

# August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> 7:00 pm City Council	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> 6:30 pm Board of Public Affairs. 7:30 pm Municipal Properties Committee	<b>9</b> 5:00 pm Planning Commission	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> 6:00 pm Tree Commission 7:00 pm City Council	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> 7:00 pm – Safety and Human Resources Committee	<b>23</b> 4:30 pm Civil Service Commission	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> 6:30 pm Park Rec Board			

# September 2022

◀ Aug 2022

Oct 2022 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day- Closed	6 6:15 pm Technology Committee 7:00 pm City Council	7 11:00am-1:00pm Employee Apprication Taco Bar @ Oberhaus Park	8	9	10
11	12 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	13 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	14	15	16	17
18	19 6:00 pm Tree Commission 6:00 pm Park Rec Committee 7:00 pm City Council	20	21	22	23	24
25	26 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee  - AMP Annual	27 4:30 pm Civil Service Commission  - Conference -	28 6:30 pm Park Rec Board  - - -	29	30	



# City of Napoleon, Ohio

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## Memorandum

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

**From:** Marrisa Flogaus, Clerk

**Date:** August 19, 2022

**Subject:** Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, August 22, 2022 at 6:30 pm has been *canceled* due to lack of agenda items.

*City of Napoleon, Ohio*

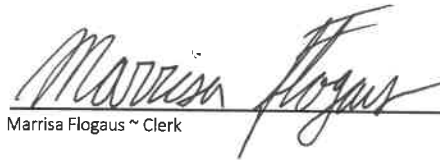
**SAFETY AND HUMAN RESOURCES COMMITTEE**

**SPECIAL MEETING AGENDA**

**Monday, August 22, 2022 at 7:00pm**

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

- 1) Approval of Minutes: June 27, 2022 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Juneteenth
- 3) Adjournment.



Marrison Flogaus

Marrison Flogaus ~ Clerk

*City of Napoleon, Ohio*  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
**SPECIAL MEETING MINUTES**  
**Monday, June 27, 2022 at 7:00 pm**

**PRESENT**

Committee Members Daniel Baer-Chair, Dr. Dave Cordes  
City Staff Joel Mazur – City Manager  
Clayton O’Brien – Fire Chief  
Kevin Garringer- Finance Director  
Elizabeth Schuller- Municipal Court Judge  
Others NW Signal  
Recorder Marrisa Hull

**ABSENT**

**Committee Member** Molly Knepley

**CALL TO ORDER**

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:02 pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the May 23, 2022 Safety and Human Resources Committee meeting were approved as presented.

**FIRE DEPARTMENT PART-TIME PAY SCALE**

Chief O’Brien states his department is struggling to fill part-time shifts. The majority of our members are lost to Springfield Township, who is paying in the upper \$20 an hour range. Each time we have lost a full-time member we have been able to replace them with one of our part-time members. Due to this we are seeing multiple open shifts each month. There are numerous times where only a couple members are on station, which is a problem when there are multiple calls. The training needed is 1 year EMT basic and Firefighter 1, which gives the member the ability to work at the station. If the member has no training, we will pay a training rate of \$10 per hour. On average our current part-time firefighters and EMTs are making around \$14.80 per hour. With this pay rate it is extremely hard to recruit. Currently Ordinance No. 053-21 pay rate is \$9.17-\$13.98 for probationary and \$13.13- \$18.22 for all Fire/ Rescue personnel. I am requesting to increase the pay rate to \$15- \$26 per hour. This would mean if we had a member with no training we would pay them \$15 to go to class. The individuals with no certifications are going to be our local responders only. They will be the ones responding locally when the pagers go off. We are willing to invest in the community individuals who are willing to respond. Anyone outside of our district that we hire will have to have the EMT basic and Firefighter 1. Once they are hired in we will continue to invest in their careers and education by sending them to Fire II or Advance EMT. We have a few members that are Firefighters only, which are the ones coming in for motor vehicle accidents and structure fires. Some members only have EMS, which is crucial due to the call split being 77/23. Before we leave an open shift we will allow someone with an EMS only card to fill that shift, those members will be for non-emergency transports. If these rates are approved, I would recommend these rates stay the same all the way through 2023. We budgeted \$277,000 for our part-time fireman pay and we currently have an unencumbered amount of \$209,000 as of 05/26/2022. Assuming the pay rate was approved by 10/01/2022, we would be spending an average of \$13,000 per from the account totaling \$52,000. This would mean on 10/01/2022 we would have around \$157,000 in the account. From 10/01/2022 until 12/31/2022 an estimation of \$76,000 would be used from this fund to cover shifts, leaving around

\$81,000 left over. We will have that money left over due to us not being able to fill shifts currently. I believe we have a great culture within our organization and great personnel providing a service. The issue is getting the individuals to travel with the fuel cost and inflation we all see on a regular basis. Baer questions if we are fully staffed even after the last group of part-time turned full-time? On the full-time side? O'Brien replied we are as of now, but I was just notified we have one full-timer resigning on July 11<sup>th</sup>. If this goes as it has done in the past a part-time member would fill the open position. That leaves us again with all the open shifts on the part-time side. The amount of impact our part-time members have on this organization is huge, they directly affect if we have non-emergency in service or the ability to handle 2<sup>nd</sup>/3<sup>rd</sup> calls. Moving on to 2023, assuming we can fill every open shift it would cost us around \$302,000, just \$25,000 more than budgeted this year. Our full-time pay rates start around \$16.54, but if you take into consideration of benefits, medical insurance and pension, those add up to \$29.72. Cordes states I think it greatly effects the department if we do not have the part-time people available. Plus there is a cost saving with part-time and being trained in house.

Motion: Dr. Cordes Second: Baer  
To Recommend Council to approve the Fire Departments Part-time Pay Scale

Roll call on the above motion  
Yea- Dr. Cordes, Baer  
Nay-  
**Yea-2, Nay-0. Motion Passed.**

#### **MUNICIPAL COURT BAILIFF/ PROBATION OFFICER POSITION**

Mazur states the Judicial Branch of Government has different abilities to fill positions and operate court outside of what the charter reads. Within reason they are able to hire people as needed in order to operate the court. The Judge has the ability to do this regardless, but she would still like to follow the process. Currently the probation officer is paid out of a grant and the bailiff is paid out of the General fund. We also have a part-time of each to fill in the gaps, right now both are vacant. The Judge would like to combine both of those part-time positions into one full-time position. Cordes asks did you say those came out of different fund? How will that be handled? Mazur replied it would be handled the same way. Their pay would be split 50/50 from each fund. Baer states now neither part-time employee has insurance, now we will have to add that. Cordes asks how much will that increase the cost going from part-time to full-time? Mazur replies it depends on the benefits, whether they accept the insurance and if they are single or family. Garringer states the benefits can range anywhere from \$8,000 to \$23,000. I would like to add that this is not unusual when you have a new elected official, to make an office their own. I have seen this many times as a former elected official. This is the proper way of going through the channels, but she has the authority to just tell us this is what she is doing. As the Finance Director I would encourage you to vote yes on this. Cordes states it just make me wonder if it would have been better off to increase the part-time pay.

Motion: Baer Second: Dr. Cordes  
To Recommend Council to approve the Municipal Court Bailiff/ Probation Officer Position  
Roll call on the above motion  
Yea- Dr. Cordes, Baer  
Nay-  
**Yea-2, Nay-0. Motion Passed.**

Judge Schuller states that employee stabilization is the reason she is looking to combine the two positions. We have been through seven part-time bailiffs in the past seven years. My full-time bailiff currently is unable to take a vacation due to having no part-time. We had to let our part-time probation officer go shortly after I came on board. Then the following day my part-time bailiff, who has been gone on medical leave since December, retired. These are two essential positions, not just anybody can fill in for a probation officer or a bailiff. Baer asked if the grant would still fund part of the position? Judge Schuller replied the part-time probation officer is funded by the grant. We are now in a position where if my bailiff wants to take a vacation the court will have to shut down due to having no security. Baer states we have seen similar situations like this, for example the Fire Department and police dispatchers. Judge Schuller states security is important more than ever and I want to improve on that. We are probably one of the only Municipal Courts that does not have a metal detector. Before Lanie left she was able to post the position, so I have resumes in hand.

Adjournment

Motion: Dr. Cordes Second: Baer

To adjourn the Safety and Human Resource Committee meeting at 07:36 pm

Roll call on the above motion

Yea- Dr. Cordes, Baer

Nay-

**Yea-2, Nay-0. Motion Passed.**

**Approved  
8-22-2022**

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*Dan Baer- Chair*



# City of NAPOLEON, Ohio

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Web Page: www.napoleonohio.com

## MEMORANDUM

**Mayor**  
Jason Maassel

**Members of Council**

**PRESIDENT:**  
Joseph Bialorucki

**PRESIDENT PRO-TEM:**  
J. Ross Durham

Daniel Baer  
Lori Siclair  
Dr. David Cordes  
Kenneth Haase  
Molly Knepley

**City Manager**  
Joel L. Mazur

**Finance Director**  
Kevin Garringer

**Law Director**  
Billy D. Harmon

**Public Works Director**  
Chad E. Lulfs, P.E., P.S.

**DATE:** August 19, 2022  
**TO:** Members of City Council  
Jason P. Maassel, Mayor  
**FROM:** Brittany Roof  
**cc:** Joel Mazur, City Manager  
**SUBJECT:** Juneteenth Holiday

Below are different cities, schools, and/or counties who currently observe the Juneteenth Holiday.

Below is a list of other communities and if they observe Juneteenth:

- Montpelier, OH No
- Ephrata, PA No
- Front Royal, VA No
- Bedford, VA Yes
- Bryan, OH Yes
- Bowling Green, OH Yes
- Paduka, KY Yes
- Martinsville, VA Yes
- Wellington, OH Yes
- Marshal, MI No
- Hamilton, OH No
- Richlands, VA Yes
- Cuyahoga Falls, OH No
- Piqua, OH Yes
- Wadsworth, OH No
- Wauseon, OH No
- Toledo, Ohio Yes
- Holland, OH No
- Delta, OH Yes



*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**

**MEETING AGENDA**

**Tuesday, August 23, 2022 at 4:30 pm**

Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order
2. Approval of Minutes - (in the absence of any objections or corrections, the minutes shall stand approved) Special Meeting June 22, 2022.
3. Set a date to receive applications through the National Testing Network for Firefighter/ Paramedic.
4. Determination of Credits and How Credits are Applied for Firefighter/ Paramedic.
5. Any Other Matters to Come Before the Commission
6. Adjournment.

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Marris Flogaus ~ Clerk

*City of Napoleon, Ohio*  
**CIVIL SERVICE COMMISSION**  
Special Meeting Minutes  
Wednesday, June 22, 2022 at 6:00pm

**PRESENT**

Commission Members Bill Finnegan-Chair, Amy Bains  
City Staff Greg Smith-Police Lt., David Mack- Police Chief  
Recorder MARRISA HULL

**ABSENT**

Commission Member Megan Lytle-Steele

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**CALL TO ORDER**

The special meeting of the Civil Service Commission was called to order by Chair Finnegan at 6:06pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on May 24, 2022 were approved as presented.

**APPROVE APPLICANTS FOR POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Scores from three candidates were sent in from the National Testing Network. We are asking to have the following applicants approved and certified:

Armstrong, Jared  
Trejo, Jacob  
Shumaker, Sabra

Motion: Bains Second: Finnegan  
to approve and certify the three candidates listed above

Roll call vote on the above motion:

Yea-Finnegan, Bains  
Nay-

**Yea-2, Nay-0. Motion Passed.**

**ADMINISTER THE POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Police Lt. Greg Smith, OPOTA certified test administrator, went over the three phases of the physical fitness test. The order of testing is situps, pushups and the half mile shuttle run. You must pass each test before going onto the next station. One participant was present to take the test.

**DISCUSSION/ ACTION ON WAIVING THE DEADLINE OF THE CITY APPLICATION UNTIL 6/21/2022**

Motion: Bains Second: Finnegan  
To waive the deadline for receiving city application to 6-21-2022.

Roll call vote on the above motion:

Yea-Finnegan, Bains  
Nay-

**Yea-2, Nay-0. Motion Passed**

**DISCUSSION/ ACTION APPROVE APPLICANTS FOR THE POSITION OF POLICE OFFICER (PATROLMAN GRADE) FROM THE JUNE 17, 2022 POSTING**

Motion: Bains                                  Second: Finnegan  
To approve applications for Police Officer.

Roll call vote on the above motion:

Yea-Finnegan, Bains

Nay-

**Yea-2, Nay-0. Motion Passed**

**DISCUSSION/ ACTION TO CREATE A COMBINED LIST FROM JUNE 17, 2022, POSTING, AND APPLICANT THAT WAS APPROVED ON MAY 24, 2022, POSTING.**

Motion: Bains                                  Second: Finnegan  
To approve creating a combined list for Police Officer from June 17, 2022

Roll call vote on the above motion:

Yea-Finnegan, Bains

Nay-

**Yea-2, Nay-0. Motion Passed**

**ANY OTHER MATTER TO COME BEFORE THE COMMISSION- NONE**

**ADJOURNMENT**

Motion: Bains                                  Second: Finnegan  
to adjourn the Special Civil Service Commission meeting at 6:38pm.

Roll call vote on the above motion:

Yea-Finnegan, Bains

Nay-

**Yea-2, Nay-0. Motion Passed.**

Approved  
August 23, 2022

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Bill Finnegan, Chair