

January


2025

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

City of Napoleon, Ohio
Finance and Budget Committee
Special Meeting Agenda
Monday, January 13, 2025, at 5:30 PM

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

- 1) Approval of Minutes: September 23, 2024, and special meetings November 1st and 2nd 2024. (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) 2024 Fourth 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
SPECIAL MEETING MINUTES

Monday, September 23, 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	Media
Clerk	Mikayla Ramirez

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 June 24, 2024, committee meeting minutes were approved as presented.

3RD QUARTER BUDGET ADJUSTMENTS

Garringer said, so typically we have transfer appropriations and supplementals. Those are always the two that we have. If you go to the last page that I gave you, it is called “transfer of funds” and that is where I will begin. Transfer of funds happens during budget time when you all approve a transfer of funds, from one fund to the next. These items are not in that resolution or ordinance that was passed during budget time, these are just in an addition to it. We have only had two exceptions, first being the 231 fund to the 272 fund and that’s from the court computerization fund to a court 2023 Tech Grant Fund. Basically, they finished one grant and went to a different grant at municipal court, so we had to take the remaining money out of one fund and put it into another. The second transfer is a unique situation, the 220 fund is a recreation fund that was put into the 100 Fund which is the general fund. When we occasionally purchase stuff on credit cards, we get the billing and separate out the invoices or receipts and charge each department for that. In this case the recreation fund bought something with a credit card and then returned it. When they returned it, and we paid the total of the bill the rec ended up paying out of the general fund. We had to make sure that money went to the general fund for the credit they received. It was a minor glitch that you shouldn’t see happen often. I will now move on to the transfer of appropriations that is on the first 2 pages. As a reminder, this is what we prefer to do, this is a line item to line item. For example, the 100 general fund from travel training to memberships and the dues, \$50 from one line item was sent to the other line item. I am not going to go through every line item but if you have any specific questions about any of them, I’d be happy to answer your questions. This one right here does not increase

our budget at all. Miscellaneous operation cost to telephone was the second one. Travel and training from the 1500 fund, which is the finance department, with memberships and dues. Again, these are all things that we want to have a zero increase for in our budget. I think with some of the big ones, if you go down the page to 14500 things in improvement, that is a pump purchased from the wrong account to machinery and equipment. That would have been a pump the pool had to purchase, so that is where one item was paid out, but it should have been in another. You see a couple of them at the bottom needed more money for concessions, which is a good thing, because it means they are selling more stuff. However, they took it out of travel and training supplies and contract services because they didn't need it. On the second page, bank service charges so they took that out of contract services line item. Bank service charges are all based on upon credit card usage, and it is typically the 221 that would be at the pool. This is the second year that we have allowed credit card purchases so we are going to start getting ahold of what our bank services charges are so we can budget accordingly. The \$10,000 is a change of operating materials to transformers, this is in the electric fund because they purchased the 167 KBA transformer. You can also see the 22230 they took some more money out of electric improvements to also purchase the transformer. Then, the final three are all for the water funds, to cover emergencies for the hvac system that is \$14,000 out of undefined contingencies. Then, another undefined contingency out of the service professional because they had to repair a high service pump. Finally, they purchased leak detector equipment that was a grant they will be reimbursed for out of the service fee professional. Just so you know undefined contingencies is a line item we put into our budget that is used for non-budgeted repairs. They didn't anticipate the hvac system or the service pump to break. I think they budgeted \$40,000-\$60,000 out of that line item and it is just there for a place holder to be moved.

Garringer said, the supplementals is an increase to the budget and these all go down in fund order. They are also broken down to personnel services and other. The supplemental for the general fund you can see that there is some non-bargaining overtime, seasonal salary, police pension and police overtime. Then, the 100-2200 would be fire department because not enough was budgeted in those line items throughout the year. I anticipate some of these will come back in the 4th quarter budget adjustments and it is just something that we would want to take a closer look at since the 2025 budget is coming up. What we are doing is taking the line items out of the red and putting them in the positive since they will probably have more overtime in the last quarter. This is nothing that is too unusual for 3rd quarter budget adjustments. The other two items are out of telephone line and auditor fees items but the auditor fees we will not see again because we've already had our second half real estate settlement. The fees are higher because of the revaluation we collected more which is an

appropriate percentage of the fees. The income tax out of the 170 fund the \$170,000 we had two payments to Jack, and we have an income tax agreement with them that they receive 100% back. They are required to give us certain information before we pay it, and they did not give us the information last year, so this is 2 years' worth of payments. Since there is no deadline in this agreement, we think the right thing to do is to pay them and there is only one more year left of this agreement. 220 fund there are some changes there in the salary line items. The \$5,000 for concessions is out of the golf course and that is all determined if they sell more, they will buy more. Then, the 44 ones are also cemetery costs. The 227 court computerization things they needed additional funding for a sound mixer in the court room and that was \$3,000. We have to balance these and as you can see the 330 project on Oakwood when we have the auditor fees. This is that program where we collect the loan payments out of the old Walmart and when we budgeted it was under a penny. Oakwood Avenue improvement project was 2 million and I just want to explain this one. Oakwood Avenue improvement project was a city project, 2 million came from ODOT because it is a city project we must show it in our books that the money was spent. What you don't see is in the 434 fund we created the Oakwood Avenue improvement project and there is a 2 million revenue item so 2 million in and then 2 million out. It is a zero sum for us but since we never had that 2 million budgeted for the grant that we received then we must show it. Water revue they didn't have enough budgeted this is the Henry County water sewer water revue payable. What that is a bill that we send their customers then they pay us and then we pay the Henry County water sewer water. The 520 is the sewer and utility and the AFSCME is up by \$39.38 that balances that line item. The 521 funds, the \$744,357.39 in 2023 we budgeted we \$750,000 for this project but at the end of the last year it should have been encumbered but it was not. We knew we'd have that cost but since it wasn't encumbered, we had to budget it for this year. That is an increase to our budget but we anticipated that. Some of that is turnover of personnel. The last two things are the OWDA debt retirement, not enough was budgeted for an OWDA loan that we have so \$88.44 puts that in the black. Then, the sanitation refuses depreciation reserves that is the emergency repairs we had on one of the refuse trucks. We are fine with the funds in the 561.

Motion: Weaver Second: Bialorucki
to approve the 3rd Quarter Budget Adjustments

Roll call vote on the above motion:

Yea- McBride, Weaver, Bialorucki, McBride, Haase

Nay-

Yea-4, Nay-0. Motion Passed

ADJOURNMENT

Minutes of the City of Napoleon, Ohio
Special Finance and Budget Committee Meeting
In Joint Session with
City Council
Friday, November 1, 2024, at 8:00am

PRESENT

Committee Members	Tom Weaver-Chair, Ken Haase, Jordan McBride, Joe Bialorucki
Council members	Ross Durham- Council President, Brittany Schwab-Council President Pro-Tem, Dr. Dave Cordes, Robert Weitzel, Tom Weaver, Ken Haase, Jordan McBride
Mayor	Joe Bialorucki
City Manager	J. Andrew Small
City Finance Director	Kevin Garringer
Clerk	Mikayla Ramirez
Others	Lori Rausch, Brady Gonzales, Tracy Christ

Call to Order

Chair Weaver called the special joint meeting of Finance and Budget Committee and City Council to order at 7:59am.

Human Resources (8:05am)

Roof said, I want to touch on four things on my budget. First, my husband's company decided to change the layout of their medical benefits, so my daughter and I went on it. So, the end total for my 2024 budget was going to be \$107,753 but it was \$126,846 because the hospitalization insurance is \$0 when it should have been \$19,092. This year my total budget was \$137,132 because medical insurance went up. I decreased travel, training, and education by \$400 and increased my service and consultation fees which is the 3rd party lawyer for unions. I decreased my legal advertising by \$2,000 it was originally \$4,000 last year but it's just not something we use but I do include it for positions of higher stature in the newspaper. I decreased my operating supplies by \$100 because I do not use it. I increased my civil service supplies by \$400 because of new contracts and other upcoming changes. My miscellaneous operating costs is higher by \$7,000 because there are two items that were in the 1900 account that we wanted to move to HR side which are the EAP, CDL licenses, and drugs/physicals for new hires. Weitzel said, are these going to have their own line-item next year or will they remain in the miscellaneous operating line item. Roof said, I've discussed that at length with Andy and Kevin but they will have to make that decision. Weitzel said, how many years of service do you have? What is your top scale? Roof said, 2 years and \$95,000.

Administration (8:11am)

Small said, there really are no major changes to my budget, except for the two computers we will be purchasing for Marris and Mikayla. Cordes said, since we're moving to Windows 11, is there any legacy software that won't run on the new system? Tewksbury said, no. Small said, we talked about the early warning sirens a few months ago and I spoke with the Fire and Police Department, both felt they were not responsible for those sirens. So, what I did was put it in my budget. Then, I worked with Dave and Jonah to establish a cost of \$32,100 for adding a siren, moving sirens, and repairing sirens. In addition to that, the facility study can't happen this year, but I did move forward with brown field assessments for a

property I'm interested in, and they are doing a phase 1 environmental. If they find anything they will conduct phase 2 which is digging of the property. This will be paid for through the land bank because there is some brown field money available. Until I get that I am not going to do a facility study on a property we do not own but if it gets to that point, I will work with the architect who did the original facility study. The Commerce Drive property has 13 acres and I have an estimate on the cost of cleaning it up because it has a lot of stuff on it. Scott Durham gave me the estimate and is going to be mowing that down to help determine what more there is. The last item is the council door locks because we are having issues with the magnets and there have been times when they have remained unlocked then, people walk in. Weitzel said, where is that page? Garringer said, it goes by department, but I will print it and get that to you. Weaver said, hospitalization insurance is going up? Small said, that number is hard to determine because employees could be going from single to family plans or any combination so we do our best to estimate as high as we can for these. Garringer said, the increase will be about 8%. Bialorucki said, on PTO or vacation, what is that policy? Small said, it is not use it or lose it. It can carry over for up to 80 hours. Bialorucki said, is that in the budget? Garringer said, we do not budget for payouts like that, however we do budget for that if someone might be retiring that year. Bialorucki said, can we track that quarterly? Small said, yes.

Municipal Court (8:24am)

Small said, the judge was unable to make it today so I told her I would do it on her behalf. The only major change to the budget in terms of personnel was Kasara Huddy. The judge would like to increase her pay because she is a probation officer and part time bailiff. The current Bailiff Sean Walker will be retiring at the end of the year, and they are in the process of hiring someone for that position. In terms of budget there wasn't anything significant in the general fund. The budget requests are mostly all a carryover from last year. There is a security alarm we would like installed and we budgeted \$20,000 for that. Tewksbury said, the old system doesn't work and had a 5 minute turn around, so the new system goes directly to the officers/dispatchers radio. Bialorucki said, is that a panic button. Tewksbury said, yes. Small said, they're in this building too they just don't work. The final item is a window tint for the front window that was recommended by the Supreme Court of Ohio during their audit last year. Also, the judge requested a new hvac system so there is \$106,000 budget for that, but I told her we could not do that this year. Bialorucki said, do we want to start a fund to start putting money away for projects like this. Garringer said, the 278 funds could be used by the judge if she decided to do that. Weitzel said, I think every building should have a projection on when things should be replaced. Small said, the 287 Fund pays the salary for probation, bailiff, and chief probation officer. Christ said, this is a state grant that the city has been part of so we can have an extra probation officer. The premise is we're going to use this grant for this additional probation officer's salary and benefits, then the general fund pays for what's left over after the grant runs out. It will be renewed again, if approved July 1st. Garringer said, we put in a revenue amount to offset this grant. Durham said, what is an example fee in the 287 Fund? Christ said, defendants who can't afford to go to rehab or counseling so we would pick that up through the grant.

IT (8:40am)

Tewksbury said, not a lot changed in my budget this year. Under my service professional account the only big change is the spam filter that we buy every 5 years. I added it this year at its current rate to save money in the long run. On line item two other costs went up a little but most of my accounts are the same. The new panic buttons were tested with a representative from the company who came and showed us for 3 hours how it operates and proved it worked in hard situations. This company also does maintenance on the buttons. Weitzel said, how is maintenance on that? Tewksbury said, I can log in and manage the account myself. We will also be replacing all my server batteries because we are going to a

new technology. These batteries will last longer and have a 10-year warranty. Weitzel said, you talked about changing out a lot of computers, do we inventory the whole city and know when they should be replaced? Tewksbury said, yes we have a schedule but I'm not going to replace a computer just because its old. I replace it based on the end of life of the windows operations system it is operating on. Realistically, it is 5 years or as needed. Durham said, the \$24,000 for the panic alarms covers the entire building? Tewksbury said, yes.

Henry County Chamber (8:49am)

Miller said, our mission is to increase hotel stays in Napoleon, that is what increases the visitor's bureau money and the hotel/motel taxes. As a reminder, if you collect hotel/motel taxes half of it has to go to a tourist-based organization. We want to increase that this year. Our second mission is to increase events in Napoleon and make them bigger and better. We want to help provide infrastructure for events because those events are volunteer events because we want other people's ideas for events to grow and succeed. We have a good basis of knowledge to help people have their events, so we are happy to offer those services. We are currently focusing on the new building at the fairgrounds and booking events there. We also are doing the banners downtown, setting up kayak rentals on the river, and maintaining the community online calendar. Small said, for his budget I removed the \$10,000 donation to the Fall Festival and moved it to downtown events and projects. I've spoken with Napoleon Alive and Joel to work together to start getting events going downtown. The Fall Festival at this point should be self-sustaining and I think this would be money well spent. Miller said, there are several events that would utilize this line item. Bialorucki said, the kayak rental, are you actively reaching out to people? Could you please include boat rentals. Miller said, yes of course. Kayaks are easy but insurance for boats/pontoons is difficult. Moving on you'll see the lists of events we've funded and there isn't a lot of changes. One new one I'll point out is the swimming pool passes for the Liberty Center reading challenge that we added to the list. Other projects we have that I have mentioned are the banners on Scott Street and Christmas displays at Ritter Park. We also are interested in short-term rentals, that is still a huge thing at the state level. They are reviewing how to govern and collect taxes for AirBnB's. One of the things Andy talked about was during the summer once a month having an event every third Thursday. Our 2025 Budget the only funds we bring in other than interest is lodging tax and that is a guess, that is the funds from the hotel/motel tax. When you look at advertising dollars, The Best Summer Ever talking with Dave about all the events on the radio, we pay to have sponsorship for that. We also have those banners, Christmas decorations, and plants for planters. Since we are very one on one with people who are traveling in, we spend an hour with them to talk. So, when you look at our personnel cost that is a chunk of it. This budget is very similar in years past. Bialorucki said, I know we have the River City Rotter's on Wednesdays in the summer, could we contact the farmers market and others to add to that event? Miller said, that is what the third Thursday would be. We will have different themes for each month that gives another reason to get people downtown. Small said, the Washington Street corridor is unutilized and would be a great area to host events for the city.

Engineering (9:21am)

Lulfs said, starting off you will see an increase in salary because we have a new employee starting in December. We were able to find a licensed individual, they don't have experience in municipal engineering, but they do have a lot of other experiences. Small said, this isn't a new position, this is just a position that has been unfilled for some time. Lulfs said, with the addition of the new employee we are still down a person than what we used to be. The operating of engineering we are generally slim on 100, 1700, and 5200. Travel, training, and education I increased because with our new employee being a PE we both must take continuing education. Then, with Jacob being a full-time employee this year for GIS, I want to offer him a few opportunities for continuing education seminars. A lot of the GIS we hired out is

now out of the budget so that offsets a lot of that. The 5210 Fund we increased the memberships with him being a PE. The phone and internet reimbursement has no change. Miscellaneous engineering was at \$20,000 but we moved the surveying services from the 400 Fund account into this account. Vehicles had minor expenses and the licenses for our software had to increase. Insurance is required because I have a PE license. Office supplies and postage had no change. Operating materials like our survey equipment wasn't calibrated this year so that is about \$750. Fuel increased because we have two more guys on staff. Unforeseen expenses because we need things for our new employees like a desk and computer. The 400 Fund, we have a new pick-up truck for our inspector and this is something we need because Aron drives every day. Small said, regardless we will not add a vehicle to the fleet. The 57200 account that is where the surveying was initially. You can see I have money there for furniture for the new guy. Bialorucki said, what is the new hires name? Lulfs said, Jalen Towers. The 200 accounts have no big changes. Garringer said, we probably could combine these but for accounting purposes they are kept separate. Lulfs said, the salary portion you can see Brian and I are split among several accounts as well as my staff because we work in different areas like streets, sewers, and others. We only have two employees out of the street department. Next, 200, 5100, and 52000 travel, training, and education had no change. Utilities and electric we increased a little bit assuming utilities will be going up. Natural gas, water/sewer, and utilities telephone are split. Rents and leases are for getting equipment, we traditionally don't use it, but it has \$1,000 in there. Professional services for the building and miscellaneous professional services in case we must bring somebody in. Contract maintenance for vehicles \$2,500. Maintenance of equipment, buildings and structures, and mega city those are all split. Contract maintenance like road striping, that is just miscellaneous and is there if we need it. Insurance and bonding are something we are required to have. Office supplies are \$640 and have no increase. Operating materials are just what we may need from time to time. Crack sealing, we budgeted \$50,000 and that's what we've done in the last couple of years. Weitzel said, the crack sealing is traditionally \$50,000, how long have you used that number? Lulfs said, whenever we changed the threshold to \$50,000. Weitzel said, I assume the cost goes up so I assume you're doing less square footage a year. Lulfs said, it is a state contract, and I give them a list of streets with the amount we have budgeted then go from there. Weitzel said, do you feel like we are able to stay ahead with that amount. Lulfs said, with the number of bad streets we paved this year I think this number would be okay for now. Fuel, sign and signal supplies, things get hit so we are always doing that. \$10,000 for ice and snow control because we put that down every now and then. Equipment maintenance fund for miscellaneous small tools that break, and need replaced. Mailbox replacements, we give residents \$50 if we damage them. Undefined machinery equipment is \$500. 200 and 201 are a lot more of the same. Contract services, next year we will street stripe all the streets and that has been going up at \$135,000. The street materials for stones and spray patching are in several locations. You can see, on vehicle maintenance supplies, we already spent \$8,000 but we're not increasing. Ice and snow control for \$2,000. We still have a barn full, and we will determine in the spring if we need more. With ODOT we must tell them the amount we want then; they tell us the price after. The 5100 Fund is the big street account with \$57,000 for machinery because we need a new dump truck. This one is more expensive than the ones in the past because we need one with that type of rear end. We also need a pickup truck for Brian and that will be split among accounts. Also, all the computers out there will no longer function so we need those replaced but that will be split among accounts. Our annual tree contract is \$85,000 we are still trying to get to that 5-year cycle. The sidewalk curb program is reduced to \$20,000. Weaver said, how many people do you get a year? Lulfs said, about 8 a year. At the end of the year if there is money left in this account I try to work on the city sidewalks we're responsible for and get those fixed. 57500 this is my street account engineering uses to maintain alleys. We put \$500,000 into the miscellaneous streets project and as of now that is planned to replace portions of concrete streets in Twin Oaks next year. We are still determining if we are going to do some replacements or the full street. Scott Street resurfacing we are working with ODOT, and they

gave me a cost of what we'd be paying for our share of their project. Bales Road, the county is planning to pave that road next year, so Bales Road in town will be \$78,000. North Harmony and Indiana are just to remove that concrete street, but those plans are ready whenever the budget is finished. There was a request to look at the speed limit on Riverview Avenue since it is no longer State Route 424. I got a quote for a speed study, and it was \$18,000 and if that makes it through budget, I will call in January to get that started. McBride said, North Harmony do we know what it was projected at? Lulfs said, it would be just under \$500,000 if I remember correctly. McBride said, I'm only asking because I've received many complaints about that road. Rental for snow removal and dump trucks for downtown is about \$9,000 each time and we budget that to be done two times. What we do is plow snow and then at night we hire Vernon Nagel and Gerkens to haul the snow away to the waste site. Operating materials we have money in there although we didn't use it this year. Also, salt and brine, Haase said, are they going to increase that? Lulfs said, we just signed another contract with ODOT but they didn't provide a cost, but it isn't a huge expense for us. Vehicle maintenance is \$2,400. The 5130 account that is our maintenance, for our maintenance foreman's salary and overtime. There weren't many changes to the budgets in these areas. The 600 Fund is the garage and we have two employees out there, Nate and Mike, this is for their salaries/benefits. Garringer said, the 600 Fund is our fund for the vehicles (change tires, oil change) we will pass a Resolution called Reimbursements and that is how they get funded. Lulfs said, the 510 account is for water distribution, so these are my guy's outside fixing water issues. This is their salary and their equipment. Bialorucki said, do we have a policy with inventory, instead of purchasing more. Lulfs said, we make them go through their stuff and they know where their tools are. Usually, if they must run to the hardware store it's for certain hardware items not actual tools. The water fund we have five guys in water, then we have Brian, Aron, Jacob, Brandy, and I have a portion out of their also. These are the standard things that we had in the other accounts like travel, training, memberships, utilities, and they have different shares. Professional fees, the bridge inspection we inspect the waterlines under the bridges every year and that is about \$5500. The leak detection we've been utilizing that the last couple of years and the valve repair. Our water loss is down right now so it is doing its job. A portion of the cost for civil 3D and GIS licenses comes out of this account as well. \$50,000 for operating materials and that's for meters/curb stops etc. \$70,000 for meters and we have 3500-3800 out there. The 511 Fund this isn't mine but it is in the budget because Jeff Weis must place membranes down at the plant so that comes out of this account. Then, the 5700 account this is my go-to water line account, we put a little bit there for when we repave streets because we must adjust water valves. We put \$5,000 into the Scott Street Project. River crossing, we are hoping to start the design for next year because we had a leak, and the water line is old, so we want to replace it. There is money in here for the soil, rock, and survey for the river. The engineering says, "contingent upon the receipt of this money" we applied for a \$750,000 grant for waterline work on Oakwood. We are now just waiting for the EPA to write us a check, but I'm unsure if it will be on the 2024 or 2025 books. We are not going to spend any money until we have that money though. I believe the estimate for River Crossing is about 3-3.5 million dollars. Small said, this will be in a new location west of town. It crosses under the river, through the field and ties to West Maumee. After we had the issues a year ago, we decided that if we are going to replace them, we want to do it right and loop in west of town. If we have an issue at Frosty Boy with the 12-inch waterline then, the west end of town is off. So, if we do go out further and loop into it then that issue is resolved. It is a little more money, but it is the right thing to do. In addition, our trip to DC this year, we worked with Senator Brown's staff, and they told us if it stays in the budget we will get 1.9 million dollars to help with the project. Lulfs said, the same thing we did for Oakwood, we are doing for this project, except we are asking for more money. I did get confirmation from Senator Brown's office, and they said they are in, but we don't get the money until the budget passes. Schwab said, is there any maintenance we need to consider. Lulfs said, no not really, we just need to exercise the valves. Lulfs said, we put \$50,000 into 5th Street and we are going to do this ourselves. This will also

be a good opportunity for the young guys to learn. The 520 Fund, sewer is for the guy's salaries/benefits and they are going to have all the same accounts we discussed previously. Machinery and equipment we don't have anything major other than the windows and work truck. The vactor, service truck, spray patch machine, garbage truck, and another truck are on the 2026 schedule to be replaced just as a heads up. We have one project left on the long-term control plan which is East Washington. 521, 6310, and 57500 are streets. East Washington Improvements and the street portion of that project is 2.1 million. The 5700 account is water so that is half a million. The 57800 account is the sanitary sewer and 57900 is the storm sewer. To elaborate on that under the 57800 account there are grants there for East Washington. We have \$325,000 for EFC, \$825,000 for ODOD, and another one I got verbal confirmation on for half million for CDBG. Half of the project is grant funded. I know that there is a lot coming out of the sewer account, but half is accounted for. My budget number is 3.95 million, but I am hopeful the bid will be lower. I likely will have that bid for you all by the end of February. We have sanitary sewer cleaning and that is required by the EPA, so we budgeted \$100,000. We don't know the total yet, but we must do 10% of the city every year. We budget \$100,00 every year for emergency repairs. We haven't used that in the last couple of years. \$10,000 for the annual milling. Scott Street resurfacing that's manhole adjustments. The East Washington sewer part is a million dollars. The 57810 account, if you recall, the city changed the rules and we are now responsible for sanitary sewers services in the right of way so we budgeted \$100,000. The 57900 account is storm/sewer with \$10,000 for adjustments. The 6311 account these are my sewer guys, and they'll all have the same accounts we mentioned before. The 560 sanitation refuse fund so we have three guys in that account. This includes all the same accounts we keep discussing. The 561 Fund, 6400 dumpsters, we usually put money in there in case we need to replace any or to fix the yard waste site. The 56410 account, seasonal cleanup we have the rental for the trucks and the final cost for fall was \$26,182.66. We are about \$350-\$400 lower than last fall. The 6411 account so brush grinding \$45,000 budgeted. The 6412 account pesticides application conference, licenses and renewals for the sprayer. The bigger cost is on the next page is the chemical for \$16,000 per barrel. The 6420 account is recycling, and we have three guys in there. You can see our Werlor contract is on there to be raised to \$50.

Law (10:49am)

Harmon said, the numbers are basically the same as previous years. Travel and training are becoming less necessary because it can be done online. Memberships and dues, a lot of those are necessary because I have legal and research subscriptions I need to do my job. I was also informed by IT that I need to budget money for new computers. Most years I don't spend this money but for my legal expenses I budgeted this because sometimes I need legal expertise in complicated civil circumstances.

CIC (10:57am)

Arps said, last year our membership has gone up and increased by \$10,000, thanks to Dana, who came in with our largest membership. However, I did adjust it down slightly just in case someone decides not to renew. So that number is budgeted at \$65,000 but that's not to say I won't gain memberships. The City of Napoleon, I know you show \$45,000 rolled over into this year, with the county and you guys I did add a \$2,000 increase. This is just my draft so I can adjust accordingly, and I will work through my expenses when we get to it. We've been seeing an increase, one being The Henry Has website and our audits, so this is enough to cover marketing/events for next year. The CIC provided ED classes, and you won't see that next year. When we do our lunch and learns they are generally focused on workforce initiatives or programs. So, these funds have been put into the workforce line item. Next year, I am just not budgeting in that line item just doing it as workforce revenue, which I did put at \$800. I did this because some of our lunch and learns if you're a member you can attend for free, if not we will charge \$50. Sometimes they will see it is just cheaper to join, so our memberships increase but that line item

decreases. Annual meeting revenue is \$6,000 because I was able to get a lot of sponsorships this year which covered most of the cost of my annual meeting. Then, we kept increasing our attendance, so I was able to keep that at \$6,000 as well. Fees for service, these are revenues we receive through abatements that we have through companies. EZCRAP's are considered administration fees for the CIC so we don't expect anything new this year. Online payment fee revenue is just if someone wants to pay an invoice online and quickbooks add a fee then, we take that revenue for us. Expenses, we base our wages and benefits off what we heard from the county. The county estimated 3% and for budget's sake that is what I use. The 172 that is what the 3% increase is for. Advertisements this year I budgeted \$2,000 and next year I plan to do \$1,500 because I did less with the newspaper and more with WNEH and I like that outreach better. Annual meeting costs with higher attendance come higher catering fees/venue. CIC events and seminars these are basically for our lunch and learns including the food/beverages or rental fees we will have. The website is highlighted because that is a huge increase to \$2,500 for Acrosoft, that is who designs our Henry Has website. Insurance, directors, officers, and bond costs keep increasing so I've increased that line item. Membership expenses, for the CIC you must be members in some of these like NORED, for networking purposes. The 570, that is for Kyle and me for professional development. Software and programming that would be for quickbooks, which we use for invoicing and financing. Professional fees, our attorney usually cost \$500. Next year, will be our audit year so that will be \$1,800, they prepare the audit and our year-end financial statements. Treasurer of states, it is our highest expense that we do every other year for \$3,000. This year we won't use it, but it will carry over into next year, so it isn't a shock. Project facilitation, I budgeted \$500 for appraisals, or anything land related to the city. Phone line, there is nothing budgeted because the commissioners cover the cost. Training, conferences and travel costs will remain the same at \$2,000. Workforce development expenses, that is the programs we offer our companies. Miscellaneous and contingency line items are there to cover any unexpected cost. Durham said, how much are you going to ask the townships for the website? Arps said, \$250.

Water Treatment Plant (11:17am)

Weis said, not a lot changed for the main budget this year. The professional service line, we have a potential rate study next year that Andy suggested. Small said, I had both Jeff and Jay put \$15,000 in their budget for the potential water/sewer rate study. Durham said, the Building and Improvements, can you elaborate. Weis said, that is a grant we received for the south tower and that cost will be spread across 10 years. The 53520 account, contract maintenance and equipment, we been having issues with our hvac system, so we shopped around for a new vendor to do our preventative maintenance. It is a little more, but the previous vendor just wasn't cutting it anymore. We took out the RO service agreement for Wiggins because we haven't used them in a few years. We are hoping to swap out two of our RO's next year. We reached out to two of our biggest vendors in the area for next year. We noticed our RO was degrading a little bit and after review from an engineer we were advised we should replace two of them next year before it fails. So, two next year and two the following year. Whatever company we decide to choose we will hire them to install it with our help. Since it is \$250,000 we think it is worth hiring them given the high cost and they warranty it if they install it. Schwab said, are there any grants for this. Weis said, no but we have been putting \$100,000 away every year. Operating materials are pretty standard there, same for equipment. The 54245 account, was reduced to \$30,000 for cleaning chemicals. Machinery and equipment, we have computers in the plant that need replacement. We put a trailer in the budget next year to take the gator throughout the city, rather than driving it. Next year there is 6 years on our Wauseon pump and the basket is in bad shape so we need that fixed. We have been having issues with our high service pumps so that is added to the budget possibly. The 57200 account, we are looking to upgrade our communication at the north tower. The 519 Fund is the debt service for the building of the water plant.

Wastewater Treatment Plant (11:47am)

Okuley said, the 5200 account is \$2,000 less. The 5310 account is the electricity and that was raised a little bit because all our new equipment is online. The 5313 account is the water account and that was lowered by \$20,000. The 5314 account is our utilities and that was reduced. The 5300 account we lowered that some, then increased it some for the rate study. The 53520 account we reduced by \$3,500. The 53610 account was reduced by \$3,000. The 54200 account was reduced by \$6,000. The 54240 account was reduced by \$13,345. The 54500 account was reduced by \$4,000. The 56900 account that was an undefined contingency and that was dropped a lot because of the new plant. The 57000 account was reduced because we got a new truck last year. The 57200 account we took out a GIS allotment because Chad hired someone. Garringer said, the 520 Fund we pay out for the debt of the new building.

Parks and Recreation (12:16pm)

Cotter said, 4100, that is my office, and it hasn't changed much. The 4200 is golf and a couple of things that stand out are our wages. It seems to be higher because we have the same level of staffing, but we have more people on payroll, specifically at the clubhouse. There is also an employee working alongside Tom that increases our sum because we find him valuable. There is a slight bump on our chemicals and supplies. The 4200, 57000 machinery and equipment last year was the first year that we had on our lease program. We have four pieces of equipment that we've leased and it's about \$25,000 a year, so this coming year will be year two of payments on the lease. We also are requesting three new golf carts like we do every year and trade in two of the oldest. We are trying to get our fleet to the point that we don't have to rent them. Next year, we will have 33 golf carts in our fleet, so if we get 36 it will be enough to accommodate our golf outings. The swimming pool, again wages are up some because there was a bump in minimum wage. We've got to make sure we pay our part time lifeguards a competitive wage because there are area pools that want guards too. We had to increase our expenditure on chemicals. Small said, on 4300, 53100 utilities, electric has nothing budgeted. Cotter said, that is a mistake on my part I would like to budget \$17,000 for that. Our main expense at the pool is chemicals, specifically chlorine and CO2 to balance the pH. I did get a notice from Pepsi stating that they are increasing the pricing. If we need to adjust our concessions pricing, then we will have to do that. When we switched to lightspeed, which is our point of sale, they did transaction fees differently. We did see a \$2,000-\$3,000 decrease in the fees we had to pay. The other point of sale system we use is recdesk and we have transaction fees on there as well. Bialorucki said, do either of those systems offer a surcharge program. Cotter said, no, the companies do not but we could if we wanted. The 221 Fund the aquatic center, \$4,300 because we are looking to add a dry deck to the hallway of the swimming pool. We also want to complete our security cameras by doing so, we must update our server that we share with the police department. This is our share of the cost of that server update. Also, we have two computers at the pool we need to replace. Garringer said, the 221 Fund this is from the operating levy that was put in place to build a new pool. The money goes into the 221 Fund then gets moved to the Service Fund. We obviously pay the debt first out of this, and it collects more than what the debt is. It gives us flexibility to spend money on other pool amenities. Cotter said, we also need storage for the pool items and golf course items. Equipment that we lease we don't have storage for so we are looking at a storage building where we can house both. When we were figuring out how we can finance this we talked about Rec Fund or General Fund. It was thought a funding source would be the 221 Fund for that building. This building would house our golf carts, pool equipment, and many other things. We are considering an area west of the swimming pool, behind the private cart storage, but we are still trying to determine the location though. The estimates we received for this building were \$140,000-\$175,000. The state is requiring any recreation program to have AED machine and have some training in place at any facility that has sports programs. So, next year a placed money in the budget for three of those machines.

Garringer said, the 222 Fund for \$65,000 is a transfer back to the 221 Fund, if we build the new building. Cotter said, the 4400, parks and programs are for salaries, and we increased their wages. We really want to enhance our 4th of July celebration so I added money into that so we could have a band play. Also, we are proposing a \$5,000 increase for fireworks next year and that would come directly out of the Rec Fund. Durham said, how is the balance of that fund. Cotter said, about \$450,000 roughly. The 220 Fund, 4400, is \$57,000 machine and equipment, every other year we roll out one of our front-line park's mowers so that's due this year. We've got a total of four machines, three are out mowing each day and one stays on reserve. One of the bigger ticket items we are looking at this year is the installation of pickle ball courts. It is the most requested facility we've had in a long time. The overall cost for that project is around \$50,000 for three courts, fencing, and equipment necessary. The other item is to put concrete in the dugouts at Oakwood Park and we want to replace an athletic field liner. Lastly, we want to add \$18,000 to the rec budget for the new building at the new field. There aren't many changes to cemeteries other than adding more seasonal help. We found ourselves behind on a lot of those things this year and it was getting difficult so we added an additional seasonal person so we could catch back up. The only capital improvement for cemeteries is a zero-turn mower and the net cost is usually about \$8,500. Bialorucki said, is there going to be any improvement to the sand out at the golf course because I've heard a few complaints. Cotter said, it isn't specified in the budget but yes, money was budget in materials and supplies for it. Small said, it is in there under bunker sand.

Fire (1:06pm)

Bowen said, one of the big changes is in the personnel line because we adjusted how we do overtime because it is lumped into one account. Now, we have an overtime training budget and took it out of the overall overtime budget. Small said, many of the items you will see he purchases every year. The first one that jumps out as me is the 54500 account supplies and other equipment. Bowen said, right now we have multiple gas meters but one is so old it broke so we must purchase a new one. Durham said, the five portable radios is that standard. Bowen said, you want to replace those radios every 10 years. In this case, we are purchasing 5 a year, that way we spend smaller increments of money a year. The 210 Fund for EMS is for supplies/training and we had a slight increase in that budget. One reason is because we decreased our vehicles parts and supply budget by 50%. The 242 Fund, the Lucas Device item is past its service life. Stryker, the company that takes care of our preventative maintenance, approached us with a service plan along with the equipment. If we were to take their plan, in 2025 we would spend \$48,000 with annual payments of \$59,556.07 until the year 2030. This would save \$70,000 so I would like to change line item 7 to go to this plan. Also, we are looking to purchase an engine and that is 1.2-1.5 million. We have money in that 242 Fund that we could use to put a downpayment on the new engine and lease but with interest we would end up paying more for the engine. We applied for the AFG grant for a million dollars but did not get it. Garringer said, the 291 fire prevention, years ago council approved a certain percentage of our real estate taxes goes specifically to fire pension. Once we get those taxes collected it goes to this pension, so it is more of an in an out fund. Bowen said, we lack a realistic replacement sustainability plan for the essential equipment we need. What we could do is adjust the 242 Fund, adjust contracts, put a levy on the ballot, or a combination of all. If we combine all of those we could make changes to the 242 Fund by keeping it apparatus based, slight changes to contracts to spread it more evenly, and we would only have to do a 3 mill levy. Small said, what does it generate a year. Bowen said, a 3 mill levy would generate half million a year. Small said, what would the income tax increase be? Garringer said, probably atleast half a percent. Small said, historically, we've stuck to income tax for our mechanism revenue enhancements but personally I'd rather go with an income tax than a property tax. Bowen said, 90% value would be \$466,000. If we stay with the 70/30 split with a levy it would allow us to generate close to that half million dollars and it could allow us to put some of that larger equipment back into the 242 Fund. That is the 242 replacement presentation plan I have and

I suggest we do something sooner than later. Bialorucki said, what is the main difference between an engine that was purchased for \$600,000 compared to what you want to purchase? Bowen said, they are buying that truck as a throw away because they plan to get rid of it, but we are going to buy one to keep it until it can't be used anymore. They will eventually sell it to a manufacturer that will then turn around and sell it to a smaller community who has no budget and only runs a 10-15 calls a year. They essentially need it for just water while we need space for ems/rescue and many other specialties. Schwab said, do you know what the rate increase would look like for the townships. Bowen said, it goes off cost not actual percentages. Garringer said, it goes by the expenses of the previous year. Schwab said, can equipment be part of that expense or is it. Bowen said, part of it but the 242 Fund the 80/20 split is separate. If we make some alterations within that 242 Fund we will generate some money but the problem is that should have been done years ago. Also, the increase in the 242 Fund should have followed inflation.

Electric (2:20pm)

Kuhlman said, we increased a couple of accounts but we are still under budget like we have been the last couple years. We are adding a couple of vacancies for succession for myself, Mike, and a few other people are leaving. Small said, one of the things I did earlier this year was to develop a succession plan for each department but when it came to electric it was difficult to come up with a plan. So, what I am asking you is to add an assistant superintendent position that will eventually role into the superintendent position then, that position will be eliminated. That way when Greg or Mike leave, we are covered. Kuhlman said, we are doing good with linemen and we are trying to be competitive with their wages that is why you see a 7% increase. Weaver said, do we have a lot of turnover. Kuhlman said, we have two guys that we are going to lose in the next 3 years. Weaver said, did you lose anyone because of our wages. Kuhlman said, we lost a guy a few years back but I don't know if it was due to that. Small said, a year ago we brought on three apprentices since we are having retirements in the next few years. The 54510 account, the supply, meters, and meter testing you will see where we are purchasing some of our AMI meters. Kuhlman said, it is \$200,000 increments and over the three years we will have \$1.6 million over 5,000 meters as we go. So, it won't be complete for three years. Gonzalez said, it is still new and we still have a lot that still has to come in. We've only got 180 out of the 1478 that is just picking up now because we only have one tanalised meter installed right now. Once we can get them all installed, they will start working together. Kuhlman said, we are looking to purchase a new transformer. Small said, this was part of the deal with AMP they paid the city a chunk of money for transmission lines and apart of the deal we would sink some of that money back to rebuild the substation. That is what the big numbers in that account are for. Kuhlman said, we want to replace the service truck with a bucket truck and it will take about 2 years to get delivery on a new one. We budgeted \$300,000 for that bucket truck. Small said, I verified with Nate at the garage, and he said that truck needs to be replaced.

Police (2:48pm)

Legg said, what we want to do is have separation in command staff so the solution to that is to have three lieutenants in charge of each shift. Small said, this discussion has been going on for a year because I did not want to jump into anything. I agree with their request and in this budget, you will see three lieutenants to make this happen. There is an increase in cost for the city of at least \$17,100 and up to \$25,000 depending on what step they're placed on. My request is that we start them at A step which would cost the city \$17,100. Weaver said, wasn't the next step to go back to committee. Small said, yes it was going to go back to Civil Service, but I used my authority. It will have to go back to Civil Service now to establish that lieutenants list. Garringer said, it looks like this is two new positions but it's not. Small said, it still shows the sergeants on the budget but those will go away and two of these people will

Approved

Tom Weaver - Chair

DRAFT

Minutes of the City of Napoleon, Ohio
Special Finance and Budget Committee Meeting
In Joint Session with
City Council
Saturday, November 2, 2024, at 8:00am

PRESENT

Committee Members	Tom Weaver-Chair, Ken Haase, Jordan McBride, Joe Bialorucki
Council members	Ross Durham- Council President, Brittany Schwab-Council President Pro-Tem, Dr. Dave Cordes, Robert Weitzel, Tom Weaver, Ken Haase, Jordan McBride
Mayor	Joe Bialorucki
City Manager	J. Andrew Small
City Finance Director	Kevin Garringer
Clerk	Mikayla Ramirez
Others	Tracy Christ

Call to Order

Chair Weaver called the special joint meeting of Finance and Budget Committee and City Council to order at 7:59am.

Finance (8:01am)

Garringer said, as you can this bar graph that lists all our debt we currently have and the other is the amounts that I only printed out until 2031. As you can see the city is 2.5 million in debt then in 2025 it will be 2.8 million in debt. The most recent debt we have is the wastewater treatment plant going up to 2054. If we do not incur any debt between now and 2054 this is what we will end up paying. Some debts will be dropping over time. My budget hasn't really changed at all except for some small things. The first change is the salary requested budget is \$456,000 and if I went back to how we budgeted last year it would be higher. Weitzel said, I don't think I understand, so are these salary changes not going to take affect the first of the year at this point. Garringer said, that will be a discussion point whether we stay the way we are currently or if we promote someone to the assistant finance director position. There are too many unanswered questions that we need resolved before we can get there. My employees will certainly get the raises that everyone else would receive at 3.5% but no promotions will be done by January 1st. The budget for travel/training will be \$1,000 less because we haven't used it in years past. We do have some employees who require CPIM training, and we've been able to get those online. Phone and internet reimbursement are the same. There is an increase of roughly \$1,000 in the top line item for support agreements because our software has a projected increase of 8%. Professional services, investment advisory services, and our audit costs will all remain the same also. Durham said, are you happy with Meter. Garringer said, without having another company to compare them to, yes. I'm not against Meter but our association with them has gone back many years. Printing forms and photos are mostly unused, so I dropped that by \$1,000. The operating materials, fuel, and miscellaneous operating costs are all staying the same. I have one computer in the General Fund and two in the Capital Fund. This one here is my computer and I'm going to cut that down to \$500. I can go to Windows 11 I don't need to replace my laptop. However, keep that money in mind for later. The 400 Fund for machinery and equipment, I think \$7,000 is a bit high but the idea is that we are going to replace two computers. Tracy, Kim, and the front desk all got new computers this year. The 170 Fund is our fund that all the

income tax goes into and our income tax administrator gets paid out of this fund per our city charter we are required to have an income tax administrator. She has many other duties than being the tax administrator, but she does get paid out of that account. The 170 Fund a little bit of memberships, dues, telephone, and computer software comes out of there. Our retainer fee is 3% of whatever RITA collects and the more we collect the more the 3% goes, around \$180,000. Keep in mind, they reconcile then give back to us. Last year our total was less than 1% or around \$50,000-55,000. The rest of the stuff has no real changes but on the back we do have an economic development agreement with Jack's Products and that will roll off around April-May 2025. The general fund under finance/utility, payroll is the same and that is the account Erin gets paid out of. The training, we must pay CMI for our support and professional services we use LexisNexis to track people. Smart bill costs are one of our biggest increases because of the postage and cost to send utility bills. Bialorucki said, have we had any discussions about encouraging them by charging a fee if we're mailing their bills. Garringer said, no there has been no discussion but we certainly can look into it. Weaver said, so the majority still pay by check. Garringer said, I would say 50%-60% of our people do. Small said, it is a demographics thing. Bialorucki said, I meant us printing out a statement not how we are receiving the money. Garringer said, computer hardware the support prices went up a bit. Smart bill envelopes are \$11,000 to send out. Postages cost was increased because as the post office raises the rates ours does too. 1900 this is the General Fund miscellaneous, and it has no real changes. Postage machine rental and postmaster PO box was increased a little bit because the cost of postage went up. Professional services we have an increase of \$4,000. Small said, that is because there was an increase in fireworks, but I don't think it was all the \$4,000. Garringer said, what did we have last year out of the General Fund for fireworks. Small said, I do not recall. Garringer said, do we want to increase our fireworks. Small said, yes, I believe we increased in by \$5,000 and part came out of here. Garringer said, the 220 Fund fireworks increased, so right now we have an increase in fireworks in the general fund. Small said, yes. Garringer said, the annual bond council services that we have to pay has no changes. Auditor fees have increased based upon what we paid in 2024, and these are the fees we get from our property taxes. The rest of the stuff all stays the same. County EMA operations stay the same and have for several years. The last line item still stays at \$9,000 for our copy machines in our building. On page 5 of 7 at the top we have an increase for new carpet in the supply copy room, breakroom, and hallway for \$2,000. Small said, this is something I asked for and I had Marris get some estimates that were all around \$2,000. Garringer said, I have a suggestion to add \$500 here to renovate the new mayor's office. Janitorial services remain the same. Our insurance and bonding went down some, then miscellaneous printing is all the same. One page 6 there is no real changes on any of those. On page 7 property taxes have gone down because we pay less property taxes now. The 125 Fund is basically an in and out fund. The 600 Fund is fuel for the garage rotary and we are going to reduce that by \$10,000 because they haven't used it in the past. City council legislative on page 204 are the salaries of the council members and by resolution you guys get a 1.5% increase annually. One page 3 of 4 we have trimmed a few things on these line items because there hasn't been much usage. A lot of travel/training that council members do comes out of departments. Bialorucki said, I would like to discuss possibly increasing the council president's salary. I believe he puts in a lot of additional time than the rest of council. I would say doubling what a council member gets. Small said, that will likely have to be a charter change. Garringer said, there is a resolution out there that states that the pay for city council in the increase of 1.5%. So, while we can't budget for that change that is certainly a discussion that can take place in a committee meeting. The last section I go over is the General Fund mayor executive and there has been no change other than reducing \$50 for proclamations. That is all I go over because all the others are discussed by the departments.

Finance/CM Summary (8:33am)

Small said, something I overlooked on my budget I had three positions Mikayla's, executive assistant, and a third position that we always funded as an administrative assistant. Before this year Roxanne was my administrative assistant, Amanda was front desk, and Marris was the clerk/assisted the police department. Those duties are among 2 people instead of 3 and they are handling it well. So, I've chosen this year not to fund that any longer. Another thing we forgot to mention yesterday was the Chief requested an administrative assistant for the fire department. He wanted a full time, but I told him he could have a part time if it was approved by council and the Finance and Budget Committee. It is in the budget and there is funding for that position. Durham said, was it being funded before. Small said, I believe so. Roof said, no it was taken out in 2021. Bialorucki said, so most of the departments in the city have an administrative assistant at this point. Small said, moving on I'd like to discuss the CIC's request for an increase in budget. They have a carryover balance of a year that is over 100% of their annual budget, so it is not that they're lacking on funds. It is all your decision if they should get a \$2,000 increase or not. I also want to discuss the cost for a new fire truck. As you all may know I am a conservative person, and big numbers make me nervous. I know prices have increased dramatically but I would like a restriction on how much they spend on a new fire truck. They discussed 1.5 million for a truck, but others bought them for \$600,000. I am hesitant to spend 1.5 million on a vehicle when we can have a comparable vehicle do the same thing for much less. Bialorucki said, we could buy two at the same time for \$600,000 and alternate them to last longer too. Small said, I know they like quality things when it comes to safety services, but I also think there are comparable trucks out there. I don't want to sign a blank check to anybody. Garringer said, the last page here are the larger items in the budget. We can keep them all or we can move something else here from the budget. I will make a note that if we do approve the new fire truck that we will need more time to do further research. Weitzel said, the \$250,000 is that going to be set aside or is that a place holder. Garringer said, we would incur that money so it can't be spent. The 242 Fund that it is coming out of right now has \$543,000 unincumbered. It has been spent on various other equipment. Weitzel said, when did that start. How many years have we had that account. How much went in per year. Garringer said, I don't know that off the top of my head but the account has existed awhile. Last year, we spent more than we put in. Weitzel said, would this money be in the same fund. Garringer said, I would envision it in the same fund, but it would be incumbered so it couldn't be spent. Weitzel said, if we know that because that is the intention of the fund. Garringer said, year to date \$143,000 per year. Weitzel said, has it become a regular practice to take money out of there even if it isn't necessarily an emergency? Garringer said, if they have had to buy other equipment or make repairs to the truck itself it came out of that account. Weitzel said, if we keep using the fund for things other than a truck then we will never be able to buy a truck. Can they maintain their equipment and purchase the necessary equipment using this fund? If that answer is no, then that account doesn't do what it is supposed to do. A new fund should be created and only be used for fire trucks. Garringer said, right now we have spent \$91,000 out of that fund this year and taken in \$143,000. The net at the end of the year is \$50,000. Haase said, are you talking about the fund that was set up around 6 years ago for a latter truck? Garringer said, I am going to assume so. Haase said, the way I understood it at the time was the \$100,000 was specified for a new latter truck. Garringer said, in the fire department's packet under the 242 Fund they have \$40,000 for replacement of air bags, \$48,000 for the lucas devices, \$16,000 for replacement of hoses, \$23,000 for turn out of here and \$10,000 for digital pagers. So, these are large numbers, but it has been chipping away at that fund. Bialorucki said, it seems like money wasn't properly named or set aside just for the fire truck but when you look at it, it does say "fire equipment fund" and list everything they can purchase. So, I agree we should separate the funds. Small said, I think it is a good idea to have a separate fund for truck replacement. Weitzel said, it would be for rescue trucks and fire trucks not the administrative trucks or special response trucks. Durham said, would you keep this current fund in place and put \$75,000 into the fire equipment fund? McBride said, we would just reallocate the \$250,000. Garringer said, for budgeting purposes I am hearing that

you all would like a separate fund for trucks. We would not do that today it would be a discussion for another time. Do you want to keep that \$250,000 ear mark in or remove it until we get this figured out then, make a resolution Finance and Budget Committee fund to fund transfer to said fund. Durham said, was the chief's plan to use the \$250,000 as a down payment for financing the new fire truck. Garringer said, I believe he wanted to incur the \$250,000 as the seed money to start the process. Durham said, the \$250,000 stays regardless I just wanted to know his plan. Bialorucki said, so we need to change the wording on the request. Christ said, it says, "money allotted for engine purpose." Durham said, and if we wanted to put a cap on that would we do so at this point. Garringer said, no, not at this point. Small said, no but I would appreciate some direction. Schwab said, I would like to understand more about the grant and there should be conversations with the townships about revenue for using our vehicles. Garringer said, we do have the contracts with the EMS. Small said, I know the township contracts are set up basically to cover our costs, but I don't think it covers depreciation of equipment. Bialorucki said, what would it take to create a new fund for just the fire trucks and EMS vehicles. Garringer said, a resolution from council. Bialorucki said, if we wanted to go that route could we accomplish that before we finalize the budget. Garringer said, I think that needs to be discussed more and we have to confer with the state. Durham said, can we change the description of the item to just say "funding of potential new truck fund." That way he doesn't have the ability to pull the trigger, but we are allocating that money that's going to go to this new fund once it is created. That gives us time to do our homework and see what route is best whether it is a levy, grant, or whatever it may be. Andy, you're looking for direction I think we should work with the chief to explore grant options and if that doesn't work we can see what a potential levy would look like. Regarding the townships, I am not sure how likely the revenue share would be, it might be something we just have to finance. I hope the Chief knows we want the new truck it is just how we are going about getting it that we need to discuss. Garringer said, we will leave this fund here but change the verbiage. So, moving on, are we good with the rest of them. Haase said, I have a question about the river crossing. If you do the new one, do you still maintain the old one? Small said, no, I believe we eventually do away with the old one. If it is operational we'd use it but the next we have a problem we'd probably shut it down. Haase said, theoretically, it could last 25 years. Small said, based on what we saw when they exposed it, I hope we can get a new one before we have another problem. Bialorucki said, is the speed study for Riverview going east or just the west. Small said, it is city limit to city limit, basically, from Wayne Park area all the way to the hospital. Weitzel said, the storage building for parks and recreation, is split among funds. Garringer said, it is in the 221 Fund, which is the source of revenue is the pool levy. Small said, I will allow no more than \$160,000 for the building if council approves it. It is going to be a challenge because there really isn't a good place for this building. Weitzel said, are we saving an of the pool levy for major repairs if need be. Small said, yes, we do have enough money for that. In addition to that, he has purchased additional pumps to set aside in the event we lose a pump. Garringer said, the 221 Fund currently has \$109,000 and we leave some cash in there. This year we pulled out \$100,000 into the 222 Fund, which is a reserve fund for large purchase in the future. This is an operating levy for 20 years. Weitzel said, could we get something done that requires a minimum balance in that account or to prevent what is happening with the fire truck fund happening to this levy fund. Weaver said, what is happening to the overall budget, are we going further into debt. Garringer said, I don't have the exact numbers but what I can tell you is that every fund with the numbers we have will not go into the negative based off our projected revenue and expenses. This also includes our carryover balances from some funds. Bialorucki said, can we discuss miscellaneous streets. Small said, Chad briefly touched on it, and we put \$500,000 into that fund. Our focus this year if the numbers back okay would be Twin Oaks. Durham said, the work CIC does is an immense benefit for the city, and I think it worth any additional funding we can help them with. I would like to be more strategic with how we can assist them though. Jennifer mentioned the website cost is going up \$2,000 this year because they have a lot of traffic, so I think we should allocate that extra money to the website

specifically. Haase said, I agree but I would like to make it \$2,500. Garringer said, I would say not to raise it because in the last 2 years of their budget they had higher revenue than they did expenses, so in essence their carryover balance increases. Durham said, I appreciate the feedback we can keep it as is.

Motion: Bialorucki Second: McBride
To recommend approval of the 2025 budget

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

Adjournment

Motion: Bialorucki Second: McBride
to adjourn the Special Finance and Budget Committee Meeting at 9:40 am

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

Approved

Tom Weaver - Chair

2024 APPROPRIATION BUDGET - SUPPLEMENTAL #4

ORDINANCE No. 0xx-25

<u>Supplemental #4</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>
Fund 100 General			
100.1100.51000 Salary-Elected Officials	\$1,029.77		
100.1100.51500 PERS	\$1,120.11		
100.1100.51700 Medicare-City Share	\$32.06		
100.1100.52010 Memberships and Dues		\$1,228.00	
100.1370.51100 Salary-Non Bargaining	\$2,278.62		
100.1400.51100 Salary-Non Bargaining	\$7,307.72		
100.1400.51500 PERS	\$104.84		
100.1520.51100 Salary-Non Bargaining	\$108.46		
100.1520.51500 PERS	\$0.29		
100.1520.56000 Misc. Operating Costs		\$13.02	
100.1600.51100 Salary-Non Bargaining	\$10.36		
100.1700.51190 Salary - Seasonal	\$7,240.91		
100.1800.51000 Salary-Elected Officials	\$1,798.92		
100.1800.56000 Misc. Operating Cost		\$46.82	
100.1900.53110 Utilities-Electric		\$64.39	
100.1900.53113 Utilities-Water and Sewer		\$44.16	
100.1900.53250 Rents and Leases		\$117.92	
100.1900.53410 County - Auditor Fees		\$24.86	
100.2100.51500 PERS	\$3,213.87		
100.2100.51310 Salary-Dispatchers	\$4,337.59		
100.2100.51311 Salary-Dispatchers-OT	\$5,145.64		
100.2100.51530 Police Pension	\$74,324.80		
100.2101.51100 Salary-Non Bargaining	\$126.77		
100.2101.51500 PERS	\$7.62		
100.2102.51300 Salary-Patrol Officers-Police/SRO	\$3,246.25		
100.2102.53114 Utilities-Telephone-Police/SRO		\$79.34	
100.2102.56000 Misc. Operating Costs-Police/SRO		\$9.45	
100.2103.51300 Salary-Patrol Officers - Police/K-9	\$8,517.19		
100.2103.51301 Salary-Patrol Officers-OT-Police/K-9	\$2,064.87		
100.2103.51530 Police Pension-Police/K-9	\$1,345.94		
100.2103.51700 Medicare-City Share-Police/K-9	\$43.46		
100.2200.51100 Salary-Non Bargaining	\$1,693.19		
100.2200.51400 Salary - Fire FT	\$40,677.96		
100.2200.51401 Salary- Fire FT-OT	\$4,028.56		
100.2200.51410 Salary - Firemen PT	\$71,571.18		
100.2200.51411 Salary-FT OT Training - FT OT	\$1,207.16		
100.2200.51413 Salary-Fire PT - OT	\$4,118.21		
100.2200.51540 Fire Pension	\$55,047.11		
100.2200.51560 Social Security	\$5,337.86		
100.2200.51700 Medicare-City Share	\$1,216.19		
100.2200.53114 Utilities-Telephone		\$120.41	
100.2200.53700 Insurance and Bonding		\$140.84	
100.4700.51190 Salary- Seasonal	\$3,530.26		
100.4700.53700 Insurances and Bonding		\$7.45	
100.5130.51200 Salary-AFSCME	\$515.09		
100.5130.51500 PERS	\$18.36		

EXHIBIT-A**2024 BUDGET**

100.9800.59110 Reimb.-Shared Admin Expenses		\$22,220.25	
100.9800.59130 Reimb.-Shared Labor Expenses-TWP		\$2,446.00	
<i>Reason: Not enough was budgeted at the beginning of the year</i>			
			<u>\$338,930.10</u>
Fund 170 Municipal Income Tax			
170.1510.53421 3% Retainer Fee		\$273.04	
170.9900.59410 TR to 100 General Fund		\$391,821.43	
170.9900.59510 TR to 220 Recreation Fund		\$120,133.13	
170.9900.59610 TR to 400 CIP Fund		\$94,128.13	
<i>Reason: Not enough was budgeted at the beginning of the year</i>			
			<u>\$606,355.73</u>
Fund 200 Street Const. Maint. & Repair			
200.5100.51101 Salary-Non Bargaining-OT	\$50.79		
			<u>\$50.79</u>
Fund 210 EMS Transport Service			
210.2200.53430 Cnt.-Townships-EMS Revenues		\$11,598.09	
			<u>\$11,598.09</u>
Fund 220 Recreation			
220.4100.56000 Misc. Operating Cost		\$16.59	
220.4200.51101 Salary-Non Barg-OT	\$225.66		
220.4200.53113 Utilities-Water and Sewer		\$925.08	
220.4200.53700 Insurances and Bonding		\$31.22	
220.4200.54215 Supplies-Concessions - Beer		\$547.39	
220.4200.56100 State Sales Tax-Golf		\$1,066.47	
220.4300.51190 Salary-Seasonal	\$1,017.50		
220.4300.51700 Medicare - City Share	\$14.77		
220.4300.51500 PERS	\$1,381.66		
220.4300.53700 Insurances and Bonding		\$12.78	
220.4400.51190 Salary - Seasonal	\$8,000.08		
220.4400.51100 Salary-Non Bargaining	\$1,683.23		
220.4400.51101 Salary-Non Bargaining-OT	\$28.97		
220.4400.51200 Salary-AFSCME	\$6,672.42		
220.4400.51500 PERS	\$2,411.64		
220.4400.51700 Medicare-City Share	\$121.67		
220.4400.53110 Utilities-Electric		\$1,690.26	
			<u>\$25,847.39</u>
Fund 221 Napoleon Aquatic Center			
221.4300.51100 Salary-Non Bargaining	\$1,825.10		
221.4300.51500 PERS	\$224.43		
221.4300.51700 Medicare-City Share	\$21.53		
			<u>\$2,071.06</u>
Fund 231 Court 2023 Tech Grant			
231.9900.59530 Transfer to 272 Court Comp		\$769.79	
			<u>\$769.79</u>
Fund 240 Hotel/Motel Tax			
240.3800.53320 Serv. Fees-Tourist Bureau		\$6,032.43	
240.9900.59400 Transfer to 100 General Fund		\$6,032.42	
			<u>\$12,064.85</u>

EXHIBIT-A**2024 BUDGET****Fund 272 Court Computerization**

272.9800.59110 Reimb.-Shared Admin. Expenses		\$8.00	
			<u>\$8.00</u>

Fund 275 Municipal Probation Service

275.1810.51700 Medicare-City Share	\$156.96		
			<u>\$156.96</u>

Fund 500 Electric Utility Revenue

500.6110.51201 Salary-AFSCME-OT	\$26,207.63		
500.6100.54110 Supplies-Postage/Delivery Charges		\$2.01	
500.6110.56200 State Tax-kWH tax		\$5,499.19	
500.9800.59130 Reimb.-Shared Labor Expenses	\$62.00		
			<u>\$31,770.83</u>

Fund 510 Water Reveue

510.6200.51100 Salary-Non Bargaining	\$6,675.84		
510.6200.51201 Salary-AFSCME - OT	\$4,523.35		
510.6210.51100 Salary-Non Bargaining	\$1,359.08		
510.6210.51200 Salary-AFSCME	\$5,633.74		
			<u>\$18,192.01</u>

Fund 513 Water OWDA Bond Retirement

513.8300.58200 Principal Payment-OWDA Bonds		\$494.03	
			<u>\$494.03</u>

Fund 520 Sewer Utility Revenue

520.6300.51200 Salary-AFSCME	\$797.33		
520.6300.51201 Salary - AFSCME - OT	\$579.90		
520.6310.51100 Salary-Non Bargaining	\$1,387.33		
520.6310.51200 Salary-AFSCME-Sewer(WWT)/Collection Sys.	\$3,128.20		
520.6310.51500 PERS	\$27.42		
520.6310.51700 Medicare-City Share	\$344.55		
520.9900.59865 Trans. To 522 Sewer Reserve Fund		\$7,000.00	
520.9900.59869 Trans. To 531 Van Hying Pump Station		\$60,000.00	
			<u>\$73,264.73</u>

Fund 522 Sewer Debt Reserve

522.8800.58470 Principal Payment-WPCLF St. Loans		\$263,757.68	
522.8800.58970 Interest Payment-WPCLF St. Loans		\$40,708.77	
			<u>\$304,466.45</u>

Fund 523 OWDA SA Debt Retirement

523.8600.58200 Principal Payment-OWDA Bonds		\$2,249.99	
			<u>\$2,249.99</u>

Fund 531 Van Hying Pump Station Replacement

531.8800.58200 Principal Payment-OWDA Bonds		\$51,500.00	
531.8800.58700 Interest Payment-OWDA Bonds		\$8,500.00	
			<u>\$60,000.00</u>

Fund 560 Sanitation Revenue

560.6400.51100 Salary-Non Bargaining	\$2,091.51		
560.6400.51101 Salary-Non Bargaining-OT	\$12.19		
560.6410.59160 Reimb.-Direct Salary & Fringe	\$3,740.00		
560.6411.51200 Salary-AFSCME	\$1,208.62		

EXHIBIT-A

2024 BUDGET

560.6420.56000 Misc. Operating Costs			\$10.89
560.9800.59110 Reimb.-Shared Admin Expenses			\$8,530.49
			<u>\$15,593.70</u>

TOTAL FUNDS	\$382,000.71	\$1,109,902.21	\$1,503,884.50
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FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 4)

Ordinance Number: 0xx-25

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1300.53350 Service Fees-Consultation Fees	(9,000.00)	
TO : 100.1370.54900 Supplies- Civil Service		9,000.00
<i>Reason: Police Lieutenant Assessment</i>		
FROM : 100.1370.53350 Service Fees-Consultation Fees	(100.00)	
TO : 100.1370.53114 Utilities-Telephone		100.00
<i>Reason: Final 2024 Cell Phone Invoices</i>		
FROM : 100.1500.52000 Travel, Training and Education	(1,000.00)	
TO : 100.1500.57000 Machinery & Equipment		1,000.00
<i>Reason: Replacement of laptop for Finance Director</i>		
FROM : 100.1500.52000 Travel, Training and Education	(410.00)	
TO : 100.1500.57000 Machinery & Equipment		410.00
<i>Reason: Insurance for FD new laptop</i>		
FROM : 100.1520.53210 Serv. Cnt.-Computer Software	(972.69)	
TO : 100.1520.53540 Cnt. Maint.-Computer Hardware		972.69
<i>Reason: 2 new cameras for utility department</i>		
FROM : 100.1520.52000 Travel, Training and Education	(3,000.00)	
100.1520.53210 Serv. Cnt.-Computer Software	(4,000.00)	
TO : 100.1520.54110 Supplies-Postage/Delivery Charges		7,000.00
<i>Reason: Not enough Budgeted</i>		
FROM : 100.1700.54200 Eng. Supplies-Operating	(200.00)	
TO : 100.1700.54500 Eng. Supplies-Misc.		200.00
<i>Reason: Outerwear allowance</i>		
FROM : 100.1700.52000 Travel, training and education	(650.00)	
TO : 100.1700.54230 Supplies-Gasoline/Diesel Fuel		650.00
<i>Reason: Fuel for remainder of 2024</i>		
FROM : 100.1700.51600 Workers Compensation	(223.33)	
TO : 100.1800.51600 Workers Compensation		140.00
100.2102.51600 Workers Compensation		51.79
100.2103.51600 Workers Compensation		31.54
<i>Reason: Not enough Budgeted</i>		
FROM : 100.1800.53340 Ser. Fees-Acting Judges	(590.00)	
TO : 100.1800.53300 Serv. Fees-Professional		590.00
<i>Reason: Funds needed for drug test confirmation and interpreter</i>		
FROM : 100.1900.56300 Taxes and Assessments	(2,000.00)	
TO : 100.1900.54110 Supplies-Postage/Delivery Charges		2,000.00
<i>Reason: Additional funds needed for the postage meter</i>		
FROM : 100.5130.54200 Supplies-Operating Materials	(200.00)	
TO : 100.5130.53250 Rents and Leases		200.00
<i>Reason: Black Swamp rentals</i>		
FROM : 100.1900.56900 Undefined Contingencies	(257.00)	
100.2200.57050 MARC's Radios Equipment and Fees	(5,577.00)	
100.4700.53110 Utilities-Electric	(225.00)	
100.4700.54500 Supplies-Other Equipment	(225.00)	
200.5100.54260 Supplies-Ice and Snow Control	(2,283.00)	
220.4100.52000 Travel, Training and Education	(12.00)	

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 4)

Ordinance Number: 0xx-25

	<u>Amount Requested</u>	<u>Amount Received</u>
220.4200.54200 Supplies-Operating Materials	(645.00)	
TO : 100.1900.53700 Insurance and Bonding		257.00
100.2200.53700 Insurance and Bonding		5,577.00
100.4700.53700 Insurance and Bonding		450.00
200.5100.53700 Insurance and Bonding		2,283.00
220.4100.53700 Insurance and Bonding		12.00
220.4200.53700 Insurance and Bonding		645.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 100.2103.51710 Hospitilization Insurance	(208.77)	
200.5100.51710 Hospitilization Insurance	(447.19)	
220.4200.51710 Hospitilization Insurance	(797.25)	
TO : 100.5103.51600 Workers Compensation		208.77
200.5100.51600 Workers Compensation		447.19
220.4200.51600 Workers Compensation		797.25
<i>Reason: 2024 BWC Premiums</i>		
FROM : 170.1510.53800 Printing, Forms and Photos	(400.00)	
170.1510.54100 Supplies-Office Supplies	(400.00)	
170.1510.54110 Supplies-Postage/Delivery Charges	(700.00)	
TO : 170.1510.57000 Machinery and Equipment		1,500.00
<i>Reason: Replacement of laptop for Finance Director</i>		
FROM : 200.5100.53114 Utilities-Telephone	(75.00)	
TO : 200.5100.53113 Utilities-Water and Sewer		75.00
<i>Reason: Additional retail funds needed</i>		
FROM : 200.5100.54700 Supplies-Small Tools	(800.00)	
TO : 200.5100.56000 Misc. Operating		800.00
<i>Reason: Damage to vehicles due to spray patching</i>		
FROM : 220.4200.53600 Cnt. Maint. City Property	(500.00)	
220.4200.53800 Printing, Forms and Photo	(450.00)	
TO : 220.4200.54210 Supplies-Concessions-General		950.00
<i>Reason: Additional retail funds needed</i>		
FROM : 220.4200.57200 Buildings and Improvement	(450.00)	
220.4200.53600 Cnt. Maint.-City Property	(500.00)	
220.4200.53300 Services Fees -Professional	(500.00)	
TO : 220.4200.54215 Supplies-Concessions-Beer		1,450.00
<i>Reason: Additional funds needed</i>		
FROM : 220.4200.57000 Machinery and Equipment	(1,300.00)	
TO : 220.4200.53520 Cnt. Maint.-Equipment		1,300.00
<i>Reason: Additional funds needed</i>		
FROM : 220.4200.52000 Travel, Training and Education	(1,700.00)	
TO : 220.4200.53520 Cnt. Services-Equipment		1,700.00
<i>Reason: Additional funds needed</i>		
FROM : 220.4200.53600 Cnt. Maint-City Property	(500.00)	
TO : 220.4200.53300 Services Fees -Professional		500.00
<i>Reason: Additional funds needed</i>		
FROM : 220.4400.53400 Contract Services	(1,500.00)	
TO : 220.4300.53111 Utility-Natural Gas		1,500.00
<i>Reason: Additional funds needed</i>		

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 4)**Ordinance Number:** 0xx-25

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 220.4300.52000 Travel, Training and Education	(48.00)	
TO : 220.4300.53700 Insurance and Bonding		48.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 220.4400.57000 Machinery and Equipment	(4,000.00)	
220.4400.53450 Cnt.-Referees and Umpires	(1,061.00)	
TO : 220.4400.53700 Insurance and Bonding		5,061.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 220.4300.54200 Supplies-Operating Materials	(395.76)	
TO : 220.4300.59000 Refunds-Misc.		395.76
<i>Reason: Credit Card over payment refund</i>		
FROM : 220.4300.54210 Supplies-Concessions	(200.00)	
220.4300.54240 Supplies-Chemicals	(200.00)	
TO : 220.4300.53110 Utilities-Electric		400.00
<i>Reason: To pay Nov/Dec Utilities</i>		
FROM : 220.4300.54200 Supplies-Operating Materials	(750.00)	
TO : 220.4300.53110 Utilities-Electric		750.00
<i>Reason: To pay Nov/Dec Utilities</i>		
FROM : 220.4300.54200 Supplies-Operating Materials	(62.52)	
TO : 220.4300.53900 Banking Service Charges		62.52
<i>Reason: To pay final 2024 credit card fees</i>		
FROM : 400.1800.57200 Buildings and Improvements	(3,000.00)	
TO : 400.2100.57000 Machinery and Equipment		3,000.00
<i>Reason: Additional funds needed for replacement PD cruiser</i>		
FROM : 400.2100.57200 Buildings and Improvements	(24,000.00)	
400.1800.57200 Buildings and Improvements	(6,000.00)	
TO : 400.2100.57000 Machinery and Equipment		30,000.00
<i>Reason: Additional funds needed for replacement PD cruiser</i>		
FROM : 400.2200.57000 Machinery and Equipment	(25.00)	
TO : 400.2200.57200 Buildings and Improvement		25.00
<i>Reason: Additional funds needed for replacement of carpet</i>		
FROM : 400.5100.57500 Street Improvements	(2,500.00)	
TO : 400.5100.57400 Sidewalk Upgrades and Improvements		2,500.00
<i>Reason: Additional funds needed for sidewalk reimbursements</i>		
FROM : 500.6110.56900 Undefined Contingencies	(375.00)	
TO : 500.6110.53113 Utilities-Water and Sewer		375.00
<i>Reason: Additional funds needed for water and sewer utility bill</i>		
FROM : 500.6110.53610 Cnt. Maint-Buildings and Structures	(700.00)	
TO : 500.6110.56000 Misc. Operating		700.00
<i>Reason: purchase chainsaw</i>		
FROM : 500.6110.57300 Traffic Signal Upgrades	(3,000.00)	
TO : 500.6110.56000 Misc. Operating		3,000.00
<i>Reason: Dielectric Winter Gear</i>		
FROM : 500.6110.52010 Membership and Dues	(500.00)	

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 4)**Ordinance Number:** 0xx-25

	<u>Amount Requested</u>	<u>Amount Received</u>
TO : 500.6110.54400 Supplies - Electrical Reason: purchase In-Line Fuse Holder		500.00
FROM : 500.6110.54510 Supplies-Meters	(4,000.00)	
TO : 500.6110.57600 Electric Improvements Reason: purchase 40' Wood Poles		4,000.00
FROM : 500.6110.54230 Supplies-Gasoline/Diesel Fuel	(2,500.00)	
TO : 500.6110.54410 Supplies-Transformers Reason: purchase 167 kVA Transformer		2,500.00
FROM : 500.6110.54510 Supplies-Meters	(6,000.00)	
TO : 500.6110.54410 Supplies-Transformers Reason: purchase 167 kVA Transformer		6,000.00
FROM : 500.6110.54430 Supplies-Electric Substation	(1,000.00)	
TO : 500.6110.53300 Serv. Fees-Professional Reason: Maintenance on HVAC Units		1,000.00
FROM : 500.6110.54200 Supplies-Operating Materials	(6,000.00)	
TO : 500.6110.54410 Supplies-Transformers Reason: purchase 25 kVA Padmount Transformer		6,000.00
FROM : 500.6110.54500 Supplies-Other Equipment	(7,700.00)	
500.6110.56000 Misc.-Operating	(5,500.00)	
500.6100.54800 Supplies-Uniforms	(4,800.00)	
TO : 500.6110.57600 Electric Improvements Reason: purchase 40' wood poles		18,000.00
FROM : 500.6110.56900 Undefined Contingencies	(13,056.00)	
TO : 500.6110.53700 Insurance and Bonding Reason: 2025 PEP Insurance Premium Increase		13,056.00
FROM : 510.6200.53113 Utilities-Water and Sewer	(3,600.00)	
TO : 510.6200.53435 Cnt.-HCWSB Water Revenues Payable Reason: Additional funds needed		3,600.00
FROM : 510.6200.53610 Cnt. Maint.-Buildings & Storage	(3,800.00)	
TO : 510.6200.53300 Serv. Fees - Professional Reason: Repair cost for UVT detection assembly		3,800.00
FROM : 510.6200.54700 Supplies-Small Tools	(300.00)	
TO : 510.6200.54500 Supplies-Other Equipment Reason: tool replacement purchase at Kurtz		300.00
FROM : 510.6200.54700 Supplies-Small Tools	(300.00)	
TO : 510.6200.54200 Supplies-Operating Materials Reason: tool replacement purchase at NAPA		300.00
FROM : 510.6200.56000 Misc. Operating	(620.00)	
TO : 510.6200.54110 Supplies-Postage/Delivery Reason: Cover analyzer shipping cost and other items		620.00
FROM : 510.6200.56900 Undefined Contingencies	(4,000.00)	
TO : 510.6200.54500 Supplies-Other Equipment Reason: Cover parts for surface wash back flow preventer		4,000.00

FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 4)

Ordinance Number: 0xx-25

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 510.6200.56900 Undefined Contingencies	(21,316.00)	
TO : 510.6200.53700 Insurance & Bonding		21,316.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 510.6210.53300 Serv. Fees - Professional	(381.00)	
TO : 510.6210.53700 Insurance & Bonding		381.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 510.6210.53300 Serv. Fees - Professional	(1,600.00)	
TO : 510.6210.54110 Supplies-Postage/Delivery		1,600.00
<i>Reason: EPA Lead & Cooper notification letters</i>		
FROM : 520.6300.56900 Undefined Contingencies	(14,861.00)	
TO : 520.6300.53700 Insurance & Bonding		14,861.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 520.6310.52000 Travel, Training and Education	(1,947.00)	
TO : 520.6310.53700 Insurance & Bonding		1,947.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 520.6310.53114 Utilities-Telephone	(60.00)	
TO : 520.6310.53113 Utilities-Water and Sewer		60.00
<i>Reason: Additional Funds Needed</i>		
FROM : 560.6400.53114 Utilities-Telephone	(17.00)	
TO : 560.6400.53113 Utilities-Water and Sewer		17.00
<i>Reason: Additional Funds Needed</i>		
FROM : 560.6400.54230 Supplies-Gasoline/Diesel	(1,798.00)	
TO : 560.6400.53700 Insurance and Bonding		1,798.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
FROM : 600.5200.54230 Supplies-Gasoline/Diesel	(114.00)	
TO : 600.5200.53700 Insurance and Bonding		114.00
<i>Reason: 2025 PEP Insurance Premium Increase</i>		
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Total Transfer of Appropriation	(194,885.51)	194,885.51

2024 TRANSFER OF FUNDS - No. 2

Ordinance 0xx-25

FROM:	TO:	AMOUNT
220.4400.59000 Transfer to 147 Unclaimed Monies Fund <i>Purpose: Annual removal of non-cashed checks to the unclaimed funds</i>	147.0000.47000	\$320.00
500.6110.59000 Transfer to 147 Unclaimed Monies Fund <i>Purpose: Annual removal of non-cashed checks to the unclaimed funds</i>	147.0000.47000	\$52.72
520.9900.59869 Transfer to 531 Van Hying Pump Station Replacement Fund <i>Purpose: To start the payments on the annual debt of the Van Hying pump station</i>	531.0000.49900	\$60,000.00
580.6500.59020 Transfer to 147 Unclaimed Monies Fund <i>Purpose: Annual removal of non-cashed checks to the unclaimed funds</i>	147.0000.47000	\$692.70



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: Electric Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, January 13, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Board of Public Affairs
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Board of Public Affairs-Cancelation

The regularly scheduled meeting of the Board of Public Affairs for Monday, January 13, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Water, Sewer, Refuse, Recycling and Litter Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Water, Sewer, Refuse, Recycling and Litter Committee -
Cancelation

The regularly scheduled meeting of the Water, Sewer, Refuse, Recycling and Litter Committee for Monday, January 13, 2025, at 7:00 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Municipal Properties, Buildings, Land Use, and
Economic Development Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Municipal Properties, Buildings, Land Use, and
Economic Development Committee-Cancelation

The regularly scheduled meeting of the Municipal Properties, Buildings, Land Use, and Economic Development Committee for Monday, January 13, 2025, at 7:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Board of Zoning Appeals
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Board of Zoning Appeals-Cancelation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, January 14, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: January 10, 2025
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, January 14, 2025, at 5:00 pm has been **CANCELED** due to lack of agenda items.