

September

2025

September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR DAY OFFICE WILL BE CLOSED	2 6:15 pm Tech & Comm Committee -canceled 7:00 pm City Council	3	4	5 12:00 pm Adhoc Comm	6
7	8 6:30 pm Electric Comm. 6:30 pm BOPA 7:00 pm Water and Sewer Comm. 7:30 Muni Prop. Comm.	9 4:30 pm BZA-canceled 5:00 pm Planning Commission-canceled	10	11	12	13
14	15 6:00 pm Tree Comm. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	16	17	18	19	20
21	22 6:00 Finance & Budget Comm. 7:30 Safety & Human Resources Comm.	23 4:30 pm Civil Service - canceled	24 6:30 pm Parks & Rec Board - canceled	25	26	27
28	29	30				



City of Napoleon, Ohio

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

Memorandum

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

From: Ann Harper, Clerk

Date: August 29, 2025

Subject: Technology and Communications Committee—
Cancellation

The regularly scheduled meeting of the Technology and Communications Committee for Tuesday, September 2, 2025, at 6:15 pm has been **CANCELED** due to lack of agenda items.

City of Napoleon, Ohio

CITY COUNCIL

SPECIAL MEETING AGENDA

Tuesday September 2, 2025, at 7:00 pm

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

A. Call to Order

B. Attendance (Noted by Clerk)

C. Prayer and Pledge of Allegiance

D. Approval of Minutes (in the absence of any objections or corrections, the minutes shall stand approved)

August 18, 2025, Regular Council Meeting Minutes

E. Citizen Communication

F. Reports from Council Committees

1. The Finance and Budget Committee met on August 25, 2025, and;
 - a. Recommended Council to approve the 2025 Budget Adjustments
2. The Safety and Human Resources Committee did meet on August 25, 2025, and;
 - a. Reviewed EMS Costs and Revenues
 - b. Discussed Employee Policy Manual and Personnel Code
3. The Technology and Communications Committee did not meet on September 2, 2025, due to a lack of agenda items.

G. Reports from Other Committees, Commissions and Boards (Informational Only-Not Read)

1. The Civil Service Commission did not meet on August 26, 2025, due to a lack of agenda items.
2. The Parks and Recreation Board did not meet on August 27, 2025, due to a lack of agenda items.
3. The Healthcare Cost Committee met on August 22, 2025, and;
 - a. Would like to recommend that Council allow the City to utilize Plan 2 and Plan 3 again for 2026. The committee also would like to utilize Plan 8 (HSA) with a \$1,200/\$2,000 contribution from the City into the HSA plan. A minimum of 5 individuals would have to sign up on Plan 8 in order for the City to utilize the plan.

H. Introduction of New Ordinances and Resolutions

1. **Ordinance No. 034-25**, An Ordinance supplementing the annual appropriation Measure (supplement No. 3) for the year 2024; and declaring an Emergency (suspension requested)
2. **Ordinance No. 035-25**, An Ordinance authorizing the Finance Director to make appropriation transfers (Transfer of Appropriation 3) from one appropriation line item to another appropriation line item pursuant to ORC. Section 5705.40 for the fiscal year ending December 31, 2024, as listed in Exhibit A; and declaring an Emergency (suspension requested)
3. **Resolution No. 036-25**, A Resolution authorizing the Finance Director to transfer certain fund balances (Transfer No. 4) from respective funds to other funds pursuant to ORC. Section 5705.14 on an as needed basis in fiscal year 2024, as listed in exhibit A; and declaring an Emergency (suspension requested)

I. Second Reading of Ordinances and Resolutions - None

J. Third Reading of Ordinances and Resolutions

1. **Resolution No. 031-25**, A resolution authorizing and directing the Finance Director of the City of Napoleon to certify and file annual special assessments of the City of Napoleon, Ohio, with the County Auditor of Henry County for placement and collection on the 2025 Tax duplicates payable in the year 2026; and declaring an emergency.

K. Good of the City (Any other business as may properly come before Council, including but not limited to):

1. Discussion/Action: To recommend that Council allow the City to utilize Plan 2 and Plan 3 again for 2026. The committee also would like to utilize Plan 8 (HSA) with a \$1,200/\$2,000 contribution from the City into the HSA plan. A minimum of 5 individuals would have to sign up on Plan 8 for the City to utilize the plan.
2. Discussion/Action: Regarding the purchase of property for the proposed Maumee River Waterline Crossing project.

L. Executive Session (As may be needed).

M. Approve Payments of Bills (In the absence of any objections or corrections, the payment of bills shall stand approved).

N. Adjournment



Marrisa Flogaus, Acting Clerk of Council

A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL

1. **Technology & Communication Committee (1st Monday)**
(*Next Regular Meeting: Tuesday, September 2, 2025 @ 6:15 pm*)
2. **Electric Committee (2nd Monday)**
(*Next Regular Meeting: Monday, September 8, 2025 @ 6:30 pm*)
 - a. Review of Power Supply Cost Adjustment Factor for September 2025
 - b. Electric Department Report
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(*Next Regular Meeting: Monday, September 8, 2025 @ 7:00 pm*)
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(*Next Regular Meeting: Monday, September 8, 2025 @ 7:30 pm*)
5. **Parks & Recreation Committee (3rd Monday)**
(*Next Regular Meeting: Monday, September 15, 2025 @ 6:00 pm*)
6. **Finance & Budget Committee (4th Monday)**
(*Next Regular Meeting: Monday, August 25, 2025 @ 6:30 pm*)
7. **Safety & Human Resources Committee (4th Monday)**
(*Next Regular Meeting: Monday, August 25, 2025 @ 7:30 pm*)
8. **Personnel Committee (as needed)**

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

1. **Board of Public Affairs (2nd Monday)**
(*Next Regular Meeting: Monday, September 8, 2025 @ 6:30 pm*)
 - a. Review of Power Supply Cost Adjustment Factor for September 2025
 - b. Electric Department Report
2. **Board of Zoning Appeals (2nd Tuesday)**
(*Next Regular Meeting: Tuesday, September 9, 2025 @ 4:30 pm*)
3. **Planning Commission (2nd Tuesday)**
(*Next Regular Meeting: Tuesday, September 9, 2025 @ 5:00 pm*)
4. **Tree Commission (3rd Monday)**
(*Next Regular Meeting: Monday, September 15, 2025 @ 6:00 pm*)
5. **Civil Service Commission (4th Tuesday)**
(*Next Regular Meeting: Tuesday, September 23, 2025 @ 4:30 pm*)
6. **Parks & Recreation Board (Last Wednesday)**
(*Next Regular Meeting: Wednesday, September 24, 2025 @ 6:30 pm*)
7. **Privacy Committee (2nd Tuesday in May & November)**
(*Next Regular Meeting: Tuesday, November 11, 2025 @ 10:30 am*)
8. **Records Commission (2nd Tuesday in June & December)**
(*Next Regular Meeting: Tuesday, December 09, 2025 @ 8:15am*)
9. **Housing Council (1st Monday after the TIRC meeting)**
10. **Health Care Cost Committee (as needed)**
11. **Preservation Commission (as needed)**
12. **Napoleon Infrastructure/Economic Development Fund Review Committee (NIEDF) (as needed)**
13. **Tax Incentive Review Council**
14. **Volunteer Firefighters' Dependents Fund Board (as needed)**
15. **Volunteer Peace Officers' Dependents Fund Board (as needed)**
16. **Lodge Tax Advisory & Control Board (as needed)**
17. **Board of Building Appeals (as needed)**
18. **ADA Compliance Board (as needed)**

City of Napoleon, Ohio
City Council Meeting Minutes
Monday, August 18, 2025, at 7:00 pm

Present

Council Members	Ross Durham-Council President, Ken Haase, Robert L. Weitzel, Tom Weaver, Jordan McBride, Dr. Dave Cordes
Mayor	Joseph Bialorucki
City Manager	Lori Sinclair
Finance Director	Kevin Garringer
Law Director	Billy Harmon
Clerk of Council	Ann Harper
City Staff	Justin Ruffer, Assistant Police Chief, Tony Cotter, Director of Parks and Recreation
Others	News-Media, Napoleon Church of the Nazarene (Sarah Sonnenberg)
Absent	Brittany Schwab-Council President Pro-Tem

Call to Order

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

Approval of Minutes

In the absence of any objections or corrections, the minutes from the August 4, 2025, meeting were approved as presented.

Citizen Communication-None

Reports from Council Committees

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on August 11, 2025, due to a lack of agenda items.

The Joint Meeting of the Municipal Properties Committee with the Board of Public Affairs did not meet on August 11, 2025, due to lack of a quorum.

The Joint Meeting of the Electric Committee with the Board of Public Affairs did not meet on August 11, 2025, due to lack of a quorum.

The Parks and Rec Committee did not meet on August 18, 2025, due to a lack of agenda items.

Introduction of new Ordinances and Resolutions – None

Second read of Ordinances and Resolutions

Resolution No. 031-25 Special Assessments 2025

Council President Durham read by title Resolution No. 031-25, a resolution authorizing and directing the Finance Director of the City of Napoleon to certify and file annual special assessments of the city of Napoleon, Ohio with the County Auditor of Henry County for placement and collection on the 2025 tax duplicates payable in the year 2026 and declaring an emergency.

Motion: HaaseSecond: Weaver

To approve Second Read of Resolution No. 031-25

Garringer: Thank you, Council President. This is the same thing from the first read where we have four parcels where we will be assessing because of nuisances where we pretty much mowed their yard for them is what we did. We do try to bill them and with no success of payment then we are allowed by law to have

the properties assessed for payment. These are again the same four as last time and we will ask that this pass to go to third read. Durham: Thank you, Kevin. Any questions from council?

Roll call vote on the above motion

Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yea – 6 Nays – 0. Motion passed

Third read of Resolutions and Ordinances

Resolution No. 029-25 Ohio Public Works Commission Grant

Council President Durham read by title Resolution No. 029-25, authorizing the City Manager to execute all documents necessary to apply for and accept Ohio Public Works Commission State Capital Improvement Program (SCIP) and Local Transportation Improvement Program (LTIP) funds for projects deemed necessary by the City Engineer in the year 2025; and declaring an emergency.

Motion: Haase Second: Weaver
To approve Third Read of Resolution No. 029-25

Siclair: Thank you, Council President. This is just the final read to allow us to apply for and receive the grant money. This is money, you'll remember, is traditionally used by the city engineer on long-term control plan projects required by the EPA. Durham: Thank you, Siclair. Anything from council?

Roll call vote to pass Resolution No. 029-25 on Third read

Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yea – 6 Nays – 0. Motion passed

Good of the City

The approval of Power Supply Cost Adjustment factor for August 2025 as PSCA 3-month averaged factor \$ 0.01603 and JV2 \$0.109858.

Siclair: This is our monthly approval of the rolling cost adjustment factor. Numbers are trending a little higher because of the time of the year and usage for the hot weather and everything. I didn't know if Garringer had anything to add to that. Garringer: Well, one of the other things that have raised these a little bit is that if you look back in that chart there where it says the last column, the second to last column to the right, scroll it back is where the number will get like \$0.01603 is what we're approving tonight. It's in the yellow down at the bottom. And if you go back up the last five, six months, they've been on the higher end. This has been caused because of some of the issues of this is because of the capacity auction that PJM handles and just a very short version of what PJM is. PJM is a nonprofit organization that represents 13 states and the District of Columbia. And their job is to purchase the power for the estimated amount that they're needing in those states in DC and the areas that they're in. Their capacity auctions used to end in about say I'll go \$30 per megawatt as a cost. How the capacity auctions have been running, it's been more like \$300.00 a megawatt. So, because of this large increase in percentages, I'm just giving you the short layman's term here. I'll be more than happy to try to discuss this if you have questions, it's going to cost us more money. So that this is something that's out of our control that I know that the governors of certain states have put caps on them or have negotiated caps and I know that the Federal government is something that they're looking at this too, but it's going to affect us and it's going to affect our residents or our electric users. Rates are going to go up and it's nothing that we can do on our end. So, just give you a little version of what's happening out there. And again, if you have questions, see me later. And it's not easy to understand, I'll just say that. So, but that's why you'll see that trend. Durham: Thank you, Garringer. Questions or comments? McBride: Is there an expectation for how high they're estimating increases being citizens will see. I know that's a trick question. Garringer: I will just say this, McBride, that if I went back

to the last bill, which was like \$1.2 million, compared it to last year at this time, and we compared. So, our capacity charges this time was at 6.5689 kilowatt hours. The capacity charges a year ago was 1.143 per kilowatt hour. That's where in the vast number of things that we get billed and how we get billed to get our electric that's really increased. So, if we hypothetically roll that back to the 1.143 for this time, our bill would be about \$150,000.00 less. If you take that by 6,000 electric customers, rotate that out, multiply it by 12 months out of the year, I estimate there's probably going to increase about \$300.00 if it continues on this trend that you would see per year. So, would you see it very little on a month-to-month basis because it would be under \$30.00? But again, this is not something that's out of our control and those are all hypothetical. McBride: No, I just wanted clarification. Cordes: A lot of the increase still coming from transmission costs? Is that part of the reason transmission costs are going up so much? Garringer: The thing that I'm reading a lot of it is the retirement of certain power sources. So, as coal gets retired, which is a cheaper reliable source, then more expensive ways of producing power have to offset that. And so, when they go to buy the demand for this quarter or for this day in these 13 states, they're paying more for that because they're relying more on higher cost of energy sources. Durham: If there are no other questions, I would take a motion to approve.

Motion: McBride Second: Haase

To approve the Power Supply Cost Adjustment factor for August 2025 as PSCA 3-month averaged factor \$ 0.01603 and JV2 \$0.109858.

Roll call vote on the above motion

Yeas – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yeas – 6 Nays – 0. Motion passed

The Approval of a Donation from Napoleon Church of the Nazarene

Sinclair: Thank you, Council President. Cotter, you want to come up? We receive a very generous donation from the Church of the Nazarene. Durham: Okay, Cotter, if you come up to the mic, please, just for Harper's sake. Thank you, sir. Cotter: Each year, as many of you know, I have the pleasure of approaching the council with request to accept a donation from the Church of the Nazarene. This year, Sarah Sonnenberg, who's in attendance and she's kind enough to say a few words tonight, too, asked to come in to present the check that they were planning to donate this year. Their check that they give is the proceeds from their 5K run that they do each June. I think this has started, Sonnenberg, correct me if I'm wrong, at least six or seven years ago. Sonnenberg: Was it nine? Cotter: There you go. Each year they come in and it seems like every year it's more. This year she brought in a sizable check that was just amazing. I wanted her to come to the meeting tonight so you could acknowledge her, and she can say a few words and really understand how much at least from the Parks and Recreation Department's perspective that we really appreciate their commitment to parks and recreation and their efforts that they put forth to try to beautify things. We've done some things over at Swearingen Park lately that is from direct benefit from their donations. So, again, we're very, very appreciative and we're glad that Sonnenberg's here and she wants to say a few words. Sonnenberg: With the money that we have donated over the past few years, you know, like Cotter said, we've made improvements to Swearingen Park, and put brand new playground equipment in. We're just able to make that a nice park for the kids that live over there because there really isn't anything. We're hoping that from now on working forward that we can work on Oakwood Park, putting in nicer playground equipment there. Right now, the playground equipment that's there is a little older. There's a lot of families that go there for cross country, for football, for soccer, for baseball, and for softball. There's lots of things going on there and there's not anything for younger siblings to do there and it just makes sense to do that. So, I appreciate you guys having me. Thank you. Durham: Thanks, Sonnenberg. Cotter, do you have the number for how much the donation is? Cotter: Yes. This year they donated a total of \$10,821.00. Durham: Fantastic. Well, thank you both. Any questions or comments from council? Sonnenberg: Thank you. I appreciate it, we love our city and we just want to make it better. Durham: Great.

Motion: McBride Second: Weitzel

To accept a donation of \$10,821.00 from the Church of the Nazarene to the Parks and Recreation Department for improvements at Oakwood Park

Roll call vote on the above motion

Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yea – 6 Nays – 0. Motion passed

Around The Table

Garringer: the only update I have is we will approve of the bills here soon. And within that list is Sustenna, Suphren, and Square Patent Boggs. These are the actual checks that will go out to the bonding companies and to the payment of the fire truck. At that point, once it gets approved tonight, the checks will be delivered. We now wait two years or for however long it is, I think it's 30 months, which is actually the time frame for a truck. That's my last update on the truck.

Weaver: Finance and Budget will be next Monday at 5:30 pm.

Cordes: I'd just like to say thank you to the church, greatly appreciated, it helps.

Bialorucki: Nothing today.

Haase: Thank you for the donation, we'll use it well.

Weitzel: Nothing

McBride: Nothing

Harmon: Since it seems like we're going back to executive session anyway, I'll ask for one for pending litigation.

Sclair: I was going to say I'd like to request executive session for preparing for, conducting, or reviewing collective bargaining strategy.

Durham: Nothing for me this evening.

Executive Session (To prepare for, conduct, or review collective bargaining strategy and for pending litigation)

Motion: Weitzel Second: Haase

To enter executive session to prepare for, conduct, or review collective bargaining strategy at 7:15 pm

Roll call vote on the above motion

Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yea – 6 Nays – 0. Motion passed

Motion: Haase Second: Weitzel

To enter executive session for pending litigation at 7:16 pm

Roll call on the above motion

Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver

Nays – 0

Yea – 6 Nays – 0. Motion passed

Motion: Haase Second: Weitzel
To exit executive session for preparing for, conducting, and reviewing collective bargaining strategy.
at 7:47 pm

Roll call vote for above motion
Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver
Nays – 0
Yea – 6 Nays – 0. Motion passed
Durham stated no action taken

Motion: Haase Second: Weitzel
To exit executive session for pending litigation at 7:48 pm
Durham stated no action taken

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

Adjournment

Motion: Weaver Second: Weitzel
To adjourn the City Council meeting at 7:49 pm

Roll call vote on the above motion
Yea – Cordes, Durham, Haase, Weitzel, McBride, Weaver
Nays – 0
Yea – 6 Nays – 0. Motion passed

Approved

J. Ross Durham, Council President

Joe Bialorucki, Mayor

Ann Harper, Clerk

ORDINANCE NO. 034-25

**AN ORDINANCE SUPPLEMENTING THE ANNUAL APPROPRIATION
MEASURE (SUPPLEMENT NO. 3) FOR THE YEAR 2025; AND DECLARING
AN EMERGENCY**

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

Section 1. That, the annual appropriation measure passed in Ordinance No. 034-25 for the fiscal year ending December 31, 2025 shall be supplemented (Supplement No. 3) as provided in Exhibit A, attached hereto and made a part hereof.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 4. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time because this Ordinance provides for appropriations for the current expenses of the City which are related to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of current expenses, and for further reasons as stated in the Preamble hereof.

Passed: _____

J. Ross Durham, Council President

Approved: _____

Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Ann Harper, Clerk of Council

I, Ann Harper, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 034-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Ann Harper, Clerk of Council

2025 APPROPRIATION BUDGET - SUPPLEMENTAL #3

ORDINANCE No. 034-25

<u>Supplemental #3</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>
Fund 100 General 100.1300.56000 Misc. Operating Cost 100.1800.53110 Utilities-Electric <i>Reason: Increase of funds needed for City Manager and Muni Court</i>		\$200.00 \$2,000.00	<u>\$2,200.00</u>
Fund 170 Municipal Income Tax 170.1510.59010 Refunds-Income Tax <i>Reason: Increase of funds for JAC incentive agreement</i>		\$66,634.78	<u>\$66,634.78</u>
Fund 210 EMS Transpot Service 210.2200.59000 Refunds-Misc. <i>Reason: Additional funds needed</i>		\$1,000.00	<u>\$1,000.00</u>
Fund 220 Recreation 220.4200.51900 Unemployment Compensation 220.4400.51190 Salary-Seasonal <i>Reason: Pay for former employee unemployment (18 month look back)</i> <i>Reason: Wrong amount budgeted for 2025. (2024 total was \$46,350)</i>	\$100 \$10,500.00		<u>\$10,600.00</u>
Fund 242 Fire Equipment 242.2200.57000 Machinery and Equipment <i>Reason: New Fire truck purchase</i>		\$239,655.24	<u>\$239,655.24</u>
Fund 287 CCA 2.0 Grant 287.2023.51100 Salary-Non Bargaining 287.2023.51500 PERS 287.2023.53300 Service Fees-Professional 287.2025.51100 Salary-Non Bargaining 287.2025.51500 PERS 287.2025.51710 Hospitalization Insurance <i>Reason: To appropriate funds for the new grant cycle</i>	-\$28,614.47 -\$4,669.51 -\$177.72 \$35,232.00 \$4,932.00 \$11,928.00		<u>\$18,630.30</u>
Fund 430 2025 Fire Truck Acquisition 430.2200.53365 Service Fees-Bond Issuance Cost 430.2200.57000 Machinery and Equipment 430.2200.58500 Interest Payment-Bonds-GO <i>Reason: New Fire truck purchase</i>		\$26,000.00 \$575,015.88 \$12,900.00	
Fund 511 Water Depreciation Reserve 511.9900.59580 Transfer to 515 Maumee River Crossing <i>Reason: Move funds to another fund to keep project cost separate</i>		\$400,000.00	<u>\$400,000.00</u>
Fund 521 Sewer Utility Replacement & Improvement 521.9900.59580 Transfer to 435 E. Washington St Project <i>Reason: Additional funds needed until grant money is received</i>		\$30,000.00	<u>\$30,000.00</u>
			<u>\$613,915.88</u>
	TOTAL FUNDS	\$29,230.30	\$1,353,405.90
		=====	=====
			\$1,382,636.20
		=====	=====

ORDINANCE NO. 035-25

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATION TRANSFERS (TRANSFER OF APPROPRIATION 3) FROM ONE APPROPRIATION LINE ITEM TO ANOTHER APPROPRIATION LINE ITEM PURSUANT TO ORC. SECTION 5705.40 FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025 AS LISTED IN EXHIBIT A; AND DECLARING AN EMERGENCY

WHEREAS, the City appropriates funds by fund, department, and category of personal services and other; and,

WHEREAS, transfer from one appropriation item to another is necessary to provide appropriations for current expenses of the City; **Now Therefore**,

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

Section 1. That, pursuant to Section 5705.40 of the Ohio Revised Code, and this Ordinance No. 035-25, the Finance Director is hereby authorized and directed to transfer from one appropriation item to another, in the Fiscal Year ending December 31, 2025, as listed in Exhibit A, attached hereto and made a part hereof.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the City's Revised Code of General Ordinances.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 4. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper payment of current expenses, and for further reasons as stated in the Preamble hereof.

Passed: _____

J. Ross Durham, Council President

Approved: _____

Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Ann Harper, Clerk of Council

I, Ann Harper, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 035-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Ann Harper, Clerk of Council

FISCAL YEAR ENDING 2025- TRANSFER OF APPROPRIATION (No. 3)Ordinance Number: 035-25

		<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1300.51101 Salary Non Barg - OT		(100.00)	
TO : 100.1300.51750 Life Insurance			100.00
<i>Reason: Cost related to CM position transition</i>			
FROM : 100.1900.56900 Undefined Contingencies		(2,500.00)	
TO : 100.1900.54110 Supplies- Postage/Delivery Charges			2,500.00
<i>Reason: Increase of postal and UPS rates</i>			
FROM : 100.2200.53300 Serv. Fees-Professional		(2,000.00)	
TO : 100.2200.53710 Insurance-Claims Deductable			2,000.00
<i>Reason: Claim for truck 806</i>			
FROM : 100.4700.51200 Salary-AFSCME		(2,000.00)	
TO : 100.4700.51190 Salary - Seasonal			2,000.00
<i>Reason: Additional funds needed</i>			
FROM : 200.5100.51201 Salary- AFSCM-OT		(1,000.00)	
TO : 200.5100.51101 Salary - Non Bargaining - OT			1,000.00
<i>Reason: Higher than expected OT</i>			
FROM : 220.4300.53111 Utilites - Natural Gas		(3,000.00)	
220.4300.54240 Supplies - Chemicals		(1,000.00)	
TO : 220.4300.54210 Supplies - Concessions			4,000.00
<i>Reason: Additional Funds Needed</i>			
FROM : 287.2023.51100 Salary - Non Bargaining		(334.71)	
287.2023.51500 PERS		(1.29)	
287.2023.53300 Professional Services		(1,020.00)	
TO : 287.2023.54200 Travel, Training & Education			500.00
287.2023.54200 Supplies - Operating Materials			856.00
<i>Reason: Finalize 2023/2025 CCA 2.0 Grant</i>			
FROM : 510.6200.56900 Undefined Contingencies		(5,400.00)	
TO : 510.6200.53520 Cnt. Maint.-Equipment			5,400.00
<i>Reason: Add contract hrs to service contract for plant equip. and IT work</i>			
FROM : 510.6200.56900 Undefined Contingencies		(2,200.00)	
TO : 510.6200.54500 Supplies - Other Equipment			2,200.00
<i>Reason: Bulk Water Station iso valve and materials</i>			
560.6400.51201 Salary - AFSCME - OT		(500.00)	
FROM : 560.6400.51101 Salary - Non Bargaining - OT			500.00
TO : <i>Reason: Higher than expected OT</i>			
560.6412.51200 Salary - AFSCME		(2,500.00)	
FROM : 560.6412.51201 Salary - AFSCME - OT			2,500.00
TO : <i>Reason: Higher than expected OT</i>			
Total Transfer of Appropriation		(20,556.00)	20,556.00

RESOLUTION NO. 036-25

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER CERTAIN FUND BALANCES (TRANSFER NO. 4) FROM RESPECTIVE FUNDS TO OTHER FUNDS PURSUANT TO ORC. SECTION 5705.14 ON AN AS NEEDED BASIS IN FISCAL YEAR 2025, AS LISTED IN EXHIBIT A; AND DECLARING AN EMERGENCY

WHEREAS, the City is a charter municipality having those powers of self government as stated in Article I of its Charter; and,

WHEREAS, in order to provide Fund Balances for approved expenditures in certain funds on an as needed basis, it is necessary to transfer funds from respective funds to other funds; **Now Therefore**,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, pursuant to Section 5705.14 of the ORC and this Resolution No. 036-25, the Finance Director is hereby authorized and directed to transfer monies, transfer number 4, among the various funds on an as needed basis in Fiscal Year 2025 as listed in Exhibit A attached hereto and made a part of this Resolution.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, only that portion shall be held invalid and the remainder shall remain valid.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to assure the prompt and efficient conduct of the municipal operations related to public peace, health or safety of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to transfer the funds in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: _____

J. Ross Durham, Council President

Approved: _____

Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE Yea Nay Abstain

Attest:

Ann Harper, Clerk of Council

I, Ann Harper, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 036-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Ann Harper, Clerk of Council

2025 TRANSFER OF FUNDS - No. 4**Ordinance 036-25**

FROM:	TO:	AMOUNT
521.9900.59580	435.0000.49900	\$30,000.00
Transfer to 435 E. Washington St. Improvement Fund		
<i>Purpose: To place the E. Washington St. Project in its own fund</i>		
Additional funds needed until grant money is received		

RESOLUTION NO. 031-25

A RESOLUTION AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR OF THE CITY OF NAPOLEON TO CERTIFY AND FILE ANNUAL SPECIAL ASSESSMENTS OF THE CITY OF NAPOLEON, OHIO, WITH THE COUNTY AUDITOR OF HENRY COUNTY FOR PLACEMENT AND COLLECTION ON THE 2025 TAX DUPLICATES PAYABLE IN THE YEAR 2026; AND DECLARING AN EMERGENCY

WHEREAS, this Council in accordance with all relevant provisions of law and by Ordinance has previously established special assessments for various projects in the City; and,

WHEREAS, these special assessments must be annually certified to the County Auditor by the Clerk of the Municipality; **Now Therefore**,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, the City Council of the City of Napoleon, Ohio, directs the Finance Director to certify and file annual special assessments of the City with the County Auditor, as required by Section 727.30 of the Ohio Revised Code, in the form presented to Council and on file in the office of the Finance Director, attached and marked as Exhibit A, for placement and collection on the 2025 tax duplicates, payable in the year 2026.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow timely placement of special assessments on the tax rolls; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to certify and file said assessments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: _____

J. Ross Durham, Council President

Approved: _____

Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Ann Harper, Clerk of Council

I, Ann Harper, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 031-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Ann Harper, Clerk of Council



CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151

KEVIN GARRINGER, FINANCE DIRECTOR

phone (419) 599-1235

fax (419)-599-8393

Web Page: www.napoleonohio.com

Email: kgarringer@napoleonohio.com

September 2, 2025

To: Elizabeth Fruchey, Henry County Auditor
From: Kevin Garringer, Finance Director
Reference: Nuisance assessments on properties

Dear Mrs. Fruchey,

I hereby certify that the Special Assessments have been levied up on the following lots and lands for nuisance control.

<u>Parcel No</u>	<u>Assessment Amounts</u>	<u>Auditor Fee 3%</u>	<u>Total Assessment</u>
41-009063.0120	\$206.25	\$6.19	\$212.44
41-009550.1020	\$275.00	\$8.25	\$283.25
41-009512.0120	\$137.50	\$4.13	\$141.63
41-130078.0000	\$68.75	\$2.07	\$70.82
		Total:	\$708.14

This is to be applied for tax year 2025.

Sincerely,

Kevin Garringer
Finance Director

Nuisance Billing - 2024

414 E Clinton St. 88.03642.1 Parcel 41-009063.0120

Bill To:

Harold Mann
1209 Rye St
Napoleon, OH 43545
\$ 68.75 nuisance mowing billed 4-16-24
\$ 137.50 nuisance mowing billed 5-15-24 & 6-6-24

880 Westmont Ave. 88.05796.1 Parcel 41-009550.1020

Bill To:

Mike Moden
880 Westmont Ave.
Napoleon, OH 43545
\$ 68.75 nuisance mowing billed 5-15-24
\$ 68.75 nuisance mowing billed 6-6-24
\$ 68.75 nuisance mowing billed 8-7-24
\$ 68.75 nuisance mowing billed 9-5-24

469 W Maumee Ave. 88.05940.1 Parcel 41-009512.0120

Bill To:

United Crane Company, LLC
469 W Maumee Ave.
Napoleon, OH 43545
\$ 137.50 nuisance mowing billed 5-22-24 & 6-6-24

828 Oakwood Ave. 88.05941.1 Parcel 41-130078.0000

Bill To:

Urban Heights Ohio, LLC
1065 SW 8th ST #1312
Miami, FL 33130
\$ 68.75 nuisance mowing billed 8-7-24



CITY OF NAPOLEON

Human Resources Department

Phone: (419) 592-4010
Web: www.napoleonohio.com
ADD: 255 W. Riverview Avenue
Napoleon, Ohio 43545

August 29, 2025

To: City Council and Mayor Bialorucki

Subject: Healthcare Cost Committee

The Healthcare Cost Committee met on August 22, 2025, in regard to the 2026 Benefit Elections. The Healthcare Cost Committee recommends the continuation of Plan 2 and Plan 3. The Committee also would like to add Plan 8 (HSA) to the pool as well.

The utilization of Plan 8 (HSA) would offer a high-deductible plan for employees that wish to select it. We would require a minimum of 5 employees to select the plan in order for it to be part of the pool otherwise we will not offer it. Plan 8 (HSA) requires the City of Napoleon to put in either \$1,200 (single) or \$2,000 (employee/spouse, employee/children, and family) into the account and allow the employee to put in whatever they wish.

Brittany Roof
Human Resource Director

Napoleon Water and Sewer

6/27/2025



City of Napoleon, Ohio
AD HOC Committee on the Structure and Compensation of Personnel
Special Meeting Agenda
Friday, September 05, 2025, at 12:00 PM

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

- 1) Approval of Minutes: July 23, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Council and Mayor Compensation
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Marrisa Flogaus, Acting Clerk of Council

City of Napoleon, Ohio
AD Hoc Committee on the Structure and Compensation of Personnel
Special Meeting Minutes
Wednesday, July 23, 2025, 2024, at 12:00 pm

Present

Council Members	Brittany Schwab-Chair, Robert Weitzel
Clerk of Council	Ann Harper
City Staff	Brittany Roof
Absent	Jordan McBride

Call to Order

Chairman Brittany Schwab called the AD Hoc Committee on the Structure and Compensation of Personnel meeting to order at 12:02 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the February 19, 2025 meeting were approved as presented.

Performance Evaluations

Roof said as you got in your email and you also have in front of you, everything's laid out for us. I don't know if you had a chance to go through it or if there's anything you wanted to adjust or whatnot. I know when it comes to the actual evaluation a lot of the feedback that we have gotten over from you guys and then from others is we don't know how to do these, and we don't what we're looking for and there's just not a lot of direction for people to use. That is what I did with the first couple of pages was more of direction that they can follow when anybody in council is filling this out and they know what the expectation is for what they're supposed to be doing. Then the rating categories of what they are. Any prior goals or expectations in Section A which is when we go to start these, I can pull the previous one out and have copies of that for any council member to review and go over. Then any goals I can write in here for you, or like I said, "see attached" so you can see what those goals were set at that you guys gave. Then responsibilities and duties is a position I can say see attached and give the job description that we have for that specific individual that's been hired then at that point. Then to be able to just go through and check mark where they think that whether they meet exceed or are below the standards or N/A if it doesn't pertain. Any comments that anybody wants and then employees' comments and signatures on the last page. The other part we talked about was the personal development plan if there was anything that wasn't more specific that doesn't hit in here but just some extra things that you guys throughout the year would like them to possibly do or add on. Whether it was education or training, any considerations or extra goals that you guys think of as things come through the city or any actions you want to take and follow up meetings. I think this would be good, especially halfway through the year to say, 'hey where you at with your goals that we set at the end of the year for this year' for that purpose. For training or anything that comes up as a lot of different topics float through the city if there's something that you feel like they need a little bit more training on to meet those requirements.

Schwab said I was looking at the last one back. Let me start back with the City Manager review just because that's how my forms are. Roof said the questions that we set up on the form. Schwab said on the survey. Roof said it will be the same thing for the Finance Director and the Law Director. I just didn't set it up yet because I just wanted to make sure that we were good with the questions first before we created the other two documents to push out. Schwab said I was just going to go through this and where we were last time and it looks like you did end up putting something for the department that we were looking for so that's good. I know McBride was mentioning, and obviously he's not here today, he was suggesting we should have one through four, there's not a middle point that someone can take. I don't recall where we ended with that if it was put in the suggestion.

Weitzel said that was really the general comment I had of all of this. We are not using, there's a term, a term of here's the policy, policies 8.10. The term is not satisfactory. That has to be the last position because that's the lowest score and with three of those and any evaluation regardless of what form we decide to use or if we decide to use six different forms, one has to say, the last lowest has to say, not satisfactory, because raises, any increase including the cost of living increase it says any increase will not be given to any employee regardless of where they stand in structure. If there are three or more not satisfactory marks, and if you don't have the ability to mark not satisfactory on every section then you fail to ever be able to enforce policy 8.10 which would be deny someone an increase. I don't want to leave us in a situation where we can't appropriately respond to an adverse disciplinary matter because of us failing to comply with our own policy. Does that make sense? Roof said yes. Schwab said yes, you're on point for sure. Weitzel said I was more than willing to have a five-level measurement and the only thing we have to do is drop that N/A on this particular form or just make sure that this particular form has that legend of what those one, two, three, four, fives mean. If you want to put a non-applicable block and put it in directions, you could put like right in front of the number of each one of these. If they're not applicable just in the instructions say check that block. Doesn't have to say N/A just have it check that block or cross through the number. Just have it in the directions that way you don't have to take up a space for N/A. Then we'd have that five level of measurement. I like the idea of always having something in the middle. We may need some help with something like there's exceeds, there's meets. But there's needing improvement and then we have below standards which is okay. That would say needs improvement in the old form which is fine but then the fourth one would be not satisfactory. In this format it would be four, instead of it having it in the middle of the row. Roof said okay. Weitzel said I'm okay with the four, but the last one has to be not satisfactory. Three isn't enough. If you want a middle of the row you're going to slide that fifth one back. Roof said I don't like middle of the row because I feel like if someone is going down they're like oh yeah, it's all. Weitzel said it's like grading the grader. When you see a form running down the middle you're grading the grader and any superior of that grader should be looking at that persons' review. I did mine and I took them very seriously. The final review was always the City Manager. If I just ran down the middle of the form, I would expect my City Manager to come to me at my desk. Roof said when looking at both forms keeping them the same of one, two, three, four and then having one, two, three, four over here it would be 'Not Satisfactory', 'Below Standards', 'Meets Standards', or 'Exceeds Standards' and we're comfortable with that here. Something in front of the question that says select this, this N/A or knock it off. Weitzel: You have some very nice directions here. You just could put this in front of the directions for the interviewer and along with that every evaluation should have attached the job description. Roof said yes. Weitzel said because then you can get rid of on this particular one, the responsibilities and duties of position is purposeless, that is the job description. Roof said yes I could just put see the job description attached there. Weitzel said if you get rid of that section on that one and I didn't really know if that would really appear on this one over here, there was no comments on this particular one about the City Manager, but it should shorten the form up a bit. Roof said those first three pages of more of direction on what to do. Weitzel said that's great there should be directions, I guess that's part of what I think some council people are saying I really don't know how to do this, well I'll look at the directions. Roof said yes. Weitzel said it should start off with what type of evaluation is this. The only thing that was missing was probationary because that's the specific type of evaluation that you do. They are done periodically can put probationary period and there's a fine line item that moves you into full time. Roof said which is why we separated it into 30, 60, 90 days. Weitzel said it should at least say probationary. That's what that is meant for and it should be changed to probationary. Roof said and they can do it at any point. Weitzel: It could be 30, 60, 90 but probation goes for a year. Roof said yes, so they can do it as many times as they want. Weitzel said it should be quarters. First quarter, second quarter, third quarter, and there can always be an impromptu. If you've got somebody failing at a mission, and I've seen this happen, I think he's failed his mission, he's not going to be a policeman, he's not going to make it. I got that form out and I had him in with his training officer and I went right

through it. Unsatisfactory, unsatisfactory, unsatisfactory, unsatisfactory we're going to let you go. Also, in purposes I just said retention, correction, discipline and there's really no note that is to what this is used for and the purposes that clearly do notice retention of an employee, correction of an employee and dismissal of an employee. However you can flower that line up that's what the form should be like, I'm pretty harsh and we may want to change that up. Other than that, I don't care if we have three different kinds of forms. I think that the city should standardize on one form and have that as thee form, that way you don't have to worry about OPS creating their own form and leaving out that policy 10.1 and then have a problem with discipline. Roof said Yes. Weitzel said you can't hold somebody's increase because they're following policy. I think it should be standard throughout all divisions. If the cops got a different one, I would have done whatever the manager told me to do on that. If they said don't use that one use this one, I would've used it. I don't think there is a problem with that. You should finalize that with all the directors. This is the one that we're going to use because it meets all of our standards and our policies. Okay, I've said enough on that, thank you. Schwab said perfect point, thank you. As far as the goals we were also discussing last meeting of suggesting how many goals there should be. Do we feel like we are still where we want to limit? City comes up with three, the employee comes up with three, or is it more, less, or do we even put a number to it. Do we need that? Do we need some kind of measurement, something to measure with, I don't know. Weitzel said if someone is meeting or exceeding standards and we're applying the job description that describes what those goals are that's what those descriptions are, goals. These are the minimum goals that we think you have to meet. If you can exceed those, if you meet them, if you think it needs improvement on them, it should all be related to that job description. I think adding a goal that's outside that, I don't think it's appropriate to add a goal outside the job description. If you are going to target anything that should just be the ones that you have below standards it should be a direct correlation between that directly related to part of the job description and then follow it. Their goal is to, here is where your problem lies, you don't even know the law when it comes to a cops job. You don't even know the law, you need because you do not acknowledge the flow and I'm requiring you the job description to do that. You need training. Roof said you can't enforce the law if you don't know it. Weitzel said you need to find a class that's going to teach you basic law enforcement class that you can go and take a class. Find one, bring it back to me and we'll push this through the upper chain and send you to a class. The goals should even begin right out of the job description. Productivity is a difficult one if you're least skilled. Less timely work in my mind. Are you getting reports in on time, are thee investigations complete. You have three investigations that you have the basics on and that's how I relate that. That's in your job description. File reports on a timely matter. I'm more looking for, its not a number every time, it's how many were below standard. If those numbers are standard I don't think there's a special goal, in my mind. If you're going to force me to come up with three goals for this person who I just said meets or exceeds standards throughout. Roof said the only thing I can think of is if there's any development as a City Manager that you just want to make sure that they're annually taking Records training, any type of developmental training then I think at that point you could put in there. Weitzel said again I think that the job description for the City Manager and the Finance Director and the Law Director and every one of them should have records retention as part of it. Here's the thing, we had a similar duty, records because we handle records and create records. And not one of us have ever gone, besides me working, to a records training class. We always appoint someone to go for us, which is just crazy. But my point is that this should all be a part of our job descriptions. If someone is lacking in that then that's below standard work and you just say below standards and you haven't taken the required records retention. Roof said and I wouldn't say that they're below standards, they can meet standards. Everything changes so much in records retention and what we're allowed to do and not do but just to stay up to date on that kind of stuff. Weitzel said it changes every year, sometimes it changes three times a year because they fiddle with it like an inflatable football. If they haven't gotten any updates in that year. Roof said yes, that would fall below standards then at that point. Weitzel said which is something that HR and is something that you should know. Is there updates to the records retention, specifically, and where

are those available because most of that stuff was online for me at the state level. I just logged into the training website. We just picked them and sat there and watched a ten-minute video and then I got that and print out and give it to the boss. Roof said what's nice for me is I'm part of so many different Ohio Pelra so all of the updates for every law thing that comes through so I just know from that. Weitzel said but again, we already have that because that's knowledge in the book. Roof said I get what you're saying. Weitzel said if you're going to say that they need to go to something and that's what I said needs improvement or needs supplement or use a better term then below standards. And I always liked the needs improvement. Roof said okay. Weitzel said it was a soft flag. Below standards means boy I'm in trouble, why am I not getting time off. That's why that fifth level was okay with me. Needs improvement is pretty benign. Below standards is you're in trouble, and you just don't realize it yet. If you were going to put five in there, I would have needs improvement and below standards. When you think about it in a whole it always works out. It's always some one of these points that you can point to when you're saying somebody needs to develop. Schwab said so with the job description in both your experiences, do we notice that job duties change from what is on the paper? Weitzel said yes. Roof said the City Manager one, or any open position what we do, what is part of my process, is when we have a position come open, I take the job description, and I give it to the City Manager and the Department Head or whoever that chain of command is. So, for the City Manager I gave it to the Personnel Committee and I said, here is the current job description we have. You need to go through it and figure out if you like it, if you don't like it, what you want to change, what you don't want to change, let's figure it out. The Department Heads will go through and if anything's changed or if anything's added on that they need for it to be there, then they give it back to me. If it's a Union position, I make sure the Union's good with it, that they don't have any issues with it, and then that's the new job description. We normally don't look at them, it's not saying we can't. Nobody's ever looked at them throughout somebody's tenure being here and say okay let's pull it. Weitzel said and that's why all the catch all was on every one of them. What you have to decide is when did that other duties as required become a major point that should be listed in the job description. That does happen at some point. I'm going to point to the Finance area right now where we have the supplemental pays. Schwab said oh yes. Weitzel said that they receive a certain number of like A, B, C, know what I'm saying. Schwab said yes, right. Weitzel said now apparently those are permanent or at least expected add an item. Those should be added too, in the job description because they're major issue in some fashion or say other duties as required. Apparently, they're significant enough that pays the attached to. Again, because I get guys for duties all the time out there that pay was attached. Roof said there is a lot that's not in my job description that should be in there. Schwab said and that's where I'm going down this path of who takes ownership of recognizing that you're being measured by your job description. Roof said the Department Head in reality when it comes to evaluations should be double checking those job descriptions. Weitzel said when that job description lands on my desk every time in the job description it says right here you need to know how to do this. Roof agreed. Weitzel said and you're not doing it. You know people that work for us do exactly what we ask and failure to discipline is dangerous, it could be harmful or deadly if you fail this. I have to know exactly what I want them to do out there whether it's 3:00 in the morning or 3:00 in the afternoon. Roof said I'd be running a tight ship. Weitzel said maybe it wouldn't have to be that severe here, but you're always gauged against that job description which should be the passion of every evaluation for every person because that's what you were graded on that specific time in life, because those job descriptions change. A ten year old, twenty year old, I can't remember the last time I updated mine, probably in 2010 or 2012, but that was different from the one from ten years before. There's a change. And change certain things, so that's the one that should be attached to the evaluation that year. It's going to be a copy for a while. Every time you update or change the job description that's what you're being graded on. Roof said and the employee gets a copy of it before the ratings, because as soon as you change it they can't be graded on that stuff for another year. Weitzel said exactly. Those were passed out, hey we changed the job description, here's the new one. You're all being graded on this now. May not of been hired under this but I'm giving you fair

notice that this is being graded on now. Schwab said that's why I just didn't want to set anybody up for immediate failure if they didn't realize it. Weitzel said it should always evaluations are related to a document that's easily readily available and that's your job description. You are always graded on that stuff. Schwab said okay, that makes sense. Roof said changes to exceeds standards, meets standards, needs improvement and not satisfactory. I can update those and I can resend those out. Other than those changes would you guys then both be okay with saying that we're up to par and we're ready to go ahead roll it out. Weitzel said I don't know that we need any more of committees direction. Roof said no you won't. Weitzel said it doesn't have to be a council approval we're just giving a direction and you want to create and pass this around. You have authority over the directors, but we as a committee approve. Roof said okay, we even talked about making a lot of the departments the same layout. I know that PD probably has their own but give it to me and then we can still incorporate the extra tid bits you have but it should be the same layout and process for everybody. Weitzel said I'm a big advocate of one form fits all, so if you've seen them all, since they come down every year or quarterly or whatever but probationary, you see them and compare the forms and at some point you just roll it out and just say this is your new form. This is the one I will accept. Schwab said for the City Manager review survey and the other reviews, are we changing it. Roof said yes I was going to change it and make it the four, yes the same. And honestly instead of being numbers I can write the same things out so they're familiar with the wording constantly. Weitzel said we should have consistency through every level. Schwab said perfect, thank you. Anything else you want to do with the evaluations? I have one more thing. Agenda item three any other matters come before the committee. I just wanted to circle back to see if you have been able to look at the comparisons. Roof said yes I have those and I will email you. Schwab said that's what I figured you were just trying to put them together. Roof said, well we're in the middle of Union negotiations so I have my mass spreadsheet that I have been building for all the Union contracts out so I just finished that today. It's just finalizing those numbers for you so you have them. I will send you the documents and then you can send them out however you want to or pass them out. Schwab said okay. We will table that for you. Perfect. Anything else, any other matters? I hear nothing.

Miscellaneous-None

Adjournment

Motion: Weitzel Second: Schwab
to adjourn the AD HOC Committee meeting at 12:31 pm

Roll call vote on the above motion

Yea- Schwab, Weitzel,

Nays-

Yea-2, Nays-0. Motion Passed.

Approved

Brittany Schwab-Chairman

September 3, 2025
ARBOR DAY CELEBRATION
5:30 P.M.
West View Villas on
Clairmont Ave



Arbor Day Foundation®
City of Napoleon Tree Commission