building being for sale is the largest building we submit projects for. Maassel – you make visits to current companies, right? Arps – we consider those BRE (Business Retention Expansion). We are working with CustomAg on a project. Old Castle spent millions on amenities. Napoleon Machine has been doing a lot of investment in equipment. Automatic Feed is doing well. Campbell Soup is doing amazing even with the labor difficulties. The sale of Tenneco that happened in another community, my plan is to circle back with them to see if they are taking on any lines from that sale. Maassel – it was sold, not closed? Arps – Governor DeWine sent a statement saying he was disappointed so I assume they are relocating out of Ohio. HenryHas will probably launch before the new year. Maassel – Arps was the Administrative Assistant for three different directors. When we interviewed her, she did a good job knowing where the land mines are and who the key players are. She was taking classes and HenryHas was a project she had to do to market the county on what makes us special. Arps – Thrive Marketing out Perrysburg, Ohio is who we are working with. They created the HenryHas logo. The county funded them for two years to work on the website. There will be a page where companies can submit their jobs and will go live. We will work with communities that do not have a website so people know where to go to. There will be a form on there for anyone interested in land or buildings that will take them to CIC so we can contact them. HenryHas has heart for events and will be tied to the CIC and the Chamber sites. Thrive will have Goggle analytics in there to track usage of the site. My goal is to make us look amazing. Maassel – you get a lot of projects that go nowhere. Arps-we did a site visit with a solar panel manufacturing company out of Switzerland that would have been \$70 million capital and 269 jobs. We submitted the RFI for our 400,000 sf. building. The city was amazing. We spent time meeting with the gentleman and it did not work out, it was a little too rural for him. We are submitting that building again but, they are looking for 500,000 sf. will see if it works.

100-2100. Police/Chief Mack – (8:26 am – 9:28 am)

2021 Goals recap. The Strategic Plan is going. Chief O'Brien and I talked about the building and getting the study done to see what we need for the departments for the next 40 years. We hope to have that done within the next month or two. We will be hiring the six dispatcher, thank-you. That is a big deal to my whole department, we are looking forward to being fully staffed again. Records management matrix is software for both city and county law offices use.

2022 Goals. Getting the sixth dispatcher hired. Body cameras is the norm and expectation for communities nowadays. If we are not successful with this grant, we will figure out what to do. Secure funding for new vehicle cameras is all technology. Any type of technology for me is not cheap and we are trying to find some funding. Regional Tactful Response. We are looking at a regional team with Napoleon, Wauseon, Henry County and Fulton County so that is not such a strain on our agency. Going regional will also help with grants trying to help offset costs from capital fund for having special teams.

Upgrade to infrastructure – computers dispatch. This is the final upgrade to the dispatch consoles and hope to use American Rescue Act money for that.

The Strategic Plan we hope to have done by summer. We are focusing now on Fire and will get into Police after the first of the year. Maassel - when the radios and repeaters are updated, will you have full coverage in the schools or will you still have spots? Chief Mack – the repeaters are beneficial to everything but the schools. Fire will work for the schools. Mobile repeaters require a car to be running. That one call for service should be doable but, for a guy stationed for 8-10 hours you cannot leave a car run for that long. To recap, the schools have never passed their radio test, ever. We did not lose anything and were hoping to gain something was a goal but, that did not happen. Maassel – in case of emergency? Chief Mack – the cars responding would have repeaters and that project should be done by the end of this year. Maassel – there's no way to have repeater in schools or hospitals? Chief O'Brien explained the repeater is a band aid you cannot put mobile repeaters at a fixed location because of the way the frequency works. Motorola showed there is a need to have three sites in the county. The county put one in Malinta based on that is the center of Henry County. With all the buildings we have, the penetration is a lot worse in Napoleon. There are a lot of limitations there. Mazur – it is our understanding funds from ARPA can be used. Freedom Township still has coverage issues (north of the river). Chief O'Brien – it would be nice if we could get one to the northwest between us and Ridgeville Corners. I talked to Chief Benecke about having Motorola look for the best strategic site. That is critical infrastructure that would benefit our area. Bialorucki – the cost? Chief O'Brien around \$500,000. That is a lot out of the Capital Improvements but, compared to how much American Rescue Plan is being doled out there, it really is not that much when the government is giving money away. Mazur - cities were cut. Maassel - small cities were cut. Mazur - Henry County ended up with \$6 million and the townships got some too. They received the first \$3 million, the second is coming in soon. Garringer – the money is being dispersed and will get the same next year. Chief O'Brien – With the Napoleon City being cut, Napoleon Township recognized that and now that townships are getting money, they stepped up to the plate doing the priority based dispatching. A lot of townships don't necessarily have budgets and I don't see why they couldn't get together and do something as a whole. Mazur – think that is worthwhile to have a conversation with the commissioners and maybe some of the townships.

Police 100 account. Chief Mack – Salary was reduced a little on dispatch, the goal with this sixth dispatcher is for savings. Mazur – the reciprocity deal part was salary savings on overtime, this is a moving number. Chief Mack noted because of employees and life happening. I have the youngest agency.

52000 Training and Software are the two big hits every year. There is a national push that is significant on training. That budget item was increased when I took over. It was bumped up \$2,000 as the State of Ohio is mandating 24-hours for all certified officers including the auxiliary. There is some funding through the state that we may get reimbursed for a little. We purchased online training this year and we belong to the consortium at Owens Community College, the officers can go there. We pay \$400 or \$500 but, there is no cost for training, just for their meals.

Phones Mazur - that number was increased. We are on borrowed time and want to provide the officers with tools they need. This will allow the officers to have a phone in their car instead of having to use their personal phone for work. As the employer, we should provide that for them instead of using their own personal equipment. Chief Mack - Currently the Chief, admin Lieutenants and Detective have phones. Public Records is a big issue. Recording is part of our day-to-day life and the officers need to have resources so they do not have to use their personal phones. The goal is to have a reduction there next year since there will not be the cost of phones, brand new case and charger.

Software wish could say we would see a reduction, but do not foresee it. Software companies are raising costs 3% to 5% and everything we do is software based.

Janitorial – Mazur we talked before how much that is increasing because of labor. Chief Mack – it is COVID, the company we have is doing excellent and was the cheapest one but, it is still a significant hit to the budget.

Fuel – Chief Mack we are hoping to come in under budget. The two cars that were just delivered are hybrids. The thought process is there will be fuel savings. Maassel - are hybrids responsive enough? Chief Mack - they seem to be. One will be mine and the other will replace the car that was crashed six years ago. The selling point was a 100,000 mile bumper-to-bumper warranty with everything covered for over five years. Dr. Dave – know someone that works in the maintenance department of a Ford dealership. One thing they were worried about was battery replacement of hybrids and they have not replaced one yet. Mazur – the Volt we bought the battery life was over-rated. Other electric and hybrids are over-performing. Chief Mack – city jurisdiction is where we anticipate savings on hybrids. We spend a lot of hours idling at low speeds, we have a lot of hours with the engine just running. Maassel - want to make sure they are responsive enough. Chief Mack - because of computer chip issues we were not able to have delivered until now. My officers will let me know if there is anything wrong. Mazur – the reasoning is there is a lot of idle time, these are not miles that add up but, do add to the wear and tear of vehicles is why they rotate vehicles. Chief Mack – we do not like to let vehicles to go over 80,000 miles. If a car has to go one extra year because of budget, it is not too critical. We reached out to several jurisdictions and only one had issues, everyone else did not have any issues.

Mazur – the police budget is the most important budget to review because it has the highest impact to the General Fund. Both Chiefs do a really good job managing what they put together and whittling away at some line items. Bialorucki - how are you sitting with staffing, is anyone retiring? Chief Mack – we have one on the drop program right now and said he plans on staying this year. Leadership would be a focus for me. That is why I support Wildsparq. I am at 26 years. I have a Senior Command Officer in the drop program and have another one that can go in two years potentially. We are on borrowed time if officers decide to go at 25 years. Our Detective is there. We are training to look at backups and start phasing them in. When we take someone off the road to job shadow, that is overtime. We are trying to develop shoes we think will be in that position. Anyone that is within five years of retirement has looked at retirement. A lot of officers are retiring because of the nation's trend. Maassel - you making sure officers are out in the community means a lot to the people. Chief Mack – we assigned an officer and dispatcher to community outreach.

Code Enforcement Mazur – there are a total of 342 complaints to date, last year we had 303 and in 2019 we ended with 455. Schultheis is busy and is out and about and people know it. We are down in zoning violations. There were eight abatements with three hearings, that is down.

Signage has been addressed on the southside. The donation boxes are all gone. Schultheis does a good job motivating people. Chief Mack - he is in the five year mark and would be a hard one to replace.

Mazur – Zoning wise hearings are down compared to last year. There were five new residential permits pulled this year with a few on the horizon Twin Oaks has some, two in Goodville and Pickett Fences. Spec homes are starting to be built in Goodville and Pickett Fences. There was a little drop off in new businesses. The house at Haley and Leonard is scheduled to be torn down. Chief Mack – Code Enforcement budget has no changes. Bialorucki - houses that are abandoned for years and have no code issues is there anything the city can do to move those along to get people in those houses? Mazur - if they are up on taxes and are in compliance, there is not anything to do.

2102 SRO budget. Supplies and operating line items had an increase. The DARE program did really well. He has done 66 classes for the 5th grade, 30 for the 1st grade classes and is moving to the 7th grade. We are getting donations and he is good at looking for grants. There are some upfront costs to buy books and graduation items. SRO is directly affecting our road by keeping officers on the road. We were routinely at the school every other day in just the Napoleon Area Schools, the amount of complaints and interventions has doubled his call volume with students. There are a lot of unruly parents, the parent behavior is troublesome. Baer- the Resource Officer was a big plus for the city. Bialorucki - kickball in the park was awesome. Chief Mack - kickball had off the chart success, it could not have worked without teamwork from the schools with the teachers and staff that came out and volunteered their time. The 4th of July they did a corn hole tournament. There were a lot of kids out there, it was successful. Bialorucki – were they notified, how are kids getting there and who could not get there that did not have transportation? Chief Mack - fliers went out through the schools. The kids got there from friends, parents and grandparents. Haase – we did spend some money with the Transportation Department to get a bus for town.

Canine This is the second year with the dog. We did go over in fuel. Machinery/ Equipment there were a few little increases. Maassel – is the dog getting a lot of use in the city limits? Chief Mack – In 2019 they had 15 calls, seven the dog responded to. In 2021 so far there were 44 activations for the dog and 40 calls were covered. Mazur – a

note on canine. When we did donations we said would take Luke around and do a donor appreciation thing. Chief Mack - with COVID that was put on hold and fell off my radar, we will get that taken care of.

400-2100 CIP. Mazur - Plan on replacing two vehicles, one is in 400 with the other in another account.

Chief Mack - most of the first \$2,100 is replacement. That went up because we are trying to replace things as we go. Mazur – the big one is body worn cameras. Chief Mack - the challenge with technology like this is storage, nothing is ever free. Maassel - how long do you keep records? Chief Mack - everything is a public record. Now with terra bit drives and external hard drives, you dump as much as you can and maintain evidence to maintain integrity. The cost of my video is not cheap.

Locker Room at Facility. Mazur - is an ongoing building expense. Siclair - what about the female locker room?

Chief Mack – there were unforeseen circumstances that happened to our contractor. We do have the purchase order set aside. There are other things we can do to keep things going. Right now there has been no structural changes and we are trying to work with the contractor. Siclair - Jennell is alright with this? Chief Mack - so far and we have two female auxiliary officers. They understand and know we are doing everything that we can.

Body Camera for SRO. Chief Mack - canine will have one too. Maassel – will the dog or the officer have a camera?

Chief Mack – Officer Lipscomb will have the camera. We converted the chief vehicle to offset costs for canine but, we are in a situation we can replace his vehicle for something that will be better suited for the dog.

271, 273 and 274 – Miscellaneous Appropriations these statutorily have to be created. Chief Mack - Our costs are up out of that fund because we are doing a lot of search warrants. The Law Director has expressed a desire to have search warrants and we are using that fund more, there is a revenue piece coming back in.

Recess 9:28 am – 9:36 am

210-2200. FIRE DEPARTMENT/Chief O'Brien - (9:36 am – 10:14 am)

Chief O'Brien – a recap on the number of runs. In 2021 to date we had 1,674 runs. As of today, there is a 10% to 11% increase from last year on the emergency side that equates to 5.25 runs /day. If that continues we will be over 1,900 calls in 2021. In October we had 172 runs for the month. We have done 125 inspections, we are working with Asst. Chief Frey and he also does CPR classes on a standard set day. Dr. Dave – is the increase in runs due to older age or drug OD? Chief O'Brien – it is more due to our aging population and long term care facilities. We do have drug and OD calls but, we do not see the increase coming from that. The health department is working on a couple of projects to help Law Enforcement and us on substance abuse as a whole team to do different things.

Public Education. We had 59 public education events that reached 975 students, we were able to get into all schools this year. Firefighter Phil could not survive COVID. We tasked Asst. Chief Frey to do that program ourselves. We did an annual coloring contest and try to focus on one grade at a time. We want to ask local businesses for donations to get to our people into the schools.

2021 Goals. Staff training, 60 hours for paramedic refresher and HazMat refresher.

Training Center Improvements are with WR Meyers. Improvements to the burn building, the stand pipe inside the facility is to have a 25' instructor line, premium air gap and thermal couplers, the project is just about complete. We are hoping to build the grain bin the first week of December.

Building Maintenance/Kitchen Floor was dura-ceramic that was put in years ago and the top layer was ground off by the wheels on the chairs. Buckeye Solutions did an epoxy overlay and it looks great.

Goals for 2022. To hire the ninth full-time firefighter. We are able to do this hire with the reciprocity being passed. We had 17 applicants but only five completed an application. We have talked about taking the National Testing Network application and invite individuals after that first round to complete a city application.

Priority Based Dispatching with the help of Napoleon Township. The tough books and mounts are ordered Chief Mack is working with the Napoleon Township Clerk for dispatch upgrades on the software side.

Complete Firefighter refresher. Each captain has a crew every day. In the fall of 2022 the idea will be Captain Bowen is in charge of fire training, Captain Stiriz is in charge of special teams, and Captain Reiser is in charge of EMS. They have to have fire training to recertify their cards and with using that facility we will all be together.

Complete training and host the first grain training class. We are working with Gerald Grain and CustomAg to facilitate that, this is the class we used to go down to Sydney for. It is a 4-day class and brings fire personnel, rescue personnel, and grain personnel together. The main focus is on the farm and what a rescue is going to look like for us on the farm.

100-2200 Mazur - the biggest increase is in personnel. This is due to having the part timer overnight and full timer on the B shift. The only other increase is in training. Other than that, it is pretty much the same as last year's

budget. Chief O'Brien - we hope to be reimbursed on a lot of that training cost. Captain Bowen is working with Apollo Career Center to do that training here on site, we will get a little discount if we do training onsite. We will not be able to get the money reimbursed until 2023 on the fire training grant by the State Fire Marshal's Office.

242. Fire Equipment Fund. The revenue comes from townships and city in annual deposits. In 2022 there will be \$115,000 deposited into the fund. Mazur – every year that number increases. We are forecasting 2026 is when there will be a need to purchase a new ladder truck that is extremely expensive. Cost estimators keep going up and it could be a \$2.2 million purchase. That is why put so much is put away each year in. Maassel – that is a standard other departments should do, put dollars away for when a big ticket item comes up.

Mazur –when we get into 2029 is when you will see a little bit of negative because there will be larger expenses for that year that will have to be reconciled. There is not a need to make an adjustment now because it will not be until that budget year, this is just creating expectation how much needs to go into it every year. Chief O'Brien – when I talked to them they said should appreciate 4% now until time to purchase. Not only are you replacing a truck, you are replacing all the equipment on there too as the equipment that is on that truck is pretty old. We are working on getting a multi-use vehicle. The ladder truck would go out of the fleet, the live truck would go back to the training facility so we have an engine all the time. Maassel asked about a hybrid . Chief O'Brien - there is only one that is a single axle and by the time we need one there should be more technology. We are keeping our options open. It will come down to the size of the water tanks. We are not sure of single axle because of weight. Right now we run our engine first for everything and if part timers come in they bring the ladder. It would be beneficial to have the ladder first if capable. We are trying to take a lot of things into consideration. One will be the weight of what the truck can hold and the amount of things that we put on it. Maassel – if we have grain training, we cannot help because our ladder is shorter. Chief O'Brien – the ladder will not be shorter I will make sure of that. It has to be 105' or bigger.

242-57200 most of the time is zero. We did put in \$5,000 for a sign. We really need to put up a sign for all of the donors for our training facility to showcase all the support. The grain rescue trainings will bring people in from all over.

210-2200 EMS Transport Fund. There is a small increase from the previous year that comes from software. Mazur – this is an important fund it is an offset for a lot of General Fund expenses we get. EMS revenue from townships, we reimburse them. Mazur – that shows up as an expense.

Capital. Chain link fence for the training ground-\$48,000, car port at grain training-\$25,000. Mazur - have to take a look at grants out there being sensitive to the Capital Fund. It is hard to justify doing this without looking at grants and not address needs that are at the Police Department or any other type of facility where you have issues whether it is employee issues or compliance issues and addressing those issues, it is hard to justify something new when we know we have major concerns in other areas. Things that could be perceived as liabilities is the thought process. These are on the Additional Requests sheet but, are not showing up in budgets. Understand to be a high functioning training facility with equipment that is being put there, it would be nice to have a fence to keep people out. There are people driving illegally over the property from time to time. Baer – talked about vandalism at the park across from the Police Station, has there been any out there. Chief O'Brien – we had one small fire inside the storage building they did not burn the structure it was a little pile of straw and there are 4-wheelers riding around. We do keep the building locked up, we ratchet strap all the doors and padlock the back. One ratchet strap will hold a door and window together. Mazur – will it be tough to find a grant for fencing? There is a possibility of putting in a fence line along the tracks. Bialorucki - can we repurpose some of the fencing we are requesting ODOT to take down? Chief O'Brien – agree there are other avenues we can look at. Wanted to identify the need and start the conversation. The car port for grain training we do not have anywhere to put the bins.

PROJECTED FUND SUMMARY/RECAP/ADDITIONAL REQUEST (MAZUR) 10:16 AM

Additional Requests

221 Fund - Aquatic Center, Golf Simulator and Finish Mower (Pool/Golf Course Levy) all items are factored in and the recommendation is to keep them in. Bialorucki – if do golf simulator right it will bring in some residents. Garringer – that certainly is an added feature that can be done in January, February and March, even if for two days a week to see how it takes off. Mazur – we do not have a winter activity. Garringer – there is a certain point where the project needs to be finished and we are not there yet. The project needs to be completed and the rest pays for ongoing updates and replacement of what we have. This would be nearing the end of adding additional items. The rest of that money is to pay for the debt and upkeep of the facility that we have. Maassel - do not want to debt items that will underlive the debt. The mower deck and golf stimulator were part of the original plan, the

sidewalk makes sense and the mower makes sense. Mazur - Benches and seating, lounges. Garringer – part of that is you need to be up and running to see what additional things you need.

Bialorucki - Recommendation to come out of Rec Levy.

242 Fire Equipment Fund.

Mazur - this was left in. Chief O'Brien mentioned he will be applying for a grant. This is an added Vehicle. Added equipment has been sensitive in the past, added equipment, vehicles and facilities are added maintenance and expenses. These are unknown expenses. Mazur – Recommendation - Yes with Grant only. Garringer – the training facility is great but, when you add stuff and say it is donated, then we end up having a cost for something that is donated. We get the grain trailer for free and now we need a carport or trailer. Maassel - is there a vehicle at the Fire Department to move the grain rescue trailer? Mazur - the brush truck is not big enough to pull it, they would have to pull from Ops. Maassel - there is a vehicle in another department, they would have to coordinate to get. How much does it need to move? Mazur – this is the fire training facility people will come to it and think for the most part it will be at the facility. Baer – I want to see how much the grant is. Bialorucki – when invite other departments to use our training facility, is there a cost? Mazur – there are fees. Bialorucki – can we put some of the money away from the fees we are collecting to help pay for this? **Haase – Recommendation with Grant and Review**

400 Capital Fund. Mazur – this is the road fund and is all we have.

After Thursday's adjustments were made, we are at \$702,000 in the balance. We started at \$330,000 and that is light especially if have a catastrophe of some sort. That is all we have and in my opinion is dangerously low. Getting up to that balance of \$700,000 is good, let's measure where we are at in the middle of year and figure out if in the next budget cycle we want to start allocating more to have a little bit more robust road repaving schedule.

Bialorucki – how does the Park and Rec fund look? Mazur - it looks good and is getting better. Part of the reason is reciprocity is put into that and that is how the .2% income tax piece was written. Garringer - that income tax cannot be separated out to be used for Police and Fire. Bialorucki - back on the company that we did a reimbursement for income tax, what was the total amount? Mazur – over a million. Bialorucki –and Parks and Rec received part of that million and did not have to pay any of that back. How much savings did they have in that? Mazur - every million dollar worth of income tax equates to .2%, a \$140,000 figure. Bialorucki – so we could not take any of that money back but if there are some things in here that they really want and need, instead of paying out of the General Fund with that savings of \$150,000 let's do it out of their fund. Mazur – agree. Comadoll – there you go, fireworks. They only pay \$14,000 and \$13,000 comes out of the General Fund. Why can't we eliminate that and let Park and Rec pay for all of it. Garringer - in the big picture it is something you can look at but, the General Fund pays for the cost of the pool and golf, even in the banner year that we had for golf revenues, they still ran in the red. The expenses were more than the revenue. If you take more money from the rec on one side, they will not have money to pay for other things and will come back to the General Fund. Mazur – one of the things I would like to do is review our parks maintenance schedule, procedures, what we are maintaining, how many parks do we have, what is our staff and evaluate. Do our own internal strategic planning for priority changes. With a new staff they may have a different prospective. The park department is a skimpy staff. Wayne Park, how much does that get and how much money do we put into maintaining that? Haase - is Wayne Park in the historical register of any kind because of the way it used to be with Route 24 running up the hill and around. It used to be riverfront property. Mazur - do not believe there is historical designation but, we can look into. How many park facilities do we have, that takes more time to manage. Baer – have a maintenance schedule like the Fire Chief's program that goes out several years. The dog park is not being used. Mazur – as Durham pointed out Thursday, Kidz Kingdom is 20 years old and has a lot of decorative wood pieces, may want to have a day of giving and spruce it up. A lot of facilities that we have are not getting spruced up. Mazur - would like to see income tax projections coming in enough to offset all of the expenses in the parks. Every year we have had expenses from capital or wherever subsidizing parks operations, including fireworks. Maassel – you are saying \$50,000 capital improvements should be in Parks and Rec Fund for the boat launch? Bialorucki – I don't see why not, if they have the money. Same with the vehicle. Garringer – the boat launch definitely needs replaced. To me that particular one should be capital. It needs to be done and is infrastructure for the city. There is no other public boat launch in the city that people can use if that one goes down. If it breaks away halfway in the summer, there is not another park to go to with a boat launch. It is vital for the Fire Department to have their boat launch and not have it be used for recreational. Mazur – I agree the boat launch is more than a park facility. It draws people into the community. Haase – if you don't have it, you are telling people they can't use the river. Mazur – this is the

exception to the rule. The vehicle absolutely. The mower we have already moved into the 221 fund. Maassel – it has to get fixed. Mazur – the vehicle should be moved into the 221 Rec Fund for staff or Cotter can move his vehicle down and replace what he has. Then we can move Line 12 out of the water fund and pass one of the police vehicles to the water plant. **Pickup Truck goes to 221 Rec Fund**

Bialorucki - when a department gets a vehicle from another department is there a charge? Mazur- there is an expense adjustment. Bialorucki - Park pays for the truck now and in 8 years gets another vehicle and moves this vehicle to another department, the value of that vehicle should go to that department to use the money towards the next vehicle. Mazur – parks is like the last stop.

Maassel - No on Chain Link Fence and No on Car port.

Sicclair - is there any kind of danger of kids getting in there? Mazur - even if you put a fence up kids can still get in there. Sicclair – have to have a fence around a pool. Garringer - a pool has a liability issue. Mazur – think securing the back side by the tracks is worth looking into. Maassel – see if there is a grant.

Electric Department Bucket Truck is on borrowed time – Maassel-Yes.

100' x 160 'Storage Building. Maassel - would like to see what that size cost vs. one half that size vs one three-quarters that size. What is the cost difference? Haase - need to have room to maneuver. Maassel - agree is needed but, want to see estimate on different costs and see floor plan of what is going in there. Garringer – my suggestion would be to not get so held up on the size but, to earmark a maximum cost. Mazur - Electric Committee will have to review. It will get into design, what is cost and then engineering. Maassel – Municipal Properties or Electric. Mazur – it is the electric fund, an electric facility, it could be either one. Council can decide.

510 Water Fund remove Item 12 with Parks Fund item.

Mower – have one that needs to be replaced.

Backhoe at Operations (Water Fund) \$138,000. State Term Contract. Final approval will have to come before council. The can has been kicked down the road a year or two. Haase – it is time. Bialorucki - how often do they use it? Mazur – for main breaks or digging up services. We suspect the EPA is going to come back to us sometime soon, there is this push to identify all lead services. We have about 80 to 90 services that are unidentified right now that we may have to dig up. There is no way to predict how many of them are lead. Comadoll - our records should be up to snuff. Mazur - they are that is why I say 80-90 is a good number. Bialorucki - how often is it deployed? Mazur - that varies. Comadoll - the backhoe is out every day. Haase – it doesn't matter the cost it's going to be 15% more next year. We just know with inflation everything will cost more next year.

Sanitation Worker- have yes. We have employee out on disability separation right now. Technically that person is not a city employee. They were not fired, they are on disability separation. That means we have an open position but, that person on disability has rights to that position for one year. If we hire someone else to take that role and the person comes back, the low person gets bumped. Maassel – I think you do this because if we are short people, it gives you the ability to hire somebody else. Sicclair – we had this discussion before the last time we hired someone. Mazur - we eliminated CCNO and added a refuse worker. That makes four refuse workers up from three and now this makes five. Comadoll we are going to have five people in Refuse and Recycling Department? Four is enough. You have to have four people in that department at all times, you cannot borrow from another department. Mazur – that is impossible to have four at all times with vacation and sick time. There always has been people pulled from other departments. Sicclair - after that person leaves in a year will we have to fill that position? Garringer – you don't have to fill it, you can leave it vacant. Sicclair – you have a set number of positions, just like the dispatchers had six changed it to five and now we had to change it again. If that person after disability comes back you have six. Mazur – the person on the back of the truck only lasts a year or two until another opportunity opens up. Baer – fill like we do in education, if John Doe comes back, you will be eliminated. Mazur – that is what we will have to do. This is a hard position to fill, they need a CDL. Bialorucki – would like to see this position added. We are pulling people for this and like you said turnover. Mazur - overall we would manage and watch it through attrition and get it back down to four and not fill the position if have four people show up every day. How many is too many? Water Dept. employee works on the back of a truck, their time is paid out of garbage and is a savings to the water fund. Through attrition once this issue gets resolved, it would be a good idea to get back to the four positions until the issue is resolved. Maassel - in meantime we have someone who can come back but we do not think he is. We have a position we are not getting work out of and need to get someone hired. Garringer – Kuhlman said he is looking for good workers. If you hire someone and they are willing to be a good worker and show up every day and has initiative move to another.

Minutes of the City of Napoleon, Ohio
SPECIAL FINANCE AND BUDGET COMMITTEE MEETING
in Joint Session with
CITY COUNCIL
MONDAY, NOVEMBER 22, 2021 at 6:30 PM

PRESENT

Committee Members	Chair-Joseph Bialorucki, Jeff Comadoll, Jason Maassel
Councilmembers	Joseph Bialorucki-President, Lori Sicclair, Jeff Comadoll, Molly Knepley, Ross Durham
Mayor	Jason Maassel
City Manager	Joel Mazur
Finance Director	Kevin Garringer
Law Director	Billy Harmon
City Staff	David Mack, Chief of Police Chad E. Lulfs, P.E., P.S.-Director of Public Works Tony Cotter, Director of Parks, Recreation and Cemeteries
Others	News-media
Clerk of Council	Roxanne Dietrich

ABSENT

Committee Member	Ken Haase
Councilmembers	Dan Baer, Ken Haase

Chair Bialorucki called the Special Finance and Budget Committee meeting to order at 6:30 pm

MAYOR'S PRESENTATION OF THE 2022 BUDGET - MAYOR JASON MAASSEL

I want to thank Garringer and Mazur for all their hard work throughout this whole process. The city income tax is broken out and what we have is a 37%/63% split. We always aim for the ultimate goal of 50%/50%. Historically we have done a 62%/38% split. Now, when you add in the reciprocity that's getting closer to this, though I think last year we were off a little bit with the influx of ARPA dollars. Next year should be closer to the 62%/38% split before the reciprocity because the reciprocity is going mostly for people. We told our citizens that we represent, we were going to spend the reciprocity tax on our people. One will be a part-time firefighter overnight. We will also have the sixth dispatcher. When I was first on council, the mayor at the time and some other people on council wanted to do away with our dispatch and have our dispatch units from the sheriff. We went through that and the compromise they came up with was to cut dispatch by a person. We have learned over the last five or six years, that is not very conducive to the Police Department and also for safety services. We are adding a six dispatcher and hope they have a little more longevity in those slots. When our emergency people need to call in they need somebody trained and calm. The more they are trained, the calmer they are. That is what this is going to give us. We also have in there a full-time firefighter. As you can see the revenue by category, all funds we are estimating at 55 million dollars in revenue. The big one is the electric utility and that is mostly a pass-through. We want to be sure we are watching the sanitation and refuse, that is under a million dollars at \$836,000. It is always the big one to watch. It is one of those services we provide to our citizens and do a really good job of that year in and year out. We have to make sure we are watching that number so it is where we are expecting it. On the way out, we are expecting \$59 million. How can you plan these kind of numbers? We always overestimate cost and underestimate income and usually at the end of the year we come out pretty strong. This is less than \$4 million, it is \$4 million minus \$55,000. The big one is the purchase of power at \$13.8 million. Obviously, the debt payment is big one Engineering and everyone does a really good job of getting grants and low cost loans that at 1.5 million dollars help us keep our project costs as low as possible.

Major Capital.

Major paving projects, around the Napoleon Area Schools to Westmoreland and also to Briarheath. Ritter Park, Front Street and Wastewater Treatment Plant. The total cost for Ritter Park is \$830,000 to \$835,000. The Front Street project has a grant of \$87,000 with a total cost of \$118,000. We are using grants with state and federal dollars to stretch our taxpayers dollars as much as possible. On the Wastewater Treatment Plant, we are

getting a lot of grants and also working on low-cost loans. We have to fix the city boat launch. That is a service we provide. I think the Parks and Rec people do a great job year in and year out to provide that service and you can tell by how many long-term docks that are there by the city boat launch how many people use that day-in and day-out year to year. If it is bad, let's fix it before it gets even worse.

Machinery Equipment

Two patrol cars is almost a must, our police officers need their car to respond. We have to have them to respond. The cars get to a certain amount of hours and miles and they just do not respond like they have to. The bucket truck for tree trimming. The current one is working but is being held together by duct tape and glue obviously we need a new one. A storage building for Electric Department at \$357,000. We are going to bring that back, that is the budgeted number and we will see what the cost is and if that size of building will be the size we want or not. A new backhoe at \$138,000. If we get a new backhoe, this is the time to get it before the old one gets too old. The budget is first reading tonight. There will be a second and third reading before the budget is approved. Again, I want to commend Garringer and Mazur and the entire staff for doing an amazing job. I still remember my first budget. The city manager at the time came in, sat down and said "you got a budget". It was not like that at all this time. There was very little number changing during the process. It was a very clean well thought and well organized process. We were not flipping through two books. It was a really great process.

ADJOURNMENT

Motion: Maassel Second: Bialorucki
to adjourn the Special Finance and Budget Committee meeting at 6:36 pm

Roll call vote on the above motion:

Yea-Bialorucki, Comadoll, Maassel

Nay-

Yea-3, Nay-0. Motion Passed.

Approved:

December 27, 2021

Joe Bialorucki
Chair – Finance and Budget Committee

2021 APPROPRIATION BUDGET - SUPPLEMENTAL #6

Ordinance Number: xxx-xx

<u>Supplemental #6</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2021 FUND TOTAL</u>
Fund 100 General Fund				
100.1100.51000 Salary-Elected Officials	\$0.28			
100.1100.51700 Medicare-City Share	\$26.21			
100.1100.51560 Social Security	\$18.64			
100.1200.51000 Salary-Elected Officials	\$0.18			
100.2200.51410 Salary-Fireman Part time	\$27,950.18			
100.2200.51540 Fire Pension	\$27,451.65			
100.2200.51560 Social Security	\$646.82			
100.2200.51500 PERS	\$229.58			
100.2103.51300 Salary- Patrol Officers-Police/K-9	\$5,490.82			
100.4700.51201 Salary-AFSCME-Overtime	\$359.72			
<i>Reason: Wages adjusted for the end of the year. Not enough budgeted.</i>				
TOTAL Fund 100 General Fund	\$62,174.08	\$0.00	<u>\$62,174.08</u>	<u>\$62,174.08</u>
Fund 170 Municipal Income Tax Fund				
170.1510.59010 Refunds-Income Tax		\$85,310.89		
<i>Reason: Payout of Income Tax back to JAC Products for 2019 & 2020</i>				
TOTAL Fund 170 Municipal Income Tax Fund		\$85,310.89	<u>\$85,310.89</u>	<u>\$85,310.89</u>
Fund 200 Street Const. Maint & Repair Fund				
200.5100.51100 Salary-Non Bargaining	\$922.93			
200.5100.51700 Medicare-City Share	\$113.67			
<i>Reason: Funds not budgeted at the beginning of the year</i>				
TOTAL Fund 200 Street Const. Maint & Repair Fund	\$1,036.60	\$0.00	<u>\$1,036.60</u>	<u>\$1,036.60</u>
Fund 220 Recreation Fund				
220.4400.51200 Salary-AFSCME	\$24,432.46			
220.4100.51100 Salary-Non Bargaining	\$11,695.71			
220.4100.51500 PERS	\$1,443.38			
220.4200.51100 Salary-Non Bargaining	\$7,828.58			
220.4200.51500 PERS	\$882.08			
220.4300.51190 Salary-Seasonal	\$446.25			
220.4300.51700 Medicare-City Share	\$6.47			
220.4400.51190 Salary-Seasonal	\$2,400.10			
<i>Reason: Funds not budgeted at the beginning of the year</i>				
TOTAL Fund 220 Recreation Fund	\$49,135.03	\$0.00	<u>\$49,135.03</u>	<u>\$49,135.03</u>
Fund 221 Napoleon Aquatic Center				
221.4300.57200 Buildings and Improvement		\$12,474.26		
<i>Reason: Funds not budgeted at the beginning of the year</i>				
TOTAL Fund 221 Napoleon Aquatic Center	\$0.00	\$12,474.26	<u>\$12,474.26</u>	<u>\$12,474.26</u>
Fund 240 Hotel/Motel Tax Fund				
240.3800.53320 Service Fees-Tourist Bureau		\$15,423.78		
<i>Reason: Higher than expected Hotel/Motel tax received in 2021</i>				
TOTAL Fund 240 Hotel/Motel Tax Fund	\$0.00	\$15,423.78	<u>\$15,423.78</u>	<u>\$15,423.78</u>
Fund 250 Local Coronavirus Relief Fund				
250.1300.57000 Machinery and Equipment		\$2,831.65		
<i>Reason: Funds not budgeted at the beginning of the year</i>				
TOTAL Fund 250 Local Coronavirus Relief Fund	\$0.00	\$2,831.65	<u>\$2,831.65</u>	<u>\$2,831.65</u>
Fund 277 Probation Officer Grant Fund				
277.1810.51100 Salary-Non Bargaining-Muni Court/Probation	\$527.38			
<i>Reason: Funds not budgeted at the beginning of the year</i>				
TOTAL Fund 277 Probation Officer Grant Fund	\$527.38	\$0.00	<u>\$527.38</u>	<u>\$527.38</u>
Fund 288 Justice Reinv Incentive Fund				
288.1810.51100 Salary-Non Bargaining-Muni Court/Probation	\$435.01			
288.1810.51700 Medicare-City Share-Muni Court/Probation	\$6.18			

288.1810.59000 Refnds-Misc-Muni Court/Probation		\$2,466.45		
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 288 Justice Reinv Incentive Fund	\$443.19	\$2,466.45	<u>\$2,909.64</u>	<u>\$2,909.64</u>
Fund 400 Capital Improvement Fund				
400.1801.57000 Machinery and Equipment		\$296.02		
400.1801.57200 Buildings and Improvements		\$4,812.00		
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 400 Capital Improvement Fund	\$0.00	\$5,108.02	<u>\$5,108.02</u>	<u>\$5,108.02</u>
Fund 510 Water Revenue Fund				
510.6200.58050 Principal Payment-Bonds		\$20,127.88		
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 510 Water Revenue Fund	\$0.00	\$20,127.88	<u>\$20,127.88</u>	<u>\$20,127.88</u>
Fund 519 Water Plant Improvmenr & Renovation Fund				
519.6200.58000 Principal Payment -Bonds GO		\$4,412.11		
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 519 Water Plant Improvmenr & Renovation Fund	\$0.00	\$4,412.11	<u>\$4,412.11</u>	<u>\$4,412.11</u>
Fund 520 Sewer Utility Revenue Fund				
520.6300.51201 Salary-AFSCME-Overtime	\$186.24			
520.6300.58050 Principal Payment-Bonds		\$12,665.45		
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 520 Sewer Utility Revenue Fund	\$0.00	\$12,665.45	<u>\$12,665.45</u>	<u>\$12,665.45</u>
Fund 560 Sanitation Fund				
560.6400.59160 Reimb-Direct Salary & Fringe	\$3,554.00			
560.6410.59160 Reimb-Direct Salary & Fringe	\$2,352.00			
560.6420.59160 Reimb-Direct Salary & Fringe	\$6,111.99			
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 560 Sanitation Fund	\$12,017.99	\$0.00	<u>\$12,017.99</u>	<u>\$12,017.99</u>
Fund 600 Central Garage Rotary Fund				
600.5200.51710 Hospitalization Insurance	\$3,728.37			
Reason: Funds not budgeted at the beginning of the year				
TOTAL Fund 600 Central Garage Rotary Fund	\$3,728.37	\$0.00	<u>\$3,728.37</u>	<u>\$3,728.37</u>
TOTAL FUNDS	<u>\$258,311.52</u>	<u>\$321,640.98</u>	<u>\$289,883.13</u>	<u>\$289,883.13</u>

FISCAL YEAR ENDING 2021- TRANSFER OF APPROPRIATION (No. 3)**Ordinance Number:** xx-xx

	AMOUNT REQUESTED	AMOUNT RECEIVED	<u>Account Description</u>
<u>General Fund 100</u>			
FROM : 100.1900.53300	(19.68)		Service Fee Professional
TO : 100.1900.53250		19.68	Rents Leases
Total Transfer of Appropriation	(19.68)	19.68	
FROM : 100.1900.53300	(1,641.48)		Service Fee Professional
TO : 100.1900.53700		1,641.48	Insurance & Bonding
Total Transfer of Appropriation	(1,641.48)	1,641.48	
FROM : 100.2100.54230	(369.97)		Supplies - Gas
TO : 100.2100.53700		369.97	Insurance & Bonding
Total Transfer of Appropriation	(369.97)	369.97	
FROM : 100.2200.53110	(52.74)		Utilities - Electric
TO : 100.2200.53111		52.74	Utilities - Natural Gas
Total Transfer of Appropriation	(52.74)	52.74	
FROM : 100.2200.52000	(2,393.17)		Travel Training
TO : 100.2200.53700		2,393.17	Insurance & Bonding
Total Transfer of Appropriation	(2,393.17)	2,393.17	
FROM : 100.4700.53400	(116.47)		Contract Services
TO : 100.4700.53700		116.47	Insurance & Bonding
Total Transfer of Appropriation	(116.47)	116.47	
FROM : 100.1400.53800	(1.00)		Printing Forms
TO : 100.1400.52010		1.00	Membership and Dues
Total Transfer of Appropriation	(1.00)	1.00	
FROM : 100.1800.52000	(47.85)		Travel and Training
TO : 100.1800.53111		47.85	Utilities - Gas
Total Transfer of Appropriation	(47.85)	47.85	
FROM : 100.1800.52000	(295.83)		Travel and Training
TO : 100.1800.53700		295.83	Insurance & Bonding
Total Transfer of Appropriation	(295.83)	295.83	
FROM : 100.1800.52000	(244.78)		Travel and Training
TO : 100.1800.54200		244.78	Supplies - Operating Materials
Total Transfer of Appropriation	(244.78)	244.78	
<u>Street Construction Maint. & Repair Fund 200</u>			
FROM : 200.5100.52000	(428.90)		Travel and Training
TO : 200.5100.53700		428.90	Insurance & Bonding
Total Transfer of Appropriation	(428.90)	428.90	

FISCAL YEAR ENDING 2021- TRANSFER OF APPROPRIATION (No. 3)

Ordinance Number: xx-xx

	AMOUNT <u>REQUESTED</u>	AMOUNT <u>RECEIVED</u>	<u>Account Description</u>
<u>General Fund 100</u>			
<u>Recreation Fund 220</u>			
FROM : 220.4100.52000	(7.58)		Travel and Training
TO : 220.4100.53700		7.58	Insurance & Bonding
Total Transfer of Appropriation	(7.58)	7.58	
FROM : 220.4400.57000	(5,558.06)		Machinery and Equipment
TO : 220.4400.53700		5,558.06	Insurance & Bonding
Total Transfer of Appropriation	(5,558.06)	5,558.06	
FROM : 220.4400.57000	(653.57)		Machinery and Equipment
TO : 220.4400.53110		653.57	Utilities - Electric
Total Transfer of Appropriation	(653.57)	653.57	
FROM : 220.4200.53110	(212.15)		Utilities - Electric
TO : 220.4200.53113		212.15	Utilities - Water & Sewer
Total Transfer of Appropriation	(212.15)	212.15	
FROM : 220.4200.53110	(152.48)		Utilities - Electric
TO : 220.4200.53700		152.48	Insurance & Bonding
Total Transfer of Appropriation	(152.48)	152.48	
FROM : 220.4200.53110	(76.02)		Utilities - Electric
TO : 220.4200.54215		76.02	Supplies - Concessions - Beer
Total Transfer of Appropriation	(76.02)	76.02	
FROM : 220.4200.54240	(1,591.00)		Supplies - Chemicals
TO : 220.4200.59000		1,591.00	Refunds - Misc
Total Transfer of Appropriation	(1,591.00)	1,591.00	
FROM : 220.4300.53113	(995.81)		Utilities - Water & Sewer
TO : 220.4200.53110		995.81	Utilities - Electric
Total Transfer of Appropriation	(995.81)	995.81	
FROM : 220.4300.53113	(2.92)		Utilities - Water & Sewer
TO : 220.4300.53700		2.92	Insurance & Bonding
Total Transfer of Appropriation	(2.92)	2.92	
<u>Electric Utility Fund 500</u>			
FROM : 500.6110.52000	(3,869.85)		Travel and Training
TO : 500.6110.53700		3,869.85	Insurance & Bonding
Total Transfer of Appropriation	(3,869.85)	3,869.85	
<u>Water Fund 510</u>			
FROM : 510.6210.52000	(52.02)		Travel and Training

FISCAL YEAR ENDING 2021- TRANSFER OF APPROPRIATION (No. 3)**Ordinance Number:** xx-xx

	AMOUNT REQUESTED	AMOUNT RECEIVED	<u>Account Description</u>
<u>General Fund 100</u>			
TO : 510.6210.53700		52.02	Insurance & Bonding
Total Transfer of Appropriation	(52.02)	52.02	
FROM : 510.6200.53110	(3,663.77)		Utilities - Electric
510.6200.53111	(3,663.77)		Utilities - Gas
TO : 510.6200.53700		7,327.54	Insurance & Bonding
Total Transfer of Appropriation	(7,327.54)	7,327.54	
<u>Sewer Utility Fund 520</u>			
FROM : 520.6300.53113	(5,090.23)		Utilities - Water & Sewer
TO : 520.6300.53700		5,090.23	Insurance & Bonding
Total Transfer of Appropriation	(5,090.23)	5,090.23	
FROM : 520.6310.52000	(141.79)		Travel and Training
TO : 520.6310.53700		141.79	Insurance & Bonding
Total Transfer of Appropriation	(141.79)	141.79	
<u>Sanitation Fund 560</u>			
FROM : 560.5400.54200	(868.78)		Supplies - Operating Materials
TO : 560.6400.53700		868.78	Insurance & Bonding
Total Transfer of Appropriation	(868.78)	868.78	
FROM : 560.5420.53510	(44.84)		Cnt. Maintenance - Vehicles
TO : 560.6420.53700		44.84	Insurance & Bonding
Total Transfer of Appropriation	(44.84)	44.84	
<u>Central Garage Rotary Fund 600</u>			
FROM : 600.5200.52000	(5.51)		Travel and Training
TO : 600.5200.53700		5.51	Insurance & Bonding
Total Transfer of Appropriation	(5.51)	5.51	

2021 TRANSFER OF FUNDS - No. 4**Resolution No. xxx-xx**

170.9900.59410	100.0000.49910	\$386,896.70
Transfer to 100 General Fund	General Fund Transfer-in	
Purpose: Income Tax receipts higher than projection		
170.9900.59510	220.0000.49910	\$77,858.01
Transfer to 220 Recreation Fund	Recreation Fund -Transfers-In	
Purpose: Income Tax receipts higher than projection		
170.9900.59610	400.0000.49910	\$227,225.07
Transfer to 400 Capital Improv. Fund	Capital Improv. Fund -Transfers -In (Income Tax)	
Purpose: Income Tax receipts higher than projection		
240.9900.59400	100.0000.49910	\$15,423.78
TR-TO-100 General Fund	Transfers-In	
Purpose: Transfer of Hotel/Motel Tax Fund into the General Fund (higher than projected)		
520.9900.59560	523.0000.49900	\$80
Transfer to Fund 523 OWDA SA Bond Retirement Fund	OWDA SA Bond Retirement Fund Transfers In	
Purpose: To cover debt payments -not enough budgeted for transfer		



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: Mayor and City Council, City Manager,
City Law Director, City Finance Director, Department
Supervisors, News Media

From: Roxanne Dietrich, Clerk of Council

Date: December 22, 2021

Subject: Safety and Human Resources Committee –
Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **SAFETY AND HUMAN RESOURCES COMMITTEE** for Monday, December 27, 2021 at 7:30 pm has been *canceled*.



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Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Law Director, City Manager, City Finance Director, Department Supervisors, News Media
From: Roxanne Dietrich, Clerk of Council
Date: December 22, 2021
Subject: Civil Service Commission – Cancellation

Due to lack of agenda items, the **CIVIL SERVICE COMMISSION** meeting scheduled for Tuesday, December 28, 2021 at 4:30 pm has been *cancelled*.



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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, City Law Director,
Department Supervisors, News Media
From: Roxanne Dietrich, Clerk of Council
Date: December 22, 2021
Subject: Parks and Recreation Board Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **PARKS AND RECREATION BOARD** for Wednesday, December 29, 2021 at 6:30 pm has been **CANCELED**.



CITY OF NAPOLEON, OHIO

OPERATIONS DEPARTMENT

PO Box 151, 1775 INDUSTRIAL DR.

NAPOLEON, OH 43545

PHONE: (419) 599-1891 FAX: (419) 592-4379

WEB PAGE: WWW.NAPOLEONOHIO.COM

Operations Superintendent

Jeffery H. Rathge

Water Distribution Foreman

Brian Okuley

Streets/Sewer Foreman

Roger Eis

Refuse/Recycling Foreman

Perry Hunter

Head Mechanic

Tony Kuhlman

PRESS RELEASE

Refuse and Recycling Holiday Route Schedule

The City of Napoleon's refuse and recycling routes will be scheduled as follows for the week of December 20, 2021 due to the upcoming **Christmas** holiday.

Monday, December 20 – Monday Route

Tuesday, December 21 – Tuesday Route

Wednesday, December 22 – Wednesday and Thursday Routes

Thursday, December 23 – Friday Route

Friday, December 24 – HOLIDAY – NO PICK UP

The Thursday route will run together with the Wednesday route and the Friday route will run on Thursday. For those that are affected, please make an extra effort to have your refuse and recycling to the curb by 7:00 AM on Thursday. There is a possibility of later than usual pick-up times during the double day.

Please contact the Operations Department between 7:00 AM and 3:30 PM at 419-599-1891 with any questions regarding this matter.

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