

March

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 6:00 pm Parks & Rec Comm. joint meeting with Parks & Rec Board 6:15 pm Tech & Comm Committee- cancelled 7:00 pm City Council	4	5	6	7	8
9	10 6:30 pm Electric Comm. 6:30 pm BOPA 7:00 pm Water and Sewer Comm. 7:30 Muni Prop. Comm. ALL CANCELED	11 12:00 pm Preservation Commn. 2:00 pm Personnel Comm. 4:30 pm BZA- cancelled 5:00 pm Planning Commission- cancelled	12	13	14	15
16	17 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm. - cancelled 7:00 pm City Council	18 1:15 pm Personnel Committee	19	20	21	22
23	24 5:30 pm Finance & Budget Comm. 6:00 pm Safety & Human Resources Comm.	25 4:30 pm Civil Service	26 6:30 pm Parks & Rec Board- cancelled	27	28	29

**City of Napoleon, Ohio
Finance and Budget Committee
Special Meeting Agenda
Monday, March 24, 2025, at 5:30 PM**

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

- 1) Approval of Minutes: January 13, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) 2025 First Quarter Budget Adjustments
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Mikayla Ramirez, Clerk

City of Napoleon, Ohio
Finance and Budget Committee
Meeting Minutes
Monday, January 13, 2025, at 5:30 pm

Present

Council Members	Tom Weaver-Chair, Joe Bialorucki, Ken Haase, Jordan McBride
City Manager	Andy Small
Finance Director	Kevin Garringer
Clerk of Council	Mikayla Ramirez
Others	Media-News

Call to Order

Chairman Tom Weaver called the Finance and Budget Committee meeting to order at 5:00 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the September 23, 2024, and special meetings November 1st and 2nd 2024 meeting were approved as presented.

2024 Fourth Quarter Budget Adjustments

Garringer said, the transfer of funds number 2 and this is when we transfer funds from one to another. For various reasons, we need an increase for the amount, or it wasn't part of the resolution we passed during budgeting time. So, three of these are unclaimed money funds, then we move that to the 147 fund. One is from the rec fund, electric fund, and the 580 fund. The other one is the 520 fund, which is the sewer fund, the Van Hyning Pump Station was a new debt that we needed to transfer money to the 531 fund of \$60,000. We didn't know about this \$60,000 during 2023 when we made the 2024 budget, but we did know we would have to start paying that debt. Moving on to transfer appropriations, this is where we take from one line item to another, but the overall budget never changes. The reason we have so many is because when certain line items run out, they use another line items money. Small said, this happens in this month more than it does any other time of the year. Garringer said, if you look through the pages you can see all the times they were using money from other lines items. Lastly, this is where we do increase the budget and you will see a lot of personnel. For the whole year you can see they are off a few thousand but it's just a matter of making sure we budget to the exact penny. For example, if the police department has 6 dispatchers but one quits then, the other employees might have overtime that they weren't prepared for. Weaver said, I noticed the police pension is a big item. Garringer said, we have two funds the 290 and 291 funds. We transfer that money to the general fund where it gets paid out of, but we had to increase these line items because that is what we spent out. I'm not a fan of putting revenue into an expense line, that is why some changes were made. The 170 fund, that is what we under-budgeted to transfer to the general, rec, and capital improvement fund.

Motion: Bialorucki Second: Haase
Motion to approve the 2024 budget adjustments

Roll call on vote on the above motion:
Yea- McBride, Weaver, Bialorucki, Haase
Nay-
Yea- 4, Nay- 0. Motion passed.

Adjournment

Motion: Bialorucki Second: McBride
to adjourn the Finance and Budget Committee meeting at 5:47 pm

Roll call on vote on the above motion:
Yea- McBride, Weaver, Bialorucki, Haase
Nay-
Yea- 4, Nay- 0. Motion passed.

Approved

Tom Weaver-Chair

DRAFT

FISCAL YEAR ENDING 2025- TRANSFER OF APPROPRIATION (No. 1)Ordinance Number: 0XX-25

		<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1100.53115 Utilities - Cable		(300.00)	
TO : 100.1200.53115 Utilities - Cable			300.00
<i>Reason: Funds not appropriated</i>			
FROM : 100.1800.53345 Serv Fees - Court Appt Attorney		(1,000.00)	
TO : 100.1800.54200 Supplies-Operating Materials			1,000.00
<i>Reason: Additional funds needed for Baliff items</i>			
FROM : 100.1900.56900 Undefined Contingencies		(480.00)	
TO : 100.1900.53610 CNT. Maint.-Buildings & Structures			480.00
<i>Reason: Installing of Halodron Fire Equip. for IT room</i>			
FROM : 100.1900.56900 Undefined Contingencies		(3,218.00)	
TO : 100.1800.53610 CNT. Maint.-Buildings & Structures			3,218.00
<i>Reason: Exhaust fan replacement for Muni Court</i>			
FROM : 100.2100.54500 Supplies- Other Equipment		(79.98)	
TO : 100.2100.54700 Supplies-Small Tools			79.98
<i>Reason: Items budgeted in differnet accounts</i>			
FROM : 400.1500.57000 Machinery & Equipment		(7,000.00)	
TO : 400.1400.57000 Machinery & Equipment			7,000.00
<i>Reason: Appropriated to incorrect account</i>			
FROM : 510.6200.56900 Undefined Contingencies		(6,052.14)	
TO : 510.6200.53520 Cnt. Maint.-Equipment			6,052.14
<i>Reason: Cover repair of HVAC in control room</i>			
Total Transfer of Appropriation		(18,130.12)	18,130.12

2025 TRANSFER OF FUNDS - No. 2**Ordinance 0xx-25****FROM:**

100.4700.54200

Transfer to 227 Cemetery Trust Fund

*Purpose: To returned funds taken out of the 227 fund***TO:**

227.4700.44030

AMOUNT

\$32,933.66

2025 APPROPRIATION BUDGET - SUPPLEMENTAL #1

ORDINANCE No. 0XX-25

<u>Supplemental #1</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	2025 FUND TOTAL
Fund 100 General				
100.1800.52000 Travel, Training and Education		\$3,000.00		
100.1800.54100 Supplies-Office		\$1,200.00		
100.1800.54110 Supplies-Postage/Delivery Charges		\$2,000.00		
100.1900.53300 Serv. Fees - Professional		\$7,200.00		
100.2100.51900 Unemployment Compensation	\$2,495.00			
100.2100.56001 VAWA Grant Pass Through		\$4,100.00		
100.4700.51710 Hospitalization Insurance	\$21,188.16			
100.4700.54200 Supplies-Operating Materials		\$37,933.66		
100.4700.54300 Supplies-Vehicle Parts/Supply		\$500.00		
<i>Reason: Nothing or not enough was budgeted at the beginning of the year</i>			<u>\$79,616.82</u>	<u>\$79,616.82</u>
Fund 210 EMS Transport Service				
210.2200.59000 Refunds-Misc.		\$1,500.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			<u>\$1,500.00</u>	<u>\$1,500.00</u>
Fund 220 Recreation				
220.4400.57200 Building and Improvements		\$71,000.00		
<i>Reason: Additional funding for Pickleball Courts</i>			<u>\$71,000.00</u>	<u>\$71,000.00</u>
Fund 420 One Time Strat. Community Grant				
420.6200.57200 Buildings and Improvement		\$135,000.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			<u>\$135,000.00</u>	<u>\$135,000.00</u>
Fund 500 Electric Utility Revenue				
500.6110.53270 Serv. Cnt.-NOCAC Caring Fund		\$11,200.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			<u>\$11,200.00</u>	<u>\$11,200.00</u>
Fund 519 Water Plant Improv. & Renovation				
519.6200.53365 Serv. Fee Bond Issuance Cost		\$201.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			<u>\$201.00</u>	<u>\$201.00</u>
TOTAL FUNDS	\$23,683.16	\$274,834.66	\$298,517.82	\$298,517.82
	=====	=====	=====	=====

City of Napoleon, Ohio
Safety and Human Resources Committee
Special Meeting Agenda
Monday, March 24, 2025, at 6:00 PM

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

- 1) Approval of Minutes: February 24, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discuss changes to the fire and rescue fee schedule
- 3) Update on purchase of a fire truck
- 4) Any Other Matters to Come Before the Committee
- 5) Adjournment



Mikayla Ramirez

Mikayla Ramirez, Clerk

City of Napoleon, Ohio
Safety & Human Resources Committee
Joint Meeting with
Freedom, Napoleon & Harrison Townships, Henry County South Joint Ambulance District and the
Village of Florida
Special Meeting Minutes
Monday, February 24, 2025, at 6:00 pm

Present

Council Members	Robert Weitzel, Jordan McBride
Clerk of Council	Mikayla Ramirez
City Staff	David Bowen, Jonah Stiriz, Tyler Reiser, Alex Rupp, Trevor Ashbaugh
Others	News-Media, Brad Kinder-Harrison Township, Vern Oberhaus-Harrison Township, Kyle Gerken-Napoleon Township
Absent	Brittany Schwab-Chair

Call to Order

Jordan McBride called the Safety and Human Resources Committee meeting to order at 6:00 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the November 25, 2024, meeting were approved as presented.

2025 Contracts and Review of the EMS Costs and Revenue

Bowen said, the first page of the packet is just the year in review outline of what the fire department did in 2024. We answered 17,099 calls for service which is an increase from 2023. This is with nets (non-emergency transport) and we did a total of 11. 2 of those nets were family members of city employees. This year I added the amount of training and public education that the department does. I wanted to highlight some achievements we made in 2024, so you know where your money goes. The first is battery powered equipment, that was a big-ticket item, but we did receive a grant to help with that. So, most of that was reimbursed. I spent a lot of time this year reviewing the 242 account, which is our equipment account, because we need a new fire engine. We completed the spec process for that new engine, and we completed a cad switch over to keep us off the radio. We are hoping to replace the engine in 2025 and complete the computer upgrades. We will also be upgrading other aged equipment. We will begin the spec for latter trucks as well. At the end of April, we will have our ISO audit for our ISO rating. The incident call volume, you can see what we've done each month. In the 242 account we did spend \$97,171 out of that account and brought in \$66,656, so we only spent about \$35,000 out of that account in 2024. There are some things for 2025 that we repurposed, so they come out of different line items and not that account. The township representative said, what is the 242 fund for. Bowen said, the 242 fund is the fire equipment fund and right now a lot of stuff comes out of that account. When items aren't in the budget this seems to be the account that money is pulled from. I would like to only use this account for an apparatus. For us, it is easier to pull from the 242 account, so we don't have to do budget adjustments. Personally, I think we need to make a line item in the 400 account for grants. Weitzel said, so what you are suggesting is you're going to compete for the 400 money. Bowen said, correct. I asked to earmark \$250,000 toward the new engine in 2025 because I don't want it used anywhere else. The township representative said, how did your 2024 expenses compare to the budget expenses. Bowen said, we were over and most of that came in personnel cost. We ran into a problem where there wasn't enough money budgeted to cover the number of shifts for personnel. The township representative said, so that wasn't budgeted because you hired more. Bowen said, no, the budget got cut after budget time. Per the codified ordinances we are able to have 70 employees, but we capped it at 40. I can tell you we will be over in 2025 also. The township representative said, you should be able to budget for the amount of shifts you have. Bowen said, I am just telling you the information that was

told to me during budget time. The township representative said, that doesn't make sense. Weitzel said, the budget was presented as a balanced budget. During the year, typically if you run short there are adjustments made. Bowen said, what we spent last year on part time was \$287,000. What we budgeted for in 2025 is more than that because we still have open shifts. We are still above what we spent in total in 2024, but it is still under. The township representative said, that is why we are paying our premium based off actual costs. Bowen said, correct. The township representative said, I noticed that the forecast for 2025, seems like the previous year's expenditures were always higher than the current year. Bowen said, looking at the budget as a whole there are other areas where we save that level it out. We saved a lot in fuel last year for example. The contracts are due April 1st so if you want to review those and contact me if you have any questions.

Bowen said, I would like to give an update on replacement engine 805. The previous administration did want to replace two apparatus with one. I don't feel like that is an option and other officers/departments agree because we are just too busy. We believe we need to replace engine 805. 805 and 811 were originally the ones going to be replaced. When I started, we had 3 engines and 1 latter truck, then 802 got replaced with engine 811. Engine 803 went to reserve status and engine 803 never got replaced. There were no replacement plans for many essential apparatuses and tools we need to provide our service. We also entered a service plan with Stryker, and it will save us a lot of money overtime for the life of the equipment. I went through to make a more realistic replacement/sustainability plan and it depleted the 242 account really quick. We need to stop pulling away from the trucks because they are going to continue to go up in price. The truck we got numbers for in November has already gone up \$50,000 and this goes out to 2047. This is if we would do payment plans or leasing options. This at least gives us numbers to work with to plan for the future. There are grants available for most of this stuff and we've been lucky with grants. Weitzel said, but is better to have it budgeted in the 400 rather than the all equipment fund. Bowen said, I think a lot of times they were afraid of being denied from the 400 account, so they just took from the 242 that's why a lot was taken from there. Now I'm going to go into what the Apparatus Replacement Committee found. They were tasked with coming up with a feasible replacement for engine 805. Trying to be good stewards for the money I asked them to give me a spec of everything they wanted and needed then, we would go back to make cuts. We will compare these to stock units too and why they won't work since the options are a lot more limited than they used to be. If you look at engine 805 currently and the current latter truck those are both demo units. They are mass produced with no specific department in mind. Now, with waiting times they are limited on what options you can add to the engines and some of those are very important to our fire department. We are replacing this 1996 Freightliner Chassis it is unable to be refurbished due to its age. It has 36,000 miles on it. This truck has been on fire 3 times, and they were all minor with easy fixes, but it lacks a lot of safety fixtures that are now standard per NFPA. NFPA states that a truck should be into reserve status after 15 years and after 25 years it should be replaced. After this is all said and done this truck will be over 30 years old. We put \$35,000 into this truck in the last year, and it was out of service for a month and a half. This engine was built as a fire engine not a rescue engine so there is a big difference so that's another thing we spec'd. Some of the key points we spec'd for this was a custom truck that we built that we wanted and needed to make it work for 25 years. This truck is \$360,000 and the one we have now was \$165,000. The goals of the committee is to get the safest apparatus we've ever seen for the city. The guys on the committee over the years have dedicated many hours spec'ing out this truck. A problem with many manufacturers is they weren't the only manufacturers anymore and they're bought out by larger companies. Stock trucks are cheaper, mass produced and faster delivery but they lack a lot of items that we feel are important. If we were to get one, we would have to add things to it and ultimately void the warranty. The price of a stock truck is \$937,000 before we make any changes to it, once we start the changes listed, we are well north of a million dollars. If we do this, we could also take delivery of the truck in September. If we go with Pierce, it would be \$990,000. If we do a fully custom truck those numbers listed on the right are what we came up with. We realize that it is not a doable number and not feasible. So, I asked the

committee to find us a truck somewhere in the middle. With that being said there is a discount that comes with this if the manufacturer gets all the money up front they will give us a predetermined discount on a truck. This number is anywhere from \$83,000-\$125,000 that we could get between the two manufacturers. We can get that number down before a discount by making some cuts. Financing is a double-edged sword and I believe the interest would be high enough that we would be paying more in the end but that's up to the committee. If we were to order a custom truck it would be delivered in 23-28 months and if we got it through Pierce, it would be three and a half years at least. The township representative said, you speaking of a levy, would that be possible. Bowen said, I have a presentation I brought to my budget hearing that put a levy in the mix for the city, as far as what townships want to do that would be something we could discuss on the township side. At this time the city is not interested in having a levy because of the fear that is won't carry well. We were at a 10-year rotation but we stopped doing that and now prices are very high but no one ever expected inflation like this. We can't continue down this path because we need a new apparatus for the safety of the employees and community. The township representative said, are these prices locked in. Bowen said, I did confirm that these prices are locked in. The township representative said, I do appreciate the number of safety items you mentioned. Bowen said, yes, I think air bags need to be in these trucks. Township representative said, do we need to follow up in 3 months. Bowen, said, I would like to not wait 3 months. We could come to township meetings. The township representative said, you are welcome to come to out meetings. So, if we don't take care of this soon this could affect the ISO rating. Bowen said, yes but it wouldn't drop us out of the category we are already in. The township representative said, is there enough money in the capital fund. Bowen said, there is roughly \$500,000 in that account. We are open to any options to help get this moving forward.

Adjournment

Motion: Weitzel Second: McBride
to adjourn the Safety and Human Resources Committee meeting at 7:18 pm

Roll call on vote on the above motion:

Yea- McBride, Weitzel

Nay-

Yea- 2, Nay- 0. Motion passed.

Approved

-Chair



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

Fire Chief
David L. Bowen

Assistant Fire Chief
Jonah L. Stiriz

Captain
Joel Frey

Captain
Tyler Reiser

Captain
Alex Rupp

Lieutenant
John Pugsley

Lieutenant
Trevor Ashbaugh

Memorandum

To: City Manager J. Andrew Small
From: David L. Bowen, Fire Chief

cc:

Date: March 18, 2025
Subject: Fee Schedule

Sir,

I would like to present to the Safety and Human Resources Committee a fee schedule similar to our current schedule used for cost recovery on hazardous materials incidents for “NON-RESIDENT motor vehicle collisions and vehicle fires”, (Codified Ord. 143.06). I feel that this is an important step for not only the fire department, but the city as we are providing services for these incidents for people who do not pay for our services.

After conversations with other Chiefs in the area, I became aware that this is a common practice and helps enhance revenue without additional burden on those who already pay for our services: those who live in the City or within any of our contracted areas.

I would appreciate having this placed on the agenda for the next Safety and Human Resources Committee meeting.

[Website](#)
www.napoleonfire.com

[Facebook](#)
City of Napoleon Fire and
Rescue

[Twitter](#)
@napoleonfire

**City of Napoleon, Ohio
Civil Service Commission
Meeting Agenda
Tuesday, March 25, 2025, at 4:30 PM**

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

- 1) Call to order
- 2) Approval of Minutes: January 20, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 3) Approve applicants for the Position of Police Officer (Patrolman Grade)
- 4) Certify Lists for the Position of Police Officer (Patrolman Grade)
- 5) Approve applicants for the Position of Firefighter/paramedic
- 6) Certify list for the position of firefighter/paramedic
- 7) Any Other Matters to Come Before the Commission
- 8) Adjournment



Mikayla Ramirez, Clerk

**City of Napoleon, Ohio
Civil Service Commission
Special Meeting Minutes
Monday, January 20, 2025, at 4:30 pm**

Present

Commission Members	Bill Finnegan-Chair, Megan Lytle-Steele
Clerk of Council	Mikayla Ramirez
City Staff	Brittany Roof
Others	Media-News
Absent	Amy Bains

Call to Order

Chairman Bill Finnegan called the Civil Service Commission meeting to order at 4:30 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the December 18, 2024, meeting were approved as presented.

Set a date for receiving applications through the national testing network for police officer (patrolman grade)

Roof said, just like we did last year we opened the list continuously for the whole year so people could apply. We are requesting you to do a few different things so set a date for receiving applications through the NTN for entry level or through email, mail or drop off. We will add them as needed or monthly. We are going to use the NTN starting today January 20, 2025-December 31, 2025 and advertise through the city website, indeed, Facebook, Owen's Community College, Northwest State and newspapers. All lateral transfers can apply through an application and aren't required to take the NTN or the agility test if currently enrolled in OPNF.

Motion: Lytle-Steele Second: Finnegan

Motion to utilize the NTN for the police officer patrolman grade written exam for individuals not classified as a lateral transfer and to advertise for entry level position starting January 20, 2025-December 31, 2025.

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yea- 2, Nay- 0. Motion passed.

Agility testing one time rule change and quarter 1 date set.

Roof said, if an individual has completed an agility test for an agency or school in the last 2 years, they don't have to complete our agility test. I don't want to set an agility test date for the first quarter because we are just opening it right now.

Motion: Lytle-Steele Second: Finnegan
to approve the one time rule change

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yea- 2, Nay- 0. Motion passed.

Set determination of credits and how the credits are to be applied for the police officer (patrolman grade) position

Roof said, requesting to have the following credits be approved by 5% for military service, 5% college degree and 5% for 3 years' experience (with the auxiliary police department). Not exceeding a total of 10% and only individuals who complete the NTN are able to receive these points.

Motion: Lytle-Steele Second: Finnegan
to approve credits for the police officer (patrolman grade) position

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yeas- 2, Nays- 0. Motion passed.

Set a date for receiving applications through the National Testing Network for firefighter/paramedic. Set determination of credits and how the credits are to be applied for the firefighter/paramedic.

Roof said, same as the police, we want to open the positions for firefighter/paramedic from January 20, 2025-December 31, 2025.

Motion: Lytle-Steele Second: Finnegan
to approve credits for the firefighter/paramedic position

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yeas- 2, Nays- 0. Motion passed.

Approve and certify the list for LT for the candidates who completed and passed the LT Assessment on January 11th, 2025.

Roof said, the three assessors for the test said they would hire any of these candidates. John W. one of the assessors said that is the first time in assessment history that he has seen that every single one would qualify to be hired as a lieutenant. Below is the certified eligible list.

Bradley Strickland-82.55%-Expiration date 01/20/2026
Nicholas Jones-80.00%-Expiration date 01/20/2026
Robert Lipscomb-75.10%-Expiration date 01/20/2026
Rogelio Rubio Jr.-73.33%-Expiration date 01/20/2026
Ryan VonDeylen-69.61%-Expiration date 01/20/2026

Roof said, if they score a 80% it is roughly a 100%. They said no one ever gets scores between 90% - 100%. They spoke very highly of our individuals.

Motion: Lytle-Steele Second: Finnegan
to approve and certify the lieutenant list

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yeas- 2, Nays- 0. Motion passed.

Adjournment

Motion: Lytle-Steele Second: Finnegan
to adjourn the Civil Service Commission meeting at 4:44 pm

Roll call on vote on the above motion:

Yea- Lytle-Steele, Finnegan

Nay-

Yea- 2, Nay- 0. Motion passed.

Approved

Chair

DRAFT



City of Napoleon, Ohio

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

Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: March 21, 2025
Subject: Parks and Recreation Board-Canceled

The regularly scheduled meeting of the Parks and Recreation Board for Wednesday, March 26, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.