

# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 6:45pm VFFDFB 6:50pm VPODFB 7:00pm City Council	6	7	8	9	10
11	12	13 5:00pm Planning Commission	14	15	16	17
18	19 6:00 Tree Commission 7:00pm City Council	20 6:30pm- Charter Review Commission	21	22	23	24
25	26 7:00pm Safety and Human Resources	27 4:30pm- BZA 4:30pm Civil Service	28	29	1	2



# *City of Napoleon, Ohio*

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

*Napoleon, OH 43545*

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

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## *Memorandum*

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

**From:** *Amanda Griffith- Clerk*

**Date:** February 23, 2024

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

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, February 26, 2024, at 6:30 pm has been **canceled** due to lack of agenda items.

**SPECIAL MEETING AGENDA**

for a Joint Meeting of the

**SAFETY AND HUMAN RESOURCES COMMITTEE**

with

**FREEDOM, NAPOLEON & HARRISON TOWNSHIPS  
HENRY COUNTY SOUTH JOINT AMBULANCE DISTRICT  
AND THE VILLAGE OF FLORIDA**

Monday, February 26, 2024, at 7:00 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: November 27, 2023 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Review of EMS Costs and Revenues
- 3) Any other matters to come before the committee
- 4) Adjournment



A handwritten signature in blue ink, reading "Amanda Griffith", is written over a horizontal line.

Amanda Griffith- Clerk

*City of Napoleon, Ohio*  
**Meeting Minutes of the**  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
JOINT MEETING WITH  
FREEDOM, NAPOLEON & HARRISON TOWNSHIPS  
HENRY COUNTY SOUTH JOINT AMBULANCE DISTRICT  
AND THE VILLAGE OF FLORIDA

**Monday, November 27, 2023 at 7:00pm**

**PRESENT**

Committee Members	Daniel Baer-Chair, Dr. Dave Cordes, Molly Knepley
City Staff	J. Andrew Small Brittany Roof- Human Resources Jonah Stiriz- Assistant Fire Chief David Bowen- Fire Chief
Others	News-Media Napoleon Township Trustees – Kevin Gerken Henry Co. South Joint Ambulance District - Scott Buddelmeyer
Recorder	Marrisa Flogaus

**ABSENT**

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**Call to Order**

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:00pm.

**Approval of Minutes**

Hearing no objections or corrections, the minutes from the August 28, 2023 Safety and Human Resources Committee meeting were approved as presented.

**Review of EMS Costs and Revenues**

Bowen stated we started these quarterly meetings right around year ago when O'Brien was leaving. I told you I wanted to know if there was any issues you've heard from any of your people. I want to open the floor to that first. If anyone has anything good, bad, indifferent or any questions. You're going to have three different stapled packets in front of you. The first being year to date calls. I've done it a couple different times each time we met to try and find a happy medium with the reporting system. I kind of like this way because it shows everything across the board. As you can see the first page is our total incidents as of this morning, which is 1,473. The second packet is the same snapshot from last year. You can see that we are trending downward just a little bit. We'll get into some of the reasons why in a little bit. It goes through each entity that we cover. The very last section is the non-emergency transports. As you can see we've done 32. We're down 70 from last year. I understand that doesn't constitute the difference in run numbers. It doesn't help nor hinder because we're here for the 911 service not the non-emergency. The other packet that you have there has the calls broke down to what

they are. If we run a report in ESO saying that we want all fire related incidents it's only going to show the top section in red. It's only going to show that we did 40 fire calls this year. Those are only calls that involve fire. Those don't account for motor vehicle accidents where we have to take the extraction equipment or fire alarms or investigations. Anything that you see on this page highlighted in yellow would be things that would get an engine response or considered a fire call for us. That number is greatly inflated not to inflate the percentage because it follows the national average for fire vs ems. I figured it up on the second to last page. If you take the highlighted areas it takes our total to 258 fire calls, which takes our percentage to 17.5% fire and 82.5% ems related calls. The point behind that is to go to the next page, which talks about 2<sup>nd</sup> and 3<sup>rd</sup> calls. It's easy to have a first call because we know we meet the minimal operational need of two people. If those two people are on the ambulance it's going to keep those shoot times down. Shoot times for us are the time we're notified until the time the apparatus marks that it's responding. During the day our goal is one minute and at night we aim for two minutes. To see the average across the board for all 1,473 calls to be under a minute is pretty astounding. The response time is how long it takes our apparatus to get from the station to on scene. The scene time is how long they're actually spending on scene. You'll have some that'll take three hours or five minutes. There is a big change when you start seeing the 2<sup>nd</sup> and 3<sup>rd</sup> calls. It may take a little longer if that first ambulance is out and the staffing isn't there. The 1<sup>st</sup> can a little delayed with all the construction we had this summer or training. For training we try to do without committing the on duty crew. When you get to the 3<sup>rd</sup> call if you look throughout the first packet and trend it to the last year you'll see that the 2<sup>nd</sup> and 3<sup>rd</sup> calls are going down. A lot of the reason for that is the non-emergency transport. Previously when the non-emergency transport was out and another call came in it was identified as a second call. We run roughly 29%-32% if one squad out the 2<sup>nd</sup> squad out. That would inflate those 2<sup>nd</sup> and 3<sup>rd</sup> call numbers that you might have heard in the past. The true 911 emergency calls the 2<sup>nd</sup> and 3<sup>rd</sup> calls are more represented in this year's numbers because of the lack of non-emergency transports. That's a double edge sword because it's an income to recoup some costs, but it also takes people away from what we're here to do. That's what this quarter's numbers bring to you. I like this this way a little bit better because it keeps you guys up to speed on what's happening across the board and understand the breakdowns. Any questions on any of that? Gerken asked if the 3<sup>rd</sup> call is protocol for Ridgeville? Bowen replied it depends. If we have 5 people on, which were allowed during the day Assistant Chief Stiriz or myself can jump into the 3<sup>rd</sup> ambulance and get out the door quickly. Sometimes we do that with 3 people on a second call. A lot of the times were waiting to see if people will respond from home. It doesn't always happen and sometimes we are waiting for Ridgeville. If we don't respond it doesn't even get logged for us. For us to be able to log it as a run we have to attempt to respond, meaning someone has to leave the station and head that way. A week or so ago we had a call where I knew Ridgeville was coming, so at least we were able to initiate care. We have people who come in and take the ambulance and start care, but are unable to transport. Another thing I want to point out is the service that you're getting. I would put our 3<sup>rd</sup> call shoot time up against a lot of places in the county with the exception of Chief Buddelmeyer, who has staffing. Those numbers are phenomenal compared to a true volunteer department. There is a little bit of feather to stick in our hat for the staffing and people on station. It makes a big difference especially going to a rural area where it takes 8 minutes to get too. Then you throw another 8

minutes on top of that. I don't know anyone who can hold their breath for 16 minutes. That makes a big difference when it comes to life or death situations. We're lucky to have Henry County Hospital where more times than not its spaced out enough that we can make a quick turn at the hospital. We'll give them a real quick report and someone will jump into the back to remake the cot on the way to the next call. We do that because we don't want to pull resources from anywhere else. We know that everyone is busy and everyone is hurting. Buddelmeyer asked if there is something in the report that would indicate mutual aid? Bowen replied mutual aid isn't figured in with this. These are only marked as primary responses. Buddelmeyer asked when you say Flatrock township it's only the northern part? Bowen replied yes, it's anything we would be primary on. Baer asked if anyone had any questions or comments. Small stated the numbers show that limiting our non-emergency transports has made a difference in response times. Bowen replied yes, even if your only cutting down 15 seconds it's a world of difference. Small stated we are giving up some revenue, but at the same time I made a consensus decision very early on that it was more important to have coverage in all our district than it was to have non-emergency transports. Bowen replied I would like at some point to sit down with Nate and figure that out. I bet it was pretty close to a wash when you factor in the wear and tear on the ambulance. Baer stated the plan is to continue these quarterly meetings into 2024. I feel from my position this has been a positive year in relationship with you gentleman. I think our new city manager and fire chief have been a major part of that. I thank both of you guys and I thank the rest of you. I'm hoping we continue this process. Bowen replied it's good for us to know what were doing because we don't see it all the time. Next meeting I'll bring the mutual aid breakdowns just so you can see it. Buddelmeyer stated I know that number would be pretty high and these are low numbers for that to be included. Bowen replied I don't know of anytime we had mutual aid across the river for anything other than something that was large scale. Buddelmeyer stated I would like to bring up with our billing. I was under the impression for the last 15 years that our billing rates had to be the same as the city's because you bill our residents for those run. That was found not to be the case and a different rate could be set. My recommendation to my board later this month would be to increase our rates by 15%. I'll communicate those rate to you so that you can pass those along to your billing company. I appreciate getting that worked out because we've been chomping at the bits to change our rates. Bowne stated we confirmed it through AccuMed. We'll just have to set up a different zone. It will be a little more policing on our part to make sure that our folks are selecting the right zone. It won't effect any other areas that we cover. Now there is always a margin for error because of the human factor. If you have someone who gets billed wrong all they have to do is call AccuMed, we make the changes, it gets rebilled and taken care of. We still have people who think the Filling Home is in Harrison Township not Napoleon Township. Newer people think that Campbell's Soup is in Napoleon. We do have a QA/QI that goes in and checks that stuff, but the human sight still misses things every once in a while.

### **Adjournment**

Motion: Knepley                      Second: Cordes

To adjourn the Safety and Human Resource Committee meeting at 7:19 pm

Roll call vote on the above motion:

Yea-Cordes, Baer, Knepley  
Nay-  
**Yea-3, Nay-0. Motion Passed**

**Approved**

**February 26, 2024**

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*Jordan McBride- Chair*

DRAFT

**2023 CONTRACT FOR FIRE/EMS**

**2024 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES  
USING - 2023 ACTUAL EXPENSES & REVENUES & 2024 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2023</u> <u>ACTUAL</u> <u>EXPENSES</u>	<u>2024</u> <u>APPROVED</u> <u>BUDGET</u>
			<u>No/CO = No Prior Year Carryover In Totals-&gt;</u>		
<b><u>2200 FIRE &amp; EMS/SAFETY SERVICES</u></b>					
<b><u>Personal Services:</u></b>					
100.	2200.	51100	Salary-Non Bargaining	155,899.34	184,221.76
100.	2200.	51101	Salary-Non Bargaining-Overtime	0.00	0.00
100.	2200.	51400	Salary-Fire Fulltime	626,614.16	597,411.44
100.	2200.	51401	Salary-Fire Fulltime-Overtime	27,571.85	23,690.00
100.	2200.	51410	Salary-Fire Parttime	294,690.75	285,310.00
100.	2200.	51412	Salary -Adjunct	2,054.47	5,150.00
100.	2200.	51413	SALARY - FIRE PARTTIME-OVERTIM - Fire Part Time	0.00	0.00
100.	2200.	51500	PERS	281.41	1,009.40
100.	2200.	51540	Fire Pension-Current Liability (Net \$, See 291 Fund)	89,510.83	145,427.57
100.	2200.	51560	Social Security	18,441.03	17,689.22
100.	2200.	51600	Worker's Compensation	19,160.01	21,956.86
100.	2200.	51700	Medicare-City Share	15,504.03	15,918.73
100.	2200.	51710	Hospitalization Insurance	186,308.04	255,194.52
100.	2200.	51750	Life Insurance	474.24	140.00
100.	2200.	51900	Unemployment Compensation	10.09	0.00
291.	2200.	51540	Fire Pension-Current Liability (Net \$, See 100 Fund)	104,930.61	152,850.00
<b>Total Personal Services</b>				<b>1,541,450.86</b>	<b>1,705,969.50</b>
<b><u>Other:</u></b>					
100.	2200.	52000	Travel, Training and Education	13,031.74	17,500.00
100.	2200.	52010	Memberships and Dues	904.99	1,400.00
100.	2200.	53110	Utilities-Electric	19,872.32	27,200.00
100.	2200.	53111	Utilities-Natural Gas	1,473.49	2,250.00
100.	2200.	53113	Utilities-Water and Sewer	6,957.25	7,200.00
100.	2200.	53114	Utilities-Telephone	5,905.30	7,170.00
100.	2200.	53115	Utilities-Cable Modem	1,196.98	1,260.00
100.	2200.	53200	Service Contracts-Communications	19,275.41	2,500.00
100.	2200.	53300	Service Fees-Professional	19,993.28	24,720.00
100.	2200.	53510	Contract Maintenance-Vehicles	6,281.03	10,000.00
100.	2200.	53520	Contract Maintenance-Equipment	14,346.36	17,500.00
100.	2200.	53610	Contract Maintenance-Buildings & Structures	20,624.50	14,300.00
100.	2200.	53700	Insurance and Bonding	24,503.33	21,000.00
100.	2200.	53710	Insurance Claims-Deductible	808.30	1,000.00
100.	2200.	54100	Supplies-Office	1,220.17	1,500.00
100.	2200.	54110	Supplies-Postage and Delivery Charges	32.11	200.00
100.	2200.	54200	Supplies-Operating Materials	2,662.18	3,000.00
100.	2200.	54220	Supplies-Fire Prevention	1,489.30	4,000.00
100.	2200.	54230	Supplies-Gasoline & Diesel Fuels	21,574.50	23,000.00
100.	2200.	54240	Supplies-Chemicals	6,930.94	9,500.00
100.	2200.	54300	Supplies-Vehicle Parts & Supplies	3,147.30	5,000.00
100.	2200.	54500	Supplies-Other Equipment	2,896.42	4,500.00
100.	2200.	54700	Supplies-Small Tools	905.10	3,000.00
100.	2200.	54800	Supplies-Uniforms	10,958.86	13,500.00
210.	2200.	52000	Travel, Training and Education	16,197.08	19,500.00
210.	2200.	53300	Service Fees-Professional	49,073.46	64,150.00
210.	2200.	53430	Contracts-Townships EMS Revenues	56,221.26	55,000.00
210.	2200.	53510	Contract Maintenance-Vehicles	560.58	5,000.00
210.	2200.	53520	Contract Maintenance-Equipment	12,310.07	19,500.00
210.	2200.	54200	Supplies-Operating	40,509.31	47,850.00
210.	2200.	54225	Supplies-EMS Durable Equipment	658.08	6,500.00
210.	2200.	54300	Supplies-Vehicle Parts & Supplies	202.18	4,000.00
210.	2200.	59000	Refunds- Miscellaneous	0.00	500.00
100.	9800.	59130	Reimburse-Shared Expense (Township Contracts)	10,000.00	10,000.00
<b>Sub-Total Other</b>				<b>392,723.18</b>	<b>454,200.00</b>
<b>Total Operating Expenses</b>				<b>1,934,174.04</b>	<b>2,160,169.50</b>



**2023 CONTRACT FOR FIRE/EMS**

**2024 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES  
USING - 2023 ACTUAL EXPENSES & REVENUES & 2024 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2023</u> <u>ACTUAL</u> <u>EXPENSES</u>	<u>2024</u> <u>APPROVED</u> <u>BUDGET</u>
			<b>No/CO = No Prior Year Carryover In Totals-&gt;</b>		
			<b><u>Major Large Equipment Capital Items:</u></b>		
			<b><u>(Part of Annual Fixed Allocation):</u></b>		
242.	2200.	57000	Machinery and Equipment (Major Capital Items)	105,773.07	95,400.00
242.	2200.	43000	Less: Rev. Offset - Grants, Donations, Etc.	-88,000.00	-84,000.00
			Net Machinery & Equipment Costs-Major Capital Items	17,773.07	11,400.00
			<b><u>Other Capital Items-Not Part of Major Large Equipment:</u></b>		
210.	2200.	57000	Machinery and Equipment	6,951.34	8,500.00
242.	2200.	57000	Machinery and Equipment	105,773.07	95,400.00
242.	2200.	57200	Buildings and Improvements	0.00	0.00
400.	2200.	57000	Machinery and Equipment	21,130.06	46,000.00
400.	2200.	57200	Buildings and Improvements	9,994.71	10,000.00
			<b>Total Capital Imp.(Less Grants on Major Items)</b>	161,622.25	171,300.00
			<b>Total-2200 Fire &amp; EMS/Safety Services (All Operating and Capital Expenditures)</b>	<b>2,095,796.29</b>	<b>2,331,469.50</b>
			<b><u>EXPENDITURE ADJUSTMENTS:</u></b>		
242.	2200.	57000	LESS: Net Major Cap.Exp.By Year in 242 Fd.(Large Eq.)	(105,773.07)	(95,400.00)
210.	2200.	53430	LESS: Township EMS Revenue Payments	(56,221.26)	(55,000.00)
			LESS: Non-EMS Adjustments		
			ADD: Annualized Capital Fixed Amt.(Large Equip.)	105,000.00	110,000.00
			<b>Sub-Total Expense Adjustments</b>	<b>(56,994.33)</b>	<b>-40,400.00</b>
			<b>Net Allocated Expenses Per Contract</b>	<b>2,038,801.96</b>	<b>2,291,069.50</b>
			<b><u>REVENUE ADJUSTMENTS (Not Previously Listed):</u></b>		
100.	2200.	44350	LESS: Donations in 100 General Fund	0.00	(500.00)
100.	2200.	44400	LESS: Training Facility Fee -Fire/Safety Services	(720.00)	(1,000.00)
100.	2200.	47010	LESS: Misc.Fire Revenue in 100 General Fund	(22,918.65)	(10,000.00)
100.	0000.	49650	LESS: Reimb.Fire 180 kWh Tax Fd.to 100 Gen.Fd.	(64,968.41)	(77,500.00)
210.	2200.	43010	LESS: Federal CARES Act Receipts	0.00	0.00
210.	2200.	43100	LESS: State Grants in 210 EMS Transport Fund	(906.58)	(5,000.00)
210.	2200.	44350	LESS: Donations in 210 EMS Transport Fund	0.00	0.00
210.	2200.	45600	LESS: Court-Collections Cost Recovery	(293.00)	0.00
242.	2200.	43100	LESS: State Grants in 242 Fire Equip.Fund	0.00	0.00
242.	2200.	44350	LESS: Donations in 242 Fire Equip.Fund	(13,985.00)	(1,000.00)
242.	0000.	47200	LESS: Interest Posted to the 242 Fire Equip.Fund	(15,179.83)	(5,000.00)
242.	0000.	49000	LESS: Sale of Assets in the 242 Fire Equip.Fund	0.00	0.00
400.	2200.	43100	LESS: BWC Grant for Power Cots	0.00	0.00
400.	2200.	44351	LESS: Donations in 400 CIP Fund	0.00	0.00
400.	2200.	47010	LESS: Misc.Fire Revenue in 400 CIP Fund	0.00	0.00
			<b>Sub-Total Revenue Adjustments</b>	<b>(118,971.47)</b>	<b>(100,000.00)</b>
			<b>* NET FIRE &amp; EMS EXPENDITURES for CONTRACT BILLING</b>	<b>1,919,830.49</b>	<b>2,191,069.50</b>

**2023 CONTRACT FOR FIRE/EMS**

**2024 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES  
USING - 2023 ACTUAL EXPENSES & REVENUES & 2024 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND DEPT</u>	<u>ACCT</u>	<u>No/CO = No Prior Year Carryover In Totals-&gt;</u>	<u>2023 ACTUAL EXPENSES</u>	<u>2024 APPROVED BUDGET</u>
<b>DIST% ALLOCATED COSTS BY ENTITY</b>				
			<b>44.18%</b>	<b>44.18%</b>
100.00%	<b>FIRE COSTS ALLOCATED AT (44.18%)</b>		<b>848,181.11</b>	<b>968,014.51</b>
75.68%	City of Napoleon		641,903.47	732,593.38
1.68%	Freedom Township		14,249.44	16,262.64
13.15%	Napoleon Township (w/Sec.30 & 31)		111,535.82	127,293.91
9.49%	Harrison Township		80,492.39	91,864.58
			<b>55.82%</b>	<b>55.82%</b>
100.00%	<b>EMS COSTS ALLOCATED AT (55.82%)</b>		<b>1,071,649.38</b>	<b>1,223,054.99</b>
77.52%	City of Napoleon		830,742.60	948,112.23
1.41%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)		15,110.26	17,245.08
1.61%	Freedom Township		17,253.56	19,691.19
11.72%	Napoleon Township (w/Sec.30 & 31)		125,597.31	143,342.04
5.72%	Harrison Township		61,298.34	69,958.75
2.02%	Florida Village		21,647.32	24,705.71
	<b>NET - TOTAL SHARED COST OVERALL (100.00%)</b>		<b>1,919,830.49</b>	<b>2,191,069.50</b>
76.7071%	<b>City of Napoleon (Includes Henry Co. Hospital)</b>		<b>1,472,646.07</b>	<b>1,680,705.61</b>
	<b>Net Shared Costs Allocated to Contracts-&gt;</b>		<b>447,184.42</b>	<b>510,363.89</b>
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)		15,110.26	17,245.08
1.6409%	Freedom Township		31,503.00	35,953.83
12.3518%	Napoleon Township (w/Sec.30 & 31)		237,133.13	270,635.95
7.3856%	Harrison Township		141,790.73	161,823.33
1.1276%	Florida Village		21,647.32	24,705.71

<b>CAPITAL REVENUE ALLOCATION FOR TOWNSHIPS</b>		<b>(in total payment listed above)</b>	
	Total Annual Capital Per Agreement	110,000.00	115,000.00
80.00%	City Share of Annual Capital Per Agreement	88,000.00	92,000.00
20.00%	Net Township Share of Annual Capital Per Agreement	22,000.00	23,000.00
	<b>TOWNSHIP ALLOCATION OF NET CAPITAL</b>	<b>22,000.00</b>	<b>23,000.00</b>
	<b>(Based on % Of Net Shared Cost to Township)</b>		
3.3800%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	743.60	777.40
7.0400%	Freedom Township	1,548.80	1,619.20
53.0300%	Napoleon Township	11,666.60	12,196.90
31.7100%	Harrison Township	6,976.20	7,293.30
4.8400%	Florida Village	1,064.80	1,113.20
100.00%	(Revenue Amount Allocated to 242 Fire Eq. Fund)	22,000.00	23,000.00

		<b>2024 Projected Quarterly*</b>	<b>2025 Projected Quarterly**</b>
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	3,777.57	4,311.27
1.6409%	Freedom Township	7,875.75	8,988.46
12.3518%	Napoleon Township (w/Sec.30 & 31)	59,283.28	67,658.99
7.3856%	Harrison Township	35,447.68	40,455.83
1.1276%	Florida Village	5,411.83	6,176.43

\*Used 2023 Actual for 2024 Projected  
\*\* Used 2024 Budget for 2025 Projected

*City of Napoleon, Ohio*

**BOARD OF ZONING APPEALS**

Special Meeting Agenda

BZA 24-01 – Variance for Commercial use – 1600 Glenwood Ave.

BZA 24-02 – Variance for an accessory building size and height - 230 Glenwood Ave.

**Tuesday, February 27, 2024, at 4:30 pm**

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

1. Call to Order
2. Organization of board members
3. Approval of Minutes – September 12, 2023. (In the absence of any corrections or objections, the Minutes shall stand approved)

**4. New Business**

BZA 24-01 – Variance for Commercial use at 1600 Glenwood Ave.

An Application for a public hearing has been filed by Mr. Steve Kauffman of 115 Pheasant Ln, Archbold Ohio. The applicant is requesting a variance to Section 1147 of the City of Napoleon Codified Ordinance regarding an additional building to be built within the Fenced in area of the existing property of 1600 Glenwood Ave. City of Napoleon, Henry County Ohio. This property is now in a C-4, Planned Commercial District and therefore will need a variance in order to build the last of the remaining storage unit. The units were approved by the Planning Commission in 2009 prior to the zoning change. This property is now in a non-conforming district and should be allowed to continue the construction of the Storage unit.

BZA 24-02 – Variance for an accessory building size and height at 230 Glenwood Ave.

An Application for a public hearing has been filed by Gary Malone of 230 Glenwood Ave. Napoleon Ohio 43545. The applicant is requesting approval of a variance to section 1147 regarding the building square footage and height requirements in an R-2 low-density Residential District. The Applicant is requesting a variance to Place a 40'x60' accessory building that equals 2,400 square feet in size and the height of the building to excess 18' feet in height.

5. Closing Remarks
6. Adjournment.



Amanda Griffith –Clerk

City of Napoleon, Ohio

**BOARD OF ZONING APPEALS MEETING MINUTES**

Tuesday, September 12, 2023 at 4:30 pm

BZA 23-02 ~ Variance to Property Setback at 800 Clairmont Ave.

**PRESENT**

Board Members	David Dill-Chair, Larry Vocke, Steve Small, Jordan McBride
City Staff	Kevin Schultheis-Code Enforcement/Zoning Administrator
City Manager	J. Andrew Small
Clerk	Marrisa Flogaus
Others	News- Media David Johnson

**ABSENT** Lynn Rausch

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CALL TO ORDER

The Board of Zoning Appeals the meeting was called to order by the Chairman Dill at 4:30 pm.

APPROVAL OF MINUTES

The minutes from the June 13, 2023 meeting were approved as presented.

NEW BUSINESS

BZA 23-02 - Variance to Section 1147 regarding Building Setback at 800 Clairmont Ave. Dill read the background on BZA 23-02. An application for a public hearing has been file by Patrick Hoover of 800 Clairmont Ave. Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building setback in an R-2 Low-density residential District. 800 Clairmont Ave. PN: 410095500340. The applicant is requesting the variance to build a new garage structure where the old garage was that was damaged by fire. The Variance would be for a side set back of 7' feet.

RESEARCH AND FINDINGS

Schultheis presented his research and findings for BZA 23-02: Variance to Section 1147 regarding Building Setback at 800 Clairmont Ave. Upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required.

Under Section 1129.05 Repair and Maintenance Reconstruction:

(a) Any nonconforming structure or portion thereof containing a nonconforming use, ordinary repairs and routine maintenance to the structure and property is allowed; provided however, that the cubic content existing when it became nonconforming is not increased.

(b) Should the nonconforming structure or nonconforming portion thereof be damaged by more than fifty percent of its fair market value, as estimated by a professionally recognized or certified appraiser, by fire, neglect, or by an act of God, it may, only after a zoning permit is issued, be reconstructed as it previously existed and restored on the same building footprint.

All remaining debris shall be cleared away and disposed of properly within two months of the time of destruction. The nonconforming structure may be restored on the same footprint, provided such restoration begins two months after the damage occurred and is completed by the time period designated in the zoning permit.

(c) The Zoning Administrator shall issue a permit if he or she finds that in completing the renovation, repair, or replacement work that the permittee will comply to the extent reasonably possible with all provisions of this Planning and Zoning Code.

STANDARDS FOR A VARIANCE:

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Schultheis stated they are basically asking to put the same garage on the same footprint it was before it burnt down. Small asked for some clarification. If the property was damaged by fire didn't result in greater than 50% of the estimated value it could have been rebuilt without coming to us? Schultheis replied that's absolutely correct. Small asked if it's because we're doing it on the same footprint and not adding anything? Schultheis replied yes, unlike the last one on Strong St. In this situation I could have just issued a zoning permit, however I felt like it was something the Board needed to hear just in case. Dill asked if this has been approved through their insurance? Schultheis replied yes. They've already started on the house. I'm not sure how far they've got on that. Now, they are waiting to get this approved to put the garage up. Dill asked if there were any other questions on this matter? Johnson stated I'm here for this matter. I live next door at 790 Clairmont. Years ago I recommended them to buy my land to prevent this easement problem and they turned it down. Again, after the fire I recommended them to buy it again, but they told me they would rather get a variance. They have had an eye sore there with their garage and they don't maintain their property. I have pictures. I can't put a fence there unless I'm going to sacrifice some of my property. They have enough property they could move the garage behind their house and still have access to a garage or they could work out an agreement, in which I'm very applicable with, of purchasing 9 feet of the side yard so it could become their tax liability. I've been there for 23 years and I feel that I've been paying taxes for their property because their property is right on mine and I can't develop it or put a fence up without diminishing my property value. I don't see why they just can't make it so we didn't have to have a meeting. Schultheis asked Johnson when his house was built? Johnson replied somewhere between 1963-1965. I understand that was an existing structure, but now this building is burnt to the ground. Schultheis stated back then they didn't have the ordinances they do now. Johnson replied right. When I bought the property I understood that and I took that on. Now the property is gone and I would just like existing zoning regulations to be applied

and have some offset from my property line, so I don't have a nuisance in my view. Dill asked Schultheis if there was 7 feet between the garage and the property line? Schultheis replied no, I would have to bring it up on the GIS map and measure it. Johnson stated I have 129 feet from marker to marker. When the City came through before the development of Becks site when they put sewer through the front they put pins up in the back two corners of my lot, but they never put a new pin in the front corner at the Hoovers driveway. They ripped all that out and put a 16 foot hole through the area, which ripped out all the existing markers. Now, there are no property markers at the front corner. I have 129.6 feet going side to side and 129.3 going front to back. Schultheis replied it says here 129.12 and I can't see what you have up front on this picture. Johnson stated there's only around a 6 inch difference between my front and back. If I'm right on his property line at the front of his garage granted that might be a slight deviation there can only be so much deviation in the back if you actually get the proper markers down and figure out where the line is at. All I'm requesting is since I have such a large lot I'm willing to bring my lot down to 120 feet, which is a standard double lot, and give him 9 feet off the side. I was looking around \$9,000 because I would have to get it surveyed and get everything done to get the property through, but he passed up on the offer. Now he's coming here to ask for a variation to continue to build. I feel that I would be the one paying the taxes for his property because I can't develop that land. Dill stated unfortunately our situation here doesn't involve the personal part of that. We can't force someone to buy that land. By City law he's legal to ask for a variance on the property. He's had a footprint there beforehand. It would be different if he was making the building bigger or extending it more towards your side. I don't think there's much we can do between you and the neighbor at this point. Small asked how long has the garage been there? Schultheis replied probably since the existence of the home. Johnson stated I looked online at the satellites for historical view and it looks like it was put up in the 60's or 70's. Dill stated the driveways the same situation for you. Johnson replied like I said I have no problem with this. I'm not being unreasonable here. They've been using my side yard as a parking lot. I have no problem with it and I haven't mentioned it to them. I'm even supplying electricity for the rebuild. I'm doing everything in my power to get their house back up and facilitate them getting back into their home. It's not like we have a bad relationship. Our kids play together. It's just the fact that the garage is so close to our property line and nobody else on the street has to deal with that. I can go out and video it all the way through and there is nowhere else something is that close to the property line. I understand it was existing, but now it's completely gone. Having an external garage is not detrimental to them moving back into their home. It's an external structure and they have enough property to put the garage behind the house and have a driveway where they pull into their garage. It doesn't need to be set there. That's all I'm saying. There's other options to work around this problem other than to put it where it currently existed. Dill asked if they lived in that house now? Johnson replied no. It burnt down and was pretty much uninhabitable. The garage itself is nonexistent. That's why I kind of laughed when you said damaged. It's literally a piece of concrete. There's nothing left of that garage. Right now, they haven't mowed the back yard or anything since the fire. It's just a big weed pile. We understand they're going through some stuff, but that's how they were even before the fire. I can show you pictures. That garage has been nothing but weeds and a mess. We don't have a lot of options to cover it up. We can't put a privacy fence up unless we put fencing up right next to his garage, but then he'd be annoyed. My option is then to move three feet off his garage and sacrifice my land so that he can maintain his property, which he isn't doing already. We can't force someone to garden. If he would move his garage off the



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David Dill - Chair

DRAFT





# City of Napoleon, Ohio

Kevin Schultheis, Zoning Admin.

## Code Enforcement

255 West Riverview

Napoleon, OH 43545

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

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

### Memorandum

**To:** Members of the Board of Zoning Appeals

**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

**Subject:** Variance for Commercial use in a C-4 Planned Commercial District

**Meeting Date:** February 13, 2024 @ 1630 hrs.

**Hearing:** BZA-24-01

**Location:** 1600 Glenwood Ave. Napoleon, Ohio 43545, The U-lock Storage units, Henrys Pond, LLC.

### Background:

An Application for a public hearing has been filed by Mr. Steve Kauffman of 115 Pheasant Ln, Archbold Ohio. The applicant is requesting a variance to Section 1147 of the City of Napoleon Codified Ordinance regarding an additional building to be built within the Fenced in area of the existing property of 1600 Glenwood Ave. City of Napoleon, Henry County Ohio. This property is now in a C-4, Planned Commercial District and therefore will need a variance in order to build the last of the remaining storage unit. The units were approved by the Planning Commission in 2009 prior to the zoning change. This property is now in a non-conforming district and should be allowed to continue the construction of the Storage unit.

### RESEARCH AND FINDING:

Upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required followed by a Certificate of Occupancy. The building and site plan must be reviewed and approved by the Napoleon City Engineer prior to approval along with any Detention calculations regarding water runoff.

## **STANDARDS FOR A VARIANCE:**

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

Application for Public Hearing  
**BOARD OF ZONING APPEALS**  
*City of Napoleon, Ohio*

To: Building and Zoning Department  
and Members of the Board of Zoning Appeals

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

Board of Zoning Appeals Hearing (Dimensional) \$125.00 (100-3100-46690)  
 Administrative Appeal \$50.00 (100-3100-46690)

Address of property: 1600 Glenwood Ave Napoleon, OH 43545

I/We hereby file a petition for variation to City Zoning Code Section: 175 07 STANDARDS FOR VARIATIONS

Brief description of request: Complete our storage facility building project at 1600 Glenwood (Parcel 411100360100)

In 2009 we received a conditional use under a C4 (Commercial Warehouses) to construct a storage facility. In 2011, self-storage facilities were reclassified to category C5 and we are unable to finish our project. This zoning variance seeks approval for a C5 construction on an existing site within a C4 zoned area. This site currently features C5 buildings, and the proposal aims to complete the proposed building within the existing property confines.

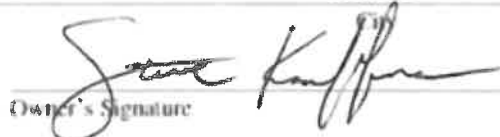
Public hearings are held on the second Tuesday of each month, this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. **All plans, plats and information must accompany this application before the hearing will be scheduled.**

Steve Kauffman

Owner's Name(s)

116 Pheasant Ln Archbold OH  
Street City State

319-445-1769  
Phone Number

  
Owner's Signature

.....  
Owner's Name(s)

Street City State

Phone Number Owner's Signature

**Office Use Only**  
Batch # \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_



# City of Napoleon, Ohio

## Code Enforcement

Kevin Schultheis, Inspector/Zoning Administrator

255 West Riverview Avenue

Napoleon, OH 43545

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

www.napoleonohio.com

BZA-24-02

Variance for an accessory building size and height

Location: 230 Glenwood Ave. Napoleon, Ohio

### Memorandum

**To:** Members of the Board and Zoning Commission

**From:** Kevin L. Schultheis, Zoning Administrator/Code Enforcement Officer

**Subject:** Variance for Building Square Footage and Height Requirements

**Meeting Date:** February 13, 2024 4:30 PM

**Hearing #:** BZA-24-02

### Background:

An application for public hearing has been filed by Gary Malone of 230 Glenwood Ave. Napoleon Ohio 43545. The applicant is requesting approval of a variance to section 1147 regarding the building square footage and height requirements in an R-2 low-density Residential District. The Applicant is requesting a variance to Place a 40'x60' accessory building that equals 2,400 square feet in size and the height of the building to exceed 18' feet in height.

### Research and Findings

1. Under section 1131 residential districts (5) (A) no more than two accessory buildings or structures with a combined gross floor area of 1000 square feet shall be allowed on a residentially zoned building lot.
2. Under 1147 of the Napoleon Codified Ordinance, Table of requirements for Zoning Districts an accessory building cannot exceed 18 feet in height in an R-2 low Density Residential District.
3. The property located at 230 Glenwood Ave. has 2.1183 acres which equals to 92,273.148 square feet. With 35% of the property that can be used minus the home, which is roughly 3,962 square feet and with the added 2,400 square feet the property owner still have approximately 25,933.55 square feet of yard left. There would also be no need for any side or rear setbacks standards which is well within the regulated area. The property would not be detrimental to any surrounding neighbors or traffic and the existing Driveway would be utilized

**Standards for a Variance**

The board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district.
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied the property in question.
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvement in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land used characteristics of the vicinity or district, diminish the value of the adjacent land and improvements, or increase the congestion in the public street

Kevin Schultheis, Zoning Administrator / Code Enforcement Officer.

# Application for Public Hearing

City of Napoleon, Ohio

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

**Planning Commission**  
(MZON 100.1700.46690)

Conditional Use  
**\$125.00**  
 Amendment  
**\$125.00**  
 Subdivision in City  
**\$75.00 + \$5.00 each, after two**  
 Preliminary Plat of Development  
**\$125.00**  
 Alley Vacation  
**\$25.00 + publication cost**

**Preservation Commission**  
MZON 100.1700.46690

Certificate of Appropriateness  
**\$25.00**

**Board of Zoning Appeals**  
(MZON 100.1700.46690)

Certificate of Zoning  
**\$25.00**  
 Re-Zoning  
**\$125.00**  
 Variance  
**\$125.00**  
 Administrative Appeal  
**\$50.00**

Address of property: 230 Glenwood Ave

Description of request:  
Stick Frame 40x60 accessory building on a Concrete Foundation

Gary Malone  
OWNER(S) NAME (PRINT)

230 Glenwood - Napoleon, OH 43545  
ADDRESS- CITY, STATE, ZIP

419-591-6101  
PHONE NUMBER

Gary H. Malone  
SIGNATURE

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

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

GARY H. MALONE  
APPLICANT NAME (PRINT)

230 Glenwood Ave.  
ADDRESS

Gary H. Malone  
APPLICANT SIGNATURE

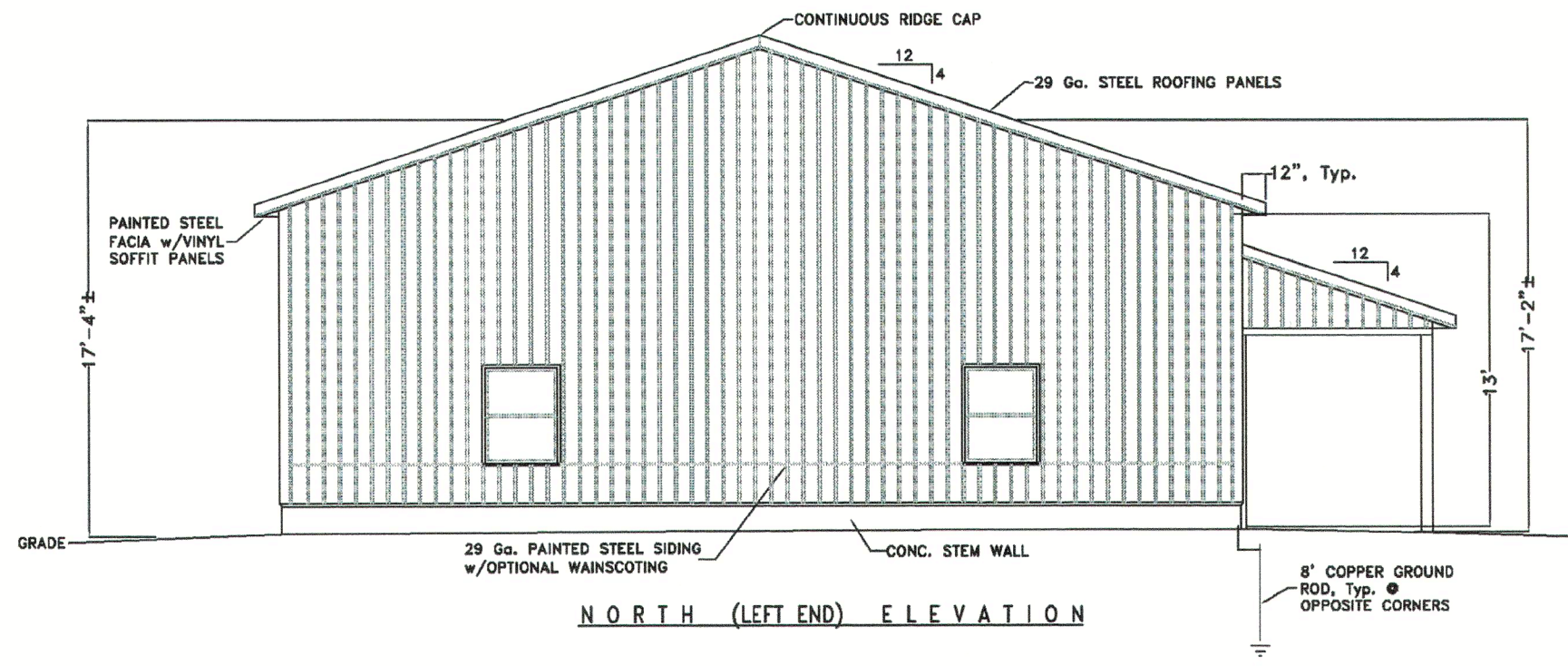
Napoleon, Ohio 43545  
CITY, STATE, ZIP

419-591-6101  
PHONE

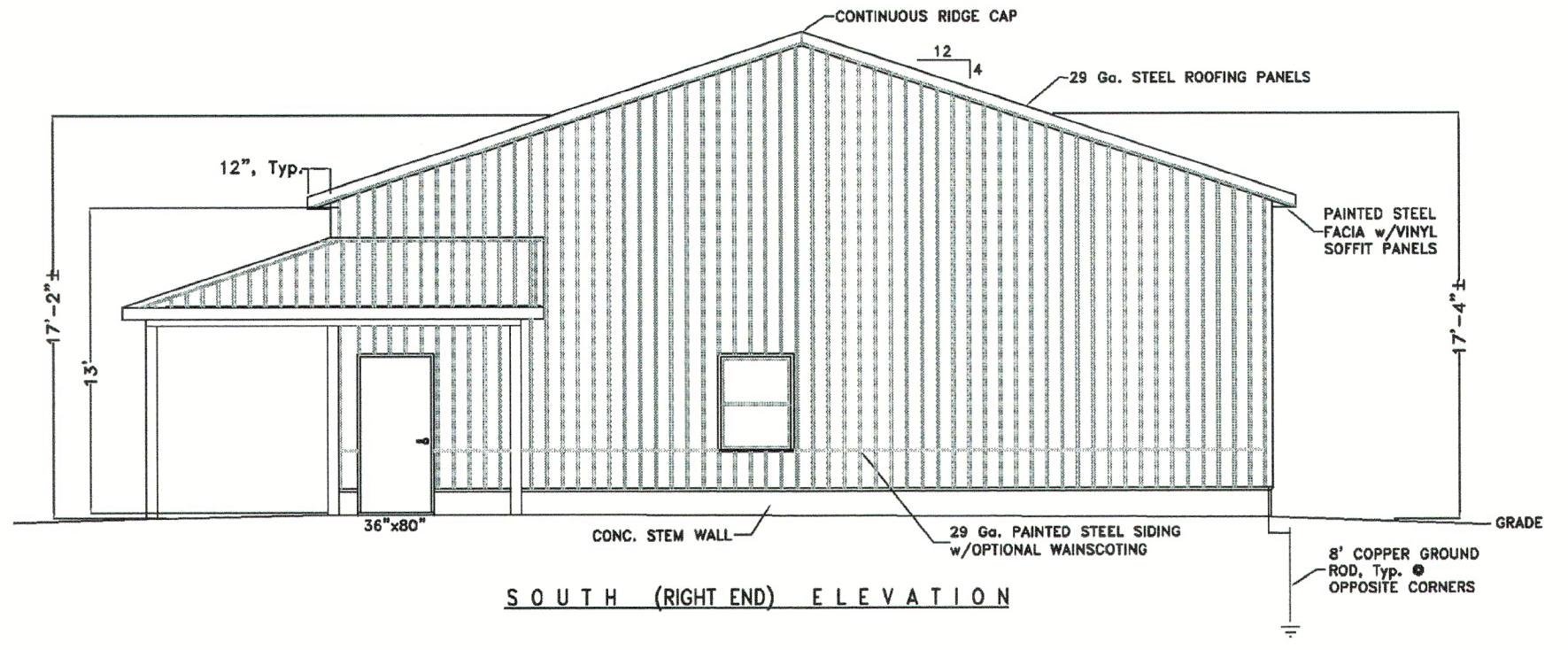
Hearing #: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Office Use Only**  
Batch # \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

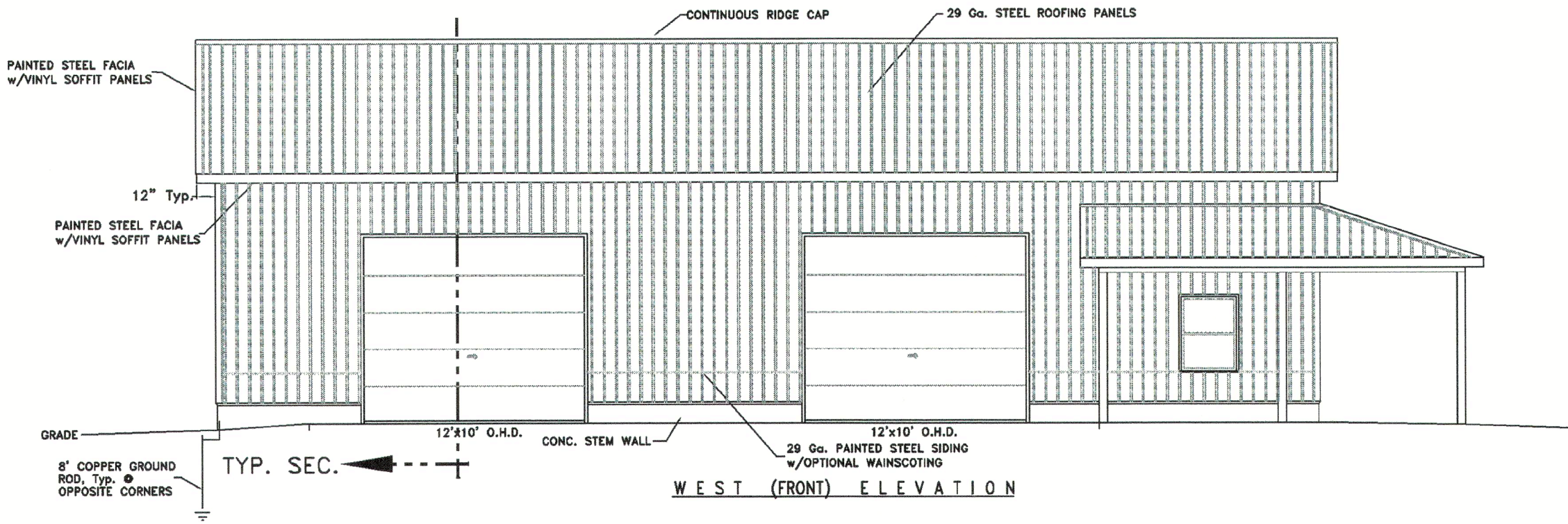




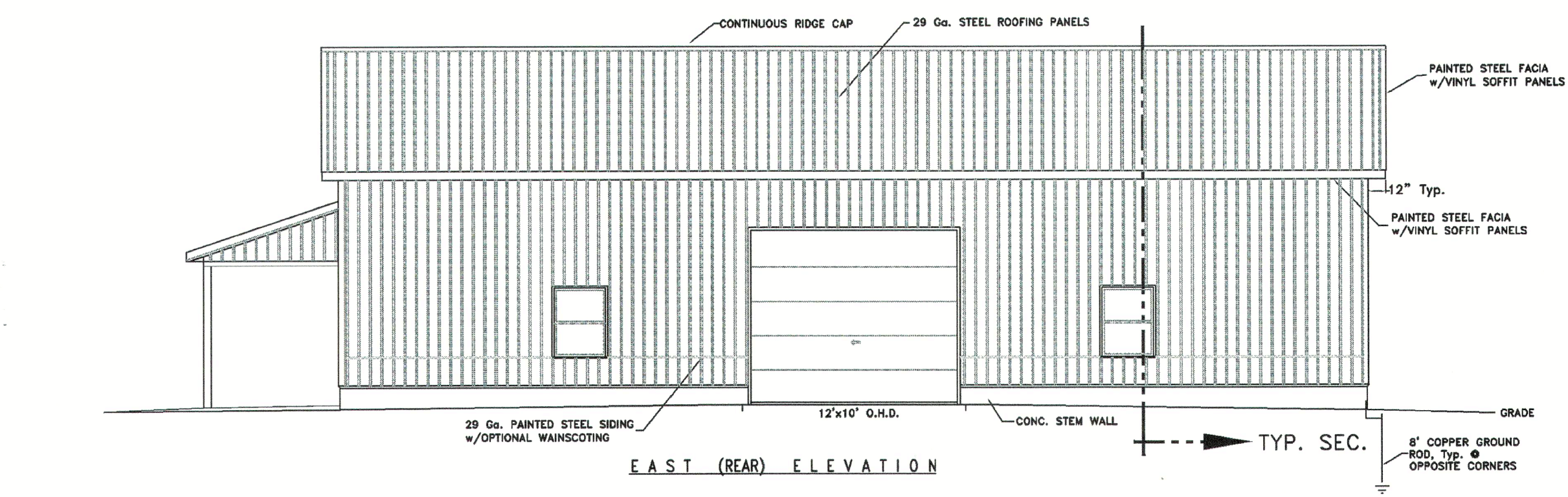
NORTH (LEFT END) ELEVATION



SOUTH (RIGHT END) ELEVATION



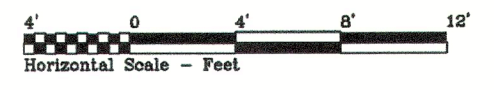
WEST (FRONT) ELEVATION



EAST (REAR) ELEVATION

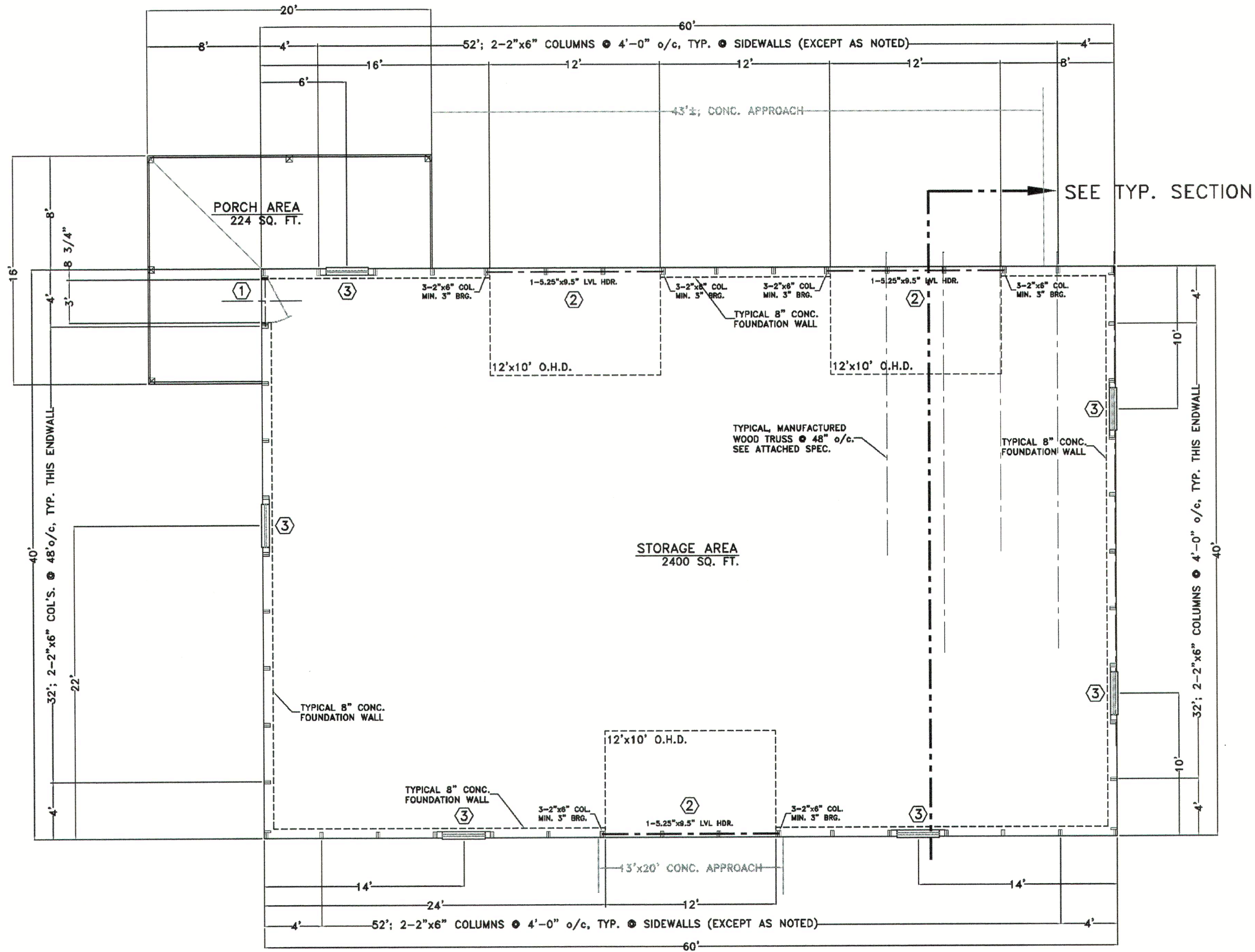
**BUILDING DATA:**  
 RE: RESIDENTIAL CODE OF OHIO & 2017 O.B.C.  
 USE GROUP: MIXED - "U" RESIDENTIAL UTILITY BUILDING  
 CONSTRUCTION TYPE: 5B, COMBUSTIBLE-UNPROTECTED  
 AREA: ALLOWABLE: 5,500 SQ. FT. (Table 506.2, O.B.C.)  
 PROPOSED: 2,624 SQ. FT. (THIS PROJECT)  
 HEIGHT: ALLOWABLE: 40' - 1 STORY (Tables 504.3 & 504.4 O.B.C.)  
 PROPOSED: 17'4"± - 1 STORY  
 MAXIMUM OCCUPANCY LOAD: 5 PERSONS (Table 1004.1.2 O.B.C.)  
 MAXIMUM EXIT ACCESS TRAVEL DISTANCE: 300' ALLOWABLE  
 95'± PROPOSED  
 DESIGN LOADS: FIRST FLOOR; MIN. 125 psf. LIVE plus DEAD LOAD  
 ROOF; 20 psf. LIVE LOAD plus DEAD LOAD  
 20 psf. MIN. GROUND SNOW LOAD  
 SNOW EXPOSURE FACTOR,  $C_e = 0.9$   
 SNOW LOAD IMPORTANCE FACTOR,  $I = 1.0$   
 THERMAL FACTOR,  $C_t = 1.2$   
 WIND; EXPOSURE "B", 89 nominal wind speed  
 115 mph ultimate wind speed  
 WIND IMPORTANCE FACTOR,  $I_w = 1.0$   
 BUILDING CATEGORY = I  
 SEISMIC DATA: SITE CLASS = D  
 USE GROUP = I  
 SPECTRAL RESPONSE COEFFICIENTS,  $S_{DS} = 0.280$   
 $S_{M1} = 0.144$   
 OCCUPANCY IMPORTANCE FACTOR = 1  
 SEISMIC DESIGN CATEGORY: SHORT PERIOD = B  
 1 SECOND PERIOD = C  
 ANALYSIS PROCEDURE: SAP, (1617.5)  
 BASIC STRUCTURAL SYSTEM: 1 BWS  
 RESPONSE MODIFICATION COEFFICIENT:  $R = 6.0$   
 DEFLECTION APPLICATION FACTOR:  $C_d = 4.0$   
 SOIL BEARING CAPACITY: 1,500 p.s.f. (Class 4 Soils)

**INDEX OF DRAWINGS:**  
 1) EXTERIOR VIEWS, BUILDING DATA, & INDEX OF SHEETS  
 2) FLOOR PLAN & SCHEDULES  
 3) FOUNDATION PLAN  
 4) TYPICAL CROSS SECTION & SPECIFICATIONS  
 S-1) SITE AND LOCATION PLAN  
 ATTACHMENT: CERTIFIED ROOF TRUSS DIAGRAM



<b>MALONE RESIDENTIAL STORAGE</b>	
230 GLENWOOD AVENUE	NAPOLEON, OHIO
DIRECTORY: C:\ND\CUSTOM PROJECTS\FILE:G MALONE\RES STOR BLDG PLANS_2023	
DRAWN BY: R.D.S. ~ dba: NEW DIMENSIONS	REVISD:
EXTERIOR VIEWS, BUILDING DATA & INDEX OF SHEETS	SCALE: 1/4"=1'-0"
	DATE: DEC. 2023
	DRAWING NUMBER: 1 of 4





SEE TYP. SECTION

**ROOM FINISH SCHEDULE**

NAME	FLOORING	WALL	CEILING MATERIAL	HEIGHT
STORAGE AREA	SEALED CONCRETE	EXPOSED STUDS/GIRTS	EXPOSED TRUSSES/PURLINS	13'±

**DOOR & OPENING SCHEDULE**

NO.	SIZE	DOOR/WINDOW	TYPE	FRAME	REMARKS/HARDWARE (a,b)
①	3'-0" x 8'-8"	INSULATED HOLLOW METAL DOOR	WOOD		PROVIDE ENTRY LOCKSET KEYED o/s ONLY, WEATHER STRIP, ALL AROUND, SEE NOTE (b).
②	PER PLAN	INSULATED STEEL DOORS	WOOD		OVERHEAD DOOR AS MFG'D. BY CLOPAY, OR EQUAL, w/ ELECTRIC OPERATORS AS NOTED ON ELECTRICAL PLAN.
③	3'-0" x 4'-0"	DOUBLE HUNG WINDOW	WOOD		VINYL WINDOW AS MFG'D. BY JELDWIN, OR EQUAL, w/ INSULATED GLASS & WEATHER STRIP, ALL AROUND

- (a) HARDWARE TO BE COMMERCIAL GRADE AS MANUFACTURED BY, RUSSWIN, SCHLAGE, VON DUPRIN, LNC CLOSERS, IVES, PLYCO, OR EQUAL, ADA APPROVED.
- (b) EGRESS DOOR SHALL BE KEYED OUTSIDE ONLY, WEISER LEVER LOCKSET #SP 501 D32D, OR EQUAL. USE OF LEVER HANDLE INSIDE SHALL UNLOCK DOOR HARDWARE, PUSH BUTTON OR THUMBTURNS INSIDE SHALL NOT PREVENT THE UNLOCKING OF HARDWARE WHEN THE HANDLE IS TURNED.



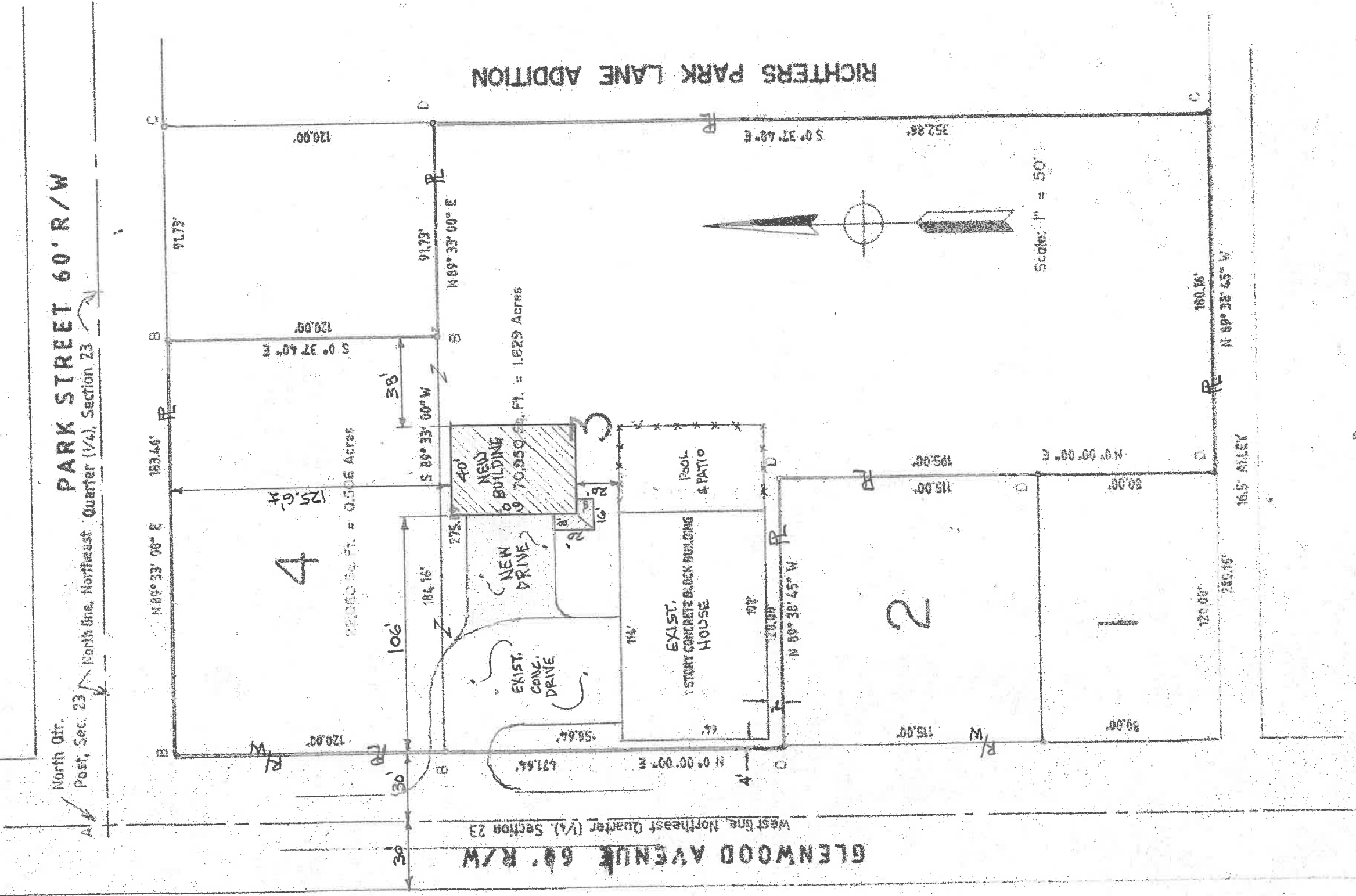
<b>MALONE RESIDENTIAL STORAGE</b>	
230 GLENWOOD AVENUE NAPOLEON, OHIO	
DIRECTORY: C:\ND\CUSTOM PROJECTS\FILE:G MALONE\RES STOR BLDG PLANS_2023	
DRAWN BY: R.D.S. ~ dbo: NEW DIMENSIONS	REVISED:
<b>FLOOR PLAN AND FINISH, DOOR &amp; WINDOW SCHEDULES</b>	SCALE: 1/4"=1'-0"
	DATE: DEC. 2023
	DRAWING NUMBER: 2 of 4



# SUBDIVISION OF LOT 3 IN MARGARET C. SCHULTZ SUBDIVISION

LOCATED IN THE NORTHWEST CORNER OF THE NORTHEAST QUARTER (1/4) OF  
SECTION 23, T-5-N, R-6-E, NAPOLEON TOWNSHIP, HENRY COUNTY, OHIO,  
AND IN THE CITY OF NAPOLEON, OHIO

DESCRIPTION OF SUBDIVISION  
MARGARET C. SCHULTZ



A parcel of land situated (1/4) of Section 23, T-5-N in the City of Napoleon, Ohio or Beginning of an iron pin at the Street with the Easterly right 30.00 feet Southerly and Post of Section 23, T-5-N thence N 89° 33' 00" E a distance of 183.46 feet to West line of Richters Park I thence N 89° 33' 00" E of Street a distance of 91.73 f Lane Addition; thence S 0° 38' 45" W along the North and cap; thence N 0° 00' 00" (Glenwood Avenue and the E pin and cap; thence N 89° 120.00 feet to an iron pin a thence N 0° 00' 00" E. also of 276.64 feet to an iron pin Glenwood Avenue and the So BEGINNING.

Containing 2.135 Acre

PLANNING COMMISSION

Under authority provided by the Napoleon Code of Ordinances the City of Napoleon

DATE: \_\_\_\_\_

CITY COUNCIL CERT

Under authority provided by the Napoleon Code of Ordinances the City of Napoleon, Ohio.

DATE: \_\_\_\_\_

Ordinance No. \_\_\_\_\_

- LEGEND
- A - RAILROAD SPIKE
  - B - IRON PIN FROM PREVIOUS
  - C - 2" IRON PIPE
  - D - IRON PIN & CAP FROM PR

GARY MALONE PROPERTY  
230 GLENWOOD AVE.  
NAPOLEON, OHIO 43545  
RESIDENTIAL STORAGE BUILDING

*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**

**MEETING AGENDA**

**Tuesday, February 27, 2024, at 4:30 pm**

Napoleon Elementary School Cafeteria, 725 Westmoreland 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 23, 2024.
3. Approve Applicants for the Position of Police Officer (Patrolman Grade)
4. Administer the Police Officer (Patrolman Grade) Physical Agility Test
5. Certify List for the Position of Police Officer (Patrolman Grade)
6. Adjournment.

  
Amanda Griffith ~ Clerk

City of Napoleon, Ohio  
**CIVIL SERVICE COMMISSION**  
Meeting Minutes  
Tuesday, January 23, 2024 at 4:30pm

**PRESENT**

Commission Members Bill Finnegan-Chair, Amy Bains  
City Staff Brittney Roof- Human Resource Director  
Ed Legg- Chief of Police  
J. Andrew Small- City Manager  
News- Media  
Marrisa Flogaus  
Recorder Amanda Griffith

**ABSENT**

Commission Member Megan Lytle-Steele

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**CALL TO ORDER**

The meeting of the Civil Service Commission was called to order by Chair Finnegan at 4:31pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on November 28, 2023 were approved as presented.

**SET A DATE FOR RECEIVING APPLICATIONS THROUGH THE NATIONAL TESTING NETWORK FOR POLICE OFFICER (PATROLMAN GRADE)**

Finnegan- Our next item on the agenda is to set a date to receive applications through the National Testing Network for Police Officer Patrolman Grade, discussion on this.

Roof stated bare with me, as we go through this because coming probably in March you'll see over the next month or two I'm going to be changing the rules like we talked about to update them to match the one time rule changed we made previously, but I'm not going to do them for this specific one just yet, but you'll see that coming through over the next couple of months. We want to set the date for receiving applications through the National Testing Network for entry level or through email, mail, drop off for lateral patrol officers on a continuous basis just like we did at the end of last year. We want to open it up from now until December 31<sup>st</sup> which will allow us to continuously add names to the list to keep it building. Baines-this will just run it through the whole year? Roof- Yeah. Roof- So we are just looking for a motion to utilize the NTN to open up the position for the written exam and then for individuals classified as a lateral transfer they would just apply as needed in the directions from January 24<sup>th</sup> through December 31<sup>st</sup>. Baines- so then on the list that you sent us, or the list, the list that was on the last meeting, it has some of those people that are on there would expire before this date if we change this then does it move their expiration as well? Roof- No, as they come off their names and the list will just change unless they reapply to be added back on, but their date will stay the same, they just fall off when that date happens. Roof- so there's a motion for that and then the motion for lateral transfers just the one time 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. Baines- And is that the waived people that were on there? Roof- Yes. Yeah so they have to provide documentation they've taken, or that they have their OPOTA certification, they have to send that to me before I even put them on the list, and then for the motion for agility, that's coming too, um, it's a one-time rule change that if an individual completed the agility for an agency or school within the last two years, they don't have to complete the Napoleon's agility test but they have to provide documentation of that from the agency on

their letterhead and then I don't submit their name to the list until I have that documentation. Baines- Is that all one motion? Roof- Yes.

Motion: Baines            Second: Finnegan

to utilize the National Testing Network for the Police Officer Patrolman Grade written exam for individuals not classified as a Lateral Transfer and to advertise for Entry Level position starting the 24<sup>th</sup> of January through the end of December and,

to allow lateral transfer (currently working for an agency with an OPOTA certification) to bypass the NTN and apply for the Patrolman Grade through email/mail/drop off and,

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).

Finnegan- so, both of those were in one? We're good there? Roof- For all three in one, yeah, and MARRISA'S got all of the verbiage, I always send it to her so you don't have to worry about it. Finnegan- I like that. Simple and easy.

Roll call vote on the above motion:

Yea- Finnegan, Bains,

Nay- None.

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

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

Finnegan- So our next item here is set a determination of credits and how credits are to be applied for the Police Officer Patrolman Grade position.

Roof- So, just like our other motions before, this a change in the rules that will be coming too so just a motion to approve certain credits to applicants for the patrol officer position, 5% for Veteran's, 5 % for College Degree, 5% for OPOTA Certification, and 5% for Three Years of experience with the Napoleon Police Auxiliary no more than 10% total. So, just a motion for that. Finnegan- Called for a motion. Baines- so moved. Roll call taken.

Motion: Baines            Second: Finnegan

Motion to approve certain credits for Police Officer Patrolman Grade who have obtained a passing score and supplied proof at the time of application, approved credits are: 5% for veterans, 5% for college degree, 5% OPOTA Certification and 5% for three years of experience with the Napoleon Police Auxiliary, the percentage of points will be added to the passing score not to exceed 10% total.

Roll call vote on the above motion:

Yea- Finnegan, Bains

Nay- None.

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

## **SET A DATE FOR RECEIVING APPLICATIONS THROUGH THE NATIONAL TESTING NETWORK FOR FIREFIGHTER/PARAMEDIC**

Finnegan- Our next item is to set a date to receive applications through the national testing network for firefighter/ paramedic.

Roof- So, similar as the police department, we want to open up the fire department's continuous list for firefighter/paramedic which just opens it from January 24<sup>th</sup> through the 31<sup>st</sup> and then the motion for lateral transfers for the one-time rule change who are currently working at a State of Ohio agency with a firefighter/paramedic certification to be able to apply through email/mail or drop-off without having to take the exam. They will still have to take the firefighter mile so I did make a rule change to that, that's still a requirement that they would have to do.

Motion: Baines            Second: Finnegan

Motion to utilize the National Testing Network for the Firefighter/Paramedic written exam for individuals not classified as a Lateral Transfer and to advertise for Entry Level position starting the 24th of January through the end of December, and

to allow lateral transfers (currently working for an agency with a firefighter/paramedic certification) to bypass the NTN and apply for the Firefighter/Paramedic position through email/mail/drop off.

Roll call vote on the above motion:

Yea- Finnegan, Bains

Nay- None

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

## **SET DETERMINATION OF CREDITS AND HOW THE CREDITS ARE TO BE APPLIED FOR THE FIREFIGHTER/PARAMEDIC**

FINNEGAN- Our next item is set determination of credits and how credits are to be applied for firefighter/paramedic.

Roof- So, same as before, motion to approve certain credits to applicants for the firefighter/paramedic who have obtained passing scores and supplied proof at the time of application for approved credits are for 5% for veterans, 5% for college degree, 5% for Firefighter II Certification, and 5% for three-years of experience with the Napoleon Fire Department, percentage no more than 10.

Motion: Baines            Second: Finnegan

Motion credits to the applicants for Firefighter/Paramedic who have obtained a passing score and supplied proof at the time of application, approved credits are: 5% for Veterans, 5% for college degree, 5% Firefighter II Certification, and 5% for three years of experience with the Napoleon Fire and Rescue, the percentage of points will be added to the passing score not to exceed 10% total.

Roll call vote on the above motion:

Yea- Finnegan, Bains,

Nay- None

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

#### **ANY OTHER MATTERS TO COME BEFORE THE COMMISSION**

Finnegan asked for any other matters to come before the commission. Roof- I don't have any. Baines- Can I ask questions? Roof-Yes. Baines- I have two questions. First, welcome Chief. I was not here the last time, so congratulations and welcome. With the fire chief and police chief now, both typically new in their roles, is there a standard review process for them? Like, do they have a probationary period or annual review, or how does that process work? Roof- So for all new hires if they're promoted, so for our police chief, and our assistant chief and our fire chief, they have a thirty-day (30) window that they can decide that from the minute they take the position actually start, they have 30 days to pull out and go back into their original position. After that, there's an additional 30 days on top of that for us to be able to drop them back in their original position if it doesn't work out, so total sixty (60) days is the way it works out and then annual reviews are done based on their promotion date and then it's done every year after that, so for example I'll pick on Ed his would be January 20<sup>th</sup> so every year in January he would get his evaluation going forward from Andy. Baines- And then Dave's is coming up, Roof- Dave's is in March. Baines- OK. Then, and again I apologize 'cause I wasn't here through all of this, so Ed is chief, we've got an assistant chief do we still have openings from what was promoted, or where are we at with that? Roof- So we have a sergeant's position that's open with a list that is currently available to choose from and then once they promote a sergeant, then that will trickle down and open up a patrol position, from my understanding, and Ed correct me if I'm wrong, they want to fill the patrol position first before they fill the sergeant's position because there's FTO time required there. Legg- There is but I'm having a meeting next week with my command staff to discuss that sergeant's promotion and by your next meeting we'll have a recommendation on what direction we want to proceed with that. Baines- OK, sorry just catching up. That's all I have. Finnegan- Let me take this moment as well Chief, congratulations and we look forward to working with you. Legg- Thank you. Finnegan- You're welcome.

#### **ADJOURNMENT**

Finnegan- Alright, if there is nothing else, motion to adjourn.

Motion: Baines                      Second: Finnegan

Motion to adjourn.

Roll call vote on the above motion.

Yea- Finnegan, Bains,

Nay- None.

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

The Special Civil Service Commission meeting adjourned at 4:39 pm.

Approved

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Bill Finnegan, Chair



# City of NAPOLEON, Ohio

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## Memorandum

*Mayor*  
Joseph Bialorucki

*Members of Council*  
J. Ross Durham —President  
Brittany Schwab—President Pro-Tem  
Kenneth Haase  
Dr. David Cordes  
Robert L. Weitzel  
Tom Weaver  
Jordan McBride

*City Manager*  
J. Andrew Small

*Finance Director*  
Kevin L. Garringer

*Law Director*  
Billy D. Harmon

*To: Tony Cotter, Parks and Recreation Director*  
*Members of Council*  
*Joe Bialorucki, Mayor*  
*Kevin Garringer, Finance Director*  
*Billy Harmon, City Law Director*  
*All Department/Divisions Heads*

*From: J. Andrew Small, City Manager*

*Date: February 22, 2024*

*Subject: Acting City Manager- Assigned to Tony Cotter*

Please be informed I will be out of the office from Sunday, February 25, 2024 through Wednesday, February 28, 2024. I plan to return to the office on Thursday, February 29, 2024 at 7:30am.

During this period I appoint the following person as Acting City Manager:

### **Tony Cotter, Acting City Manager**

This person is hereby delegated all such power and authority of the City Manager for the periods so listed as authorized by the City Charter and Code.

Please direct all requests through Mr. Cotter during this period. We will be in direct communication as needed.

Thank you.

J. Andrew Small,  
City Manager



# City of Napoleon, Ohio

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## Memorandum

**To:** Parks and Recreation Board  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Amanda Griffith, Clerk  
**Date:** *February 23, 2024*  
**Subject:** Parks and Recreation Board

The regularly scheduled meeting of the **PARKS AND RECREATION BOARD** for Wednesday, February 28, 2024, at 6:30 pm has been **CANCELLED** due to lack of agenda items.