

◀ Sep 2022

## October 2022

Nov 2022 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 7:00 pm City Council	4	5	6 Employee Appreciation Golf Outing and Chili Cook-Off Starting at 2:45pm	7	8
9	10	11 7:15am Personnel Committee 4:30 pm Board of Zoning Appeals	12	13	14	15
16	17 6:00 pm Tree Commission 7:00 pm City Council	18 4:00 Special Civil Service Commission	19	20	21	22
23	24 7:30 pm – Safety and Human Resources Committee	25 4:30 pm Preservation Commission	26	27	28	29
30	31					



# *City of Napoleon, Ohio*

*255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

## *Memorandum*

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

**From:** Marrisa Flogaus, Clerk

**Date:** October 21, 2022

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

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, October 24, 2022 at 6:30 pm has been *canceled* due to lack of agenda items.

**SAFETY AND HUMAN RESOURCES COMMITTEE**

**MEETING AGENDA**

**Monday, October 24, 2022 at 7:30pm**

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

- 1) Approval of Minutes: August 22, 2022 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) GIS Position (Restructure of Engineering Department)
- 3) Assistant Police Chief Job Description and Wage Scale Layout
- 4) Operations Wage Restructure
- 5) Adjournment.

  
Marris Flogaus - Clerk

*City of Napoleon, Ohio*  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**Monday, September 26, 2022 at 7:30pm**

**PRESENT**

Committee Members	Daniel Baer-Chair, Dr. Dave Cordes, Molly Knepley
City Staff	Brittney Roof- Human Resources Director
	David Mack- Police Chief
	Elizabeth Schuller- Municipal Court Judge
	Edward Legg- Police Lieutenant
	Chad Moll- Police Lieutenant
	Greg Smith- Police Lieutenant
	Aron Deblin- Construction Inspector
	Chad Lulfs- P.E., P.S. - Director of Public Works
Others	News-Media
Recorder	Marrisa Flogaus

**ABSENT**

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**CALL TO ORDER**

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:30pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the August 22, 2022 Safety and Human Resources Committee meeting were approved as presented.

**CHANGE THE VERBIAGE OF OVER-TIME RATE QUALIFICATIONS**

Roof stated we have a couple of changes that we would like to make to the personnel code and the employee policy manual. First we want to look at personnel code 197:14:D:8, which is overtime basic rate. We would like to change the verbiage back to what it said in the 2012 personnel code and add to it. We would like to add "All work performed in excess of eight (8) continuous hours or in excess of the regular forty (40) hour work week, shall be overtime and shall be compensated at the rate of time and one half (1-1/2) times the employee's regular rate of pay, except as provided below." There's more that goes with the section that covers what provided below means. Baer asked if this is for the non-bargaining employees? Roof replied yes. The purpose of changing this piece is that we have some employees who work continuously past eight hours on a normal day and do not get that overtime if a holiday falls within that week or something happens. Mack stated when this changed it had a detrimental effect to my agency. As someone who was a lieutenant at that time, there were many times we were short staff in our dispatch center. I was one of the only certified individuals that could sit dispatch as a patrolman. There was one specific instant where I worked 16 hours, but because of my secondary I always took off Fridays to avoid being forced into overtime. I would use a vacation day and that 16 hours was all straight time. It happens relatively routinely where my guys are being called in and they have other time off during the week, like sick leave or planned vacation. Then the officers they are supervising are making more than the command on that given day. Take a Monday for instance because a lot of holidays fall on a Monday. If they are working overtime they are making straight time. They don't hit overtime until Friday, that's if they don't take any time off. They also have the same requirements we have for our contract employees. For example, my command staff is not allowed to

take a holiday off unless it is embedded in a 5 day block. The reason that is in there for union and non-bargaining is to keep everybody on a fair playing field. That is something that has been in place for 27 years. So, they can't take that day off, yet they are making straight time versus overtime like everyone else they are supervising. There are several scenarios since I've become chief that my command officers can share with you. It is a huge concern in my agency. I can tell you my current sergeant will not take a lieutenant test based solely on this 40 hour work week. There is a list of about 4-5 things that are big deals in the contract, but as soon as you get promoted into non-bargaining you lose. This is one of the biggest things hampering my promotional capabilities at this point. Baer asked if this is for all non-bargaining employees? Roof replied correct. We have another individual here, Aron, from the engineering department that is affected. Even talking with Garringer it could effect his payroll and how it falls during the holiday time. Baer advised the audience if anyone wanted to share they are welcome too. Moll stated I have been a police officer at the police department for almost 26 years and a supervisor for the last 15. We had talked about this a while back with the Chief and within the first 3-4 weeks I had several instances that I was able to document. First, I took a week of vacation to take the Boy Scout's to summer camp and I signed up for 4 hours of overtime on Sunday from 3:00am- 7:00am, which is adjacent to Monday morning. Due to this four hour block falling within the pay week of when I took the vacation off, the 4 hours was straight time. Then eight days later, I had signed up for 2 overtime shifts to help the patrolman out on a Thursday and Friday. That week on Monday and Tuesday I was literally sick and I wanted to call in, but if I would call into work sick those two 12 hours' shifts at the end of the week would be straight time. Now I'm not saying that was the right thing to do, but I'm not going to work two 12 hour shifts at straight time. Lastly, we as lieutenants want to help with overtime and pitch in. If one of the patrolmen is going to get forced and they have something important planned for that day, like their kids birthday, we work together as a team. One of us will suck up the overtime for them, but if I'm going to work a 12 or 16 hour shift at straight time it really makes me think twice. Even with how good of friends and coworkers we are it really makes you think that's a long shift to work at straight time. Those were just three examples from July of this summer. Legg stated I'm a lieutenant at the Napoleon police department and have been there 23 years. I just wanted to share a couple of things. I myself as well as Lt. Smith are on our tactical team, so one of the scenarios that's happened quite a bit over the past year is when those special events happen we get called out no matter what time of day or night it's a lot of time on the weekend. Then if we had a sick day or a doctor's appointment during the week we end up going in on a Sunday to deal with an incredibly dangerous tactical situation and the other officers that are there are making overtime while we're making straight time. It's not something that I need. I'm on the tactical team because that is what I want to do and I want to help in that way, but for lack of a better way to put it I would only want what is fair. Smith stated I'm a lieutenant with the police department and have been there just shy of 14 years. I have been promoted for the past 6 years now. A lot of the things that Moll and Legg covered I have dealt with personally. The tactical team had a call out two months ago on a Sunday in the middle of the afternoon that personally affected me. I had a day off earlier in the week to teach because not only do I work full-time at the police department I teach at Northwest State and Owens police academies. It is one of the things I am passionate about and I choose to use my own personal time to go teach at those academies. So, I was on this call out on Sunday afternoon for a few hours and it was all straight time. Another instance that happened earlier in the summer was when I was on a 12 hour shift on a Tuesday and I wound up getting forced into a 16 hour shift, so I worked 16 hours straight time. I know the union's contract reads a little different on their compensation for those things, but for anybody to work a 16 hour shift at straight time isn't right. Mack stated I appreciate the committee for the opportunity and for listening. I asked my lieutenant to highlight what has happened in the last year, but this is not a rare occasion for us and that is the reason I've been fighting for it for a long time. This is something I've been talking very openly about to my entire command. I think it absolutely falls into retention and recruitment for command. I know we are

not talking about recruitment of new officers, but we are in a critical time frame for the department. Without getting into any specifics I could potentially lose 3-4 this year and I'm anticipating losing command officers. Lt. Legg, Lt. Moll, our detective and myself can all go within the next 14 months. That puts us at a very critical time to try and recruit the next generation through the ranks. This is one of those things that absolutely negatively effected our agency. Deblin stated I'm the construction inspector in the engineering department. There has been several instances like the police department where I've had to work Saturdays and late nights for straight time. I try to do a good job, but sometimes it's hard to stay late if you know you're not going to get time and a half. There was an instance where I had a late night where I was here after midnight because we had issues with a contractor. Then for reasons out of my control the office was closed later that week due to weather, so all that overtime I had staying until midnight was lost and moved to straight time. I feel like sometimes the engineering departments gets forgotten about on the schedule. Everyone take for granted the building is 7:30am-4:00pm, but there's a lot of nights the engineering department is here way past 4:00pm. We take a lot of pride in our work and I appreciate the opportunity for you guys to consider changing this for us. Roof stated when it comes to over-time in general it is at the department heads digression to approve it ahead of time. So, any of those instances where someone might work over those continuous 8 hours the department head would have to approve ahead of time or an emergency case bases. For the next piece personnel code 197:F:1 effects of vacation and days off of city's observed legal holidays. We are looking at taking out the shift work piece because when it talks about shift work itself it is relates to individuals who work first, second or third shift. In chiefs department that fine, but engineering only has one shift. We have to take that verbiage out in order to benefit them on that overtime piece when it comes to holidays. At the end of the section it talks about receiving eight hours of continuous holiday pay plus one and a half times their regular rate of pay, which is currently there for all individuals who work shift work. This brings me to the last section, which is in the employee policy manual to match everything up. We want to change and add new verbiage of the "continuous eight hours" to mirror the personnel code. Cordes asked if these situations happen because someone is need and called in? Roof replied yes. Knepley stated I see the need for this and I know that your department especially is working very hard. I respect that engineering is working extra hard and extra hours. It seems like the fair thing to do as a lot of jobs do this. I work at the hospital and if we have a holiday where we workover we still get time and a half. In my opinion this needs to happen. Cordes replied I totally agree this is when we need these people to be here and it's causing conflict.

Motion:Cordes                      Second: Knepley  
To Recommend to Council to Change the Verbiage of Over-Time Rate Qualifications

Roll call vote on the above motion:

Yea- Knepley, Cordes, Baer

Nay-

**Yea-3, Nay-0. Motion Passed**

#### **COMFORT DOG PARTNERSHIP WITH CENTER FOR CHILD AND FAMILY ADVOCACY**

Mack stated I would love to take credit for this idea, but it didn't start with me. This started with HR back in the early part of the year between a conversation with Lambert, Mazur, Lt. Legg and myself. I was asked to look into it for several months and Mazur specifically asked to have a partnership with the Center of Child Advocacy. Full disclosure my wife is the CEO of that agency, but it's a non-profit local agency who's primary focus outside of counseling, domestic violence groups and sexual offender groups is Victims Advocate. This is where our paths cross the most, we call them out when we have a crime victim whether it's at 2:00pm or 2:00am. That is where these dogs will be a significant assistant to us. I

reached out to my wife and ironically they just retired their comfort dog this past year due to illness. Her agency was very excited to try to get another one and have a partnership to share cost, which is always a benefit in today's world. From our perspective in law enforcement this will be used city wide. I have brought this dog into the office a few times and it creates a complete office change with how individuals are acting not only with the dog, but with each other. The dog becomes a focus, not a distraction, but more of a stress relief. It has defiantly enhanced some mental moods in the very short time we have utilized it. Baer asked if the Center has the dog now? Mack replied yes, the Center did apply for some grants. I'm not here to talk about how they paid for it, but with the thought process that this was going to happen Mazur said to start it. The opportunity was there for the Center, one of their interns was put on the grant cycle to find a dog and their in-laws were breeding a litter down in Columbus. The Center reached out and paid for the dog. We put a pause on this initially because we weren't too that point, but the timing had to happen. This is why they took on the expense. The concept was if this didn't go through, I was just going to be a volunteer at the Center. Right now, the dog is in our house and it's our intent that my wife and I would be the one to get certified. She will utilize it for her agency and it would keep it at one household, which is what the recommendation was. So far all the cost have been absorbed by the Center and she would be here right now, but she is currently in another meeting. If we move forward this puppy will get certified as a comfort dog, which is a little different then a service dog. A service dog is more specialized towards a specific handicap. The dog will need to go through a certification program and during our research we found that Franklin County Sheriffs Office has a comfort dog program. They were the first ones to start a program in Ohio in 2017 and they were the 6<sup>th</sup> in the nation. Comfort dogs have been a topic in the law enforcement community for the past couple of years, especially due to COVID. We are seeing a lot of agency's take on these programs, for example, Defiance County Sheriff's Office. Franklin County Sheriff's Office offers this training for free, but obviously nothing is free. There will still be cost for travel and food. Franklin County Sheriff's Office will then be responsible for helping us maintain the certification. It will take about a year until the dog is certified in everything. It will start strict obedience training in November. K-9 Luke was about a year old when we could finally get him certified, so the comfort dog will follow the same path. Napoleon Area Schools started their own program that is about a year old, so they are a year ahead of us. Saint Paul's Lutheran would like to get a comfort dog program for their school. If you saw anything from Uvalde they had numerous dogs at the event to try and get the kids back to school. I had personal conversations with the individual who runs the Napoleon Areas School's program and they have been a tremendous help. I have also talked to Pastor Marcus as well who is in full support. During these conversations all three of us agreed sadly there is enough to go around. Mental health has increased 300% from last year and that's not just in my industry, but also in schools and hospitals. It has taken over our call volume. It seems like everything has some sort of mental health or drug piece. This is when the comfort dog would come in handy for first responders. When we have a traumatic experience there would be a special training mission where the dog would come in to break the ice. For the use of this dog with the city I can see it being used a lot with HR, since they work with all facets of the city's employee's population. With me being salary and not having to cover the road it's easy to make it happen with complete flexibility. In the court system when victims have court proceeding they can sometimes be challenging, so that might be a use. I've talked about it before, but metal health is clearly our single highest increasing number in the city. It's easy to get tunneled and say that's the population, but we all know anytime you have a work force you have to look at it too. Especially with COVID and all the long shifts, if I can do anything to relax my dispatch and officers for a couple minutes that would be a huge benefit. Baer stated I know from my own experience working with the county schools that Patrick Henry also has a therapy dog. I had it in a few meetings and it does make a huge difference as far as calming the kids down. What kind of cost are we looking at now and down the road? Mack stated minimum is easy to say, but hard to identify. The dog is already paid for and the Center is not looking for any reimbursement cost. In any dog

program most your cost other than equipment comes from care. Currently with K-9 Luke we are averaging less than \$1,000. Baer asked if that is for food and shots? Mack replied it's for shots and typical upkeep care. We have a community partnerships with Pampered Pets who will sometimes give my canine handler access, so he can give K-9 Luke a bath. We have a partnership with Napoleon Veterinary Clinic where they offer reduced fees and vet costs. Somethings are donated and others are at reduced cost. They agreed to do the same with this dog program. When it comes to food I have an assumption that IAMS will donate it like they do for all other working dog in the county, but have not filled out the paper work to know for sure. Our dog warden will typically will pick up a month's worth of dog food and drop it off at the canine's location. The cost should come down to care and toys, for lack of better word. I reached out to the union first because we have a section in the contract that talks about the canine being part of the patrol division. They are supportive, but concerned due to shift preference. Being a smaller agency there is only two patrol shift on day shift and if a younger guy gets the dog there's really no mission for a comfort dog on midnight shift. There's a mission sometimes on midnights, but not for an entire 8 hour shift. One of the stipulations was I wanted the dog available if the SRO was doing a disclosure, so he would have the capability of having that. The union didn't want to compromise seniority, so the opted to let the command take it. I offered it to my command officers, but in the end it ended up in my lap. There will be no overtime and typically you have canine care like in the contract, but none of that will be attached to this because it would be a non- bargaining position and salary. The only other cost would be a vehicle to transport the dog in and we are in a good scenario. In the Finance and Budget Committee I have a request to purchase a vehicle from Deshler who will not be utilizing their canine. Their village council is currently discussing it. I already have all the canine equipment because that was one of the vehicles that we were rotating out. What I planned on doing is putting my car on the road and taking the old car that was going to be rotated out. Next year that car gets rotated anyhow, so it's a wash. There is no equipment cost in the grand scheme of things if the canine car works. If not we will look to our operations department to come up with a platform for the back of my patrol car. Cordes asked just to clarify it would cost \$1,000 a year? Mack replied or less for care. That is what I anticipate based it off of what I'm seeing out of K-9 Luke's cost. Also, K-9 Luke is a working dog and more apt to get injured. This would be a partnership, so at the end of the year we would split whatever the total cost is. One agency would take care of it through the year and at the end of the year they would invoice the other agency. I would anticipate less than \$1,000, but I'd rather over estimate then under estimate. The dog would be at the center at least 3 days a week, then our office towards then end of the week, like Thursday and Friday, unless we had a specific reason for it. That's always flexible since the Center is right in town. Knepley stated this is good idea. Mack stated I brought the dog into my office, but limited it for a couple reasons. One being I don't want to get my employees hopes up too much even though it's a minor cost and I am not anticipating a budget increase due to this. I anticipate to absorb this since it's so minute. Baer asked if Mack talked to the finance director? Mack replied yes. Baer asked if he anticipated an issue? Mack replied I honestly don't. Garringer has a great working relationship with the Center and he is on their board. I don't see this being a huge increase, which is something I couldn't say about another canine like Luke. Since that is a working dog that requires a lot of equipment to be bought every year. For a dog like this I think with a little community support and the current budget we can support more then what we need too with the program. Cordes stated I think this is a great idea due to rising mental health issues and sometimes animals can reach little kids when people can't. Mack replied it will be certified through the alliance of therapy dogs, so it will have a state certification that will need to be maintained. Franklin County had a high disclosure percentage without a canine and once they introduced their comfort dog they had a 100% disclosure rate. What that translates too is more convictions and more prosecutions. This is the missing piece to help individuals let their guard down and disclosure the trauma they are going through. Cordes stated not only that, but it also helping them start the road to healing by opening up.



Motion: Knepley                      Second: Cordes

To Recommend to Council to partner with the Center for Child and Family Advocacy for a Comfort Dog

Roll call vote on the above motion:

Yea- Knepley, Cordes, Baer

Nay-

**Yea-3, Nay-0. Motion Passed**

#### **MUNICIPAL COURT BAILIFF PAY-SCALE**

Roof stated the first thing we wanted to talk about was updating the job description. The current bailiff has undertaken a lot of new duties. Especially when COVID happened he took on more, for example, he had to do more video representations between the CCNO and the judge. We wanted to make sure we cleaned up his job description to make it more relevant to what he is currently doing. Then next thing is to increase the pay-scale for the position. Currently, the starting pay for the Municipal Court Bailiff is \$1,573.08 per pay period, which is \$40,900.08 a year. This equals out to roughly \$19.66 an hour. Top pay is \$1,769.71 per pay period, which is \$46,012.46 per year. This equals out to roughly \$22.12 an hour. Our bailiff is currently at the top of the scale. We looked at the minimum to maximum pay for bailiff type positions around us. We found from the bottom of the scale is \$32,100 and the top is \$75,200. Normally they average about \$46,900, which is where our bailiff is currently sitting. Then we looked at what the bailiff does and the lay out the different levels of where some of them sit. There are top, senior, mid, junior and starting levels. We considered this specific bailiff a mid-level individual for the court due to the duties he does for the judge and the clerk of courts. Our proposed wage scale is too leave the starting pay where it's at and increase the top pay. We would like to raise the top pay to \$2,307.69 per pay period, which would be a max of \$60,000 per year. This equals out to roughly \$28.84. This would put him in that mid-level position making his pay more competitive. We experienced competitive pay-scale when it came to the probation/bailiff position that is currently open. The individual we picked decided not to take the job because he was going to get paid more working somewhere else. We need to look at the different things going on around us and the reevaluation of the job description because with what he does he deserves a little bit more than what he gets paid. In order to maintain him as a bailiff we need to be more competitive. Baer asked if this will be for 2023? Roof replied yes. Schuller stated the original job description was done in 2014 and obviously technology has changed tremendously since 2014. Now, we do all the video arrangements from CCNO and he is the one that arranges them. He is getting CCNO on the phone, getting them connected and if we have any problems he is the one fixing them. Also, whenever we have a request for a zoom pretrial he is responsible for setting them up. Those are all things that were not in the 2014 job description. Not only is he doing all the security, but he is in charge of making all the arrangements and our in house technology person. Baer asked if someone has filled the probation/bailiff position? Schuller replied as of today we received a yes and they will start roughly around October 17<sup>th</sup>. Baer stated after this goes through council to draft legislation, he would personally like to see the three reads. That would put it at the end of November. Would you like it to start then or on January 1, 2023? Roof stated January 1, 2023. Schuller stated that was my intent and I am fully aware of the three reads. I have also made Garringer aware and we have had conversations.

Motion: Knepley                      Second: Cordes

To Recommend to Council to increase the Municipal Court Bailiffs Pay-Scale for 2023

Roll call vote on the above motion:

Yea- Knepley, Cordes, Baer

Nay-

**Yea-3, Nay-0. Motion Passed**

**Adjournment**

Motion: Knepley      Second: Baer

To adjourn the Safety and Human Resource Committee meeting at 8:21pm

Roll call on the above motion

Yea- Knepley, Cordes, Baer

Nay-


**Yea-3, Nay-0. Motion Passed.**

**Approved**

**10-24-2022**

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*Dan Baer- Chair*



# Geographic Information Systems (GIS) Technician / Senior Technician

Brittany Roof



# Topic one

Job Description

City of Napoleon

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN/SENIOR TECHNICIAN**

**DEPARTMENT:** Engineering Department  
**REPORTS TO:** City Engineer/Public Works Director  
**FLSA STATUS:** Hourly (Non-Exempt)  
**CIVIL SERVICE:** Classified (Non-Competitive)  
**UNION:** Non-Bargaining  
**APPROVED BY:** Joel Mazur, City Manager  
**APPROVAL DATE:** XXXX

**SUMMARY**

Under direct supervision of the City Engineer/Public Works Director, the GIS Analyst coordinates and monitors the City's Geographic Information System (GIS) activities; coordinates the development of the GIS systems and database according to City goals and objectives, and assures the integrity and security of the database.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned not specifically listed here:

- Prepare, collect, organize, and input data to maintain and enhance the City's GIS including field research and GPS data collection and processing.
- Conduct spatial analysis and database development, extraction, and manipulation to support a variety of planning, engineering, administrative, and other applications.
- Work on GIS initiatives and projects supporting a range of departmental needs throughout the City.
- Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
- Prepare and deliver GIS based presentations.
- Assist in projects through the use of AutoCAD.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Utilize ESRI's suite of GIS software, including ArcGIS Pro and ArcGIS Online.
- Field data collection techniques/processes, including remote devices and GPS.
- Utilizing Python scripting and automated techniques for processing.
- Data editing, attribution, database design and development with knowledge of SQL/SQL databases and Python.
- Understanding of Microsoft Office suite of products.
- Knowledge of Windows operating systems preferred.
- Knowledge of zoning and permitting preferred.
- Ability to understand departmental needs and work cooperatively with departments to develop concepts and solutions.

**EDUCATION AND/ OR EXPERIENCE**

- Senior Technician: Bachelor's Degree in GIS, Geology, Geography, Geomatics Engineering, or a related field or 10 years of GIS experience; GISP preferred, or ability to acquire within two (2) years of employment.
- Technician: 2 Year Degree in GIS, Geology, Geography, Geomatics Engineering, or a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Ohio Driver's License.

**LANGUAGE SKILLS**

- Must be fluent in English and able to communicate effectively verbally and in writing.

**REASONING ABILITY**

- Must be able to understand and carry out oral and written directions.
- Able to make good judgments and have initiative.
- Confidentiality of information is a must; any information gained in performance of duties must remain within the Department(s).

**PHYSICAL DEMANDS**

- Must be able to lift up to 50 pounds repeatedly.

**WORK ENVIRONMENT**

- This job is performed on-site and in the field.



# Topic two

Create a Pay Scale

(Restructure Engineering Department)

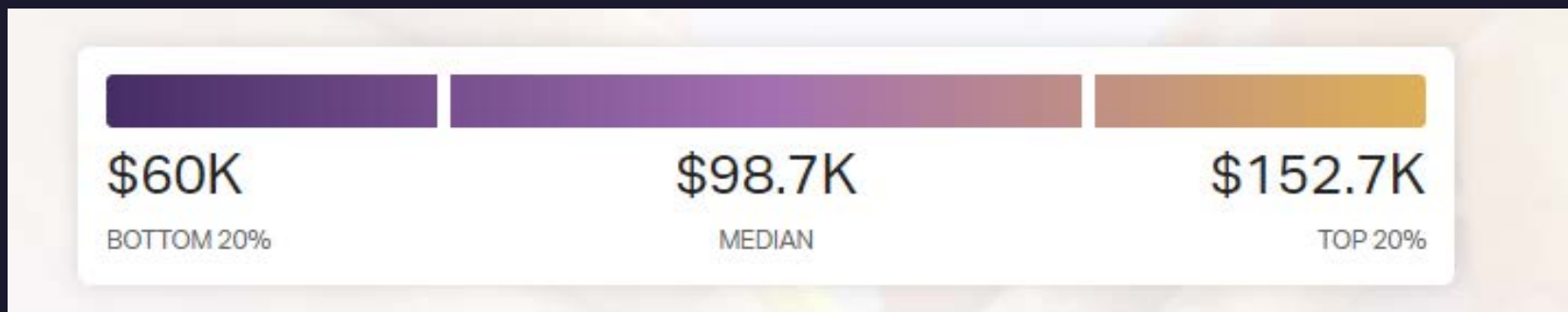
# Current Structure

	2019	2020	2021	2022
Engineering Technician	\$19.41	\$22.29	\$23.88	\$25.62
Senior Engineering Technician	\$23.05	\$26.54	\$28.41	\$30.47
Staff Engineer	\$21.42	\$24.70	\$26.54	\$28.51
Licensed Staff Engineer	\$29.00	\$31.18	\$33.54	\$37.51
Construction Inspector*	\$25.95	\$29.82	\$31.95	\$35.11
Senior Electric Engineering Technician	\$21.42	\$24.70	\$26.54	\$28.50
Electrical Construction/Maintenance Inspector*	\$28.77	\$33.11	\$35.50	\$38.06

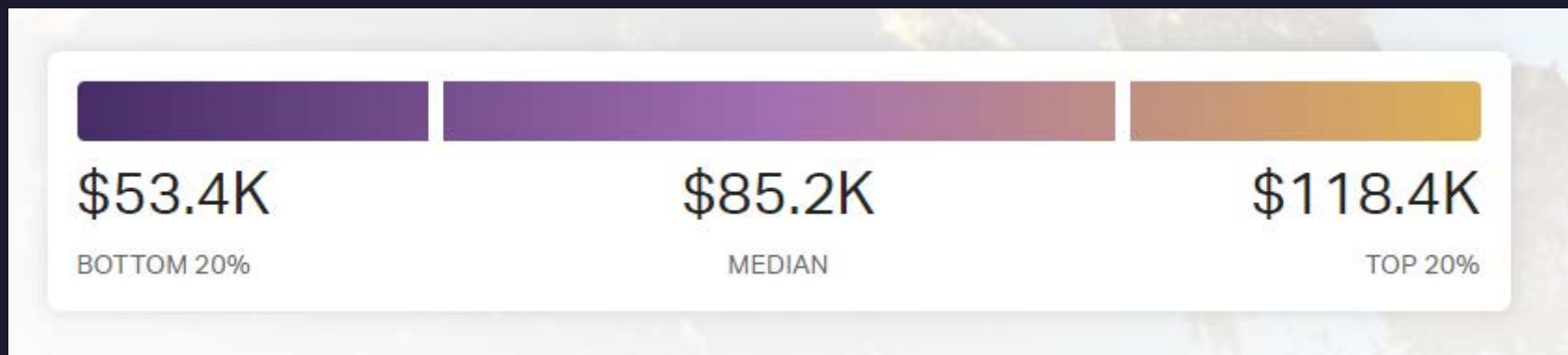


# Wages Around Us....

## Engineer Pay Ranges



## GIS Pay Ranges





# Wages Around Us...

## Engineers

90th percentile

Top-level engineer earnings begin at:

**\$73.41**  
per hour

**\$152,696**  
per year



75th percentile

Senior-level engineer earnings begin at:

**\$60.85**  
per hour

**\$126,563**  
per year



50th percentile

Mid-level engineer earnings begin at:

**\$47.46**  
per hour

**\$98,710**  
per year

25th percentile

Junior-level engineer earnings begin at:

**\$36.89**  
per hour

**\$76,722**  
per year



10th percentile

Starting level engineer earnings begin at:

**\$28.85**  
per hour

**\$59,998**  
per year



## Geographic Information Systems (GIS)

90th percentile

Top-level geographer earnings begin at:

**\$56.91**  
per hour

**\$118,380**  
per year



75th percentile

Senior-level geographer earning begin at:

**\$49.07**  
per hour

**\$102,060**  
per year

50th percentile

Mid-level geographer earnings begin at:

**\$40.97**  
per hour

**\$85,220**  
per year



25th percentile

Junior-level geographer earnings begin at:

**\$31.13**  
per hour

**\$64,740**  
per year



10th percentile

Starting level geographer earnings begin at:

**\$25.68**  
per hour

**\$53,410**  
per year



# Proposed Wage Scale

Title	A	B	C	D
Engineer Technician	\$18.00	\$19.26	\$20.61	\$22.05
Senior Engineering Technician	\$23.00	\$24.61	\$26.33	\$28.18
Staff Engineer	\$24.00	\$25.68	\$27.48	\$29.40
Licensed Engineer	\$32.00	\$34.24	\$36.64	\$39.20
Construction Inspector	\$25.95	\$29.82	\$31.95	\$35.11
GIS Technician	\$18.00	\$19.26	\$20.61	\$22.05
Senior GIS Technician	\$24.00	\$25.68	\$27.48	\$29.40

## City of Napoleon

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN/SENIOR TECHNICIAN**

**DEPARTMENT:** Engineering Department  
**REPORTS TO:** City Engineer/Public Works Director  
**FLSA STATUS:** Hourly (Non-Exempt)  
**CIVIL SERVICE:** Classified (Non-Competitive)  
**UNION:** Non-Bargaining  
**APPROVED BY:** Joel Mazur, City Manager  
**APPROVAL DATE:** XXXX

#### **SUMMARY**

Under direct supervision of the City Engineer/Public Works Director, the GIS Analyst coordinates and monitors the City's Geographic Information System (GIS) activities; coordinates the development of the GIS systems and database according to City goals and objectives, and assures the integrity and security of the database.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned not specifically listed here:

- Prepare, collect, organize, and input data to maintain and enhance the City's GIS including field research and GPS data collection and processing.
- Conduct spatial analysis and database development, extraction, and manipulation to support a variety of planning, engineering, administrative, and other applications.
- Work on GIS initiatives and projects supporting a range of departmental needs throughout the City.
- Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
- Prepare and deliver GIS based presentations.
- Assist in projects through the use of AutoCAD.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Utilize ESRI's suite of GIS software, including ArcGIS Pro and ArcGIS Online.
- Field data collection techniques/processes, including remote devices and GPS.
- Utilizing Python scripting and automated techniques for processing.
- Data editing, attribution, database design and development with knowledge of SQL/SQL databases and Python.
- Understanding of Microsoft Office suite of products.
- Knowledge of Windows operating systems preferred.
- Knowledge of zoning and permitting preferred.
- Ability to understand departmental needs and work cooperatively with departments to develop concepts and solutions.

## **EDUCATION AND/ OR EXPERIENCE**

- Senior Technician: Bachelor's Degree in GIS, Geology, Geography, Geomatics Engineering, or a related field or 10 years of GIS experience; GISP preferred, or ability to acquire within two (2) years of employment.
- Technician: 2 Year Degree in GIS, Geology, Geography, Geomatics Engineering, or a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Ohio Driver's License.

## **LANGUAGE SKILLS**

- Must be fluent in English and able to communicate effectively verbally and in writing.

## **REASONING ABILITY**

- Must be able to understand and carry out oral and written directions.
- Able to make good judgments and have initiative.
- Confidentiality of information is a must; any information gained in performance of duties must remain within the Department(s).

## **PHYSICAL DEMANDS**

- Must be able to lift up to 50 pounds repeatedly.

## **WORK ENVIRONMENT**

- This job is performed on-site and in the field.

---

## **Acknowledgement**

I acknowledge that I have received, reviewed, and fully understand the above job description. Further, I acknowledge and agree that this job description is provided for informational purposes and is not an implicit or explicit agreement of employment or continuing employment.

---

Employee Name (Please Print)

---

Employee Signature

---

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# Assistant Chief of Police

Brittany Roof



# Topic one

Job Description



## CITY OF NAPOLEON

### ASSISTANT CHIEF OF POLICE

**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**FLSA STATUS:** SALARIED (EXEMPT)  
**CIVIL SERVICE:** Classified (Competitive)  
**UNION:** Non-Bargaining  
**APPROVED BY:** Civil Service, Council  
**APPROVED DATE:**

#### SUMMARY

This position primarily consists of non-manual work directly related to the management of the City Police Department. The Assistant Chief exercises his discretion and independent judgment with respect to significant department matters.

The Assistant Chief directs activities of the police department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property by performing the following duties personally through subordinate supervisors.

This position is an administrative post involving immediate responsibility for planning, developing, and directing a complete program of police administration. The City Manager prescribes general policies, plans, and objectives for the Police Department and advises as to procedures when extraordinary situations arise; however, the Police Chief has complete internal control over police activities and personnel and exercises wide discretion in the administration of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING.** As required, other duties may be assigned.

- Plans, directs and exercise general supervision over the work of the entire department.
- Formulates and enforces rules and regulations and work methods and procedures.
- Makes or reviews all personnel assignments.
- Reviews activities and reports of officers.
- Enforces disciplinary measures when necessary.
- Ascertains that recruits and regular officers receive adequate training in police methods and procedures.
- Directs the preparation and maintenance of police records and files.
- Directs the investigation of major criminal offenses.
- Studies court cases and decisions that might affect police policies and procedures.
- Cooperates with State and Federal officers in the apprehension of wanted persons.
- Sees that reports are prepared for the Chief of Police, City Manager, National Safety Council, Federal Bureau of Investigation and State of Ohio.
- Prepares budget estimates and controls the expenditure of department's funds under the direction of the Chief of Police.
- Conducts correspondence, requisitions, supplies and recommends the purchase of necessary equipment.
- Supervises the preparation of annual budget requests Under the Direction of the Chief of Police.
- Meets with and answers questions for the public.

- Attends State and National police conventions and training courses.
- Acts for the Chief of Police when directed.

#### SUPERVISORY RESPONSIBILITIES

The Assistant Chief suggests and recommends as to the hiring, firing, advancement, promotion or any other change of status of other employees to the Chief of Police.

- Assists the Chief of Police in the preparation of an annual budget for recommendation to the City Manager and the City Council and offers detailed justification for all reports.
- Assists the Chief in conducting ongoing budget review and control program.
- Disciplines subordinates per City Ordinances and Personnel Policies.
- Issues oral and written reprimands as required.
- Provides and compiles any information that may be required for investigation regarding disciplinary action.
- Resolves work related conflicts involving departmental personnel.
- Considers and acts upon complaints.
- Approves Police Department payroll.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION ~~AND/OR~~ EXPERIENCE

- Comprehensive knowledge of police administration and police methods.
- Comprehensive knowledge of scientific methods of crime detection, criminal identification, and radio communication.
- Thorough knowledge of controlling laws and ordinances.
- Extensive successful experience as a Police Officer, several years of which shall have been at the level of Police Lieutenant.
- Possess a four (4) year college degree from an accredited college in any discipline or have an equivalent of a two (2) year college degree from an accredited college in any discipline and ten (10) years of full-time law enforcement experience. The ten (10) years of full-time law enforcement experience shall include five (5) years of full-time supervisory experience in law enforcement or another related field. Or as determined by the Napoleon Civil Service Commission.

#### LANGUAGE SKILLS

Must be fluent in both written and spoken English.

#### MATHEMATICAL SKILLS

Basic math and accounting skills.

#### REASONING ABILITY

- Demonstrated ability to lead and direct the activities of Police Officers.
- Ability to maintain cooperative relationships with other City offices and with the general public.
- High social intelligence, resourcefulness and sound judgment in emergencies.

- Demonstrated integrity and tact.

#### CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Ohio Driver's License.
- Must be certified to carry a firearm and skilled in the use of firearms. Must be certified as an Ohio Peace Officer.

#### ▲ PHYSICAL DEMANDS

- Must have good hearing and sight with or without corrective measures.
- Ability to implement, read, understand and enforce policies, procedures, directives, signs, maps and directories.
- Ability to direct emergency operations.
- Ability to communicate verbally and in writing.
- Ability to operate a motor vehicle.
- Ability to cope with stressful situations.
- Mobility in an office environment.
- Physical fitness; good physical condition.

#### WORK ENVIRONMENT

- Office work as well as outside work.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# Topic two

Create a Pay Scale



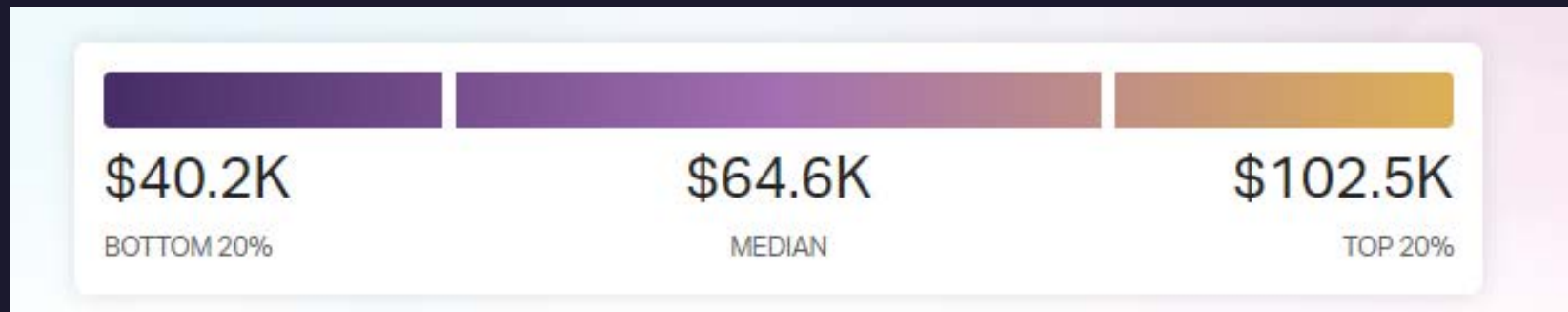
# Current Structure

- Currently there is no position for Assistant Chief.

Title	Bottom	Top
Police Chief	\$2,982.84	\$3,846.18
Assistant Chief of Police	-	-



# Wages Around Us....



# Wages Around Us...

90th percentile

**Top-level Assistant Chief  
earnings begin at:**

**\$49.29**  
per hour

**\$102,530**  
per year



75th percentile

**Senior-level Assistant Chief  
earnings begin at:**

**\$39.35**  
per hour

**\$81,850**  
per year



50th percentile

**Mid-level Assistant Chief  
earnings begin at:**

**\$31.06**  
per hour

**\$64,610**  
per year



25th percentile

**Junior-level Assistant Chief  
earnings begin at:**

**\$24.34**  
per hour

**\$50,630**  
per year



10th percentile

**Starting level Assistant Chief  
earnings begin at:**

**\$19.32**  
per hour

**\$40,190**  
per year



# Proposed Wage Scale

Title	Bottom	Top
Police Chief	\$3,041.60	\$4,257.60
Assistant Chief of Police	\$2,503.20	\$3,504.80



## CHAPTER 145

### Police Department

145.01 Composition and control of Police Department.

145.02 Police Chief

145.03 Additional police officers in emergency.

145.04 General duties of Police Department.

145.05 Creation of Police Auxiliary.

145.06 Storage fees for legally impounded vehicles.

145.07 Fees for legal process.

### CROSS REFERENCES

Police protection contracts - see Ohio R.C. 737.04

Recovered property and disposition - see Ohio R.C. 737.29 et seq.

Auxiliary police - see Ohio R.C. 737.051 737.06

General duties - see Ohio R.C. 737.11

### 145.01 COMPOSITION AND CONTROL OF POLICE DEPARTMENT.

(a) The Police Department of the City shall be composed of a department head known as the "Police Chief" and such other officers, dispatchers, clerks, secretaries and other employees as provided by legislation of the City, the Organizational Chart of the City, and/or the Administrative Code of the City.

(b) Notwithstanding any prior ordinance or resolution to the contrary, the Napoleon City Police Department shall be composed of the following:

1	Police Chief
<u>1</u>	<u>Assistant Police Chief</u>
<u>3</u>	Sworn officers of the supervisory grade
12	Sworn officers of the patrol grade
6	Communication officers
1 (not to exceed 20)	Auxiliary officers

(c) The making of an assignment by the Chief of one or more officers to an investigative division shall not be construed as disturbing the composition of the Police Department or

violating subsection (b) hereof; moreover, temporary vacancies in the Police Department shall not be construed as a departure from this section.

(d) Nothing in this chapter shall be construed as limiting the number of additional officers that may be required in case of an emergency.

(Ord. 008-20. Passed 3-2-20.)

#### 145.02 POLICE CHIEF.

The Police Chief shall have direction and control over all personnel in the City's Police Department, including all auxiliary police officers, and other officers and employees in the Police Auxiliary Unit; however, the City Manager maintains his or her power and authority over the Department as found in Article IV of the City's Charter and Chapter 133 of this Code.

(Ord. 82-01. Passed 7-2-01.)

#### 145.03 ADDITIONAL POLICE OFFICERS IN EMERGENCY.

(a) In case of riot or other like emergency, Ohio R.C. 737.10 shall control, the Mayor being the person appointing the additional patrolmen and officers and being the person who calls upon the agencies or entities for assistance as authorized by Ohio R.C. 737.10; however, once appointed, such additional patrolmen and officers shall come under the control of the City Manager, Police Chief, Assistant Police Chief, a Police Lieutenant or acting police supervisor. Nothing in this section shall be construed as superseding or modifying in any way any provision of a contract entered into pursuant to law.

(b) For the purpose of satisfying Ohio R.C. 737.041, City police officers and necessary equipment and apparatus related thereto may be provided to any county, municipal corporation, township, or township police district of this State or to a park district created pursuant to Ohio R.C. 511.18 or 1545.01, to any multijurisdictional drug, gang, or career criminal task force, or to a governmental entity of an adjoining state, without having a contract, for the purpose of preserving the public peace and protecting persons and property. Such officers, equipment, and apparatus shall be furnished only after having received a request from a person with proper authority and only after approval by the City Manager, Police Chief, a police lieutenant or acting police supervisor. The provisions of Ohio R.C. 737.041 and 737.10 are applicable to this section insofar as it pertains hereto. Nothing in this section shall be construed as superseding or modifying in any way any provision of a contract entered into pursuant to law.

(c) Except as otherwise provided in subsection (a) hereof, the City Manager, Police Chief, Assistant Police Chief, a Police Lieutenant or acting police supervisor may call another governmental entity to provide additional police protection by the furnishing of personnel, together with appropriate equipment and apparatus, as may be necessary to preserve the public peace and protect persons and property in the City of Napoleon. The City may, but is

not required to, reimburse the political subdivision which furnished the aid for any expenses incurred by them as a result of rendering the aid. Nothing in this section shall be construed as superseding or modifying in any way any provision of a contract entered into pursuant to law. Officers provided are to be provided under the authority of Ohio R.C. 737.04 and 737.041, or other applicable law or contract.

(Ord. 86-02. Passed 7-15-02.)

#### 145.04 GENERAL DUTIES OF POLICE DEPARTMENT.

The Police Department of the City shall preserve the peace, protect persons and property, and obey and enforce all ordinances and resolutions of the City, all criminal laws of this State and the United States, all court orders issued and consent agreements approved pursuant to Ohio R.C. 2919.26 and 3113.31, all protection orders issued pursuant to Ohio R.C. 2903.213 or 2903.214, and protection orders issued by courts of another state, as defined in Ohio R.C. 2919.27, and enforce laws and have all other duties as may be later defined in Ohio R.C. 737.11 or other sections of the Ohio Revised Code applicable to municipal police. The Police Department shall perform any other duties that are provided by ordinance or resolution. The Chief, Assistant Police Chief, or officer of the Police Department may participate, as the director of an organized crime task force established under Ohio R.C. 177.02 or as a member of the investigatory staff of such a task force, in an investigation of organized criminal activity in any county or counties in this state under Ohio R.C. 177.01 to 177.03, subject to the approval of the City Manager.

(Ord. 82-01. Passed 7-2-01.)

#### 145.05 CREATION OF POLICE AUXILIARY.

(a) There is created in and for the Police Department a Police Auxiliary.

(b) The City Manager and Police Chief shall have the power to determine the qualifications, number, duties and powers of the members of the Auxiliary force, as well as the number of its members, so long as the number is within the level(s) established in Section 145.01.

(c) Remuneration shall be one dollar (\$1.00) per year per person, unless otherwise provided by Council. (Ord. 82-01. Passed 7-2-01.)

#### 145.06 STORAGE FEES FOR LEGALLY IMPOUNDED VEHICLES.

(a) The City hereby establishes a storage fee for all vehicles legally impounded by the Police Department and stored upon a premises owned or controlled by the City, with exception to bonafide recovered stolen vehicles. The determination of what constitutes a bonafide recovered stolen vehicle is at the sole discretion of the Police Chief.

(b) A fee of \$6.00 per day is established for such storage of vehicles, payable to the General Fund of the City, said fee subject to amendment by Council.

(c) All vehicles so impounded shall be released only to the owner or authorized agent thereof, upon proper proof of ownership, payment of tow bill and payment of all storage fees. No vehicle shall be released except by court order or upon authorization by the Police Chief and/or his or her designated agent.

(Ord. 82-01. Passed 7-2-01.)

#### 145.07 FEES FOR LEGAL PROCESS.

The following is a schedule of fees that shall be taxed as costs in any civil, criminal or traffic action or proceeding in a Municipal Court of the performance by officers or other employees of the City's Police Department for any of the services specified herein. The Court or its Clerk, pursuant to Section 1901.26 of the Ohio Revised Code, shall tax in the bill of costs against the judgment debtor or those legally liable therefor for the judgment as follows:

(a) For the service and return of the following writs and orders:

(1) Execution:

A. When money is paid without levy or when no property is found, twenty dollars;

B. When levy is made on real property, for the first tract, twenty-five dollars and for each additional tract, ten dollars;

C. When levy is made on goods and chattels, including inventory, fifty dollars.

(2) Writ of attachment of property, except for purpose of garnishment, forty dollars;

(3) Writ of attachment for the purpose of garnishment, ten dollars;

(4) Writ of replevin, forty dollars;

(5) Warrant to arrest, for each person named in the writ, ten dollars;

(6) Search Warrant, five dollars;

(7) Attachment for contempt, for each person named in the writ, six dollars;

(8) Writ of possession or restitution, sixty dollars;

(9) Subpoena, for each person named in the writ, in either a civil or criminal case, six dollars;

(10) Venire, for each person named in the writ, in either a civil or criminal case, six dollars;



(11) Summoning each juror, other than on venire, in either a civil or criminal case, six dollars;

(12) Writ of partition, twenty-five dollars;

(13) Order of sale on partition, for the first tract, fifty dollars, and for each additional tract, twenty-five dollars;

(14) Other order of sale of real property, for the first tract, fifty dollars, and for each additional tract, twenty-five dollars;

(15) Administering oath to appraisers, three dollars each;

(16) Furnishing copies for advertisements, one dollar for each hundred words;

(17) All summons, writs, orders or notices, for the first name, six dollars and for each additional name, one dollar.

(b) In addition to the fee for service and return:

(1) On each summons, subpoena, writ, order or notice, mentioned above, a fee of one dollar per mile for the first mile, and fifty cents per mile for each additional mile, going and returning, actual mileage to be charged on each additional name;

(2) Taking bail bond, three dollars;

(3) Jail fees, as follows:

A. For receiving a prisoner, five dollars each time a prisoner is received, and for discharging or surrendering a prisoner, five dollars each time a prisoner is discharged or surrendered. The departure or return of a prisoner from or to a jail in connection with a program established under Section 5147.28 of the Revised Code is not a receipt, discharge, or surrender of the prisoner for purposes of this division.

B. Taking a prisoner before a judge or court, per day, five dollars;

C. Order to commit to jail, order on jailer for prisoner, or order of ejectment, including copies to complete service, one dollar for each defendant named therein.

D. Calling action, one dollar;

E. Calling jury, three dollars;

F. Calling each witness, three dollars;

G. Bringing prisoner before court on habeas corpus, six dollars.

(4) Poundage on all moneys actually made and paid to the sheriff on execution, decree or sale of real estate, one and one-half per cent;

(5) Making and executing a deed of land sold on execution, decree or order of the court, to be paid by the purchaser, fifty dollars.

(6) For attending a criminal case during the trial or hearing and having charge of prisoners, each case, two dollars and fifty cents, but, when so acting, such officer shall be entitled to a witness fee if called upon to testify.

When any of the services described in subsection (a) or (b) hereof are rendered by an officer or employee of the City's Police Department, whose salary or per diem compensation is paid by the City, the applicable legal fees and any other extraordinary expenses, including overtime, provided for the service shall be taxed in the costs in the case and, when collected, shall be paid into the general fund of the City.

The Police Chief shall charge the same fees for the execution of process issued in any other state as the Chief charges for the execution of process of a substantively similar nature that is issued in this State.

(Ord. 058-07. Passed 7-2-07.)

## CITY OF NAPOLEON

### **ASSISTANT CHIEF OF POLICE**

<b>DEPARTMENT:</b>	Police
<b>REPORTS TO:</b>	Chief of Police
<b>FLSA STATUS:</b>	<b>SALARIED (EXEMPT)</b>
<b>CIVIL SERVICE:</b>	Classified (Competitive)
<b>UNION:</b>	Non-Bargaining
<b>APPROVED BY:</b>	Civil Service, Council
<b>APPROVED DATE:</b>	

#### **SUMMARY**

This position primarily consists of non-manual work directly related to the management of the City Police Department. The Assistant Chief exercises his discretion and independent judgment with respect to significant department matters.

The Assistant Chief directs activities of the police department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property by performing the following duties personally through subordinate supervisors.

This position is an administrative post involving immediate responsibility for planning, developing, and directing a complete program of police administration. The City Manager prescribes general policies, plans, and objectives for the Police Department and advises as to procedures when extraordinary situations arise; however, the Police Chief has complete internal control over police activities and personnel and exercises wide discretion in the administration of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING.** As required, other duties may be assigned.

- Plans, directs and exercise general supervision over the work of the entire department.
- Formulates and enforces rules and regulations and work methods and procedures.
- Makes or reviews all personnel assignments.
- Reviews activities and reports of officers.
- Enforces disciplinary measures when necessary.
- Ascertains that recruits and regular officers receive adequate training in police methods and procedures.
- Directs the preparation and maintenance of police records and files.
- Directs the investigation of major criminal offenses.
- Studies court cases and decisions that might affect police policies and procedures.
- Cooperates with State and Federal officers in the apprehension of wanted persons.
- Sees that reports are prepared for the Chief of Police, City Manager, National Safety Council, Federal Bureau of Investigation and State of Ohio.
- Prepares budget estimates and controls the expenditure of department's funds under the direction of the Chief of Police.
- Conducts correspondence, requisitions, supplies and recommends the purchase of necessary equipment.
- Supervises the preparation of annual budget requests Under the Direction of the Chief of Police.
- Meets with and answers questions for the public.
- Attends State and National police conventions and training courses.
- Acts for the Chief of Police when directed.

## **SUPERVISORY RESPONSIBILITIES**

The Assistant Chief suggests and recommends as to the hiring, firing, advancement, promotion or any other change of status of other employees to the Chief of Police.

- Assists the Chief of Police in the preparation of an annual budget for recommendation to the City Manager and the City Council and offers detailed justification for all reports.
- Assists the Chief in conducting ongoing budget review and control program.
- Disciplines subordinates per City Ordinances and Personnel Policies.
- Issues oral and written reprimands as required.
- Provides and compiles any information that may be required for investigation regarding disciplinary action.
- Resolves work related conflicts involving departmental personnel.
- Considers and acts upon complaints.
- Approves Police Department payroll.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Comprehensive knowledge of police administration and police methods.
- Comprehensive knowledge of scientific methods of crime detection, criminal identification, and radio communication.
- Thorough knowledge of controlling laws and ordinances.
- Extensive successful experience as a Police Officer, several years of which shall have been at the level of Police Lieutenant.
- Possess a four (4) year college degree from an accredited college in any discipline or have an equivalent of a two (2) year college degree from an accredited college in any discipline and ten (10) years of full-time law enforcement experience. The ten (10) years of full-time law enforcement experience shall include five (5) years of full-time supervisory experience in law enforcement or another related field. Or as determined by the Napoleon Civil Service Commission.

## **LANGUAGE SKILLS**

Must be fluent in both written and spoken English.

## **MATHEMATICAL SKILLS**

Basic math and accounting skills.

## **REASONING ABILITY**

- Demonstrated ability to lead and direct the activities of Police Officers.
- Ability to maintain cooperative relationships with other City offices and with the general public.
- High social intelligence, resourcefulness and sound judgment in emergencies.
- Demonstrated integrity and tact.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Ohio Driver's License.

- Must be certified to carry a firearm and skilled in the use of firearms. Must be certified as an Ohio Peace Officer.

## **PHYSICAL DEMANDS**

- Must have good hearing and sight with or without corrective measures.
- Ability to implement, read, understand and enforce policies, procedures, directives, signs, maps and directories.
- Ability to direct emergency operations.
- Ability to communicate verbally and in writing.
- Ability to operate a motor vehicle.
- Ability to cope with stressful situations.
- Mobility in an office environment.
- Physical fitness; good physical condition.

## **WORK ENVIRONMENT**

- Office work as well as outside work.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# Operations Superintendent

Brittany Roof



# Topic one

Job Description



## Operations Superintendent

**Reports To:** Director of Public Works  
**FLSA Status:** Salaried (Exempt)  
**Civil Service:** Classified (Non-Competitive)  
**Union:** Non-Bargaining  
**Approved By:** Joel Mazur, City Manager  
**Approved Date:** February 21, 2017

### SUMMARY

This position is salaried and primarily consists of office or non-manual work that is directly related to the administration and supervision of the City's street, sanitation, garage, water distribution, wastewater collection and maintenance programs. The Operations Superintendent exercises discretion and independent judgment with respect to division matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as required.

- Supervision is exercised over unskilled, semi-skilled and skilled workers directly or through subordinate supervisors.
- Monitors and evaluates employee performance; prepares and presents employee performance reviews; works with employees to correct deficiencies.
- Provides or coordinates staff training.
- Advises the Public Works Director on personnel utilization and manpower requirements.
- Directs and coordinates a comprehensive snow removal program.
- Supervises shop activities including equipment maintenance and procurement and storage of materials; assures maintenance of City facilities is performed.
- Advises subordinate supervisors in technical and complex problems involving City facilities and programs; coordinates program activities involving more than one (1) department.
- Coordinates maintenance of City streets, water distribution, wastewater collection and sanitation facilities with other City departments and the general public.
- Prepares and presents operating and special reports as required.
- Assists in the preparation of division budget and expenditures.
- Assists in the selection and training of new employees.
- Ensures that lower level personnel comply with applicable occupational health and safety standards.
- Performs related work as required.

The Operations Superintendent's suggestions and recommendation as to hiring, firing, advancement, promotion or any other change of status of subordinate employees is given particular weight by the Public Works Director and the City Manager.

### QUALIFICATIONS

- Working knowledge of the principles of administration.
- Considerable knowledge of the methods, materials and equipment common to public works operations.
- Working knowledge in budget preparation.
- Working knowledge of appropriate codes and operations.
- Ability to prepare reports and keep records.

- Ability to communicate effectively both verbally and in writing.
- Ability to effectively organize and direct personnel.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Good professional judgment.

### EDUCATION and/or EXPERIENCE

- High school graduate or equivalent.
- Seven (7) years of increasingly responsible public works experience including three (3) years at a supervisory level.

### LANGUAGE SKILLS

- Must be fluent in both written and spoken English.

### REASONING ABILITY

- Must be able to establish and maintain effective working relationships with employees and public.
- Must be able to exercise good judgment.
- Must be able to understand and carry out complex oral and written directions.

### CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Ohio Driver's License
- Backflow Prevention Certification
- Must possess a valid Class I Water Distribution
- Must be able to obtain a Class II Water Distribution Certification within two (2) years and maintain.
- Certificate and a valid Class II Wastewater Collections from the State of Ohio according to 2PD00000\*QD Class II collection system (page 31 of NPDES permit).

### PHYSICAL DEMANDS

- Must be able to lift up to 20 lbs.

### WORK ENVIRONMENT

- This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# Topic two

Restructure Pay Scale

# Current Structure

Title	Bottom	Top
Operations Superintendent	\$2,347.02	\$3,328.50

## Current Operations Superintendent

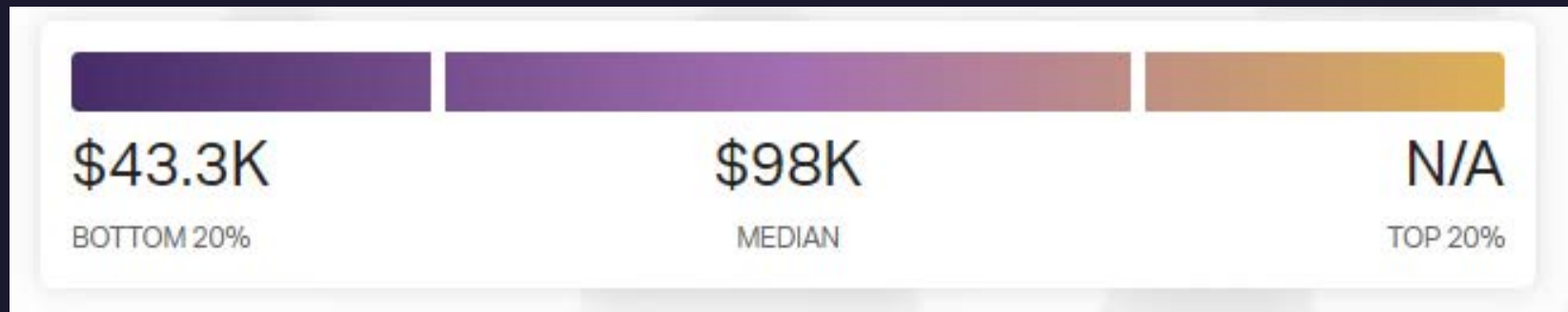
- Been with the City of Napoleon since June 1, 1992.
- Currently Operations Superintendent is at the top of his pay scale.

## Assistant Operations Superintendent

- Has been with the City of Napoleon since April 26, 1999.
- Will be the new Operations Superintendent in June of 2023.



# Wages Around Us....



# Wages Around Us...

75th percentile

Senior-level operations manager  
earnings begin at:

**\$72.96**  
per hour

**\$151,750**  
per year



50th percentile

Mid-level operations manager  
earnings begin at:

**\$47.10**  
per hour

**\$97,970**  
per year



25th percentile

Junior-level operations manager  
earnings begin at:

**\$29.18**  
per hour

**\$60,690**  
per year



10th percentile

Starting level operations manager  
earnings begin at:

**\$20.80**  
per hour

**\$43,260**  
per year



# Proposed Wage Scale

Our current Operations Superintendent with years of service and experience in the position is considered to be in the Senior-Level environment. With the wage he currently sits, this puts him between the Junior and Mid-Level, which is why we propose a change to his scale. This will set us up for success with the new Superintendent taking over in June. This scale adjustment will allow us to set up the new Superintendent to reach goals and achieve a higher rate for years of service in the future.

Title	Bottom	Top
Operations Superintendent	\$2,569.60	\$3,463.13



## **Operations Superintendent**

**Reports To:** Director of Public Works  
**FLSA Status:** Salaried (Exempt)  
**Civil Service:** Classified (Non-Competitive)  
**Union:** Non-Bargaining  
**Approved By:** Joel Mazur, City Manager  
**Approved Date:** February 21, 2017

### **SUMMARY**

This position is salaried and primarily consists of office or non-manual work that is directly related to the administration and supervision of the City's street, sanitation, garage, water distribution, wastewater collection and maintenance programs. The Operations Superintendent exercises discretion and independent judgment with respect to division matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as required.

- Supervision is exercised over unskilled, semi-skilled and skilled workers directly or through subordinate supervisors.
- Monitors and evaluates employee performance; prepares and presents employee performance reviews; works with employees to correct deficiencies.
- Provides or coordinates staff training.
- Advises the Public Works Director on personnel utilization and manpower requirements.
- Directs and coordinates a comprehensive snow removal program.
- Supervises shop activities including equipment maintenance and procurement and storage of materials; assures maintenance of City facilities is performed.
- Advises subordinate supervisors in technical and complex problems involving City facilities and programs; coordinates program activities involving more than one (1) department.
- Coordinates maintenance of City streets, water distribution, wastewater collection and sanitation facilities with other City departments and the general public.
- Prepares and presents operating and special reports as required.
- Assists in the preparation of division budget and expenditures.
- Assists in the selection and training of new employees.
- Ensures that lower level personnel comply with applicable occupational health and safety standards.
- Performs related work as required.

The Operations Superintendent's suggestions and recommendation as to hiring, firing, advancement, promotion or any other change of status of subordinate employees is given particular weight by the Public Works Director and the City Manager.

### **QUALIFICATIONS**

- Working knowledge of the principles of administration.
- Considerable knowledge of the methods, materials and equipment common to public works operations.
- Working knowledge in budget preparation.
- Working knowledge of appropriate codes and operations.
- Ability to prepare reports and keep records.

- Ability to communicate effectively both verbally and in writing.
- Ability to effectively organize and direct personnel.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Good professional judgment.

#### **EDUCATION and/or EXPERIENCE**

- High school graduate or equivalent.
- Seven (7) years of increasingly responsible public works experience including three (3) years at a supervisory level.

#### **LANGUAGE SKILLS**

- Must be fluent in both written and spoken English.

#### **REASONING ABILITY**

- Must be able to establish and maintain effective working relationships with employees and public.
- Must be able to exercise good judgment.
- Must be able to understand and carry out complex oral and written directions.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Ohio Driver's License
- Backflow Prevention Certification
- Must possess a valid Class I Water Distribution
- Must be able to obtain a Class II Water Distribution Certification within two (2) years and maintain.
- Certificate and a valid Class II Wastewater Collections from the State of Ohio according to 2PD00000\*QD Class II collection system (page 31 of NPDES permit).

#### **PHYSICAL DEMANDS**

- Must be able to lift up to 20 lbs.

#### **WORK ENVIRONMENT**

- This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# 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](http://www.napoleonohio.com)

## Memorandum

**To:** Civil Service Commission  
**cc:** Mayor and City Council, City Manager, City Finance  
Director, Law Director, Department Supervisors,  
News Media  
**From:** Marrisa Flogaus, Clerk  
**Date:** October 21, 2022  
**Subject:** Civil Service Commission – Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, October 25, 2022 at 4:30 pm has been *canceled* due to lack of agenda items.



*City of Napoleon, Ohio*

**PRESERVATION COMMISSION**

Meeting Agenda

**Tuesday, October 25, 2022 at 4:30 pm**

NPC-22-03

NPC-22-04


CERTIFICATE OF APPROPRIATENESS

The Emporium – 130 E. Clinton Street

Watercutter Financial- 733 N. Perry Street

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio  
The WebEx link to the meeting will be posted on the City's website at [www.napoleonohio.com](http://www.napoleonohio.com)

1. Organization of Commission
2. Approval of July 7, 2022 Minutes (In the absence of any objections or corrections, the Minutes shall stand approved.)
3. **NPC 22-03 (The Emporium) – 130 E. Clinton Street**  
An application has been filed by Steve & Julie Busch of The Emporium located at 130 E. Clinton Street. In the City of Napoleon, State of Ohio. This applicant is to place an exterior mural on the East side of the business building facing Monroe Street. The mural would be a painted on canvas that could be interchangeable and are provided by the Soaring Arts Council. The request is pursuant to Chapter 1138 of the Codified Ordinances of the City of Napoleon, Ohio. The property is in a C-1 General Commercial Zoning District and is within the City's Preservation District.
4. **NPC 22-04 (Watercutter Financial) – 733 N. Perry Street**  
An application has been filed by Gabriel Pollock of Wattercutter Financial Advisors located at 733 N. Perry Street in the City of Napoleon, Ohio. This applicant is requesting to place an exterior 7x14 LED sign on the West face of the building above the second floor windows. The request would not have a negative effect on the historic character of the building since it would be located on the backside of the building and not interfere on the main historic downtown area. The request is pursuant to Chapter 1138 of the Codified Ordinances of the City of Napoleon, Ohio. The property is in a C-1 General Commercial Zoning District and is within the City's Preservation District.
5. Any other matters to come before the Commission.
6. Adjournment.

  
Marrisa Flogaus - Clerk of Council

# City of Napoleon, Ohio

## PRESERVATION COMMISSION MEETING MINUTES

NPC 22-01

NPC 22-02

Thursday, July 07, 2022 at 5:00 pm

### PRESENT

Committee Members	Chris Peper-Chair, Marvin Barlow, Gabe Pollock, Kevin Milius, Terry Holman
Clerk of Council	Marrisa Hull
City Staff	Kevin Schultheis- Zoning Administrator Jason Maassel- Mayor
Others	Desarae Belau-Applicant
ABSENT	News Media

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### CALL TO ORDER

At 05:03 pm, the Preservation Commission meeting was called to order by Chairman Peper.

### APPROVAL OF MINUTES

The Minutes from the June 24, 2021 Preservation Commission meeting we approved as presented.

### NPC 22-01 – 716 N. Perry Street

Peper read the background for NPC 22-01. An application has been filed by Destry Belau of The Parlor Beauty Company located at 714 N. Perry St. In the City of Napoleon, State of Ohio. This applicant is to place an exterior mural on the North side of the business building in the alley. The mural would be a painting depicting a woman, suns, moons, and stars. The request is pursuant to Chapter 1138 of the Codified Ordinances of the City of Napoleon, Ohio. The property is in a C-1 General Commercial Zoning District and is within the City's Preservation District.

Schultheis stated that he did not disagree with this application, it is a good mural and shouldn't cause offense to anyone. Barlow asked if this mural would be located on the North side in the alley and how big would it be? Destry replied it should be around 8 by 10 feet, leaving potential to possibly add more. Destry stated it should give some new life to the wall. Peper stated if he remembered correctly there was stucco on the side of the building. Schultheis replied the side is all stucco with side stairs leading up to an apartment. Destry stated the apartment is currently unoccupied, but is permanent residence allowed upstairs? Schultheis replied in the C-1 District you are allowed to have an apartment above a business as long as it meets the requirements for the fire escape code. Barlow asked Destry who will be doing the mural? Destry replied with Julie Wall with the Hedge Studios out of Fort Wayne. Milius asked if there are maintenance schedules on any of the murals? Schultheis advised that would be something we would have to address when they start deteriorating. Milius stated some of the ones in town are getting older. Schultheis stated he has noticed that as well. Spangler's has been updating theirs, he think those are in frames and replaceable, they didn't get a preservation permit for that. Along with MCATS, their mural is new, but they didn't get permission either. Artistic Roots wants to do more paintings around town, which we will have to stay on top of to make sure they don't paint a historical building or something we would object. We would have to watch the maintenance schedule, if someone were to call in advising the mural is peeling a notice would be given with a time schedule to fix it or paint over it. Destry advised with the simplicity of her design it would be easy to maintain. Peper stated things might look great now, but if someone flakes off or someone graffiti's it. Schultheis advised this would then be handled as a nuisance complaint. Peper asked what happens if they don't comply? Schultheis replied then we will have it abated and the City will do it. Holman asked what if the business is no longer there

would the City go over and repaint or leave it? Schultheis replied it depends on the circumstances, for example all the 7ups painted around town are left because those are sort of historical. This particular one would depend on the citizens and their feelings, whether they wanted it covered up or not. The cost would also be a factor, even though we would have the cost abated to the building owner. Pollock asked Destry the meaning behind the painting? Destry replied it has long hair because I do hair extensions and the suns/moons/stars have a family meaning. She didn't want to make it all about a salon theme, she wanted it to be art. Holman ask if this get approved when would the work start? Destry advised it should be the first week of August. Milius stated being 8 by 10 it wouldn't be down the full side of the building, correct? Destry replied it will start in the second parking space and end in the one right after. Milius asked how high up will the painting start? Destry replied about eye level, 10 feet up.

Motion: Barlow                      Second: Holman  
to approve NPC 22-01, to place at Perry Street.

Roll call vote on the above motion:

Yea- Peper, Barlow, Pollock, Milius, Holman

Nay-

**Yea-5, Nay-0. Motion Passed.**

#### **NPC 22-02 (The Way Church) – 620 & 630 Monroe Street**

Peper read the background for NPC 22-02. An application has been filed by Leupp Building Service Inc. The owner of the building located at 620 & 630 Monroe St. in the City of Napoleon, Ohio. This applicant is requesting to place an exterior wall sign on the North side of the Way Church building. The sign will advertise its name and hours of service. The request is pursuant to Chapter 1138 of the Codified Ordinances of the City of Napoleon, Ohio. The property is in a C-1 General Commercial Zoning District and is within the City's Preservation District.

Schultheis advised the church would like to draw some attention to the Northside of the building, they currently only have a sign out front. Holman asked if the sign is going to be permanent? Schultheis responded the sign will be screwed in and if they moved to another location they could take it with. Holman stated eventually they would like to take over the whole building at some point. Schultheis advised he has no objections for this application.

Motion: Milius                      Second: Holman  
to approve NPC 22-02, to place at Perry Street.

Roll call vote on the above motion:

Yea- Peper, Barlow, Pollock, Milius, Holman

Nay-

**Yea-5, Nay-0. Motion Passed.**

#### **Any other matters to come before the Commission.**

Peper stated there are some murals around town where the business did not ask permission. Schultheis advised they have been notified. We are going to be receiving another petition for a mural by Artistic Roots Studio, next to Beth Ann Meekison's building. They would like to put it up above, in the architectural portion, which causes some concern. Once the architectural portion starts being messed with up town, there are some rules in the building preservation that we would have to watch. That's one of those if it starts getting old, they would have to do something due to having historical brick up there. Schultheis states he is unsure of how historical the brick are there due to not having the corbels like the other buildings down the line on Washington St. Eventually, if Artistic Roots isn't there anymore the paint would peel and we would have to deal with that. Peper said with the murals how one approaches the business that did not ask permission. Schultheis advised to take to the Preservation Commission.

**ADJOURN**

Roll call vote on the above motion:

Nay-

**Approved**

U:\~ My Files\RECORDS CLERK\2021\COMMITTEES and BOARDS\PRESERVATION COMMISSION\06 24 2021\06 24 2021 Preservation Comm Minutes.docx Records Retention: FIN-33  
Permanent



# *City of Napoleon, Ohio*

*Kevin Schultheis, Zoning Admin.*

*Code Enforcement*

*255 West Riverview*

*Napoleon, OH 43545*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

October 3, 2022

NPC-22-03

## **Certificate of Appropriateness For The Emporium 130 E. Clinton St.**

### **Memorandum**

**To:** Members of the Napoleon Preservation Commission  
**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer  
**Subject:** Certificate of Appropriateness  
**Meeting Date:** October 25, 2022 @ 4:30 PM  
**Hearing#:** NPC-22-03

### **Background:**

An application has been filed by Steve & Julie Busch of The Emporium located at 130 E. Clinton St., in the City of Napoleon, Ohio. This applicant is requesting to place exterior murals on the East side of the business building facing Monroe St. The mural would be a painted on canvas that could be interchangeable and are provided by the Soaring Arts Council. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio. The Property is in a C-1 General Commercial Zoning District and is within our Preservation district.



# *City of Napoleon, Ohio*

## *Zoning Department*

*255 West Riverview Avenue, P.O. Box 151*

*Napoleon, OH 43545*

*Kevin Schultheis, Zoning Administrator / Code Enforcement Officer*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

# **CERTIFICATE OF APPROPRIATENESS**

**Awarded to**

**The Emporium**

**130 E. Clinton St.**

**Napoleon, Ohio 43545.**

**This Certificate is awarded in compliance to  
the Findings and Orders of Hearing No. NPC-22-03  
on October 25, 2022**

---

*Chairperson, Napoleon Preservation Commission*

# Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

## Planning Commission

(MZON 100.1700.46690)

Conditional Use

**\$125.00**

Amendment

**\$125.00**

Subdivision in City

**\$75.00 + \$5.00 each, after two**

Preliminary Plat of Development

**\$125.00**

Alley Vacation

**\$25.00 + publication cost**

## Preservation Commission

(MZON 100.1700.46690)

X Certificate of Appropriateness

~~\$25.00~~

## Board of Zoning Appeals

(MZON 100.1700.46690)

Certificate of Zoning

**\$25.00**

Re-Zoning

**\$125.00**

Variance

**\$125.00**

Administrative Appeal

**\$50.00**

Address of property: 130 E. Clinton St. Napoleon, Ohio

Description of request:

Temporary wall art installation on the east exterior wall of the building. There are 5 canvas panels approx 8'x20' that will be hung on 1"x2" pressure treated wood strips. These wood strips will be anchored into the mortar joints using Tapcon screws so that they can be removed when needed. The canvasses are interactive art provided by Soaring Arts.

Steve and Julie Busch

OWNER(S) NAME (PRINT)

821 Haley Ave, Napoleon, Ohio

ADDRESS- CITY, STATE, ZIP

419-579-0358 (Steve) 419-579-0357 (Julie)

PHONE NUMBER

SIGNATURE

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled. \*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

Julie Busch, Steve Busch

APPLICANT NAME (PRINT)

APPLICANT SIGNATURE

821 Haley Ave,

ADDRESS

Napoleon, OH 43545

CITY, STATE, ZIP

419-579-0357

PHONE

Hearing #: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Office Use Only**

Batch # \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_



*City of Napoleon, Ohio*  
*Kevin Schultheis, Zoning Admin.*  
*Code Enforcement*

*255 West Riverview  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

October 3, 2022

NPC-22-04

**Certificate of Appropriateness  
For Watercutter Financial  
733 N. Perry St.**

**Memorandum**

**To:** Members of the Napoleon Preservation Commission  
**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer  
**Subject:** Certificate of Appropriateness  
**Meeting Date:** October 25, 2022 @ 4:30 PM  
**Hearing#:** NPC-22-04

**Background:**

An application has been filed by Gabriel Pollock of Watercutter Financial Advisors located at 733 N. Perry St. in the City of Napoleon, Ohio. This applicant is requesting to place exterior 7x14 LED sign on the West face of the building above the second floor windows. The request would not have a negative effect on the historic character of the building since it would be located on the backside of the building and not interfere on the main historic downtown area. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio. The Property is in a C-1 General Commercial Zoning District and is within our Preservation district.





# *City of Napoleon, Ohio*

## *Zoning Department*

*255 West Riverview Avenue, P.O. Box 151*

*Napoleon, OH 43545*

*Kevin Schultheis, Zoning Administrator / Code Enforcement Officer*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

# **CERTIFICATE OF APPROPRIATENESS**

**Awarded to**

**Watercutter Financial**

**733 N. Perry St.**

**Napoleon, Ohio 43545.**

**This Certificate is awarded in compliance to  
the Findings and Orders of Hearing No. NPC-22-04  
on October 25, 2022**

---

*Chairperson, Napoleon Preservation Commission*

# Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

## Planning Commission

(MZON 100.1700.46690)

\_\_\_ Conditional Use

**\$125.00**

\_\_\_ Amendment

**\$125.00**

\_\_\_ Subdivision in City

**\$75.00 + \$5.00 each, after two**

\_\_\_ Preliminary Plat of Development

**\$125.00**

\_\_\_ Alley Vacation

**\$25.00 + publication cost**

## Preservation Commission

(MZON 100.1700.46690)

☒ Certificate of Appropriateness

**\$25.00**

## Board of Zoning Appeals

(MZON 100.1700.46690)

\_\_\_ Certificate of Zoning

**\$25.00**

\_\_\_ Re-Zoning

**\$125.00**

\_\_\_ Variance

**\$125.00**

\_\_\_ Administrative Appeal

**\$50.00**

Address of property: 733 N Perry St, Napoleon, OH 43545

Description of request:

7ft tall by 14ft wide LED Sign on West Face of building hung above 2<sup>nd</sup> floor windows of building

See attached Illustration. Sign will be for Watercutter Financial Advisors exclusive use

James L Tonjes

OWNER(S) NAME (PRINT)

311 Sea Oak Drive, Vero Beach, FL 32963

ADDRESS- CITY, STATE, ZIP

PHONE NUMBER

SIGNATURE

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled. \*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

APPLICANT NAME (PRINT)

ADDRESS

APPLICANT SIGNATURE

CITY, STATE, ZIP

Hearing #:

Hearing Date:

PHONE

Zoning District:

**Office Use Only**

Batch #

Check #

Date

EMC  
7'-5" x 14'-3" Full Color Watchfire EMC

1/8"=1'



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PAGE: 1 OF 1 DATE: 08/08/2022  
ID#: 035510- EMC Rv1  
CLIENT: Watercutter Financial  
LOCATION: 733 North Perry St. Napoleon, OH  
SALES: Brian J. Hell

APPROVED BY:

SIGNATURE \_\_\_\_\_  
PRINT \_\_\_\_\_  
DATE \_\_\_\_\_

PHONE: 419.244.4444 • FAX: 419.244.0540 • 2021 ADAMS STREET • TOLEDO, OH 43604

1192

56-734/412

GABRIEL J ENTERPRISES LLC  
DBA: WATERCUTTER FINANCIAL ADVISORS

567-341-4420  
733 N PERRY ST. SUITE 110  
NAPOLEON, OH 43545

637

DATE 09/30/2022

\$25.00/00

PAY TO THE ORDER OF

City of Napoleon  
Twenty five and 00/100

DOLLARS

Heat Sensitive Ink



MEMO Application for Public Hearing

*[Signature]*

NP

10412073411 22048111 1192

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.



# *City of Napoleon, Ohio*

*255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

## *Memorandum*

**To:** Parks and Recreation Board  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Marrisa Flogaus, Clerk  
**Date:** October 21, 2022  
**Subject:** Parks and Recreation Board Cancellation

The **PARKS AND RECREATION BOARD** scheduled for Wednesday, October 28, 2022 has been CANCELED due to lack of agenda items.



## AMP Update for Oct. 14, 2022

American Municipal Power, Inc. <webmaster@ampppartners.org>

Fri 10/14/2022 4:28 PM

To: MARRISA FLOGAUS <mflogaus@napoleonohio.com>



**Oct. 14, 2022**

### **AMP staff to speak at OPSI Annual Meeting**

*By Gerit Hull – deputy general counsel*

Steve Lieberman, vice president of transmission and regulatory affairs, and Lisa McAlister, senior vice president and general counsel for regulatory affairs, will speak on behalf of AMP at the Organization of PJM States, Inc. (OPSI) Annual Meeting in Indianapolis, Oct. 17-18.

Lieberman will participate in the Oct. 17 discussion panel titled *Does PJM Governance Need to Evolve?* Lieberman's presentation will address AMP's interests as a member of PJM's Electric Distributor stakeholder sector. These include ensuring that the PJM stakeholder process — where new market rules are developed — is fair. The process works best when PJM staff act as neutral moderators and allow the stakeholders to own the discussion and the resulting decisions. He will be joined by Asim Haque, vice president of state policy and member services for PJM; Sharon Midgley, director of RTO relations and transmission strategy for Exelon; Marji Rosenbluth Philips, senior vice president of wholesale market power for LS Power; and Ruth Ann Price, deputy public advocate for Delaware. The panel will be moderated by Kent A. Chandler, chairman of the Kentucky Public Service Commission.

McAlister will participate in the Oct. 18 discussion panel titled *Interconnection: Reducing the Backlog*. McAlister's remarks will convey AMP's positions regarding FERC's ongoing rulemaking addressing generator interconnections and PJM's interconnection queue reform proposal. McAlister will suggest ways to improve FERC's newly proposed rule. AMP supports PJM's proposal and wants to make sure that FERC's new rule does not undermine it. She will be joined by Kenneth S. Seiler, vice president of planning for PJM; Benjamin Greene, AEP RTO policy manager for AEP; and Joachim Seel, renewable energy researcher for Lawrence Berkeley National Laboratory. The panel will be moderated by commissioner Beth Trombold, from the Public Utilities Commission of Ohio.

To register for the OPSI Annual Meeting or to see a full agenda, [click here](#). If you have questions, please contact me at 614.540.0852 or [ghull@ampppartners.org](mailto:ghull@ampppartners.org).

September Operations Data		
	September 2022	September 2021
<b>Fremont Capacity Factor</b>	<b>65%</b>	<b>49%</b>
<b>Prairie State Capacity Factor</b>	<b>82%</b>	<b>94%</b>
<b>Meldahl Capacity Factor</b>	<b>58%</b>	<b>65%</b>
<b>Cannelton Capacity Factor</b>	<b>56%</b>	<b>75%</b>
<b>Smithland Capacity Factor</b>	<b>81%</b>	<b>86%</b>
<b>Greenup Capacity Factor</b>	<b>67%</b>	<b>47%</b>
<b>Willow Island Capacity Factor</b>	<b>48%</b>	<b>60%</b>
<b>Belleville Capacity Factor</b>	<b>53%</b>	<b>61%</b>
<b>JV6 Wind Capacity Factor</b>	<b>4%</b>	<b>13%</b>
<b>Front Royal Solar Capacity Factor</b>	<b>22%</b>	<b>23%</b>
<b>Bowling Green Solar Capacity</b>	<b>27%</b>	<b>29%</b>
<b>Factor</b>	<b>\$92/MWh</b>	<b>\$53/MWh</b>
<b>Avg. A/D Hub On-Peak Rate</b>		
* Fremont capacity factor based on 675 MW rating. * PS capacity factor based on 1,582 MW rating. * Meldahl capacity factor based on 105 MW rating. * Cannelton capacity factor based on 87.6 MW rating. * Smithland capacity factor based on 76.2 MW rating. * Greenup capacity factor based on 70 MW rating. * Willow Island capacity factor based on 44.2 MW rating. * Belleville capacity factor based on 42 MW rating. * Front Royal Solar capacity factor based on 2.5 MW rating. * BG Solar capacity factor based on 20 MW rating.		

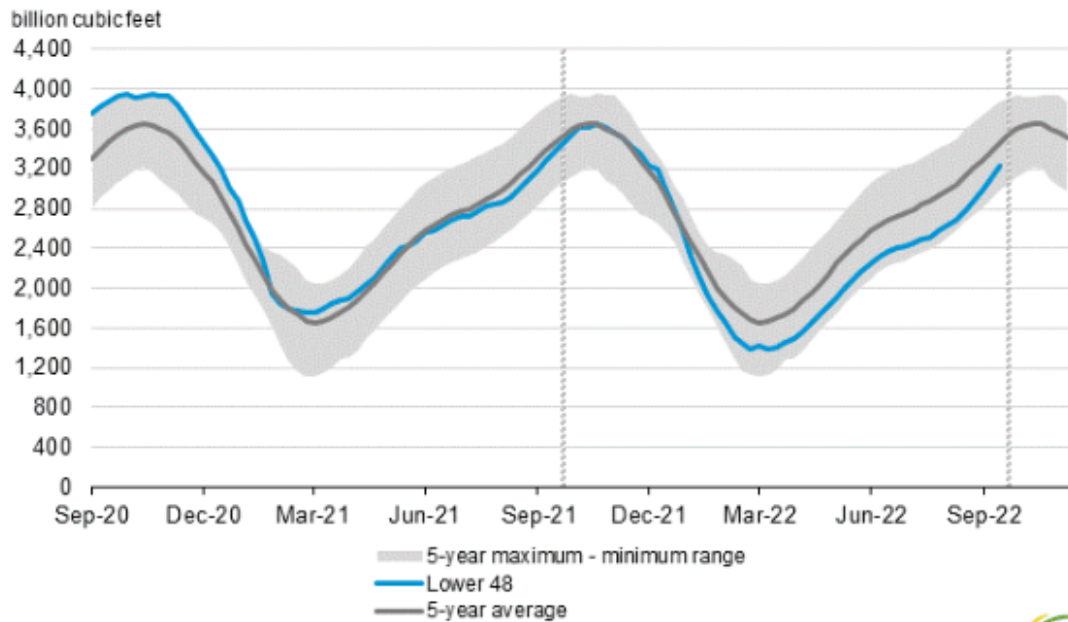
## Energy market update

*By Jerry Willman – assistant vice president of energy marketing*

The November 2022 natural gas contract increased \$0.306/MMBTU to close at \$6.741 yesterday. The EIA reported an injection of 125 Bcf for the week ending Oct. 7, which was above market expectations of 123 Bcf. Last year was an injection of 86 Bcf and the five-year average was 82 Bcf. Storage is now 3,231 Bcf, 3.8 percent below a year ago and 6.4 percent below the five-year average.

On-peak power prices for 2023 at AD Hub closed yesterday at \$84.40/MWh, which was \$0.60/MWh higher for the week.

## Working gas in underground storage compared with the 5-year maximum and minimum



## On Peak (16 hour) prices into AEP/Dayton

Week ending Oct. 14

MON	TUE	WED	THU	FRI
\$81.89	\$66.42	\$71.19	\$73.40	\$68.64

Week ending Oct. 7

MON	TUE	WED	THU	FRI
\$67.73	\$76.01	\$67.49	\$72.99	\$65.30

Week ending Oct. 8, 2021

MON	TUE	WED	THU	FRI
\$67.68	\$69.14	\$67.33	\$75.32	\$78.58

AEP/Dayton 2023 5x16 price as of Oct. 14 — \$84.40  
 AEP/Dayton 2023 5x16 price as of Oct. 6 — \$83.80

## AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) was in 2x1 configuration for the week. Duct fire returned to service on Saturday and operated for 25 hours this week. The plant cleared offline



overnight for Monday based on PJM day-ahead economics but remained online for real-time operations. For the week, the plant generated at a 74-percent capacity factor (based on 675-MW rating).

## Light Up Navajo IV set to begin in April 2023

*By Jennifer Flockerzie – manager of technical services logistics*

Light Up Navajo IV (LUN IV) is set to begin in April 2023. A planning meeting for this effort was held on Oct. 13 and it was determined that the Navajo Tribal Utility Authority (NTUA) will host four crews a week. An information packet that outlines potential projects and provides information for visiting lineworkers is available to members upon request.



The Navajo Nation is the largest Native American territory in the United States, with an estimated population of 300,000. Among the 55,000 homes located on the 27,000-square-mile reservation, about 15,000 do not have electricity. They make up 75 percent of all unelectrified households in the United States. Since 2019, Light Up Navajo has worked to bring electric service to these households, giving them access to modern conveniences like refrigerated food, heating, air conditioning and lighting.

If you have questions about LUN IV or would like to receive the information packet, please contact me at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).

## Cybersecurity webinar scheduled for Oct. 20

*By Stephen Ivanko – manager of cyber security*

October is Cybersecurity Awareness Month, a global effort to help everyone stay safe and protected when using technology whenever and however you connect. As part of this effort, AMP will host the webinar *A Whole Lotta BS (Behavioral Science) About Cybersecurity* on Oct. 20 at 12:30 p.m. Led by Lisa Plaggemier, executive director for the National Cybersecurity Alliance, the webinar will cover insights into the public's attitudes and beliefs about cybersecurity and provide practical advice and tips to help keep individuals and organizations safe and secure.

Invitations for the webinar were sent to principal contacts this week, and members are encouraged to attend. There is no cost to attend the webinar. If you have questions about the webinar or Cybersecurity Awareness Month, please contact me at 614.540.6918 or [sivanko@amppartners.org](mailto:sivanko@amppartners.org).

## CYBERSECURITY AWARENESS MONTH

Speaker, Julie Plaggemier from the National Cybersecurity Alliance to discuss staying safe online.

**October 20th at 12:30 EST**



## Focus Forward webinar on federal funding for grid modernization, resilience and DER has been expanded to include updates on electric vehicle grant opportunities

By Erin Miller – assistant vice president of energy policy and sustainability



On Nov. 9, Focus Forward will host the *Federal Funding Opportunities for Grid Modernization, Resilience and Maximizing Distributed Energy Resources* webinar from 10 to 11 a.m. The Ferguson Group (TFG) will provide the latest updates on the Federal Highway Administration, Joint Office of Energy and Transportation, U.S. Department of Agriculture funding opportunities for electric vehicle infrastructure and the U.S. Department of Energy Grid Resilience and Innovation Partnerships program. TFG will also offer guidance on how to successfully compete for these grant programs.

There is no cost to register for the webinar. If you would like to register or would like additional information, please contact me 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).

## AMP presents to PJM Resource Adequacy Senior Task Force

By Chris Norton – assistant vice president of RTO and regulatory affairs

On Oct. 11, Steve Lieberman presented to the PJM Resource Adequacy Senior Task Force (RASTF) on behalf of AMP. The RASTF recently came to agree with AMP's position that the group's outlined key work activities should be addressed holistically, rather than piecemeal, and asked that Lieberman provide a presentation on AMP's suggested approach.

The RASTF was formed in 2021 with the goal of seeing stakeholders address a series of issues related to PJM's capacity construct, the Reliability Pricing Model (RPM). The stakeholders agreed to focus their efforts on 10 key work activities, covering three parts of the construct: demand, supply and design enhancements to RPM. For the better part of the last year, the group had been working on a single issue at a time. This process led to difficulties in finding compromise and resulted in only one key work activity being completed.

During the presentation, Lieberman spoke about AMP's desire to see a more collaborative approach and laid out AMP's suggested solutions to the nine remaining key work activities. He then discussed AMP's proposals for the remaining key work activities, welcoming stakeholder consideration, discussion and collaboration as they search for solutions moving forward.

You can learn more about the RASTF [here](#). A copy of the presentation slides is [available here](#). If you have questions about the presentation or RASTF efforts moving forward, please contact Steve Lieberman at 614.519.9168 or [slieberman@amppartners.org](mailto:slieberman@amppartners.org).

## AMP holds regional safety meeting

By Jennifer Flockertzie

On Oct. 6, AMP held a regional safety meeting at Bashlin Industries in Grove City. There were 28 individuals from Columbus, Columbiana, Hubbard, Hudson, Ellwood City, Grove City, New Wilmington, Orrville and Zelienople in attendance. The meeting covered:

- Equipotential zone grounding for overhead application
- Upcoming APPA Safety Manual Grounding Section
- Equipotential zones overhead grounding demonstration
- Proper personal protective equipment
- Lock to lock rubber gloves
- Cover up applications demonstration
- Bashlin Industries facility/plant tour
- How to inspect harnesses and lanyards
- A live bucket truck rescue with drop test of harness and other equipment tests

If you have questions about the meeting, please contact Scott McKenzie, director of member training and safety, at 614.540.6386 or [smckenzie@amppartners.org](mailto:smckenzie@amppartners.org).



## AMP hosts webinar on site selection best practices

*By Tim Boland – director of economic and business development*

On Oct. 13, AMP hosted the *Best Practices for Winning Competitive Site Selection* webinar. Led by Carol Johnson, one of America's leading experts in economic development sales and founder of Continuous Dialog, the webinar aimed to help members interested and engaged in business retention and attraction to find better success in their economic development efforts.

If you were unable to attend, a recording of the webinar is [available here](#) on the [Member Extranet](#) (login required). If you have questions about the webinar, please contact me at 614.540.0933 or [tboland@amppartners.org](mailto:tboland@amppartners.org).

## Brandon Carnahan joins AMP as plant operator

*By Mike Prindle – Smithland operations and maintenance supervisor*

Brandon Carnahan joined AMP on Oct. 10 as plant operator at the Smithland Hydroelectric Plant. In this role, Carnahan will function as a control room operator responsible for the overall daily monitoring and maintenance of the hydroelectric plant.



Prior to joining AMP, Carnahan served as an electrician for Electric Energy Inc.'s Vistra Energy Joppa Power Station, where he performed preventative maintenance and emergency repairs in support of the 1,080-megawatt fossil fuel generation facility. He holds an associate degree in general occupation/technical studies from West Kentucky Technical College.

Please join me in welcoming Brandon to AMP.

## AMP holds virtual safety training course

*By Kyle Weygandt – director of member safety*

On Oct. 11, AMP held the virtual safety training course *24/7 Preparedness*. In this course, attendees learned about the potential safety hazards and disasters that can occur at any given moment and the different ways to mitigate these safety concerns by being well prepared.



If you were unable to attend, a video recording is [available here](#) on the [Member Extranet](#) (login required) and the [AMP YouTube channel](#) (links available to members upon request). If you have any questions, need assistance accessing the Member Extranet or would like the YouTube link, please contact Jennifer Flockerzie, manager of technical services logistics, at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).

## AMP TECHNICAL AND SAFETY TRAINING WEBINAR SCHEDULE

In an effort to provide all members with high-quality training opportunities, AMP is continuing to offer trainings in a webinar format. Please see the schedule below; we will continue to update it as needed.

<p><b>Nov. 4</b>  <b>Holiday Safety Tips</b>  <b>Instructor: Darren Westenberger</b></p>	<p><b>Dec. 13</b>  <b>New Year's Safety Resolutions</b>  <b>Instructor: Kyle Weygandt</b></p>
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**AMP**  
PUBLIC POWER PARTNERS

For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP's manager of technical services logistics, at [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).




## Cybersecurity Awareness Month: How to stay cybersecure at home

*Article provided by the National Cybersecurity Alliance*

The COVID-19 pandemic forced millions of Americans to embrace working from their own home — a concept they had limited or no experience with at the time. And while many employees have returned to the office, a recent University of Chicago study found that 72 percent of those workers surveyed would like to continue working from home for at least two days a week, and 32 percent said they would like to work from home permanently. In this new reality, having your household safe and secure from cyber threats needs to be a top priority.

In this increasingly wireless world, the steps households should take in terms of cybersecurity have changed. Most homes now run networks of devices linked to the internet, including computers, gaming systems, TVs, tablets and smartphones that access wireless networks. Thus, having the right tools in place will instill confidence that your family members can use the internet safely and securely for personal and work-related endeavors.

Below are three steps households can take to better protect themselves against cyber attacks:

### Secure your wireless router

Using a wireless router is an increasingly convenient way to allow multiple devices to connect to the internet from different areas of your home. However, unless your router is secure, you risk the possibility of individuals accessing information on your computer, and worse, using your network to commit cybercrimes. All wireless devices using this router are vulnerable if your router is not protected.

Some simple ways to secure this piece of hardware include changing the name of your router. The default ID is typically assigned by the manufacturer, so changing your router to a unique name that won't be easily guessed by others is a simple way to keep your router protected. Another important step is changing the preset passphrase on your router. Leaving the default password in place makes it significantly easier for hackers to access your network. In fact, according to the National Cybersecurity Alliance's *2021 Oh Behave! Report*, only 43 percent of participants reported creating long and unique passwords for their online accounts very often or always. Additionally, almost a third (28 percent) stated that they didn't do this at all. Embracing unique and strong passwords is a huge and simple step to securing your home from all types of cyber threats.

### Install firewalls and security software on all devices

Firewalls are essential because they help keep hackers from using your device, which otherwise could result in your personal information being sent out without your permission. They guard and watch for attempts to access your system while blocking communications with sources you don't permit. Installing a firewall on wireless routers is a necessity. Furthermore, make sure all devices that are connected to the wireless network have security software systems installed and updated. Many of these gadgets have automatic update features, so households should make sure they are on for all available technology. The most up-to-date security software, web browsers and operating systems are the best defense against online threats such as viruses and malware.

### Back up all household data

While steps can be taken to avoid your network, devices and accounts being hacked or compromised, they can never be 100-percent effective. With that being said, households need to embrace backing up data, especially as it relates to important information. Users can protect their valuable work, photos and other digital information by making electronic copies of important files and storing them safely. This can be done using cloud software in addition to manual storing devices like USBs. Regardless, storing data in an alternative location that is safe and secure provides another layer of protection.

Taking simple, proactive steps to keep family, friends and yourself safe from cyber criminals inside your household should no longer be viewed as optional, but rather a necessity. Between technological devices being introduced and updated at a rapid pace and employees continuing to embrace working from home in some capacity, everyone has an ethical responsibility to actively minimize the risks of breaches and attacks inside their home.

*The National Cybersecurity Alliance is a non-profit organization on a mission to create a more secure, interconnected world.*

### Focus Forward 2022 Webinar Series

To register, contact Erin Miller, assistant vice president of energy policy and sustainability, at 614.540.1019 or by email at [emiller@amppartners.org](mailto:emiller@amppartners.org).

**November 9, 10 a.m.**  
Federal funding opportunities for grid modernization, resilience, and maximizing distributed energy resources

The Focus Forward Advisory Council has identified these topics to help educate and inform AMP's members about emerging industry trends and to prepare for further integration of distributed energy resources.



## Classifieds

**Members interested in posting classifieds in *Update* may send a job description with start and end advertisement dates to [zhoffman@amppartners.org](mailto:zhoffman@amppartners.org). There is no charge for this service.**

### City of Columbus seeks lamp servicer

The City of Columbus Department of Public Utilities is seeking applicants for the position of lamp servicer. To apply, one must first take the open competitive examination. Applications may be submitted to the Civil Service Commission by [applying here](#) by Nov. 1. The lamp servicer is responsible for repairing and maintaining the streetlighting system. To qualify for the exam candidates must have one year of experiencing working with energized lines or equipment. The successful completion of a formal training program in the general principles of electricity or power distribution may substitute for the required experience. By the completion of probationary period, the successful candidate must possess a valid class A commercial motor vehicle operator's license allowing operation of vehicles with air brakes. Salary range is \$22.07-\$32.65 hourly.

Contact the Civil Service Commission Applicant and Employees Services unit at 614.645.8301 with questions regarding this process. The City of Columbus is an equal opportunity employer.

## City of Marshall seeks senior lineworker

The City of Marshall is seeking applicants for the position of senior lineworker. This position is responsible for the construction, operation and maintenance of overhead and underground electric distribution lines and services that are energized at electric distribution voltages. The senior lineworker responds to and manages electric utility power outage service restoration. Applicants must be certified as a Journeyman Lineworker and have a valid Michigan driver's license with CDL Class A endorsement. Starting pay is \$40.62 per hour, plus a full benefits package.

Located at the intersection of I-94 and I-69, Marshall, Michigan, is a small town with a rich history. Visitors enjoy touring the city's many restored sites and a vibrant downtown within one of the nation's largest historic landmark districts. Our local businesses take advantage of a highly skilled workforce and the award-winning Marshall Public Schools.

Visit [www.cityofmarshall.com](http://www.cityofmarshall.com) to complete an [online application](#) and view the [full job description](#). Questions can be directed to the City of Marshall Human Resources department by email: [thall@cityofmarshall.com](mailto:thall@cityofmarshall.com) or phone: 269.558.0306.

The City of Marshall is an Equal Opportunity Employer and a Drug Free Workplace.

## City of Cuyahoga Falls seeks electric utility superintendent

The City of Cuyahoga Falls is seeking applicants for the position of electric utility superintendent. This position plans, directs and coordinates the administration and supervision of the city's electric system, including the line, substation, metering and dispatch sections. The superintendent directs the construction and maintenance functions of the electric utility with cooperative responsibility for long- and short-term planning, system improvement, inspection, system voltage and load coordination, mapping, engineering, right of way, customer service and employee safety training. The superintendent is also responsible for direct and indirect supervision of all full-time, part-time and temporary employees in the electric department.

Applicants with a bachelor's degree in electrical engineering, business management or a closely related field are preferred. Proven experience in managing all aspects of underground, above ground, meter and street lighting systems, multiple substation locations and tree clearance programs is required. Comprehensive experience in electric facility management, engineering and planning is also required. The successful applicant will have any equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Applicants must possess a valid Ohio driver's license and ability to maintain continuing eligibility under the existing city driver eligibility standards. Applicants must be non-smoker and non-tobacco/nicotine users, including but not limited to cigarettes, cigars, pipes, snuff, patches, etc. and refrain from using all tobacco/nicotine products for the duration of employment with the city.

The starting annual salary for this position is \$99,609. After five successful years in the position, the annual salary is \$128,246. The typical workweek is Monday–Friday, 8 a.m. to 5 p.m. This is a classified, exempt and non-bargaining position. The City of Cuyahoga Falls offers an exceptional benefits package including OPERS pension system. See the full job description and apply [here](#) by Oct. 14. EOE/ADA

## City of Napoleon seeks city manager

The City of Napoleon is seeking applicants for the position of city manager. This position is responsible for the administration of the various functions of government as stated in the City Charter supplemented by policies established by the Napoleon City Council. A valid driver's

license is required. This is a full-time position with a starting annual salary of \$90,000 to \$120,000, depending on experience. Applications and job description may be obtained beginning Sept. 20, between 7:30 a.m. and 4 p.m., from the City of Napoleon's Administration Building, 255 W. Riverview, P.O. Box 151, Napoleon, OH 43545, or [downloaded here](#). A properly completed application must be returned to the above address with a resume and cover letter by noon on Oct. 7 to be considered. Applications submitted without following the above requirements will not be considered for employment. The City of Napoleon is an Equal Opportunity Employer.

## Cleveland Public Power seeks journeyman senior lineworker

Cleveland Public Power is seeking applicants for the position of journeyman senior lineworker. This position builds and maintains overhead and underground transmission and distribution lines up to and including 15 KV using hot line tools according to industry standards; clears hazards and restores service as assigned; repairs and maintains constant current regulators, fuse and line disconnects, air brake switches and reclosures in the field; performs various operations such as transferring circuit loads by making cuts and ties, isolating and installing bypass facilities for underground services, switching overhead and underground transmission and distribution on circuits and switching customers' vault service; changes distribution transformers under emergency conditions; changes voltage taps; phases out and banks multi-phase transformers; makes proper connections; phases out feeders; repairs and maintains transmission switches and lighting protective equipment in the field, up to 15,000 volts; directs and trains employees assigned to him/her; performs other similar and less skilled work; and performs the duties of a lineworker.

The successful applicant will have a high school diploma or GED and will have completed an electrical lineworker program or a four-year apprenticeship program. Two years of full-time paid experience as a high-tension lineworker or equivalent is required. A valid Ohio class A commercial driver's license with air brake endorsement is required. The successful applicant may be required to work overtime during emergencies and for emergency callouts. Applicants must be able to lift and carry 75 pounds. The rate of pay for senior lineworkers is \$42.17 per hour. Interested applicants can [apply online](#) or send resumes to: Office of Commissioner, Cleveland Public Power, 1300 Lakeside Avenue, Cleveland, OH 44114. The deadline to apply is Dec. 30.

## Borough of Ellwood City seeks borough manager

The Borough of Ellwood City is seeking applicants for the position of borough manager. This position is responsible for the supervision of 41 full-time employees and a combined general/electric/sewer budget of approximately \$14.9 million. Applicants should have, at minimum, a bachelor's degree in finance, law, administration, public policy or related subject area. Applicants with at least two years of increasingly responsible experience for a community of similar size and complexity or management experience across multiple channels is preferred. Candidates should possess a strong background in municipal and financial management, including grant writing, with effective leadership and communication skills. Having knowledge of the Pennsylvania Borough Code is preferred. The borough manager reports to a seven-member council elected at large. Salary is dependent on qualifications, plus benefits. Interested parties should submit a cover letter, detailed resume and three professional references by Oct. 16 to [LList@ellwoodcityborough.com](mailto:LList@ellwoodcityborough.com). EOE.

## City of Bowling Green seeks mechanical storekeeper

The City of Bowling Green is seeking applicants for the position of mechanical storekeeper. This position is responsible for maintenance and repair of City buildings, property and grounds and maintaining inventory. Responsibilities: Responsible for inventory control, organizing materials, equipment tools, warehouse, and yard space. Update computer data base, track quantities. Shipping, receiving, storing, inspecting, loading and unloading materials and equipment. Deliver materials to line crews. Operate trucks, backhoes, front end loaders, dump trucks, forklift, and other equipment. Maintain and repair equipment and tools. Mow grass, landscaping, maintain trees, plow snow, spread salt, or other grounds work. Perform building maintenance, clean

buildings, and properties. Perform other related duties as assigned. Job requires incumbent to stand, walk, talk/hear, climb/balance, stoop, kneel, crouch/crawl, reach with hands and arms, and lift up to 50 pounds. Work is performed outdoors around moving objects and electrical hazards; incumbent typically works alone. Work is typically performed in a dusty environment. Work requires handling of heavy materials and equipment. Experience and educational requirements: High school diploma or equivalent; Class A CDL driver's license required; must have the ability to drive; one to three years relevant experience; or any combination of education, training and work experience that provides the required skill sets to perform the essential functions of the job. A copy of the job description is [available here](#).

Employees accrue vacation leave and sick leave per the collective bargaining agreement which is [available here](#). Employees can participate in group medical, dental and vision coverage, first of the month following employment. Insurance information is [available here](#). Retirement benefits are through the Ohio Public Employees Retirement System: [www.opers.org](http://www.opers.org).

Interested persons must complete an application packet that is available either by visiting the Department of Human Resources of the City of Bowling Green at 304 N. Church St., Bowling Green, OH 43402-2399 or by accessing it [here](#). Resumes may be included but will not substitute for a completed application. Application materials must be returned to the one of the following methods: by email to [humanresources@bgohio.org](mailto:humanresources@bgohio.org), by fax to 419.352.1262 or by U.S. Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8 a.m.–4:30 p.m. You may reach the Department of Human Resources by phone at 419.354.6200. The city considers applicants for positions without regard to a person's actual or perceived, race, immigration status, source of income, color, religion, gender/sex, pregnancy, national origin, age, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, genetic information or any other legally protected status. The deadline for making application is Oct. 14, 4:30 p.m. Position pay is \$26.95-\$32.44 per hour. AA/EEO

## City of Amherst seeks lead lineworker

The City of Amherst is seeking applicants for the position of lead lineworker. This position requires skilled electrical work of the journeyman level in the construction, maintenance and repair of overhead electrical distribution and transmission systems serving the municipality. Candidates must have a minimum of three years of experience as a journeyman lineworker; thorough knowledge of methods, materials, tools and equipment used in electrical line construction and maintenance work; working knowledge and understanding of the principles of electricity as applied to power circuits, wiring diagrams and plant operations; and ability to apply this knowledge to work problems as assigned. Candidates should also have skill in the use of line tools and testing equipment used in the installation and maintenance of electrical distribution and transmission systems and allied equipment; ability to supervise the work of apprentice lineworkers and groundworkers in the performance of their job assignments safely, efficiently and economically; ability to maintain effective working relationships with co-workers and subordinates; ability to understand and follow oral or written instructions; ability to climb poles and work at moderate heights with high-tension wires and related equipment, exercising power safety precautions. Candidates should be in good physical condition and health with sufficient physical strength and agility to perform heavy manual tasks relating to line construction and to work under varying types of weather conditions.

Benefits for this position include pension, sick time, vacation time, medical, dental, vision and life insurance, paid holidays and retirement plan. The position pays \$34.47 per hour. [Apply here](#) or submit your resume to [jdefibaugh@amherstohio.org](mailto:jdefibaugh@amherstohio.org).

## City of Lebanon seeks deputy director of electrical engineering

The City of Lebanon is seeking applicants for the position of deputy director of electrical engineering in the Lebanon Electric Department. The deputy director of electrical engineering will work under the direction of the director of electric and will provide professional leadership and management of the city's electric department. The electric department is the electric utility inside Lebanon city limits and has an annual budget of \$35 million and 19 full-time personnel. This



position's responsibilities include managing all facets of an electric utility including construction and operation of generation, transmission and distribution, renewable energy resources, wholesale power purchases, system fault studies, system protection reviews and private development review. The deputy director will serve as a critical member of the electric department and the city management team. See the full job description [here](#).

Qualified candidates should hold a bachelor's degree in electrical engineering through a university accredited by the Accreditation Board for Engineering and Technology, Inc., at least three years of documented electric utility experience in either the public or private sector, possess a valid state of Ohio driver's license and have outstanding communication and public service skills. Applications may be obtained at the Lebanon City Building, 50 S. Broadway, Lebanon, Ohio, 45036, or downloaded at [www.lebanonohio.gov](http://www.lebanonohio.gov). Applications accompanied by a cover letter and resume should be submitted to the Personnel Department at the above address. Applications will be accepted until the position is filled. The City of Lebanon requires post-offer, pre-employment drug screen, physical and background check. The salary range for this position is \$120,000 to \$140,000. EOE.

## City of Painesville seeks journeyman lineworker

The City of Painesville is seeking applicants for the position of journeyman lineworker in the Distribution Division of the Painesville Municipal Light & Power System/Electric Department. Duties include the operation, maintenance and routine construction of the electric distribution system.

This position requires a high school diploma or equivalent; successful completion of journeyman lineworker apprenticeship program; and four years of experience as a lineworker; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Successful applicant must have:

- Valid State of Ohio driver's license
- Valid Ohio Class "A" commercial driver's license
- Journeyman Lineworker Certification

The wage range for this position is \$34.89-\$35.76 per hour, depending on qualifications. There are quarterly stipends paid throughout the year of \$1,350 each with an additional \$1,500 paid in December for having completed a formal journeyman program. For additional information and answers to questions contact the Painesville electrical superintendent at 440.392.5939 or electric distribution supervisor at 440.392.6158, or go to [www.painesville.com/employment](http://www.painesville.com/employment). To apply, submit application and/or resume to [employment@painesville.com](mailto:employment@painesville.com). Position open until filled.

## Opportunities available at AMP

AMP is seeking applicants for the following positions:

- Director of transmission finance
- Generation operations plant engineering intern — AFEC
- IT intern — cybersecurity
- IT intern — SCADA
- Legal counsel
- Power dispatcher
- Senior engineer — system protection and control
- Senior transmission planning engineer

For complete job descriptions, please visit the [AMP careers page](#).



**Mission:**

To serve Members through public power joint action, innovative solutions, robust advocacy and cost-effective management of power supply and energy services.

**Vision:**

To be public power's trusted leader in providing Members and their customers the highest-quality, forward-looking services and solutions.

**Values:**

Integrity, Member Focus, Partnership, Employee Engagement, Stewardship, Innovation and Accountability.

**STAY CONNECTED**



[www.ampppartners.org](http://www.ampppartners.org)

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