

# FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <b>7:00pm</b> City Council Meeting	7	8	9	10	11
12	13 <b>6:30pm</b> Electric Committee Board of Public Affairs <b>7:00pm</b> Water/Sewer Committee <b>7:30pm</b> Municipal Properties Committee	14 <b>4:30pm</b> Board of Zoning Appeals <b>5:00pm</b> Planning Commission	15	16	17	18
19	20 <b>6:00pm</b> Parks and Rec Committee <b>6:00pm</b> Tree Commission <b>7:00pm</b> City Council Meeting	21	22 <b>6:30pm</b> Parks and Rec Board	23	24	25
26	27 <b>6:30pm</b> Finance and Budget Committee <b>7:30pm</b> Safety and Human Resource Committee	28 <b>4:30pm</b> Civil Service Commission				



# 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:** City Council, Mayor, City Manager, City Finance Director, Law Director, Department Heads, News-media  
**From:** MARRISA FLOGAUS, Clerk  
**Date:** February 3, 2023  
**Subject:** Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the **Technology and Communications Committee** for Tuesday, February 6, 2023, at 6:15 pm has been CANCELED due to lack of agenda items.



# City of *NAPOLEON*, Ohio

## *IT Department*

255 W. Riverview ○ P.O. Box 151  
Napoleon, Ohio 43545-0151  
Phone: (419) 592-4010 ○ Fax: (419) 599-8393  
Web Page: [www.napoleonohio.com](http://www.napoleonohio.com)

*Mayor*  
Jason Maassel

*Members of Council*  
Joseph Bialorucki,  
President  
J. Ross Durham  
President Pro-Tem  
Daniel Baer  
Dr. David Cordes  
Ken Haase  
Molly Knepley  
Lori Siclair

*City Manager*  
J. Andrew Small

*Finance Director*  
Kevin Garringer

*Law Director*  
Billy D. Harmon

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

### State of IT for Quarter 1 2023

The IT department is starting off the year with several key changes that directly affect department safety and quality of workflow. These changes include the installation of a new alarm system, upgrades to our phone system, and other projects focused on providing an efficient network.

The TattleTale alarm system has been installed. This allows employees to alert authorities silently of a threat within the building.

We are currently in the process of installing modern surveillance cameras within the administration building. This has been a long sought after project, and NPD will have vision again to areas of the building where previous cameras have failed and couldn't be replaced due to a legacy system.

Lastly, we continue work for updating and monitoring servers and network equipment. This includes a recent upgrade to our phone system. Likewise, we are in the beginning stages of replacing our head-end core switch and network devices. This will allow us to not only remove outdated equipment, but also allows us greater visibility and flexibility into our fiber network.

*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**

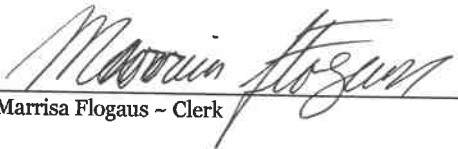
**SPECIAL MEETING AGENDA**

**Tuesday, February 7, 2023 at 5:30 pm**

Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order
2. Approval of Minutes - (in the absence of any objections or corrections, the minutes shall stand approved) January 14, 2023.
3. Certify the list for the position of Fire Chief
4. Certify the list for the position of Police Sergeant
5. Any Other Matters to Come Before the Commission
6. Adjournment.

;

  
Marrison Flogaus - Clerk

City of Napoleon, Ohio  
**CIVIL SERVICE COMMISSION**  
Special Meeting Minutes  
Saturday, January 14, 2023 at 8:00am

**PRESENT**

Commission Members Bill Finnegan-Chair, Megan Lytle-Steele, Amy Bains  
City Staff Brittney Roof- Human Resource Director  
J. Andrew Small- City Manager  
Recorder Marrisa Flogaus

**ABSENT**

Commission Member

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**CALL TO ORDER**

The special meeting of the Civil Service Commission was called to order by Chair Finnegan at 8:04am.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on December 6, 2022 were approved as presented.

**SET DATE FOR RECEIVING APPLICATIONS THROUGH THE NATIONAL TESTING NETWORK FOR ENTRY LEVEL OR LATERAL POLICE OFFICER PATROLMAN GRADE**

Roof stated I'm requesting to utilize the National Testing Network for the written test and to advertise starting on January 16, 2023 and ending on February 15, 2023. Advertise through the City's Website, City's Facebook, Indeed, Northwest State, Owen's Community College, Newspapers, and possibly Police1.

Motion: Lytle-Steele Second: Bains  
to utilize the National Testing Network for the written test with advertising for the position of Entry Level or Lateral Police Officer Patrolman Grade to start January 16, 2023 and end on February 15, 2023.

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

Onetime rule change for individuals who are currently working for a State of Ohio agency with an OPOTA certification to be able to apply through email/mail/drop off without having to take the exam.

Motion: Bains Second: Lytle-Steele

to approve the one time rule change for any individual who has previously completed an agility test for any agency or school within the last two years are waived of having to complete the Napoleon Police Agility test on the date selected. (All applicants must provide proof)

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

Onetime rule change that if an individual has completed the Agility testing for any agency or school within the last two years they don't have to complete the Napoleon Police Agility.

Motion: Bains                      Second: Lytle-Steele

to approve the one time rule change for any individual who has previously completed an agility test for any agency or school within the last two years are waived of having to complete the Napoleon Police Agility test on the selected date. (All applicants must provide proof)

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

Bains asked if there is a way to make the onetime rule changes permanent? Roof replied yes. I was just waiting for a new city manager to start the process. Finnegan asked if the determination of credits could also be made permanent? Roof replied yes. Small asked if the determination of credits are standard in this area? Roof replied yes. Chief Mack did a study recently, which found the determination of credits to be the same in Bryan, Wauseon, Bowling Green and other departments in the area.

**SET A DATE, TIME AND PLACE FOR POLICE OFFICER (PATROLMAN GRADE) PHYSICAL FITNESS TEST**

Roof stated at this time we have one date that would be February, 21, 2023 at 1800 hours at St. Paul's Lutheran Church in Napoleon, Ohio.

Motion: Bains                      Second: Lytle-Steele

to set the tentative date of Tuesday, February 21, 2023 at 6:00pm for the Police Officer Patrolman Grade physical agility test at St. Paul's Lutheran Church in Napoleon, Ohio.

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

**DETERMINATION OF CREDITS AND HOW CREDITS ARE TO BE APPLIED FOR THE POLICE OFFICER PATROLMAN GRADE POSITION**

Roof stated these are the same credits that we use every time and cannot exceed a total of 10%.

Motion: Bains                      Second: Lytle-Steele

to approve the following credits for Police Officer Patrolman Grade applicants who have obtained a passing score and supplied proof when they submit their application. The approved credits are:

5% - Veteran's (military service)

5% - College Degree

5% - OPOTA Certification

5% - Three Years of Experience with Napoleon Auxiliary Police

the percentage points will be added to the passing score with the total percentage not to exceed 10%.

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

**APPROVE APPLICANTS FOR THE POLICE SERGEANT PROMOTIONAL EXAM**

I would like to recommend the following to be approved to test for the Police Sergeant Promotional Exam, who have all met the requirements of being three years full-time departmental experience in a lower rank than Sergeant and possess a two-year college degree from an accredited college or have an equivalent of one hundred fifty clock hours in service training in a low enforcement related field. Names are: Robert Lipscomb, Ryan VonDeylen, David Steward, Bradley Strickland, James Augustine, Tyler Murrey and Nicholas Jones.

Motion: Lytle-Steele

Second: Bains

to approve the following individuals to be approved to test for the Police Sergeant Promotional Exam: Robert Lipscomb, Ryan VonDeylen, David Steward, Bradley Strickland, James Augustine, Tyler Murrey and Nicholas Jones.

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

**ADJOURNMENT**

Motion:

Second:

to adjourn the Special Civil Service Commission meeting at 8:15am.

Roll call vote on the above motion:

Yea- Finnegan, Bains, Lytle-Steele

Nay-

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

Approved

-2023

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Bill Finnegan, Chair

City of Napoleon, Ohio

**CITY COUNCIL**

MEETING AGENDA

**Monday, February 6, 2023 at 7:00 pm**

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

- A. Call to Order**
- B. Attendance** (Noted by Clerk)
- C. Prayer and Pledge of Allegiance**
- D. Pinning Ceremony for Assistant Chief of Police Edward Legg**
- E. Swearing in of Patrolman: Justin Jackson and Josh Buchenberg**
- F. Approval of Minutes** (in the absence of any objections or corrections, the minutes shall stand approved) January 16, 2023 Regular Council Meeting Minutes
- G. Citizen Communication**
- H. Reports from Council Committees**
  - 1. The Finance and Budget Committee did not meet on January 23, 2023 due to lack of agenda items.
  - 2. The Safety and Human Resource Committee met on January 23, 2023 at 6:30pm and;
    - a. Recommended to Council to add two apprentices positions to the electric department
    - b. Recommended to Council to create a Parks and Recreation Facility Manager position
    - c. Recommended to Council to adjust the hourly rate for the IT Specialist as recommended by the Human Resource Director and City Manager
    - d. Recommended to Council to increase the salary for the IT Supervisor as recommended by the Human Resource Director and City Manager
- I. Reports from Other Committees, Commissions and Boards** (*Informational Only-Not Read*) –
  - 1. The Civil Service Commission did not meet on January 24, 2023 due to lack of agenda items.
  - 2. The Parks and Recreation Board met on February 1, 2023 and;
    - a. Approved the Disc Golf Course up to \$7,000 from the Parks and Rec budget
    - b. Nominated Chip Bullock for the 2022 Parks and Recreation Service Award
- J. Introduction of New Ordinances and Resolutions- None**
- K. Second Reading of Ordinances and Resolutions**
  - 1. **Ordinance No. 001-23**, An Ordinance allowing ODOT to work inside City limits for the St. Rte. 108 roundabout project; and declaring an Emergency
  - 2. **Resolution No. 004-23**, A Resolution approving the execution of a Schedule with American Municipal Power, Inc. (AMP) for participation in the Community Energy Savings Smart Thermostat Program; and declaring an Emergency
- L. Third Reading of Ordinances and Resolutions**
  - 1. **Ordinance No. 084-22**, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Finance Director; and declaring an Emergency
  - 2. **Ordinance No. 085-22**, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Law Director; and declaring an Emergency
- M. Good of the City** (Any other business as may properly come before Council, including but not limited to):



1. Discussion/Action: to approve the Fire Department to purchase three new cardiac monitors (direct the Law Director to Draft Legislation)
2. Discussion/Action: Approval of Plans and Specifications for the 2023 Miscellaneous Street Improvements Project
3. Discussion/Action: to Add Two Apprentice Positions to the Electric Department
4. Discussion/Action: to Create a Parks and Recreation Facility Manager Position  
Discussion/Action: to adjust the hourly rate for the IT Specialist as recommended by the Human Resource Director and City Manager
5. Discussion/Action: to increase the salary for the IT Supervisor as recommended by the Human Resource Director and City Manager
6. Discussion/Action: to Approve the Police Department to Apply for the Patrick Leahy Bullet Proof Vest Partnership Grant
7. Discussion/Action: to Approve the Police Department to Apply for the ODNR Division of Wildlife Step Outside Grant Program
8. Discussion/Action: to Approve the Police Department to Apply for the AG Yosts New Safety Innovation Grant
9. Discussion/Action: to Approve the Police Department to Apply for the PEP Safety Grant
10. Discussion/Action: to Approve the Police Department to Apply for the Ohio Law Enforcement Body Armor Program
11. Discussion/Action: to Approve the Police Department to Apply for the USDA Community Facilities Direct Loan, Grant, and Loan Guarantees
12. Discussion/Action: to Accept the Drug Use Prevention Grant of \$510.00 for the Police Department

**Executive Session (Pending or Imminent Litigation)**

- N. Approve Payments of Bills** (In the absence of any objections or corrections, the payment of bills shall stand approved.)
- O. Adjournment**

  
Marrison Flogaus  
Marrisa Flogaus- Clerk

**A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL**

1. **Technology & Communication Committee (1<sup>st</sup> Monday)**  
*(Next Regular Meeting: February 6, 2023 @6:15 pm)*
2. **Electric Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 13, 2023 @6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor for February 2023
  - b. Electric Department Report
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 13, 2023 @7:00 pm)*
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 13, 2023 @7:30 pm)*
5. **Parks & Recreation Committee (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 20, 2023 @6:00 pm)*
6. **Finance & Budget Committee (4<sup>th</sup> Monday)**  
*(Next Regular Meeting: Monday, February 27, 2023 @6:30 pm)*
7. **Safety & Human Resources Committee (4<sup>th</sup> Monday)**  
*(Next Regular Meeting: Monday, February 27, 2023 @7:30 pm)*
8. **Personnel Committee (as needed)**

**B. Items Referred or Pending in Other City Committees, Commissions & Boards**

1. **Board of Public Affairs (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 13, 2023 @6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor for February, 2023
  - b. Electric Department Report
2. **Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, February 14, 2023 @4:30 pm)*
3. **Planning Commission (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, February 14, 2023 @5:00 pm)*
4. **Tree Commission (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, February 20, 2023 @6:00 pm)*
5. **Civil Service Commission (4<sup>th</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, February 28, 2023 @5:30 pm)*
6. **Parks & Recreation Board (Last Wednesday)**  
*(Next Regular Meeting: Wed., January 25, 2023 @6:30 pm)*
7. **Privacy Committee (2<sup>nd</sup> Tuesday in May & November)**  
*(Next Regular Meeting: Tuesday, May 9, 2023 @10:30 am)*
8. **Records Commission (2<sup>nd</sup> Tuesday in June & December)**  
*(Next Regular Meeting: Tuesday, June 13, 2023 @4:00pm)*
9. **Housing Council (1<sup>st</sup> Monday after the TIRC meeting)**
10. **Health Care Cost Committee (as needed)**
11. **Preservation Commission (as needed)**
12. **Napoleon Infrastructure/Economic Development Fund Review Committee (NIEDF) (as needed)**
13. **Tax Incentive Review Council**
14. **Volunteer Firefighters' Dependents Fund Board (as needed)**
15. **Volunteer Peace Officers' Dependents Fund Board (as needed)**
16. **Lodge Tax Advisory & Control Board (as needed)**
17. **Board of Building Appeals (as needed)**
18. **ADA Compliance Board (as needed)**

*City of Napoleon, Ohio*  
**CITY COUNCIL MEETING MINUTES**  
Monday, January 16, 2023 at 7:00 pm

**PRESENT**

Council Members	Joe Bialorucki- Council President ,Ross Durham- Council President Pro-Tem, Daniel Baer, Molly Knepley, Lori Sicclair, Ken Haase, Dr. David Cordes
Mayor	Jason Maassel
City Manager	Andrew Small
Law Director	Billy Harmon
Finance Director	Kevin Garringer
City Staff	David Mack- Police Chief Joel Frey- Acting Fire Chief Chad Lulfs- P.E., P.S. - Director of Public Works Jeff Rathge- Operations Superintendent
Others	News- Media
Recorder	Marrisa Flogaus
Absent	

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**CALL TO ORDER**

Council President Bialorucki called the City Council meeting to order at 7:00pm with the Lord’s Prayer followed by the Pledge of Allegiance.

**SWEARING IN OF CITY MANAGER, J. ANDREW SMALL**

Mayor Maassel swore in City Manager, J. Andrew Small.

**STATE OF THE CITY ADDRESS**

Mayor Maassel presented his State of the City Address (a copy is attached to these minutes).

**APPROVAL OF MINUTES**

The minutes from the January 03, 2023 City Council meeting were approved as presented.

**CITIZEN COMMUNICATION- None**

**REPORTS FROM COUNCIL COMMITTEES**

The Electric Committee did not meet on January 9, 2023 due to being canceled by the chair. The Water & Sewer Committee did not meet on January 9, 2023 due to lack of agenda items. Bialorucki, chair of the Finance and Budget Committee reported the committee met on January 9, 2023 6:30pm and; recommended to Council to approve the 2022 Fourth Quarter Budget Adjustments. Knepley, chair of the Municipal Properties, Building, Land Use and ED Committee reported the committee met on January 9, 2023 at 7:00pm and; recommended the Council Hallway Upgrade to Council.

**INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS**

**Ordinance No. 001-23- St. Rt. 108 Roundabout**

Council President Bialorucki read by title Ordinance 001-23, An Ordinance allowing ODOT to work inside City limits for the St. Rte. 108 roundabout project; and declaring an Emergency

Motion: Durham Second: Knepley  
to approve First read of Ordinance No. 001-23

Small stated this ordinance is in a different format due to following ODOTS preferred format. This legislation is basically granting consent to ODOT to work within the City's limits. We pay 100% of any additional features that aren't part of the project. It gives the State permission to acquire right of ways. Upon completion of the project it basically states that we own the project. Bialorucki asked if we had an anticipated start date? Lulfs replied not yet. All I know is that it's suppose to advertise for bid this spring.

Roll call vote on the above motion  
Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham  
Nay-  
**Yea-7, Nay-0. Motion Passed**

**Ordinance No. 002-23- 4<sup>th</sup> Quarter Budget Adjustment Supplemental Number 4**

Council President Bialorucki read by title Ordinance 002-23, An Ordinance supplementing the annual appropriation measure (Supplement No. 4) for the year 2022; and declaring an Emergency

Motion: Durham Second: Haase  
to approve First read of Ordinance No. 002-23

Garringer stated these are the final budget adjustments for 2022. Once these are passed it allows us to officially close out the year. These are items that we over spent on what we originally budgeted for. In some cases it could be a good thing. There are a few transfers on here. For example we budgeted low for the 170 Fund (Income Fund), but when we transferred it to the General Fund, Rec Fund or Capital Fund we actually collected more. Some of these are good things and some of these are things we didn't anticipate. Even if it's over a penny it has to be on here. I would ask that you pass this and suspend the three reads, so that we can close out 2022 this week.

Motion: Durham Second: Cordes  
To suspend the rule requiring three reads of Ordinance No. 002-23

Roll call vote on the above motion  
Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham  
Nay-  
**Yea-7, Nay-0. Motion Passed**

Roll Call vote to pass Resolution No. 002-23 under Suspension and Emergency  
Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham  
Nay-  
**Yea-7, Nay-0. Motion Passed**

**Ordinance No. 003-23- 4<sup>th</sup> Quarter Budget Adjustment Transfer of Appropriations Number 4**

Council President Bialorucki read by title Ordinance 003-23, An Ordinance authorizing the Finance Director to make appropriation transfers (Transfer of Appropriation 4) from one appropriation line item

to another appropriation line item pursuant to ORC. Section 5705.40 for the fiscal year ending December 31, 2022 as listed in Exhibit A; and declaring an Emergency

Motion: Knepley Second: Cordes  
to approve First read of Ordinance No. 003-23

Garringer stated this is the very last thing we need to close out 2022. The difference between this legislation as opposed to the last one is that this doesn't increase our overall budget. This is actually the preferred method because it allows us to reduce one budgeted for line item and use it to increase another line item, so you have a positive and a negative to equal out. Again I ask for the suspension of the three reads, so that we can close out the year.

Motion: Haase Second: Cordes  
To suspend the rule requiring three reads of Ordinance No. 003-23

Roll call vote on the above motion  
Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham  
Nay-

**Yea-7, Nay-0. Motion Passed**

Roll Call vote to pass Resolution No. 003-23 under Suspension and Emergency  
Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham  
Nay-

**Yea-7, Nay-0. Motion Passed**

**Resolution No. 004-23- AMP Thermostat Program**

Council President Bialorucki read by title Resolution 004-23, A Resolution approving the execution of a Schedule with American Municipal Power, Inc. (AMP) for participation in the Community Energy Savings Smart Thermostat Program; and declaring an Emergency

Motion: Knepley Second: Durham  
to approve First read of Resolution No. 004-23

Garringer stated this resolution is to execute the schedule for the AMP Smart Thermostat Program. If you remember last year in the fall Erin Miller was here from AMP and gave a presentation. The project is going to continue. At the time of the presentation they asked that we commit to 150-220 thermostats, but since the presentation that minimum was taken away. We get charged \$8 a thermostat on the program, which we would still get charged. The only difference is that we wouldn't get charged for not reaching a minimum. For example if we only had 20 thermostats we would only get charged for those 20 thermostats. Due to them needing so many as a whole there were other cities and villages that just couldn't commit to that. The project will continue on and this is the first step to be a part of the project. Bialorucki asked if there was a certain date to participate? Garringer replied yes. There was a date you needed those by, but again those minimums are no longer in place. They are still hopeful that they receive an overall of 2,000 thermostats to make the project feasible. There was just hesitancy by other entities out there regarding the minimum that they chose to waive it. I would encourage this to pass first read, so that we can join the program. Cordes stated the minimum was one of my biggest concerns with the program. With that being gone maybe it deserves a better look. Garringer stated I think they were able to entice others to join to get the 2,000. Cordes replied I just wasn't sure if we were going to

be able to get enough to reach the minimum of 150-200. With that being gone it makes it a better option. Garringer stated it become less of a risk, since they were going to charge you the minimum whether you had it or not. Napoleon Power and Napoleon Utilities will have to do some advertising to promote it. Cordes stated with the minimum being removed I think this offers an opportunity for people who want to take advantage without costing us any extra. It's just another option for people. Bialorucki asked Harmon if he looked this over? Harmon replied it took some finagling to actually get the agreement. This legislation was requested five months ago. I think Mazur was still here at the time. I leaned on him to try to get this brought over. I think AMP is a little busy, but they did give me the agreement and the legislation. I've reviewed it and it's legal. Cordes asked if someone signs up and later quits do they have to pay a penalty? Garringer replied there is no charge for them to join. I'm not aware that there would be a penalty to leave. I'm not exactly sure the steps for them to leave. If a house were to transfer ownership the thermostat would likely stay, so there should be an out on that. There is a commitment from AMP to have this project. For example if their commitment is three years and they don't reach the minimum to make the project self-sufficient this project in itself could be eliminated. I would think that on both ends it could be ended if possible. I will double check on that for you.

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

### **Second Reading of Ordinances and Resolutions**

#### **Ordinance No. 084-22- Finance Director Pay**

Council President Bialorucki read by title Ordinance 084-22, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Finance Director; and declaring an Emergency

Motion: Durham

Second: Haase

to approve Second read of Ordinance No. 084-22

Bialorucki asked if anyone had any questions or comments regarding this?

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

#### **Ordinance No. 085-22- Law Director Pay**

Council President Bialorucki read by title Ordinance 085-22, An Ordinance authorizing a pay increase for the City of Napoleon, Ohio Law Director; and declaring an Emergency

Motion: Cordes

Second: Knepley

to approve Second read of Ordinance No. 085-22

Bialorucki asked if anyone had any questions or comments regarding this?

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

### **Third Reading of Ordinances and Resolutions- None**

#### **GOOD OF THE CITY (Discussion/Action)**

##### **Marc's Radio History**

Chief Mack stated during the last council meeting I was asked to give an update on Marc's. One of the challenges is trying to cover everything we've covered for the past six years, so that everyone is on the same page. I will try to keep it as brief as I possibly can. One of the biggest things on the success of anyone's mission whether it be in the private industry or safety services is your communication plan. If your communication plan fails or has trouble so goes the mission. That's sole reason is why this has been such a big attention grabber for Chief O'Brien, County Fire, Sheriff Bodenbender and myself. Prior to 2017 Chief Weitzel and law enforcement alike across the country were forced into something called narrow banding. They took our old VHF radios as it was a federal mandate, which basically shrunk the bands down causing coverage issues. That's what lead us to where we're at today. At the end of the narrow banding everyone was seeing changes in our coverage. The county started looking at new ways to communicate. The county officials started looking around 2016 for a new radio system that could better our chances on success when the time comes for our missions to be very critical. That's what lead them to the Lucas County System. Nationwide and specifically here in Ohio the move to the new tomorrow is ever changing, so digital radios are the future. They are the way that we have to go. Marc's is a Statewide system. Lucas County long before 2016 developed a system that mimics Marc's, but it primarily served Lucas County. It is my understanding that we were included due to a regional partnership when we first got our radios. One of the biggest misconceptions in my opinion over the past twelve months is that we made a mistake in 2017. There's a couple maps that I will show you. As the saying goes a picture is worth a thousand words. There wasn't any other system then the one we went on in 2017. In 2017 that was the right decision for the county. We went from one channel to over 400 channels. We received interoperability that we didn't have before with the State, and other surrounding entities. We were better prepared after going with Lucas County. We were more readily available to have a successful mission with our adjacent jurisdictions. This map is a propagation study, which is a best guess by engineers of anticipated coverage. This is before coverage actually happened. I want to say this was in 2016 or early 2017. I added a few arrows to draw your attention. Yellow is the anticipated coverage. The orange is coverage, but not as good of coverage. We're all faced with financial decisions. What you can afford now and what you can build to afford later. That was definitely something I'm sure was part of the process back then. As we move into the next page it shows the same kind of study. The county owns a tower out at the hospital, which has other radio services attached. We looked at that tower to see how we could utilize it and what kind of services we could get. I obtained these maps later as I wasn't part of the initial conversations. This shows what that reception could possibly look like with a tower at the hospital. There is some redness, which is a negative thing for the county. In the deep left and right corners there is no coverage whatsoever. Deshler was one of those areas that was definitely lacking in coverage from the old VHF system. When I got brought into this in late 2017 all this information was part of my decision. I wanted to make sure we showed the information individuals had at the time. Now the situation has changed over the past five years. I wanted to try to capture some of the cost. This was effecting Napoleon Fire, Ridgeville Fire, Napoleon Police Department and Sheriff operations. We tried handing that. When I was brought on in late 2017 I was told that we might have

some coverage issues where we might have to put repeaters in. Once it was live we started to experience some things right away. Napoleon has spent a significant amount of resources financially to try help to fix this problem. None of that money was ill spent. Every dollar spent on this is being utilized going forward as well. The \$190,000 in upgrading our dispatch center gives us 20 years life span. This will take nothing more than a reprogramming, similar to what a laptop would go through. That money was very well spent. I felt it was important to make sure everyone fully understood Napoleon Area Schools. Napoleon Area Schools failed their VHF radio remodel before I was Chief. They were in no worse condition when we went digital than when we were VHF. None of the radio systems passed within that time frame. For whatever reason they decided not to install a bidirectional antenna (BDA). That's a fire code type of thing. It's not a bad thing. It was probably due to financials since it's very expensive. Chief O'Brien and I worked for several years with the new administration at the school as we were working on all the other problems surrounding that campus and rebuilding relationships between the City and the school. This was one of our topics we were working on behind the scene. We weren't necessarily pushing the school system to make the BDA happen because at the time we weren't live on the Lucas County system. We went live right around 2019. The last thing we wanted to see was the school use our tax dollars to program radios and do everything on a system we knew was going to be outdated within a year. Once we were live there were still things that we had to work through as we ironed out all the little details. As far as the school system they worked very well with us. Once the new administration figured out what was going on they did their own studies inside the building. This summer they installed a BDA system and it was live within the first week or so of school. I'm not a radio guy and there's still a lot of things that I don't understand, but I do understand a BDA has to have a signal on the street. Essentially it's a relay that brings in the signal from the street into the building, so our portables can reach instead of our portables trying to reach outside into our cars. Officials at the school including my SRO were told if we stayed on Lucas County there wasn't enough signal on the street to bring into the Napoleon Elementary School. Their BDA wouldn't have been effective if we remained on Lucas County. That's a situation that I'm sure the assistant fire chief can talk about. We did install mobile repeaters, which is important because 90% of the time were at somewhere for a short period of time. If I go to Walmart for a call or to grab dinner I can switch on my mobile repeater and have a good relay. For most businesses in town where there are dead spots it's not a big deal. It's a big deal at the schools because I can't leave a cruiser running out there for 8 hours. The school did what they needed to do to make sure our schools were safe as fast as they could. We went live around 2019, so we're only in the first 2.5-3 years. This picture sums up what we've been trying to do by year. It's important to note in February of 2020 Napoleon understood we were having some issues. We didn't have mobile repeaters yet, but assistant chief Frey under the direction of Chief O'Brien started researching if we could get a tower in Napoleon with some State grant funding through Homeland Security. Assistant Chief Frey reached out to me, so I reached out to EMA and was told that specific grant wasn't appropriate. Behind the scenes we were trying to address this issue about a year after it started and coordinate that with the county officials. January to December of 2022 the sheriff, myself, multiple fire departments had meetings not all public as some were operational, but the communication was we need to do something because the repeaters were a band aid. I think we talked in Council sometime within the last couple of months about a situation we had during a fire on the Southside where Napoleon's portables radios weren't working out in the open, so they had to talk on one of the repeaters. Then Ridgeville Fire arrived for mutual aid and their radios didn't work. They didn't have a repeater programed, so they had no communication whatsoever. They could yell and scream at the



firefighters and get more communication than the \$7,000 radio on their hip. That to me is a huge red flag. The sheriff and I had a similar situation with an armed barricaded individual on Scott Street. My guys with the use of repeaters were able to communicate on the scene, but the sheriff's office couldn't because they didn't have our repeaters. Those are two highlights just within the last 5 months. The sheriff and I said we have to do something. Safety is our number one priority. The picture on the left I outlined Henry County. That's the coverage we had. One of the first meetings we had was with P&R and Motorola representatives we asked for maps on what we actually had in coverage, so we can see what we're dealing with. The map on the left is January and February of 2022. You see why Napoleon, Ridgeville and the corners of the county are having issues. The map on the right is before we went live. What I'm getting at here is that the studies are pretty accurate. The next slide shows a blown up version of when we went live. When Chief O'Brien, Ridgeville and I were talking about radio issues the data is backing that up as we are defiantly having issues. We kind of sit in a valley as we all know, which doesn't help. On the next slide the dots are towers in the Lucas County system. I was actually talking to my wife this weekend and she asked how many square miles. According to Google Lucas County has 596 miles and only 341 of those are on land. Henry County has 410 square miles and most of it is land. Less than 1% is water. This picture shows the Lucas County system as it is now, which is why right out of the gates we were trying to research what we could do to try and finance a tower. It was to build the existing system out, which was another misconception as this has unfolded in the past couple of months. Our initial conversations were about building the Lucas County system out and how do we make what we have better. In doing so we learned a few things, which leads me into slide 12. This slide is to show you our current ASR site on 281. We looked at adding a tower at Taylor University. This was about as unscientific as you can get on finding a tower. A map was brought up of towers in the area and we looked for a tall tower that would spread. We were told that Archbold was also having radio issues. We wanted to look at what we could do to possibly share a cost with a neighboring jurisdiction and have dual benefits. This was all just preliminary without a design plan. We were just trying to find a tower that existed where we could put equipment on it to see what coverage it would give off. There were no deals on this tower as we were just trying to get a for instance. That for instance covered the corner of Ridgeville, but as you can see it didn't help Napoleon. Those that were having these conversations went looking for a solution not just for Napoleon, but the county. In the end it's the county that has to succeed. Then we looked at what a tower would look like at the Henry County tower site as they already did one five years ago. In the next slide you'll see a live ASR site in Malinta, an anticipated coverage from the one near Ridgeville and an anticipated coverage at Henry County communications. That's about as close as we can get. We would have to add two towers and I'm not going to get into the finances, but we're talking about a million dollars or more. Those still didn't cover the county. Deshler still has concerns. We wanted a solution. Adding two towers isn't what we signed on for and it's clearly not fiscally responsible. At this point Motorola and our associates at P&R said we should look at the Marcs system. The Marcs system has been built out over the last five years. At the time we went to Lucas County; I don't want to be quoted, but I think Marcs had one tower in the county. Defiance County wasn't on Marcs at the time as they were still on VHF. Williams County was on a radio system called UHF. Lucas County was on the system we went to. Wood County had about three different radio systems in their county. I reached out to Marcs one morning and talked to Dick Miller. Dick Miller is the individual for Marcs in the State of Ohio and it's his job is to make sure we have coverage. I started asking for maps as everyone was telling me this is the system to go to including the sheriff. I requested these maps and this is what I received. This map shows Williams County's portable in street coverage.

Portable in street coverage is important because someone on the street can communicate and a BDA can pull that signal into a building. The next slide shows Defiance County portable in street coverage. Due to Defiance and Williams County going to Marcs over the past few years Marcs has added towers in the area. The next slide shows the existing portable in street coverage for Henry County with no towers. That doesn't mean we won't need a tower, so hold that thought. According to the map the signal is much better no matter how you look at it. As you can see there are still some white areas, which if you're familiar with the area will know those are creeks. Dick Miller said we probably have radio coverage in that area, but they do that on the conservative side. They would rather you anticipate no coverage and have it versus telling you that you have it and don't. The key point is that we still have vehicle repeaters. If we get into one of those scenes where we're looking for 3-4 wanted individuals from another state out with a drone we can flip on a vehicle repeater and it's live. The other key piece is that Sheriff Bodenbender and I moved to this system. We didn't feel like we could wait any longer. Last Monday the Sheriff moved and Wednesday our department moved. To my knowledge we've had no complaints. That's not to say we won't have complaints. There is no fool proof radio. If you watch seal team six even they have troubles with their radio at times. Since law enforcement services moved last week this room definitely got more secure. I don't know if anyone has noticed, but I don't typically carry my radio in here because it never worked. Now I have signal all throughout this building and you've heard it going off. It could be improved if there was a tower in town. The issue with penetration or tower overlap is the construction of some buildings when the signal starts cutting down. That's why a tower is still something we need to address down the road, but by doing this it becomes a State concern and conversations with our State representatives. This is because it's a State radio system where they operate those towers and expenses. If we do run into issues those complaints go to the State and it's up to the State to figure out how to get better coverage. The letter attached was done for multiple reasons. The Sheriff was communicating with the Henry County Fire Chiefs Association. Right before O'Brien left they had a meeting where they supported the decision to go to the Marcs radio system, which led to this letter. This meeting happened in early November. That's important because in the last 60 days the State Fire Marshals came out with a grant that helped pay for what I'll call resources and fees. In the County all, but two fire departments were successful in getting that grant. The key to that grant is that you have to be on the State radio system to utilize it. That's important when you're talking about savings for tax payers of Henry County. This grant has historically been offered on a yearly basis, which can offset some of those radio fees costs. That was a big deal to the sheriff and I because that meant we needed to do something. Now we have some support in the county and more than just us are seeing these issues. We went forward in January of 2023. There are a couple take aways I want to make sure we understand. No radio system is one 100%. We're going to have some issues. We're going to have to work through those issues and identify them. When I was a rookie and we had an old big VHF radio that I carried on a portable that weighed seven pounds. I knew I couldn't go into the hospital and have radio coverage, but I knew that going in. Although no radio is 100% the amount of dead areas have been drastically reduced. Buildings and companies could still have to put in a BDA system. No move that the sheriff, fire department, or I make can alleviate that problem. That's for the buildings engineers and fire chief to figure out. At least we're trying to get the strongest signal possible in today's world to their buildings to improve their clients and their employees' safety. Coverage issues will remain, however, with better coverage in the street and existing vehicle repeaters significant coverage issues will decrease. All the equipment we purchased in 2016, 2017, 2018, 2019, 2020, and 2021 can be used on this system. All it takes is a simple reprogramming. Anything that we bought can be reprogrammed to the

State system. The radios cost \$10.00's a month. It has been that way for a long time. The fear is that it could rise, but I know the Marcs Radio Committee is made up of multiple sheriffs and some representatives from the Ohio Associations of the Chief of Police. There are agencies that are far bigger than us where an increase in the number could critically effect their financial situation. Although I can't promise there won't be any inflation down the road. If there is I would have to figure out how to finance it because it's one of those things that I have to have in order to be successful. We need communications first and foremost. You'll hear a little bit of conversations about select radio models. You might hear in backroom conversation referred to as legacy radios. They were bought with funding in 2010 or 2011 when Lucas County started. Just like computers everything has a sunset. We have updated all of our radios except for three. I don't necessarily need those right now. Other agencies weren't as lucky. These are very expensive items. I think a mobile radio alone cost \$5,500- \$6,000 then you have to multiple that by what an agency has. It gets very costly, so any type of State funding to help with that is a huge savings to our tax payers. That can only happen on a State run system due to the grant requirements. Reprogramming isn't really expensive as they charge by the hour. I don't have the final bill, but were not talking about thousands of dollars. That was a cost I already had a purchase order for. There was another programing that was supposed to happen a year or so ago that never happened to give us Lucas County's new radio template. Lucas County went through a consolidation and their whole template changed. There were talk groups in my radio that no longer existed in Lucas County. We actually lost interoperability because of the consolidation and not getting their new programing. These radios have an emergency button. If I were to hit the button it would notify city and county that I'm in distress. That's something that we never had. There are times where officers, firefigts or ems personnel are in distress and can't talk. If we can hit that button and someone knows where we are at we just increased our safety a million fold. Those are complete for Napoleon Police as well as the Henry County Sheriff's office. We might have another programing coming up within a year or so because there's something called dual authentication. This was something that was coming whether I was on Lucas County or Marcs. Dual authentication is the next best security feature and it's being mandated by both systems. The reprogramming is nothing more than calling someone in and having them hit the reprogram button. Bialorucki stated in the beginning you said you're not a radio guy, but you just explained all of that. Mack replied I was forced into a role that I was very much uncomfortable with. It's either learn it or get left behind, so I tried to learn it. Maassel asked if the fire department was on Marcs yet? Mack replied we left our existing fire and law enforcement channels on the radio. If I need to talk to them I would switch zones and I'm talking on the old system. Napoleons and the county's radios have the capability of talking on both radio systems, which was the intention. For example if we were to go up to Fulton County, who is still on the Lucas County system, I have them in my radio now. If I'm in Columbus for a training and come up to a crash I can hail Franklin County on the Marcs radio with my portables and have no issues. That's something the sheriff and I wanted to continue to do. There's a monitoring piece that we lost. You can't scan both Marcs and Lucas County at the same time. If fires working on Lucas County the stress goes onto the dispatch center to relay information between police and fire. The Sheriff did go to the county fire chief meeting last Wednesday night to inform all of the fire departments of the move. Some agencies might not get programed as fast as others depending on their finances, but in the end we have to keep all county fire on Lucas County until everyone is ready to roll. There's not enough resources in my back dispatch center to run both Lucas County and Marcs. The sheriff and I could go because it's a one to one switch. To run two different radio systems I would have to duplicate about 10-20 channels, which means 10-20 radios. That's not going to happen as it's not

financially responsible. We're working to make sure we're doing it as a group and the entire group is ready to roll before we start switching. We want to make sure we have as little confusion as possible. Haase asked what the tower that was put up by the school is for? Mack replied I'm not sure. I want to say it's a phone tower. Haase stated there's nothing hooked up to it now. Mack replied I haven't looked at the ownership on that. I truly don't know what it's for. The conversation about towers essentially got put on hold because we wanted to get moved. Now it's up to individuals above my pay grade and outside this room to try to figure out what that looks like. Obviously no one involved in this project wants to waste tax payers' dollars. We want to make sure that whatever we do is effecting things that we've done. Does the 281 tower get reprogramed or moved? I don't know. That's not for me to decide or even comment on. There's other things at play here. The tower will be discussed as we move forward. Best case scenario is that we don't need a tower, but I don't think that's the case. We want to have a tower that penetrate to get true safety for our firefighters when there in the bellows of a downtown building on fire. If you look back at Lucas County you will see that they have a lot of towers in that area that saturate to ensure they have penetration in those buildings. I do believe a towers going to be a hot topic going forward, but we need to make sure we get everybody onto the State system. Once that's done than well figure out the tower piece. No matter what the right decision was to move to Marcs based off the scientific maps we were provided.

**Review/Approval of the Power Supply Cost Adjustment Factor for January 2023, PSCAF 3-month averaged factor \$0.01918 and JV@ \$0.075146**

Garringer stated this is just the monthly approval of the current rates that we will be charging. The rates are based on a three month average. Rates fluctuate depending on the weather or seasons. Looking back to January of 2020 and 2021 the current rate is lower than both. In 2021 we were at \$0.02008 and in 2020 we were at \$0.0232221, so it's trending in a great direction.

Motion: Siclair

Second: Durham

to approve the January 2023 as PSCAF three-month averaged factor \$0.01918 and JV2 \$0.075146

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**Council Hallway Update**

Knepley stated this was brought to Municipal Properties last week. Mayor Maassel had some suggestions about possibly adding names of people who have served on passed councils, but doing so in a decorative way. We could possibly speak to local artist or even the art teacher at the schools to see if they had any students. I've actually had people reach out to me who have historic downtown pictures that they've taken with neat descriptions. I told them if they brought them to me I would bring them into council to lay out. I think people actually want to donate to the cause. What did we have budgeted? Maassel replied \$1,000. Knepley stated that's what I was thinking. We just wanted to bring this forward to see if anyone else had any ideas. Maassel replied I didn't even think about getting donations from people to put historic stuff out there. The history of the building is that it used to be court, so there are very empty walls. We can hang some history up and celebrate what Napoleon has done from the canal days to Campbell's Soup. Bialorucki stated I was thinking Haase could write down all the names that he remembers that served as council members or mayors. Haase replied the list would be longer than you

could write. Bialorucki asked how long Haase's father served? Haase replied 16 terms. Cordes stated we should have something for awards. For example the City of Napoleon has revived the Tree City award. Bialorucki asked if we should have some sort of committee that oversee this or have Knepley take care of it? Knepley replied we could bring it back to Municipal Properties. I would like to bring in some of the things that people want to donate, so that we can take a look at them. I would like to hang some pictures in here as well not just in the hallway. I think it's neat that the community wants to participate.

**to Accept a donation of \$115.63 from the United Way for the purpose of Safety City expenses**

Small stated these were donations from local residences that earmarked them for Safety City from the United Way.

Motion: Baer

Second: Haase

To accept the \$115.63 donation from the United Way for the purpose of Safety City expenses

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**to Purchase a 2023 Heil DuraPack 5000/27 Yard Rear Loader Mounted on a 2023 Freightliner EconicSD Chassis through the Sourcewell Contract for \$315,000**

Lulfs stated this was included in the 2023 budget as its time to rotate one of our trucks. You're familiar with us buying products of the State Contract many times. If you recall about 3-4 years ago the electric department bought a truck off the federal contract, which is the Sourcewell Contract. We've been in contact with them and have everything in place. We just need a simple motion by council to approve us moving forward with this item, which is in our 2023 budget. Bialorucki asked how long will it take to get the vehicle? Rathge replied I've been told the chassis is available within 90-120 for them to put the back end on it.

Motion: Knepley

Second: Cordes

to approve the purchase of a 2023 Heil Durapack 5000/27 Yard Rear Loader Mounted on a 2023 Freightliner EconicSD Chassis through the Sourcewell Contract for \$315,000

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**PC-23-01- Conditional Use Permit for Agricultural Use- Parcels 411294210060, 411294210040, 411295790060, and 411295790020**

Maassel stated the Planning Commission met last Tuesday to discuss these four parcels. The owner would like to have the two lots in front of River City Bowl-A-Way and two lots off Oakwood Ave by the Renewed Minds. The owner would like to turn them into agriculture use for the sole purpose of alfalfa. The crops will not rotate. This passed Planning Commission 3-0. The only question that was asked during planning commission was about potential drifting of insecticides or pesticides. Once you get a good stand of alfalfa established it doesn't need a lot of those. Also, no one from the surrounding area came in and farmers aren't in the habit of spraying someone else's ground as you lose money and neighbors



to approve the Plans and Specification for the Meekison Street Sanitary Sewer Improvements

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**To Approve the Department of Public Works to apply for the Public Water Systems Equipment Grant through the Ohio Environmental Protection Agency**

Small stated we are seeking \$10,000 for various leak and flow meter equipment. There are four different items that are being looked at. We just ask for council's approval to move forward with applying for this grant.

Motion: Knepley

Second: Durham

to approve the Department of Public Works to apply for the Public Water Systems Equipment Grant through the Ohio Environmental Protection Agency

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**to Approve the Fire Department to apply for the Ohio Fire Marshal's Equipment Grant**

Frey stated this is just a Ohio Fire Marshals Equipment Grant that we apply for usually every year. We are just requesting that we are able to apply for it this year. This year we will apply the same as we did last year, which is for the extinguisher simulator for the community. Our current one isn't working correctly, so we need to get a new one. We don't usually rank the highest priority on this grant, so hopefully we get funded for it. Our budget exceeded a lot of the smaller departments that do get funded on this.

Motion: Durham

Second: Knepley

to approve the Fire Department to apply for the Ohio Fire Marshal's Equipment Grant

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Siclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

**AROUND THE TABLE**

Garringer- I just wanted to bring up that I think we should start some initial discussions that we may have to start looking at other revenue sources. It doesn't need to be imminent, but in the last month schools had to do a five year forecast and there were two schools that would run into a deficit in year 5. I was looking at some of our revenues coming in and I saw that 2009 was the last time we raised our income tax from 1% to 1.3%. We have no voted real estate millage that goes to the General Fund, Operations Fund or Capital Fund. The reason I bring this up is because we've been very fortunate that we haven't had to go to the voters to maintain our operation. However, going back to the last budgeting cycle and the budgeting cycle before that we've seen it's becoming more expensive to run safety services and complete capital improvements. This isn't an urgent matter to us, but with seeing that the schools and library are going to be putting on an operating levy I would say that were not too far off

within the next year that we should put some type of levy or raise our income tax. I just want to throw that out there that we aren't immune to increases of items just like the school and library has increases. Let me start banging the drum slowly that this may have to take place within the next year. I have more numbers and can go on further, but I just wanted to throw that out there. Nothing for the ballot in May, but possibly November or next year. It's something that we seriously need to look at.

Knepley- Mr. Mayor nice job and congrats Small.

Siclair- Welcome officially, Small. Very nice job as usual Maassel.

Durham- Great job Maassel it's a nice way to go out. Welcome Small. I think we really understated how smooth of a transition it was with Lulfs at the reigns. I've had time to reflect on it and thank you so much for the work you put in. Garringer and Harmon I know you stepped up as well, so thank you so much.

Bialorucki- I'm going to ditto all of that.

Maassel- I mentioned it in my State of the City about as we do reconstruction on the Wastewater Treatment Plant to name the lab after Kent. I wasn't joking. At the appropriate time we need to make sure it gets to the right committee and we do it the right way. I would be remised if we didn't talk about Betty Ward and her long time of service. We appreciate everything she has done and I hope you all had a chance to come by Friday night. When I pulled up the parking lot was as full as it is on pancake breakfast Sunday. That was a really good time and everyone did a really good job at putting that together. Thank you to everyone that was involved with that. We'll have to do something for Betty at some point. I know she has a key that were trying to figure out what door it actually unlocks, but that's something Betty and I can figure out.

Baer- Welcome officially Mr. Small. Were glad to have you on board. Thanks to Lulfs for everything he's done over the last three months. The Safety and Human Resource Committee will meet next Monday at 7:30pm. We have a couple agenda items that were brought up during the budget process.

Haase- I'll repeat what Baer said.

Cordes- I would have to agree with what a lot of you said. Welcome Small, we're glad you're on board. I think the Mayor did a great job. I would also like to say thank you to Chief Mack. He did an excellent job on explaining the radio, maybe a little more in depth then I even wanted to know. I would also like to thank the fire department as I think they've done a fantastic job as well.

Harmon- Welcome Small.

Small- I would like to thank Lulfs. He was a great help to me over the past week getting up to speed. As well as the department heads. They were all very willing to have me come out and introduce their troops to me. It was a good first week getting to know people and starting to establish those relationships. Lulfs has helped me get up to speed on things. It's nice to have that resource and I appreciate it.

**Executive Session (Pending or Imminent Litigation and Personnel: Compensation of Personnel)**

Motion: Durham

Second: Siclair

To enter executive session for Pending or Imminent Litigation at 8:41pm

Roll call vote on the above motion

Yea- Durham, Bialorucki, Baer, Haase, Cordes, Knepley, Siclair

Nay-

**Yea-7, Nay-0. Motion Passed**



Motion: Durham Second: Sicclair  
To enter executive session for Personnel: Compensation of Personnel at 8:41pm

Roll call vote on the above motion

Yea- Durham, Bialorucki, Baer, Haase, Cordes, Knepley, Sicclair

Nay-

**Yea-7, Nay-0. Motion Passed**

Motion: Durham Second: Sicclair  
To exit executive session for Pending or Imminent Litigation at 9:33pm

Roll call vote on the above motion

Yea- Durham, Bialorucki, Baer, Haase, Cordes, Knepley, Sicclair

Nay-

**Yea-7, Nay-0. Motion Passed**

Bialorucki stated no action taken.

Motion: Sicclair Second: Knepley  
To support the Napoleon Area Schools in potential litigation and to work with the school going forward in pursuit of their contract enforcement against CCHC and further direct the Law Director to coordinate the City's corporation and City Manager with the school on this matter

Motion: Knepley Second: Haase  
To exit executive session for Personnel: Compensation of Personnel at 9:34pm

Roll call vote on the above motion

Yea- Durham, Bialorucki, Baer, Haase, Cordes, Knepley, Sicclair

Nay-

**Yea-7, Nay-0. Motion Passed**

Bialorucki stated no action taken.

**Approve Payment of Bills and Financial Reports (In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved)**

#### **ADJOURNMENT**

Motion: Durham Second: Knepley  
To adjourn the City Council meeting at 9:35pm

Roll call vote on the above motion

Yea- Bialorucki, Baer, Haase, Cordes, Knepley, Sicclair, Durham

Nay-

**Yea-7, Nay-0. Motion Passed**

Approved  
February 6, 2023

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Joe Bialorucki, Council President

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Jason Maassel, Mayor

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Marrisa Flogaus- Recorder

DRAFT

## 2022 State of the City

Good evening. Thank you for allowing me to fulfill my obligation in presenting the 2022 State of the City.

When I was in high school, I was on the track team, and after pounding on hurdles during my sophomore season, Mr.

Downey saw it fit that I should be part of the 2-mile relay team or the 4 by 800 if you will. We qualified for regionals as a junior and then had the privilege of running two laps around The Shoe as we qualified for state during my senior campaign.

I liked the relay's team aspect. Each individual trying to have a personal best so that the team could enjoy a personal best.

The lead off guy, usually me, would speed around the track twice and then hand the baton off to the next teammate. Since this event is the first scored event during track meets there

were times when the backstretch was not as clear as it should be with either random hurdles, or that young athlete trying to find a place to warm up. After successfully passing the baton, being extra careful to not drop it, my teammate would then gather themselves for their leg, find their pace, hug the inside of lane one and make their way around the track. Their goal for their 800 meters laps was trying to gain ground on any teams in front of us, or most often, not let any other team pass us, until it was time to once again to observe the chaos that is the relay exchange zone.

Kind of like what we are doing here tonight. We are taking the baton from 2022 and gathering ourselves for the race ahead, trying not to drop the baton, hugging the inside lane, finding your pace and hoping that all the hurdles are off the track.

So, as we take the baton, let's see where 2022 placed us as we head for the first curve.

The leadership baton was passed from Joel Mazur to Andy Small. Andy, if my experience has taught me anything is that relationships matter, and we trust that you will preserve and expand upon the relationships that have served the community so well. We are with you, will help when we can and look forward to your service. Thank you for being with us and taking the responsibility you have been given.

After Joel left, the City had some big shoes to fill. And to their credit our department heads responded by steering clear of hurdles and keeping pace. Many of our departments excelled in 2022, let us look and see what they have done on their previous leg of this relay.

Since we are talking about the exchange from Joel to Andy, I would be remiss if I did not mention Chad's service as the interim and his fine job of avoiding hurdles. Jennifer Arps said and I quote "The fact that you couldn't even tell this was a transition period speaks volumes." Unquote. Chad also has a history of finding grants available to the city and 2022 was no exception as he secured \$1.3M for use. That is saving the taxpayers and the ratepayers as we continue to work on our critical infrastructure. To put that number in perspective that is 10 times the annual average amount received by Chad's predecessors. We also completed the Multi-Use path, as well as created the new GIS position that will allow for annual savings by eliminating large external contracts. I think you would agree that this was a nice leg of the race by Chad.

The City lost another leader when former Fire Chief Clayton O'Brien decided to leave us for Oregon, Ohio. That leaves us with a key position on our relay team that we need to fill. I am confident that the process agreed to be the Civil Service Commission, in accordance with Ohio Fire Chief's Association will lead us to our next Fire Chief. 2022 saw the Napoleon Fire Department finish a Strategic Plan, as well as a Feasibility Study. The Grain Rescue Training Center opened this year as well. Living in Northwest Ohio where the tallest structures are agriculture related, this training area should help first responders to be better trained for what could lie ahead. We thank all of our partners for helping to put this together. I think we all agree that the training there should be hard so that if the day ever comes when the training is needed, that day will be an easier one. Well trained first responders, like relay teams, have

a better chance at winning. The Napoleon Fire Department kept pace with over 1800 runs calls last year. This number continues to climb and I think we need to remind ourselves that the reciprocity tax passed is one of the reasons we can continue to offer such responsive service.

The Human Resource Department had a baton hand off in the middle of the year as Lanie Lambert left to be replaced by Brittany Roof. Starting on the 25<sup>th</sup> of July, Brittany made immediate impacts by being a key member of the three negotiated contracts, and helped hire Andy Small by shepherding the Personal Committee through that process. She has helped hire 21 employees and I think we would all agree that she has been an absolute breath of fresh air. We thank her being so diligent and we are excited for what 2023 has in store.

Good track coaches watch other teams and use those



experiences to help with their training program. Brittany is no different; she brought her ideas and what has worked at other at other locations to the City. This includes her multiple ride alongs with the Napoleon Police Department. She is the first I know that she is the first HR director to take ride-alongs with all three NPD shifts.

Speaking of the Napoleon Police Department, they too kept pace during a busy 2022. Led by Chief Mack, they worked on the Safety Service facility feasibility study as well as their strategic plan. They added, along with some help from our IT department, car mounted dashboard cameras. They also made the department more responsive by adding priority-based dispatch this change coincided with the change in radios and communication equipment at dispatch. I am looking forward to learning more about MARCs very soon. I don't want to speak

for Chief Mack, but I think he would welcome council members to spend 15 minutes at dispatch to see this technology in action.

The operations department will have a baton hand off in 2023 as Jeff Rathge retires. In his last full year as the operations superintendent, he helped to coordinate concrete grinding and for the first time ever we had three brush grindings in one year. Operations saw the full use of the salt shed with the additional purchase of over 700 tons of salt. The spring and Fall Clean-Ups saw almost 500 tons of waste removed from the city. Our operations team, like tough track teams work in awful weather. This past Christmas, as the temperatures hovered around Zero degrees our operations team was out fixing water main breaks. If you want to know the type of team Jeff is leaving, I think working on Christmas, in horrendous conditions speaks

volumes. Thank you Jeff for your leadership. We trust that as you pass the baton that you do so with the knowledge of a job well done.

Another key team here in the City is the Finance Department.

This year they earned the Auditor of State award with

Distinction for the annual audit. This is a testament to the

detailed work they do each and every day. The finance

department also is helping to usher the City's tax operations to

Regional Income Tax Authority, or RITA for short. They also

worked on customer service by adding other ways for people to

pay their utility bill to include Google Pay, Apple Pay, PayPal as

well as Venmo. Kevin and his team also helped us have one of

the smoothest budgetary process I have ever experienced. That

is a remarkable well run leg of the relay. I challenge you to be

even better in 2023.

Let's switch to the Law Department. Billy and Tammy do such a wonderful job every day. In late 2021, we closed the Knights Inn property. The first step was the closure, the second step; with just a many potential pitfalls was the subsequent selling of the property to another entity. Putting a "for sale" sign up and taking the first legitimate bid would have been easy, but Billy did not take that route. Billy avoided the hurdles and found a willing buyer, whom we believe is not going to revert to the old ways of doing business on Scott Street. The Law Department continues to be instrumental in ensuring the City receives our share of the Opioid settlement funds. Billy also defends the city in court on a weekly basis handling criminal and traffic cases in the Municipal Court.

The electric department had a solid 2022 and continued with their recent history of being an economic force multiplier. Our

Electric department answered the call by providing Dana Corp with outstanding service, as well as helping with Main Stop's requirements. They helped existing customers as well by upgrading service at two local businesses. They added poles along 109 and Westmoreland Avenue and added 20 new residential meters. Seems like a pretty good lap. One of the goals of every track athlete is to have a personal record every time out. I am excited to see how the electric department can infuse themselves with some rookies and maintain their amazing pace.

Before I move too far away from this topic, I want to pause right here and talk about what 20 new homes number means. Twenty new residential homes, twenty new families coming to live, work and hopefully enjoy everything that Napoleon has to offer. I repeat this every chance I get. When I came into this

position we had negative housing growth, and last year we added 20. This is an awesome development. Not convinced that we are growing, I s, proud to relay (get it-relay) the report from Kevin Schultheis as exhibit one. Dollar amounts for commercial and residential permits both increased from 2021 levels. This an example of taking a baton from a previous year and improving position before handing it off.

When you are trying to set your PR, some steps for improvement show immediate results, while others take shape over a longer timeframe. When we look at the water plant and its continues evolution, we see that Jeff and his team earned their renewal of the NPDES Discharge permit as well becoming lab certified in Microbiology. They also upgraded the SCADE system. Those will be small changes, maybe not really seen by our residents, but they are setting records every day. What our

residents will notice is that the lagoons are being filled in accordance with the NPDES permit. When that happens, we should be proud that this once needed eyesore is gone.

I am not sure of how many of our residents know the amount of work being done to revitalize our wastewater treatment plant. Actually, I am not sure of how many of our residents even know where that team is located. However, in 2022 they continued with their upgrade plan, modified the Palmer Ditch Lift Station, and started the Van Hying Lift Station project.

There are not too many non-department heads that I am going to recognize tonight, but I am making an exception for Kent Bacon. Mr. Bacon won the Kathleen M Cook Award for Laboratory Analyst of the year. His 42! of service speaks to his outstanding dedication of his craft and his willingness to work for us. Forty two years of service. As the plant reconstructions

continues I think it would be a wonderful compliment to name the lab after Kent Bacon

The Parks and Rec department had an awesome 2022. They worked on replacing a section of the boat launch as well as redesigning some of the drainage in that area to hopefully prevent this issue from happening again. The Napoleon Golf Club celebrated 100 years municipal service, to that I say congrats and I guess 100 years could be a goal for Kent Bacon! This was a wonderful time with a good celebration filled with music and hospitality. The Golf Course also had their best revenue year ever. This is a testament to the team at the golf course. I think it helped that we had wonderful weather without any large flood events. I will also submit that during COVID the course was rediscovered and hopefully play will continue to grow. As look for ways to make Napoleon more



attractive, one of the best ways is realizing the all-stars that Tony has on his team and how hard they work every day to make our recreation time even more enjoyable.

Our IT department, mentioned already when we discussed the addition of police vehicle cameras, helped by adding cameras to other locations as well. These include new technology at the court. They also helped the Finance department by migrating software to a new server. Here is another example of running hard for a year, working every day to keep us rolling as smooth as possible. Nice leg IT!

So now, we have the baton, as you have heard we are in very good shape as we take off out of the exchange zone. Now in a relay race the goal you had when you have the baton is to gain

ground, to leave your team in a better position than when you received the baton, so what can we look forward to in 2023.

Road improvements- We are paving roads, but losing ground due to wear and tear. Is it time to look at a robust mill and fill program?

We will need to be very diligent when the roundabout is under construction. If history is any indication all of the signage we place for alternate routes will be useful for many, but I am confident that some hard working truck drivers will use their GPS and blow past those signs until they come face to face with the final barricades. Where will they turn around? What do we need to have ready when an 18 wheeler becomes a big impairment to Scott Street by trying to turn around on Wood Drive?

We also need to keep in mind the long term nature of our City and maintaining and improving those long held relationships.

One of ongoing issues facing Napoleon is water, in particular trying to expand our water customer base. When Liberty Center leaves it could cause our rates to increase. One of the ways to combat this is to add more customers like with did with Florida.

Very soon I think the water committee chair, Andy and myself should reach out to Florida to reassure them

Another hurdle for us is the continued housing growth. 20 is a great place to start and very different from where we have been, but what else can we do to encourage housing growth?

Speaking of housing, I think one of the issues we have is that some of our housing stock is being used as Air BNBs. While I applaud the entrepreneurship of these owners and do not wish to stifle it, we owe it to the tax payers to make sure the City

seeing the correct amount of revenue from these type of businesses.

Since we are on the topic of new businesses, I think we are all happy with the recent addition of Dunkin, Bigby and the Main Stop to our Scott Street corridor and other areas as well that have seen renewed investment. We also will hopefully have a business move into the spec building before the end of 2023.

While we would welcome an outside organization, I am hopeful that someone closer to home is ready to grow into a larger space. I am sure that history will repeat itself and we will be given a chance to show our hospitality when we are asked to help. We need to be ready for this hopeful development.

I will leave you with this. As you know the characters in this room changes. It is a weird feeling when I look around this side

of the gate and realize that of the elected officials, I have served the longest. As the time slips by, there is a tendency to start counting the days until your time is complete. High school students call this Senioritis. As I was pondering this I remembered a few things things. The first is what we are told when we land in Korea, and the other is starting a new tradition. As you know, my last duty assignment in the Army was in Korea. Now, Korea is not a highly sought-after assignment for a few reasons, one of which it is an unaccompanied tour, meaning that if you are married or have dependents the Army is not paying for them to join you unless you are staying beyond the typical one-year assignment. So, when you land in Incheon international airport, board a bus and in a very Army way eventually you find your way to a welcome brief. During the welcome speech, the very kind public affairs

officer tells you what to expect while in Korea. I remember that at the bottom of the welcome presentation was the line "Welcome to Korea-" Make the days count, don't count the days!" Hopefully everyone will know when they are on their last lap of their relay. When that happens I challenge you like I am challenging Councilman Baer and Council lady Knepley to make sure we make the days count and not count the days. The taxpayers of Napoleon pay to do our utmost until our service is complete. With that in mind, I will be starting a new tradition. The old tradition seems to be that outgoing elected officials will not attend the annual budget meetings, with the thought that "this is not going to be my budget" so why should I attend. I am not in that camp, the new tradition will be attending that meeting, helping the newly elected officials, and doing whatever I can to make sure we finish 2023 strong and make

the next baton exchange just as smooth as possible as the baton moves to the next team.

Thank you very much.





**PRELIMINARY LEGISLATION**

Consent

Ordinance # 001-23

**PID No. 110867**

**County/Route/Section HEN SR 108 17.40 Roundabout**

The following is an ordinance enacted by the City of Napoleon, Henry County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

**SECTION I - Project Description**

WHEREAS, the LPA/STATE has identified the need for the described project:

*Convert the ramp intersection at SR 108 and westbound US 24 to a roundabout*

NOW THEREFORE, be it ordained by the City of Napoleon, Ohio

**SECTION II - Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

**SECTION III - Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

- 1) The LPA will assume and bear one hundred percent (100%) of the total cost of any features requested by the LPA which are not necessary for the project as determined by the State and/or the Federal Highway Administration.
- 2) The LPA consents to having the State acquire all necessary rights of way for the subject project in the name of the LPA.
- 3) The LPA agrees, upon completion of the project, to own and maintain all those portions of the project under its jurisdiction.
- 4) The State agrees to be the lead agency and to administer all phases of the project.

**SECTION IV - Utilities and Right-of-Way Statement**

The LPA agrees that all existing street and public way right-of-way within the jurisdiction of the LPA which is necessary for the described project shall be made available therefor. The LPA further agrees that any right-of-way acquired by said LPA on behalf of the described project shall be acquired and/or made available in accordance with current State and Federal regulations.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

**SECTION V - Maintenance**

Upon completion of the Project, and unless otherwise agreed, the LPA shall: 1) provide adequate maintenance for those portions of the Project under the jurisdiction of the LPA in accordance with all applicable state and federal law, including, but not limited to, Title 23, U.S.C., Section 116; 2) provide ample financial provisions, as necessary, for the maintenance of those portions of the Project under its jurisdiction; 3) maintain the right-of-way, keeping it free of obstructions; and 4) hold said right-of-way inviolate for public highway purposes.

**SECTION VI - Authority to Sign**

The \_\_\_\_\_ of said City is hereby empowered on behalf of the City  
(Contractual Officer)

to enter into contracts with the Director of Transportation necessary to complete the above described project.

Passed: \_\_\_\_\_, 2023.  
(Date)

Attested: \_\_\_\_\_  
(Clerk Signature)

\_\_\_\_\_  
(Contractual Officer Signature)

Attested: \_\_\_\_\_  
(Clerk Signature)

\_\_\_\_\_  
(President of Council Signature)

This ordinance is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY  
STATE OF OHIO

City of Napoleon, Henry County, Ohio

I, Marrisa Flogaus, as Clerk of the City of Napoleon, Ohio, do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the legislative Authority of the said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, that the publication of such ordinance has been made and certified of record according to law; that no proceedings looking to a referendum upon such ordinance have been taken; and that such ordinance and certificate of publication thereof are of record in

\_\_\_\_\_, Page \_\_\_\_\_ .  
(Ordinance Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk

(SEAL) City of Napoleon, Ohio  
(If Applicable)

The afore going is accepted as a basis for proceeding with the project herein described.

For the City of Napoleon, Ohio

Attest: \_\_\_\_\_, Date \_\_\_\_\_  
Contractual Officer

\*\*\*\*\*  
For the State of Ohio

Attest: \_\_\_\_\_, Date \_\_\_\_\_  
Director, Ohio Department of Transportation

**RESOLUTION NO. 004-23**

**A RESOLUTION APPROVING THE EXECUTION OF A  
SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. (AMP) FOR  
PARTICIPATION IN THE COMMUNITY ENERGY SAVINGS SMART  
THERMOSTAT PROGRAM; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon, Ohio (“Municipality”) owns and operates an electric utility system for the sale of electric power and associated energy for the benefit of its citizens and taxpayers; and,

**WHEREAS**, American Municipal Power, Inc. (“AMP”) is an Ohio nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric power and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members (“Members”), such Members, including Municipality, being, as of the date hereof, political subdivisions that operate, or whose members operate, municipal electric utility systems in Delaware, Indiana, Kentucky, Maryland, Michigan, Ohio, Pennsylvania, Virginia and West Virginia; and,

**WHEREAS**, AMP and Municipality have entered into a Master Services Agreement, AMP Contract No. C-11-2005-4440, pursuant to which AMP provides certain services to Municipality as set forth in various schedules to the Master Services Agreement (the “Schedules”); and,

**WHEREAS**, AMP and EnergyHub, Inc. (“EnergyHub”) will enter or have entered into an agreement (the “EH Agreement”) to provide Software as a Service (“SaaS”) and program management services in order to provide a thermostat-based demand management program that has the advantages to participating AMP Members of economies of scale, mitigation of risk from local technology deployment and support, and reduced burden of ongoing support; and,

**WHEREAS**, AMP and Municipality desire to enter into a Schedule (“Smart Thermostat Schedule”), under the MSA, which provides that AMP will obtain and sell to Municipality, and Municipality will agree to take and pay for the services which AMP will acquire through the EH Agreement; **Now Therefore**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON:**

Section 1. That, the Smart Thermostat Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the Clerk, including Appendices thereto, are approved, and the City Manager of Napoleon, Ohio is hereby authorized to execute and deliver the Smart Thermostat Schedule, with such changes as the City Manager may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, the execution of the Smart Thermostat Schedule to be conclusive evidence of such approval.

Section 2. That, the City Manager is hereby authorized to take any action necessary for Municipality to fulfill its obligations under the Smart Thermostat Schedule.

Section 3. That, it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with

applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

Section 4. That, if any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to transfer the funds in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 004-23 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

**ORDINANCE NO. 084-22**

**AN ORDINANCE AUTHORIZING A PAY INCREASE FOR THE CITY OF NAPOLEON, OHIO FINANCE DIRECTOR; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council desires to authorize a pay increase to the Finance Director; and,

**WHEREAS**, Council desires to make said changes effective with the pay period commencing on or about December 26, 2022; and,

**WHEREAS**, to achieve the above stated goals Council now desires to repeal Ordinance No. 035-21, and to establish a new Classification Pay Plan; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the biweekly salary of the Finance Director of this City shall be three thousand seven hundred two dollars and twelve cents (\$3,702.12) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 2. That, this Ordinance shall contain a provision that allows the terms and conditions of this Ordinance to be retroactively applied, the same being hereby approved as it so exists.

Section 3. That, all compensation paid under this Ordinance is subject to appropriation of funds by the Council.

Section 4. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 5. That, all pay scales reflected in the City of Napoleon Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 6. That, this biweekly salary is figured before any approved Cost of Living Adjustments are added to the biweekly salary.

Section 7. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 8. That, Ordinance No. 035-21 is repealed in their entirety effective December 26, 2022.

Section 9. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 10. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,

if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 11. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to commence the amendments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 084-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*

**ORDINANCE NO. 085-22**

**AN ORDINANCE AUTHORIZING A PAY INCREASE FOR THE CITY OF NAPOLEON, OHIO LAW DIRECTOR; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council desires to authorize a pay increase to the City Law Director; and,

**WHEREAS**, Council desires to make said changes effective with the pay period commencing on or about December 26, 2022; and,

**WHEREAS**, to achieve the above stated goals Council now desires to repeal Ordinance No.(s) 014-19, 099-19, 076-20, and 063-21, and to establish a new Classification Pay Plan; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, effective with the first pay period for the Year 2023, that commences on or about December 26, 2022, the biweekly salary of the City Law Director of this City shall be four thousand three hundred forty-six dollars and seventy-seven cents (\$4,346.77) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 2. That, this Ordinance allows the terms and conditions of this pay increase to be retroactively applied, the same being hereby approved as it so exists.

Section 3. That, all compensation paid under this Ordinance is subject to appropriation of funds by the Council.

Section 4. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 5. That, all pay scales reflected in the City of Napoleon Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 6. That, this biweekly salary is figured before any approved Cost of Living Adjustments are added to the biweekly salary.

Section 7. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 8. That, Ordinance No.(s) 014-19, 099-19, 076-20, and 063-21 are repealed in their entirety effective December 26, 2022.

Section 9. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 10. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,



if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 11. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to commence the amendments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Marrisa Flogaus, Clerk of Council

*I, Marrisa Flogaus, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 085-22 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Marrisa Flogaus, Clerk of Council*



# City of **NAPOLEON**, Ohio

## Fire - Rescue Department

265 W. Riverview • P.O. Box 151  
Napoleon, Ohio 43545-0151  
Phone: (419) 592-0441 • Fax: (419) 592-5195  
Web Page: [www.napoleonfire.com](http://www.napoleonfire.com)

Acting Fire Chief  
Joel Frey

Captain  
David Bowen

Captain  
Tyler Reiser

Captain  
Jonah Stiriz

Lieutenant  
John Pugsley

Lieutenant  
Trevor Ashbaugh

Website  
[www.napoleonfire.com](http://www.napoleonfire.com)

 Facebook  
City of Napoleon Fire and  
Rescue

 Twitter  
@napoleonfire

 Instagram  
Napoleonfiredepartment

## Memorandum

To: *Andy Small, City Manager*  
From: *Joel Frey, Acting Fire Chief*  
cc:  
Date: *01/16/2023*  
Subject: *Cardiac Monitor Purchase*

Andy,



PLEASE ADD TO FEB 6 COUNCIL AGENDA

Napoleon Fire and Rescue is purchasing three new cardiac monitors to replace our current three cardiac monitors. These monitors are used for many reasons on EMS incidents such as cardiac monitoring, blood pressures, ETCO<sub>2</sub>, Carbon Monoxide, Defibrillation, CPR, and AED. When looking at purchasing new cardiac monitors for the Fire Department there are a few reasons why the fire department would like to stay with the LIFEPAK series and in this case the LIFEPAK 15 monitor/defibrillator.

- We have used and trained consistently on the LIFEPAK monitor/defibrillators for my past 13 years and is the monitor/defibrillator that all of our current members here at Napoleon has been using. The ease of transitioning from our current monitors to the new monitor will be seamless. These are the same monitors we currently have but with newer parts and the ability to continue to have support updates.
- We have close mutual aid departments utilizing the LIFEPAK - Liberty Center, Ridgeville, Henry County South Joint Ambulance District, and McClure to name a few. When integrating at large incidents with multiple victims it is a benefit to have similar equipment and the ability to pick up other departments monitors and be able to use it.
- We currently have 27 LIFEPAK AEDs throughout the City Departments these AEDs utilize the same defibrillator patches as our current monitor.
- Currently integrated with ESO reporting software.
- Current Mounting Hardware installed in ambulances.
- Current Service agreement in place for service.

Due to the items listed above I would like to make the purchase under City Ordinances Section 106.04 (permitted by Charter Article VI, Section 6.05) which grants Council permission to eliminate the necessity for competitive bidding if it is in the best interest of the City. We need to add this to the discussion action section of the council meeting on February 6th 2023. This will require the law director

to draft legislation. This project was added to the master bid list and was a planned and budgeted line item out of our 242.2200.57000 Account.

A handwritten signature in black ink, appearing to read "Joel Frey". The signature is written in a cursive style with a large, sweeping initial "J".

Joel Frey  
Acting Fire Chief

January 2023

Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. and Canada for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK CR2 automated external defibrillators
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® chest compression system
- CODE-STAT™ data review software and service

Stryker is the sole-source provider in all markets for the following products and services:

- RELI™ (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- LIFELINKcentral™ Government Campus Solution
- MultiTech 4G and Titan III gateways
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs

Stryker does not authorize any third parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,



Matt Van Der Wende, Vice President, Americas Sales

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M000008130 REV AB

Stryker or its affiliated entities own, use, or have applied for the following trademarks or services marks: LIFELINKcentral, LIFEPAK, LUCAS, CODE-STAT, RELI, LIFENET, Stryker. All other trademarks are trademarks of their respective owners or holders. The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

## Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | [stryker.com](http://stryker.com)



# LP15

Quote Number: 10585865

Version: 1

Prepared For: NAPOLEON RESCUE SQUAD  
Attn:

Quote Date: 09/20/2022

Expiration Date: 12/19/2022

Remit to: **Stryker Medical**  
P.O. Box 93308  
Chicago, IL 60673-3308  
Rep: Matt VanderWal  
Email: matt.vanderwal@stryker.com  
Phone Number:  
Mobile: 269-251-1150

### Delivery Address

Name: NAPOLEON RESCUE SQUAD  
Account #: 1509883  
Address: 265 W RIVERVIEW AVE RM 1  
NAPOLEON  
Ohio 43545-1748

### End User - Shipping - Billing

Name: NAPOLEON RESCUE SQUAD  
Account #: 1509883  
Address: 265 W RIVERVIEW AVE RM 1  
NAPOLEON  
Ohio 43545-1748

### Bill To Account

Name: NAPOLEON RESCUE SQUAD  
Account #: 1509883  
Address: 265 W RIVERVIEW AVE RM 1  
NAPOLEON  
Ohio 43545-1748

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	3	\$35,370.90	\$106,112.70
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	3	\$0.00	\$0.00
3.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	3	\$324.90	\$974.70
4.0	11220-000028	LIFEPAK 15 Carry case top pouch	3	\$58.50	\$175.50
5.0	11260-000039	LIFEPAK 15 Carry case back pouch	3	\$83.70	\$251.10
Equipment Total:					\$107,514.00

### Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-15V1V2-LP15	TRADE-IN-STRYKER LP15V1/V2 TOWARDS PURCHASE OF LIFEPAK 15	3	-\$6,500.00	-\$19,500.00



**LP15**

Quote Number: 10585865

Version: 1

Prepared For: NAPOLEON RESCUE SQUAD

Attn:

Quote Date: 09/20/2022

Expiration Date: 12/19/2022

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Matt VanderWal

Email: matt.vanderwal@stryker.com

Phone Number:

Mobile: 269-251-1150

**Price Totals:**

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Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$837.90
Grand Total:	\$88,851.90

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Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

**Capital Terms and Conditions:**

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html). A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

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

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

## Memorandum

**To:** J. Andrew Small, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kevin Garringer, City Finance Director  
Jeff Rathge, Operations Superintendent  
Marrisa Flogaus, Clerk of Council  
**Date:** January 19, 2023  
**Subject:** 2023 Miscellaneous Street Improvements ~ Approval  
of Plans & Specifications

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the 2023 Miscellaneous Street Improvements project. This project consists of:

- Milling/Resurfacing of Wayne Park Drive from W. Riverview Avenue to County Road M2
- Milling/Resurfacing of Scott Street from W. Riverview Avenue to W. Clinton Street
- Resurfacing of Union Street from Oakwood Avenue to the Dead End
- Resurfacing of Derome Drive from Northcrest Drive to Northcrest Drive
- Alternate Bid 1: Resurfacing of Maumee Lane from E. Maumee Avenue to the Dead End
- Alternate Bid 2: Resurfacing the Canal Basin

Engineer's Estimate of Construction: Base Bid: \$250,000.00  
Alternate Bid 1: \$40,000.00  
Alternate Bid 2: \$90,000.00

Completion Date: October 28, 2023

CEL





## City of Napoleon

Brittany Roof, Human Resources Director

255 West Riverview Avenue • P.O. Box 151 • Napoleon, Ohio 43545-0151

Phone: 419.592.4010 • Direct: 419.591.2847 • Fax: 419.599.8393

[broof@napoleonohio.com](mailto:broof@napoleonohio.com)

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January 13, 2023

The Electric Department has budgeted a two positions for their department – “Apprentice Lineman”. These positions are already created and part of the AFSCME contract, approved Job Description Attached.

We are looking for the committee to provide a recommendation to council to add two more bodies to the total with Electric Currently. The purpose of these two individuals is to get ahead of the game on retirement and have these positions added to keep up with the retirements in the next 3-10 years. Once this is “completed”, we plan on removing the bodies if possible.

Thank you,

Brittany Roof  
HR Director  
City of Napoleon

## City of Napoleon

### Apprentice Lineman

**Department:** Electric  
**Reports To:** Electric Distribution Superintendent  
**FLSA Status:** Hourly (Non-Exempt)  
**Civil Service:** Classified (Non-Competitive)  
**Key:** AFSCME  
**Approved By:** Joel Mazur, City Manager  
**Last Updated:** June 9, 2016

#### SUMMARY

Employees in this class are in the learning process of the operation of the electric system line work by performing construction, maintenance and operation duties only on de-energized line under the direct and strict supervision of a Lead Lineman, Electrical Construction and Maintenance Inspector, Lineman First Class or Superintendent and work closely with linemen to familiarize themselves with line apparatus and equipment.

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

- Assists with installation of distribution transformer with associated devices.
- Assists with installation and removal of conductors, messengers and cables, splicing and tapping conductors.
- Assists with changing distribution transformers.
- Assists with string, splice, insulate and tie-in conductors.
- Uses hot sticks, when trained and qualified in their use, to perform line work of a simple nature.
- Patrols transmission and distribution lines.
- Assists with installation and connecting of service cable to new and upgraded electrical services.
- Reads meters.
- Assists with replacing old service wires.
- Assists in rebuilding lines.
- Assists in stocking trucks, as required.
- Assists with trimming of trees.
- Operates line truck and bucket truck as a training device in uncongested areas.
- Climbs and works on uncongested and de-energized lines.
- Keeps equipment and vehicles greased, clean and in good working order.
- Does other work as assigned.

#### QUALIFICATIONS

- Must have some work experience and/or combination of experience and training that provides the required knowledge, skills and abilities to progress to a Lineman First Class position.
- Must possess and maintain a valid Ohio CDL License.
- Must possess a valid Ohio Driver's License.
- Ability to make simple arithmetical calculations rapidly and accurately.

**EDUCATION and/or EXPERIENCE**

- Some work experience
- High school diploma or equivalent.

**LANGUAGE SKILLS**

- Must be fluent in both writing and speaking the English language.

**REASONING ABILITY**

- Ability to understand and carry out complex oral and written directions.
- Have ability to analyze and determine solution to complex problems.

**PHYSICAL DEMANDS**

- Must be able to lift up to 80 pounds.
- Required to work outside in various climatic conditions.
- To have good hearing and eyesight with or without corrective measures.

**WORK ENVIRONMENT**

This job is performed on and off-site City limits.

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

Brittany Roof, Human Resources Director

255 West Riverview Avenue • P.O. Box 151 • Napoleon, Ohio 43545-0151

Phone: 419.592.4010 • Direct: 419.591.2847 • Fax: 419.599.8393

[broof@napoleonohio.com](mailto:broof@napoleonohio.com)

---

January 13, 2023

The Parks and Recreation department has budgeted a new position for their department – “Facility Manager – Recreation Program Coordinator”. This position is a new position that doesn’t have a job description approved but you can see one that is attached.

We are looking for the committee to provide a recommendation to council to create the position which adds another body to the total for Parks and Recreation.

This would be a full-time position that would work year-round. Pay information and job duties can be found in the job description attached.

Thank you,

Brittany Roof  
HR Director  
City of Napoleon

# CITY OF NAPOLEON PARKS AND RECREATION DEPARTMENT

## FACILITY MANAGER/RECREATION PROGRAM COORDINATOR

### DESCRIPTION OF WORK

**General Statement Of Duties:** Oversees for the daily operations of the Napoleon Aquatic Center and Golf Course clubhouse. Assists the Parks and Recreation Director with various recreation programming activities and other duties as assigned.

**Supervision Received:** Works under the supervision of the Director of Parks, Recreation, and Cemeteries or, when assigned, the Parks and Recreation Maintenance Foreman.

**Distinguishing Features Of The Class:** The Recreation Program Coordinator shall supervise the daily operation of the Napoleon Aquatic Center and the Golf Clubhouse. This shall include setting work schedules, supervision of seasonal workers including the managers of both facilities, supervising the daily operations. The employee shall perform various assignments related to recreation programs and, on occasion, will operate or serve as a coordinator various programs or leagues. The employee may act as a liaison between various league commissioners and the Parks and Recreation Department. A flexible schedule will be required which may require evening and weekend hours as scheduled.

**Examples Of Duties:** (The listed examples may not include all duties found in this class)

- Selecting, training and supervision of seasonal staff
- Prepares work schedules for the Napoleon Aquatic Center and Golf Clubhouse seasonal staff
- Recommends maintenance of the Napoleon Aquatic Center and the bath house/clubhouse facility
- Supervises the daily operation of both the golf clubhouse and swimming pool operations
- Ensures proper daily cash deposits and accurate reporting
- Ensures the proper opening and closing of the facilities
- Supervises off-season golf simulator operation
- Prepares schedules, lists, and related materials for various recreation leagues and programs
- Attends and supervises recreation programs when assigned
- Retains volunteer coaches and assists them when necessary
- Tracks and recommends the purchase of equipment
- Coordinates program registration with the receptionist
- Maintains inventory of equipment for assigned facilities and programs
- Confers with the Director on issues pertaining to recreation programs and makes recommendations regarding new programs or improving existing programs
- Works with maintenance employees to prep athletic fields and other related tasks
- Prepares regular social media postings, maintains department website and timely press releases
- Performs related work as assigned

## **MINIMUM QUALIFICATIONS**

**Required Knowledge, Skills, And Abilities:** Considerable knowledge and understanding of the philosophy and objectives of the City's recreation programming. Considerable knowledge and understanding of the operation of a golf course which include but is not limited to types of rates and fees, the operation of a Point of Sales system, rules, regulations, and philosophies of the game of golf. A working knowledge of a municipal swimming pool with the ability to learn the basic knowledge of the facility operation and basic water chemistry. Ability to setup and supervise concession facilities including obtaining required certifications. The ability to communicate effectively both verbally and in writing. Ability to establish good working relationships and maintaining proper public relations. Good organizational skills. Good physical condition.

**Acceptable Experience And Training:** High School Diploma supplemented by college level course work in recreational administration or related field or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Proficient in computer skills, website maintenance and a working knowledge of social media platforms.

### **Recommended Pay Range:**

**\$20.00 - \$25.00 per hour**

EXHIBIT "A"  
(BASE HOURLY RATE)

Title	A	B	C	D
Clerk-Typist II	\$13.26	\$15.26	\$16.37	\$17.56
Receptionist	\$15.00	\$17.19	\$18.43	\$19.82
Administrative Assistant	\$18.27	\$21.08	\$22.64	\$24.37
Front Desk Administrator	\$13.26	\$14.97	\$15.69	\$16.59
Service Building Secretary	\$13.26	\$14.97	\$15.69	\$16.59
Senior Service Building Secretary	\$16.48	\$18.90	\$20.32	\$21.94
Executive Assistant to Appointing Authority	\$22.18	\$23.64	\$25.16	\$26.77
Executive Assistant/Paralegal to Law Director	\$26.77	\$29.23	\$31.39	\$33.55
Account Clerk I	\$13.26	\$14.97	\$15.69	\$16.58
Account Clerk II	\$16.48	\$18.90	\$20.33	\$21.94
Utility Billing Administrator	\$18.71	\$21.54	\$23.07	\$27.40
Senior Account Clerk	\$18.27	\$21.08	\$22.65	\$26.78
Records Clerk/Recorder	\$16.48	\$18.90	\$20.32	\$21.93
Accounts Payable Clerk	\$16.48	\$18.90	\$20.32	\$23.07
Tax Administrator	\$18.71	\$21.54	\$23.07	\$27.40
Engineering Technician	\$18.63	\$19.93	\$21.33	\$22.82
Senior Engineering Technician	\$23.81	\$25.47	\$27.25	\$29.17
Staff Engineer	\$24.84	\$26.58	\$28.44	\$30.43
Licensed Staff Engineer	\$33.12	\$35.44	\$37.92	\$40.57
Construction Inspector	\$26.86	\$30.86	\$33.07	\$36.34
GIS Technician	\$18.63	\$19.93	\$21.33	\$22.82
Senior GIS Technician	\$23.81	\$25.47	\$27.25	\$29.17
Senior Electric Engineering Technician	\$22.17	\$25.56	\$27.47	\$29.50
Electrical Construction/Maintenance Inspector	\$29.78	\$34.27	\$36.74	\$39.39
Zoning Administrator	\$22.17	\$25.56	\$27.47	\$29.50
Assistant Water Superintendent	\$32.02	\$33.22	\$35.05	\$36.88
Chief Water Treatment Operator	\$23.86	\$27.47	\$29.40	\$33.25
Chief Wastewater Treatment Operator	\$23.86	\$26.93	\$29.40	\$33.25
Police Lieutenant	\$37.30	\$39.00	\$39.00	\$39.00
Deputy Court Clerk	\$17.71	\$19.28	\$20.68	\$22.16
Chief Probation Officer	\$21.39	\$0.00	\$0.00	\$23.64
Probation Officer/Bailiff	\$16.04	\$17.08	\$18.11	\$19.15
IT Specialist	\$19.69	\$21.78	\$23.89	\$25.99

- 3.5% Increase
- Police LT changes with new contract in 2025. (HR has layout)

2023 Pay Ordinance

EXHIBIT "B"  
(BASED ON AN 80 HOUR PAY PERIOD)

Title	BOTTOM	TOP
Assistant to the City Engineer	\$2,985.66	\$3,445.00
City Engineer	\$3,502.41	\$4,248.82
Public Works Director	\$4,165.52	\$4,987.36
Golf Course & Grounds Superintendent	\$2,127.29	\$2,859.52
Parks & Recreation Director/Cemetery	\$1,927.82	\$3,350.58
Assistant Finance Director	\$3,181.37	\$3,693.04
Electrical Engineer	\$3,313.21	\$3,858.62
Electric Distribution Superintendent	\$3,377.97	\$4,161.17
IT Administrator	\$2,084.11	\$3,096.00
Human Resources Director	\$2,376.15	\$3,605.91
Municipal Court Bailiff	\$1,628.14	\$1,831.65
Municipal Court Clerk	\$2,013.83	\$3,526.57
Assistant Fire Chief	\$2,354.09	\$3,445.00
Fire Chief	\$2,928.24	\$3,865.96
Operations Superintendent	\$2,429.17	\$3,584.34
Water Superintendent	\$2,659.54	\$3,584.34
Wastewater Superintendent	\$2,659.54	\$3,584.34
Chief of Police	\$3,717.07	\$3,942.86
Assistant Chief of Police	\$3,225.23	\$3,421.14

• 3.5% Increase

• The Chief of Police and Assistant Chief of Police must be at the top pay by 2025 to stay current with the contract, rates will change based on new contract.





# Ohio Ethics Commission Filing Reminder

## 2022 Financial Disclosure Statement to be Filed in 2023

Dear City Official,

You are receiving this letter because you are currently serving or have served at some point in 2022 or 2023 in a city elected office. Ohio law **requires** that all individuals serving for any amount of time in **2022** or **2023** in such positions file a calendar year 2022 financial disclosure statement.

The filing deadline is **MONDAY, MAY 15, 2023**, unless you are filing for any of the following reasons:

If you were appointed to an unexpired term in 2023, you are required to file a 2022 financial disclosure statement within **fifteen** days of being sworn in.

If you will be a candidate in 2023 for the same office or any other elected office which would require you to file a calendar year 2022 financial disclosure statement **and** are certified to a ballot prior to May 15, 2023, you are required to file 30 days (20 days for write-in candidates) before the first primary, special, or general election when your name will appear on a ballot. If you are not certified to the ballot prior to May 15, 2023 you must file by May 15, 2023.

### **CANDIDATE FILING DEADLINES:**

ELECTION	ELECTION DATE	CANDIDATE FILING DEADLINE	WRITE-IN CANDIDATE FILING DEADLINE
Primary	Tuesday, May 2, 2023	Monday, April 3, 2023	Wednesday, April 12, 2023
General	Tuesday, November 7, 2023	Tuesday, October 10, 2023	Wednesday, October 18, 2023
Special		30 days before election	20 days before election

### **HOW TO FILE OR OBTAIN A STATEMENT TO COMPLETE:**

You may file electronically at <http://disclosure.ethics.ohio.gov>. Alternatively, blank calendar year 2022 financial disclosure statements are available for download on the Commission's website at <http://ethics.ohio.gov>.

If you have any questions regarding financial disclosure, please feel free to contact me at (614) 721-8670.

Regards,

Jen Boger  
Financial Disclosure Coordinator

## [BULK] AMP Update for Jan. 27, 2023

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

Fri 1/27/2023 3:07 PM

To: MARRISA FLOGAUS <mflogaus@napoleonohio.com>



Update header - new logo.png

**Jan. 27, 2023**

### **AMP January Board meeting update**

*By Jolene Thompson – President/CEO*

The AMP Board of Trustees met in person on Jan. 18 and 19. The meeting was also available to Board and Committee members virtually. Chair Jeff Brediger, Orrville director of utilities, provided welcoming remarks and reported on revisions to the Board Meeting Expense Policy for the Board to consider for approval.

In addition to regular monthly reports on projects and programs, the Board approved the AMP Strategic Plan refresh and received the 2023 departmental goals for review, and I reviewed a draft of the 2023 corporate and CEO goals for the Board to consider. Below are brief, high-level updates of the meeting.

#### **Finance Committee**

PricewaterhouseCoopers presented their report to the Finance Committee on the results of their Q3 2022 review of the AMP interim financial statements, which included an update on the status of their quarterly review, a summary of the results of their work and other required communications. The Board adopted a resolution acknowledging receipt of the Q3 2022 Interim Financial Statements Report.

#### **Legislative Committee**

Staff provided federal, state and environmental legislative and regulatory updates, and a guest speaker provided information on the Inflation Reduction Act tax provisions.

#### **Solar Committee**

Staff reported that solar generation in 2022 did very well, generating over 3,000 megawatt hours (MWh) above project expectations. June was the best month for generation, with over 2,000 MWh produced above projections.

#### **Nominating Committee**

The Board approved nominations of AMP candidates for APPA annual individual and system awards.

#### **Prairie State Committee**

Staff reported on generation and plant activities in conjunction with the Prairie State Participants Committee meeting.

#### **Hydro Power Projects Committee**

Staff reported that hydroelectric generation did exceptionally well in December. The Cannelton, Smithland and Willow Island combined hydroelectric generation exceeded production expectations; December was the most productive month of 2022, producing 134,591 MWh. Belleville, Greenup and Meldahl continue to surpass production expectations, as well, with Meldahl generating a total of 568,413 MWh in 2022.

#### **Member Services Committee**

Staff provided a Technical Services year in review, and the Member Asset Management Task Force provided an update with recommendations for the Board to consider for approval. The Board approved development of an Asset Inventory Management Program for AMP member communities. Circuit Rider members and smaller AMP members will have the opportunity to have AMP manage their distribution system inventory on their behalf. Equipment will be stored in a secure location at the AMP Fremont Energy Center (AFEC). AMP will arrange for delivery of materials as needed to the participating members. The assets used in the AMP Asset Inventory Program, including transformers, will also be available for all AMP members to purchase on an emergency basis.

The next Board meeting will take place on Feb. 15 and 16.

If you have any questions or need additional information about the Board meeting, please contact me at 614.519.8907 or [jthompson@amppartners.org](mailto:jthompson@amppartners.org).

## S&P and Moody's publish reports on AMP projects

*By Amber Teitt – assistant vice president of debt management*

As part of their periodic review process for credit ratings on outstanding bonds, S&P Global Ratings (S&P) and Moody's Investors Service (Moody's) recently published reports on AMP projects. S&P affirmed its 'A' rating and stable outlook on AMP's revenue bonds issued for the Greenup project, primarily citing the credit profile of the largest participants. Moody's Investors Service affirmed its 'A2' rating and stable outlook on AMP's revenue bonds issued for the Meldahl project citing, amongst other factors, strong bond security provisions with a diverse group of project participants and satisfactory project performance.

Click the following links to download a copy of the [S&P report](#) and the [Moody's report](#). If you have questions about the reports, please contact me at 614.540.0860 or [ateitt@amppartners.org](mailto:ateitt@amppartners.org).

## Reminder: Annual Reliability Benchmarking Report data due by Jan. 31

*By Jennifer Flockerzie – manager of technical services logistics*

There are only a few days left for members to enter and verify their eReliability Tracker data for the American Public Power Association's (APPA) 2022 Annual Benchmarking Report. Once your data has been entered and thoroughly reviewed, please [fill out this survey](#) to complete the process. By filling out the survey, you will also be eligible for the Reliability Certificates of Excellence. APPA staff will send an eReliability Tracker squirrel computer decal sticker to each utility that completes the survey.

The report focuses on distribution system reliability across the country and is customized to each utility's system. The report allows utilities to compare themselves to similar utilities, which provides an idea of where their reliability stands in the national and regional picture.

Results will be based on System Average Interruption Duration Index (SAIDI), System Average Interruption Frequency Index (SAIFI), Customer Average Interruption Duration Index (CAIDI), Momentary Average Interruption Frequency Index (MAIFI) and Average Service Availability Index (ASAI). The report also analyzes the causes for outages including equipment failure, weather events, wildlife, vegetation and more.

As an AMP member, your membership in the APPA is part of the services AMP provides, giving you access to resources like eReliability Tracker. Learn more [here](#). If you have questions or would like assistance, contact me at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).

## Energy market update

*By Jerry Willman – vice president of energy marketing*

The February 2023 natural gas contract decreased \$0.123/MMBtu to close at \$2.944 yesterday. The EIA reported a withdraw of 91 Bcf for the week ending Jan. 20, which was more than market expectations of 84 Bcf. Last year was a withdraw of 217 Bcf, and the five-year average was -185 Bcf. Storage is now 2,829 Bcf, 4.1 percent above a year ago and 4.9 percent above the five-year average.

On-peak power prices for 2023 at AD Hub closed yesterday at \$47.42/MWh, which was \$5.81/MWh lower for the week.

## AFEC weekly update

*By Jerry Willman*

The AMP Fremont Energy Center (AFEC) operated in 2x1 configuration for the week. AFEC cycled offline overnight last Friday based on PJM economics. There was no duct fire operation for the week. For the week, the plant generated at a 63.5 percent capacity factor (based on 675-megawatt rating).

## Deadline to apply for APPA Safety Awards is Jan. 31

*By Michelle Palmer, PE – vice president of technical services and compliance*

The deadline to apply for the APPA's Safety Awards of Excellence is Jan. 31. The annual awards recognize utilities for safe working habits and achieving particularly safe operations, and members are encouraged to apply.

In order to be considered for an award, your community must submit the online entry form by Jan. 31 and comply with the APPA Safety Awards [rules and regulations](#). Links to the [online entry form](#), [rules and guidelines](#) are available in the [safety section](#) of the [APPA website](#). Winners will be recognized during the annual awards presentation on May 2 during the [APPA Engineering & Operations Technical Conference](#).

If you would like assistance with the application process, please contact Jennifer Flockerzie, manager of technical services logistics, at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org). If you have any questions about participating, please contact Shannon Wilson of APPA at 202.467.2945 or [swilson@publicpower.org](mailto:swilson@publicpower.org).

## Focus Forward strategic planning session

*By Corey Hawkey – director of member programs and sustainability*

On Jan. 26, the Focus Forward Advisory Council (FFAC) reviewed achievements from the past year and held a strategic planning session to guide efforts in 2023.

A few highlights from 2022 include:

- Hosting of five educational sessions throughout the year.
- Development and release of the [Focus Forward Member Toolkit: Behind-the-Retail-Meter Distributed Energy Resource Interconnection Technical Requirements Guidance](#) for interconnection of solar and solar+battery.
- Expanded adoption and usage of [WattPlan](#)<sup>®</sup> to support EV adoption in member communities.
- Provided direct support, guidance and resources to members over 200 times throughout the year.

The FFAC would like to thank everyone who completed the strategic planning survey and all attendees to the Committee meeting. Priorities and scheduling for 2023 will be solidified and

announced shortly.

A recording of the Advisory Council meeting is available [here](#) on the [Member Extranet](#) (login required). Focus Forward meetings for 2023 will be scheduled in the coming weeks. If you have any questions, please contact Erin Miller, AMP assistant vice president of energy policy and sustainability, at 514.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).

## New content available from SEPA

*By Brad Benton – director of membership, SEPA*

As a member of AMP, you have unlimited access to all content produced by Smart Electric Power Alliance (SEPA). From webinars to research reports to participating in working groups, it is all included in your membership.

You can access all these resources and more at [www.sepapower.org](http://www.sepapower.org).

### Register: SEPA Utility Conference in Atlanta, GA — May 15-17, 2023

The [SEPA Utility Conference](#) is the premier event for utility and solution provider professionals responsible for clean energy programs, projects and technologies. Get the tools and expertise to accelerate the smart transition to a clean and modern grid.

The 2023 experience includes:

- Interactive education, including cohort or group-based learning
- Peer-to-peer focused learning
- Lessons learned and best practices from industry leaders

Save money with your SEPA Membership and [register here](#).

### Attend: SEPA Virtual Basic Training

[Electric Systems Basic Training — Feb. 7, 2-4 p.m.](#)

Learn about the key elements of the power grid and why our grids are rapidly evolving by attending the SEPA Electric Systems Basic Training. This event is focused on higher-level content and is a perfect option for industry professionals and regulatory staff who want a solid, basic understanding of this subject and how it fits into the energy landscape. [Register here](#).

As always, do not hesitate to contact Tom Bishop on the SEPA Membership Team to learn more about your benefits. He can be reached at [tbishop@sepapower.org](mailto:tbishop@sepapower.org).

## Blank image phishing scams

*Article provided by KnowBe4*

Most email providers have security filters that check emails for malicious links or attachments. You may feel like you can rely on these filters and, as a result, trust that emails sent to your inbox are safe. Unfortunately, cybercriminals can take advantage of this trust by using blank image phishing to bypass security filters.

The scam starts with a fake email that appears to be from DocuSign. The email asks you to review and sign a document as soon as possible and contains an HTML attachment. Instead of an important document, the attachment is a blank SVG with malicious code. Because this code is hidden inside the attachment, the email can bypass security filters. If you download the attachment, the code will redirect you to a malicious website that will prompt you to enter sensitive information. If you enter this information, cybercriminals can use it for their own purposes.

Follow the tips below to stay safe from similar scams:

- Always think before you download an attachment. This type of cyberattack is designed to trick you into impulsively downloading attachments.
- Never click a link or download an attachment in an email that you are not expecting. While this attack targets DocuSign users, this scam could be used with any organization that manages electronic agreements.
- Enable multi-factor authentication (MFA) on your accounts when it is available. MFA adds an extra layer of security and lowers the chance of cybercriminals logging in to your account.

*KnowBe4 is the world's largest integrated platform for security awareness training combined with simulated phishing attacks.*

## 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.**

### Borough of Lansdale seeks lineworker, first class

The Borough of Lansdale is seeking applicants for the position of lineworker, first class. This position is responsible for working with high voltage electricity, building and maintaining the borough's electric system, constructing poles and hanging/repairing power lines, maintaining electric equipment, interacting with residents to solve electric issues, maintaining traffic signals and street lights throughout the borough. The successful applicant must have completed four years of electrical schooling from a vocational or trade school; successful completion of pole climbing training; five to 10 years of line experience; and a valid Pennsylvania driver's license and a commercial driver's license.

For a detailed job description or application for this position, please visit [www.lansdale.org](http://www.lansdale.org). A completed application must be included if submitting a resume and may be sent via email to [careers@lansdale.org](mailto:careers@lansdale.org). Applications are being accepted until Feb. 10.

### City of Niles seeks assistant superintendent

The City of Niles is seeking applicants for the position of assistant superintendent in the Light Department. This position is responsible for assisting the Light Department superintendent in supervising and assigning the work to be performed by the various crews. The work to be assigned and supervised will include the construction and maintenance of distribution substations and associated equipment. The assistant superintendent will be responsible for the supervision of the substation technician and the assistant substation technician and will also be responsible for the bookwork and testing of the apprentice lineworker program. This position is under the supervision of the superintendent of the Light Department.

The successful applicant will have knowledge of all phases of the electrical distribution system of the City of Niles; an ability to instruct other employees in the occupational hazards associated with electrical distribution work; a thorough knowledge of the theory and maintenance of substations and traffic signal controllers; the ability to identify causes of electrical interruptions and assembling the necessary personnel and equipment to restore power in a timely fashion; and knowledge of city streets, neighborhoods, boundaries and routes within the city for departmental purposes. Applicants must be knowledgeable about safety rules when on the road and in traffic; have computer proficiency, especially MS Office, Excel, etc.; have the ability to make decisions in accordance with the ordinances, regulations and department policies and procedures; maintain confidentiality of all information obtained; and have the ability to maintain an effective working relationship with other employees and the general public, especially in difficult and emergency situations. The successful applicant will have a high school diploma or

GED equivalent, a valid Ohio driver's license and experience as Journeyman lineworker and/or accredited substation schooling. A degree in electrical engineering or equal amount of experience, and experience in a supervisory position, preferably in a Union environment, are preferred. A complete position description and application for employment are [available here](#).

## City of St. Clairsville seeks deputy superintendent

The City of St. Clairsville is seeking applicants for the position of deputy superintendent in the Electric Department. The deputy superintendent is responsible for assisting the electric superintendent in the day-to-day operation and management of the Electric Department in a municipal government setting. The position also is responsible for conducting maintenance on and installation of high voltage and secondary electric lines and may serve as deputy superintendent for other public service departments (for example, the Street Department), assisting the department's superintendent in day-to-day operations, management of the department and other duties as assigned. This position requires completion of high school (or equivalent) and a minimum of five years of experience working with high voltage electrical, or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities. Field experience and/or project management experience would be considered a plus.

A complete position description and application for employment are [available here](#). Interested applicants should send a letter of interest with salary requirements, a current resume and a completed application to: [jgreenwood@stclairsville.com](mailto:jgreenwood@stclairsville.com); drop off the required information at 100 N. Market St., St. Clairsville; or mail to DOPS, City of St. Clairsville, Box 537, St. Clairsville, OH 43950. Deadline for applying is Jan. 31 at 4:30 p.m.

## City of Coldwater seeks to fill two positions

### Engineering technician

The City of Coldwater is seeking applicants for the position of engineering technician. This position is responsible for supporting Coldwater design and operations, prepare and review engineering and technical drawings as well as support the Geographic Information System (GIS) department with data collection and entry. The technician will administer, develop, maintain and support engineering, mapping, GIS and modeling systems including Milsoft, ArcMap and ESRI; perform complex engineering calculations to support utility operations; produce design documents and drawings in CAD; review and prepare technical specifications for a project; prepare detailed engineering drawings to facilitate design and operations; provide engineering information in support of public works infrastructure; assist with engineering and management of capital projects; collect, enter and maintain engineering data to include, but not limited to, municipal and utility records, plans and maps; coordinate permit requests for pole attachments and right-of-way access; perform various technical services for operation, inspection and maintenance of various municipal and utility projects and assets; provide technical assistance and support for municipal and utility systems and assets; support the recording, filing and retrieval of as-built construction drawings; participate in various department meetings to support planning and sharing of project information; coordinate directly with customers, contractors and developers; prepare special purpose maps, charts, graphical layouts and other visual aid material; coordinate and support projects across multiple departments and organizations; and perform any/all other duties as assigned.

The successful applicant will be proficient with specialized industry-related software and applications such as AutoCAD; proficient with use of office computers, printers and software applications to include but not limited to Microsoft Word, Excel, PowerPoint and Access; and will understand municipal and utility operations and terminology to include electric, water, wastewater, storm water, streets and GIS. Applicants should also have the ability to work both independently and as a team member within a multi-disciplined municipal utility operation; outstanding technical skills; excellent verbal and written communication skills; attention to detail; and knowledge of proper safety procedures. Candidates must have a high school diploma/GED equivalent and a valid driver's license. A college degree in technical related field of study and/or

equivalent work experience required, civil or electrical engineering and project management experience is preferred. Experience with municipal and utility construction practices and recordkeeping is a plus. See the full job description and [apply here](#).

### **Director of municipal services**

The City of Coldwater is seeking applicants for the position of director of municipal services. This position is a member of the city's leadership team. The Department of Municipal Services provides a high level of public service, including, but not limited to, maintaining local and major streets, refuse and yard waste removal, the city's urban forest, managing a 10.1-mile length of railroad infrastructure as well as managing in excess of 100 acres of parks and municipal facilities. The director is responsible for developing and administering municipal engineering and public works related projects; preparing maintenance and repair schedules; supervising municipal service personnel; coordinating work assignments and ensuring quality of work performed; prioritizing projects and allocating resources; administering contracts for services and special projects to ensure work is completed to city standards for quality and efficiency; preparing departmental budget and participating in long-range financial planning and procurement for equipment and department capital projects; tracking projects and activities; preparing general correspondence and State of Michigan mandated MDOT, MDEGLE and MDNR reports, PASER ratings; managing assets; responding to public works emergencies including those which occur outside of normal business hours; receiving and responding to questions, comments and concerns from the community; and working closely with the city manager to ensure the timely and satisfactory completion of projects.

The successful applicant will have seven or more years of progressively responsible experience in public works, construction management, civil engineering activities and supervisory experience; knowledge of management techniques involved in budgeting, personnel administration, public relations, labor relations, contract management, capital planning and project management; skill in assembling and analyzing data and information, administering budgets and preparing comprehensive and accurate reports; skill in planning and executing complex engineering and related public works projects; skill in handling difficult public relations or customer service issues with tact and diplomacy; skill in the use of computer systems and related software; ability to effectively motivate, coordinate and manage staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment; ability to communicate effectively and make effective presentations in a public setting; ability to work constructively and interact professionally with others, and handle difficult situations with tact and diplomacy; ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines; ability to attend meetings outside of normal business hours; ability to respond to emergencies on a 24-hour basis and lead effectively in highly stressful situations; knowledge of safety best practices and MIOSHA regulations; a valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment. See the full job description and [apply here](#).

## **Bryan Municipal Utilities seeks director of utilities**

Bryan Municipal Utilities (BMU) is seeking applicants for the position of director of utilities. Located in northwest Ohio, BMU is a customer-owned, non-profit municipal utility providing water, electric and communications services to the residents of Bryan. Presently, the utility serves approximately 6,000 customers.

BMU began over 100 years ago with the establishment of the Bryan Waterworks in 1892. Electric service was added in 1896 when the residents of Bryan voted to create their own electric company. Communications services were added in 1998 to provide Bryan with a fiber optic system designed to provide television and high-speed Internet access and data transfer.

This position reports to a five-member board. Work involves planning, organizing and coordinating all utility functions for electric transmission and distribution; fiber internet; hydro, fuel and solar generation; water distribution; water supply and treatment; and utility engineering. The director is also responsible for developing operating objectives, policies and programs for all administrative activities and developing and implementing an annual budget, and a long-range capital budget for each operation.



Candidates should possess a bachelor's degree in business administration, public administration, electrical engineering, planning, communication or mechanical engineering or an equivalent combination of education, experience and training which provides the required knowledge, skills and abilities and a valid driver's license. Candidate must possess strong leadership, financial, organizational and communication skills.

A job description with qualifications may be found at [www.cityofbryan.net/employment](http://www.cityofbryan.net/employment).

Please submit resume by Feb. 3 to Bryan Municipal Utilities, 841 E. Edgerton St, Bryan, OH 43506; or by e-mail to [humanresources@cityofbryan.com](mailto:humanresources@cityofbryan.com).

## City of Bowling Green seeks applicants for three positions

### **Journeyman lineworker**

The City of Bowling Green is seeking applicants for the position of journeyman lineworker. This position is responsible for constructing, maintaining, troubleshooting and repairing the city's electrical distribution system. The lineworker operates equipment; maintains service lines; analyzes and repairs outage situations; connects new customers to electrical power; maintains streetlights; and informs public of work. Applicants must have a high school diploma or equivalent; successful completion of a lineworker apprenticeship program; commercial class A driver's license; and three to five years of relevant experience. A copy of the job description is [available here](#). The pay for this position is \$39.43 per hour, which equates to an \$82,014.40 annual base salary, and is base 40 hours per week with potential for overtime and duty pay. (Effective July 1, 2023, the base hourly rate will increase to \$40.61)

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 Jan. 30 at 4:30 p.m. AA/EEO

### **Public works equipment operator**

The City of Bowling Green is seeking applicants for the position of public works equipment operator. This position will be assigned to the arborist for the purpose of performing general tree trimming and urban forestry duties when assigned to arborist, but the incumbent must also be able to perform all other duties of a public works equipment operator. The operator trims trees and shrubs when assigned to the arborist; completes urban forestry duties and tree care on all city properties and right of way; uses climbing rope and saddle to climb trees up to 100 feet; operates aerial lift to prune and remove trees; and removes trees adjacent to buildings, structures, and electric lines. Other public works duties include: paves, patches, and crack-seals city streets, alleys and parking lots; collects refuse and recycling; makes concrete repairs within the city right of way; repairs, installs and maintains catch basins; mows grass and landscapes; plows snow on city streets, alleys and parking lots, as well as shovels city sidewalks; provides all equipment and materials needed to setup, take down, maintain traffic control and handle traffic-related situations; assists with special events within the city; operates various pieces of equipment to facilitate the maintenance of public roads, right of way, buildings/grounds, Oak

Grove Cemetery and the collection of refuse and recycling; installs, maintains, designs and fabricates street signs; uses hand tools; maintains buildings and grounds, including operating and maintaining Oak Grove Cemetery – one public works equipment operator will be assigned cemetery coordinator duties; uses computers and tablets; uses GIS software and equipment; performs other related duties as assigned; ability to run snow plows, refuse/recycling trucks, forklifts, front-end loaders, jackhammers/drills, graders, excavators, dump trucks, street sweepers, mowers, trimmers, chain saws and a variety of other medium to large equipment. Candidates must maintain a valid commercial driver's license (class B with tanker endorsement) and be able to drive. Candidates must be able to use job-specific software and computer hardware. The successful candidate will have a high school diploma or equivalent; one to three years of related experience; or any combination of education, training and work experience that provides the required skill sets to perform the essential functions of the job. The operator assigned to the arborist, must be able to obtain ACRT Line Clearance certification within one year of hire. 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 Feb. 6 at 4:30 p.m. AA/EEO

### **Laborer**

The City of Bowling Green is seeking applicants for the position of laborer. This hourly, non-exempt, classified position is responsible for assisting with the daily operations at the Public Works Department; assists with various tasks that facilitate the daily operation of the Public Works Department; removes snow and ice from sidewalks; uses computers and tablets; uses GIS software and equipment; uses hand tools; mows grass and landscapes; trims trees and shrubs; performs general/seasonal building, and ground maintenance; performs various janitorial duties; and performs other duties as assigned. Candidates should have the ability to operate lawnmowers, weed trimmers and various hand tools, and to use job-specific software and computer hardware. Applicants must maintain a valid Ohio driver's license and be able to drive. This job requires the incumbent to stand, walk, talk/hear, use hands to finger/handle/feel and reach with hands/arms and lift up to 80 pounds. The incumbent must be able to perform manual labor on a regular basis. Applicants must have a high school diploma or equivalent; one to six months of relevant experience; valid Ohio driver's license; 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).

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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 Feb. 6 at 4:30 p.m. AA/EEO

## Village of Beach City seeks electric lineworker

The Village of Beach City is seeking applicants for the position of electric lineworker. Under the direction of the superintendent, the lineworker builds, maintains, troubleshoots and repairs the electric distribution system, operates heavy equipment, responds to outages 24/7, maintains grounds, buildings and equipment, adheres to all safety guidelines and policies, and assists other village departments as assigned. Candidates must be certified lineworkers, should have basic mechanical, computer and math skills, and should also have an understanding of GIS mapping, tracing and locating. The successful candidate must be able to perform physically demanding tasks and be able to work overtime, weekends and on call as needed.

This position requires a high school diploma or GED, successful completion of a lineman apprenticeship program and a valid journeyman lineman card. Candidates must currently have, or have the ability to obtain, a valid Ohio driver's license with CDL Class A endorsement within six months of hire and the ability to pass a pre-employment drug screen and background check. Interested candidates may send resume to [vill-admin@beachcityohio.org](mailto:vill-admin@beachcityohio.org) or by mail to Village of Beach City offices, 105 E. Main St. P.O. Box 328, Beach City, OH 44608. Applications can be picked up at the Village of Beach City offices. The Village of Beach City 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, Mich., 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 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](#).

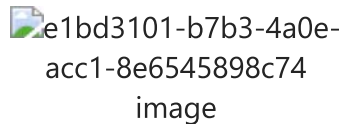
Qualified candidates should hold a bachelor's degree in electrical engineering through a university accredited by the Accreditation Board for Engineering and Technology, Inc., at least three years of documented electric utility experience in either the public or private sector, possess a valid state 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, OH, 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.

## Opportunities available at AMP

AMP is seeking applicants for the following positions:

- Director of hydro operations and projects
- Director of transmission finance
- Project accounting and procurement analyst
- Senior engineer — system protection and control
- Transmission designer/drafter

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**



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