

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 6:00pm Technology Committee-cancelled 6:30pm BOPA & Water Sewer 7:00pm City Council	4	5	6	7	8
9	10 6:00pm BOPA & Water/Sewer 6:30pm Electric Com-cancelled 7:30pm Muni Prop.-cancelled	11 4pm Records Commission-cancelled 4:30pm BZA-cancelled 5:00pm Planning Commission-cancelled	12	13	14	15
16	17 6:00pm Parks and Rec Commission-cancelled 6:00 Tree Commission-cancelled 7:00pm City Council	18 8:15am Records Commission	19	20	21 Juneteenth City Offices Closed	22
23	24 5:30pm Finance and Budget 7:30pm Safety and Human Resources-cancelled	25 4:30pm Civil Service-cancelled	26 6:30pm Parks and Rec Board-cancelled	27	28	29

City of Napoleon, Ohio

FINANCE AND BUDGET COMMITTEE

SPECIAL MEETING AGENDA

Monday, June 24, 2024 at 5:30PM

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

- 1) Approval of Minutes: March 25, 2024 (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) 2nd Quarter Budget Adjustments
- 3) 2025 Property Tax Budget
- 4) Any Other Matters to Come Before the Committee
- 5) Adjournment


Mikayla Ramirez, Clerk

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
SPECIAL MEETING MINUTES

Monday, March 25, 2024 at 5:30 pm

PRESENT

Committee Members Tom Weaver - Chair, Joe Bialorucki, Ken Haase, Jordan McBride
City Manager J. Andrew Small
City Finance Director Kevin Garringer
Others
Acting Clerk MARRISA FLOGAUS

ABSENT

Committee Member

CALL TO ORDER

Weaver, Chair of the Finance and Budget Committee, called the meeting to order at 5:30 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections the January 10, 2024 committee meeting minutes were approved as presented.

2024 FIRST QUARTER BUDGET ADJUSTMENTS

Transfer of Appropriations Supplemental #1

Garringer stated let's start with the easier of the two first. There's only two items. This is what we want to do. Its departments moving budgeted funds from one line item to another line item. There both for \$1,000 out of each respective line item. The first one is for municipal court. They moved \$1,000 from office supplies moved to office materials. Some of that was for additional funds for an Amazon purchase order. The second item is for the golf course. They moved \$1,000 from office supplies to supplies-golf-retail. They bought golf balls and other various items. It's more of an upfront cost for the season. I know we received an invoice for a large amount of Vice golf balls.

Supplemental #1

Garringer stated these are budget increases. These are additional items into the budget for various reasons.

Fund 100- General

Utilities-Cable

This is for the Mayor. The former Mayor didn't take the internet reimbursement, which he was eligible for. We didn't budget for it and the current Mayor is taking that like a lot of other Councilmembers. So, that was added to the budget.

Hospitalization Insurance

This is for \$15,120. At the time of budgeting season our human resource director didn't need insurance, but through personal reasons they had to take insurance. We didn't budget for them at all because they didn't take any the previous year. She was able to sign up because there was a change in condition.

Salary-Non Bargaining-OT

We had nothing budgeted there, so we increased that by \$50. We don't anticipate a lot of overtime. That is out of the utility department. I think one person had a half an hour of overtime. We just increased that to \$50, so that we don't have to come back.

Salary-Patrol Officers- DARE

There were some DARE classes that he taught and when he does that we keep it separate. There was nothing budgeted last year or this year, so we had to increase the amount.

Contract Maintenance- Vehicles

The \$34,000 is the cost of repairing the fire truck, which wasn't anticipated. I believe it was the pump. Small replied that's correct. It's also the reason we had to borrow the one from Wauseon. It's our newer truck and the pump went bad. We didn't have any other choice than replace it. The truck will probably be good for another 10-15 years. Garringer stated when I first say this come across I thought it's hard to run a fire department without a fire truck. Haase asked what the expense was for renting the truck from Wauseon? Small replied there's no expense as a matter of fact Wauseon was gracious enough to let us use it. Had they needed it back we were also in contact with Archbold as a backup. Garringer stated hopefully it's a favor we never have to return because that means they're doing well.

Fund 220-Recreation

Salary-Non Bargaining-OT

We had nothing budgeted. We just did \$500 as a placeholder. This would fall under the facility manager for the golf course and pool.

Fund 223- Napoleon Aquatic Center Debt Reserve

The \$299 is for a service fee for the bond issuance cost. This use to be paid out of the 510-Water Fund. This should be split, so we split the cost with the 510 Fund. It's close to \$600 that we have to pay every year to issue out the debt. It's not a lot. We'll account for this in the following years.

Fund 242- Fire Equipment

We received a grant for machinery and equipment. We increased the budget for the \$10,000 that we received.

Fund 272- Court Computerization

They did budget for new computers, but I think their estimate was a little off for what they wanted. I believe they budgeted around \$10,000, but it was closer to \$20,000. I think they replaced all their computers out there.

Fund 310- S A Bond Retirement

The \$6.00 is for auditor fees. It wasn't budgeted for and it's very minor. The cost was around \$3.00 per half, so we just raised it to \$6.00 to cover the next settlement amount.

Fund 330- PACE Energy Project Oakwood

This is the assessment of the old Walmart building that we approved of last year. We didn't budget anything as this is the first year of the assessment. This is the amount they pay in assessments for the first and second half. Moving forward we will budget for this. Small stated this is just a pass through as it goes straight to the auditor's office. Garringer replied correct. For those of you who weren't here last year they are able to receive loan funds from.....Small interjected the Toledo Port Authority has a PACE grant that they offer to developers that are

Nay-
Yea-4, Nay-0. Motion Passed

Approved
_____, 2024

Tom Weaver- Chair

DRAFT

On or before July 20th two copies of this Budget must be submitted to County Auditor

Henry County, Ohio

Office of the Board of Trustees of **NAPOLEON CORP**, _____, 20____

To the County Auditor:

The Board of Trustees of Said Township hereby submits its annual Budget for the year commencing January 1st, 2010 for consideration of the county budget Commission pursuant to Section 5705.30 of the Revised Code.

Fiscal Officer

County Auditor

County Treasurer

County Prosecuting Attorney

Schedule A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount approved by Budget commission Inside 10 M Limitation	Amount to be derived from Levies Outside 10 M Limitation	County Auditor's	
			Inside 10 M Limit	Outside 10 M Limit
1. General Fund	\$ 413,220.00		2	
4. Road and Bridge Fund				
5. Cemetery Fund				
9. Police District Fund	\$ 123,966.00		0.6	
10. Fire District Fund	\$ 61,983.00		0.3	
11. Road District Fund				
12. Park Levy Fund		\$294,163.00		1.9
14. Miscellaneous Funds				
15. General Bond Retirement Fund				
20. Special Levy Funds				
21. Capital Equipment Fund				
28. Ambulance and Emergency Medical Services Fund				

\$707,383.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL. LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Max. Rate Authorized to be Levied	County Auditor's Est. of Yield of Levy (Carry to Schedule A, Collumn II)	
GENERAL FUND:			
Current Expense Levy authorized by voters on 20 not to exceed years.			
SPECIAL LEVY FUNDS:			
Levy authorized by voters on 2019 PARKS & REC not to exceed 20 years EXPIRES 2038TY	1.9	\$ 294,163.00	
Levy authorized by voters on 20 not to exceed years			
Levy authorized by voters on 20____ not to exceed years			
Levy authorized by voters on 20____ not to exceed years			
Levy authorized by voters on 20____ not to exceed years			
Levy authorized by voters on 20____ not to exceed years			

2024 APPROPRIATION BUDGET - SUPPLEMENTAL #2

ORDINANCE No. 021-24

<u>Supplemental #2</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2024 FUND TOTAL</u>
Fund 100 General				
100.1900.53300 Serv. Fees-Professional		\$1,400.00		
100.1900.53900 Bank Servicing Charges		\$30,702.26		
100.2200.51413 Salary-Fire Parttime-OT	\$2,416.38			
100.2200.51570 Life Insurance	\$800.00			
100.2102.51300 Salary-Patrol Officer-SRO	\$510.30			
<i>Reason: Funds needed for tower fees and records destruction</i>				
<i>Reason: Had to pay back PNC bank interest overpayment</i>				
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
<i>Reason: 2024 DUP Grant received</i>				
			<u>\$35,828.94</u>	<u>\$35,828.94</u>
Fund 200 Street Construction and Maint.				
200.5100.53300 Serv. Fees-Professional		\$500,000.00		
<i>Reason: Additonal funds requested for annual road program</i>				
			<u>\$500,000.00</u>	<u>\$500,000.00</u>
Fund 220 Recreation				
220.4200.51101 Salary-Non Barg-OT	\$581.56			
220.4400.51191 Salary-Seasonal-OT	\$613.75			
220.4400.51101 Salary-Non Bargaining-OT	\$77.25			
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
			<u>\$1,272.56</u>	<u>\$1,272.56</u>
Fund 204 County Veh. Lic. Permissive Tax				
204.5100.54270 Supplies-Street Materials		\$100,000.00		
<i>Reason: Additonal funds requested for annual road program</i>				
			<u>\$100,000.00</u>	<u>\$100,000.00</u>
Fund 275 Municipal Probation Service				
275.1810.51500 PERS	\$7,280.00			
275.1810.56000 Misc. Operating Costs		\$1,500.00		
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
<i>Reason: Non budgeted body armor for probation officer</i>				
			<u>\$8,780.00</u>	<u>\$8,780.00</u>
Fund 287 CCA 2.0 Grant				
287.2023.51500 PERS	\$479.98			
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
			<u>\$479.98</u>	<u>\$479.98</u>
Fund 400 Capital Improvements				
400.5100.57500 Street Improvements		\$63,363.45		
<i>Reason: Increase due to change order on the 3rd Street Sanitary Improvement Project</i>				
			<u>\$63,363.45</u>	<u>\$63,363.45</u>
Fund 512 Water Debt Reserve				
512.8300.58500 Interest Payment-Bonds-GO		\$14,415.91		
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
			<u>\$14,415.91</u>	<u>\$14,415.91</u>
Fund 520 Sewer Utility Revenue				

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 2)

Ordinance Number: 022-24

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1100.52000 Travel, Training and Education	(100.00)	
TO : 100.1100.54200 Supplies - Operating Materials		100.00
<i>Reason: Purchase power supply unit for council computer</i>		
FROM : 100.1370.53810 Legal Advertising	(712.50)	
TO : 100.1370.54900 Supplies - Civil Service		712.50
<i>Reason: Previous years billing paid this year. Need to pay current year</i>		
FROM : 100.1700.51100 Salary-Non Bargaining	(23,000.00)	
TO : 100.1700.51190 Salary-Seasonal		21,000.00
100.1700.51191 Salary-Seasonal-OT		2,000.00
<i>Reason: Non Budgeted Item</i>		
FROM : 100.1700.51100 Salary-Non Bargaining	(1,000.00)	
TO : 100.1700.51191 Salary-Seasonal OT		1,000.00
<i>Reason: Non Budgeted Item</i>		
FROM : 100.1800.53345 Service Fees Court Appt. Attorneys	(1,525.00)	
TO : 100.1800.53610 Cnt. Maint.-Building and Structures		1,525.00
<i>Reason: Additional funds need for new access doors and locks</i>		
FROM : 100.1800.53345 Service Fees Court Appt. Attorneys	(595.00)	
TO : 100.1800.53210 Cnt. Maint.-Computer Software		595.00
<i>Reason: Software Support for image migration in the courts CMS</i>		
FROM : 100.1900.56900 Undefined Contingencies	(12,800.00)	
TO : 100.1900.53300 Service Fees-Professional		12,800.00
<i>Reason: Account short due to Co. Rd. R Tower Fees</i>		
FROM : 100.2100.53540 Cnt. Maint.-Computer Hardware	(1,300.00)	
TO : 100.2101.54100 Office Supplies		1,300.00
<i>Reason: New Computer for Code Enforcement</i>		
FROM : 100.4700.53400 Contract Services	(2,000.00)	
TO : 100.4700.53300 Service Fees Professional		2,000.00
<i>Reason: Tree Removal</i>		
FROM : 220.4200.53520 Cnt. Maint-Equipment	(500.00)	
TO : 220.4200.54211 Supplies-Golf-Retail		500.00
<i>Reason: Additional retail funds needed</i>		
FROM : 220.4300.54240 Supplies-Chemicals	(600.00)	
TO : 220.4300.59000 Refunds-Misc.		600.00
<i>Reason: Additional retail funds needed</i>		
FROM : 510.6200.56900 Undefined Contingencies	(3,000.00)	

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 2)

Ordinance Number: 022-24

	<u>Amount Requested</u>	<u>Amount Received</u>
TO : 510.6200.53520 Cnt. Maint.-Equipment <i>Reason: Cover Emergency repair on HVAC system</i>		3,000.00
FROM : 521.6310.57800 Sanitary Sewer Improvement	(16,745.13)	
TO : 521.6310.57900 Storm Sewer Improvement <i>Reason: Amounts reversed in budget</i>		16,745.13
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Total Transfer of Appropriation	(63,877.63)	63,877.63



City of Napoleon, Ohio

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

Memorandum

To: Safety and Human Resources Committee
cc: Mayor and City Council, City Manager,
City Law Director, City Finance Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: *June 20, 2024*
Subject: Safety and Human Resources Committee –
Cancellation

The regularly scheduled meeting of the **SAFETY AND HUMAN RESOURCES COMMITTEE** for Monday, June 24, 2024, at 7:30 pm has been **CANCELLED** due to lack of agenda items.



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Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Manager, City Finance Director, Law Director, Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: *June 20, 2024*
Subject: Civil Service Commission

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, June 25, 2024 at 4:30 pm has been **CANCELLED**.



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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: *June 20, 2024*
Subject: Parks and Recreation Board

The regularly scheduled meeting of the **PARKS AND RECREATION BOARD** for Wednesday, June 26, 2024, at 6:30 pm has been **CANCELLED** due to lack of agenda items.