

## December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 6:45 pm – Records Commission 7:00 pm – City Council	7	8	9	10	11
12	13 6:15 pm – Electric Committee Board of Public Affairs 7:00 pm – Water/Sewer Comm. 7:30 pm – Muni Prop. ED Comm	14 4:30 pm – BZA 5:00 pm – Planning Commission	15	16	17	18
19	20 6:00 pm – Park Rec Committee 7:00 pm – City Council	21	22	23 <i>City Floating Holiday Offices Closed</i>	24 <i>Christmas Holiday Offices Closed</i>	25 Christmas
26	27 6:30 pm – Finance & Budget 7:30 pm – Safety HR Comm	28 4:30 pm – Civil Service	29 6:30 pm – Park Rec Board	30	31 <i>New Year's Day "Observed" Holiday Offices Closed</i>	

**CITY OF NAPOLEON CITY COUNCIL  
MEETING AGENDA**

**Monday, December 06, 2021 at 7:00 pm**

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

**A. Attendance** (Noted by the Clerk)

**B. Prayer and Pledge of Allegiance**

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

November 11, 2021 Special Council Meeting Minutes

November 13, 2021 Special Council Meeting Minutes

November 15, 2021 Regular Council Meeting Minutes

November 22, 2021 Special Council Meeting Minutes

**D. Citizen Communication**

**E. Update on LifeWise Academy by Ben Hartford**

**F. Reports from Council Committees**

1. Finance and Budget Committee met in special session with City Council on November 22, 2021 for the Mayor's Presentation of the 2022 Budget
2. Safety and Human Resources Committee did not meet on November 22, 2021 due to lack of agenda items.
3. Technology and Communications Committee did not meet tonight due to lack of agenda items.

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

1. Civil Service Commission met on November 23, 2021 and certified the list for Firefighter/Paramedic
2. Parks and Recreation Board did not meet on November 24, 2021 due to lack of agenda items.
3. Records Commission met earlier this evening for review of Records Retention Schedule

**H. Introduction of New Ordinances and Resolutions**

1. **Resolution 047-21**, a Resolution Authorizing the City of Napoleon, Ohio to enter into an Economic Development and Real Estate Purchase Agreement with the Cultural Center of Henry County, the Board of Education of the Napoleon Area City School District, and Carol Morley Beck; and Declaring an Emergency (Tabled)
2. **Resolution No. 060-21**, a Resolution Authorizing the Finance Director to enter an Agreement with the Regional Income Tax Agency (RITA) to participate in the Regional Council of Governments for the purpose of Administration and Collection of Municipal Income Tax in the City of Napoleon, Ohio, also Authorizing the Expenditure of Funds for the Administration and Collection of Municipal Income Tax in the City of Napoleon, Ohio; and declaring an Emergency

**I. Second Readings of Ordinances and Resolutions**

1. **Resolution No. 048-21**, a Resolution Amending Resolution No. 063-20, the City's Yearly Reoccurring Costs Legislation; and Declaring an Emergency
2. **Ordinance No. 049-21**, an Ordinance Establishing a Water Rate Review Commission and Amending Title Five of the Codified Ordinances of the City of Napoleon, Ohio, specifically adding Chapter 183, "Water Rate Review Commission;" and Declaring an Emergency
3. **Resolution No. 051-21**, a Resolution Authorizing Expenditure of Funds in Excess of Twenty-five Thousand dollars (\$25,000) in and for the Year 2022 as it relates to Reoccurring Costs Associated with the Operation of the City, for Payment of Expenses, and for Purchases Associated with Vendors Utilized

by Multiple Departments within the City; Elimination of Necessity of Competitive Bidding in and for the Year 2022 as it relates to Certain Transactions; and Declaring an Emergency

4. **Resolution No. 052-21**, a Resolution Authorizing the Expenditure of Funds and Authorizing a Department Director to take Bids on Certain Projects, Services, Equipment, Materials, or Supplies without the Requirement for Additional Legislation to do so in the Year 2022; and Declaring an Emergency
5. **Ordinance No. 053-21**, an Ordinance Establishing a New Position Classification Pay Plan for Employees of the City of Napoleon, Ohio for the Year 2022; Repealing Ordinance No. 067-20; and Declaring an Emergency
6. **Ordinance No. 055-21**, an Ordinance Establishing the Appropriation Measure (Budget) of the City of Napoleon, Ohio for the Fiscal Year Ending December 31, 2022, listed in Exhibit "A;" and Declaring an Emergency
7. **Resolution No. 056-21**, a Resolution Authorizing the Finance Director to Transfer Certain Fund Balances from Respective Funds to other Funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2022, listed in Exhibit "A;" and Declaring an Emergency
8. **Ordinance No. 057-21**, an Ordinance Amending the Allocation of Funds as found in Sections 193.11 and 194.013 of the Codified Ordinances of the City of Napoleon, Ohio; and Declaring an Emergency
9. **Resolution No. 058-21**, a Resolution Authorizing a Contribution to the Community Improvement Corporation of Henry County, Ohio, in and for the Year 2022; and Declaring an Emergency
10. **Ordinance No. 059-21**, an Ordinance Apportioning the Expenses Incurred including Wages, Salaries and Fringe Benefits of the Mayor, Council, and various other Departments of the City of Napoleon which are not otherwise directly charged to Special and/or Capital Projects among Various Accounts Effective January 1, 2022; Amending Ordinance No.(s) 104-09, 087-19, and 069-20; and Declaring an Emergency

**J. Third Readings of Ordinances and Resolutions**

1. **Resolution No. 046-21**, a Resolution Extending the Provisions Contained in Ordinance No. 021-18 and Resolution No.(s) 086-19 and 072-20, wherein Council Imposed a Temporary Reduction and/or Temporary Elimination of Certain Residential Building Permit Fees; and Declaring an Emergency

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

1. **Discussion/Action:** on Honey Blossom Orchard
2. **Discussion/Action:** Approval of Specifications and go out to Bid for VanHying Pumping Station Replacement Project
3. **Discussion/Action:** on Amending ORC Section 143.01 "Composition and Control of City Fire/Rescue Department" (direct Law Director to draft Legislation)
4. **Discussion/Action:** Acceptance of Donation from the Church of the Nazarene to Napoleon Parks and Recreation Department (Tabled until 12/20/2021).

**L. Executive Session**– (Pending Litigation)

**M. Approve Payment of Bills** (in the absence of any objections or corrections, the Payment of Bills shall stand approved.)

**N. Adjournment**

  
Roxanne Dietrich - Clerk of Council

**A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL**

1. **Technology & Communication Committee (1<sup>st</sup> Monday)**  
(Next Regular Meeting: Monday, December 6, 2021 @6:15 pm)
2. **Electric Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, December 13, 2021 @6:15 pm)
  - a. Review of Power Supply Cost Adjustment Factor for December 2021
  - b. Electric Department Report
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, December 13, 2021 @7:00 pm)
  - a. Update on 2021 Wastewater Treatment Plant Improvements Project
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, December 13, 2021 @7:30 pm)
5. **Parks & Recreation Committee (3<sup>rd</sup> Monday)**  
(Next Regular Meeting: Monday, December 20, 2021 @6:00 pm)
6. **Finance & Budget Committee (4<sup>th</sup> Monday)**  
(Next Regular Meeting: Monday, December 27, 2021 @6:30 pm)
7. **Safety & Human Resources Committee (4<sup>th</sup> Monday)**  
(Next Regular Meeting: Monday, December 27, 2021 @7:30 pm)  
Agenda Item for May 23, 2022 – Review Traffic Pattern at Westmoreland and Bales Road
8. **Personnel Committee (as needed)**
9. **Ad-hoc Committee on Personnel**
10. **Charter Review Commission (as needed in 2024)**

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

1. **Board of Public Affairs (2<sup>nd</sup> Monday)**  
(Next Regular Meeting: Monday, December 13, 2021 @6:15 pm)
  - a. Review of Power Supply Cost Adjustment Factor for December, 2021
  - b. Electric Department Report
  - c. Update on 2021 Wastewater Treatment Plant Improvements Project
2. **Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, December 14, 2021 @4:30 pm)
3. **Planning Commission (2<sup>nd</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, December 14, 2021 @5:00 pm)
4. **Tree Commission (3<sup>rd</sup> Monday)**  
(Next Regular Meeting: Monday, January 17, 2022 at 6:00 pm)
5. **Civil Service Commission (4<sup>th</sup> Tuesday)**  
(Next Regular Meeting: Tuesday, December 28, 2021 @4:30 pm)
6. **Parks & Recreation Board (Last Wednesday)**  
(Next Regular Meeting: Wednesday, December 29, 2021 @6:30 pm)
7. **Privacy Committee (2nd Tuesday in May & November)**  
(Next Meeting: Tuesday, May 10, 2022 @8:15 am)
8. **Records Commission (2<sup>nd</sup> Tuesday in June & December)**  
(Next Regular Meeting: Monday, December 6, 2021 @6:45 pm)
9. **Housing Council - Meets First Monday in April (meeting to be scheduled after the TIRC meeting)**
10. **Health Care Cost Committee (as needed)**
11. **Preservation Commission (as needed)**
12. **Napoleon Infrastructure/Economic Development Fund Review Committee [NIEDF] (as needed)**
13. **Tax Incentive Review Council (as needed)**
14. **Volunteer Firefighters' Dependents Fund Board**
15. **Volunteer Peace Officers' Dependents Fund Board**
16. **Lodge Tax Advisory & Control Board (as needed)**
17. **Board of Building Appeals (as needed)**
18. **ADA Compliance Board (as needed)**



*City of Napoleon, Ohio*  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
in Joint Session with the  
**FINANCE AND BUDGET COMMITTEE**  
Thursday, November 11, 2021 at 8:00 am

**PRESENT**

Councilmembers	Joseph Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Jeff Comadoll, Lori Siclair (arrived at 8:07 am), Ken Haase, Ross Durham, Molly Knepley
Mayor	Jason Maassel
City Manager	Joel Mazur
City Finance Director	Kevin Garringer
City Staff	Municipal Court Judge Amy Rosebrook Jeff Weis-WTP Superintendent Jeremy Okuley-WWTP Superintendent Billy Harmon-City Law Director Justin Mullins-IT; Dustin Tewsbury-IT Lanie Lambert-Human Resources Director Tony Cotter-Director of Parks, Recreation and Cemeteries Chad E. Lulfs, P.E., P.S.-Director of Public Works Jeff Rathge-Operations Superintendent Greg Kuhlman-Electric Dept. Superintendent
Others	News-Media, Dr. Dave Cordes, Joel Miller-Henry County Chamber Brandy Gonzales
Clerk of Council	Roxanne Dietrich

**ABSENT**

Council President Bialorucki called the Special City Council Meeting to order at 8:01 am.

**REVIEW OF 2022 BUDGET PROPOSALS**

**100-1300. City Manager/Administration (8:03 am – 8:43 am)**

Mazur started with accomplishments from 2021. We continue to promote growth with the Keller Logistics Spec Building, the purchase of property on Commerce Drive, Main Stop, Crematory, Aquatic Center construction and operation, and the continuation of the housing fee moratorium, that is still under consideration. These will all help promote the growth that we have seen despite some setbacks. Businesses are still constructing, there were a few lags, delays and pauses for Main Stop but they are planning to start construction soon, the demolition on the site was done. For utility rates we did the asset transfer and LED light conversion transition. We did not start the Electric Rate Cost of Service Study, as we had a turnover in the Finance Director position, we do have a contract signed and will be starting that study the first of 2022. That will be an item for the Electric Committee. We will continue to monitor and reduce our electric and water line loss and make general improvements. The Wastewater Treatment Plant Rehab is under way and should be another year and a half. We did the Aquatic Center and Golf Course rebranding and have new logos, the website is up and running and we will continue to market that. The city facilities study was started, that has been three or four years in the works. The timing is good as we have been able to internally assess what our needs are and have somebody from the outside looking in on what our needs are. We received the Smart Energy Provider designation from APPA. We did finish the website layout and are continuously refining that. The Safety Services Strategic Plan is started. Looking at 2022, it is a little different than it looked in 2021 and previous years. The main theme for 2022 is to see through a lot of major projects that we have going on. The Wastewater Treatment Plant project is significant. The Ritter Park Path Project is underway, part of that is the repaving of Front Street and that will be discussed in Engineering's presentation. There was a public meeting just a couple days ago that lasted two hours, we did not think anyone would show up. There was a lot of input and we believe that Front Street repaving is something for the Municipal Properties Committee to take a look at. Even though it is a small section, it is high impact. Finish up the Electric Rate Cost of Service Study, engineering for the Industrial Substation in conjunction with AMPT, Strategic Plan Facility Study, establish the Water Rate Review Commission that is part of our contract with the Village of Florida and will be on the next Council agenda. Then, taking a deeper dive and evaluating taking over the operations of the Florida water

system. Get the VanHying Pump Station underway, that has been a little bit of a setback for us, we have to get that going. Seeing all of the major projects through, there is a lot of big stuff and a lot of money being spent. We continue to have project delays and will continue to monitor spending with higher expenses and materials. We have to do a lot of planning because we do have a City Master Plan that is a couple of years old. One big thing is researching for new grants. It seems like the federal government is making it rain right now so, we have to really monitor what new grant programs are out there or what is being added to or anything like that because we want to take advantage of as much as we can. AMP hired a Consultant to monitor the grants that are coming out. There are a lot of new programs and there are a lot of existing programs that are getting more money. In the Parks and Recreation piece from the Master Plan is parks planning and review of our recreation policies. Some of them are still only for Napoleon residents, to see if we can open it up more to everybody. We also want to take a look at the parks maintenance, inventory of parks facilities and everything else. The big thing here is we have a new foreman and we have a new parks and rec worker so let's give them a chance to add a fresh prospective. Participation planning. Internally, we have a loose 3-year outlook for street repaving. I do not want to formalize it because you don't want to over-promise or under-deliver if you make changes to something but, at least to have a 3-year outlook of what to expect rather than just going year-to-year and to have the outlook reviewed by the Municipal Properties Committee. I think Front Street will take a little more planning, maximizing our city operations, there are things we can do at the Aquatic Center and Clubhouse, the Wastewater Treatment Plant operations is going to be looked at as well as the line loss in our utility systems. We will continue to have dialogue with our satellite communities. Contract negotiations are next year. We are planning and expecting delays for projects and cost increases on materials, that is something we have to anticipate for there is no way getting around it, particularly chemicals for the water and wastewater plants. This is probably the biggest increase we have seen.

Notes. City Council must pass a budget, even if it is on a temporary basis, by December 31<sup>st</sup>. City Council must pass a balanced budget by March 31<sup>st</sup>. All funds must balance and there cannot be any negatives. All funds are separated so you cannot co-mingle Enterprise Funds with your General Funds and vice versa. There is an exception to that, in an emergency situation there could be a court order. When I looked back in history and I think this has only happened one time during the recession, there was a court order to move some utility funds so we could balance. The .2% Parks and Rec levy has to be separated out and kept in its own fund, the 220 Fund. The 221 Fund is a separate levy fund for the pool and golf construction and operating. Bialorucki - we have to pass a budget by December 31<sup>st</sup>, a temporary one? I thought we had to pass it by March 31<sup>st</sup> but, our goal is to do it by the end of the year. Maassel commented our tradition says do it by the end of the year. Bialorucki - so it is not Council must pass it by the 31<sup>st</sup> of December. Mazur said at least on a temporary basis you have to. Maassel stated that is by Ohio Revised Code. Bialorucki - even though it is a temporary one, we have to pass something and finalize it by March 31<sup>st</sup>. Maassel stated we have to be able to pay our people in January. Bialorucki - we can pass it December 31<sup>st</sup> but then we can make modifications between then Maassel interjected "no". Garringer explained first of all our goal is to pass the budget by the end of the year as per tradition. If there is an item or something that we get stuck on and cannot agree on, we would have to pass a temporary budget so that we could move forward in 2022 but, you have to have the budget passed by March 31<sup>st</sup>, that is your final budget date. Again, our goal is to have this wrapped up in December. Mazur - not much has changed the way we budget, at least for the City of Napoleon. We estimate our revenues low, we estimate our expenditures high and at the end of the year, we hope that balances out or at least breaks even. We use the carryover balances from the prior years to help balance the following year's budget and historically it has worked other than during the recession. I can see year after year some of the fund balances growing and that is a good sign when you get to the actuals. We had a large sum deposited in the Electric Fund from the asset sale so, you will see a large increase in the 503 Electric Development Fund. We had lower electric sales and purchases that translates to lower rates. The Wastewater Treatment Plant is underway so you will see big expense jumps from previous years. The Income Tax Split is automatically 50%/50%. Meaning, 50% of your income tax goes to operating and 50% goes to capital. Over the past many years Council has voted to modify that split to 62% operating and 38% capital unless Council wants to change that. Council passed a reciprocity tax in October of 2020 where the reciprocity tax was modified from 50% to 30%. The thought process was to make sure we are capturing only the cost needed for the personnel changes. The recommendation passed on a going forward basis was that the income tax split was going to have to change to have a wider split between operating and capital so that none of the reciprocity funds would go towards capital. We calculated it based without reciprocity what we thought the income tax projection would be and then calculated what that capital split would be based on 38% and backed into what the income tax split would be with reciprocity. For this budget, what you are seeing here and what is being presented is a 65%/35% split based on that. Garringer reiterated keep in mind that is because of the additional funds that should all go to operations to pay for that.

#### **Projected Fund Summary.**

Last year we were at about a \$1.6 million carryover number. That was really low, we were in the range of \$100,000 in the ending balance. That is because we estimate our revenues low conservatively and expenditures high and then try to balance

it out. Last year's carryover balance was about 1.6 million dollars, now we are at a 2.1 million dollar carryover balance. We are trending in the right direction. The biggest thing is your 2022 estimated revenue and your 2022 estimated expenses. Garringer explained, when we run these numbers, as somebody that puts in the revenue numbers, we are going to try to keep them as low as possible for an under promise over delivery, is what we are hopeful. That protects us in case times go bad, if the economy gets a little worse or income sales do not come in as much as should be. However, expenses are what we are here to discuss today, this is where they had an increase in expenses because of the change in personnel with Police and Fire, and we will handle that. Those are probably the two major ones that will continue on. As we go through the other budget numbers, you are going to see there are some things that were increased that will have to be discussed and decided in this next couple of days to take care of. The concern I have and what a goal would be for myself with this gap is, it is going to be several years before we are going to try to shrink up the difference. Traditionally, our expenses have been higher than our revenue and we had a carryover balance to cover that so we do balance our budget. My goal would be that eventually we need to shrink that gap up a little bit. We can do that several different ways and that can be discussed later. I would say the 2022 requested expenses is on the high end and the 2022 estimated revenue is on the low end. Where are we going to meet in the middle and will see how that goes.

Mazur - the SCM&R 200 Fund is trending in the right direction. That is a big number, it is an important number as that is our streets, maintenance, and operations and can be used for road repaving. A lot of these funds are created because it is statutory. You will see a lot of little funds in there with smaller amounts. Some of the important funds are the Napoleon Aquatic Center that will always be a line item because we are still collecting on the revenue tax that was passed. The shelter house facility repair fund is growing and is in the \$6,400 range. The hotel/motel tax is what we collect from hotels but, a lot of that gets dispersed out to the Chamber of Commerce for various things. The fire equipment fund grows every year because we put more and more into it every year. It is important because that is where we are saving up and banking money to purchase large multi-million dollar pieces of equipment for the Fire Department. Rather than having to take loans out for the equipment, we are saving up money to buy them.

The Capital and Utility fund. We are trending in the right direction on the capital fund. I would caution because I think that the \$330,000 that was in there before is low for that account. We do need to have capital set aside as reserve in case we run into some issues, especially these days. I would caution dipping into that anymore at this point and to evaluate where we are when our ending balances come in at the beginning of the year and then go from there.

Electric Fund you will see that there are a few requests made in the Electric Department.

Water Revenue and Water Depreciation funds those are what we use for capital and water operating.

560 & 561 is the Sanitation Fund and is very healthy. When you look at the beginning and ending balance, it does look like we are trending in the wrong direction but, we are actually trending in the right direction or at least staying even in that fund. Even with hiring an additional person for on back of the truck and getting rid of CCNO and adding a bag to the residents for our waste collection, we are staying or breaking even on that.

Estimated Internal Reimbursable Costs. This is very important because, if you make a cut from Administration and you are trying to save on the General Fund, 10% of the 1300 account is out of the General Fund. The rest is out of utilities. At least from my office, it is heavy on the electric side because of the participation in AMP for all the committees. These percentages are how each department is split, not everyone is paid just out of the General Fund and not everyone is paid just out of the Water Fund it is a mix of things. This gives you an idea of where your operating funds goes toward in each department and is very important to keep in mind.

Revenues. This is what we are anticipating from now until the end of the year. The 2022 budget requested is what we are anticipating bringing in. We estimate low and hope they come in higher.

**Additional Request Summary.** What we are recommending stayed in the budget and what we are not recommending was not included in the budget. Typically at the end on Saturday we go through the additional requests and check off what you want to keep in. There is one more request for 560-6400 Personnel-MSWII for an extra Refuse and Recycling Collector.

Durham asked is that number \$66,700? Mazur stated that is the starting rate. In the union contract it is tiered and goes up to an E step so, each year it will go up whatever percentage the next step is. Maassel said the grand total of everything for 2022 is \$59 million, that is down a little with no pool construction in there. Garringer added part of the pool funding is there will be ongoing expenses and repairs, miscellaneous items and repairs were built into the levy.

**Fund 250** is the CARES money and that will be spent by the end of the year and that program is done. If we did not spend all the money, it had to be returned by the end of the year but, it has all been spent.

**Fund 252** is the ARPA money or Biden Bucks and we anticipate another \$400,000+ to be received next year on that. We do not have to spend all that money next year, they will give us until sometime in 2023. That would be \$400,000+ of revenue that we will not probably receive until next year. Maassel asked have we investigated the rules and how we will spend the money? Is the rule you have to bury it and you cannot drive on it. Mazur replied that is one of the rules. Maassel asked if the money can be used for communications equipment? Garringer responded we are in the process of doing that. We had it

looked into and according to our Law Director it is okay and we are in the process of purchasing radios with that this year. Another thing we can do is we will pay ourselves back due to lost revenue. We cannot on loss revenue out of the utility but we can out of General Fund and that will be around \$50,000 to \$55,000 for 2020 that we can pay ourselves back in 2021 and will probably do that before the end of this year and then we will recalculate that number in the next two and three years if we can pay ourselves back. It will be around \$50,000 but something is better than nothing. The other project is the St. Rt. 110 Waterline Project. Mazur -that will be connecting the river bridge to the south side in front of Campbells.

**1300. Administration/City Manager (8:35 am – 8:46 am)**

Mazur - 2% was factored in across the board on all the salaries and is what you are seeing in the budget. City Council will have to approve that or any type of modification at some point. From 2018 actuals to the 2020 actuals it looks like there is a really big difference but, if you look at the approved budget for last year and approved budget of this year, it actually went down. The reason for the one increase was the clerk's salary was shifted to Administration/1300 from Finance. Page 1 of 4. The big item is Clerk of Council training program for certification. We are still awaiting word on the grant application for the Zoning Code Update. The Grant Application Fund is more important than ever with the Federal money that is coming out. We have used this periodically throughout the years to apply for grants for various items that we wouldn't otherwise budget for and would not be able to do in-house. There are outside services that are needed with a skilled hand. For instance, Mannik and Smith was hired to put an application together for the Ritter Park Path Project and do some of the preliminary engineering. Maassel asked you have painting of the lobby, does that include anything for council chambers? Mazur – it does not. Something can be put in Council's budget. You will see there is an increase in publications for legal notices and legislation. We are seeing an increase in cost and in how much we have to advertise and frequency for certain things.

**NAS Campus Agreement.** This is the third and final payment for the Clairmont Avenue repaving and the agreement we are in with the schools. The Municipal Properties Committee will have to review this at some point to make sure all the terms and conditions have been met before the final payment is made, probably in February. Maassel said this should just be a rubber stamp, they have done pretty much everything. Mazur-they have. They invested a lot of money. Maassel – we did too with this. It is a good partnership and a nice way for everyone keeping their word and continuing to build a good relationship.

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**Municipal Court / Judge Rosebrook – (8:48 am – 9:14 am)**

Judge Rosebrook - last year we were shut down with COVID and the court essentially stopped for that year. Things are starting to pick back up again. I don't know that our volume has returned to what it was in 2019 but, we are getting a lot more traffic tickets. When we were first shut down, both the Police Department and the Sheriff said they were not going out on calls unless there were issues of violence. The eviction moratoriums have ended and we are starting to see Civil pick back up. There are not as many evictions because I think people are starting to get assistance with rent. The concern that a large number of people would be displaced once the moratoriums stopped, I do not think we have seen this in Henry County. We received a federal grant to update our technology to be able to do more things with Zoom. There was a grant for the Probation Department as well as for the court to update those things. A lot of our Probation Department went virtual and I think that has really helped people's compliance and is something we have continued to do. Obviously you cannot drug test people virtually which is a huge issue. It is good that we can get the people in that we are concerned with drug issues for face-to-face meetings and testing. A lot of our compliance issues with probation had to do with transportation and getting there to meet with your probation officer. We all know transportation is a huge issue, we have talked about it through Henry County. Being a rural county I think having those virtual meetings has really helped our probationers compliance. Recovery services is still doing a lot of virtual treatments and that has helped. We also have the capability to have hearings by Zoom in the courtroom. We have done a number of minor hearings like that. We have not got to the point where we have multiple witnesses being sworn in for more complex trials. I want to work up to that but there are logistics issues if you are having a witness authenticate an exhibit. There are all kinds of logistics that go with having a complex hearing with multiple witnesses. We are working toward that, it certainly has helped that we are continuing to use the virtual hearings. If you are out-of-state and get a traffic citation, it's hard to come back for that ticket. If you receive a ticket and your license has been suspended in your home state, through an interstate compact they have to try to clear up their license and that has been a tremendous help to people to have access to the court without having to come here. A lot of the things that we have been doing we are going to continue to do. Judge Rosebrook asked Council if there were any questions on the budget? Maassel asked about the big increase in maintenance, building and structures. Mazur - that was the parking lot we share with the County. Garringer explained we are understanding that the parking lot, awnings and other miscellaneous items are going to be upgraded at the Oakwood Plaza. We will be paying a percentage Mazur interjected it will be 8% or 9% Garringer continued of the total cost. That was put in the capital portion of the Municipal Court budget. That work is supposed to start sometime next year. Judge Rosebrook added I still have not received any information on that. I don't know if Council or the Engineer's office has any information. We send an email to the County Commissioners every year asking them if there are any substantial improvements that they see making to the building that we can work into our budget. Last year their

response was "no, there's nothing coming up". We did not find out that they were repaving the whole back side of that building until we got a call saying you cannot park your cars back there. Then, we had to come to Council and say we need more money. That was completely unexpected. We sent another letter this year and I know they had a meeting regarding these issues but I have not received any information on the results of that meeting or what the cost will be. Mazur said 2021 was the parking lot is why you see the jump in this year's actual to date. We had someone attend one meeting where they discussed fixing the awnings and the sidewalks in the whole complex. We put that on the capital side rather than the operating side. I think it is appropriate that we put this year's planned improvements in capital. Judge Rosebrook stated that account is usually for snow removal, spray sealant and things like that is why it typically is \$5,000 or less. Bialorucki asked do we need to revisit with the Law Director that contract so we can avoid this in the future so anytime they decide *hey we are going to do an upgrade* we are on the hook to pay without any say or notification. Judge Rosebrook added after the issue with the paving, I called the Engineer and said *what is going on?* I do not think they realized we were responsible for a percentage of that. I think it is on their radar now and they are aware of that. Garringer noted I believe these future improvements are just communication at this point and they have involved the city with those communications. My concern is and I agree with what you are saying, we are at the whim of what they want to do. One of the things that I would like to see as this project moves forward is that we have an amount and stick to that amount so it's not an open checkbook of the 9% that we are going to pay. Decisions could be made as the project is going on that increases the cost that we are not aware of. Much like not knowing when they were going to pave the parking lot, we could be anticipating \$50,000 and it comes in at \$65,000 because decisions were made or changed along the way. Mazur -the sidewalks are being replaced because from the Commissioner's office it looks pretty bad but, when you go around the corner, it faces easterly and I think the easterly facing side of the sidewalk is in much worse shape than the rest of them. Does it all need to be replaced? Judge Rosebrook commented it would probably be a good idea to have our City Engineer's office involved in some of the discussion. Mazur said on the cost side we are looking at not necessarily a percentage it's a cost per linear foot because it's only the frontage of the court office not the whole thing. Bialorucki - I would hope they are looking at things that may need to be done over time. Like for the parking lot they could have talked about it two years ago and said in 2021 we are going to do this but did not tell anybody. There are so many projects that the City has planned for different years that we know about ahead of time and we budget for it. We need to be in that loop of what the county's plans are so we can prepare our budget accordingly.

**270-1800 Indigent Driver Alcohol Fund.** Mazur noted a lot of these funds are statutory. Judge Rosebrook stated this fund can only be used for alcohol related issues. This fund was created decades ago and does not take into account issues people may have that are not strictly alcohol. Mazur said it is more of a money in, money out fund. Judge Rosebrook said the intake is the court costs. Mazur said we budget \$25,000 and we come in under, the revenues also reflect that.

**272-1800 Court Computerization Fund.** This is not funded through the General Fund, it is funded entirely through the court costs. The filing fees and court costs are \$90.00 for a criminal and traffic ticket. Of that \$90.00, it is divided eight to ten different ways and is broken down on who receives it with a portion going to the computerization fund. \$21,000 was put in for a server, I don't know that we will need one but, the lifespan of our server is up. They say the lifespan is five years and 2022 would be five years. It is the beating heart of the court. We do need a pretty sophisticated server.

**275-1810 Municipal Probation Service Fund.** This is funded through the probation fees. You pay \$15.00 a month to be on probation.

**277-1800.** This grant is tracked and recorded as we get reimbursed periodically throughout the year.

**278-1800 Special Project.** This account is under the Judge's authority and is funded through the court costs. It was the fund used to create the courthouse and is due to be paid in 2025. I have not spent anything out of this account because the bond is being paid out of that and you never know from year-to-year how much will be coming into that. Mazur - we have really struggled with getting the right vehicle for the probation officer. Judge Rosebrook - we got a new vehicle that was long overdue.

**281-1800 Indigent Drivers Interlock Program** is the electronic monitoring for CCNO. Judge Rosebrook said this is one of those accounts that can only be used for alcohol monitoring, it is the ankle monitor that continuously monitors or it's a monitor that is put on your vehicle. I have been using the monitors more. If you have someone that has strictly an alcohol issue, getting them on a monitor for 90 days from everything I have read tremendously helps their recovery if they can stay sober for that 90-day period.

**288-1810 JRIG Grant.** Pays for the Probation Officer, cell phone, recovery services, we pay for a portion of service treatment, drug screening materials and those kind of things.

**400-1800 Capital.** We put a plug number in there as we do not have any idea what the costs will be as they have not provided or delivered to us a project cost estimate. Garringer noted we would hope that this estimate would be on the high end. Judge Rosebrook pointed out the one thing I want to address is we had been given every indication that we could extend the federal focus grant that we received this new year. We now have been told we cannot. The primary thing that

we have been using that fund for was to sanitize the court twice a week. We have criminal and traffic on Mondays and Thursdays and that is when most people are physically coming into the courthouse. Service Master came out and sanitized the public areas, the courtroom and the lobby twice a week. We are not going to be able to continue to do that after the first of the year. We did spend some of that money on plexiglass dividers. I am not going to ask you to pay for sanitizing from a General Fund source, are there other grants available that would pay for sanitizing so we could keep having those public areas sanitized? Maassel - how much is the contract on a monthly or per episode basis? Judge Rosebrook - I believe we spent \$7,000 to \$10,000 for the year, it was not cheap. Mazur said Garringer and I have talked about janitorial services and we have some thoughts and ideas maybe not for this year but, in the future we need to make some changes. You will see some of the cost increases reflected in cleaning services. Judge Rosebrook reiterated I am not going to ask for that to be paid out of the General Fund. Bialorucki - when was the last time your court costs were increased? You say court costs are \$90, how long has that cost been \$90? Judge Rosebrook - not very long, I have been here ten years and I increased the court costs two years after that. The court costs have been at \$90 for about eight years. I think that price is adequate for what court costs are in the area. Bialorucki - if we are incurring more costs because we have to do sanitizing instead of cutting it out, we may have to increase the court costs to be able to pay for sanitizing if that is important to protect people. Judge Rosebrook replied I do not want to get the court costs too high because then the cost of coming to court is higher than other courts. I do not like to hit people that hard with that especially when you think of the civil filing fees. I do not like to raise the cost of doing business to the point where it's too expensive for people to file their claims. I can look into that again to see what the other area court costs are to see what the average for the area.

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#### **1900 Miscellaneous Appropriations/Mazur (9:15 am – 9:24 am)**

100-1900 is a lot of general miscellaneous appropriations that we have to make. Maassel asked aren't a lot of these accounts state mandated, you have to have these funds available to cover all kinds of things that we rarely use. Mazur - a lot of these are exactly that, state mandated to create a fund and you have to account for them and show them in your CAFR. It could be \$400 to a few thousand dollars here and there. The 100-1900 is like a catch-all for a lot of different things that we use to run different operations. The street lights used to be in here but after review, the former Finance Director moved that directly to the Electric Fund. This covers the electric utility costs for the admin building and some other buildings, natural gas, water and sewer all your utilities and phone. Any rents and leases is a small amount for the postage machine. We have a professional services budget that's the EAP program, Dynacal calendars, radio tower rentals, records destruction this is for a lot of different contracts that cover general city-wide operations. Garringer - keep in mind a few of these items like the county auditor fees and the bank service charges are taken out and it's not like we pay them but, we do have to account for them. **1900-53620 – Janitorial.** For the admin building. We did not see a huge increase on this one for us but, we did in other areas. This is one of those cost increases that we are anticipating. It's really labor because people cannot find workers so they have to pay people more and that is reflected that on their charges.

Garringer pointed out under taxes and assessments that is going to be reviewed this next coming year. I found out during some research that we are paying taxes on a few of our parks in town. I am working on getting those tax exempt. One in particular would be the Maumee River Bridge Veterans Park, we paid property taxes on that park. Haase asked if those were from the buildings that were previously on that? Garringer – yes. The unfortunate thing is what is exempt or not exempt is a state decision. There are proper channels that you have to go to the County Auditor's office to get that taken care of and those cases have to go to the state. Hopefully it's a rubber stamp that we can get to save us a couple thousand dollars not paying taxes on. The other one is the Pocket Park that we still pay property taxes on. Those two we pay property taxes on but, the golf course we don't and we shouldn't. Those will be reviewed and it's not an easy process to get it done. Maassel said they were commercial enterprises before but, they are not anymore. Garringer explained when they built the new bridge and expanded it out that property was purchased. There was documentation and a resolution passed naming it the Veterans Park Bridge.

**101-1900.** On the main appropriation page the Rainy Day Fund should have \$250,000 in it. The first page has the \$250,000 line item at zero, this was inadvertently placed on the wrong line.

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#### **Chamber of Commerce. Joel Miller. (9:25 am – 9:44 am)**

The Ohio Revised Code states if you have an ordinance that collects lodging tax in your community or your jurisdiction, half of that has to go an organization that will help promote tourism and bring more people into your area. By local ordinance the Chamber of Commerce acts as the Visitor Bureau for the area. It was a tough year as far as events and you all know why. I don't really have to talk about COVID too much. It was a tough year but, a good year in that some of these events were still able to go and we were able to sponsor them with the funds. Our board enjoys helping feed money into events of all types because that is one of the main things that brings people in. The majority of people that are staying at our hotels out here are business type travelers. We do get a lot of people in for events, reunions, weddings and those kind of family type events.

One of the things we enjoy doing is sponsorship for events. We received requests all the time last year, zero the year before that. Hopefully we will be back in full event mode this coming year. We are working with Napoleon Alive to put more of the earth planters in the downtown. We will be putting a good bit of money towards purchasing more to get us up to the number where we were with the old concrete ones. They are expensive but, they save money and time for the Parks Department who has to water them once every two weeks rather than three times a week. Maassel asked if the Chamber is anticipating the return of Ribfest in 2022? Miller –yes, Ribfest will be back and will be in full force the last Friday of June.

**Proposed Budget for 2022** my board will be reviewing the budget at our meeting in a couple of weeks. A lot of this budget is a pass-through, we spend out what comes in. Last year was not a good year for people staying in our hotels and we were down. This year has been a big year because collections were great and we anticipate them to be good the rest of this year. Hopefully next year we will be back at our average level which is \$52,000. Baer - I noticed we actually have a Holiday Inn sign out by the one truck stop. How often is that hotel being used? Miller - that one in particular I have not asked with the changeover lately but, all of our hotels are generally at 50% capacity. It depends on the month, the time of the year and again the majority of those are business related travelers. Baer - they did a lot of renovations out there. Miller - they had to. Each of those hotel companies demand you do to this specification, do our design and the hotel operator has to do that usually every five years. They will do better and we anticipate them to be higher next year percentage-wise because they are with a national chain again. Durham - I think we have seen an influx of Airbnbs lately do they contribute to this? Miller - they do not. Through the revised code, if you have more than five individual units then you can collect. If you have five bedrooms that does not count. If someone purchased a large building and put five individual spots in there, the city could collect from them. Durham asked is that per structure or Miller - per structure is the way that works. That is something that we are paying attention to as a whole across the country and also internationally with Verbo and Airbnb with all of those being so popular and easy to use. That is kind of a hot button issue for communities like ours everywhere, how can you enforce. Maassel asked if the new Ag Building comes in do you anticipate another hotel needing to be built? Miller - that is the goal. The Chamber has taken a big spot in helping that facility hopefully go. When I say hopefully they are over \$1.4 million now on it and will be over \$2 million by the end of this year. In talking to the Fedderkes, and the folks that travel all over the State of Ohio, they have seen where they were going older buildings getting transitioned into a new nice facility and they have seen some hotels go up in other spots. That is the business end of things for us, yes we want to have a facility that is great for everybody to use not only during fair time but, the rest of the year too. Long term, I would love to fill up the ones that we have now and then have that demand and need.

**Chamber Directory** the new directory is out. It is aimed at people who would be coming here, for the people who are potentials to come visit and is not aimed at the local audience. Our budget is very similar to what we have done in the past. We have gone back to the levels we believe should be for an average year. The Lodge Tax numbers are upped back up. We are a pass through for the Fall Fest. We handle the budgets for the Rodders and oversee the checks. That was something Bisher asked us to do a number of years ago because it was easier to have someone like us oversee that. We are looking at a very similar budget to what we have done the past few years, I do not anticipate any major changes with it. We spend what comes in and that is what the State Auditors want us to do. It is public money so they want to see it go towards services serving the travelers or the person who may be moving here. We do the Fall Festival, Christmas decorations and lights for the trees downtown. We have been working with Napoleon Alive as they do fundraisers.

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Recess (9:44 am – 9:52 am)

#### **Water Treatment Plant/Jeff Weis (9:53 am – 10:15 am)**

##### **2021 Goals and Objectives**

USEPA required all water systems between a certain population to integrate an American Water Infrastructure Act which required us to do a Risk and Resilience Plan for our water system in an emergency response plan. It's basically identifying your vulnerabilities in your water system for cyber terrorism, vandalism and all that. We have a preventative maintenance plan implemented on our motor control centers which were all new in the WTP project. It was kind of scary having four different MCCs that are high powered VFD motors with all being powered from stuff outside of what we felt comfortable tackling individually. We had Turner Electrical come in and got one going for us and that went really good. We did a chemical survey for all of our plant staff, we have to do this every three years. The EPA comes in and certifies all of our lab analysts. We added a few tests to our chemistry survey this year so we don't have to send the testing out to major laboratories anymore. We feel we should be able to run them in-house now as we have a really good staff. We did add a couple tests to hopefully save us in the future on some of the lab costs getting sent.

**2022 goals.** We have to renew our NPDS permit, that is done every five years. We have a full microbiology survey that's going to be done for the plant staff. We will have a crew come in and dive and inspect our intake crib line that goes out into the middle of the river. We have contacted a few companies to give us some pricing to get that done. That was one of the

things we addressed in our American Water Infrastructure Act that needs to be done. Cleaning and inspection of our finished water clear wells, this has to be done every five years and is one of the scarier things that we have to do through the EPA. They actually have full body suited guys that are completely disinfected go down into the clear wells to do an inspection cleaning all the while water is leaving the building. They do it all the time and the companies that do it are very good at what they do. The biggest thing for next year is securing the chemical bids. I have had quite a few meetings with multiple vendors over the past two months on being able to actually get the chemical versus pricing for next year. That is a concern we have. We have been scrambling for four or five months now for chemical deliveries and there are a lot of shortages for chemicals. You have to have chemicals to make safe drinking water so that's a big priority for us for next year. Mazur - all of those goals and objectives are a little scary if you think about it. Dealing with the EPA, NPDS Renewals, inspections, cleaning and securing bids are all high priorities. Haase - a couple years ago there was talk about going back through the line up to the Wauseon Reservoir, was that ever done? Weis - it has not been completed. Mazur - that is why we are doing the inspection this year. We met with Wauseon's administrator a few months ago, talked about it and hopefully they are putting in their budget something for an inspection. There is some question about what type of valves we have. If they are butterfly valves what the concern is when we go to pig the line is that it is not going to make it through. We have to figure out what type of valves they installed and what the condition of the whole line is overall. What happens is you wind up getting a lot of build up and then that starts to constrict it and you have to clean it once in a while. What you clean out comes out pretty much like sludge. Weis - it gets scored from the interior wall and it will pull that all back out. That water is always moving one direction or another through that line. A lot of companies that we have talked to don't seem to have a concern with it, but it needs to be done. We sent them 370 million gallons this year as of today and we have pulled almost 40 million gallons back from them. That's over 400 million gallons going one way or the other through that line. Buildup is going to happen but, we have not seen any deficiency in the flow that we have sent to them. If it was constricting, you might see a drop off in flow and we have not noticed it but, it definitely needs to be done. Comadoll - I have never got a definite answer from anybody about the fire hydrants out there. Did we do anything with them? Weis - When we are pumping could you hook up to them and pull water off of it, probably. They are more designed for making sure that air is not in that line when you go to put it back in service. Maassel - one of your goals for 2021 was chemical certification for your plant staff how are you staff wise? Weis - we are sitting good. Maassel - how long does it take to get somebody that has no certifications or anything to be able to work in the plant? Weis - if somebody comes in off the streets you are at a minimum of six months before you can even look at having them certified. It would be around a year before you could have them in there to go make some water. If someone was brought in that has knowledge on doing testing, you are looking at anywhere from four to six months to learn the plant and understand the basic tests that need to be done. Maassel - that was one of Congressman Latta's questions, how long does it take to get certified? Weis - most of the tests we run in-house and they need to be operationally certified. To be fully certified you are looking at a year to know how to do everything. It takes about nine hours for the EPA to go through and certify all of our staff. Mazur - with the new plant the electric costs are higher but, less chemicals are needed which is good with our chemical costs going up. Maassel - is most of the electrical cost to heat the filter room? Weis - most of the electric costs would be the pumps running. There are six or seven pumps running at all times. When we shut down to send water to Wauseon our biggest pump is also running.

**510-6200-53300-Professional Services.** Mazur this has been going down over the years since we do not clean the lagoons anymore. That cost was \$90,000. In recent years, we had Wigen come in and do some membrane cleaning for us and now that the plant staff is trained they do a really good job of cleaning them as part of their routine maintenance and that's real touchy. Weis - that is very touchy. At first we thought that we might have Wigen do our cleaning for us the first year because they all have to be sequenced one way or the other to allow water to go one way and not the other way. We have three guys that can completely clean every skid down there and troubleshoot full direction now so we do not need to have Wigen. We send all of our reports to them monthly so they can analyze them and make sure we are not missing something. The cost was \$5,800 a day for them to be here so that is a huge cost savings for the city by having the staff that we have to be able to do the cleaning and monitoring. Mazur - we still have it in there as a precautionary measure in case we need them. Weis - or in case of an emergency we can call them up if we cannot get a valve or something to work correctly is why we keep that contingency. Mazur - getting contract maintenance and equipment for anything that touches electronics is another one of the cost increase items that we are seeing. Maassel - are we to the point we need to replace some of the membranes? Weis - we put \$100,000 away every year. We were told on the fifth year we would more than likely have already replaced them in most situations. We have two Nano filters and two ROs they are the same concept, one is just looser than the other. With the Nanos we are seeing some breakthrough for water quality on our weekly tests. It's still phenomenal water. Our ROs are awesome. In a perfect world we'll get nine years and that's crazy to say that in surface water plant let alone one from the Maumee River. Mazur - chemicals is where we will see a significant increase in, that is preparing for the worst realistically. If it goes above then we will need to make a budget adjustment. Bialorucki - with the chemicals how much do you, do you have a two month supply? Weis - it varies our biggest chemical that we use to makes the river look clean enough



to send through the skids we have about a 25-day storage. It is an everyday problem for us. We have had some situations where we have run off some emergency totes for a couple days to get to a delivery but, that's what we do and that's why we have that storage down there. It is a real problem and will affect us quite a bit in securing a contract with a good vendor for next year. A big priority for these chemical bids will be some of these other companies might come in a little bit cheaper but they cannot guarantee the supply every time I call for a delivery. We are no longer at the lowest it is the best bid for me. Maassel - are the chemicals made here in the United States or are they made some place waiting on a ship to get unloaded in the harbor. Weis - they are made in the United States. Most of the vendors have said to expect a 30% to 40% increase for next year and you will see that reflected in the price. With the RO plant we do not use as much chemicals so, that is good thing. Mazur - membrane chemicals and filters are up as well for the same reasons.

**510-6200-57000 Machinery and Equipment.** Mazur - we had the vehicle that was vandalized and have not purchased a new vehicle yet. They do need a new vehicle - \$23,000 and mower replacement - \$7,500.

**510-6200-56900 Undefined Contingencies.** Weis - we raised that number. We had some air compressor issues again this year and we are also foreseeing some chemical adjustments depending on the bid range. Durham - was that last year you requested a storage facility? Weis - yes that was last year. In the previous years, the EPA came down on us for storage of our gasoline that we used to store in our old pre-treatment building. So, we put that nice storage shed up out there to store gasoline, oil and stuff. Bialorucki - was it just last year or a year before that we did the cameras outside? Weis - that was this year. We had the security system with the motion detection installed this year, we are still working on some programs. Bialorucki - that happened before the person vandalized the vehicle? Weis - we did not have anything for motion detection. We do have motion detection now. It is integrated and we are working on the programming.

**510-6200-57200 Buildings and Improvements.** Mazur - here are other security items. Weis - the fencing came from the AWIA Risk and Resilience Plan. It is not mandated for our facility but, the EPA rep has recommended that we put a security fence up. They modified the prints of the layout of the plant so we don't have to box in the whole thing. Mazur - part of what Weis said in the goals on inspection of clear wells and things like that, this is a pretty expensive items but, is something we have to pay for. Weis - every five years the clear wells need to be done and inspected. You can imagine diving into finished water is not a cheap process.

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#### **10:15 am Mazur continued with 1900 - Miscellaneous Appropriations – 10:20 am**

**Law Library** - that is money in and money out.

**243-1900 - Refunds for Fire Loss Claims** when there is a fire, we collect some of the insurance monies and if repairs are made, for instance Brick'n'Brew, technically there are two buildings there. They got an occupancy permit for one side so we paid half of the fire lost claim fund back to the named insurer. They do not have an occupancy permit for the other side of the building so we are holding \$31,000. Garringer explained it is basically a guarantee for the city that somebody doesn't just take the insurance money and leave the building as is and the city ends up having an eye sore and someone was rewarded for having a fire.

**261-3300 - CHIP and CHIS Program** - Mazur this is the CDBG grant money used to repair houses that are owner-occupied. It is a low-income program that people can use to renovate their homes. Garringer said there are restrictions and you have to be able to meet the criteria. It is an in and out fund. The program is managed by Maumee Valley Planning Organization. We had to raise the budget this year because there were a few more houses making improvements. Maassel - we are not putting any money in this? Garringer - traditionally we have put in \$25,000. We had \$44,000 this year because there were a few more home improvements. 261 is an in and out fund.

**General Bond Retirement Fund** Mazur - this is to pay the principal payment on the General Obligation bonds. Garringer - one of these will be paid off in 2025, I believe it is the renovations to the city court.

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#### **Wastewater Treatment Plant/Jeremy Okuley (10:20 am – 10:40 am)**

Goals for 2021 - continue developing the design for the Wastewater Plant Rehab Project. Obviously that goal has been met as we started the WWTP Rehab Project in July.

Van Hying Lift Station Construction. We are having trouble getting a bid on this project.

We are working on the Lab Personnel Succession Plan. We have a long time employee who is still working but, we are training his successor for when he decides to go. Maassel - how long has he been a city employee? Okuley - it's over 40 years.

Continue to develop the SCADA program and integrate our new equipment into it. We had to redevelop our succession plan since Dave Pike retired.

For 2022 the big goal is the Wastewater Treatment Plant Rehab Project. That is ongoing work in progress.

We are hoping to get the Van Hying Lift Station Project underway in 2022, that is also work in progress.

There are upgrades to be done at the Palmer Ditch Lift Station, we had an issue over there earlier.

Upgrade the drive at the south side lift station. That is routine maintenance they recommend be done every seven or eight years and it's been there 15 years.

We will be getting a new employee soon and that is in the process. Mazur – and we have a new promotion. Maassel – has the new employee been identified? Okuley – yes. Mike Wenner is the new Chief Operator replacing me.

**Personnel** has not changed much. There were 27 pays last year and we are down to 26 pays this year. Some of the dip is from newer employees at the Wastewater Plant who are in their pay steps right now.

Wastewater Plant Upgrades and optimizing that operation is going to be tough. We may see some other costs increase a little as that project goes on, similar to what we saw at the Water Plant. For chemical and electric costs we are hopeful they come in around \$130,000 but again, it is a new plant under construction and we are not really sure what to expect on those charges so we will keep it at \$150,000. Hopefully the new plant is more efficient. Efficiency Smart did take a look at our plans and we will incorporate some of those changes.

**Lab Services.** Okuley – I think that one was high in prior years because we had our digesters cleaned.

**Chemical Cost (520-6300-54230)** – we don't know how to put a percentage on it but, these are big numbers. 33% is the percentage increase we should expect to see in chemicals.

Mazur – property was acquired where Washington Street dead-ends and you enter the plant. We were going to cut in a stone road heading up to Riverview so we don't have the heavy truck traffic coming in and out of the neighborhood off of Washington Street. Hopefully that will cut down on some of the tearing up of roads and things like that. We have the room to do it. Then, that could serve as an everyday in and out access road for equipment that we need to have coming in and out of there maybe even for sludge hauling or something like that. We have to do the tree clearing in the winter, it can only be done in the winter because of the Indiana Brown Bat issue. They are a protected species that will be migrating soon.

**Sludge Disposal** has increased over the years and we are doing a lot of hauling right now. We are not doing any land application and that could be a permanent thing, we are not really sure yet. We still have the equipment, we should be able to realize some cost savings down the road. With the content of the sludge that we are producing it is a lot drier so landfills are more apt to take it because it has to be a certain moisture content. At one point I was asked about the press rental. We have a little bit left in the press rental, that building is on track for completion in February. Okuley – they pushed it to March. Mazur - from my perspective having experience in handling solids, solids management is important because at some point, I feel the heat coming down from the EPA that they don't want to see land application anymore or they start restricting land application of some of these things and the farmers are more or less reluctant to take it. Then, we have to find people that will take it and allow us to land apply it on their field.

Mazur – for both the Water Treatment Plant and the Wastewater Treatment Plant we had to dip into the undefined contingencies because of the Palmer Ditch Pump Station issue. We still have quotes and costs coming in, that is an emergency repair and is still underway. We have to get the control system. The good news is, we were planning on replacing the control system anyway but because of this, it is being done earlier. It is not the method that we hoped for but, it is a necessity. There is the tree clearing with the stone drive going in. Getting that drive in there will add a lot of value to the operation there and maybe someday it could get paved. Haase - if there going to be drainage put in with it, is it going to be elevated so that it self-drains, you don't want to have a stoned waterway when the trucks go through. Okuley – yes.

Mazur – there are incredible payments, bonds, interest and loans. Garringer pointed out for the principal payment of bonds you see projected for 2021 there's over \$4 million that's in and out. When they refinance for the bonds that's an anomaly but we had to show it when that got done about the March, April, May timeframe. Baer asked how many employees are at the WWTP? Okuley – there are five currently and with the new hire it will be six. Maassel - when we did the WTP, we would fill the water towers and turn off the water and take it out to put in an important piece and then turn the water back on, how do we do that with the WWTP? Okuley - with the EQ Basin we have some capability of doing that but, not completely right now because we do have two other sewers coming in that go right into the headscreen building. There is a project that is supposed to be taking place this month to reroute those around to the screw pumps. Once that project is done there will be nothing to worry about.

Recess: 10:40 – 10:47 am

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#### **Miscellaneous Appropriations/Mazur (10:48 am – 11:00 am)**

Special assessments - there was one at one point and that fell off.

400-1801 – Municipal Court had a federal COVID grant.

500-6111 - Purchased Power. In our contract with AMP we purchase power from them. We have various contracts that we have with our generation facilities, we are part owner of a coal plant in Illinois, Fremont Energy Center is the gas plant in Fremont, Ohio. There are seven different hydro plants one of them is Nipah the New York power authority that's the Niagara Falls and six other hydro plants, plus a little bit of wind, a little bit of solar and the rest of it we purchase power off of the

market. We do have peaking generation from some of the facilities we have here, we are in a partnership with a lot of other communities and joint ventures where we own a lot of different facilities all over the place so when the power is generated from them it shaves our peaks. Haase - how much useful life do we have left on the wind generator? Mazur – one is getting the ax so there will be three left for three years. After that it is not going to be cost effective for us not only to run them but, to even get new ones and put them in the same spot. They have run their course. Baer - what is the average lifespan on one of those? Mazur - those were 20 years. Overall it's really expensive to operate wind turbines. On the revenue side, you will see 16 million dollars is what we bring in through electric sales and that covers the expenses for operation of our Electric Department and gets factored into the formula for our power supply cost adjustment factor.

512. Garringer - this is part of refinancing of the debt. Mazur - same with the OWDA retirement water debt service, we have amortization schedules to show whatever projects there are. Williams Pump Station had its own separate fund to track it as it was a bigger project at \$1.6 million and was best to fund through DEFA. Van Hyning Pump Station, would be up to Garringer, but, with that cost we probably should look at starting its own fund.

519-6200 WTP there was a refinancing on one of the notes that was for stranded costs from the Water Treatment Plant that was proposed for off of Glenwood Avenue. There was also a part of the Water Treatment Plant Rehab project that we had to start early because we were under EPA Findings and Orders notice. That was about \$900,000 plus about \$1.5 million that was rolled into a note for about five or six years and then we took it to bond when we did the pool.

Meter Deposits is money in and money out.

123-1900 Special Events Fund is for the Fall Festival with the Chamber.

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#### **Law Department/Billy Harmon (11:00 am – 11:04 am)**

The requested budget for 2022 is basically the same. 100-1400-53360 - I have asked for a slight increase. Previously we have put \$25,000 in and usually spend under \$10,000 with the exception of 2020. We are having a pretty major economic development push recently and I may need some assistance with that. There are some other potentials that I can go into executive session if Council is interested. In my opinion, that likely won't happen but, there are potentials and I need to be prepared for. If Council does not want to move that number I can always come back in September next year. I usually try to do everything myself but, feel a little out of my league like with the water fight that we had. That was a lot of civil litigation and that has not been my experience. Maassel – what do you want the number to be? Harmon - I would like it to be \$40,000. I don't anticipate spending more than \$10,000. This is my best guess how much assistance I may need. Everything else is basically the exact same. We did end up paying off the matrix set up for the evidence collection and distribution system that we purchased a year or two ago. There are subscription fees still in there but, everything is basically the same. Garringer – that is a really an easy change if you want to change it or we could leave it as is. The decision would be for Council to just adjust or we just keep it at \$25,000 and if you happen to go over, we do a budget increase. Bialorucki - I would like to see it added in now, to me it looks better than having a meeting later saying we need this. Mazur – the fund balances right now are higher than what they have been in previous years. The Law budget is actually split amongst a bunch of different departments only 30% is paid out from the General Fund. Maassel - an appointed authority is asking for \$15,000 that's pretty easy to me. Durham asked this is primarily because of Economic Development? Harmon - there are economic development issues and then there are some other potentials that I can discuss in an executive session, potential litigation. I don't believe that will come to fruition but just to be prepared.

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#### **IT/Dustin Tewsbury & Justin Mullins (11:08 am – 11:21 am)**

This year was successful. The website was deployed and well received. People liked it, more refining needs done but, it's a fresh website that has not been tenured for several years. We have plans to make it better. We have the remote monitoring system so we are able to assist people remotely and be more proactive and efficient. A threat protection plan was implemented for our 365. This is a big deal as it scans all our emails to make sure they are good. If they are bad, when they click on the link it sends them to a place saying *hey don't go here delete this*. It has helped tremendously. We had two small incidents this year that were remediated. Dr. Dave are you going to have plans in the future that we can file and pay our taxes online? Garringer – that's for later in the day. Tewksbury – we have also implemented a dual firewall this year. In the past if something were to happen, it would freeze or lock up and the whole city would be down without internet. Now, if one has issues, it switches to the second one within a second and there's no real downtime. Which will be nice for when you do maintenance or upgrade one. This year we also cut costs on some of our unit trends. Synology is a our backup portal for all our servers and we ended up implementing that as our main backup. It is free and has unlimited support once you buy their appliance which we already have. It is a lot more efficient than the unit trends. It is free for 2022. We are looking at migrating all electric compartment servers over to the new hypervisor. They are on the older one and need to run on the newer one especially for backup and redundant. In 2022 we plan on upgrading IT desks. We are going to upgrade the city-wide public access points, their end of life was last year and they are pretty slow. They still work but we have fast internet

that they cannot utilize. The big thing for 2022 is setting up DMARC. This will prevent any and all email spoofing. When someone gets an email it validates the sender and the owner. Maassel – it is fascinating to me when I first started as a Councilperson we had one person that we shared with the county and now we have two full-time. We are starting to see how far behind we were and how we are starting to get closer to where we should be as an organization in today's world to provide services and information to people. Siclair - the website was a huge undertaking. Tewksbury - next year I will be working on another one. We will get it knocked out and it will look good. Siclair - is the court server replacement yours? Tewksbury – that is handled by Henschen. They do back up their server to our storage server so I do have a backup of their stuff in the event of a catastrophe.

**Professional Services.** Microsoft for the first time in several years has increased their cost and has went up a considerable amount. We are adding licenses for the Fire Department and we are upgrading the licenses to standard that includes the office products Word, Excel, Outlook and all those because they don't have them. To try and buy Office for the users and upgrade every three years is expensive. I realize \$16,200 is a big number for anti-virus but, to buy the anti-virus yearly the cost is \$36.99 per user/per year. To buy that over the course of five years, we are spending a little over \$24,000. By buying a five-year license upfront, we are only spending \$16,200 which means we are getting two and a half years extra for free at that point. By buying yearly, the cost goes up and we have to pay that cost every year. Whereas if we buy it for five years, we are locking in this price. It ends up being \$23.90 a license rather than \$36.99 and that is savings of about \$8,000. Maassel - do we need to put some money in there on an annual basis in five years that is not a really big number? Tewksbury - we talked about that last year. When we first got anti-virus they did not have a five year license, they only had one and three. Now they have five that brings the cost down for a greater savings. Maassel – shouldn't a little bit of money be put away at a time. Tewksbury – that is what we had planned. We dropped Data Code and Unitrends. We have a capital replacement fund for all our bigger figure items. Mazur - anything that touches an electronic device is going to be more expensive.

**Capital.** We plan on replacing the security cameras for the city. Now is the time with how old they are and the issues that we are having. Police Department has to have a whole separate monitor because they don't integrate with the rest. Operations, Municipal Court and PD all have the same camera system. The panic alarms need to be updated. We are going to go with the same system that the court has, it is called *Tattletail*.

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**Human Resources/Lanie Lambert.** (11:22 am – 11:30 am)

Goals achieved for 2021. So far for this year we have had nine new full-time hires, 35 part-time and seasonal, that is up a little because of the pool. Resignations this year we had seven full-time, two resigned and five were retirements. Part-time not including seasonal, we had seven. Turnover this year was 6.5% where for 2020 it was 9.1%. If we would take out the retirements, it would be even lower. I did a report on tenure for all of our employees. Almost 60 of our employees are less than five years here so, we kind of have a young workforce coming through. For 20 years plus we are at about 22. Maassel – do those numbers include part-time and seasonal? Lambert – that is just full-time, there are 107 full-time employees. Workplace injuries we had three this year which is down from 2016. Health insurance we only had a 2.49% increase and that is the lowest it has been in a long time. The Wellness Preventative Care Campaign had 95.4% participation. That equates to two employees and two spouses that did not get their wellness exam. We had the employee appreciation lunch with about 75 employees attending. We had a golf outing this year and had 39 golfers. There was a chili cook-off afterwards with nine entries for chili. We are having supervisor training for half-a-day with Mark Fishel out of Columbus. He will be talking about discrimination and harassment on a supervisory level and employee discipline. We have three employees eligible to retire I have not heard that they are wanting to, eligibility-wise they are able to. Maassel – they can go now or in 2022? Lambert - one can go now.

**2022 Goals.** This year I started working with a couple of the departments on our safety guidelines and compliance. We go by PERP, they adopted OSHA's rules. It is all our safety guidelines, tracking and training, and making sure we have everything in line. I am trying to work through each department and make sure everything is up-to-date. I feel like we are doing everything, it is just being documented how PERP would like it to be.

Goal is to go out to each department, if there are questions or whatever I'm there.

Finish the Employment Policy Manual update and continue with professional development and training. We did start Wildsparq and we are in our third month and will continue that next year. There was a decrease in the personnel budget as last year there 27 pays and we are back to 26 pays.

Travel, Training and Education - the Wildsparq cost is in my budget. We want to see if that can be paid out of the ARPA fund. Legal Advertising was decreased but, that number just depends on how many job openings we have to advertise for.

Miscellaneous Operating Cost increased \$1,000. Want to expand upon our appreciation launch for employees so instead of everyone getting a certificate, at 10 years they get something, a little more at 15 and 20 those people to get a reward.

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**Parks, Recreation and Cemeteries/Tony Cotter (11:34 am – 12:07pm)**

The big thing this year was the Aquatic Center opening. That was certainly a lot of work. We started down this path two years ago. Obviously getting the levy passed and working with the pool commission and the Engineering Department and our consultants was a collective effort and we ended up with a pretty good product and it showed by the attendance we had everyday. The pool opened on June 5 and closed on August 10, 2021. There were zero days where we had to close because we didn't have enough attendance. That was a common occurrence at the old pool. Our staff did fantastic. Going into this with a nice facility being crowded my concern was we had young staff that needed to manage and staff it. I was hopeful that they would be up to the challenge and they were. At first they were a little apprehensive because there were so many people and there was a lot going on with a completely new facility. They were very professional and we got a lot of compliments on the way in which they dealt with the public. It was a learning curve for everyone. Revenues ended up just under \$88,000 and we projected \$30,000. In 2019 we were just under \$10,000 in revenue. The only drawback was because it was a new facility we ended up spending a fair amount more money from a personnel standpoint. At the old pool we were open two nights during the week and this facility was open seven days a week except for Mondays, that is our training day. We were fully staffed and that made the personnel costs higher but, we saw a savings in chemicals and utilities. We cut our chemical usage in half and did not have any water loss, that was huge. There was concern about how much the electricity would be as we are now running four pumps instead of one. We actually were right about where we were at the old pool due to the efficiency of the pumps. The community was happy, we ended up with 1,000 members. Our memberships were inexpensive and people took advantage of that. It certainly was a way to reward the public and the community for supporting the levy. Mazur – it draws people in from other counties too. One day I walked through the parking lot and talked to a couple of people that were from a different county. They said it's actually cheaper for me to come here and felt this pool is better. I didn't go on the golf course lot side but there were a lot of vehicles from outside of Henry County. Garringer – there were people lined up 15 minutes before opening everyday. We did lack in the amount of seating that we had and bought a few more chase lounges, they are difficult to get. We did allow people to bring their own chairs. Concession wise was something we weren't really sure about and ended up grossing \$25,000 in concessions alone. Baer – is there any discussion about lockers? Cotter - we actually talked about that during the design phase and opted not to. When we visited pools some liked them and some thought they were kind of a hassle. I honestly have not heard anything about Baer – that was a question I had a few months back from somebody. Cotter – I did not get any feedback one way or the other throughout the season. I met with the manager after the season was over and that was not on the list of things he thought we needed. Maassel – what was on that list? Cotter – to improve seating, the other thing was the possibility of putting in plastic mats inside the bath house because the concrete can get a little slick. It is expensive to put those in, we will give it another year and see how it goes. Siclair – any complaints about the parking lot as far as the size of the spaces? Mazur – I did not hear one complaint about that. Cotter - Wednesday is a big night for the golf course, it is the American Legion's Golf League and then Legion has their drawing night. That parking lot is full so much, I had to move a little kids baseball league on Wednesdays to a different field. There was no way we would be able to get everyone parked there. We could use a bigger parking lot but, we are good for now. It certainly would be helpful maybe down the road. Haase said the concession stand on real warm days got very uncomfortable for the workers in the concession stand, there needs to be better ventilation in there.

Budget – there is not a whole lot of changes. Almost everything is right in line with what we have budgeted in years past.

**100-4700/Cemeteries.** We have one full-time employee and two permanent part timers and we have one seasonal person. Tom Schwab is going into his second year and does a great job for us. We have not used the CCNO trustees for the last two years. The only big expense we have to budget for is indigent burials that we sometimes have. This year we had one but, we budget for four as you never know. The only other thing that we have to monitor is fuel costs which are up a little bit this year for everybody. Mazur – we are out of lots. Cotter – we are officially out of lots at Glenwood Cemetery. We have plenty of space at Forest Hill. We just developed a new section about two years ago and have a lot of space to the east towards Campbell Soup that we will be able to develop and sell lots for many more years. Maassel - there are some already pre-bought, right? Cotter – yes.

**Capital.** Mazur – the big ticket item is the mower. These get used every day all the time. Cotter – it is a zero turn mower that we are rotating down into the parks to use for items that are too big to push mow. Haase - does the city have a slope mower where you can mow down by the Boat Ramp? Cotter - yes we do.

**220-4100.** Cotter – a portion of the scheduling and facility reservation software, RecDesk is paid out of here.

**220-4200 Golf Course.** We ended up with probably our biggest revenue year. We always try to achieve the \$200,000 revenue mark that is a goal we hope to reach and have not in several years. This year, we are going to be just under \$240,000. We are very pleased with that. There were not too many rain events that closed the course. I think having the new facility got people to come out and check it out and that really led to the success we had. Bialorucki – how often do you have the markers painted in the fairways? Cotter – I think those were painted a couple years ago and they are probably

starting to fade again. Dr. Dave what is the percentage of people with annual memberships for the golf club? Cotter – I do not know that percentage but memberships in general have gone down. Most folks do not buy memberships any longer. We have seen over the years people like to shop around rather than buying a membership. A lot of people like to take advantage of our prepaid 10-rounds of golf discount card. We have the same thing with cart rentals. Those are nice because they don't have to be used in a particular year. We have seen in the last couple of years a younger crowd in there which is nice. We sold nine corporate memberships this year, this gets them golf but not a cart rental so, it's a win-win for us. We did pretty well on beer sales this year. Expenditures - we held the line for the most part on most of our operating materials that are fertilizers and bunker sand and those type of things. We did have some hot and humid weather that triggers the application of fungicides. We had to do that one time. The only place we will go over our budget is for fuel costs. Fuel prices are up. Bialorucki – were there additional costs due to the army worms? Cotter - we had an extra \$400 or \$500 worth to treat both the golf course and the parks. We treat for grubs and by treating for grubs the residual is already in areas and some of the roughs so we didn't see it overtake there. A lot of areas behind the greens that we don't treat is where the turf died. We have budgeted for three golf carts as we are trying to increase our fleet. The golf carts we ordered in March, 2021 have yet to be delivered. Mazur – the signage and also the privacy fencing could come out of recreation operating but, they could also come out of the 221 Fund since they are related to the golf course/clubhouse pool project. Because we had to make the change on the cart coral area it is probably warranted to do at least for the fencing. I would say maybe both since the money is there and we are getting those expenses through the parks fund it is an eligible expense for that. They are \$5,000 and \$12,000 line items.

**221 Fund/Parks Levy.** We pay out \$233,000 a year for the bond payment and collect about \$285,000 a year. There is about a \$50,000 difference that we will collect that can go towards operations and maintenance of the pool and golf facility.

Maassel – if it's in here, just leave it in if it's not going to really matter. Durham agreed with leaving it where it is.

**221- Pool.** Additional Request – Mazur we have finish mower moved out of 400 into 221 instead of capital. Bialorucki - are you checking with local when you are purchasing things? Cotter – we do.

**Pool Seasonal Salary \$92,000.** We want to try to get that number a little bit lower. How can we do that and still provide service and safety, we are not sure. We are going to make an attempt to operate the concession stand with potentially one person instead of two. Maybe one less guard in rotation, not outside to watch the pool but, inside and in the bathhouse. Siclair - did you have any trouble filling positions? Cotter – we did not, concessions was a little bit of a challenge as sometimes workers would call off five minutes before their shift. The guard staff we did not have any problems. We made sure the pay was competitive with other pools.

**Parks and Rec Programs.** We were able to get our programs back up and running this year. Attendance was slightly down but think by next year we will be back to the numbers we normally see. Money was added in the operating system, everything is up in cost. I do want to point out we are going to take a 20% decrease in our fireworks display. In talking to Melrose Pyrotechnics, who we buy our fireworks from, they are struggling in getting the product and their shipping costs from China to America has went up 35%. The show that we normally put on is \$24,500 and that same show for 2022 would be \$30,000 if we decide to stay at that level. Maassel – they have been the same price for a long time. Cotter – we have been working with Melrose for the last 20 or 25 years. Haase - I attend a couple of shows around the area every year and this is always a good one. Cottter – we are pleased.

Pickleball Courts Mazur - \$25,000 was budgeted and has been cut. The Senior Center received a grant and will be installing two pickleball courts. Will see how they go and if we want to add more in the parks, we can have that discussion with the Board and Committee. Maassel - there are some age restrictions at least temporarily with the pickleball courts at the Senior Center since they are using government funds for the Senior Center.

**Capital** – The big ticket item is our boat launch facility. It is starting to deteriorate. What we saw this fall with all the rain is a lot of groundwater was getting up under the launch and undermining it and it was collapsing in spots. I do not know when it was built but, it is probably 40 to 50 years old. Comadoll – Gov. Rhodes was the Governor when that was built. Cotter – it has held up over the years and we have gone in and patched some spots and actually pumped in grout to stabilize it. Everything is just washing out underneath. The plan of attack is to tear everything out and do half a section at a time and install some drainage so we can get that ground water diverted away from underneath the launch and outlet then into the river. We won't actually be going into the river itself, we will likely cut concrete out about five feet up from where the normal pool would be and replace everything heading up toward the approaches. Mazur – there was a request for a truck \$33,000 out of capital that is on the Additional Request list. A couple of options are: 1) put it back in, 2) cut it out of capital and move it into the Rec Fund or, 3) cut out it completely and then the truck now will pass down into the fleet for Parks and Rec and then we would pass one of the police cruisers down to Cotter and shuffle that around. If we move it to the Rec Fund what we can do is cut it out of the Water Treatment budget and pass the police cruiser down to them. We have a couple of vehicles that is time to have them rotated, we are not adding to the fleet, we are rotating. Comadoll – is this Mike Willhite's? Cotter – that is the plan. We will be happy with whatever option but, pickup trucks are much more of a value to us. A police

cruiser would really only work for me as an SUV doesn't work very well for my maintenance fleet. If I had my druthers, I would prefer to replace a pickup truck and put that in the fleet but, however you decide to do it we'll be fine.

**Pool Fund Levy** – Mazur. Over time you see miscellaneous little things coming out of here for some improvements that are being made around the pool. Then we have the debt payments. We have the golf simulator, the tridec finish mower that was added from the capital side, concession stand equipment, security cameras we were light on security cameras during the original project and pool deck furniture. The golf simulator is an additional requests but we left it in because the recommendation was to leave it in. Cotter - the other thing that we're asking for, this was sort of an oversight on our part when we designed the pool, we did not add back in the sidewalk on the east side. We definitely want to try to get that added to connect the shelter area all the way out to the sidewalk which is near the concession area.

Durham commented Kidz Kingdom could use some love. Cotter – as far as painting and things like that. Durham – yea painting, repairs to the bridge walks and swing updates. Cotter – that is ongoing. Mazur - would like to ask Chip Bullock if they would want to do something for improvements to Kidz Kingdom. Mazur - we should talk about vandalism. It is usually smaller stuff but this time it was much more significant. So much so we had to lock the doors because it couldn't be used, it was pretty bad, a lot of damage was done to the bathrooms. Going forward that will be part of the camera coverage that we want to add. We do have plans for some additional lighting over there and the cameras.

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**Mayor 100-1200 (12:47 pm – 12:49 pm)**

Maassel – if AMP is going to have the APPA Legislative Rally in 2022, it would be nice to go to DC and talk issues specific to Napoleon. Congressman Latta is visible in the area but the Senators are not.

**City Council (12:50 pm – 12:55 pm)**

Supplies and Operating Materials went down because Council chairs were purchased last year.

Travel and Training we are looking for a course for new councilmember training and for newly elected officials that is done by the Ohio Municipal League. Baer said he went to an OML Regional Conference in Findlay that he would highly recommend.

Maassel - does the Fire Department still do Feel the Heat?

Mazur – we mentioned the lobby area, what about the hallway? Maassel - question is do we want to have any kind of history of Napoleon in this room or in the hallway? Durham - I think with the nice camera we have we could print bigger canvas pictures or some sort of photos to put around the walls. Maassel - I think it would be nice to have Tree City USA, things we have done over time and keep adding to it. Mazur – the best thing would be to put a cost to it. Maassel - let's put in an Additional Request for \$1,000 and see what that brings us as far as pictures and frames. Siclair - it's not that long though before we have a different location to decorate here. Maassel - how long is this temporary place going to last.

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**Finance/Income Tax/Utilities (12:56 pm – 1:08 pm)**

Garringer – I started in September and staff has been very helpful in getting me up to speed on a lot of things.

2022 Budget. From what I have seen comparing last year to this year we are moving in the right direction. It is very important we balance out the banks and the investment items. We invest over \$20 million in funds and use Meeder Investments to help us. We have a list of the banks that we have certain funds in through our investments and because we can only do a certain percentage or a certain amount in each bank, that gets capped on.

Utility shut-off issues. I have been through two shutoffs now, that is an interesting procedure that we go through it is a necessary evil. People do have to pay for their services and the realities that go with that, I think we should look at some of our procedures and tweak a little. At the end of the day we do tend to do the right thing. We have had some hardship cases where we turned people back on or delayed it but some people can't continue to be a hardship. Tough decisions are made but, you still have to pay your bill.

Goals and Objectives for 2022, this goes where you commented about filing online, one of the main ones that we are looking into and nothing is set in stone is that, I would like to continue moving the income tax to Rita. If things go proper with that, we are looking July 1<sup>st</sup> beginning with them it would not be this tax season. That operation will be key next year.

I want to continue to look at some of our cash reserves and certain funds. We are very solid as some of these reserves continue to increase but, I think we can increase some to be more comfortable. We should not have excess cash reserves on hand but looking at Fund 101-General Reserve Balance Fund \$250,000 is not going to get you much if you need to balance that fund out. I would like to see that get up to a million or more, it's not going to be done next year but, it at least needs to go in that direction. Our revenues are based a lot on our income taxes and property taxes.

Staff openings in my office. We advertised the position of Assistant Finance Director. I have interviewed one person internally. HR and I have that down to about four other people at this time. I am holding off on that until we can get this Rita thing situated a little bit more. I do not want to hire somebody and then have to let them go because their position was eliminated, that is not a good sign for us. Budgeting wise everything seems to be about the same as last year, nothing is out

of the ordinary. Travel and Training I would anticipate that we would spend more this next year because we are running out of the COVID timeframe and there are more conferences live instead of being virtual. Maassel – did any copies of the CAFR get printed from last year? Sometimes it's nice to pull a book off a shelf.

**Finance Administration 100-1500** The only issue would be if you go back to personnel the Assistant Finance Director says *vacant* there's a good possibility that is going to be filled in 2022.

**Finance Utility Billing 100-1520** Postage might rise up a little because we are using SmartBill if the postage rates go up. Lori and Erin do a great job in that department keeping that running.

**Finance Income Tax Collection 170-1510** I have the Tax Administrator and have accounted for one position that has not been filled and another one that is part-time and will probably not be filled anytime soon if ever. Siclair - you have the Assistant Finance Director all of the boxes filled out is that from the previous person who held it? Garringer - we put in the maximum amount for the health insurance that would be considered family coverage and then the salary is around the base range, so that may vary there. Health insurance may fluctuate depending on their need. Siclair – the base salary is \$80,000? Garringer - that is in-between the salaries so, it could be higher or lower. Maassel - are there trainings you think you need to attend this year, do you have those in your budget? Garringer - for sure I would like to at least attend the GFOA Conference other than that I will look at them on a case-by-case basis.

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### **Engineering/Operations – Chad Lulfs/Jeff Rathge (1:10 pm – 2:55 pm)**

Engineering 2021 Accomplishments

Wastewater Treatment Plant was started and that project is moving forward. We had some minor delays but nothing that is going to cause any major hiccups. The condition of the soils for reinforcing the holes we have to dig is going to take some additional sheeting and shoring but nothing significant.

Aquatic Center was completed.

We did acquire a Staff Engineer who is a contracted employee and hopefully will come on full-time when the contract is up in May of 2022. We are going to try to get a GIS individual in the upcoming year. Most of the address files have been scanned and the next step is to try to make them available to the public as well as our guys out in the field.

Design of the Oakwood Avenue Project there is a supplemental in the proposed budget to cover the cost of soil borings and the environmental that they are going to make us do. This is a 2024 project. We are looking at the best method for cutting the curbs out and replacing and do some full depth spot repairs on the pavement. The majority will end up being resurfaced rather than full depth as it will be easier to maintain access for everybody on all those dead end streets. Some storm sewer work will be done as the storm sewer on Oakwood does not function well.

We continue to see quite a bit of housing development come through. There is one in the works on the end of Fair Street.

Ops – we have a ton dump truck that is in Kalida getting outfitted right now. Maassel – can it have a snow plow on it?

Rathge – it will have a snow plow and an insert for liquid. We ground brush twice, once in the spring and once in the fall. We had the Spring and Fall Cleanup, and we completed the seventh year of our sanitary sewer televising. GIS this year we started tracking the valve exercising program that we do. We do 300 valves a year and those are getting documented through the GIS so that data is real time. We have been doing hydro flushing and other things like that so we are moving forward with all of that. Lulfs - we are implementing another piece of the GIS to track our water main breaks and the age, condition and material to have a better idea of where we need to focus our efforts, that is not a public piece.

2022 Goals. Complete the uploading of address files. We would like to increase the staff in the engineering and Operations too. Mazur - increasing staff in engineering is adding the position that is vacant.

First Phase of the Wastewater Treatment Plant should be completed. It was scheduled to be completed in January/February but there have been a couple of extensions and will still be completed in early spring. The Ritter Park Path Project is advertising that completion date is October, 2022. I have been working with Police and Fire on our facilities plan to see where we go, what we need and hopefully how to get there.

Rathge - my number one is to keep building the GIS system and have that information out there real time as a guide. New water services and meter installs were hard on the water meter budget this year. That is a good thing, that means we are moving in the right direction. Purchases of new equipment, keeping the fleet going and everyday road repairs, sign replacements, sweeping, cleanups and finally this is the eighth year of our sewer cleaning program, to get that done and hopefully there are no major problems that we find out there. Lulfs – that is a 10-year cycle required by the EPA.

100-1700-53300 - the only item that has a significant increase is to cover the remaining portion of the contract from the contracted employee \$25,000 to Aerotek. Maassel – will you have any interns next summer? Lulfs – I have a resume from an individual about a month ago. If nothing else, it is a way to train potential future employees.

**100-5130** – there is about a \$700 increase from 2021.

**200-5100 SCM&R Fund.** Mazur- the personnel approved budget went down, I think some of that is the 27<sup>th</sup> pay but, some of that is we had a retirement and a new employee in there at a lower step. Lulfs - the 2022 requested budget number is



actually \$3,000 less than the 2021 request. Mazur – a portion of the 200 Fund pays for the operations building utilities, you will see that throughout a lot of these accounts. The same with electric they pay for a shared portion of the utilities and building maintenance. The only thing that has really changed is the personnel cost that went down.

**Material Prices** what is going to be affected. Lulfs - any of the petroleum-based products we are seeing increases. In talking to someone earlier this week, they said it has only just started. We have seen pipe prices go up and I am hearing they could go up as much as 3% to 10% every couple weeks for a while. One of our projects that has not started construction yet is being affected. The Front and Palmer project was scheduled to start November 5, 2021 and still does not have pipe. There is a supply issue as well. Durham - will that affect spray patching as well? Lulfs - from what I hear, spray patching materials will go up. 200-5100 Cracksealing. Mazur – we cannot spend enough on crack sealing as it has the highest value of preventative maintenance. Lulfs - water destroys roads, not traffic. Mazur – this is up \$1,000 and is the best way you can spend out of the 200 account. Lulfs - a lot of that we get off the state contract. Durham – what are you comfortable raising that to if we were to do so? Rathge – we've went from \$25,000 to \$40,000 already. Mazur – if you cover the material the expense cost is a 20% increase and some is labor, another 10%. The 200 Fund has actually went up. Rathge noted there is a timing issue too once the street gets too bad you do more harm than good. You have to get it before it alligators but not too early either is why we crack seal about every three to four years after we pave.

**Snow and Ice.** Lulfs we have \$10,000 in there. Rathge explained this would be for the granular, when it gets too cold we add that to the salt to give it some grip.

**200-5110. Snow and Ice Removal.** Rathge – we are on the ODOT contract for purchasing salt. ODOT's fiscal year runs from June to June so the salt bid for this year I have already ordered that salt a year ago. It was a really good price and we will have 700 tons coming. We have to order without knowing what their price will be. It is a huge factor having that large of a barn. Mazur – we keep 1700 tons on hand. Rathge – we try to.

**Snow Rental, Rental Snow Removal Dump Trucks, Loaders and other Equipment** – Mazur this is for when we get a large snow and have to pull the snow out of downtown. Lulfs - for the most part this is set up for downtown.

**201-1100 or 201-5100 Roadside Mowing** this is the account roadside mowings come out of. We are anticipating cost increases for roadside mowing and is probably something that we will have to bid out, that would be the first time that has ever happened. Lulfs – there are more and more areas we are required to mow, ODOT is backing off. Rathge – so you are aware, I did thank them for putting two to one slopes on everything so that you can't even hang a dozer on them we can maintain them since we don't even own a mower. It's tough to maintain something that you can't even walk on or climb down. Mazur – Additional Request Roadside Mowing. Lulfs – that will probably have to be bid out.

**Street Striping** - Lulfs we stripe the city every other year, it was done this year. We put \$10,000 in on off-years in case we need to freshen an area up.

**400-1700 Capital Budget.** Surveying and a little bit of machinery and equipment. Lulfs - the machinery and equipment is just a placeholder if something comes up or breaks you can get it fixed. Unplanned surveys are if we get direction from the city manager or legal we pull it out of this account.

**400-5100 Street Maintenance Capital.** Trench Boxes we received a grant for that and have a line item in here to offset some of the grant. Rathge – the grant is almost for a third and the money is here, the boxes are ordered. Lulfs – when the boxes get here there will be some training supplied with our purchase.

**Tree Maintenance.** Mazur – that line item is \$70,000 and is up from previous years. We could not get a contract for tree trimming. Lulfs - we normally have seven contracts a year. Once a year we fill-in the holes and do the seeding. Twice a year we do the tree trimming, tree plantings and tree removals. This year by the time we got our other contracts in place, there was no money remaining to do the fall tree trimming. The city operates between a five and seven year schedule and is usually closer to seven years. The standard practice is to be on a four-year schedule so we are behind. Then we missed the tree trimming this fall and that puts us even further behind. We do the removals because those are hazards. If we know a tree is dangerous we have to take it out. This year we had some larger than normal trees, some of the trees were 36" to 48" in diameter. The cost may be \$4,000 to take down that one tree but, we are liable and have to take them out. Maassel - is that part of the Electric Department too? Lulfs – Electric has their own to trim around the wires. We require certified arborists which Jamie Howe is but, he's busy doing just maintenance around the power lines. If electric takes a tree out, they do not take the stump out, we take that stump out and bill electric for it. All trees within the city right-of-way we own.

**Sidewalks.** \$25,000 the same as before. Maassel – we upped the gift for residents to use, not the budget. Lulfs - Tuesday we issued checks for \$10,000 in reimbursements that happened in the last month. The average resident will see a reimbursement of \$660 to \$700.

**Street Resurfacing.** Mazur – we are looking at doing Westmoreland and Briarheath. What this shows is Bales to Clairmont we didn't do the rest because typically every year we do about \$450,000 worth of street resurfacing. Just going up to Clairmont on Westmoreland to Bales and doing all of Briarheath, that puts us above the normal amount of \$450,000. We also have the city parking lot resurfacing that's over by the Armory. Lulfs – no that's Monroe and East Clinton Mazur – and

also Front Street. The total for just the resurfacing piece that we normally do is \$450,000 and we are probably around \$600,000. Going to Clairmont to Woodlawn would probably put that up to \$800,000. We talked about putting in that turn lane. Lulfs – I did look at that, if we elect to do that honestly it's going to be very tough without requiring additional property, and I encourage everybody take a look at it. Woodlawn to tie into Westmoreland has to come up to meet it and we already have about a three to one slope off the edge of that road. If we widen the road that slope gets steeper and you either can't mow it or you need to move the ditches out. To move the ditch out we would have to acquire property especially since one side is ODOT Limited Access right-away. There is no way they are going to give us property, we would have to approach the farmer there between the church and Westmoreland. Maassel - the church owns it. Lulfs - we would have to approach the church is something we can look at. When I went out there and looked at it to be able to do that we would probably have to replace, not resurface but replace, the road from Woodlawn back around the curve to get it to fit properly and get it shaped in there. Anytime you have to rebuild, the price jacks up. It is definitely something we can take a look at some more but, in an effort to keep our budget at a reasonable number, we are just going to terminate at Clairmont for next year. If you look at those curves they have actually tipped backwards which means the soil underneath has gotten wet and failed. There's no strength to your subgrade and when water gets to it, there's no more strength because those curves that are tipped are not doing what they are supposed to do and we have major problems. We will try to do that project during the summer because I am not doing that project while school's in session. Mazur - since it's Clairmont to Woodlawn that is kind of carved out of this, the question is, is everybody okay with putting the number together just to repave that, or save that in hopes someday down the road to put in a turn lane at that location. Comadoll - that sounds like an idea. Knepley – it is really bad. I don't know can we put *during these hours no turning left* I know you would have to change stuff. Haase - is that all city street the curve part of Westmoreland I thought the county Lulfs - north of Clairmont is all in the city. There is a section down by Bales Road that's county and I talked to the county engineer about sharing the costs on that but the north end is all us. Mazur - leave it as is for now? Maassel – we are not going to do it no matter what in 2022, from Clairmont to Woodlawn. Lulfs - I'm proposing if that is something you want us to look at, we can make it happen but that would bring the cost up to \$800,000. **400-5100 Front Street** - Mazur – we had a public meeting the other night and people showed up with a lot of input and I think it's worthwhile to kind of pull back and re-plan and take a look at what we have going on here. Haase – are you talking from Perry Street past the municipal building? Mazur - Perry Street up to property where that drive comes out. There were a lot of ideas thrown our way and is going to take a little time for Lulfs and Chief Mack to take a look at it and put some ideas together on what we think might be best even if it means changing a traffic pattern a little bit. One of the ideas from the three businesses that came in, was to make Scott Street to the municipal building one way. The reasoning was the amount of traffic this small section of road gets on a daily basis is a lot and affects the parking and they feel there is not enough parking. May be worthwhile to get ideas on paper, talk to ODOT since this is part of the Path Project and bring back to Municipal Properties Committee. We have this down for \$87,5000. There are some drainage issues, sometimes the water runs off into the buildings or up against the buildings and is causing some problems across the board.

**Ritter Park Path Project.** Lulfs – this project is out to bid and advertising. Bids will open later in December so we can award in January, 2022 to meet ODOT's timeline. We had a lot of questions on that project from a couple individuals on Jahns Road. I believe we were able to answer all their questions. Maassel – are sidewalks going in on both sides or just the one side? Lulfs – on the west side on Jahns Road. There will be a crosswalk near the railroad outside the railroad right-of-way to get across from the county path but the topography on the east side of Jahns Road has a section we could not make fit. It will come up to Riverview and there will be a crossing on the west side of Jahns Road into Ritter Park. There will be a switchback to get down the hill and then will tie into the existing system at Ritter Park up to the lagoons and around the southerly side of Riverview until reaches city property. The estimate on the project is \$835,000 there is a \$788,000 grant.

**Oakwood Avenue** is under contract we have to do some soil borings and environmental and we have to do a muscle survey because we are crossing creeks so we need additional to cover those costs.

**Safe Routes to Schools** we are reviewing the Quality Based Selections that were submitted. We plan to have a consultant selected for the design by the end of the year and negotiate a contract after the first of the year for the design. There is a \$207,000 grant. This project focuses on crosswalk signage and sidewalks around the school campus. We cannot use this grant money on the school campus. There is along Bales Road on the school side of Bales Road a section that we cannot make fit and I have discussed it with the school and they are willing to essentially donate the property we need. It will be city right-of-way. Maassel – does this go out to Glenwood Estates? Lulfs – this is primarily in residential neighborhoods around the school and that section around Bales Road.

**510-6310 Water Distribution.** Lulfs – this is our annual GIS work.

**510-6200.** Lulfs - the majority of the increase is chemicals.

Mazur – this is the backhoe talked about last year and was taken out. This is an Additional Request. Maassel – we have one now that is gaining higher hours and will trade down? Rathge - it is in the 5,000 range and that is where we have been trading in. It is a decent machine but, it's getting there. The other one has a lot less hours on it like 2,500 hours. I don't see

any movement there for a while. Maassel - the question is if we can find one at the right price? Rathge - it would be a state contract or state bid price. They will trade with me we have done that before. Last year there was discussion on purchasing a used one, if that comes to fruition again, I would rather keep the one we have because I know what the problems are with that one. You just never know what you are going to get.

**511-6210** - Lulfs this is the account used to go out and put water lines in the ground. There is a \$10,000 share for the GIS support and a little bit in there for Ritter Park Path Project, we need to move a couple fire hydrants out of the way. The \$130,000 is to connect the new water line that's under the new bridge back into town. The residents on State Route 110 out by Campbells have city water there's fire hydrants in their front yards and those fire hydrants flow 250 gallons/minute. This will reinforce our system out there plus the waterline on the old railroad trestle blew apart and has not been put back in service. The closest line we have looping our system on the east side of the city is under the Perry Street Bridge we have nothing east of there. This new line will connect the system and reinforce it and will be in ODOT's right-of-way. We have the ODOT permit and the EPA permit too. Mazur - this is the project we are looking at paying with ARFA Funds. Lulfs - there is \$238,000 to pay for the waterline that was put under the bridge. That invoice came in a month ago, I talked to the County Engineer and he agreed to let us pay this in 2022.

Orwig and West Main Street Waterline Improvements - this is probably the worst line in the city.

**520-6311** this is the CRAP program, the clean water removal assistance fund, to help homeowners separate their storm and sanitary on their property. We cover two-thirds of the cost up to \$2,500.

Mazur - we had a retirement payout that was unexpected is why there is the increase from last year in the budget.

**521-6310 Sewer Operating Sewer Collections** is the put sewer pipes in the ground and build a Wastewater Plant and do a pump station. When we budgeted for the Wastewater Plant, since we knew it was just going to get started in 2021, we did not budget the full bid amount, we budgeted \$7.5 million. We are going to need another \$4.5 million to cover that project cost. Van Hyning Pump Station - we are going to try that again and increase the budget to \$2.5 million with a 5% contingency so the total is \$2.65 million. The original engineers estimate was \$1.625 million. We have this funded through DEFA. In the funding application we are asking for 20% contingency because it's harder to go back to them after the fact.

Meekison- grant application was through District Two/Ohio Public Works Commission. Lulfs - we have a verbal approval but, the paperwork will not be received until December. Mazur - the grant is \$260,000. Lulfs - the total project is \$520,000.

Mazur - that sewer replacement is very much needed. Lulfs - that will be a new sewer and we will provide a storm tap to each property and then at the completion of the project we will resurface the street.

**Lynne Avenue** is up in the air. We did the application for funding and have not heard anything back yet. The plan is if the funding we applied for does not come through, we will not do the project. The project is estimated at \$1.25 million and we applied for a \$1 million dollar grant through ODOT, whatever the stimulus money is. Lynne is in desperate need of repair. We have several sewer accounts, it's for accounting purposes that was implemented when the Findings and Orders came out.

**Haley Avenue Sanitary Sewer Removal (SSO)** we are required to eliminate that by the EPA. This is a Findings and Orders project we are required to do. \$100,000 is a conservative number.

For the last 12 or 14 years, we have had an emergency repair fund in the sewer account for \$100,000. Usually it is an imminent collapse that these funds are used for. Mazur - we have one this year that will exceed that. Lulfs - on storm side.

**521-6310-57800** - is our sewer/sewer account. The 57810 is the account to fix the sewer laterals that fail. The city took ownership of those five years ago or so. There is \$100,000 in this account.

**560-6400.** Mazur - garbage is down overall from the previous year's budget.

Additional Request. Given the circumstances that we are in right now and from my perspective, I like the idea. Then if things stabilize, because people are always moving out of those positions and moving around or leaving or whatever, if we ever needed to we could through attrition bring the position number back down. Comadoll - I don't think you'll ever see that, you are always going to need help. Mazur - It is a savings to the Water, Sewer and Street funds but, it is an added expense to the Sanitation Fund which can handle it.

**560-6410.** Rathge - these are actual numbers. We are running about as thin as we can. I don't know how we can do it any better than what we are.

**Yard Waste Site** - concrete grinding. We grind concrete when we accumulate concrete from projects or wherever. Lulfs- we take concrete from the public. It is a service we provide. Mazur - the grindings get reused, we use them for projects. Are we using the stone for the path to the Wastewater Plant? Lulfs - yes. Rathge - we use it everywhere but under the road. We have not bought stone since I first started here. Rathge - the biggest thing to understand is, the Refuse Department, despite all the complaints, is still okay financially.

**Mosquito Control.** Maassel - how late did we spray for mosquitoes? Rathge - as soon as it hits the temperature, we are done. Mazur - mosquito chemicals are expensive.

**561-6400** - Mazur money is put away every year for purchase of new trucks. We are currently putting in \$50,000. Garringer - the fund is currently over \$200,000.

**Garage Rotary System** – we did a change to a couple years ago. The garage rotary system was always never balancing for whatever reason. What we did is similar to what we do with facilities maintenance. It is split amongst the different departments and varies based on the vehicles in the fleet.

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Recess 2:55 pm – 3:05 pm

**Electric Department/Greg Kuhlman (3:05 pm – 3:42 pm)**

Accomplishments for 2021

We received a Hard Energy Program Designation from APPA

The majority of the security light LED conversions are done other than out in the country. We are changing the security lights for the farmers. Haase - is the hospital converted to LEDs? Kuhlman – they would work with Efficiently Smart on that. Mazur - if they did not, they should immediately. If it has been over five years they should.

County Road P1 pole replacement has been completed. All our pole replacements are now a bigger class around, especially our north and south poles, because the majority of the wind is east and west.

An additional lineman was hired. Three-phase electrical service at the city pool. Service for Napoleon Vision Center.

Relocation of transmission lines for the bridge. Maintenance on all the decorative street lights in specific areas.

2022 Goals. Wastewater Treatment Plant overhead/underground upgrades we are still in the process. Industrial Substation is moving forward. Primary CT replacement to reduce the line loss. The CTs measures our usage for the particular facility.

When they put these in they were oversized and their ability to read accurately is reduced. They are upgraded so we get a proper reading which is to the city's advantage. Storage building for transformers and wire reels Mazur - is an Additional Request. St. Rt. 109 pole replacement we will be focusing on St. Rt. 109 between St. Rt. 6 and St. Rt. 110. We have a permit from the State for that job. Background secondary service pole upgrades is going to be ongoing throughout 2022.

Mazur - overall personnel costs are down with the 27<sup>th</sup> pay plus newer employees. Kuhlman- the new hire is already looking for other jobs. We identified this when we were doing the wage review for the AFSCME contract. The electrical department personnel, the linemen pay is on the low end compared to our neighboring cities by about \$3.00 to \$4.00 an hour or more. Even though it's a great work environment, it is still hard to keep people. We are looking for a couple of people that are from around here that would want to get a job that pays well and stick around here. It has good benefits and being a lineman is good wages and there is room for growth with some overtime. Kuhlman – I'm looking for an apprentice lineman, someone to start at the bottom. Mazur – keeping a lineman is across the AMP footprint. It is hard and dangerous work and is not for everybody. Kuhlman – I have four guys that are within five to six years from retirement. We are going to have to keep them somehow when it comes retirement age or we are going to be hurting. I want to find someone I can train from the bottom up and know will stay. Mazur - AMP Conference/APPA Rally/APPA Annual conference. We will have to get a head count on who is going to these.

Street Light Accounts used to be in the 1900 account. That used to be \$75,000-\$80,000/year since we have done the LED conversion it is down to \$35,000. LEDs are about a four and a half year payback for all the switch-outs that we did.

Maassel - Trademark Name due in July what is that, what is the trademark name? Mazur – is it for the Napoleon Light & Power name. Kilowatt Hour Tax we collect and put into our General Fund except for what is collected outside of the city limits has to go to the state.

2022 is below the 2019 actuals. This is a pretty tight budget.

Electric Development Fund is where machinery and equipment are purchased from. Both items are Additional Requests.

Bucket Truck for tree trimming and a Storage Building for equipment that is stored outside right now. Maassel – how large of a building? Kuhlman – 100' x 60' is what I got a quote for. Maassel – concrete floor? Kuhlman – yes. It is set up to mimic the building that's already out there. The same type of structure with overhead doors on either side. It would help resale if we would ever want to sell. Maassel – that has always worried me about having all that stuff outside all in the same spot.

Mazur – most have more organized storage. I have it marked as an “yes” and same with bucket truck for tree trimming.

Kuhlman – I would like to get a 75-foot bucket truck because of our transmission poles and again some of the trees we are unable to do because it has a 55' reach. We are hurting if something happens on the north end of town with some of those transmission poles. If we are going to be doing maintenance, we need at least one truck that is capable of doing that. We have a truck that will set poles but, we don't have a bucket truck that would reach. Maassel - does the building need to be that big? Kuhlman - it doesn't need to be. Maassel - are we going to come to the spot where we have Electric in one building and Ops in the other? Kuhlman - no, it is not going to work that way. The estimate wasn't for heat, it was just to stay out of the weather, it will be lit and insulated.

Mazur – Engineering for Industrial Substation is in the works right now. The plug number for that is \$155,000.

Kuhlman – I would ask you to think about our position with staffing and look at the wages. Not focused as much on Lead Lineman, First Lineman is what needs looked at.

## ADJOURNMENT

Motion: Siclair                      Second: Baer  
to adjourn the Special City Council meeting at 3:43 pm.

Roll call vote on the above motion:

Yea-Baer, Bialorucki, Siclair, Comadoll, Knepley, Durham, Haase

Nay-

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

**Approved:**

**December 6, 2021**

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Submitted by:

Roxanne Dietrich, Clerk of Council

*City of Napoleon, Ohio*  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
in Joint Session with the  
**FINANCE AND BUDGET COMMITTEE**  
Saturday, November 13, 2021 at 8:00 am

**PRESENT**

Councilmembers	Joseph Bialorucki-Council President, Daniel Baer-Council President Pro-Tem, Jeff Comadoll, Lori Sicclair, Ken Haase, Molly Knepley
Mayor	Jason Maassel
City Manager	Joel Mazur
Finance Director	Kevin Garringer
City Staff	Dave Mack-Chief of Police Clayton O'Brien-Fire Chief Jennifer Arps-CIC Director
Others	Dr. Dave Cordes, Brandy Gonzales
Clerk of Council	Roxanne Dietrich

**ABSENT**

Councilmember	Ross Durham
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Council President Bialorucki called the Special Council Meeting to order at 8:00 am.

**Henry County CIC/Jennifer Arps- (8:02 am – 8:25 am)**

The CIC's request from the City is still at \$39,000. Next year coming we will be coming out ahead in part due to lower salary and Stacy is not on our insurance.

Some line items for expenses were increased. More was put in for events and marketing to get more exposure for Henry County and Napoleon. Revenues stayed the same as did memberships. After 2020, it is hard to get companies to submit memberships. The County's contribution stayed the same at \$67,200. A couple of CRA agreements rolled off. The NIEDF fund is currently close to \$40,000 and we hope to work on some projects and work on CRAs possibly expanding the zones. With Napoleon being the county seat, most projects revolve in Napoleon. The Keller Building being for sale is the largest building we submit projects for. Maassel – you make visits to current companies, right? Arps – we consider those BRE (Business Retention Expansion). We are working with CustomAg on a project. Old Castle spent millions on amenities. Napoleon Machine has been doing a lot of investment in equipment. Automatic Feed is doing well. Campbell Soup is doing amazing even with the labor difficulties. The sale of Tenneco that happened in another community, my plan is to circle back with them to see if they are taking on any lines from that sale. Maassel – it was sold, not closed? Arps – Governor DeWine sent a statement saying he was disappointed so I assume they are relocating out of Ohio. HenryHas will probably launch before the new year. Maassel – Arps was the Administrative Assistant for three different directors. When we interviewed her, she did a good job knowing where the land mines are and who the key players are. She was taking classes and HenryHas was a project she had to do to market the county on what makes us special. Arps – Thrive Marketing out Perrysburg, Ohio is who we are working with. They created the HenryHas logo. The county funded them for two years to work on the website. There will be a page where companies can submit their jobs and will go live. We will work with communities that do not have a website so people know where to go to. There will be a form on there for anyone interested in land or buildings that will take them to CIC so we can contact them. HenryHas has heart for events and will be tied to the CIC and the Chamber sites. Thrive will have Goggle analytics in there to track usage of the site. My goal is to make us look amazing. Maassel – you get a lot of projects that go nowhere. Arps-we did a site visit with a solar panel manufacturing company out of Switzerland that would have been \$70 million capital and 269 jobs. We submitted the RFI for our 400,000 sf. building. The city was amazing. We spent time meeting with the gentleman and it did not work out, it was a little too rural for him. We are submitting that building again but, they are looking for 500,000 sf. will see if it works.

**100-2100. Police/Chief Mack – (8:26 am – 9:28 am)**

2021 Goals recap. The Strategic Plan is going. Chief O'Brien and I talked about the building and getting the study done to see what we need for the departments for the next 40 years. We hope to have that done within the next month or two. We will be hiring the six dispatcher, thank-you. That is a big deal to my whole department, we are looking forward to being fully staffed again. Records management matrix is software for both city and county law offices use.

2022 Goals. Getting the sixth dispatcher hired. Body cameras is the norm and expectation for communities nowadays. If we are not successful with this grant, we will figure out what to do. Secure funding for new vehicle cameras is all technology. Any type of technology for me is not cheap and we are trying to find some funding. Regional Tactful Response. We are looking at a regional team with Napoleon, Wauseon, Henry County and Fulton County so that is not such a strain on our agency. Going regional will also help with grants trying to help offset costs from capital fund for having special teams.

Upgrade to infrastructure – computers dispatch. This is the final upgrade to the dispatch consoles and hope to use American Rescue Act money for that.

The Strategic Plan we hope to have done by summer. We are focusing now on Fire and will get into Police after the first of the year. Maassel - when the radios and repeaters are updated, will you have full coverage in the schools or will you still have spots? Chief Mack – the repeaters are beneficial to everything but the schools. Fire will work for the schools. Mobile repeaters require a car to be running. That one call for service should be doable but, for a guy stationed for 8-10 hours you cannot leave a car run for that long. To recap, the schools have never passed their radio test, ever. We did not lose anything and were hoping to gain something was a goal but, that did not happen. Maassel – in case of emergency? Chief Mack – the cars responding would have repeaters and that project should be done by the end of this year. Maassel – there's no way to have repeater in schools or hospitals? Chief O'Brien explained the repeater is a band aid you cannot put mobile repeaters at a fixed location because of the way the frequency works. Motorola showed there is a need to have three sites in the county. The county put one in Malinta based on that is the center of Henry County. With all the buildings we have, the penetration is a lot worse in Napoleon. There are a lot of limitations there. Mazur – it is our understanding funds from ARPA can be used. Freedom Township still has coverage issues (north of the river). Chief O'Brien – it would be nice if we could get one to the northwest between us and Ridgeville Corners. I talked to Chief Benecke about having Motorola look for the best strategic site. That is critical infrastructure that would benefit our area. Bialorucki – the cost? Chief O'Brien around \$500,000. That is a lot out of the Capital Improvements but, compared to how much American Rescue Plan is being doled out there, it really is not that much when the government is giving money away. Mazur - cities were cut. Maassel - small cities were cut. Mazur - Henry County ended up with \$6 million and the townships got some too. They received the first \$3 million, the second is coming in soon. Garringer – the money is being dispersed and will get the same next year. Chief O'Brien – With the Napoleon City being cut, Napoleon Township recognized that and now that townships are getting money, they stepped up to the plate doing the priority based dispatching. A lot of townships don't necessarily have budgets and I don't see why they couldn't get together and do something as a whole. Mazur – think that is worthwhile to have a conversation with the commissioners and maybe some of the townships.

**Police 100 account.** Chief Mack – Salary was reduced a little on dispatch, the goal with this sixth dispatcher is for savings. Mazur – the reciprocity deal part was salary savings on overtime, this is a moving number. Chief Mack noted because of employees and life happening. I have the youngest agency.

**52000** Training and Software are the two big hits every year. There is a national push that is significant on training. That budget item was increased when I took over. It was bumped up \$2,000 as the State of Ohio is mandating 24-hours for all certified officers including the auxiliary. There is some funding through the state that we may get reimbursed for a little. We purchased online training this year and we belong to the consortium at Owens Community College, the officers can go there. We pay \$400 or \$500 but, there is no cost for training, just for their meals.

**Phones** Mazur - that number was increased. We are on borrowed time and want to provide the officers with tools they need. This will allow the officers to have a phone in their car instead of having to use their personal phone for work. As the employer, we should provide that for them instead of using their own personal equipment. Chief Mack - Currently the Chief, admin Lieutenants and Detective have phones. Public Records is a big issue. Recording is part of our day-to-day life and the officers need to have resources so they do not have to use their personal phones. The goal is to have a reduction there next year since there will not be the cost of phones, brand new case and charger.

**Software** wish could say we would see a reduction, but do not foresee it. Software companies are raising costs 3% to 5% and everything we do is software based.

**Janitorial** – Mazur we talked before how much that is increasing because of labor. Chief Mack – it is COVID, the company we have is doing excellent and was the cheapest one but, it is still a significant hit to the budget.

**Fuel** – Chief Mack we are hoping to come in under budget. The two cars that were just delivered are hybrids. The thought process is there will be fuel savings. Maassel - are hybrids responsive enough? Chief Mack - they seem to be. One will be mine and the other will replace the car that was crashed six years ago. The selling point was a 100,000 mile bumper-to-bumper warranty with everything covered for over five years. Dr. Dave – know someone that works in the maintenance department of a Ford dealership. One thing they were worried about was battery replacement of hybrids and they have not replaced one yet. Mazur – the Volt we bought the battery life was over-rated. Other electric and hybrids are over-performing. Chief Mack – city jurisdiction is where we anticipate savings on hybrids. We spend a lot of hours idling at low speeds, we have a lot of hours with the engine just running. Maassel - want to make sure they are responsive enough. Chief Mack - because of computer chip issues we were not able to have delivered until now. My officers will let me know if there is anything wrong. Mazur – the reasoning is there is a lot of idle time, these are not miles that add up but, do add to the wear and tear of vehicles is why they rotate vehicles. Chief Mack – we do not like to let vehicles to go over 80,000 miles. If a car has to go one extra year because of budget, it is not too critical. We reached out to several jurisdictions and only one had issues, everyone else did not have any issues.

Mazur – the police budget is the most important budget to review because it has the highest impact to the General Fund. Both Chiefs do a really good job managing what they put together and whittling away at some line items. Bialorucki - how are you sitting with staffing, is anyone retiring? Chief Mack – we have one on the drop program right now and said he plans on staying this year. Leadership would be a focus for me. That is why I support Wildsparq. I am at 26 years. I have a Senior Command Officer in the drop program and have another one that can go in two years potentially. We are on borrowed time if officers decide to go at 25 years. Our Detective is there. We are training to look at backups and start phasing them in. When we take someone off the road to job shadow, that is overtime. We are trying to develop shoes we think will be in that position. Anyone that is within five years of retirement has looked at retirement. A lot of officers are retiring because of the nation's trend. Maassel - you making sure officers are out in the community means a lot to the people. Chief Mack – we assigned an officer and dispatcher to community outreach.

**Code Enforcement** Mazur – there are a total of 342 complaints to date, last year we had 303 and in 2019 we ended with 455. Schultheis is busy and is out and about and people know it. We are down in zoning violations. There were eight abatements with three hearings, that is down.

**Signage** has been addressed on the southside. The donation boxes are all gone. Schultheis does a good job motivating people. Chief Mack - he is in the five year mark and would be a hard one to replace.

Mazur – Zoning wise hearings are down compared to last year. There were five new residential permits pulled this year with a few on the horizon Twin Oaks has some, two in Goodville and Pickett Fences. Spec homes are starting to be built in Goodville and Pickett Fences. There was a little drop off in new businesses. The house at Haley and Leonard is scheduled to be torn down. Chief Mack – Code Enforcement budget has no changes. Bialorucki - houses that are abandoned for years and have no code issues is there anything the city can do to move those along to get people in those houses? Mazur - if they are up on taxes and are in compliance, there is not anything to do.

**2102 SRO budget.** Supplies and operating line items had an increase. The DARE program did really well. He has done 66 classes for the 5<sup>th</sup> grade, 30 for the 1<sup>st</sup> grade classes and is moving to the 7<sup>th</sup> grade. We are getting donations and he is good at looking for grants. There are some upfront costs to buy books and graduation items. SRO is directly affecting our road by keeping officers on the road. We were routinely at the school every other day in just the Napoleon Area Schools, the amount of complaints and interventions has doubled his call volume with students. There are a lot of unruly parents, the parent behavior is troublesome. Baer- the Resource Officer was a big plus for the city. Bialorucki - kickball in the park was awesome. Chief Mack - kickball had off the chart success, it could not have worked without teamwork from the schools with the teachers and staff that came out and volunteered their time. The 4<sup>th</sup> of July they did a corn hole tournament. There were a lot of kids out there, it was successful. Bialorucki – were they notified, how are kids getting there and who could not get there that did not have transportation? Chief Mack - fliers went out through the schools. The kids got there from friends, parents and grandparents. Haase – we did spend some money with the Transportation Department to get a bus for town.

**Canine** This is the second year with the dog. We did go over in fuel. Machinery/ Equipment there were a few little increases. Maassel – is the dog getting a lot of use in the city limits? Chief Mack – In 2019 they had 15 calls, seven



the dog responded to. In 2021 so far there were 44 activations for the dog and 40 calls were covered. Mazur – a note on canine. When we did donations we said would take Luke around and do a donor appreciation thing. Chief Mack - with COVID that was put on hold and fell off my radar, we will get that taken care of.

**400-2100 CIP.** Mazur - Plan on replacing two vehicles, one is in 400 with the other in another account.

Chief Mack - most of the first \$2,100 is replacement. That went up because we are trying to replace things as we go. Mazur – the big one is body worn cameras. Chief Mack - the challenge with technology like this is storage, nothing is ever free. Maassel - how long do you keep records? Chief Mack - everything is a public record. Now with terra bit drives and external hard drives, you dump as much as you can and maintain evidence to maintain integrity. The cost of my video is not cheap.

**Locker Room at Facility.** Mazur - is an ongoing building expense. Siclair - what about the female locker room?

Chief Mack – there were unforeseen circumstances that happened to our contractor. We do have the purchase order set aside. There are other things we can do to keep things going. Right now there has been no structural changes and we are trying to work with the contractor. Siclair - Jennell is alright with this? Chief Mack - so far and we have two female auxiliary officers. They understand and know we are doing everything that we can.

**Body Camera for SRO.** Chief Mack - canine will have one too. Maassel – will the dog or the officer have a camera? Chief Mack – Officer Lipscomb will have the camera. We converted the chief vehicle to offset costs for canine but, we are in a situation we can replace his vehicle for something that will be better suited for the dog.

**271, 273 and 274 – Miscellaneous Appropriations** these statutorily have to be created. Chief Mack - Our costs are up out of that fund because we are doing a lot of search warrants. The Law Director has expressed a desire to have search warrants and we are using that fund more, there is a revenue piece coming back in.

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Recess 9:28 am – 9:36 am

**210-2200. FIRE DEPARTMENT/Chief O'Brien - (9:36 am – 10:14 am)**

Chief O'Brien – a recap on the number of runs. In 2021 to date we had 1,674 runs. As of today, there is a 10% to 11% increase from last year on the emergency side that equates to 5.25 runs /day. If that continues we will be over 1,900 calls in 2021. In October we had 172 runs for the month. We have done 125 inspections, we are working with Asst. Chief Frey and he also does CPR classes on a standard set day. Dr. Dave – is the increase in runs due to older age or drug OD? Chief O'Brien – it is more due to our aging population and long term care facilities. We do have drug and OD calls but, we do not see the increase coming from that. The health department is working on a couple of projects to help Law Enforcement and us on substance abuse as a whole team to do different things.

**Public Education.** We had 59 public education events that reached 975 students, we were able to get into all schools this year. Firefighter Phil could not survive COVID. We tasked Asst. Chief Frey to do that program ourselves. We did an annual coloring contest and try to focus on one grade at a time. We want to ask local businesses for donations to get to our people into the schools.

**2021 Goals.** Staff training, 60 hours for paramedic refresher and HazMat refresher.

Training Center Improvements are with WR Meyers. Improvements to the burn building, the stand pipe inside the facility is to have a 25' instructor line, premium air gap and thermal couplers, the project is just about complete. We are hoping to build the grain bin the first week of December.

Building Maintenance/Kitchen Floor was dura-ceramic that was put in years ago and the top layer was ground off by the wheels on the chairs. Buckeye Solutions did an epoxy overlay and it looks great.

**Goals for 2022.** To hire the ninth full-time firefighter. We are able to do this hire with the reciprocity being passed. We had 17 applicants but only five completed an application. We have talked about taking the National Testing Network application and invite individuals after that first round to complete a city application.

Priority Based Dispatching with the help of Napoleon Township. The tough books and mounts are ordered Chief Mack is working with the Napoleon Township Clerk for dispatch upgrades on the software side.

Complete Firefighter refresher. Each captain has a crew every day. In the fall of 2022 the idea will be Captain Bowen is in charge of fire training, Captain Stiriz is in charge of special teams, and Captain Reiser is in charge of EMS. They have to have fire training to recertify their cards and with using that facility we will all be together.

Complete training and host the first grain training class. We are working with Gerald Grain and CustomAg to facilitate that, this is the class we used to go down to Sydney for. It is a 4-day class and brings fire personnel, rescue personnel, and grain personnel together. The main focus is on the farm and what a rescue is going to look like for us on the farm.

**100-2200 Mazur** - the biggest increase is in personnel. This is due to having the part timer overnight and full timer on the B shift. The only other increase is in training. Other than that, it is pretty much the same as last year's budget. Chief O'Brien - we hope to be reimbursed on a lot of that training cost. Captain Bowen is working with Apollo Career Center to do that training here on site, we will get a little discount if we do training onsite. We will not be able to get the money reimbursed until 2023 on the fire training grant by the State Fire Marshal's Office.

**242. Fire Equipment Fund.** The revenue comes from townships and city in annual deposits. In 2022 there will be \$115,000 deposited into the fund. Mazur – every year that number increases. We are forecasting 2026 is when there will be a need to purchase a new ladder truck that is extremely expensive. Cost estimators keep going up and it could be a \$2.2 million purchase. That is why put so much is put away each year in. Maassel – that is a standard other departments should do, put dollars away for when a big ticket item comes up.

Mazur –when we get into 2029 is when you will see a little bit of negative because there will be larger expenses for that year that will have to be reconciled. There is not a need to make an adjustment now because it will not be until that budget year, this is just creating expectation how much needs to go into it every year. Chief O'Brien – when I talked to them they said should appreciate 4% now until time to purchase. Not only are you replacing a truck, you are replacing all the equipment on there too as the equipment that is on that truck is pretty old. We are working on getting a multi-use vehicle. The ladder truck would go out of the fleet, the live truck would go back to the training facility so we have an engine all the time. Maassel asked about a hybrid . Chief O'Brien - there is only one that is a single axle and by the time we need one there should be more technology. We are keeping our options open. It will come down to the size of the water tanks. We are not sure of single axle because of weight. Right now we run our engine first for everything and if part timers come in they bring the ladder. It would be beneficial to have the ladder first if capable. We are trying to take a lot of things into consideration. One will be the weight of what the truck can hold and the amount of things that we put on it. Maassel – if we have grain training, we cannot help because our ladder is shorter. Chief O'Brien – the ladder will not be shorter I will make sure of that. It has to be 105' or bigger.

**242-57200** most of the time is zero. We did put in \$5,000 for a sign. We really need to put up a sign for all of the donors for our training facility to showcase all the support. The grain rescue trainings will bring people in from all over.

**210-2200 EMS Transport Fund.** There is a small increase from the previous year that comes from software. Mazur – this is an important fund it is an offset for a lot of General Fund expenses we get. EMS revenue from townships, we reimburse them. Mazur – that shows up as an expense.

**Capital.** Chain link fence for the training ground-\$48,000, car port at grain training-\$25,000. Mazur - have to take a look at grants out there being sensitive to the Capital Fund. It is hard to justify doing this without looking at grants and not address needs that are at the Police Department or any other type of facility where you have issues whether it is employee issues or compliance issues and addressing those issues, it is hard to justify something new when we know we have major concerns in other areas. Things that could be perceived as liabilities is the thought process. These are on the Additional Requests sheet but, are not showing up in budgets. Understand to be a high functioning training facility with equipment that is being put there, it would be nice to have a fence to keep people out. There are people driving illegally over the property from time to time. Baer – talked about vandalism at the park across from the Police Station, has there been any out there. Chief O'Brien – we had one small fire inside the storage building they did not burn the structure it was a little pile of straw and there are 4-wheelers riding around. We do keep the building locked up, we ratchet strap all the doors and padlock the back. One ratchet strap will hold a door and window together. Mazur – will it be tough to find a grant for fencing? There is a possibility of putting in a fence line along the tracks. Bialorucki - can we repurpose some of the fencing we are requesting ODOT to take down? Chief O'Brien – agree there are other avenues we can look at. Wanted to identify the need and start the conversation. The car port for grain training we do not have anywhere to put the bins.

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#### **PROJECTED FUND SUMMARY/RECAP/ADDITIONAL REQUEST (MAZUR) 10:16 AM**

##### Additional Requests

**221 Fund - Aquatic Center, Golf Simulator and Finish Mower (Pool/Golf Course Levy)** all items are factored in and the recommendation is to keep them in. Bialorucki – if do golf simulator right it will bring in some residents. Garringer – that certainly is an added feature that can be done in January, February and March, even if for two days a week to see how it takes off. Mazur – we do not have a winter activity. Garringer – there is a certain point where the project needs to be finished and we are not there yet. The project needs to be completed and the rest pays for ongoing updates and replacement of what we have. This would be nearing the end of adding additional

items. The rest of that money is to pay for the debt and upkeep of the facility that we have. Maassel - do not want to debt items that will underlive the debt. The mower deck and golf stimulator were part of the original plan, the sidewalk makes sense and the mower makes sense. Mazur - Benches and seating, lounges. Garringer - part of that is you need to be up and running to see what additional things you need.

**Bialorucki - Recommendation to come out of Rec Levy.**

#### **242 Fire Equipment Fund.**

Mazur - this was left in. Chief O'Brien mentioned he will be applying for a grant. This is an added Vehicle. Added equipment has been sensitive in the past, added equipment, vehicles and facilities are added maintenance and expenses. These are unknown expenses. Mazur - Recommendation - Yes with Grant only. Garringer - the training facility is great but, when you add stuff and say it is donated, then we end up having a cost for something that is donated. We get the grain trailer for free and now we need a carport or trailer. Maassel - is there a vehicle at the Fire Department to move the grain rescue trailer? Mazur - the brush truck is not big enough to pull it, they would have to pull from Ops. Maassel - there is a vehicle in another department, they would have to coordinate to get. How much does it need to move? Mazur - this is the fire training facility people will come to it and think for the most part it will be at the facility. Baer - I want to see how much the grant is. Bialorucki - when invite other departments to use our training facility, is there a cost? Mazur - there are fees. Bialorucki - can we put some of the money away from the fees we are collecting to help pay for this? **Haase - Recommendation with Grant and Review**

#### **400 Capital Fund.**

Mazur - this is the road fund and is all we have. After Thursday's adjustments were made, we are at \$702,000 in the balance. We started at \$330,000 and that is light especially if have a catastrophe of some sort. That is all we have and in my opinion is dangerously low. Getting up to that balance of \$700,000 is good, let's measure where we are at in the middle of year and figure out if in the next budget cycle we want to start allocating more to have a little bit more robust road repaving schedule.

Bialorucki - how does the Park and Rec fund look? Mazur - it looks good and is getting better. Part of the reason is reciprocity is put into that and that is how the .2% income tax piece was written. Garringer - that income tax cannot be separated out to be used for Police and Fire. Bialorucki - back on the company that we did a reimbursement for income tax, what was the total amount? Mazur - over a million. Bialorucki - and Parks and Rec received part of that million and did not have to pay any of that back. How much savings did they have in that? Mazur - every million dollar worth of income tax equates to .2%, a \$140,000 figure. Bialorucki - so we could not take any of that money back but if there are some things in here that they really want and need, instead of paying out of the General Fund with that savings of \$150,000 let's do it out of their fund. Mazur - agree. Comadoll - there you go, fireworks. They only pay \$14,000 and \$13,000 comes out of the General Fund. Why can't we eliminate that and let Park and Rec pay for all of it. Garringer - in the big picture it is something you can look at but, the General Fund pays for the cost of the pool and golf, even in the banner year that we had for golf revenues, they still ran in the red. The expenses were more than the revenue. If you take more money from the rec on one side, they will not have money to pay for other things and will come back to the General Fund. Mazur - one of the things I would like to do is review our parks maintenance schedule, procedures, what we are maintaining, how many parks do we have, what is our staff and evaluate. Do our own internal strategic planning for priority changes. With a new staff they may have a different prospective. The park department is a skimpy staff. Wayne Park, how much does that get and how much money do we put into maintaining that? Haase - is Wayne Park in the historical register of any kind because of the way it used to be with Route 24 running up the hill and around. It used to be riverfront property. Mazur - do not believe there is historical designation but, we can look into. How many park facilities do we have, that takes more time to manage. Baer - have a maintenance schedule like the Fire Chief's program that goes out several years. The dog park is not being used. Mazur - as Durham pointed out Thursday, Kidz Kingdom is 20 years old and has a lot of decorative wood pieces, may want to have a day of giving and spruce it up. A lot of facilities that we have are not getting spruced up. Mazur - would like to see income tax projections coming in enough to offset all of the expenses in the parks. Every year we have had expenses from capital or wherever subsidizing parks operations, including fireworks. Maassel - you are saying \$50,000 capital improvements should be in Parks and Rec Fund for the boat launch? Bialorucki - I don't see why not, if they have the money. Same with the vehicle. Garringer - the boat launch definitely needs replaced. To me that particular one should be capital. It needs to be done and is infrastructure for the city. There is no other public boat launch in

the city that people can use if that one goes down. If it breaks away halfway in the summer, there is not another park to go to with a boat launch. It is vital for the Fire Department to have their boat launch and not have it be used for recreational. Mazur – I agree the boat launch is more than a park facility. It draws people into the community. Haase – if you don't have it, you are telling people they can't use the river. Mazur – this is the exception to the rule. The vehicle absolutely. The mower we have already moved into the 221 fund. Maassel – it has to get fixed. Mazur – the vehicle should be moved into the 221 Rec Fund for staff or Cotter can move his vehicle down and replace what he has. Then we can move Line 12 out of the water fund and pass one of the police vehicles to the water plant. **Pickup Truck goes to 221 Rec Fund**

Bialorucki - when a department gets a vehicle from another department is there a charge? Mazur- there is an expense adjustment. Bialorucki - Park pays for the truck now and in 8 years gets another vehicle and moves this vehicle to another department, the value of that vehicle should go to that department to use the money towards the next vehicle. Mazur – parks is like the last stop.

**Maassel - No on Chain Link Fence and No on Car port.**

Siclair - is there any kind of danger of kids getting in there? Mazur - even if you put a fence up kids can still get in there. Siclair – have to have a fence around a pool. Garringer - a pool has a liability issue. Mazur – think securing the back side by the tracks is worth looking into. Maassel – see if there is a grant.

**Electric Department Bucket Truck is on borrowed time – Maassel-Yes.**

**100' x 160 'Storage Building.** Maassel - would like to see what that size cost vs. one half that size vs one three-quarters that size. What is the cost difference? Haase - need to have room to maneuver. Maassel - agree is needed but, want to see estimate on different costs and see floor plan of what is going in there. Garringer – my suggestion would be to not get so held up on the size but, to earmark a maximum cost. Mazur - Electric Committee will have to review. It will get into design, what is cost and then engineering. Maassel – Municipal Properties or Electric. Mazur – it is the electric fund, an electric facility, it could be either one. Council can decide.

**510 Water Fund remove Item 12 with Parks Fund item.**

**Mower** – have one that needs to be replaced.

**Backhoe at Operations (Water Fund) \$138,000. State Term Contract.** Final approval will have to come before council. The can has been kicked down the road a year or two. Haase – it is time. Bialorucki - how often do they use it? Mazur – for main breaks or digging up services. We suspect the EPA is going to come back to us sometime soon, there is this push to identify all lead services. We have about 80 to 90 services that are unidentified right now that we may have to dig up. There is no way to predict how many of them are lead. Comadoll - our records should be up to snuff. Mazur - they are that is why I say 80-90 is a good number. Bialorucki - how often is it deployed? Mazur - that varies. Comadoll - the backhoe is out every day. Haase – it doesn't matter the cost it's going to be 15% more next year. We just know with inflation everything will cost more next year.

**Sanitation Worker- have yes.** We have employee out on disability separation right now. Technically that person is not a city employee. They were not fired, they are on disability separation. That means we have an open position but, that person on disability has rights to that position for one year. If we hire someone else to take that role and the person comes back, the low person gets bumped. Maassel – I think you do this because if we are short people, it gives you the ability to hire somebody else. Siclair – we had this discussion before the last time we hired someone. Mazur - we eliminated CCNO and added a refuse worker. That makes four refuse workers up from three and now this makes five. Comadoll we are going to have five people in Refuse and Recycling Department? Four is enough. You have to have four people in that department at all times, you cannot borrow from another department. Mazur – that is impossible to have four at all times with vacation and sick time. There always has been people pulled from other departments. Siclair - after that person leaves in a year will we have to fill that position? Garringer – you don't have to fill it, you can leave it vacant. Siclair – you have a set number of positions, just like the dispatchers had six changed it to five and now we had to change it again. If that person after disability comes back you have six. Mazur – the person on the back of the truck only lasts a year or two until another opportunity opens up. Baer – fill like we do in education, if John Doe comes back, you will be eliminated. Mazur – that is what we will have to do. This is a hard position to fill, they need a CDL. Bialorucki – would like to see this position added. We are pulling people for this and like you said turnover. Mazur - overall we would manage and watch it through attrition and get it back down to four and not fill the position if have four people show up every day. How many is too many? Water Dept. employee works on the back of a truck, their time is paid out of garbage and is a savings to the water fund. Through attrition once this issue gets resolved, it would be a good idea to get back to the four positions until the issue is resolved. Maassel - in meantime we have someone who can come back but we do not think he is. We have a position we are not getting work out of and need to get someone hired.

Garringer – Kuhlman said he is looking for good workers. If you hire someone and they are willing to be a good worker and show up every day and has initiative move to another.

**Bialorucki - good with keeping in. Garringer - majority agree to keep in? Yes.**

#### **Roadside Mowing - \$3,500**

Haase – will that be enough of an increase to cover roadside mowing? Mazur – yes I checked with Cotter. We are talking about the interchange between 24 and 108 area and little bit built in for parts around Industrial Drive.

Sicclair – the sign on the south side does not look very good at times. Maassel - when talk about roadside mowing, do not think all of us realize the horse trading that Rathge does, because he is so well known in the area, he gets stuff done, these may not show up on paper but he gets it done. At breakfast this morning the conversation was on who is going to snow plow the new river bridge, who is going to do the sidewalks? Haase – who does the sidewalks on the current bridge? Mazur – that is in the city limits. Garringer – the new bridge is half and half.

Comadoll – the snow plowed on the bridge get plowed into the center and hauled out. Mazur – my understanding is the bridge will be snow plowed by the county and will push the snow to the roundabout area off to the side, we maintain that. Do not think the county is doing the sidewalks, I have not had a conversation on that.

**Maassel - \$3,500 is a good placeholder.**

#### **Yard Waste Site Cameras**

Fiber - that is for fiber to be ran to for real time surveillance if want it. There is an option to have it installed without surveillance that would be cheaper. It can be a looped camera that deletes after thirty days. If we get complaints we can go back and pull the record. Maassel – thirty days is best. Mazur - we are getting prices for both. Bialorucki – liked Dr. Dave’s suggestion to put a sign out there saying “You are being watched”. Sicclair – what would be the procedure if someone calls? Mazur – can pull record out and identify who it was. Sicclair – a fine? Mazur – a situation or assign to a court case. Garringer – the hope is if it would be if a contractor who brings in broken sidewalk from work they did outside of the city you get the name off the side of the truck or if recognize the person can start a discussion. You will not catch everybody. Sicclair - why are we doing this if there is no way to enforce. Mazur - no citations have been issued there have been warnings, and it is patrolled.

**Garringer – are we okay with cameras? Yes.**

#### **Westmoreland/Briarheath – everyone okay with paving? Yes.**

Haase – it will greatly improve that whole area out there.

#### **ADJOURNMENT**

Finance & Budget Motion: Jason Second: ken

Motion: Sicclair Second: Knepley  
to adjourn the Special City Council Meeting at 11:16 am.

Roll call vote on the above motion:

Yea-Bialorucki, Sicclair, Comadoll, Knepley, Haase, Baer

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **Approved:**

December 6, 2021

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Joseph D. Bialorucki, Council President

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Jason P. Maassel, Mayor

Submitted by:

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Roxanne Dietrich, Clerk of Council

*City of Napoleon, Ohio*  
**CITY COUNCIL MEETING MINUTES**  
MONDAY, NOVEMBER 15, 2021 at 7:00 PM

**PRESENT**

Councilmembers	Joseph D. Bialorucki-President, Daniel Baer-Council President Pro-Tem, Lori Siclair, Jeff Comadoll, Molly Knepley, Ken Haase
Mayor	Jason Maassel
City Manager	Joel Mazur
Finance Director	Kevin Garringer
Law Director	Billy Harmon
City Staff	Lt. Greg Smith Clayton O'Brien-Fire Chief Chad E. Lulfs, P.E., P.S.-Director of Public Works Tony Cotter-Director of Parks, Recreation and Cemeteries
Others	News-media, Jeffrey Tonjes (CCHC)
Clerk of Council	Roxanne Dietrich

**ABSENT**

Councilmember	Ross Durham
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**APPROVAL OF MINUTES**

The November 1, 2021 regular City Council Meeting Minutes were approved as presented.

**CITIZEN COMMUNICATION**

None.

**REPORTS OF COUNCIL COMMITTEES**

Electric Committee did not meet on November 8, 2021 due to a lack of agenda items.

The Water, Sewer, Refuse, Recycling and Litter Committee met on November 8, 2021 with Chairman Comadoll reporting they approved the BOPA's recommendation to establish a Water Review Rate Commission.

Municipal Properties, Building, Land Use and Economic Development Committee did not meet on November 8, 2021 due to lack of agenda items.

Parks and Recreation Committee did not meet earlier tonight due to lack of agenda items.

**INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS**

**Resolution No. 047-21 - ED and Real Estate Purchase Agreement with CCHC, Schools, Carol Morley Beck**

Council President Bialorucki read by title **Resolution No. 047-21**, a Resolution Authorizing the City of Napoleon, Ohio to enter into an Economic Development and Real Estate Purchase Agreement with the Cultural Center of Henry County, the Board of Education of the Napoleon Area City School District, and Carol Morley Beck; and Declaring an Emergency

Motion: Knepley                      Second: Siclair  
to approve First Reading of Resolution No. 047-21

Mazur started with the timeline of the project. Pat Bilow who is the fund-raiser for the CCHC (Cultural Center of Henry County) did a presentation to City Council in March on the project. Since then, there has been some meetings and dialogue about what was going on with the project. At the time when some of the individuals that represented the organization met with me, it was discussed that the 1.3 million dollar number that they originally provided us was low. With material prices being up and a lot of construction delays being experienced, I suggested they update the number. Their business plan could have used an update too since there was no pro-forma in their original business plan. After several weeks of some dialogue, the board eventually decided to do that. Another point I asked was, what is Plan B if Plan A doesn't work? There was no Plan B. From that point forward we continued to have some dialogue. Who was involved with us was Jennifer Arps from the CIC and Councilmembers Molly Knepley and Ross Durham. Eventually we came to the point where we met with the board co-presidents, Steve and Julie Busch, and the fund-raiser, Pat Bilow. In that conversation we made an offer to the board. The offer was a pledge to the project of \$100,000 in exchange for Loose Field that would be deeded over to the City of Napoleon. The \$100,000 contribution could only be used for construction if sufficient funds were raised for the



Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **THIRD READING OF ORDINANCES AND RESOLUTIONS - None**

#### **GOOD OF THE CITY**

#### **Approval of Power Supply Cost Adjustment Factor for November, 2021 as PSCA three month averaged factor \$0.00865 and JV2 \$0.038257**

Mazur stated this is average.

Motion: Comadoll

Second: Knepley

to approve the November, 2021 PSCA as 3-month averaged factor \$0.00865 and JV2 \$0.038257

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **Approval of Specifications and go out to Bid on Chemicals for the WTP and WWTP for 2022**

Mazur reported this is our annual chemical bid for the Water and Wastewater Treatment Plants. We are looking for approval to go out to bid and hope for the best.

Motion: Comadoll

Second: Knepley

to approve the specifications and go out to bid on the Chemicals for the WTP and WWTP for 2022

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **Change Order No. 2 to Kirk Bros. Co. for the 2021 WWTP Improvement Project, an Increase of \$71,889.74**

Lulfs stated some of the electrical requirements at the plant are undersized and we need to upsize them. Some of the feeder wires that are required take more power than originally understood and we needed to upsize the wire size. The cabinet is not big enough to hold it because of the potential temperature increase in the cabinet. By code we have to increase the size of the cabinet besides the breakers. With the cost of wire skyrocketing, the increased cost is \$71,889.74. We need the additional capacity to be able to run the dewatering facility. This would be covered through our loan with DEFA. With the size of the change order, Council needs to approve the Change Order. Mazur said in the overall loan we factored in a 10% contingency and have that built into our rates too. Siclair asked do you have any idea what it would have cost in a more normal time? Lulfs replied when we discussed it with the electrician, we probably would have saved about \$10,000 if wire costs had not gone up as much. To acquire copper wire right now is hard and obviously now if you can get it, you are paying the premium. We did get a deduct because we increased the wire size of what was in the bid. We took that deduct at the new price that was negotiated with the contractor. We did not get the deduct at the price they bid it at, we got it at today's pricing. We had looked at buying in bulk as well but, in order to obtain that pricing this would have had to been a million dollar change order.

Motion: Comadoll

Second: Knepley

to approve Change Order No. 2 an increase of \$71,889.74 to Kirk Bros. Co. for the WWTP Improvements Project

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **Repair of Bales Road Storm Sewer**

Lulfs reported about a week and a half ago it was brought to our attention a sinkhole was found on the north side of Bales Road just west of Briarheath. After investigating the sinkhole, we were able to determine that the storm sewer that runs perpendicular to the railroad and crosses into the golf course, that pipe had collapsed and is



Motion: Haase                      Second: Knepley  
to approve the emergency repairs necessary to fix the storm sewer pipe collapsed on Bales Road

## Establishment of a Water Rate Review Commission

Motion: Comadoll                      Second: Siclair  
to direct the Law Director to draft legislation establishing a Water Rate Review Commission

Update to Resolution No. 063-20

Motion: Haase                      Second: Knepley  
to direct the Law Director to draft Legislation for reoccurring costs associated with vendors used by multiple departments

Roll call vote on the above motion:

Yea-Sicclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

**Emergency Repair Work at the Palmer Ditch Pump Station**

Mazur stated this was the pump station that had the failure and we had to bypass the pump from the south side. This request to draft legislation is for the purchase of the controls. We would ask that competitive bidding be waived on this one. The reason being, your pump stations are pretty specific unless you re-engineer it to retrofit something else and you really cannot do that. We were planning on having the controls for this pump station updated in 2022 but under these circumstances, we have to do it. We are requesting legislation be drafted. Comadoll asked if this will be Gorman Rupp? Mazur – yes.

Motion: Comadoll

Second: Knepley

to direct the Law Director to draft legislation for emergency repair work at Palmer Ditch Pump Station and waiving competitive bidding

Roll call vote on the above motion:

Yea-Sicclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

**Acceptance of Donation from Church of Nazarene to Napoleon Parks and Rec Department**

Mazur stated we were going to have a guest here unfortunately he is not here. We can table this and schedule him at another meeting.

**Acceptance of \$300 Donation from Merle and Betty Naveau to the Napoleon Fire Department**

Chief O'Brien reported from time to time we get thank you cards. This card came with a little bit of money and they did indicate they would like us to use this money for a training prop out at the training facility. We explained a prop that we have in mind. This is something they would like it to be used for. We are super appreciative of the donation as we know that they don't have to do it.

Motion: Comadoll

Second: Haase

to approve the \$300 donation from Merle and Betty Naveau to the Napoleon Fire Department

Roll call vote on the above motion:

Yea-Sicclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

**Acceptance of \$10,000 Grant from ODNR to the Napoleon Fire Department**

Chief O'Brien explained this is the grant that we asked to apply for the Volvo repeaters. We did receive the check in the mail to pay for them. It is a reimbursement grant, we paid for the repeaters up front and submitted all the proper paperwork for reimbursement. The grant is done and the repeaters are in. They are working but, as we talked about in the budget meeting they are a great addition but, still is not the cure all.

Motion: Baer

Second: Comadoll

to accept the \$10,000 grant from ODNR to the Napoleon Fire Department

Roll call vote on the above motion:

Yea-Sicclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

**Acceptance of Trenching Grant in the Amount of \$11,288 from the Ohio Bureau of Workers Compensation for the Operations Department**

Lulfs stated we prepared a grant application for this item. We were going to put this in our budget for 2022 but, we were able to get this grant that will allow us to get some trench boxes for the Operations Department. This is a big safety issue. Along with the boxes themselves they will provide some training on not only the proper use of the boxes but, also if something was to go badly, they give instruction on how to fix that problem. It may be a



Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

Council President Bialorucki reported no action was taken.

Motion: Siclair

Second: Comadoll

to come out of Executive Session for Purchase or Sale of Property

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

Council President Bialorucki reported no action was taken.

City Council adjourned from Executive Session at 8:11 pm

#### **PAYMENT OF BILLS AND FINANCIAL REPORTS**

In the absence of any objections or corrections, the payment of bills and financial reports are approved.

#### **ADJOURN**

Motion: Haase

Second: Comadoll

to adjourn the City Council meeting at 8:13 pm

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Knepley, Haase, Baer, Bialorucki

Nay-

**Yea-6, Nay-0. Motion Passed.**

#### **Approved:**

December 6, 2021

\_\_\_\_\_  
Joseph Bialorucki, Council President

\_\_\_\_\_  
Jason Maassel, Mayor

Submitted by:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*City of Napoleon, Ohio*  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
MONDAY, NOVEMBER 22, 2021 at 6:30 PM

**PRESENT**

Councilmembers	Joseph Bialorucki-President, Lori Siclair, Jeff Comadoll, Molly Knepley, Ross Durham
Mayor	Jason Maassel
City Manager	Joel Mazur
Finance Director	Kevin Garringer
Law Director	Billy Harmon
City Staff	David Mack, Chief of Police Chad E. Lulfs, P.E., P.S.-Director of Public Works Tony Cotter, Director of Parks, Recreation and Cemeteries
Others	News-media, Jeff Hoffer-Napoleon Eagles
Clerk of Council	Roxanne Dietrich

**ABSENT**

Councilmembers	Dan Baer, Ken Haase
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Council President Bialorucki called the Special City Council Meeting to order at 6:30 pm

**MAYOR'S PRESENTATION OF THE 2022 BUDGET - MAYOR JASON MAASSEL**

I want to thank Garringer and Mazur for all their hard work throughout this whole process.

The city income tax is broken out and what we have is a 37%/63% split. We always aim for the ultimate goal of 50%/50%. Historically we have done a 62%/38% split. Now, when you add in the reciprocity that's getting closer to this, though I think last year we were off a little bit with the influx of ARPA dollars. Next year should be closer to the 62%/38% split before the reciprocity because the reciprocity is going mostly for people. We told our citizens that we represent, we were going to spend the reciprocity tax on our people. One will be a part-time firefighter overnight. We will also have the sixth dispatcher. When I was first on council, the mayor at the time and some other people on council wanted to do away with our dispatch and have our dispatch units from the sheriff. We went through that and the compromise they came up with was to cut dispatch by a person. We have learned over the last five or six years, that is not very conducive to the Police Department and also for safety services. We are adding a six dispatcher and hope they have a little more longevity in those slots. When our emergency people need to call in they need somebody trained and calm. The more they are trained, the calmer they are. That is what this is going to give us. We also have in there a full-time firefighter. As you can see the revenue by category, all funds we are estimating at 55 million dollars in revenue. The big one is the electric utility and that is mostly a pass-through. We want to be sure we are watching the sanitation and refuse, that is under a million dollars at \$836,000. It is always the big one to watch. It is one of those services we provide to our citizens and do a really good job of that year in and year out. We have to make sure we are watching that number so it is where we are expecting it. On the way out, we are expecting \$59 million. How can you plan these kind of numbers? We always overestimate cost and underestimate income and usually at the end of the year we come out pretty strong. This is less than \$4 million, it is \$4 million minus \$55,000. The big one is the purchase of power at \$13.8 million. Obviously, the debt payment is big one Engineering and everyone does a really good job of getting grants and low cost loans that at 1.5 million dollars help us keep our project costs as low as possible.

**Major Capital.**

Major paving projects, around the Napoleon Area Schools to Westmoreland and also to Briarheath. Ritter Park, Front Street and Wastewater Treatment Plant. The total cost for Ritter Park is \$830,000 to \$835,000. The Front Street project has a grant of \$87,000 with a total cost of \$118,000. We are using grants with state and federal dollars to stretch our taxpayers dollars as much as possible. On the Wastewater Treatment Plant, we are getting a lot of grants and also working on low-cost loans. We have to fix the city boat launch. That is a service we provide. I think the Parks and Rec people do a great job year in and year out to provide that service and you can tell by how many long-term docks that are there by the city boat launch how many people use that day-in and day-out year to year. If it is bad, let's fix it before it gets even worse.

## Machinery Equipment

Two patrol cars is almost a must, our police officers need their car to respond. We have to have them to respond. The cars get to a certain amount of hours and miles and they just do not respond like they have to. The bucket truck for tree trimming. The current one is working but is being held together by duct tape and glue obviously we need a new one. A storage building for Electric Department at \$357,000. We are going to bring that back, that is the budgeted number and we will see what the cost is and if that size of building will be the size we want or not. A new backhoe at \$138,000. If we get a new backhoe, this is the time to get it before the old one gets too old. The budget is first reading tonight. There will be a second and third reading before the budget is approved. Again, I want to commend Garringer and Mazur and the entire staff for doing an amazing job. I still remember my first budget. The city manager at the time came in, sat down and said "you got a budget". It was not like that at all this time. There was very little number changing during the process. It was a very clean well thought and well organized process. We were not flipping through two books. It was a really great process.

Council President Bialorucki moved up Agenda Item E.2.

## Acceptance of \$10,000 Donation from the Napoleon Eagles for a Golf Simulator

Jeff Hoffer from the Napoleon Eagles was in attendance to present the Park and Recreation Department a \$10,000 donation for a golf simulator. Hoffer explained the Eagles are obligated to donate "x" amount of dollars they have raised throughout the year through ticket funds and overall sales. I noticed other people were advertising on the new aquatic center and was interested in getting our organization's name out there too. We want to help the town where we can and however we can. I met with Cotter and some ideas were thrown around and the golf simulator came up. I thought that would be something good and useful to have. I brought it up at an one of our meetings explaining this would be something that will be useful and I would like to see our organization's name on. We reached out to the Grand Aerie and they will match us \$5,000 for \$5,000 so, \$5,000 will be from the Grand Aerie and \$5,000 from the local Eagles. We are trying to do things to make the club better and to reach out and be more visible to let people know what we do and try to get more people on board. Maassel – the Eagles have been very generous to the City of Napoleon and also to the schools. Cotter said we want to thank the Eagles for this generous donation. There were a few things put on the back burner due to budget reasons and this was one of the ideas he jumped right on, went to his people and came back and said they wanted to do it. Bialorucki asked do you have any idea how people will know that the simulator came from the Eagles? Cotter said he and Mazur have been talking about a way to put up some sort of a sign showing who made donations.

Motion: Comadoll                      Second: Knepley  
to accept the \$10,000 Donation from the Napoleon Eagles for the Golf Simulator

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Siclair  
Nay-

**Yea-5, Nay-0. Motion Passed.**

## FIRST READING OF RESOLUTIONS AND ORDINANCES

## Resolution No. 048-21 – Reoccurring Costs

Council President Bialorucki read by title **Resolution No. 048-21**, a Resolution Amending Resolution No. 063-20, the City's Yearly Reoccurring Costs Legislation; and Declaring an Emergency

Motion: Comadoll                      Second: Knepley  
to approve first reading of Resolution No. 048-21

Mazur stated a lot of these are end of year legislation. Resolution No. 048-21 is for reoccurring costs so City Council does not have hundreds of legislation in addition to what is already out there. This blankets everything so we can cover the costs for expenses that may or may not go over \$25,000 and would require legislation for each individual transaction. These are your day-to-day operations for items that are purchased on a daily, weekly or monthly basis that we have to have in order to operate.

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Sicclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

**Ordinance No. 049-21 – Establish a Water Rate Review Commission**

Council President Bialorucki read by title **Ordinance No. 049-21**, an Ordinance Authorizing the Council of the City of Napoleon, Ohio to Establish a Water Rate Review Commission, and Amending Title Five of the Codified Ordinances of the City of Napoleon, Ohio, specifically adding Chapter 183, "Water Rate Review Commission;" and Declaring an Emergency

Motion: Comadoll

Second: Durham

to approve first reading of Ordinance No. 049-21

Mazur said this came out of the Board of Public Affairs and Water and Sewer Committee. The establishment of the Water Rate Review Commission is part of the discussions we had with the Village of Florida when renewing their contract. The legislation states the purpose of the Water Rate Review Commission and outlines the makeup of the commission, when they will meet, appointment of a chair by City Council and the rules established by the procedures for governing boards and commissions. Maassel asked when we say *community*, do we mean any community recognized by Mazur said by a new water contract. For instance the Village of Florida.

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Sicclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

**Resolution No. 050-21 – Replacement of Control Panels at Palmer Ditch Lift Station**

Council President Bialorucki read by title Resolution No. 050-21, a Resolution Authorizing the Expenditure of Funds over Twenty-five Thousand dollars (\$25,000.00) for the Replacement of Control Panels at the Palmer Ditch Lift Station, which was not included in the 2021 Master Bid Resolution, for the City of Napoleon, Ohio Wastewater Treatment Plant, and to Sole Source said Replacement to the Craun Liebing Company; and Declaring an Emergency

Motion: Comadoll

Second: Knepley

to approve first reading of Resolution No. 050-21

Mazur reported this request came from an emergency we had at the Palmer Ditch Lift Station. This lift station is critical for providing sewer collection services for the entire south side. It is the collection point that pumps the water to the wastewater plant across the river. We are requesting suspension due to the nature of the incident and immediate need for the replacement of the control panels. The control panels do have corrosion when the lift station filled with sewer water and it was in the control system. The control panels are basically electrical cabinets that have transformers alternators. They are starters for the pumps and things of that nature. Sewer water is corrosive by nature. The request for suspension is due to it being necessary to get this started as they do not have these sitting on a shelf, you have to build them. Hopefully they have enough parts and things available to get the work done quickly. Gorman Rupp is the company. It is a package lift station and they are aware of our situation and will be able to accommodate.

Motion: Comadoll

Second: Durham

to suspend the rules requiring three readings of Resolution No. 050-21

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Sicclair

Nay-

**Yea-5, Nay-0. Motion Passed.**





Council President Bialorucki read by title Ordinance No. 055-21, an Ordinance Establishing the Appropriation Measure (Budget) of the City of Napoleon, Ohio for the Fiscal Year Ending December 31, 2022, listed in Exhibit "A;" and Declaring an Emergency

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Siclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

**Ordinance No. 059-21 – Apportioning Expenses**

Council President read by title Ordinance No. 059-21, an Ordinance Apportioning the Expenses Incurred including Wages, Salaries and Fringe Benefits of the Mayor, Council, and various other Departments of the City of Napoleon which are not otherwise directly charged to Special and/or Capital Projects among Various Accounts Effective January 1, 2022; Amending Ordinance No.(s) 104-09, 087-19, and 069-20; and Declaring an Emergency

Motion: Comadoll

Second: Knepley

to approve first reading of Ordinance No. 059-21

Mazur stated we talked about this during budget. Each department is split out including City Council and by department I mean when you go to each account fund, all the expenses are split out amongst the different funds so a certain portion of that is General Fund and all the major funds (General Fund, electric, water, sewer and sanitation funds). Each department is split out by a percentage differently. The City Manager's is a little bit higher on the electric side because of the amount of time spent with AMP on the AMP board. Everything is split out a little differently and nothing has changed from the previous year.

Roll call vote on the above motion:

Yea-Comadoll, Knepley, Durham, Bialorucki, Siclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

**SECOND READING OF RESOLUTIONS AND ORDINANCES – None.**

**THIRD READINGS OF RESOLUTIONS AND ORDINANCES**

**Resolution No. 045-21 – Werlor Waste Control Contract Three Year Renewal**

Council President Bialorucki read by title **Resolution No. 045-21**, a Resolution Authorizing the City Manager to Renew a Contract with Werlor Waste Control and Recycling, Inc. without the Necessity of Public Bidding; and Declaring an Emergency

Motion: Knepley

Second: Durham

to pass Resolution No. 045-21 on Third Read.

Mazur did not have anything new to add.

Roll call vote on the above motion:

Yea- Comadoll, Knepley, Durham, Bialorucki, Siclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

**Acceptance of Donation from Church of the Nazarene to Napoleon Parks and Recreation Department (Tabled)**

Mazur stated Pastor Bullock is not available and has requested this be on the December 20, 2021 agenda.

**Converting Income Tax Administration and Collection to RITA (direct Law Director to draft legislation)**

Garringer stated we are requesting the Law Director to draft legislation for the changing over process to RITA, that is called the Regional Council of Governments and the legislation will state this point.

Motion: Durham

Second: Comadoll

to direct the Law Director to draft legislation for the Changing Over Process to RITA.

Roll call vote on the above motion:

Yea- Comadoll, Knepley, Durham, Bialorucki, Siclair

Nay-

**Yea-5, Nay-0. Motion Passed.**

Maassel appointed himself and Molly Knepley to represent the City of Napoleon on the CIC Board of Directors

Motion: Siclair                      Second: Comadoll  
to approve the appointment of Jason Maassel and Molly Knepley to the CIC Board

**Yea-5, Nay-0. Motion Passed.**

**Yea-5, Nay-0. Motion Passed.**

Roxanne Dietrich, Clerk of Council

## **RESOLUTION NO. 047-21**

### **A RESOLUTION AUTHORIZING THE CITY OF NAPOLEON, OHIO TO ENTER INTO AN ECONOMIC DEVELOPMENT AND REAL ESTATE PURCHASE AGREEMENT WITH THE CULTURAL CENTER OF HENRY COUNTY, THE BOARD OF EDUCATION OF THE NAPOLEON AREA CITY SCHOOL DISTRICT, AND CAROL MORLEY BECK; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City desires to encourage commercial and residential development and create and preserve jobs and employment opportunities within the City; and,

**WHEREAS**, the Cultural Center of Henry County (CCHC) desires to make every effort to preserve the former Central School Building, specifically the John L. Johnson Auditorium and convert the space for a public performing arts center for Henry County; and,

**WHEREAS**, Carol Morley Beck shall cause the sum of Five Hundred Forty Five Thousand Eight Hundred Seventy One dollars and seventy-eight cents (\$545,871.78) to be available as escrow funds for the demolition of structures if the terms and conditions of this Agreement are not met; and,

**WHEREAS**, the parties agree to dissolve the current Real Estate Purchase and Sale Agreement between the CCHC, the Board of Education of the Napoleon Area City School District and Carol Morley Beck that was executed on June 14, 2017, and replace it with this Agreement, more fully described in "Exhibit A" which is attached and incorporated herein; and,

**WHEREAS**, based on the City-wide Master Plan created in 2019 by the City, it has been deemed that the highest and best use of the property owned by the CCHC located generally at 211-315 W. Main St. in Napoleon, Ohio 43545 and listed as Parcel Nos. 410097220080, 410095520120, and 411302780000 and generally comprised of approximately nine and two hundred thirty-five thousandths (9.235) acres is a mixed-use development consisting of commercial and residential uses; and,

**WHEREAS**, in order to achieve the desired results of the City-wide Master Plan for the property, the zoning of the Property must be changed; and,

**WHEREAS**, the parties acknowledge that the certain portions of the property can be sold for the betterment of the redevelopment of the property; and,

**WHEREAS**, the parties acknowledge the need for more diverse performing arts space in the community; and,

**WHEREAS**, the parties agree that more time is needed in order to make every attempt to save the John L. Johnson Auditorium located at the property; and,

**WHEREAS**, pursuant to Resolution No. 047-21, the City has agreed to purchase a portion or portions of the property in order to help facilitate new mixed-use development, which will improve the economic welfare of the people of the State and the City, all as authorized in Article VIII, Section 13 of the Ohio Constitution; and,

**WHEREAS**, pursuant to a passed Resolution by the City of Napoleon City School District, the District has agreed to dissolve the former contract in order to help facilitate redevelopment of the property and offer more time in an attempt to redevelop the John L. Johnson Auditorium located on the property; and,

**WHEREAS**, the CCHC Board of Trustees has passed a accepting the terms and conditions of this Agreement in its entirety; **Now Therefore**,

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

Section 1. That, the City approves and consents to entering into an Economic Development and Real Estate Purchase Agreement with the Cultural Center of Henry County, the Napoleon Area City School District, and Carol Morley Beck, in substantially the form as being currently on file with the City Finance Director, subject to any changes deemed appropriate by the City Manager and approved as to form and correctness by the City Law Director; said agreement having been reviewed by this Council.

Section 2. That, the City Manager is both authorized and directed to execute the Economic Development and Real Estate Purchase Agreement as referred to in Section 1 of this Resolution in the name of and on behalf of the City.

Section 3. It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Ohio Revised Code Section 121.22 and the Codified Ordinances of the City of Napoleon, Ohio.

Section 4. That, if any prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to expeditiously proceed with this development project for the economic welfare of the inhabitants of the City; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect a the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

---

Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 047-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; and I further certify the compliance with the rules established in Chapter 103 of the Codified Ordinances of Napoleon, Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Roxanne Dietrich, Clerk of Council*

**RESOLUTION NO. 060-21**

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO ENTER AN AGREEMENT WITH THE REGIONAL INCOME TAX AGENCY (RITA) TO PARTICIPATE IN THE REGIONAL COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF ADMINISTRATION AND COLLECTION OF MUNICIPAL INCOME TAX IN THE CITY OF NAPOLEON, OHIO, ALSO AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE ADMINISTRATION AND COLLECTION OF MUNICIPAL INCOME TAX IN THE CITY OF NAPOLEON, OHIO; AND DECLARING AN EMERGENCY**

**WHEREAS**, a Regional Council of Governments was created pursuant to Ohio Revised Code Chapter 167, to foster cooperation between Ohio's municipalities; and,

**WHEREAS**, the creation of the Regional Council of Governments was primarily to establish a central collection facility, the Regional Income Tax Agency (RITA), for the purpose of administering the income tax laws of the various participating member municipalities; and,

**WHEREAS**, this Council finds it to be in the best interest of the preservation of the public peace, health or safety of the City of Napoleon and its inhabitants to join the Regional Council of Governments for the purpose of having the Regional Income Tax Agency administer the City of Napoleon's Tax Code and enter into an agreement for same, which is more fully described in Exhibit "A" which is attached and incorporated herein; and,

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

Section 1. That, the Finance Director is hereby authorized to execute on behalf of the City of Napoleon, Ohio an agreement with the Regional Council of Governments for the administration and collection of the City's income tax through the Regional Income Tax Agency (RITA) upon such terms as directed in the agreement, subject to any changes deemed appropriate by the Law Director and approved as to form and correctness by the City Law Director; said agreement having been reviewed by this Council.

Section 2. That, this agreement, shall be on file with the City Finance Director, which has been reviewed by this Council, is approved subject to any nonmaterial change deemed appropriate by the Finance Director and as approved to form and legality by the City Law Director; moreover, the Finance Director is authorized to execute the same on behalf of the City.

Section 3. That, the Finance Director is hereby appointed as the City's representative to the Regional Council of Governments and shall have the authority to designate an alternate who may act in place of the representative in his absence, as authorized by Section 3 of the agreement.

Section 4. That, the expenditure of funds in excess of twenty-five thousand dollars (\$25,000) is necessary and therefore authorized for the administration and collection of municipal income tax in the City of Napoleon through an executed agreement with the Regional Income Tax Agency (RITA).

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 7. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper funding for financial operations, a service necessary for public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner and to ensure the smooth transition to RITA with the continued and necessary daily operations of the City's income tax department, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 060-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*



**AGREEMENT FOR PARTICIPATION IN  
A REGIONAL COUNCIL OF GOVERNMENTS**

This Agreement is made and entered into by and between certain municipal corporations in Cuyahoga County, Ohio, and other Ohio counties, who have become parties to this Agreement by causing either this Agreement or an identical copy of it to be signed by an officer duly authorized by the legislative authority of such municipal corporation.

**WITNESSETH**

The parties to this Agreement, wishing to participate in a Regional Council of Governments pursuant to Chapter 167 of the Ohio Revised Code, consisting of the municipal corporations who are parties to this Agreement, agree as follows:

**I. NAME**

The name of the Regional Council is "Regional Council of Governments."

**II. PURPOSE**

The purpose of the Council established is to foster cooperation between municipalities through sharing of facilities for their common benefit. This includes the establishment of a central collection facility for the purpose of administering the income tax laws of the various municipal corporations who are parties hereto and for the purpose of collecting income taxes on behalf of each such municipal corporation, doing all things allowed by law to accomplish such purpose.

**III. ADMINISTRATIVE AUTHORITY**

The Council is established and administered in the following manner:

A. Each municipal corporation which is a party to this Agreement has one (1) representative to a Council of Governments, who shall be appointed by the Chief Executive with the approval of City Council. Each municipal corporation shall similarly designate an alternate who may act in place of the representative in his absence.

B. Each member of the Council shall be entitled to one (1) vote on each item under consideration. Voting shall be done by members or alternates personally present and no proxy or absentia voting shall be allowed.

C. The Council shall elect a President, Secretary and Treasurer and such other officers as the Council may desire. All officers shall hold office for a term of one (1) year or until a successor is elected and qualified. Officers shall serve without compensation. The Council shall have the authority to adopt its own rules and by-laws to govern its proceedings.

#### **IV. MUNICIPAL TAX COLLECTION AGENCY**

The Council has established a "Municipal Tax Collection Agency" for the collection of municipal income tax revenues on behalf of the member municipalities.

A. The Agency hereby established shall be administered by a Board of Trustees composed of nine (9) persons, at least six (6) of whom shall be officers or employees of participating municipalities. Effective July 1, 1973, these nine (9) persons shall be divided into three groups of three persons each who shall serve overlapping terms. Three members shall be elected for a term of one (1) year, three members elected for a term of two (2) years, and three members elected for a term of three (3) years, beginning July 1, 1973. Thereafter as the terms of each group expire, three Trustees shall be elected for succeeding terms of three (3) years each. A majority of the Trustees shall constitute a quorum and affirmative action may be taken only by a majority of all the members elected to the Board of Trustees. The Trustees shall select annually one of its members to serve as Chairman, one to serve as Vice-Chairman, one to serve as Secretary, and one to serve as Treasurer. Trustees shall serve without compensation.

The Board shall establish its own by-laws which shall include the following:

1. Provision for regular and special meetings.
2. Provision for minutes of all Board meetings to be mailed to all Council representatives and to the Advisory Committee.

B. The members of the Board of Trustees shall be elected in the following manner. Each Municipal member of the Council of Governments may nominate an individual to serve on the Board. Such individual need not necessarily be a representative to the Council or an employee of the municipality which nominates him. The nominees will then be voted on by the Council with each representative having one vote for each vacancy on the Board. The number of nominees receiving the highest votes corresponding to the number of vacancies on the Board shall be deemed to have been elected to the Board by the Council, provided, however, that they receive at least thirty percent (30%) of the votes of those present and voting and subject to the provisions of Paragraph A herein above. If any one or more of the members so-elected does not receive thirty percent (30%), this election shall be void and a run-off election shall be held.

C. Any Trustee may be removed from office by the affirmative vote of two-thirds (2/3) of all the members of the Council at any regular or special meeting. In the event of the removal or resignation of any Trustee from office, the Council shall proceed immediately to elect his successor for the balance of his term.

D. The Board of Trustees shall be authorized to administer and enforce the income tax laws of each of the participating municipal corporations, party to this agreement, as its agent as set forth in the various ordinances. Each municipal corporation, however, retains its right to administer and enforce its own income tax laws coincidentally with the Board.

E. Said Board shall employ an Administrator and such assistants as it deems necessary to fulfill these obligations and the Board may delegate such of its duties, responsibilities and authority as it deems advisable to the Administrator. In addition to the duties and responsibilities required by the various Ordinances, the Board of Trustees, through its Administrator, shall be responsible for, but not limited to the following functions as hereinafter defined:

1. Compiling and furnishing taxpayer lists, which shall be revised, corrected, and re-issued annually.
2. Tax Forms shall be designed, provided, distributed and processed.
3. Billing of taxpayers, except accounts which are delinquent for a period of more than one (1) year shall also be forwarded to the participating government, which has jurisdiction of the subject matter for further action. Upon a request from such participating government, any extraordinary costs incurred by it in collecting delinquent accounts may be charged against the distribution of each participating government which benefits from said collection.
4. Examining and auditing income tax returns and records.
5. Notifying taxpayers of payments due and delinquencies.
6. Disbursing income tax collection to the various participants, as hereinafter provided.
7. Assembling a data processing bank of tax information and tax records. In this connection, the Board of Trustees is authorized to acquire the necessary equipment, by lease or purchase, and to engage the necessary personnel to assemble and maintain this data, and to charge the costs thereof in accordance with sound accounting principles and practices. Said costs shall be prorated to the participating governments in the manner hereinafter set forth in the allocation of costs. The Board of Trustees may also prorate to all the participants over a period of years the costs of major expenditures.

## **V. RESPONSIBILITIES OF THE PARTICIPANTS**

A. Each of the participants in the Regional Council agrees to cooperate insofar as it is practicable to do so with the Board of Trustees or its employees in the following matters:

1. The adoption of compatible income tax provisions and rules and regulations for collection.
2. The granting of full faith and credit to the provisions of the other participants' ordinances and the implementation of such provisions where possible.
3. Furnishing of information or assistance which may be necessary to the successful operation of the Municipal Tax Collection Agency, including the requiring of wage withholding by employers within its jurisdiction for employees living within the jurisdiction of some other participating community.
4. The interchange of tax information and records necessary to the allocation of costs of the Agency or enforcement of its rules and regulations.
5. Sponsoring legal action necessary and desirable for the enforcement of the individual tax ordinances, including legal action necessitated due to audit procedures.

## **VI. ALLOCATION OF COSTS**

A. Each participant to this Agreement agrees to share the costs of establishing this Regional Council of Governments and the Municipal Tax Collection Agency by contributing to the Agency that amount of money which bears the same proportion to the cost of such establishment as the 1970 Income Tax Revenues of the participating community bears to the 1970 Income Tax Revenues of all participating communities. At the initial meeting of the Council of municipal representatives, the Council shall determine the estimated cost of such establishment and each participating municipality agrees to forthwith contribute its share. In the event that such estimate is inadequate, each participating community agrees to take further action to supplement its contribution. Any funds not required shall be returned to the participating community or credited against its future costs of collection.

B. Any municipality which subsequently chooses to join the Council of Governments and to participate in the Municipal Tax Collection Agency shall be required to pay its proportionate share of the costs of establishment computed on the same basis used to compute the shares paid by the original members, as determined by the Board of Trustees, into the general operating fund of the Agency.

C After deduction of direct charges made to municipalities which request special information or extraordinary service, the remaining actual costs of tax collection shall be shared by the participants in the Agency according to the following formula:

1. The total cost of the Tax Collection Agency shall be multiplied by a factor consisting of the number of transactions processed for such participants as the same relates to the total number of transactions processed by said Agency.
2. Total cost of the Agency shall be multiplied by a factor consisting of the participant's percentage share of the total receipts collected by the Agency.
3. Add step 1 and step 2.
4. The sum of steps 1 and 2 (step 3) shall be divided by two and the figure so derived shall represent the participant's total cost.

This formula may be exemplified by the following equations:

Step 1.

$$\text{Total Cost} \times \frac{\text{No. of Participant's Transactions}}{\text{Total Number of Transactions}} = \$\underline{\hspace{2cm}}$$

Step 2.

$$\text{Total Cost} \times \frac{\text{Participant's Total Receipts}}{\text{Total Agency Receipt}} = \$\underline{\hspace{2cm}}$$

Step 3.

$$\text{Add Step 1 and 2.} = \$\underline{\hspace{2cm}}$$

Step 4.

$$\text{Divide Step 3 by 2. Participant's Cost} = \$\underline{\hspace{2cm}}$$

5. The term "Transaction" as used in the above formula includes any activity related to the processing, auditing and handling of forms or communications, the same to be weighted by an experience factor.

## **VII. DISTRIBUTION OF MONEY**

A. The Board of Trustees shall keep all monies collected hereunder in the manner provided by law in a segregated and separate bank account. They shall keep records showing the amount of all income tax monies received by them together with all increments, additions and investment interest thereto. The Board of Trustees shall as far as practicable invest all monies received by them and the interest thereby received shall apply to reduce the total cost of operation of the Agency without regard to any allocation of such interest in participating municipalities.

B. On or before the tenth business day after the end of each month, the Board of Trustees shall settle with the participants for all monies collected by said Board on the participants' behalf, so far as this money can be identified and allocated to the proper participants together with any adjustments thereof. In the event that the monies collected by the Board of Trustees cannot be identified and therefore allocated, said Board shall distribute to the participant said monies with the next immediate monthly payment, after identification and allocation can be made. The Board of Trustees shall retain five percent (5%) of any tax monies to be distributed to the participant to apply toward each participant's respective share of the cost of the operation of the Municipal Tax Collection Agency. The Board of Trustees shall have the authority to amend or adjust the withholding percentage to reflect any changes in the cost of the administration of the Agency as revealed by the annual audit. Disbursements shall be made to all participants at the same time and at the same percentage.

C. At the end of the year, if the cumulative amount withheld from each monthly distribution of any participant shall exceed such participant's share of the annual cost of the operation of the Agency such excess shall be refunded to the respective participant. However, if the cumulative amount held from each distribution for any participant shall be less than such participant's share of the annual cost of the operation of the Agency, such deficiency shall be assessed against the respective participant. The distribution of tax monies to any participant shall be adjusted to reflect any such overpayment or deficiency.

## **VIII. ANNUAL AUDIT**

The Board of Trustees shall cause an annual audit to be made of the operations of the Municipal Tax Collection Agency by an independent Certified Public Accounting firm of their choice for the purposes of verifying the correctness of all accounting procedures employed, all distributions of funds made, allocation of all costs and all reports submitted to the participants. The expenses of such audit shall be part of costs of the administration of the Municipal Tax Collection Agency. Copies of the audit in its entirety shall be furnished to all participants.

#### **IX. BOARD OF REVIEW DECISIONS**

A. It shall be the prerogative of the Board of Review of each of the parties hereto to make rulings and to decide appeals from all questions arising in their respective jurisdictions. Copies of all said rulings and opinions shall be filed with the Board of Trustees of the Agency.

B. The parties agree to the extent practicable to consider any prior decision on file with the Board of Trustees on similar questions rendered by the Board of Review of any party. Furthermore, the Board of Trustees shall have the right to request a re-hearing before any Board of Review that renders a decision which they deem incompatible with the operation of the Municipal Tax Collection Agency.

#### **X. ADVISORY COMMITTEE**

An Advisory Committee shall be established for the purpose of consulting and advising the Board of Trustees on problems of mutual interest to the participants. Such Advisory Committee shall consist of the respective tax administrators of the participants. Said Committee shall meet at least once a month in the office of the Agency or at any such time as a majority of the members of such Committee shall designate.

#### **XI. CANCELLATION OF THE AGREEMENT**

A. Any participant may withdraw from this Agreement for the operation of a Municipal Tax Collection Agency provided, however, that any such withdrawal shall be effective only on December 31st of any given year, and shall be preceded by written notice of withdrawal delivered to the Board of Trustees by registered mail or by personal service not later than July 1, prior to the effective date of such withdrawal. In the event that any participant should repeal its income tax ordinance, the obligations of this Agreement relative to auditing and distribution of funds shall continue in effect until final settlement has been made for all monies collected for the participant, prior to the effective date of such repeal.

B. In the event of the withdrawal for any reason by any participant, such information and records which have been created shall be returned by the Board of Trustees to the respective participant or alternate agency, if so directed, within a reasonable time after settlement has been made. All other rights, titles or interests of the participant to any of the property of the Agency arising out of this Agreement or otherwise, shall be deemed to be forfeited by such withdrawing participant.

C. This Agency may be dissolved by a majority of the parties hereto and in such an event, the Board of Trustees shall liquidate all of the assets of the Agency, pay all outstanding debts and distribute the remaining funds to the participants in the proportion that they share the total cost of the Agency as provided in Article VI.

## **XII. ADDITIONAL MEMBERS OF THE COUNCIL**

In the event any municipality files an application to become a member of this Council of Governments, agreeing to abide by all of the terms and conditions set forth in this Agreement, and such application is approved by members of the Board of Trustees at any regular or special meeting, thereafter, such municipality shall be entitled to representation in the same manner hereinbefore provided for other municipalities.

*(Adopted at the Regional Council of Governments Meeting of June 21, 2006/July 18, 2006 as reported at the Regional Income Tax Agency Board of Trustees Meeting July 20, 2006. Effective immediately).*

## **XIII. ADDITIONAL ACTIVITIES**

In the event that the Regional Council of Governments shall determine at any time to undertake cooperative activities other than the collection of municipal income taxes, no municipal corporation party to this Agreement shall be required to participate in the administration or cost of such activity without its prior consent. This section may be amended only through unanimous consent of the legislative bodies of all member municipal corporations.

## **XIV. AMENDMENTS**

Except as provided in Article XIII above, this Agreement may be amended by majority vote of all members of the Regional Council of Governments at any regular or special meeting, provided copies of such proposed amendments are mailed to all members not less than thirty (30) days prior to such meeting.

## **XV. SEVERABILITY**

In the event any part or portion of this Agreement shall be found to be contrary to law and thereby held to be null and void, all other provisions of the Agreement shall remain in full force and effect, and shall not be otherwise affected by any such ruling, finding or decision.

## **XVI. FACILITIES**

Pursuant to R.C. 167.04, the Regional Council of Governments adopted the following by-law and amendment.



- A. This Regional Council of Governments is authorized, by and through its governing Board, the 9-member Board of Trustees, to purchase, lease, or construct, or otherwise provide for, facilities to house the operation of the Regional Income Tax Agency as authorized by R.C. 167.05. Any such action requires the affirmative vote of not less than 2/3 of the members elected to the Board.
- B. This by-law adopted April 8, 1997 and effective immediately.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date indicated by signing this Agreement or identical copies of same.

Village/City of \_\_\_\_\_

Authorized by Ordinance No. \_\_\_\_\_

Effective Date of Ordinance \_\_\_\_\_

By \_\_\_\_\_  
Name Title

By \_\_\_\_\_  
Name Title

Date \_\_\_\_\_

Effective Date of Collection  
\_\_\_\_\_

ACCEPTED

\_\_\_\_\_  
R.C.O.G. President

Date \_\_\_\_\_

## **RESOLUTION NO. 048-21**

### **A RESOLUTION AMENDING RESOLUTION NO. 063-20, THE CITY'S YEARLY REOCCURRING COSTS LEGISLATION; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business with groups or associations established for or on behalf of the political subdivisions or instrumentalities of the State, which annually exceed twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business, many which result in mandatory payments or merely occur as a result of the method of accounting utilized by the City's Finance Department; and,

**WHEREAS**, for convenience and efficiency, purchase orders are annually written to vendors by multiple departments of the City with a combined total that exceeds twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, Resolution No. 063-20 was previously passed on December 21, 2020; and,

**WHEREAS**, certain vendors were omitted from Resolution No. 063-20, and Council now desires to add these vendors for proper payment. **Now Therefore**,

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

Section 1. That, the expenditure of funds by the City in excess of twenty-five thousand dollars (\$25,000), in and for the year 2021, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for purchases, services, coverage, or benefits listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 2. That, the expenditure of funds by the City in excess of twenty five thousand dollars (\$25,000), in and for the year 2021, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the following purchases associated with recreation, fund balance maintenance, public labor costs, public auditing, utilities, bonding, accounting, the payment of debt service, postal service, banking, permitting, and codification listed in Exhibit "B" attached hereto and made a part of this Resolution.

Section 3. That, the expenditure of funds in excess of twenty five thousand dollars (\$25,000) is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the City's cumulative purchase of product, supply, equipment and/or services periodically through the year 2021 from the following vendors; however, in no event shall the amount exceed twenty five thousand dollars (\$25,000) for any one purchase of product, supply, equipment and/or services or any one specific project under the authority of this Resolution listed in Exhibit "C" attached hereto and made a part of this Resolution.

Section 4. That, due to nature or uniqueness of the transactions or vending listed in Sections 1, 2 and 3 of this Resolution, except for the prohibition in Section 3 regarding the one time purchase over twenty-five thousand dollars (\$25,000), any requirement that may exist for competitive bidding is hereby eliminated in the best interest of the City.

Section 5. That, Resolution No. 063-20 is hereby amended to include Aerotek, Inc. on Exhibit "C" for the purpose of temporary staffing services.

Section 6. That, Resolution No. 063-20 is hereby amended to include Ekoton USA Corporation on Exhibit "C" for the purpose of sludge press rental.

Section 7. That, Resolution No. 063-20 is hereby amended to include SHI International on Exhibit "C" for the purpose of electric technology services.

Section 8. That, nothing in this Resolution shall be construed as to eliminate the necessity of quality based selection as it relates to architect, engineer or construction services for any one project that would otherwise require such a selection process, as such elimination of quality based selection would require separate Council action; moreover, nothing in this Resolution shall be construed as to eliminate the restriction found in Section 3 of this Resolution as it relates to a single purchase or project expenditures.

Section 9. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 10. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 11. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for prompt purchases required to remain operational, being operational essential to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the payment process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 048-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

## EXHIBIT "A"

American Municipal Power, Inc.	For: Contracted Power Purchase and Services
BORMA Benefit Plans	For: Insurance Premiums (Health)
CIC of Henry County, Ohio	For: Economic Development Services
Henry County Auditor	For: Auditor Fees and Assessment Fees
Henry County Chamber of Commerce	For: Chamber Programs, Tourist Bureau and Other
Henry County Engineer	For: Engineering Shared Projects and Materials
Northwestern Ohio Water & Sewer District	For: Payments for Water Collections
Auditor of State of Ohio	For: Annual Auditing Services
Henry County Auditor	For: Law Library Payments
MAN Unit	For: Police Services and Narcotics Task Force
Maumee Valley Planning	For: CHIS/CHIP Grant Administration
Ohio Bureau of Workers Compensation	For: Employee Worker's Comp. Insurance Coverage
Ohio Police Pension Fund	For: Police Pension Payment
Ohio Fire Pension Fund	For: Fire Pension Payment
Ohio Public Employers' Retirement System	For: Pension Payments
Public Entities Pool (PEP)	For: Insurance Premiums (Property & Casualty)
Treasurer State of Ohio	For: Various Items
Treasurer State of Ohio, ODOT	For: Road Salt & Other Items

## EXHIBIT "B"

BHM CPA Group, Inc.	For: Auditing Services
Bonded Chemical	For: Chemicals at Water Treatment Plant
Bryan Publishing	For: Newspaper Publication Services
City of Napoleon, Fuel Rotary	For: Fuel Purchases
City of Napoleon, Garage Rotary	For: Garage Rotary Services
City of Napoleon, Income Tax	For: Refunds of Income Taxes
City of Napoleon, Payroll	For: Payroll Postings
City of Napoleon, Reimbursements	For: Inter-fund Reimbursements
City of Napoleon, Rescue	For: Township Portion of EMS Revenues
City of Napoleon, Utility	For: Meter Deposit Refunds
City of Napoleon, Utility	For: Utility Services
City of Napoleon, Utility	For: Water and Sewer Refunds
City of Napoleon, Utility	For: Electric Refunds
Farmer and Merchant's State Bank	For: Banking and Debt Service Payments
Greenline	For: Telephone Services
Huntington National Bank	For: Banking & Debt Service Payments
KSB Dubric	For: Pump supplies and repairs
Ohio CAT	For: Equipment Rental & Parts
Ohio Gas Company	For: Utility Services
Ohio Water Development (OWDA)	For: Debt Service Payment
OMEGA JV5/Amp-Ohio Inc.	For: Purchase of Power
OMEGA JV6/Amp-Ohio Inc.	For: Purchase of Power
PNC Bank, N.A.	For: Debt Service Payments
Postmaster	For: Postal Services and Supply
Rescue-Township Charges (EMS)	For: EMS Revenues to Townships
Schonhardt and Associates	For: CAFR Preparation
Smart Bill, LTD	For: Outsourcing of Utility Bill Printing and Mailing
Squires, Patton, Boggs (US) LLP	For: Bond Counsel (Professional Services)
Telnamix	For: City Phone Services
The Accumed Group	For: EMS Billings and Collections
Treasurer State of Ohio	For: Payments to State
US Bank N.A.	For: Debt Service Payments
US EPA (Treasurer, State of Ohio)	For: Permits
Verizon Wireless	For: Wireless Phone Services
Weltman, Weinberg & Reis	For: Collection Services

## EXHIBIT "C"

Amazon	For: Various City Supplies & Equipment
A & A Custom Crushing	For: Concrete Crushing
A Cut Above the Rest Tree Service	For: Tree Services
Advanced Rehabilitation Technology	For: Sewer Cleaning and Rehabilitation
Aerotek, Inc.	For: Temporary Staffing Services
Altec Industries	For: Digger Truck Services
All Seasons Tree Care	For: Tree Services
Alloway	For: Professional Services – Lab Testing
American Pavements, LLC	For: Crack Sealing
American Property Analysts	For: Property Appraisals
American Rock Salt Co., LLC	For: Road Salt
Anixter Inc.	For: Electrical Transformers, Parts and Supplies
B Clean Pro Services	For: Janitorial Services
Baker Vehicle Systems	For: Vehicle Parts & Repairs
Baldwin Poles	For: Utility Poles
Bob Wingate, Integrity Solutions	For: Bridge Inspections, Management & Repairs
Boundtree Medical Supply, LLC	For: Medical Supplies
Brown Supply Co.	For: Janitorial Supplies
Brownstown Electric Supply	For: Electrical Supplies
Buck Pavement Restoration	For: Crack Sealing
Buckeye Pumps	For: Pump Repairs and Parts
Burch Hydro	For: Electrical Supplies & Sludge Removal
Burke Excavating and Mowing	For: Construction and Mowing Services
Bryan Excavating	For: Construction Services
Cahaba Timber	For: Wood Electric Poles
Cargill, Inc.	For: Road Salt
C&W Tank Cleaning	For: Digester Cleaning
CDW Government, Inc.	For: Computers and Supplies
Chemtrade Chemicals US, LLC	For: Chemicals
City Blueprint of Toledo	For: Survey Supplies
Clarke Mosquito Control Product	For: Mosquito Control Supply
Clemons Nelson	For: Legal Services
CMI (Creative Microsystems, Inc.)	For: Software and Hardware Systems
Compass Minerals America	For: Road Salt
D & R Demolition Corp.	For: Concrete Crushing

Defiance County Landfill	For: Sanitation Dumping Services/Landfill Biosolids
Dell Marketing	For: IT Hardware Systems
Dennis Panning Excavating	For: Yard Waste Hauling and Disposal
Detroit Salt Company	For: Road Salt
Ekoton USA Corporation	For: Sludge Press Rental
Encompass Engineers	For: Electrical Engineering Services
Ermco	For: Electric Transformers
Estabrook, Corp.	For: Pump Supplies and Repairs
Ferguson Waterworks	For: Operations Parts and Supplies
Finley Fire Equipment	For: Fire Engines and Service Repairs
Fire Safety Services Inc.	For: Fire Services and Supply
Fire Service, Inc.	For: Fire Services and Supply
Fitzenrider, Inc.	For: Heating and Air Conditioning Service Work
Flex-Com	For: Camera Systems
Forrest Auto Supply	For: Automotive Parts & Supplies
Gerken Asphalt Paving, Inc.	For: Paving Materials & Asphalt Laying
Heartland Disposal	For: Sludge Removal
Henschen and Associates, Inc.	For: Software and Hardware Systems
Hoff Consulting, LLC	For: Consulting Services
Hydro Dyne Engineering, Inc.	For: Wastewater Remanufacturing of Screens
Jack Doheny Supplies Ohio, Inc.	For: Wastewater Supplies
J.A. Hillis Excavating, LLC	For: Excavation Services
Jones & Henry Engineers, LTD	For: Consulting Services
K-Tech	For: Beet Heet
JT's Building Maintenance & Construction	For: Various Property Maintenance and Construction Services
Kalida Truck	For: Vehicle Accessories
Koester Corp.	For: Engineering Services
Kuhlman Corp.	For: Parts and Supply
Kurtz Ace Hardware	For: Supply
The Mannik and Smith Group, Inc.	For: Engineering Services (Professional Services)
Masterpiece Sign Graphics, Inc.	For: Signs
The Accumed Group	For: Ambulance Billing Services
Meeder Investment Management	For: Investment Management Services
Meggar	For: Electrical Testing Equipment
Mel Lanzer Co.	For: Construction Services
Meldrum Mechanical	For: Pump Supplies & Equipment Repairs



Melrose Pyrotechnics, Inc.	For: Fireworks
Midwest Compost	For: Digester Cleaning
Miller Brothers Construction	For: Trucking, Hauling, and Excavating Services
Morton Salt	For: Road Salt
Neptune Equipment Co. (NECO)	For: Meter Parts and Supplies
Newegg Business	For: Computers and Supplies
North Branch Nursery	For: Tree Plantings
Northwest Landscape Service	For: Landscaping and Supplies, Roadside & City Owned Property Mowing
Northwest Pools	For: Pool Chemicals
NRP Midwest	For: Wastewater Treatment Chemicals
Office Depot	For: Office Supply
One Source Waste Solutions	For: Waste Services
O'Reilly Auto Parts	For: Parts & Supplies
Path Master	For: Traffic Signals Supplies and Services
Paulding County Engineer's Office	For: Cold Patch
Parker Hannfin Corp.	For: Water Meter Analyzer
Perrysburg Pipe and Supply	For: Parts and Supply
Perry Corporation	For: Copier, Scanner and Printer Supplies
Peterman Associates, Inc.	For: Engineering Services (Professional Services)
P&R Communications	For: Radio repair and parts
Poggemeyer Design Group	For: Electrical Engineering Services
Porter's BP, LLC	For: Gas and Diesel Fuel
Powerhouse Supply	For: Electrical Parts and Supplies
Powerline Supply Co.	For: Electrical Parts and Supplies
Processing Solutions	For: Water Treatment Chemicals
Reinke Ford	For: Automotive Services
Reveille	For: Engineering Services
RTEC Communications, Inc.	For: Communication Supplies & Equipment
S & S Directional Boring	For: Directional Boring
Sauber Manufacturing Co.	For: Reel Trailers
Saylor Tree Service, LLC	For: Tree Services
Schneider	For: Software for Metering
Schweitzer Engineering	For: Electrical Substation Materials
SHI International	For: Electric Technology Services
Snyder Chevrolet, Inc.	For: Automotive Services
Solomon Corporation	For: Transformers and Electric Supplies
Southeastern Equipment	For: Operations Parts and Supplies
Spectrum Engineering Corp.	For: Engineering Services (Professional Services)

Spengler Nathanson, PLL	Services)
	For: Outside Counsel (Professional Services)
Stantec Consulting Services, Inc.	For: Engineering Services (Professional Services)
Statewide Ford	For: Police vehicle
Stoops Freightliner	For: Vehicle parts
Stuart C. Irby Co.	For: Electrical Parts & Supplies
Superior Uniform Sales, Inc.	For: Uniform Services
Survallent Technology	For: SCADA Programming Services
Target Specialty Products	For: Golf Course Chemicals
Tawa Tree Service	For: Tree Services
Tawa Mulch Landscape Supply	For: Landscaping Services
Terex Utilities, Inc.	For: Electric Equipment Purchases
Toledo Edison	For: Contracted Power Services
Toledo Fence & Supply Co.	For: Fencing Supplies
T & R Electric	For: Transformers
Tri City Industrial Power	For: Batteries & Other Power Supplies
UniFirst Corporation	For: Uniforms & Supplies
URS Corporation	For: Engineering Services (Professional Services)
US Utility Contractor Co.	For: Traffic and Electrical Services
USALCO	For: Chemicals for Water Treatment
Utility Service Group	For: Chemicals for Water Treatment
Utility Services	For: NERC Compliance Services
Utility Truck Equipment	For: Bucket Truck
Vermeer	For: Wood Chipper/Parts
Vernon Nagel, Inc.	For: Trucking, Hauling, and Excavating Services
Viking Trucking, Inc.	For: Trucking and Hauling Services
Werlor, Inc.	For: Brush Grinding Services/Recycling Services
Wesco Distribution, Inc.	For: Electrical Supplies
Wigen Water Technologies	For: Membrane Services, Cleaning & Chemicals
Wood County Land Fill	For: Sanitation Dumping Services
WR Meyers Co., Inc.	For: Construction and Excavating Services
Wright Express FSC-WEX, Inc.	For: Fuel Purchases
Zacks Recycling, LLC	For: Recycling Services
Zimmerman, Jack	For: Road Striping Services

**ORDINANCE NO. 049-21**

**AN ORDINANCE ESTABLISHING A WATER RATE REVIEW COMMISSION AND AMENDING TITLE FIVE OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON, OHIO, SPECIFICALLY ADDING CHAPTER 183, “WATER RATE REVIEW COMMISSION;” AND DECLARING AN EMERGENCY**

**WHEREAS**, on August 2, 2021, the City of Napoleon, Ohio (referred to as the Seller) entered into a Water Purchase Contract with the Village of Florida, Ohio (referred to as the Purchaser); and,

**WHEREAS**, the Purchaser is organized and established under the provisions of the Ohio Revised Code, for the purpose of constructing and operating a water supply distribution system serving water users within the area described in plans now on file in the Office of the Purchaser and to accomplish this purpose, the Purchaser will require a supply of treated water; and,

**WHEREAS**, the Seller owns and operates a water supply distribution system with a capacity currently capable of serving the present customers of the Seller’s system and the estimated number of water users to be served by the Purchaser as shown in the plans of the system now on file in the Office of the Purchaser; and,

**WHEREAS**, Resolution No. 013-21 was enacted on May 3, 2021, by the Seller for the sale of water to the Purchaser in accordance with the provisions of this Agreement; and,

**WHEREAS**, Resolution No. 2021-05 was enacted on April 12, 2021, by the Purchaser for the purchase of water from the Seller in accordance with the provisions of this Agreement; and,

**WHEREAS**, the Water Purchase Contract provides for the creation of a Water Rate Review Commission within one hundred eighty (180) days from the execution of the Contract; and,

**WHEREAS**, Section 5.08 of the Charter of the City of Napoleon, Ohio authorizes that "Council may establish or abolish other boards and commissions as it decides necessary, and may provide them with those powers and duties as it decides necessary. The method and duration of appointment to any other boards and commissions shall be as Council may provide; however, each appointee shall be a resident and qualified elector of the City;” and,

**WHEREAS**, That, Title Five of the Codified Ordinances of the City of Napoleon shall be amended to add Chapter 183, entitled “Water Rate Review Commission;” and,

**WHEREAS**, Council now desires to establish a Water Rate Review Commission.

**Now Therefore,**

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

Section 1. That, the Council of the City of Napoleon, Ohio hereby establishes with this Ordinance the Water Rate Review Commission for the purposes described herein and in accordance with the above-described agreement with Purchaser.

Section 2. That, Title Five of the Codified Ordinances of the City of Napoleon shall hereby be amended to add Chapter 183, “Water Rate Review Commission” and shall read as follows:

“183.01 Establishment of a Water Rate Review Commission; Members; Meetings.

- (a) Establishment and Purpose. There is established a Water Rate Review Commission. This Commission shall review water rates and make recommendations to City Council related to the establishment of water rates. The Water Rate Review Commission shall also review and thereafter advise Council about prospective agreements with communities seeking to purchase water from the City.
- (b) Members. The Commission will consist of at least two (2) members from the City of Napoleon, appointed by City Council, and one (1) member of any community that is party to a contract to purchase water with the City of Napoleon. Each member representing the City of Napoleon shall be a resident and qualified elector of the City.
- (c) Meetings. The Commission shall meet, on an as needed basis, with the Napoleon Board of Public Affairs and the Water, Sewer, Refuse, Recycling and Litter Committee to review items that may affect water rates.
- (d) Chair. City Council shall appoint the Chair of this Commission to be chosen from among the members representing the City.
- (e) Rules. This Commission shall be governed by the established Rules and Procedures Governing Boards and Commissions.”

Section 3. Further, that Title Five, Chapter 183, “Water Rate Review Commission” shall be adopted and effective with the passage of this Ordinance No. 049-21.

Section 4. That, the function of this Commission shall be a standing body that shall review water rates on an as needed basis and make recommendations to this Council related to the review and establishment of water rates. Further, this Commission shall meet with the City of Napoleon Board of Public Affairs and the City Council Water, Sewer, Refuse, Recycling and Litter Committee at the designated times to review items that could impact water rates. This Commission shall also review contracts for any communities that would enter into contracts with the City of Napoleon Water System.

Section 5. That, this Commission shall consist of at least two (2) members from Napoleon, these members being appointed by City Council, and one (1) member of any community that is party to a contract with the City of Napoleon for purchasing water.

Section 6. That, this Commission shall be governed by the established Rules and Procedures Governing Boards and Commissions.

Section 7. That, this Commission shall be established within one hundred eighty (180) days from the execution of the Water Purchase Contract with the Village of Florida, Ohio.

Section 8. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 9. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 10. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, namely, to allow the City of Napoleon to create the Water Rate Review Commission in a timely manner, as directed in the Water Purchase Contract; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 049-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

## **RESOLUTION NO. 051-21**

### **A RESOLUTION AUTHORIZING EXPENDITURE OF FUNDS IN EXCESS OF TWENTY FIVE THOUSAND DOLLARS (\$25,000) IN AND FOR THE YEAR 2022 AS IT RELATES TO REOCCURRING COSTS ASSOCIATED WITH THE OPERATION OF THE CITY, FOR PAYMENT OF EXPENSES, AND FOR PURCHASES ASSOCIATED WITH VENDORS UTILIZED BY MULTIPLE DEPARTMENTS WITHIN THE CITY; ELIMINATION OF NECESSITY OF COMPETITIVE BIDDING IN AND FOR THE YEAR 2022 AS IT RELATES TO CERTAIN TRANSACTIONS; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business with groups or associations established for or on behalf of the political subdivisions or instrumentalities of the State, which annually exceed twenty-five thousand dollars (\$25,000); and,

**WHEREAS**, the City each year has reoccurring costs associated with the conducting of business, many which result in mandatory payments or merely occurs as a result of the method of accounting utilized by the City's Finance Department; and,

**WHEREAS**, for convenience and efficiency, purchase orders are annually written to vendors by multiple departments of the City with a combined total that exceeds twenty-five thousand dollars (\$25,000); **Now Therefore**,

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

Section 1. That, the expenditure of funds by the City in excess of twenty-five thousand dollars (\$25,000), in and for the year 2022, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for purchases, services, coverage, or benefits listed in Exhibit "A" attached hereto and made a part of this Resolution.

Section 2. That, the expenditure of funds by the City in excess of twenty five thousand dollars (\$25,000), in and for the year 2022, is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the following purchases associated with recreation, fund balance maintenance, public labor costs, public auditing, utilities, bonding, accounting, the payment of debt service, postal service, banking, permitting, and codification listed in Exhibit "B" attached hereto and made a part of this Resolution.

Section 3. That, the expenditure of funds in excess of twenty five thousand dollars (\$25,000) is hereby necessary and authorized as a proper public expenditure, subject to appropriation of funds, for the City's cumulative purchase of product, supply, equipment and/or services periodically through the year 2022 from the following vendors; however, in no event shall the amount exceed twenty five thousand dollars (\$25,000) for any one purchase of product, supply, equipment and/or services or any one specific project under the authority of this Resolution listed in Exhibit "C" attached hereto and made a part of this Resolution.

Section 4. That, due to nature or uniqueness of the transactions or vending listed in Sections 1, 2 and 3 of this Resolution, except for the prohibition in Section 3 regarding the one time purchase over twenty-five thousand dollars (\$25,000), any requirement that may exist for competitive bidding is hereby eliminated in the best interest of the City.

Section 5. That, nothing in this Resolution shall be construed as to eliminate the necessity of quality based selection as it relates to architect, engineer or construction services for any one project that would otherwise require such a selection process, as such elimination of quality based selection would

require separate Council action; moreover, nothing in this Resolution shall be construed as to eliminate the restriction found in Section 3 of this Resolution as it relates to a single purchase or project expenditures.

Section 6. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 7. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for prompt purchases required to remain operational, being operational essential to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 051-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

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Henry County Auditor	For: Real Estate Tax & Law Library Payments
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Treasurer State of Ohio	For: Various Items
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City of Napoleon, Utility	For: Meter Deposit Refunds
City of Napoleon, Utility	For: Utility Services
City of Napoleon, Utility	For: Water and Sewer Refunds
City of Napoleon, Utility	For: Electric Refunds
Farmer and Merchant's State Bank	For: Banking and Debt Service Payments
Greenline	For: Telephone Services
Huntington National Bank	For: Debt Service Payments
KSB Dubric	For: Pump supplies and repairs
Meyer Equipment	For: Excavation Vehicle
National Processing Company (NPC)	For: Credit Card Processing Fees
Ohio CAT	For: Equipment Rental & Parts
Ohio Gas Company	For: Utility Services
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OMEGA JV6/Amp-Ohio Inc.	For: Purchase of Power
PNC Bank, N.A.	For: Debt Service Payments
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Rescue-Township Charges (EMS)	For: EMS Revenues to Townships
Schonhardt and Associates	For: CAFR Preparation and Consultation Services
Smart Bill, LTD	For: Outsourcing of Utility Bill Printing and Mailing
Squires, Patton, Boggs (US) LLP	For: Bond Counsel (Professional Services)
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The Accumed Group	For: EMS Billings and Collections
Treasurer State of Ohio	For: Payments to State
US EPA (Treasurer, State of Ohio)	For: Permits
Verizon Wireless	For: Wireless Phone Services
Weltman, Weinberg & Reis	For: Collection Services

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Axon	For: Tasers & Body Cameras
Baker Vehicle Systems	For: Vehicle Parts & Repairs
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Burke Excavating and Mowing	For: Construction and Mowing Services
Bryan Excavating	For: Construction Services
Cahaba Timber	For: Wood Electric Poles
Cargill, Inc.	For: Road Salt
C&W Tank Cleaning	For: Digester Cleaning
CDW Government, Inc.	For: Computers and Supplies
Chemtrade Chemicals US, LLC	For: Chemicals
Civica North America Inc.	For: Software and Hardware Systems
Clarke Mosquito Control Product	For: Mosquito Control Supply
Clemons Nelson	For: Legal Services
Compass Minerals America	For: Road Salt
Craun Liebring	For: Lift Station Upgrades
Defiance County Landfill	For: Sanitation Dumping Services/Landfill Biosolids

Dell Marketing	For: IT Hardware Systems
Ekoton USA Corporation	For: Sludge Press Rental
Encompass Engineers	For: Electrical Engineering Services
Ermco	For: Electric Transformers
Estabrook, Corp.	For: Pump Supplies and Repairs
Ferguson Waterworks	For: Operations Parts and Supplies
Finley Fire Equipment	For: Fire Engines and Service Repairs
Fire Safety Services Inc.	For: Fire Services and Supply
Fire Service, Inc.	For: Fire Services and Supply
Fitzenrider, Inc. /Air Force One	For: Heating and Air Conditioning Service Work
Flex-Com	For: Camera Systems
Forrest Auto Supply	For: Automotive Parts & Supplies
Ganley Chevrolet of Aurora LLC	For: Police Vehicles
Gerken Asphalt Paving, Inc.	For: Paving Materials & Asphalt Laying
Griffin Pavement Striping	For: Road Striping Services
Heartland Disposal	For: Sludge Removal
Henschen and Associates, Inc.	For: Software and Hardware Systems
Hoff Consulting, LLC	For: Consulting Services
Hydro Dyne Engineering, Inc.	For: Wastewater Remanufacturing of Screens
Jack Doheny Supplies Ohio, Inc.	For: Wastewater Supplies
J.A. Hillis Excavating, LLC	For: Excavation Services
Jones & Henry Engineers, LTD	For: Consulting Services
K-Tech	For: Beet Heet
Kalida Truck	For: Vehicle Accessories
Koester Corp.	For: Engineering Services
Kuhlman Corp.	For: Parts and Supply
Kurtz Ace Hardware	For: Supply Services)
Masterpiece Sign Graphics, Inc.	For: Signs
Meeder Investment Management	For: Investment Management Services
Meggar	For: Electrical Testing Equipment
Meldrum Mechanical	For: Pump Supplies & Equipment Repairs
Melrose Pyrotechnics, Inc.	For: Fireworks
Midwest Compost	For: Digester Cleaning
Morton Salt	For: Road Salt
Motorola	For: First Responder Radios
Neptune Equipment Co. (NECO)	For: Meter Parts and Supplies

Newegg Business	For: Computers and Supplies
North Branch Nursery	For: Tree Plantings
Northwest Landscape Service	For: Landscaping and Supplies, Roadside & City Owned Property Mowing
Northwest Pools	For: Pool Chemicals
NRP Midwest	For: Wastewater Treatment Chemicals
Office Depot	For: Office Supply
One Source Waste Solutions	For: Waste Services
O'Reilly Auto Parts	For: Parts & Supplies
Path Master	For: Traffic Signals Supplies and Services
Parker Hannfin Corp.	For: Water Meter Analyzer
Perrysburg Pipe and Supply	For: Parts and Supply
Perry Corporation	For: Copier, Scanner and Printer Supplies
Peterman Associates, Inc.	For: Engineering Services (Professional Services)
P&R Communications	For: Radio repair and parts
Poggemeyer Design Group	For: Electrical Engineering Services
Porter's BP, LLC	For: Gas and Diesel Fuel
Powerhouse Supply	For: Electrical Parts and Supplies
Powerline Supply Co.	For: Electrical Parts and Supplies
Precision Laser	For: Surveying Supplies
Processing Solutions	For: Water Treatment Chemicals
Quality Cleaning Services of NW Ohio	For: Janitorial Services
Reinke Ford	For: Automotive Services
Reveille	For: Engineering Services
RTEC Communications, Inc.	For: Communication Supplies & Equipment
Rupp Rosebrock, Inc.	For: Construction Services
Sauber Manufacturing Co.	For: Reel Trailers
Schneider	For: Software for Metering
Schweitzer Engineering	For: Electrical Substation Materials
Snyder Chevrolet, Inc.	For: Automotive Services
Solomon Corporation	For: Transformers and Electric Supplies
Southeastern Equipment	For: Operations Parts and Supplies
Spectrum Engineering Corp.	For: Engineering Services (Professional Services)
Spengler Nathanson, PLL	For: Outside Counsel (Professional Services)
Stantec Consulting Services, Inc.	For: Engineering Services (Professional Services)

Statewide Ford Lincoln	For: Police vehicles
Stoops Freightliner	For: Vehicle parts
Stuart C. Irby Co.	For: Electrical Parts & Supplies
Superior Uniform Sales, Inc.	For: Uniform Services
Survalent Technology	For: SCADA Programming Services
Target Specialty Products	For: Golf Course Chemicals
Tawa Tree Service	For: Tree Services
Tawa Mulch Landscape Supply	For: Landscaping Services
Terex Utilities, Inc.	For: Electric Equipment Purchases
The Accumed Group	For: Ambulance Billing Services
The Mannik and Smith Group, Inc.	For: Engineering Services (Professional Services)
Toledo Edison	For: Contracted Power Services
Toledo Fence & Supply Co.	For: Fencing Supplies
T & R Electric	For: Transformers
Tri City Industrial Power	For: Batteries & Other Power Supplies
UniFirst Corporation	For: Uniforms & Supplies
URS Corporation	For: Engineering Services (Professional Services)
US Utility Contractor Co.	For: Traffic and Electrical Services
USALCO	For: Chemicals for Water Treatment
Utility Service Group	For: Chemicals for Water Treatment
Utility Services	For: NERC Compliance Services
Utility Truck Equipment	For: Bucket Truck
Vermeer	For: Wood Chipper/Parts
Vermilion Land Clearing Service	For: Tree Clearing
Vernon Nagel, Inc.	For: Trucking, Hauling, and Excavating Services
Viking Trucking, Inc.	For: Trucking and Hauling Services
Werlor, Inc.	For: Brush Grinding Services/Recycling Services
Wesco Distribution, Inc.	For: Electrical Supplies
Wigen Water Technologies	For: Membrane Services, Cleaning & Chemicals
Wood County Land Fill	For: Sanitation Dumping Services
WR Meyers Co., Inc.	For: Construction and Excavating Services
Wright Express FSC-WEX, Inc.	For: Fuel Purchases
Zacks Recycling, LLC	For: Recycling Services
ZTH, LLC	For: Sludge Hauling

## **RESOLUTION NO. 052-21**

### **A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS AND AUTHORIZING A DEPARTMENT DIRECTOR TO TAKE BIDS ON CERTAIN PROJECTS, SERVICES, EQUIPMENT, MATERIALS, OR SUPPLIES WITHOUT THE REQUIREMENT FOR ADDITIONAL LEGISLATION TO DO SO IN THE YEAR 2022; AND DECLARING AN EMERGENCY**

**WHEREAS**, each year from time to time, a Department Director (City Manager, City Finance Director, or City Law Director) is required to come to Council for authority to take bids for certain projects, services, or the purchase or lease of equipment, materials or supplies used in the City operations; and,

**WHEREAS**, in order to provide a more feasible, economical, and expedited method of bidding procedures, it is deemed necessary to give to the above mentioned Department Directors authority to bid such projects, services, equipment, materials, or supplies without the necessity of continued legislation; **Now Therefore**,

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

Section 1. That, the City Manager, City Finance Director, and City Law Director, for their respective departments, subject to Council's approval as to the specifications, plans, agreements, and other related bid documents when applicable, are hereby authorized to advertise and receive bids or take proposals as applicable for the projects, services, equipment, materials, or supplies that are anticipated to be in excess of twenty five thousand dollars (\$25,000) as listed in attached Exhibit "A," (such exhibit being incorporated into this Resolution by attachment and made a part hereof), without the necessity of further legislation in the year 2022; further, Council finds that the expenditure of funds in excess of twenty five thousand dollars (\$25,000) for each project, service, equipment, material, or supply listed in said Exhibit "A," is necessary and authorized, subject to an approved motion of Council permitting the respective Department Director to make award. If a contract for said project, service, equipment, material, or supply is awarded to a successful bidder (lowest and best) as a result of a competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awardee subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director. In the case of a non-competitive bid, the City Manager, City Finance Director, and City Law Director, for their respective departments, are directed to enter into a contract with the awarded subject to the terms and conditions of an agreement approved by Council, said agreement subject to any non-material changes deemed appropriate by the respective Department Director and approved as to form and correctness by the City Law Director.

Section 2. That, Council reserves the right, by motion of Council, to approve for award, direct no award, reject all or some bids, or rebid, when deemed in the best interest of the City as it relates to the projects identified in Section 1 of this Resolution; moreover, Council may waive any informalities in the bidding process.

Section 3. That, Chapters 105 and 106 of the Codified Ordinances of Napoleon, Ohio, shall continue to be applicable to any projects, services, equipment, materials, or supplies listed in attached Exhibit "A;" moreover, nothing in this Resolution shall be construed as limiting the Department Directors in making purchases or contracting for services in any manner as provided for in said Chapters, statutory law or as otherwise provided by Council. When competitive bidding is required for any project, service, equipment, material or supply as a matter of law, it shall be utilized unless otherwise eliminated by act of Council. When quality based selection is required for any project listed in Exhibit "A" for architectural, engineering, or construction management services as a matter of law, then the quality based selection process shall be utilized unless otherwise eliminated by act of Council. Also, Council hereby finds that the expenditure of funds in excess of twenty five thousand dollars (\$25,000) for each architectural, engineering, or construction management service as found in Exhibit "A" is necessary and approved as a proper public expenditure of funds, subject to approved motion of Council permitting the Department Director to make the award. Finally, the combining of projects, or the contracting or purchase of services, equipment, materials, or supplies is permitted of any project or item listed in Exhibit "A" without necessity of further authorization by Council.

Section 4. That, a Department Director is authorized to use this Resolution for authority for said bids and/or purchases as contained in this Resolution.

Section 5. That, any item listed in attached Exhibit "A" may be leased in lieu of purchasing when deemed appropriate by the respective Department Director.

Section 6. That, all leases, purchases and contracts for projects, services, equipment, materials, or supplies is subject to appropriation and certification of funds.

Section 7. That, any trade-ins shall be controlled by Section 107.05(c) of the Codified Ordinances of Napoleon, Ohio, as may be amended from time to time.

Section 8. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 9. That, if any other prior Resolution or Ordinance is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 10. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow the timely purchase of materials, supplies, equipment or services essential to provide public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to begin the process in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 052-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*



DEPARTMENT/CATEGORY/ITEM DESCRIPTION
<b>1300 CITY MANAGER/ADMINISTRATION</b>
- Zoning Code Updates
<b>1600 IT</b>
- Copy machines/printers (various departments)
<b>1700 ENGINEERING</b>
<b>2100 POLICE/SAFETY SERVICES</b>
- Patrol Vehicles- Replacement of two (2) vehicles
- Body Worn Cameras
- Vehicle Cameras
- Equipment (Tasers, Bolo Wrap, Vest, Shotguns)
<b>2200 FIRE</b>
- Pick-up Truck
- EMS Supplies
- EMS Billing Services
<b>4200 GOLF COURSE</b>
- Finish Mower
<b>4400 PARKS &amp; RECREATION</b>
- Boat Ramp Improvements
- Pick-up Truck
<b>5100 SERVICES/STREETS SCM &amp;4</b>
- Oakwood Avenue Improvements
- Front Street Resurfacing
- Ritter Park Path Project
- City Parking Lot at Monroe & E. Clinton
- Lynn Avenue Improvements
- Briarheath Avenue Resurfacing
- Annual Road Program – Milling & Resurfacing Local Streets
- Roadside mowing (contracted)
- Ice and snow removal (salt contracts)
- Tree trimming and stump removal (contracted)
- Safe Routes to Schools (design)
- Annual Crack Sealing
- <b>ROAD &amp; STREET IMPROVEMENT PROGRAMS</b>
- Annual Concrete Grinding
<b>5200- Garage/Fuel Rotary</b>
- Fuel
<b>6110 ELECTRIC/OPERATIONS DIST.</b>
- Wood poles
- Rate review
- Ermco- for transformer purchases
- Engineering study of substations

- Tree Trimming Truck
- Electric Dept. Storage Building
- <b>ELECTRIC FEEDER LINE IMPROVEMENTS</b>
- Electrical underground upgrades and maintenance
- Electrical overhead upgrades and maintenance
- <b>TRANSFORMER REPLACEMENT &amp; DISPOSAL PROGRAMS</b>
- Transformer replacement and disposal (inventory)
- <b>ELECTRICAL IMPROVEMENTS &amp; UPGRADES</b>
- New system growth and updates
<b>6200 WATER TREATMENT PLANT OPERATIONS</b>
- Water Treatment Plant Chemicals
- Asset Management, Risk and Resilience Plan, Emergency Response Plan
- Emergency Repairs
- Membrane Cleaning Chemicals
- Install Perimeter/Security Fence
- Clearwell Inspections
- Purchase Replacement Mower
<b>6210 WATER DISTRIBUTION SYSTEM</b>
- S.R. 110 Waterline
- Orwig Avenue & W. Main Street Waterline Improvements
<b>6300 SEWER/WASTE WATER TREATMENT PLANT</b>
- Various sanitary sewer emergency repairs (contracted)
- Long Term Control Plan updates (contracted)
- Storm sewer improvements
- Chemicals (Wastewater Treatment Plant)
- Sanitary lateral repairs in City ROW
- Bio solids removal and landfill disposal
<b>6310 SEWER/COLLECTION SYSTEM</b>
- Meekison Street Sanitary Sewer
- Sanitary Sewer Emergency Repairs
- Sanitary Sewer Cleaning Program
- Haley SSO Removal
- Sanitary Sewer Lateral Replacements
- VanHying Pump Station Project
<b>6400, 6510, 6411, 6420 SANITATION/COLLECTION &amp; DISPOSAL</b>
- Landfill Disposal Fees
- Concrete Grinding
- Brush Grinding
- Mosquito Spraying- Chemicals
- Recycling Services

## **ORDINANCE NO. 053-21**

### **AN ORDINANCE ESTABLISHING A NEW POSITION CLASSIFICATION PAY PLAN FOR EMPLOYEES OF THE CITY OF NAPOLEON, OHIO FOR THE YEAR 2022; REPEALING ORDINANCE NO. 067-20; AND DECLARING AN EMERGENCY**

**WHEREAS**, Council reviewed the proposed Year 2022 annual appropriation measure and finds, in general, as it relates to non-bargaining employees of the City of Napoleon, Ohio, that a compensation increase of two and one quarter percent (2.25%) is generally warranted subject to various considerations as contained herein; and,

**WHEREAS**, Exhibits A, B, and C attached hereto and incorporated herein, reflect pay scales for City of Napoleon non-bargaining employees. The pay scales noted in these Exhibits generally contain a two and one quarter percent (2.25%) pay increase from the 2021 pay scales; and,

**WHEREAS**, Council desires to make said compensation increases effective on the pay period commencing on or about December 27, 2021; and,

**WHEREAS**, Council now desires to adopt a new 2022 Classification Pay Plan for its non-bargaining employees as stated in this Ordinance and Exhibits A, B, and C; **Now Therefore**,

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

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") had previously established a new 2021 Position Classification Pay Plan ("Pay Plan") for its non-bargaining employees, passed by Council on January 4, 2021.

Section 2. That, effective with the first pay period for the Year 2022, that commences on or about December 27, 2021, the pay scale (steps) for the City's non bargaining employees (full time) positions of this city shall be provided, unless modified, as established in Exhibit "A," attached and incorporated herein. Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 3 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level of compensation the Department Director or Appointing Authority deems appropriate as listed in Exhibit "A."

Section 3. That, effective with the first pay period for the Year 2022, which commences on or about December 27, 2021, each non-bargaining employee (full time regular) (hourly), subject to Employment Policy Manual Policy §8.10 (Compensation Reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with the City, to be advanced one (1) step in the Pay Plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly) step location prior to advancement in the Pay Plan shall be determined by contrasting the base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit "A" for the respective year. For new hires or current employees, the Department Director or Appointing Authority may place an employee within the scale where the Department Director or Appointing Authority deems appropriate considering

merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer. Notwithstanding any other provision of this Pay Plan, the Zoning Administrator shall receive a bonus to be pro-rated over the calendar year of *Five Hundred (\$500.00) Dollars* for each certification he or she holds, as follows: an Ohio Residential Building Official; Ohio Residential Plumbing Inspector; and, Ohio Electrical Safety Inspector. The Zoning Administrator must provide written proof of each certification to the City Manager prior to receiving the bonus.

Section 4. That, effective with the first pay period for the Year 2022, that commences on or about December 27, 2021, the pay scale for non-bargaining employee (salaried) (full time) positions of this City which are exempt under the Fair Labor Standards Act (FLSA) as it relates to overtime, shall be provided, unless modified, as established in Exhibit "B," attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 5 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "B."

Section 5. That, effective with the first pay period for the Year 2022, that commences on or about December 27, 2021, each non bargaining employee (salaried) (full time) position of this City as defined in Section 4 of this Ordinance, is eligible to have a minimum salary increase of two and one quarter percent (2.25% ) for Year 2022, subject to Employment Policy Manual "Policy §8.10 (Compensation Reviews)," calculated from what the employee is making at the time just prior to the proposed increase period, and as reflected in the amounts expressed in Exhibit "B." In no event shall any increase place the employee above the top scale as established in Section 4 of this Ordinance. For new hires or current employees, the Department Director or Appointing Authority may place an employee, at any time, within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay.

Section 6. That, effective with the first pay period of the Year 2022, that commences on or about December 27, 2021, the Pay Scale (steps) for part time, permanent part time, and temporary employees of this City shall be provided unless modified, as stated in the table found in Exhibit "C" (attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of the City's Personnel Code and Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "C." Employment Policy Manual 2014-1, Policy Section 8.10, (compensation reviews), is applicable only to permanent part time employees, not part time or temporary employees.

Section 7. That, all paid part time, permanent part time, and temporary employees of the City shall, effective with the first pay period of the Year 2022, that commences on or about December 27, 2021, have a minimum hourly base pay increase of two and one quarter percent (2.25%) for Year 2022 calculated from what the

employee's base rate was just prior to this proposed increase, and as is reflected in the amounts expressed in Exhibit "C" (the amounts include the two and one quarter percent (2.25%) increase). Only permanent part time employees are subject to Employment Policy Manual 2014-1 Policy §8.10 (compensation reviews), when applicable. Part time employees of the Fire/Rescue Department will remain on probationary/trainee status until removed by the City Manager upon recommendation of the Fire Chief. For new hires or current employees of the City, the Appointing Authority or Department Director may place an employee within the scale where the Appointing Authority or Department Director deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non-full time status positions found in Exhibit "C" (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority or Department Director at any time, except that Council shall approve any modification to a full time status. Additionally, the position of Probation Officer PIIG Grant is hereby set as expressed in Exhibit "C."

Section 8. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director or Appointing Authority, except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director or Appointing Authority by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director or Appointing Authority so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 9. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in Section 4 of this Ordinance and as stated in Exhibit "B" unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 10. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 and as stated in Exhibits "A, B, and C."

Section 11. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC §1901.32 and as stated in Exhibits "A, B, and C."

Section 12. That, the position of Chief Probation Officer as established in and for the City for the Napoleon Municipal Court shall be considered a full time regular employee having an hourly, non-exempt status. The job description as included in the Pay Plan, as prepared and/or revised by the Municipal Court Judge, is continued to be approved by this Council. The Chief Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Chief Probation Officer's wage rate at any time so long as within the limits of the CCA Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Chief Probation Officer's pay and benefits exceed the amount of the CCA Grant or as otherwise may be supplemented by the Municipal

Court. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 13. That, the position of Part-Time Probation Officer as established in and for the City for the Napoleon Municipal Court shall be considered a part time regular employee having an hourly, non-exempt status. The job description as included in the Pay Plan, as prepared and/or revised by the Municipal Court Judge, is hereby approved by this Council. The Part-Time Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Part-Time Probation Officer's wage rate at any time so long as within the limits of the JRIG Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Part-Time Probation Officer's pay and benefits exceed the amount of the JRIG Grant or as otherwise may be supplemented by the Municipal Court through other grants or funds outside the General Fund. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 14. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director or Appointing Authority as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 15. That, this Ordinance allows the terms and conditions of this pay increase to be retroactively applied, the same being hereby approved as it so exists.

Section 16. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 17. That, all compensation paid under this Ordinance is subject to appropriation of funds by Council.

Section 18. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 19. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 20. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 21. That, any employee who is employed by the City in more than one position shall be paid overtime in accordance with State and Federal wage and salary laws (specifically, after forty hours of work within one week the person should receive overtime based on the salary or wage for the position they are working when they surpass forty hours for that work week). However, but for the employee's normal scheduled employment, the department that causes the overtime shall be liable for the payment of overtime regardless of where the hours were worked.

Section 22. That, Ordinance No. 067-20 is repealed in its entirety effective December 27, 2021.

Section 23. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 24. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 25. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper processing of wages to employees, this being essential to the harmony of the necessary workforce, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 053-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council



## 2022 Pay Ordinance

**EXHIBIT "A"**  
(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$12.81	\$14.74	\$15.82	\$16.97
Receptionist	\$14.49	\$16.61	\$17.81	\$19.15
Administrative Assistant	\$17.65	\$20.37	\$21.87	\$23.55
Front Desk Administrator	\$12.81	\$14.46	\$15.16	\$16.03
Service Building Secretary	\$12.81	\$14.46	\$15.16	\$16.03
Senior Service Building Secretary	\$15.92	\$18.26	\$19.63	\$21.20
Executive Assistant to Appointing Authority	\$21.43	\$22.84	\$24.31	\$25.86
Executive Assistant/Paralegal to Law Director	\$25.86	\$28.24	\$30.33	\$32.42
Account Clerk I	\$12.81	\$14.46	\$15.16	\$16.02
Account Clerk II	\$15.92	\$18.26	\$19.64	\$21.20
Utility Billing Administrator	\$18.08	\$20.81	\$22.29	\$26.47
Senior Account Clerk	\$17.65	\$20.37	\$21.88	\$25.87
Records Clerk/Recorder	\$15.92	\$18.26	\$19.63	\$21.19
Accounts Payable Clerk	\$15.92	\$18.26	\$19.63	\$22.29
Tax Administrator	\$18.08	\$20.81	\$22.29	\$26.47
Engineering Technician	\$19.41	\$22.29	\$23.88	\$25.62
Senior Engineering Technician	\$23.05	\$26.54	\$28.41	\$30.47
Staff Engineer	\$21.42	\$24.70	\$26.54	\$28.51
Licensed Staff Engineer	\$29.00	\$31.18	\$33.54	\$37.51
Construction Inspector*	\$25.95	\$29.82	\$31.95	\$35.11
Senior Electric Engineering Technician	\$21.42	\$24.70	\$26.54	\$28.50
Electrical Construction/Maintenance Inspector*	\$28.77	\$33.11	\$35.50	\$38.06
Zoning Administrator	\$21.42	\$24.70	\$26.54	\$28.50
Assistant Water Superintendent	\$30.94	\$32.10	\$33.86	\$35.63
Chief Water Treatment Operator	\$23.05	\$26.54	\$28.41	\$32.13
Chief Wastewater Treatment Operator	\$23.05	\$26.02	\$28.41	\$32.13
Police Lieutenant	\$0.00	\$33.70	\$35.29	\$37.06
Deputy Court Clerk	\$17.11	\$18.63	\$19.98	\$21.41
Chief Probation Officer	\$20.67	\$0.00	\$0.00	\$22.84
IT Specialist	\$19.02	\$21.04	\$23.08	\$25.11

\* 2.25% Increase



**EXHIBIT "B"**  
(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$2,884.70	\$3,328.50
City Engineer	\$3,383.97	\$4,105.14
Public Works Director *	\$4,024.66	\$4,818.71
Golf Course & Grounds Superintendent	\$2,055.35	\$2,762.82
Parks & Recreation Director/Cemetery	\$1,862.63	\$3,237.28
Assistant Finance Director	\$3,073.79	\$3,568.15
Electrical Engineer	\$3,201.17	\$3,728.14
Electric Distribution Superintendent	\$3,263.74	\$4,020.45
IT Administrator	\$2,013.63	\$2,991.30
Human Resources Director	\$2,295.80	\$3,483.97
Municipal Court Bailiff	\$1,573.08	\$1,769.71
Municipal Court Clerk	\$1,945.73	\$3,407.31
Assistant Fire Chief	\$2,274.48	\$3,328.50
Fire Chief	\$2,829.22	\$3,735.23
Operations Superintendent	\$2,347.02	\$3,328.50
Water Superintendent	\$2,569.60	\$3,463.13
Wastewater Superintendent	\$2,569.60	\$3,463.13
Chief of Police	\$2,982.84	\$3,846.18

**EXHIBIT "C"**  
(BASE HOURLY RATE)

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$10.31	\$14.08
Legal Clerk (Temporary)	\$14.82	\$23.80
Probationary/Trainee Fire Fighter/EMT	\$9.17	\$13.98
All Fire/Rescue Department (Part Time)	\$13.13	\$18.22
Deputy Court Clerk (Part Time)	\$11.42	\$15.69
Deputy Court Bailiff (Part Time)	\$0.00	\$15.02
Probation Officer Grant	\$0.00	\$16.98
Construction Inspection (Temporary)	\$13.85	\$14.84
Construction Engineer (Temporary) Engineering Dept.	\$42.03	\$45.04
Income Tax/Collection Clerk (Part Time)	\$10.31	\$18.18
Lifeguard (Seasonal)	\$9.17	\$15.40
Seasonal Laborer – Other	\$9.17	\$15.40
Recreation Worker (Seasonal)	\$9.17	\$15.40
Parks Maintenance Worker (Seasonal)	\$9.17	\$15.40
Golf Course Clubhouse Attendant (Seasonal)	\$9.17	\$15.40
Senior Center Fitness Coordinator (Part Time)	\$9.17	\$15.40
Code Enforcement Inspector	\$19.97	\$31.07
Adjunct EMS Instructor for the Fire Department (Part Time)	\$0.00	\$21.33
Adjunct Fire Instructor for the Fire Department (Part Time)	\$0.00	\$21.33

**ORDINANCE NO. 055-21**

**AN ORDINANCE ESTABLISHING THE APPROPRIATION MEASURE (BUDGET) OF THE CITY OF NAPOLEON, OHIO FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022, LISTED IN EXHIBIT "A;" AND DECLARING AN EMERGENCY**

**WHEREAS**, Council desires to pass an annual appropriation measure of the City of Napoleon for the fiscal year ending December 31, 2022; **Now Therefore**,

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

Section 1. That this annual appropriation measure be passed, and the sums as contained in Exhibit "A," attached hereto and made a part of this Ordinance, are set aside and appropriated for the fiscal year ending December 31, 2022.

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

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

Section 4. That, pursuant to 121.03(f) of the Codified Ordinances of the City of Napoleon, Ohio, this Ordinance is declared to be an Ordinance providing for appropriations for the current expenses of the City appropriations immediately required for the City to operate; therefore, this Ordinance shall be in full force and effect immediately upon its passage, subject to the approval by the Mayor, otherwise it shall take effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for proper and timely procedure establishing the appropriation measure, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

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Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 055-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Roxanne Dietrich, Clerk of Council*

**2022 APPROPRIATION BUDGET**

DEPT DESCRIPTION	2021 REVISED PROJECTED BUDGET			2022 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
1100 City Council/Legislative	41,930.78	12,591.80	54,522.58	43,624.56	10,623.00	54,247.56
1200 Mayor/Executive	17,921.45	985.68	18,907.13	18,103.34	3,370.00	21,473.34
1300 City Manager/Administrative	337,347.72	33,822.90	371,170.62	355,920.00	66,690.00	422,610.00
1370 City Manager/Human Resources	96,255.95	12,074.18	108,330.13	93,860.00	32,845.00	126,705.00
1400 Law Director/ Administrative	237,723.23	15,363.72	253,086.95	246,910.00	61,810.00	308,720.00
1500 Finance/Administrative	291,820.88	80,866.92	372,687.80	411,520.00	99,890.00	511,410.00
1520 Finance/Utility Billing	136,350.15	73,800.40	210,150.55	142,600.00	95,250.00	237,850.00
1600 Information Technology/Administration	153,108.95	50,250.49	203,359.44	165,660.00	80,800.00	246,460.00
1700 Engineering/City Engineer	160,348.26	118,197.30	278,545.56	325,400.00	76,660.00	402,060.00
1800 Municipal Court/Judicial	487,767.53	103,115.50	590,883.03	532,710.00	103,580.00	636,290.00
1900 General Gov./Miscellaneous	0.00	146,761.73	146,761.73	0.00	184,455.40	184,455.40
2100 Police/Safety Services	1,606,589.41	227,585.36	1,834,174.77	1,839,274.00	294,615.00	2,133,889.00
2101 Police/Code Enforcement	37,400.06	4,610.00	42,010.06	38,610.00	9,400.00	48,010.00
2102 Police/School Res. Officer	93,967.64	11,731.35	105,698.99	102,050.00	17,689.00	119,739.00
2103 Police/K-9 Unit	94,516.52	5,678.44	100,194.96	102,410.00	11,050.00	113,460.00
2200 Fire/Safety Services	1,028,502.68	146,814.34	1,175,317.02	1,348,105.00	182,532.00	1,530,637.00
3100 Bldg. Insp./Zoning & Plan.	0.00	0.00	0.00	0.00	0.00	0.00
4700 Cemetery/Grounds	86,443.47	16,021.46	102,464.93	106,980.00	26,770.00	133,750.00
5130 Service/Blds.,Properties,Equip.	86,043.18	9,182.96	95,226.14	91,550.00	17,160.00	108,710.00
9800 Reimbursements-Shared Expenses	0.00	65,000.00	65,000.00	0.00	38,460.00	38,460.00
9900 Transfer Accounts	0.00	53,106.00	53,106.00	0.00	53,106.00	53,106.00
<b>100 GENERAL FUND</b>	<b>4,994,037.80</b>	<b>1,187,560.53</b>	<b>6,181,598.33</b>	<b>5,965,286.90</b>	<b>1,466,755.40</b>	<b>7,432,042.30</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
<b>101 GENERAL RESERVE BALANCE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2300 #N/A	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>120 BRIDE REBLD-SS OPERATIONS FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1900 General Gov./Miscellaneous	0.00	10,970.00	10,970.00	0.00	11,000.00	11,000.00
<b>123 SPECIAL EVENTS FUND</b>	<b>0.00</b>	<b>10,970.00</b>	<b>10,970.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>11,000.00</b>
3500 Economic Development	0.00	39,000.00	39,000.00	0.00	39,000.00	39,000.00
<b>130 ECONOMIC DEVELOPMENT FUND</b>	<b>0.00</b>	<b>39,000.00</b>	<b>39,000.00</b>	<b>0.00</b>	<b>39,000.00</b>	<b>39,000.00</b>
9400 Unclaimed Monies Agency Accounts	0.00	0.00	0.00	0.00	500.00	500.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	2,500.00	2,500.00
<b>147 UNCLAIMED MONIES FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
1510 Finance/Income Tax Collection	87,453.20	132,395.14	219,848.34	142,540.00	221,744.00	364,284.00
9900 Transfer Accounts	0.00	4,498,435.67	4,498,435.67	0.00	4,117,976.00	4,117,976.00
<b>170 MUNICIPAL INCOME TAX FUND</b>	<b>87,453.20</b>	<b>4,630,830.81</b>	<b>4,718,284.00</b>	<b>142,540.00</b>	<b>4,339,720.00</b>	<b>4,482,260.00</b>
9800 Reimbursements-Shared Expenses	0.00	120,559.20	120,559.20	0.00	123,350.00	123,350.00
9900 Transfer Accounts	0.00	369,440.80	369,440.80	0.00	366,650.00	366,650.00
<b>180 KWH TAX COLLECTION FUND (GF)</b>	<b>0.00</b>	<b>490,000.00</b>	<b>490,000.00</b>	<b>0.00</b>	<b>490,000.00</b>	<b>490,000.00</b>
1800 Municipal Court/Judicial	0.00	3,856.11	3,856.11	0.00	7,500.00	7,500.00
9900 Transfer Accounts	0.00	8,543.89	8,543.89	0.00	7,500.00	7,500.00
<b>195 LAW LIBRARY FUND</b>	<b>0.00</b>	<b>12,400.00</b>	<b>12,400.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
5100 Service/Streets Maint.&Prop.	248,884.50	121,202.41	370,086.91	254,480.00	212,770.00	467,250.00
5110 Service/Ice And Snow Removal	28,753.82	41,515.42	70,269.24	32,000.00	103,050.00	135,050.00
5120 Service/Storm Drainage	1,837.41	3,700.00	5,537.41	11,000.00	8,500.00	19,500.00
<b>200 STREET CONST.MAINT.&amp;REPAIR FD</b>	<b>279,475.73</b>	<b>166,417.83</b>	<b>445,893.56</b>	<b>297,480.00</b>	<b>324,320.00</b>	<b>621,800.00</b>
5100 Service/Streets Maint.&Prop.	0.00	26,283.88	26,283.88	0.00	34,900.00	34,900.00
<b>201 STATE HIGHWAY IMPROVEMENT FUND</b>	<b>0.00</b>	<b>26,283.88</b>	<b>26,283.88</b>	<b>0.00</b>	<b>34,900.00</b>	<b>34,900.00</b>
5100 Service/Streets Maint.&Prop.	0.00	0.00	0.00	0.00	25,000.00	25,000.00



## 2022 APPROPRIATION BUDGET

DEPT DESCRIPTION	2021 REVISED PROJECTED BUDGET			2022 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>202 MUNI.(50%)MOTOR VEH.LIC.TAS FD</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
5100 Service/Streets Maint.&Prop.	0.00	143,300.00	143,300.00	0.00	79,000.00	79,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>203 MUNI.(100%)MOTOR VEH.LIC.TASFD</b>	<b>0.00</b>	<b>143,300.00</b>	<b>143,300.00</b>	<b>0.00</b>	<b>79,000.00</b>	<b>79,000.00</b>
5100 Service/Streets Maint.&Prop.	0.00	29,334.09	29,334.09	0.00	32,000.00	32,000.00
<b>204 CO VEH LIC PERMISSIVE TAX FUND</b>	<b>0.00</b>	<b>29,334.09</b>	<b>29,334.09</b>	<b>0.00</b>	<b>32,000.00</b>	<b>32,000.00</b>
2200 Fire/Safety Services	0.00	173,861.51	173,861.51	0.00	201,450.00	201,450.00
9800 Reimbursements-Shared Expenses	0.00	205,000.00	205,000.00	0.00	205,000.00	205,000.00
9900 Transfer Accounts	0.00	31,680.00	31,680.00	0.00	28,800.00	28,800.00
<b>210 EMS TRANSPORT SERVICE FUND</b>	<b>0.00</b>	<b>410,541.51</b>	<b>410,541.51</b>	<b>0.00</b>	<b>435,250.00</b>	<b>435,250.00</b>
4100 Recreation/Administrative	120,426.51	5,760.00	126,186.51	126,390.00	7,770.00	134,160.00
4200 Recreation/Golf Operating	153,817.37	131,732.24	285,549.61	186,750.00	149,100.00	335,850.00
4300 Recreation/Pool Operating	100,050.55	74,821.47	174,872.02	108,080.00	63,530.00	171,610.00
4400 Recreation/Parks & Programs	297,032.08	164,385.21	461,417.29	266,300.00	209,080.00	475,380.00
<b>220 RECREATION FUND</b>	<b>671,326.50</b>	<b>376,698.92</b>	<b>1,048,025.42</b>	<b>687,520.00</b>	<b>429,480.00</b>	<b>1,117,000.00</b>
4300 Recreation/Pool Operating	0.00	4,162,718.45	4,162,718.45	0.00	349,740.00	349,740.00
<b>221 NAPOLEON AQUATIC CENTER</b>	<b>0.00</b>	<b>4,162,718.45</b>	<b>4,162,718.45</b>	<b>0.00</b>	<b>349,740.00</b>	<b>349,740.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
<b>222 NAP AQUATIC CTR RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
9800 Reimbursements-Shared Expenses	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>223 NAP AQUATIC CTR DEBT RES FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4400 Recreation/Parks & Programs	0.00	0.00	0.00	0.00	0.00	0.00
<b>224 Shelter House Facility Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4700 Cemetery/Grounds	0.00	5,873.43	5,873.43	0.00	6,000.00	6,000.00
<b>227 CEMETERY TRUST FUND</b>	<b>0.00</b>	<b>5,873.43</b>	<b>5,873.43</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
3800 Travel And Tourism (3%)	0.00	48,643.10	48,643.10	0.00	50,000.00	50,000.00
9900 Transfer Accounts	0.00	48,643.10	48,643.10	0.00	50,000.00	50,000.00
<b>240 HOTEL/MOTEL TAX FUND</b>	<b>0.00</b>	<b>97,286.20</b>	<b>97,286.20</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>
2200 Fire/Safety Services	0.00	39,093.26	39,093.26	0.00	64,900.00	64,900.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>242 FIRE EQUIPMENT FUND</b>	<b>0.00</b>	<b>39,093.26</b>	<b>39,093.26</b>	<b>0.00</b>	<b>64,900.00</b>	<b>64,900.00</b>
1900 General Gov./Miscellaneous	0.00	45,000.00	45,000.00	0.00	31,000.00	31,000.00
<b>243 FIRE LOSS CLAIMS FUND</b>	<b>0.00</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>31,000.00</b>
1300 City Manager/Administrative	0.00	491.51	491.51	0.00	0.00	0.00
<b>250 LOCAL CORONAVIRUS RELIEF FUND</b>	<b>0.00</b>	<b>491.51</b>	<b>491.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1300 City Manager/Administrative	0.00	0.00	0.00	0.00	859,000.00	859,000.00
<b>250 LOCAL CORONAVIRUS RELIEF FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>859,000.00</b>	<b>859,000.00</b>
3300 Cdbg, Chis & Chip Dev.Grants	0.00	44,690.00	44,690.00	0.00	34,000.00	34,000.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>261 CDBG PROGRAM INCOME FUND</b>	<b>0.00</b>	<b>44,690.00</b>	<b>44,690.00</b>	<b>0.00</b>	<b>34,000.00</b>	<b>34,000.00</b>
1800 Municipal Court/Judicial	0.00	16,000.00	16,000.00	0.00	25,000.00	25,000.00
<b>270 INDIGENT DRIV. ALCOHOL FUND</b>	<b>0.00</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
2100 Police/Safety Services	0.00	1,388.25	1,388.25	0.00	2,900.00	2,900.00
<b>271 LAW ENFORCEMENT &amp; ED. FUND</b>	<b>0.00</b>	<b>1,388.25</b>	<b>1,388.25</b>	<b>0.00</b>	<b>2,900.00</b>	<b>2,900.00</b>
1800 Municipal Court/Judicial	0.00	7,377.08	7,377.08	0.00	35,500.00	35,500.00
9800 Reimbursements-Shared Expenses	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00



**2022 APPROPRIATION BUDGET**

DEPT DESCRIPTION	2021 REVISED PROJECTED BUDGET			2022 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>272 COURT COMPUTERIZATION FUND</b>	<b>0.00</b>	<b>17,377.08</b>	<b>17,377.08</b>	<b>0.00</b>	<b>45,500.00</b>	<b>45,500.00</b>
2100 Police/Safety Services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>273 LAW ENFORCEMENT TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
2100 Police/Safety Services	0.00	74.80	74.80	3,000.00	3,000.00	6,000.00
<b>274 MANDATORY DRUG FINE FUND</b>	<b>0.00</b>	<b>74.80</b>	<b>74.80</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>6,000.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
1810 Municipal Court/Probation Department	23,871.32	5,971.96	29,843.28	27,885.00	1,000.00	28,885.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>275 MUNICIPAL PROBATION SERV. FUND</b>	<b>23,871.32</b>	<b>5,971.96</b>	<b>29,843.28</b>	<b>27,885.00</b>	<b>1,000.00</b>	<b>28,885.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
1810 Municipal Court/Probation Department	50,522.76	1,996.00	52,518.76	51,215.00	0.00	51,215.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>277 PROBATION OFFICER GRANT FUND</b>	<b>50,522.76</b>	<b>1,996.00</b>	<b>52,518.76</b>	<b>51,215.00</b>	<b>0.00</b>	<b>51,215.00</b>
1800 Municipal Court/Judicial	0.00	66,800.00	66,800.00	0.00	64,600.00	64,600.00
<b>278 COURT SPECIAL PROJECTS FUND</b>	<b>0.00</b>	<b>66,800.00</b>	<b>66,800.00</b>	<b>0.00</b>	<b>64,600.00</b>	<b>64,600.00</b>
1800 Municipal Court/Judicial	0.00	0.00	0.00	0.00	0.00	0.00
<b>279 HANDICAP PARKING FINES FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2100 Police/Safety Services	0.00	0.00	0.00	5,000.00	500.00	5,500.00
<b>280 CERTIFIED POLICE TRAINING FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>500.00</b>	<b>5,500.00</b>
1800 Municipal Court/Judicial	0.00	2,000.00	2,000.00	0.00	5,000.00	5,000.00
<b>281 INDIGENT DRIVERS INTERLOCK/ALC</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
1810 Municipal Court/Probation Department	0.00	0.00	0.00	0.00	0.00	0.00
<b>287 PROBATION IMP. &amp; INCTV.GRT.FD.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1810 Municipal Court/Probation Department	9,366.98	22,677.16	32,044.14	18,730.00	6,910.00	25,640.00
<b>288 JUSTICE REINV.INCENTIVE GRT.FD</b>	<b>9,366.98</b>	<b>22,677.16</b>	<b>32,044.14</b>	<b>18,730.00</b>	<b>6,910.00</b>	<b>25,640.00</b>
2100 Police/Safety Services	106,168.00	0.00	106,168.00	89,736.00	0.00	89,736.00
<b>290 POLICE PENSION FUND</b>	<b>106,168.00</b>	<b>0.00</b>	<b>106,168.00</b>	<b>89,736.00</b>	<b>0.00</b>	<b>89,736.00</b>
2200 Fire/Safety Services	52,584.00	0.00	52,584.00	44,555.00	0.00	44,555.00
<b>291 FIRE PENSION FUND</b>	<b>52,584.00</b>	<b>0.00</b>	<b>52,584.00</b>	<b>44,555.00</b>	<b>0.00</b>	<b>44,555.00</b>
1900 General Gov./Miscellaneous	0.00	3,835.00	3,835.00	0.00	5,000.00	5,000.00
<b>295 IRS 125 EMPLOYEE BENEFITS FUND</b>	<b>0.00</b>	<b>3,835.00</b>	<b>3,835.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
8100 General Obligation Debt Services	0.00	57,340.47	57,340.47	0.00	54,250.00	54,250.00
<b>300 GENERAL BOND RETIREMENT FUND</b>	<b>0.00</b>	<b>57,340.47</b>	<b>57,340.47</b>	<b>0.00</b>	<b>54,250.00</b>	<b>54,250.00</b>
8500 Special Assessment Debt Services	0.00	300.00	300.00	0.00	0.00	0.00
<b>310 S.A. BOND RETIREMENT FUND</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1100 City Council/Legislative	0.00	0.00	0.00	0.00	0.00	0.00
1300 City Manager/Administrative	0.00	74,999.00	74,999.00	0.00	53,000.00	53,000.00
1370 City Manager/Human Resources	0.00	0.00	0.00	0.00	0.00	0.00
1400 Law Director/ Administrative	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1500 Finance/Administrative	0.00	0.00	0.00	0.00	0.00	0.00
1600 Information Technology/Administration	0.00	4,089.82	4,089.82	0.00	34,758.20	34,758.20
1700 Engineering/City Engineer	0.00	40,000.00	40,000.00	0.00	12,000.00	12,000.00
1800 Municipal Court/Judicial	0.00	716.00	716.00	0.00	82,716.00	82,716.00
1801 Municipal Court/Building	0.00	11,590.00	11,590.00	0.00	0.00	0.00
2100 Police/Safety Services	0.00	206,238.35	206,238.35	0.00	238,914.01	238,914.01
2102 Police/School Res. Officer	0.00	3,000.00	3,000.00	0.00	6,555.00	6,555.00
2103 Police/K-9 Unit	0.00	2,520.60	2,520.60	0.00	63,475.00	63,475.00
2200 Fire/Safety Services	0.00	34,720.88	34,720.88	0.00	14,000.00	14,000.00
3100 Bldg. Insp./Zoning & Plan.	0.00	0.00	0.00	0.00	0.00	0.00



## 2022 APPROPRIATION BUDGET

DEPT DESCRIPTION	2021 REVISED PROJECTED BUDGET			2022 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
3500 Economic Development	0.00	0.00	0.00	0.00	0.00	0.00
4200 Recreation/Golf Operating	0.00	0.00	0.00	0.00	0.00	0.00
4300 Recreation/Pool Operating	0.00	3,500.00	3,500.00	0.00	0.00	0.00
4400 Recreation/Parks & Programs	0.00	2,791.00	2,791.00	0.00	50,000.00	50,000.00
4700 Cemetery/Grounds	0.00	8,000.00	8,000.00	0.00	15,000.00	15,000.00
5100 Service/Streets Maint.&Prop.	0.00	2,303,751.20	2,303,751.20	0.00	1,550,430.00	1,550,430.00
5120 Service/Storm Drainage	0.00	0.00	0.00	0.00	0.00	0.00
5130 Service/Blds.,Properties,Equip.	0.00	0.00	0.00	0.00	0.00	0.00
5200 Service/Central Garage	0.00	0.00	0.00	0.00	0.00	0.00
5500 #N/A	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	56,500.00	56,500.00	0.00	107,700.00	107,700.00
<b>400 CAPITAL IMPROVEMENT FUND</b>	<b>0.00</b>	<b>2,752,416.85</b>	<b>2,752,416.85</b>	<b>0.00</b>	<b>2,230,548.21</b>	<b>2,230,548.21</b>
1900 General Gov./Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
5100 Service/Streets Maint.&Prop.	0.00	0.00	0.00	0.00	0.00	0.00
<b>401 CIP FUNDING RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2200 Fire/Safety Services	0.00	0.00	0.00	0.00	0.00	0.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>410 FIRE FACILITY TRAINING GRT.FD.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	0.00	0.00
6100 #N/A	0.00	0.00	0.00	0.00	0.00	0.00
6110 Electric/Operations, Dist. System	1,304,051.81	1,418,660.63	2,722,712.44	1,393,930.00	824,370.00	2,218,300.00
6111 Electric/Purchased Power	0.00	13,550,000.00	13,550,000.00	0.00	13,800,000.00	13,800,000.00
9800 Reimbursements-Shared Expenses	0.00	777,404.98	777,404.98	0.00	948,290.96	948,290.96
9900 Transfer Accounts	0.00	491,156.02	491,156.02	0.00	490,000.00	490,000.00
<b>500 ELECTRIC UTILITY REVENUE FUND</b>	<b>1,304,051.81</b>	<b>16,237,221.63</b>	<b>17,541,273.43</b>	<b>1,393,930.00</b>	<b>16,062,660.96</b>	<b>17,456,590.96</b>
6110 Electric/Operations, Dist. System	0.00	31,922.49	31,922.49	0.00	736,000.00	736,000.00
9900 Transfer Accounts	0.00	1,069,412.00	1,069,412.00	0.00	0.00	0.00
<b>503 ELECTRIC DEVELOPMENT FUND</b>	<b>0.00</b>	<b>1,101,334.49</b>	<b>1,101,334.49</b>	<b>0.00</b>	<b>736,000.00</b>	<b>736,000.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	0.00	0.00
6200 Water/Treatment Plant Operations	566,969.42	1,373,114.39	1,940,083.81	630,020.00	1,598,404.00	2,228,424.00
6210 Water/Distribution System	459,187.34	120,207.50	579,394.84	524,300.00	346,630.00	870,930.00
9800 Reimbursements-Shared Expenses	0.00	416,273.51	416,273.51	0.00	522,913.68	522,913.68
9900 Transfer Accounts	0.00	1,107,134.00	1,107,134.00	0.00	1,202,000.00	1,202,000.00
<b>510 WATER REVENUE FUND</b>	<b>1,026,156.75</b>	<b>3,016,729.40</b>	<b>4,042,886.15</b>	<b>1,154,320.00</b>	<b>3,669,947.68</b>	<b>4,824,267.68</b>
6210 Water/Distribution System	0.00	349,600.49	349,600.49	0.00	767,150.00	767,150.00
<b>511 WATER DEPRECIATION RES. FUND</b>	<b>0.00</b>	<b>349,600.49</b>	<b>349,600.49</b>	<b>0.00</b>	<b>767,150.00</b>	<b>767,150.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
<b>512 WATER DEBT RESERVE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8300 Revenue Funds Debt Services	0.00	11,323.38	11,323.38	0.00	0.00	0.00
8600 Special Assess. Debt Services (Owda)	0.00	0.00	0.00	0.00	0.00	0.00
<b>513 WATER OWDA BOND RETIREMENT FD.</b>	<b>0.00</b>	<b>11,323.38</b>	<b>11,323.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6200 Water/Treatment Plant Operations	0.00	3,031,894.00	3,031,894.00	0.00	588,125.00	588,125.00
9800 Reimbursements-Shared Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>519 WATER PLANT IMPROV &amp; RENO FUND</b>	<b>0.00</b>	<b>3,031,894.00</b>	<b>3,031,894.00</b>	<b>0.00</b>	<b>588,125.00</b>	<b>588,125.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	0.00	0.00
6300 Sewer (Wwt)/Treatment Plant Oper.	592,636.38	5,139,348.75	5,731,985.13	610,170.00	1,114,000.00	1,724,170.00
6310 Sewer (Wwt)/Collection System	68,931.21	52,968.43	121,899.64	74,800.00	106,770.00	181,570.00
6311 Sewer (Wwt)/Cleaning & Imp.(Sso & Cso)	107,604.30	4,300.00	111,904.30	146,110.00	34,350.00	180,460.00
9800 Reimbursements-Shared Expenses	0.00	457,260.51	457,260.51	0.00	572,463.19	572,463.19
9900 Transfer Accounts	0.00	2,438,020.00	2,438,020.00	0.00	2,283,000.00	2,283,000.00



## 2022 APPROPRIATION BUDGET

DEPT DESCRIPTION	2021 REVISED PROJECTED BUDGET			2022 REQUESTED BUDGET		
	PERSONAL	OTHER	TOTAL	PERSONAL	OTHER	TOTAL
<b>520 SEWER UTILITY REVENUE FUND</b>	<b>769,171.89</b>	<b>8,091,897.69</b>	<b>8,861,069.58</b>	<b>831,080.00</b>	<b>4,110,583.19</b>	<b>4,941,663.19</b>
6310 Sewer (Wwt)/Collection System	0.00	10,915,671.22	10,915,671.22	0.00	9,519,150.00	9,519,150.00
9900 Transfer Accounts	0.00	0.00	0.00	0.00	0.00	0.00
<b>521 SEWER UTY. REPLCMNT.&amp;IMP. FUND</b>	<b>0.00</b>	<b>10,915,671.22</b>	<b>10,915,671.22</b>	<b>0.00</b>	<b>9,519,150.00</b>	<b>9,519,150.00</b>
8300 Revenue Funds Debt Services	0.00	0.00	0.00	0.00	0.00	0.00
8800 State & Epa Loans Debt Services	0.00	261,347.07	261,347.07	0.00	0.00	0.00
<b>522 SEWER DEBT RESERVE FUND</b>	<b>0.00</b>	<b>261,347.07</b>	<b>261,347.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8600 Special Assess. Debt Services (Owda)	0.00	53,479.52	53,479.52	0.00	0.00	0.00
<b>523 OWDA SA DEBT RETIREMENT FUND</b>	<b>0.00</b>	<b>53,479.52</b>	<b>53,479.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6310 Sewer (Wwt)/Collection System	0.00	0.00	0.00	0.00	0.00	0.00
8800 State & Epa Loans Debt Services	0.00	81,844.64	81,844.64	0.00	0.00	0.00
<b>532 WILLIAMS PUMP STA.IMP.PRJ.FUND</b>	<b>0.00</b>	<b>81,844.64</b>	<b>81,844.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1520 Finance/Utility Billing	0.00	0.00	0.00	0.00	0.00	0.00
6400 Sanitation /Collection & Disposal	190,040.51	121,147.69	311,188.20	196,310.00	141,260.00	337,570.00
6410 Sanitation/Srs-Seasonal Pickup Program	0.00	70,058.36	70,058.36	0.00	76,100.00	76,100.00
6411 Sanitation/Srs-Yard Waste Site Oper.	0.00	35,235.78	35,235.78	0.00	89,950.00	89,950.00
6412 Sanitation/Srs-Mosquito Control	0.00	72,099.15	72,099.15	0.00	83,390.00	83,390.00
6420 Sanitation/Recycling Programs	131,010.30	63,895.95	194,906.25	140,070.00	67,790.00	207,860.00
9800 Reimbursements-Shared Expenses	0.00	152,230.69	152,230.69	0.00	182,467.06	182,467.06
9900 Transfer Accounts	0.00	48,300.00	48,300.00	0.00	48,300.00	48,300.00
<b>560 SANITATION (REFUSE)REVENUE FD</b>	<b>321,050.81</b>	<b>562,967.63</b>	<b>884,018.43</b>	<b>336,380.00</b>	<b>689,257.06</b>	<b>1,025,637.06</b>
6400 Sanitation /Collection & Disposal	0.00	2,892.00	2,892.00	0.00	5,000.00	5,000.00
<b>561 SANIT.(REFUSE) DEPREC.RES.FUND</b>	<b>0.00</b>	<b>2,892.00</b>	<b>2,892.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
6500 Meter Deposit/Unapplied Cash	0.00	11,494.96	11,494.96	0.00	20,000.00	20,000.00
<b>580 METER DEP.(ELECT &amp; WATER) FUND</b>	<b>0.00</b>	<b>11,494.96</b>	<b>11,494.96</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>
5200 Service/Central Garage	187,826.88	71,411.39	259,238.27	190,790.00	86,400.00	277,190.00
5600 Service/Fuel Purchase Rotary	0.00	51,140.00	51,140.00	0.00	70,000.00	70,000.00
<b>600 CENTRAL GARAGE ROTARY FUND</b>	<b>187,826.88</b>	<b>122,551.39</b>	<b>310,378.27</b>	<b>190,790.00</b>	<b>156,400.00</b>	<b>347,190.00</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>9,883,064.40</b>	<b>58,718,917.48</b>	<b>68,601,981.88</b>	<b>11,239,447.90</b>	<b>47,938,547.50</b>	<b>59,177,995.40</b>

**RESOLUTION NO. 056-21**

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO  
TRANSFER CERTAIN FUND BALANCES FROM RESPECTIVE FUNDS  
TO OTHER FUNDS PER SECTION 5705.14 ORC ON AN AS NEEDED  
BASIS IN FISCAL YEAR 2022, LISTED IN EXHIBIT "A;" AND  
DECLARING AN EMERGENCY**

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

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

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

Section 1. That, pursuant to Section 5705.14 of the ORC and this Resolution, the Finance Director is hereby authorized and directed to transfer monies among the various funds on an as needed basis in Fiscal Year 2022 as listed in Exhibit "A" attached hereto and made a part of this Resolution.

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

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

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

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 056-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

**2022 APPROPRIATION BUDGET - TRANSFER OF FUNDS****RESOLUTION No. 56-21****BUDGET REVIEW - 2022 TRANSFER OF FUNDS****FUND NAME, FROM - TO, PURPOSE**

	<b>TRANSFER AMOUNTS</b>	
	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b>FROM:</b> 100 GENERAL FUND	\$0	
<b>TO:</b> 101 GENERAL RESERVE BALANCE FUND		\$0
<b>Purpose:</b> Move Excess Reserves in 100 General Fund to 101 General Reserve Balance Fund.		
<b>FROM:</b> 100 GENERAL FUND	\$10,970	
<b>TO:</b> 123 SPECIAL EVENTS FUND		\$10,970
<b>Purpose:</b> Subsidize Fall Festival and other events as sponsored through the Chamber of Commerce.		
<b>FROM:</b> 100 GENERAL FUND	\$39,000	
<b>TO:</b> 130 ECONOMIC DEVELOPMENT FUND		\$39,000
<b>Purpose:</b> Subsidize the Economic Development Fund programs due to insufficient funds in the 130 ED Fund.		
<b>FROM:</b> 100 GENERAL FUND	\$0	
<b>TO:</b> 200 SCM&R FUND		\$0
<b>Purpose:</b> Subsidize the 200 SCM&R Fund due to an Original Estimated Shortfall in the 200 SCM&R Fund.		
<b>FROM:</b> 100 GENERAL FUND	\$3,136	
<b>TO:</b> 295 IRS 125 EMPLOYEE FRINGE BENEFITS FUND		\$3,136
<b>Purpose:</b> Subsidize Administrative Expenditures of Employee 125 Flexible Spending Benefits Fund.		
<b>FROM:</b> 100 GENERAL FUND	\$0	
<b>TO:</b> 600 CENTRAL ROTARY CHARGES FUND		\$0
<b>Purpose:</b> Subsidize Operating Expenditures of Central Garage Rotary Charges Fund.		
<b>FROM:</b> 147 UNCLAIMED MONIES FUND	\$2,500	
<b>TO:</b> 100 GENERAL FUND		\$2,500
<b>Purpose:</b> Payment of Unclaimed Funds back to the 100 General Fund.		
<b>FROM:</b> 170 MUNICIPAL INCOME TAX FUND	\$2,500,000	
<b>TO:</b> 100 GENERAL FUND		\$2,500,000
<b>Purpose:</b> Net Transfer (65%) of Income Tax Receipts to 100 General Fund -Estimated		
<b>FROM:</b> 170 MUNICIPAL INCOME TAX FUND	\$590,000	
<b>TO:</b> 220 RECREATION FUND		\$590,000
<b>Purpose:</b> Transfer of Income Tax Levy Receipts to 220 Recreation Fund -Estimated		
<b>FROM:</b> 170 MUNICIPAL INCOME TAX FUND	\$1,250,000	
<b>TO:</b> 400 CAPITAL IMPROVEMENT FUND		\$1,250,000
<b>Purpose:</b> Net Transfer (35%) of Income Tax Receipts to 400 CIP Fund-Estimated		

**2022 APPROPRIATION BUDGET - TRANSFER OF FUNDS****RESOLUTION No. 56-21****BUDGET REVIEW - 2022 TRANSFER OF FUNDS****FUND NAME, FROM - TO, PURPOSE**

	<b>TRANSFER AMOUNTS</b>	
	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b>FROM:</b> 180 KWH TAX COLLECTION (GF) FUND	<b>\$380,000</b>	
<b>TO:</b> 100 GENERAL FUND		<b>\$380,000</b>
<b>Purpose:</b> Transfer of Net Balance of KWH Tax Funds into the General Fund-Estimated		
<b>FROM:</b> 195 LAW LIBRARY FUND	<b>\$7,500</b>	
<b>TO:</b> 100 GENERAL FUND		<b>\$7,500</b>
<b>Purpose:</b> Transfer of City Share for Highway Patrol Fine Monies per ORC.		
<b>FROM:</b> 210 EMS TRANSPORT SERVICE FUND	<b>\$28,800</b>	
<b>TO:</b> 242 FIRE EQUIPMENT FUND		<b>\$28,800</b>
<b>Purpose:</b> City Share of Township Contract (80% ) for a Total of \$105,000, Funded \$30,240 from 210 Fund & \$53,760 from 400 Fund.		
<b>FROM:</b> 240 HOTEL-MOTEL TAX FUND	<b>\$50,000</b>	
<b>TO:</b> 100 GENERAL FUND		<b>\$50,000</b>
<b>Purpose:</b> City's Net Share of Total Collections (50%) on a 6% Rate, per Ordinance to 100 General Fund; balance to Chamber Tourist Bureau.		
<b>FROM:</b> 400 CAPITAL IMPROVEMENT FUND	<b>\$51,200</b>	
<b>TO:</b> 242 FIRE EQUIPMENT FUND		<b>\$51,200</b>
<b>Purpose:</b> City Share of Township Contract (80% ) for a Total of \$105,000, Funded \$30,240 from 210 Fund & \$53,760 from 400 Fund.		
<b>FROM:</b> 400 CAPITAL IMPROVEMENT FUND	<b>\$56,500</b>	
<b>TO:</b> 300 GENERAL BOND RETIREMENT FUND		<b>\$56,500</b>
<b>Purpose:</b> Retirement of General Bond Obligation Debt.		
<b>FROM:</b> 500 ELECTRIC REVENUE FUND	<b>\$490,000</b>	
<b>TO:</b> 180 KWH TAX COLLECTION (GF) FUND		<b>\$490,000</b>
<b>Purpose:</b> Transfer to 180 kWH (GF Equivalent) Tax Fund, 100 General Fund share of kWH Tax.		
<b>FROM:</b> 500 ELECTRIC REVENUE FUND	<b>\$0</b>	
<b>TO:</b> 503 ELECTRIC DEVELOPMENT FUND		<b>\$0</b>
<b>Purpose:</b> Funding Reserves for Current and Future Capital Purchases.		
<b>FROM:</b> 510 WATER REVENUE FUND	<b>\$450,000</b>	
<b>TO:</b> 511 WATER DEPRECIATION FUND		<b>\$450,000</b>
<b>Purpose:</b> Funding for Proposed Projects out of the 511 Water Depreciation Fund.		

**2022 APPROPRIATION BUDGET - TRANSFER OF FUNDS****RESOLUTION No. 56-21****BUDGET REVIEW - 2022 TRANSFER OF FUNDS****FUND NAME, FROM - TO, PURPOSE**

	<b>TRANSFER AMOUNTS</b>	
	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b>FROM:</b> 510 WATER REVENUE FUND	\$80,000	
<b>TO:</b> 512 WATER DEBT RESERVE FUND		\$80,000
<b>Purpose:</b> Funding for Debt Payments on Water Projects.		
<b>FROM:</b> 510 WATER REVENUE FUND	\$22,000	
<b>TO:</b> 513 WATER OWDA BOND RETIREMENT FUND		\$22,000
<b>Purpose:</b> Funding for OWDA Debt Payments on Water Projects.		
<b>FROM:</b> 510 WATER REVENUE FUND	\$650,000	
<b>TO:</b> 519 WATER PLANT RENOVATION & IMPRMNT. FUND		\$650,000
<b>Purpose:</b> Funding for Debt Service on New Water Plant Fund.		
<b>FROM:</b> 520 SEWER (WWT) REVENUE FUND	\$88,000	
<b>TO:</b> 523 OWDA SA BOND RETIREMENT FUND		\$88,000
<b>Purpose:</b> Funding for OWDA Debt Payments on Sewer Projects.		
<b>FROM:</b> 520 SEWER (WWT) REVENUE FUND	\$1,750,000	
<b>TO:</b> 521 SEWER REPLACEMENT & IMP. FUND		\$1,750,000
<b>Purpose:</b> Funding Reserves for Current and Future Capital Purchases.		
<b>FROM:</b> 520 SEWER (WWT) REVENUE FUND	\$445,000	
<b>TO:</b> 522 SEWER UTILITY RESERVE FUND		\$445,000
<b>Purpose:</b> Funding for Capital and Debt Payments.		
<b>FROM:</b> 520 SEWER (WWT) REVENUE FUND	\$0	
<b>TO:</b> 532 WILLIAMS PUMP STATION FUND		\$0
<b>Purpose:</b> Funding Reserves for Current and Future Capital Purchases.		
<b>FROM:</b> 560 SANITATION REVENUE FUND	\$48,300	
<b>TO:</b> 561 SANITATION DEPRECIATION RES. FUND		\$48,300
<b>Purpose:</b> Funding Reserves for Current and Future Capital Purchases.		
<b>TOTALS - FROM</b>	<b>8,992,906</b>	
<b>TOTALS - TO</b>		<b>8,992,906</b>
	=====	=====

**ORDINANCE NO. 057-21**

**AN ORDINANCE AMENDING THE ALLOCATION OF FUNDS AS  
FOUND IN SECTIONS 193.11 AND 194.013 OF THE CODIFIED  
ORDINANCES OF THE CITY OF NAPOLEON, OHIO; AND  
DECLARING AN EMERGENCY**

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

Section 1. That, Section 193.11 of the Codified Ordinances of Napoleon, Ohio, shall be amended and enacted as follows:

**“193.11 ALLOCATION OF FUNDS.**

(a) Effective January 1, 2022, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(b) Effective January 1, 2023 and thereafter, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.”

Section 2. That, Section 193.11 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed effective December 31, 2021 at 11:59 PM.

Section 3. That, Section 194.013 of the Codified Ordinances of Napoleon, Ohio, shall be amended and enacted as follows:

“194.013 ALLOCATION OF FUNDS.

(A) Effective January 1, 2022, the funds collected under the provisions of this Chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this Chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(4) One-hundred percent (100%) of the net available tax receipts received annually pursuant to Napoleon Ordinance 194.081 may be used to defray operating expenses incurred due to the provision of police and fire services.

(B) Effective January 1, 2023 and thereafter, the funds collected under the provisions of this chapter shall be deposited in the “General Fund equivalent” of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than sixty-five percent (65%) of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least thirty-five percent (35%) of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(4) One-hundred percent (100%) of the net available tax receipts received annually pursuant to Napoleon Ordinance 194.081 may be used to defray operating expenses incurred due to the provision of police and fire services.”

Section 4. That, Section 194.013 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed effective December 31, 2021 at 11:59 PM.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,



if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for passage before the deadline; moreover, this must timely take effect to meet the intent of the law; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to be in effect at the earliest possible time to allow for timely allocation of funds, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 057-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

## **RESOLUTION NO. 058-21**

### **A RESOLUTION AUTHORIZING A CONTRIBUTION TO THE COMMUNITY IMPROVEMENT CORPORATION OF HENRY COUNTY, OHIO, IN AND FOR THE YEAR 2022; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City, by Ordinance in accordance with Section 1724.10 of the Ohio Revised Code, designated The Community Improvement Corporation of Henry County, Ohio ("CIC") as the agency of the City for the industrial, commercial, distribution, and research development of the City; and,

**WHEREAS**, a "Plan" as defined in Section 165.01 of the Revised Code was prepared and confirmed to advance, encourage, and promote the industrial, commercial, distribution, and research development of the City in a manner which among several things, creates and preserves jobs and employment opportunities in the City and the State and improves the economic welfare of the people of the City and of the State; and further, encourages and causes the maintenance, location, relocation, expansion, modernization, and equipment of sites, buildings, structures, and appurtenant facilities for industrial, commercial, distribution, and research activities within the City and thereby preserves, maintains, or creates additional opportunities for employment within the City; and,

**WHEREAS**, this Council desires to further advance the Plan and has determined to financially assist the CIC with operational and the other expenses in the year 2022;  
**Now Therefore,**

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

Section 1. That, in an effort to further advance the "Plan" referenced in the preamble of this Resolution, the City Finance Director is directed and authorized to pay to The Community Improvement Corporation of Henry County, Ohio ("CIC") the amount of thirty-nine thousand dollars (\$39,000) in and for the year 2022 to the CIC for operational expenses and costs for the advancement of economic development projects for both present companies and future companies. The amounts contributed herein are deemed by this Council to be a proper public expenditure of public funds.

Section 2. That, the monies contributed as found in Section 1 of this Resolution shall be used for operational expenses and to advance the "Plan" as referenced in the preamble of this Resolution and shall not be pledged to secure any debt of the CIC.

Section 3. That, all payments stated in this Resolution are subject to appropriation of funds by Council. In the event appropriation of funds by Council is satisfied, payment shall be made by the Finance Director in quarterly installments to the CIC, all in and for the year 2022.

Section 4. That, Resolution Number 068-20 is repealed upon the effective date of this Resolution.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its

committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 7. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for economic projects to timely move forward; projects that will create jobs; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 058-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_; 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

**ORDINANCE NO. 059-21**

**AN ORDINANCE APPORTIONING THE EXPENSES INCURRED INCLUDING WAGES, SALARIES AND FRINGE BENEFITS OF THE MAYOR, COUNCIL, AND VARIOUS OTHER DEPARTMENTS OF THE CITY OF NAPOLEON WHICH ARE NOT OTHERWISE DIRECTLY CHARGED TO SPECIAL AND/OR CAPITAL PROJECTS AMONG VARIOUS ACCOUNTS EFFECTIVE JANUARY 1, 2022; AMENDING ORDINANCE NO.(S) 104-09, 087-19, AND 069-20; AND DECLARING AN EMERGENCY**

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

Section 1. That, the expenses incurred, including wages, salary and fringe benefits of the Mayor, City Council, and various departments within the City as found in Exhibit "A," that are not otherwise directly charged to special and/or capital projects, shall be apportioned among the funds using the direct reimbursement method as found in attached Exhibit "A" which is made part of this Ordinance.

Section 2. That, the City Finance Director is directed to adjust the affected funds (retroactive if necessary) effective January 1, 2022 to accomplish the intent of this Ordinance.

Section 3. That, Ordinance No.(s) 104-09, 087-19, and 069-20 are hereby amended.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to commence the amendments in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No.059-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

2022 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

NOTE: Budgeted Allocations (%'s) were changed by City Council, Ord 104-09, Passed 12/21/2009 and Ord. 087-19 Passed 12/16/19 !

100 GF ADMINISTRATIVE SHARED COSTS & DISPATCHING SERVICES TO ENTERPRISE FUNDS:

100 GF DEPARTMENT -->		= 1100 CITY COUNCIL =	*	= 1200 MAYORS OFFC. =	*	= 1300 CITY MANAGER =	*	= 1370 HUMAN RESRCE. =	*
Projected Appropriations -->		54,248	*	21,473	*	422,610	*	126,705	*
		=====	*	=====	*	=====	*	=====	*
100 GENERAL FUND-Net Direct	25%	13,562	*	5,368	*	42,261	*	38,012	*
500 ELECTRIC OPER.FUN	30%	16,274	*	6,442	*	169,044	*	31,676	*
510 WATER REV. FUND	20%	10,850	*	4,295	*	84,522	*	25,341	*
520 SEWER REV. FUND	20%	10,850	*	4,295	*	84,522	*	25,341	*
560 SANTITION FUND	5%	2,712	*	1,074	*	42,261	*	6,335	*
		=====	*	=====	*	=====	*	=====	*
Sub-Total Reimbursement	75%	40,686	*	16,105	*	380,349	*	88,694	*
Verification Total	100%	54,248	*	21,473	*	422,610	*	126,705	*
		=====	*	=====	*	=====	*	=====	*

100 GF DEPARTMENT -->		= 1400 LAW DIRECTOR =	*	= 1500 FIN/ADMINSTR. =	*	= 1520 FIN/UTILITY BILL =	*	= 1600 INF.SYS./ADMIN. =	*
Projected Appropriations -->		272,300	*	511,410	*	237,850	*	236,460	*
		=====	*	=====	*	=====	*	=====	*
100 GENERAL FUND-Net Direct	30%	81,690	*	51,141	*	0	*	47,292	*
500 ELECTRIC OPER.FUN	25%	68,075	*	204,564	*	118,925	*	82,761	*
510 WATER REV. FUND	20%	54,460	*	102,282	*	47,570	*	47,292	*
520 SEWER REV. FUND	20%	54,460	*	102,282	*	47,570	*	47,292	*
560 SANTITION FUND	5%	13,615	*	51,141	*	23,785	*	11,823	*
		=====	*	=====	*	=====	*	=====	*
Sub-Total Reimbursement	70%	190,610	*	460,269	*	237,850	*	189,168	*
Verification Total	100%	272,300	*	511,410	*	237,850	*	236,460	*
	(1)	=====	*	=====	*	=====	*	(2)	=====

100 GF DEPARTMENT -->		= 1700 ENGINEERING =	*	= 1900 GENERAL GOV. =	*	= 2100 POLICE-Dispatch =	*	= 5130 SV/BLDG.&PROP. =	*
Projected Appropriations -->		402,060	*	148,655	*	109,058	*	108,710	*
		=====	*	=====	*	=====	*	=====	*
100 GENERAL FUND-Net Direct	8%	32,165	*	22,298	*	94,881	*	21,742	*
500 ELECTRIC OPER.FUN	33%	132,680	*	74,328	*	10,906	*	32,613	*
510 WATER REV. FUND	25%	100,515	*	22,298	*	2,181	*	16,307	*
520 SEWER REV. FUND	34%	136,700	*	22,298	*	545	*	16,307	*
560 SANTITION FUND	0%	0	*	7,433	*	545	*	21,742	*
		=====	*	=====	*	=====	*	=====	*
Sub-Total Reimbursement	92%	369,895	*	126,357	*	14,178	*	86,968	*
Verification Total	100%	402,060	*	148,655	*	109,058	*	108,710	*
		=====	*	=====	*	=====	*	=====	*

		2022						
100 GF DEPARTMENT -->		= GRAND TOTALS =	*	ACCOUNT	FUND FROM	FUND TO		
Projected Appropriations -->		2,651,540	*					
		=====	*					
100 GENERAL FUND-Net Direct	17%	450,414	*					
500 ELECTRIC OPER.FUN	36%	948,291	*	500.9800.59110	948,291			
510 WATER REV. FUND	20%	517,914	*	510.9800.59110	517,914			
520 SEWER REV. FUND	21%	552,463	*	520.9800.59110	552,463			
560 SANTITION FUND	7%	182,467	*	560.9800.59110	182,467			
		=====	*					
Sub-Total Reimbursement	83%	2,201,135	*	100.0000.49600		2,201,135		
Verification Total	100%	2,651,549	*					
		=====	*					

## 2022 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

**NOTE: Budgeted Allocations (%'s) were changed by City Council, Ord 104-09, Passed 12/21/2009 and Ord. 087-19 Passed 12/16/19 !**

NOTE: (1) 1400 Law Director excludes \$36,420 of Direct County Reimbursement for Contracted Prosecutor Services and Administration Fees.

NOTE: (2) 1600 Information Systems excludes \$10,000 of Reimbursed Expense allocated to the 272 Court Computerization Fund.

NOTE: (3) 1900 General Government excludes \$14,000 of Electric, \$1,800 of Water & Sewer and \$20,000 Undefined Contingencies, Total \$35,800.

NOTE: (4) 2100 Police-Dispatch Salary, OT and Fringes, 27% Est for (1 FT Equivalent Dispatcher) allocated for Utility & Operations Calls per Council.

600 CG DEPARTMENT -->	= 5200 CNTRL GARAGE =		ACCOUNT	FUND FROM	FUND TO
Projected Appropriations -->		<b>86,400</b>			
		=====			
100 GENERAL FUND-Net Direct	15%	12,960	100.9800.59110	12,960	
		-----			
500 ELECTRIC OPER.FUN	35%	30,240	500.9800.59110	30,240	
510 WATER REV. FUND	5%	4,320	510.9800.59110	4,320	
520 SEWER REV. FUND	20%	17,280	520.9800.59110	17,280	
560 SANTITION FUND	25%	21,600	560.9800.59110	21,600	
		-----			
<b>Sub-Total Reimbursement</b>	<b>85%</b>	<b>73,440</b>	600.0000.49600		<b>86,400</b>
		-----			
<b>Verification Total</b>	<b>100%</b>	<b>86,400</b>			
	<b>(5)</b>	<b>=====</b>			<b>=====</b>

NOTE: (5) 5200 Garage excludes personnel services.

### OTHER SHARED AND DIRECT EXPENSED INTERNAL REIMBURSABLE AMOUNTS:

	ACCOUNT	FUND FROM	FUND TO
100 GENERAL FUND Reimb.-Shared Labor Expenses-Twp	100.9800.59130	10,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		<b>10,000</b>
NOTE: Record Administrative Salary and Fringes direct funded from 100 General Fund per Township Cnt. for Fire Services.			=====
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	10,000	
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		<b>10,000</b>
NOTE: Reimburse Dept 4100 Recreation Director administrative Salary and Fringes for Overseeing Cemetery Operations.			=====
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	5,500	
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		<b>5,500</b>
NOTE: Reimburse Dept 4400 Seasonal Worker Salary and Fringes for Shared Duties.			=====
210 EMS TRANSPORT SERVICE FUND Reimb.-Shared Admin.Expenses	210.9800.59110	205,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		<b>205,000</b>
NOTE: Reimburse Dept 2200 EMS Salary, Fringes and Other Costs to 100 General Fund.			=====
272 COURT COMPUTERIZATION FUND Reimb.-Shared Admin.Expenses	272.9800.59110	10,000	
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		<b>10,000</b>
NOTE: Reimburse Dept 1800 MIS Director Budgeted Expenses that are Court Related.			=====

**2022 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS**

**NOTE: Budgeted Allocations (%'s) were changed by City Council, Ord 104-09, Passed 12/21/2009 and Ord. 087-19 Passed 12/16/19 !**

**ESTIMATED COST CENTERING OF LABOR SHARING REIMBURSEMENT POSTING:**

	ACCOUNT	FUND FROM	FUND TO
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5100.59130	30,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5110.59130	7,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5120.59130	500	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	500.9800.59130	0	
510 WATER REVENUE FUND Reimb.-Shared Labor Expenses	510.9800.59130	5,000	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	520.9800.59130	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6400.59160	6,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6410.59160	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6411.59160	13,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6412.59160	8,200	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6420.59160	<u>12,500</u>	
TOTAL FROM - EXPENSE		123,200	

100 GENERAL FUND Reimbursements-Internal	100.0000.49600	3.843%	<b>4,735</b>
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-Internal	200.0000.49600	22.711%	<b>27,980</b>
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-Internal	500.0000.49600	1.115%	<b>1,374</b>
510 WATER REVENUE FUND Reimbursements-Internal	510.0000.49600	18.903%	<b>23,288</b>
520 SEWER UTILITY REVENUE FUND Reimbursements-Internal	520.0000.49600	38.344%	<b>47,240</b>
560 SANITATION (REFUSE)REVENUE FD Reimbursements-Internal	560.0000.49600	7.154%	<b>8,814</b>
600 CENTRAL GARAGE ROTARY FUND Reimbursements-Internal	600.0000.49600	7.930%	<b>9,770</b>
TOTAL TO - REVENUE			<b>123,200</b>

NOTE: Reimburse Direct Labor Salary and Fringes for work performed by Department Personnel in Other Funds, various as needed.

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**ELECTRIC, WATER & SEWER REIMBURSABLE AMOUNTS FROM 180KWH TAX FUND:**

**ESTIMATED FUNDS USED FOR RECEIPT ALLOCATION OF ELECTRIC, WATER & SEWER**

100 GENERAL FUND Utilities-Electric	100.1800.53110	3.243%	4,000
100 GENERAL FUND Utilities-Electric	100.1900.53110	11.350%	14,000
100 GENERAL FUND Utilities-Electric	100.2100.53110	12.566%	15,500
100 GENERAL FUND Utilities-Electric	100.2200.53110	18.606%	22,950
100 GENERAL FUND Utilities-Electric	100.4700.53110	2.513%	3,100
100 GENERAL FUND Utilities-Water And Sewer	100.1800.53113	1.216%	1,500
100 GENERAL FUND Utilities-Water And Sewer	100.1900.53113	1.459%	1,800
100 GENERAL FUND Utilities-Water And Sewer	100.2100.53113	2.067%	2,550
100 GENERAL FUND Utilities-Water And Sewer	100.2200.53113	5.424%	6,690
100 GENERAL FUND Utilities-Water And Sewer	100.4700.53113	0.405%	<u>500</u>
TOTAL - 100 GENERAL FUND			72,590
200 STREET (SCM&R) FUND Utilities-Electric	200.5100.53110	4.637%	5,720
200 STREET (SCM&R) FUND Utilities-Water And Sewer	200.5100.53113	0.276%	<u>340</u>
TOTAL - 200 STREET CONST.MAINT.& REPAIR FD			6,060
220 RECREATION FUND Utilities-Electric	220.4200.53110	5.270%	6,500
220 RECREATION FUND Utilities-Electric	220.4300.53110	6.486%	8,000
220 RECREATION FUND Utilities-Electric	220.4400.53110	16.214%	20,000
220 RECREATION FUND Utilities-Water And Sewer	220.4200.53113	0.973%	1,200
220 RECREATION FUND Utilities-Water And Sewer	220.4300.53113	4.864%	6,000
220 RECREATION FUND Utilities-Water And Sewer	220.4400.53113	2.432%	<u>3,000</u>
TOTAL - 220 RECREATION FUND			<u>44,700</u>
TOTAL ESTIMATED FUNDS			123,350

	ACCOUNT	FUND FROM	FUND TO
FUNDS AVAILABLE - TOTAL FROM EXPENSE	<b>500,000</b>		
FUNDS AVAILABLE - TOTAL FROM UTILITIES	123,350		
NEW BALANCE AVAILABLE (>0) FOR TRANSFER TO 100 GENERAL FUND	376,650		

180 KWH TAX COLLECTION FUND (GF) Reimb.-Shared Admin.Expenses	180.9800.59110	123,350	
100 GENERAL FUND Reimbursements-City Utilities	100.0000.49650		72,590
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-City Utilities	200.0000.49650		6,060
220 RECREATION FUND Reimbursements-City Utilities	220.0000.49650		44,700

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# 2022 ESTIMATED INTERNAL REIMBURSABLE COSTS - ALLOCATION OF SHARED AND DIRECT COSTS

**NOTE: Budgeted Allocations (%'s) were changed by City Council, Ord 104-09, Passed 12/21/2009 and Ord. 087-19 Passed 12/16/19 !**

<b>REVENUE SUMMARY - ALLOCATION BY FUND:</b>	<b>ACCOUNT</b>	<b>FUND FROM</b>	<b>FUND TO</b>
100 GENERAL FUND Reimbursements-Internal	100.0000.49600		2,430,869
100 GENERAL FUND Reimbursements-City Utilities	100.0000.49650		72,590
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-Internal	200.0000.49600		27,980
200 STREET CONST.MAINT.&REPAIR FD Reimbursements-City Utilities	200.0000.49650		6,060
220 RECREATION FUND Reimbursements-Internal	220.0000.49600		15,500
220 RECREATION FUND Reimbursements-City Utilities	220.0000.49650		44,700
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-Internal	500.0000.49600		1,374
500 ELECTRIC UTILITY REVENUE FUND Reimbursements-City Utilities	500.0000.49650		0
510 WATER REVENUE FUND Reimbursements-Internal	510.0000.49600		23,288
510 WATER REVENUE FUND Reimbursements-City Utilities	510.0000.49650		0
520 SEWER UTILITY REVENUE FUND Reimbursements-Internal	520.0000.49600		47,240
520 SEWER UTILITY REVENUE FUND Reimbursements-City Utilities	520.0000.49650		0
560 SANITATION (REFUSE)REVENUE FD Reimbursements-Internal	560.0000.49600		8,814
560 SANITATION (REFUSE)REVENUE FD Reimbursements-City Utilities	560.0000.49650		0
600 CENTRAL GARAGE ROTARY FUND Reimbursements-Internal	600.0000.49600		96,170
<b>REVENUE SUMMARY - GRAND TOTAL</b>			<b>2,774,585</b>
			<b>=====</b>

<b>EXPENDITURE SUMMARY - ALLOCATION BY FUND:</b>	<b>ACCOUNT</b>	<b>FUND FROM</b>	<b>FUND TO</b>
100 GENERAL FUND Reimb.-Shared Admin.Expenses	100.9800.59110	28,460	
100 GENERAL FUND Reimb.-Shared Labor Expenses-Twp	100.9800.59130	10,000	
180 KWH TAX COLLECTION FUND (GF) Reimb.-Shared Admin.Expenses	180.9800.59110	123,350	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5100.59130	30,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5110.59130	7,000	
200 STREET CONST.MAINT.&REPAIR FD Reimb.-Shared Labor Expenses	200.5120.59130	500	
210 EMS TRANSPORT SERVICE FUND Reimb.-Shared Admin.Expenses	210.9800.59110	205,000	
272 COURT COMPUTERIZATION FUND Reimb.-Shared Admin.Expenses	272.9800.59110	10,000	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Admin.Expenses	500.9800.59110	978,531	
500 ELECTRIC UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	500.9800.59130	0	
510 WATER REVENUE FUND Reimb.-Shared Admin.Expenses	510.9800.59110	522,234	
510 WATER REVENUE FUND Reimb.-Shared Labor Expenses	510.9800.59130	5,000	
519 WATER PLANT IMPROV & RENO FUND Reimb.-Shared Labor Expenses	519.9800.59130	0	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Admin.Expenses	520.9800.59110	569,743	
520 SEWER UTILITY REVENUE FUND Reimb.-Shared Labor Expenses	520.9800.59130	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6400.59160	6,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6410.59160	20,000	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6411.59160	13,500	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6412.59160	8,200	
560 SANITATION (REFUSE)REVENUE FD Reimb-Direct Salary & Fringe	560.6420.59160	12,500	
560 SANITATION (REFUSE)REVENUE FD Reimb.-Shared Admin.Expenses	560.9800.59110	204,067	
<b>EXPENDITURE SUMMARY - GRAND TOTAL</b>		<b>2,774,585</b>	
		<b>=====</b>	

## **RESOLUTION NO. 046-21**

### **A RESOLUTION EXTENDING THE PROVISIONS CONTAINED IN ORDINANCE NO. 021-18 AND RESOLUTION NO.(S) 086-19 AND 072-20, WHEREIN COUNCIL IMPOSED A TEMPORARY REDUCTION AND/OR TEMPORARY ELIMINATION OF CERTAIN RESIDENTIAL BUILDING PERMIT FEES; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Napoleon Municipal Properties, Buildings, Land Use and Economic Development Committee met on March 12, 2018 and, in order to increase economic development within the City, determined it appropriate to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and continuing through December 31, 2019; and,

**WHEREAS**, upon recommendation of the City Municipal Properties, Buildings, Land Use and Economic Development Committee, Council deemed it prudent to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and ending December 31, 2019; and,

**WHEREAS**, City Council previously enacted a twelve (12) month extension to the previously passed Ordinance in Resolution No. 086-19, passed unanimously on December 16, 2019, in an effort to continue the trend of increased economic development within the City, ending December 31, 2020; and,

**WHEREAS**, City Council previously enacted a twelve (12) month extension to the previously passed Ordinance in Resolution No. 072-20, passed unanimously on January 4, 2020, in an effort to continue the trend of increased economic development within the City, ending December 31, 2021; and,

**WHEREAS**, City Council now deems it appropriate to enact another twelve (12) month extension to the previously passed Ordinance and Resolution, ending December 31, 2022; and,

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Napoleon, Ohio, and its citizens, and to provide for the efficient daily operation of all City Departments, City Council finds that an emergency exists regarding the aforesaid, and that it is advisable that this Resolution be declared an emergency measure which will take immediate effect in accordance with Rule 6.3 of the Rules and Regulations of City Council, City of Napoleon, Ohio, upon its adoption; **Now Therefore,**

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

Section 1. That this Council hereby extends by twelve (12) months the provisions contained in Ordinance No. 021-18 and Resolution No.(s) 086-19 and 072-20, wherein Council previously imposed a temporary reduction and/or temporary elimination of certain residential building permit fees.

Section 2. That, this extension shall become effective December 31, 2021 shall remain in effect for twelve (12) months, through December 31, 2022, and, thereafter, upon a majority vote of City Council, may be continued in effect, if City Council finds such continuance is conducive to the trend of increasing economic development in the City and to allow sufficient time for the

Municipal Properties, Buildings, Land Use and Economic Development Committee or other City departments, committees, or commissions to complete the research and recommendation of what action, if any, the City of Napoleon should take to safeguard the public health, safety and welfare through the provision of waiving said building fees to increase economic development within the City.

Section 3. That, this City Council finds and determines that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 4. That, for all the reasons stated herein, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law. Further, the Emergency Clause is necessary to enter into the stated extension in a timely manner which affects the public peace, health, and safety accessible to our citizens, and for further reasons as stated in the Preamble hereof.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Roxanne Dietrich, Clerk of Council

*I, Roxanne Dietrich, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Resolution No. 046-21 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Roxanne Dietrich, Clerk of Council*

## **ORDINANCE NO. 021-18**

### **AN ORDINANCE IMPOSING A TEMPORARY REDUCTION AND/OR TEMPORARY ELIMINATION OF CERTAIN RESIDENTIAL BUILDING PERMIT FEES; AND UPDATING AND AMENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON REGARDING THE ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO**

**WHEREAS**, the City of Napoleon Municipal Properties, Buildings, Land Use and Economic Development Committee met on March 12, 2018 and, in order to increase economic development within the City, determined it appropriate to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and continuing through December 31, 2019; and,

**WHEREAS**, upon recommendation of the City Municipal Properties, Buildings, Land Use and Economic Development Committee, this Council deems it prudent to temporarily waive and/or reduce certain City fees for new construction of residences commencing July 1, 2018 and ending December 31, 2019; and,

**WHEREAS**, Ordinance No. 071-17, passed by City Council on November 6, 2017, authorized a request by the Ohio Board of Building Standards to certify the City of Napoleon, Ohio for enforcement of the Residential Code of Ohio with the condition that the Wood County, Ohio Residential Building Department exercise enforcement authority and accept and approve plans and specifications, and make inspections;

#### **NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, this Ordinance does hereby amend Section 1325 of Part 13 of the City of Napoleon, Ohio Codified Ordinances as listed below does temporarily impose a moratorium and waive or reduce the City fees for new construction of residences as listed in Rule 3.2.7 of the City of Napoleon, Ohio Engineering Department Rules and Regulations; as listed in Section 1105.02 of Part 11 of the City of Napoleon, Ohio Codified Ordinances; and, as listed in Section 931.10 of Part 9 of the City of Napoleon, Ohio Codified Ordinances, commencing July 1, 2018 and ending December 31, 2019.

Section 2. That, the amendments to be made to Section 1325 of Part 13 of the City of Napoleon, Ohio Codified Ordinances, as set forth by this Ordinance include the following:

#### **“1325.01 BOARD OF BUILDING APPEALS.**

The administration of this chapter shall be the responsibility of the Board of Building Appeals and the Zoning Administrator or the Building Inspector, and when the chapter so provides, the Board of Zoning Appeals. Moreover, the Board of Building Appeals shall have those powers and duties as provided for in Chapter 177 of the Administrative Code and all other ordinances or resolutions of the City.

(Ord. 54-01. Passed 6-4-01.)

#### **1325.02 REGISTRATION FOR BUILDING CONTRACTORS.**

(a) It shall be unlawful for any person, firm, or corporation to act or engage in the business of building construction, repair, removal, alteration, or demolition for others

within the City unless they have registered as a contractor, or specialty contractor as defined in §715.27(F) the Ohio Revised Code, with the City **Building Engineering** Department; however, the owner of a building may carry on any of the work governed by the Building Code without such certificate of registration, provided that the owner shall obtain a permit for any such work and shall call for inspection as provided herein.

(b) There shall be an annual fee of twenty-five dollars (\$25.00) for the certificate of registration and the contractor or specialty contractor shall post such bond and certificate of commercial liability insurance as the City **Building Engineering** Department may require; moreover, such contractor or specialty contractor shall provide proof of Workers' Compensation insurance, proof of registration with the City's Income Tax Department, and when the work to be performed is for commercial establishments, evidence of holding a valid and unexpired license under Chapter 4740 of the Ohio Revised Code. No bonding, proof of liability insurance or local testing shall be required of contractors, including specialty contractors, that hold a valid and unexpired license with the State of Ohio under Chapter 4740 of the Ohio Revised Code.

(Ord. 06-02. Passed 1-7-02.)

**1325.03 DEMOLITION; PERMIT REQUIRED.**

(a) Any demolition or removal of buildings or structures within the City shall require a permit.

(b) Permits to remove or demolish a building or structure shall be granted by the Building Inspector of the City. No permit shall be granted until the following requirements are met, unless a requirement is otherwise deemed unnecessary by the Building Inspector and waived in writing by the Building Inspector:

(1) A notice of application shall have been given to the owners of lots adjoining the lot from which the building or structure is to be removed or demolished.

(2) The owner or agent of the building or structure shall notify all utilities having service connections within the building or structure for the purpose of obtaining written releases stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

(3) A certificate shall be obtained from the Henry County Department of Health, stating that the building or structure either has no rats, pigeons, or vermin, or that the building or structure shall be exterminated by a commercial exterminator prior to demolition or removal work.

(4) Every contractor for the removal of asbestos, toxic chemicals, and/or hazardous materials from the demolition or removal site shall produce for inspection by the Building Inspector of the City true and complete certified copies of:

A. Any and all licenses issued therefor by the Ohio Department of Health;

B. Any and all licenses issued for the disposal site thereof by the Ohio Environmental Protection Agency;

C. Any and all tests for or of asbestos, toxic chemicals, and/or hazardous materials at the demolition or removal site; and

D. Any and all compliances required by the Federal Occupational Safety and Health Administration.

E. Prior to the removal of any asbestos, toxic chemicals, and/or hazardous materials from the demolition or removal site, every such contractor shall certify in writing that he has made an inspection of the demolition or removal site and a listing of

any and all asbestos, toxic chemicals, and/or hazardous materials found at such site. Every such contractor shall remove and dispose of all such asbestos, toxic chemicals, and/or hazardous materials from the demolition or removal site in the manner required by the Ohio Environmental Protection Agency. To assure compliance with these provisions, the Building Inspector of the City may require of every such contractor such additional information and documentation as he may reasonably request from time to time.

(c) A certificate of insurance shall be filed with the Building Inspector which shall provide for bodily injury liability for not less than \$500,000 per person and \$1,000,000 per incident, and property damage liability in the sum of \$2,000,000. Liability insurance shall not be required under the following conditions:

(1) Demolition is being done by the owner as the prime contractor; provided, the owner must hold title to the land and building or structure.

(2) Demolition is being done by a governmental agency.

(d) Demolition or removal of any building or structure shall be completed within 90 days from the time the permit is issued. Additional time may be granted if a written letter is submitted to the Building Inspector explaining circumstances.

(e) For purposes of this section, "**completion of demolition or removal**" means that the vacant lot shall be filled, graded, and maintained in conformity to the existing lot grade. The lot shall be maintained free from the accumulation of rubbish and all other unsafe or hazardous conditions which endanger the life or health of the public; and provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

(f) Additional requirements, unless otherwise deemed unnecessary by the Building Inspector and waived in writing by the Building Inspector:

(1) During demolition, portable fire extinguishers shall be readily available.

(2) Fences. Every operation located 5 feet or less from the street lot line shall be enclosed with a fence not less than 8 feet high to prevent entry of unauthorized persons. When located more than 5 feet from the street lot line, a fence or other approved barrier shall be erected when required by the Building Inspector. All fences shall be of adequate strength to resist wind pressure.

(3) Material shall not be dropped by gravity or thrown outside the exterior walls of a building during demolition or removal. Wood or metal chutes shall be provided for this purpose and any material which in its removal will cause an excessive amount of dust shall be wet down to prevent the creation of a nuisance.

(g) Any building or structure demolished or removed shall have the sanitary and storm sewers capped in an approved method and shall be inspected by the Building Inspector prior to backfilling.

(h) The cost of permits shall be as follows:

(1) Demolition permit.

A. One hundred dollars (\$100.00).

(2) Moving of building. The fee for a building permit for the removal of a building or structure from one lot to another or to a new location on the same lot shall be as follows:

A. One hundred dollars (\$100.00)

(3) Small buildings. There shall be no permit fee imposed for demolition or moving of buildings of 200 square feet or less. This does not constitute a waiver of any of the

provisions of this section, such as a waiver of the requirement to obtain a permit or the right to inspect the site.

(i) In the event that work is being performed without proper permits when required, the fees contained in this schedule shall triple. If it is necessary for the Building Inspector to make more than two inspections of a particular phase demolition or removal, an additional reinspection fee of twenty-five dollars (\$25.00) shall be charged.

(Ord. 007-09. Passed 2-16-09.)

#### **1325.04 PERMIT FEES.**

Fees for all building construction, when a permit is required, shall be paid to the Wood County, Ohio Building Inspection Department as required. ~~as herein provided. In the event that work is being performed without proper permits when required, the fees contained in this schedule shall triple. In regard to residential construction or repair, if through negligence or poor workmanship on the part of the installer or contractor it is necessary for the Building Inspector to make more than two inspections of a particular phase of installation or construction, an additional reinspection fee of twenty-five dollars (\$25.00) shall be charged. A one percent (1%) surcharge shall be added to all fees established herein as required by Ohio law on all permits issued as it related to the City's adopted Residential Building Code.~~

~~(a) Building Permits. New construction, additions and alterations:  
Residential fees based on gross floor area including garage and basement, but not including crawl areas:~~

~~—New Dwellings:~~

~~—Base fee \_\_\_\_\_ \$50.00~~

~~—Fee per sq. ft. \_\_\_\_\_ .10~~

~~—Additions and Alterations:~~

~~—(Attached or part of the dwelling)~~

~~—Base fee \_\_\_\_\_ 25.00~~

~~—Fee per sq. ft. \_\_\_\_\_ .05~~

~~—Exterior Coverings and Appurtenances:~~

~~—Siding or roofing \_\_\_\_\_ 25.00~~

~~—Windows or doors \_\_\_\_\_ 25.00~~

~~—(Regardless of number)~~

~~—Decks \_\_\_\_\_ 25.00~~

~~—Sheds or garages over 200 sq. ft. \_\_\_\_\_ 25.00~~

~~—Electrical Permits:~~

~~—Rough and/or final inspection \_\_\_\_\_ 25.00~~

~~—Add for each circuit \_\_\_\_\_ 3.00~~

~~—Service and/or service change only \_\_\_\_\_ 25.00~~

~~—Plumbing Permits:~~

~~—Rough and/or final inspection \_\_\_\_\_ 25.00~~

~~—Add for each fixture \_\_\_\_\_ 3.00~~

~~—Replace water heater \_\_\_\_\_ 25.00~~

~~—Heating Permits:~~

~~—Rough and/or final inspection \_\_\_\_\_ 25.00~~

~~—Replace furnace or boiler \_\_\_\_\_ 25.00~~

~~—(b) Manufactured Home Fees (other than industrial units)~~

<del>—Building permits</del>	<del>50.00</del>
<del>—Electrical permits</del>	<del>25.00</del>
<del>—Plumbing permits</del>	<del>25.00</del>

~~—(c) Commercial Permit Fees (a three percent (3%) surcharge will be added to the fees listed herein pursuant to Ohio law):~~

<del>—Commercial base fee</del>	<del>100.00</del>
<del>—Each additional review</del>	<del>150.00</del>
<del>—Fee per sq. ft.</del>	<del>.065</del>
<del>—Fee per sq. ft. (R-4 only)</del>	<del>.02</del>
<del>—Certificate of Occupancy/per unit</del>	
<del>—(For all but R-1 and R-2)</del>	<del>50.00</del>
<del>—Plumbing Permits:</del>	
<del>—Rough and final inspection</del>	<del>70.00</del>
<del>—Each fixture</del>	<del>10.00</del>

~~Exception: Use Group R residential occupancies shall be the fee listed below multiplied by the number of dwelling units to be served.~~

<del>—Rough and final inspection</del>	<del>\$20.00</del>
<del>—Each fixture</del>	<del>3.00</del>
<del>—Replace hot water heater</del>	<del>30.00</del>

~~(d) To the extent permitted by law, in the event that fees established by another governmental entity that has been contracted by the City to perform commercial inspection services are greater than those contained in this section, then the fees of the other governmental entity shall control over what is stated in this Code. (Ord. 007-09- Passed 2-16-09.)~~

**1325.05 UNSAFE BUILDINGS TO BE REMOVED OR REPAIRED.**

No insurance company doing business in the State shall pay a claim of a named insured for fire damage to a structure located within the City where the amount recoverable for the fire loss to the structure under all insurance policies exceeds \$5,000 and is greater than or equal to 60% of all fire insurance policy monetary limitations unless there is compliance with the following procedures:

(a) When the loss agreed to between the named insured or insureds and the insurance company or insurance companies equals or exceeds 60% of the aggregate limits of liability on all fire policies covering the building or structure, the insurance company or companies in accordance with Ohio R.C. 715.26(F) shall transfer from the insurance proceeds to the Finance Director in the aggregate amount of \$2,000 for each \$15,000, and each fraction of that amount, of a claim; or, if at the time of a proof of loss agreed to between the named insured or insureds and the insurance company or companies, the named insured or insureds have submitted a contractor's signed estimate of the costs of removing, repairing, or securing the building or other structure, shall transfer from the insurance proceeds the amount specified in the estimate.

(1) Such transfer of proceeds shall be on a pro rata basis by all companies insuring the building or structure. Policy proceeds remaining after the transfer to the City may be disbursed in accordance with the policy terms.



(2) The named insured or insureds may submit a contractor's signed estimate of the costs of removing, repairing, or securing the building or other structure after the transfer, and the Finance Director shall return the amount of the fund in excess of the estimate to the named insured or insureds, provided that the City has not commenced to remove, repair, or secure the building or other structure.

(b) Upon receipt of proceeds by the City as authorized by this section the Finance Director shall place the proceeds in a separate fund to be used solely as security against the total cost of removing, repairing, or securing incurred by the City pursuant to Ohio R.C. 715.261.

(1) When transferring the fund as required in this section, an insurance company shall provide the City with the name and address of the named insured or insureds, whereupon the City shall contact the named insured or insureds, certify that the proceeds have been received by the City, and notify them that the following procedures will be followed:

A. The fund shall be returned by the Finance Director to the named insured or insureds when repairs, removal or securing of the building or other structure have been completed no later than 60 days after the required proof is received by the Finance Director, provided that the City has not incurred any costs for those repairs, removal, or securing.

B. If the City has incurred any costs for repairs, removal or securing of the building or other structure, the costs shall be paid from the fund, and if excess funds remain, the City shall transfer, no later than 60 days after all such costs have been paid, the remaining funds to the named insured or insureds after repair, rebuilding, or removal has been completed.

(2) Nothing in this section shall be construed to limit the ability of the City to recover any deficiency under Ohio R.C. 715.261.

(3) Nothing in Ohio R.C. 3929.86(C) and (D), shall be construed to prohibit the City and the named insured or insureds from entering into an agreement that permits the transfer of funds to the named insured or insureds if some other reasonable disposition of the damaged property has been negotiated.

(Ord. 052-07. Passed 7-2-07.)

### **1325.06 STREET NUMBERS FOR STRUCTURES.**

(a) The ~~Building Inspector~~ Public Works Director or assignee is authorized to assign, change, and reassign, if necessary, street numbers to all structures, residential, commercial, and industrial, located within the boundaries of the City.

(b) Street numbers shall be assigned, changed, and reassigned in accordance with the system prepared and adopted by the ~~Building Inspector~~ Public Works Director or assignee on file in the ~~Building Engineering~~ Department. The ~~Building Inspector~~ Public Works Director or assignee may consult with the local U.S. Postmaster as necessary in preparing the street number system. (1978 Code 150.31)

### **1325.99 PENALTY.**

Whoever violates any of the provisions of this chapter shall be fined not more than one hundred dollars (\$100.00). A separate offense shall be deemed committed upon each day during or upon which a violation occurs or continues.

(1978 Code 150.99)."

Section 3. That, Part 13 of the City of Napoleon, Ohio Codified Ordinances shall be amended as listed above pursuant to the passage of this legislation and pursuant to the passage of Ordinance No. 071-17 on November 6, 2017, authorizing the enforcement authority of the Ohio Residential Building Code of Ohio as well as acceptance and approval of plans and specifications, and authority to make inspections to the Wood County, Ohio Residential Building Department, thus the fees shall be paid to the Wood County, Ohio Building Inspection Department as required by said Department.

Section 4. That, the fees to be waived or reduced as listed in Rule 3.2.7 of the City of Napoleon, Engineering Department Rules and Regulations, as set forth by this Ordinance, include the following:

**“Rule 3.2.7 Fees**

The City Engineering Department shall **not** charge a fee to the owner or developer to cover the cost of reviewing the Preliminary and Final Construction Plans, the Preliminary and Final Plat and Construction Inspection and Testing.

*Construction Plans*

~~Before the Preliminary Construction Plan review is begun, the owner, developer, or their agent must pay a fee of two hundred dollars (\$200.00) plus ten dollars (\$10.00) per acre for every acre, of part thereof, within the proposed development up to a maximum of one thousand dollars (\$1,000.00) by check or money order payable to “City of Napoleon,” noting “Engineering Plan Review.” This fee is intended to cover the cost of reviewing the Preliminary and Final Construction Plans.~~ (Amended – August 7, 2006 – Ordinance No. 062-06)

*City Inspection*

City employed or City contracted inspectors shall be utilized during construction unless private inspectors are expressly authorized by the City Engineer. (Amended – August 7, 2006 – Ordinance No. 062-06)

*Inspection Fees Due and Payable*

**Before construction has begun**, the owner, developer, or their agent shall: Advance the cost of inspection fees as it relates to City owned or contracted inspector(s) prior to any construction in an amount stated in Rule 3.3.5. (Amended – August 7, 2006 – Ordinance No. 062-06).”

Section 5. That, the amendments to be made and the fees to be waived or reduced as listed in Section 1105.02 of the City of Napoleon, Engineering Department Rules and Regulations, as set forth by this Ordinance, include the following:

**“1105.02 ESTABLISHMENT OF CONTROL; FEES.**

(a) Administration - General. In addition to Council's administrative powers as it relates to this Planning and Zoning Code, this Planning and Zoning Code shall be administered by:

- (1) The Zoning Administrator;
- (2) The Board of Zoning Appeals;
- (3) Preservation Commission; and,
- (4) The Planning Commission.

(b) Zoning Administrator. This Planning and Zoning Code shall be administered and enforced by the Zoning Administrator who shall be subject to provisions of the City's Administrative Code establishing his or her powers and duties.

(c) Public Hearing Fee Schedule.

(1) Forms and fees. Applications and petitions filed pursuant to the provisions of this Planning and Zoning Code shall be filed on the forms provided by the Zoning Administrator, with any necessary exhibits or documents, and shall be accompanied by the filing fees herein specified, which shall be paid to the City and no part of which shall be returnable to the petitioner, applicant, or appellant.

(2) Fee payments. Until all applicable fees have been paid in full, no action shall be taken on any application or petition.

(3) Fee schedule for new developments or renovations, not including new residential developments. The table below shall reflect the City's fee schedule:

PETITION, APPLICATION, PERMIT OR APPEAL

FILING FEE FOR NEW DEVELOPMENTS OR RENOVATIONS, NOT INCLUDING NEW RESIDENTIAL DEVELOPMENTS

Certificate of Zoning	\$ 25.00
Certificate of Completion	\$ 25.00
Amendment/rezoning	\$125.00
Variance	\$125.00
Conditional use	\$125.00
Administrative appeal	\$ 50.00
Board of Zoning Appeals hearing	\$125.00
Approval of an outline development plan	\$125.00
Approval of the preliminary plan for development plan	\$125.00
Approval of final plan for development plan	\$125.00
Approval of any changes in or amendments to changes in preliminary plan	\$125.00
Fence permit	\$ 25.00
Shed or garage permit (under 200' sq. ft. detached)	\$ 25.00
Pool permit	\$ 25.00
Minor subdivision exception review	\$ 25.00
Letter of zoning	\$ 25.00
Application for Preservation Commission	\$ 25.00
Satellite antenna/microwave receiving antenna or microwave relay equipment permit	\$125.00

(4) Fee schedule for new residential development. The table below shall reflect the City's fee schedule:

PETITION, APPLICATION, PERMIT OR APPEAL

FILING FEE FOR NEW RESIDENTIAL DEVELOPMENT ONLY

~~Certificate of Zoning~~ ~~\_\_\_\_\_ \$ 25.00~~  
~~Certificate of Completion~~ ~~\_\_\_\_\_ \$ 25.00~~  
 Amendment/rezoning \$125.00  
 Variance \$125.00  
 Conditional use \$125.00  
 Administrative appeal \$ 50.00  
~~Board of Zoning Appeals hearing~~ ~~\_\_\_\_\_ \$125.00~~  
~~Approval of an outline development plan~~ ~~\_\_\_\_\_ \$125.00~~  
~~Approval of the preliminary plan for development plan~~ ~~\_\_\_\_\_ \$125.00~~  
~~Approval of final plan for development plan~~ ~~\_\_\_\_\_ \$125.00~~  
~~Approval of any changes in or amendments to~~  
~~changes in preliminary plan~~ ~~\_\_\_\_\_ \$125.00~~  
 Fence permit \$ 25.00  
 Shed or garage permit (under 200' sq. ft. detached) \$ 25.00  
 Pool permit \$ 25.00  
~~Minor subdivision exception review~~ ~~\_\_\_\_\_ \$ 25.00~~  
~~Letter of zoning~~ ~~\_\_\_\_\_ \$ 25.00~~  
~~Application for Preservation Commission~~ ~~\_\_\_\_\_ \$ 25.00~~  
 Satellite antenna/microwave receiving antenna  
 or microwave relay equipment permit \$125.00

(45) Subdivision fee schedule.

- A. ~~The base fee for processing, plat examination charge, and publication notice for a two-lot subdivision shall be \$75.00.~~
- B. ~~The fee for subdivisions of more than two lots shall be \$75.00 plus \$5.00 per lot.~~
- C. ~~The fee for making reproducible plats shall be \$12.00 per sheet.~~
- D. The fee for making a reproducible file copy of the plat and recording the approved subdivision plat with the County Recorder shall be \$12.00 per page, plus applicable recording fees or as otherwise established by the Henry County Recorder, whichever is greater.
- E. ~~The fee for an exception review shall be \$25.00.~~ (See Section 1105.06)

(d) Plat Recording.

- (1) No plat or replat of a subdivision of land located within the City shall be recorded by the County Recorder, until it has been approved by the Council in accordance with the regulations of this Planning and Zoning Code.
- (2) Construction of streets, sewers, water lines, or other public utilities shall not be permitted until the procedures set forth in Section 1105.08 have been accomplished.
- (3) Building permits shall not be issued nor shall any construction work be started until the subdivision has been finally approved by the Council and the plat has been recorded in the office of the County Recorder.

(e) Certificate of Zoning.

- (1) Certificate required. No land shall be occupied or used, and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a certificate of zoning has been issued

by the Zoning Administrator, stating that the use is in compliance with all provisions of this Planning and Zoning Code.

(2) Change in use. No change shall be made in the use of land or the use of any building or part thereof now or hereafter erected, reconstructed, or structurally altered without a certificate of zoning having been issued by the Zoning Administrator. Certificate for change in a use shall not be issued unless the premises is in conformity with the provisions of this Planning and Zoning Code.

(3) Applied for coincidentally. A certificate of zoning shall be applied for coincidentally with the application for a building permit and shall be issued after notification by the applicant thereof that the lawful erection, reconstruction, or structural alteration of such building or other improvement of the land has been completed, and an inspection of the premises has been made and approved by the Zoning Administrator.

(4) Record of certificates. A record of all certificates of zoning and occupancy shall be kept on file in the office of the Zoning Administrator and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building or land affected.

(5) Excavation. No building permit shall be issued for excavation or for the erection, reconstruction, or structural alteration of any building before application has been made for a certificate of zoning.”

Section 6. That, the amendments to be made and the fees to be waived or reduced as listed in Section 931 of Part 9 of the City of Napoleon, Ohio Codified Ordinances, as set forth by this Ordinance, include the following:

**“931.10 SANITARY SEWER TAP FEES.**

(a) A sanitary sewer tap fee (service connection fee) shall be charged for each connection to the City's sanitary sewer system as follows: (This fee does not cover any labor and material required. Any such labor or materials is a separate charge based on actual cost.)

(b) Charges as contained in this section are applicable and shall be charged for all tributary parcels now in the City to which a sanitary sewer has not been assessed and also for all parcels hereafter annexed to the City. This charge is also applicable and shall be made for all new buildings, major additions, or alterations; to buildings causing increased sewage discharge; any land use causing the discharge of sewage into the sewage system; and any change in sewage flow distribution ordered by the City Manager when the redistribution of sewage flow requires the construction of a new trunk line sewer and a new service connection thereto.

(1) For Lots with single-family dwellings, two family dwellings, or three family dwellings, the sanitary sewer tap charge shall be based upon a minimum of ~~eighty-seven dollars (\$87.00)~~ per 7,200 square feet of land exclusive of dedicated streets, or a charge of eighty-seven dollars (\$87.00) per ~~additional~~ dwelling unit location, whichever is greater. Anything over the first 7,200 square feet of land shall be ~~on a pro-rata basis, charged twelve dollars (\$12.00) per one thousand (1,000) square feet.~~ However, there shall be a cap to the sewer tap charge as follows:

- A. Single-family dwellings maximum charge is ~~\$150~~60.00;
- B. Two family dwellings maximum charge is ~~\$300~~200.00;
- C. Three family dwellings maximum charge is ~~\$450~~350.00.

(2) For manufactured homes courts, the sanitary sewer tap charge shall be based upon a minimum of ~~eighty-seven dollars~~ (\$870.00) per 7,200 square feet of land exclusive of dedicated streets, ~~and or~~ a charge of eighty-seven dollars (\$87.00) per ~~additional~~ dwelling unit location. ~~whichever is greater. Anything over the first 7,200 square feet of land shall be on a pro rata basis.~~

(3) For all other developments of any kind, excluding commercial or industrial, the sanitary sewer tap charge shall be based upon a minimum of eighty-seven dollars (\$87.00) per 7,200 square feet of land, exclusive of dedicated streets, or a charge of eighty-seven dollars (\$87.00) per dwelling unit location, whichever is greater. Anything over the first 7,200 square feet of land shall be on a pro rata basis.

(4) All commercial or industrial uses: the sanitary sewer tap charge shall be six hundred (\$600.00) dollars.

(5) All sanitary sewer tap fees outside the corporation limits shall be ~~increased fifty percent (50%) from what is stated in the provision~~ ~~one hundred and fifty dollars~~ (\$150.00).

(c) Inspection fees for sanitary sewer taps shall be as follows:

- |  |  |
|--|--|
| (1) Single-family and duplex residential:  | \$60.00  |
| (2) Multifamily residential, commercial, and industrial fifty feet in length or less:  | \$100.00   |
| (3) Multifamily residential, commercial, and industrial fifty-one feet in length or more:  | \$100.00, plus an additional \$10.00 for each fifty foot increment over and above the initial fifty foot length. |
| (4) Inspection fees outside the corporation limits shall be increased by fifty percent (50%) of the rates established in this inspection fee section.” |  |

Section 7. That, this these amendments and this moratorium shall become effective at 12:01 a.m. on July 1, 2018, following the passage of this Ordinance by City Council, and shall remain in effect until 11:59 p.m. on December 31, 2019 and, thereafter, upon a majority vote of City Council, may be continued in effect, if City Council finds such continuance is necessary to allow sufficient time for the Municipal Properties, Buildings, Land Use and Economic Development Committee or other City departments, committees, or commissions to complete the research and recommendation of what action, if any, the City of Napoleon should take to safeguard the public health, safety and welfare through the provision of waiving said building fees to increase economic development within the City.

Section 8. That, this Council considered the following criteria in making its decision to amend as set forth above:

a. Upon the passage of Ordinance No. 071-17, the City if Napoleon, Ohio obtained the authority of enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building Standards pursuant to Section 3781.10(E) of the Ohio Revised Code; and,

b. The Community Improvement Corporation (CIC) acting as an agent for and on behalf of the City of Napoleon, Ohio has suggested construction of residential homes as an avenue to increase economic development for the City.

Section 9. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 10. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 11. That, this Ordinance shall be in full force and effect on the dates and times as given above.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 021-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director





# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., Director of Public Works

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

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

## Memorandum

**To:** Joel L. Mazur, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** City Council & Mayor  
Kevin Garringer, City Finance Director  
Roxanne Dietrich, Clerk of Council  
Jeff Rathge, Operations Superintendent  
**Date:** December 1, 2021  
**Subject:** VanHyning Pump Station Replacement ~ Approval of Plans & Bidding Documents

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the VanHyning Pump Station Replacement Project. This project consists of replacing the pump station located on E. Riverview Avenue next to VanHyning Creek with a new pump station, wet well, and associated piping along with a new 30" PVC Sanitary Sewer bored under the railroad. All required easements have been obtained and filed. The substantial completion date is December 1, 2023, with a final completion date of May 31, 2024.

Engineer's Estimate of Construction: \$2,500,000.00 – D.E.F.A. (O.W.D.A.) Low-Interest Loan

*CEL*





# City of *NAPOLEON*, Ohio

## *Fire - Rescue Department*

265 W. Riverview • P.O. Box 151  
Napoleon, Ohio 43545-0151  
Phone: (419) 592-0441 • Fax: (419) 592-5195

Web Page: [www.napoleonfire.com](http://www.napoleonfire.com)

*Fire Chief*  
**Clayton O'Brien**

*Assistant Fire Chief*  
**Joel Frey**

*Captain*  
**David Bowen**

*Captain*  
**Tyler Reiser**

*Captain*  
**Jonah Stiriz**

*Lieutenant*  
**John Pugsley**

*Lieutenant*  
**Cuyler Kepling**

*Lieutenant*  
**Trevor Ashbaugh**

*Website*  
[www.napoleonfire.com](http://www.napoleonfire.com)

 *Facebook*  
City of Napoleon Fire and  
Rescue

 *Twitter*  
[@napoleonfire](https://twitter.com/napoleonfire)

 *Instagram*  
[Napoleonfiredepartment](https://www.instagram.com/napoleonfiredepartment)

## *Memorandum*

*To: Joel Mazur, City Manager*  
*From: Clayton O'Brien, Fire Chief*  
*cc: Lanie Lambert, Human Resources Director*

*Date: 11/30/21*  
*Subject: Chapter 143 codified ordinances*

With the passage of the reciprocity and the ability to hire the 9<sup>th</sup> full-time member we will need to update Codified Ordinance 143.01.

I am requesting ordinance 143.01(c) (section attached) be updated to reflect six (6) Fire Fighter/ Paramedics or Fire Fighter/Emergency Medical Technicians, or combination thereof (full-time)

## CHAPTER 143

### Fire/Rescue Department

**143.01 Composition and control of the City Fire/Rescue Department.**

**143.02 Administrative head of Fire/Rescue Department.**

**143.03 General duties of Fire/Rescue Department.**

**143.04 Additional fire personnel in emergency situation.**

**143.05 Auxiliary fire/rescue.**

**143.06 Fee schedule.**

#### CROSS REFERENCES

Fire protection contracts - see Ohio R.C. 9.60

Schooling, buildings and equipment - see Ohio R.C. 715.03, 732.23

General duties - see Ohio R.C. 737.11

#### **143.01 COMPOSITION AND CONTROL OF THE CITY FIRE/RESCUE DEPARTMENT.**

(a) The regular Fire/Rescue Department of the City shall be composed of a department head known as the "Fire Chief", and such other officers, fire fighters, fire rescue personnel, drivers, emergency medical personnel, fire safety inspectors, paramedics, secretaries, clerks and other employees as provided by legislation of the City, the Organizational Chart of the City, and/or the Administrative Code of the City.

(b) Definitions. For purposes of this chapter, the following words and phrases shall have the following meanings ascribed to them respectively.

(1) "Fire Chief" means the Chief of the regular Fire/Rescue Department.

(2) "Regular Fire/Rescue Department" means the Fire/Rescue Department of the City composed of the full-time and part-time paid personnel and its auxiliary.

(c) Notwithstanding any prior ordinance or resolution to the contrary, the regular Fire/Rescue Department shall be composed of the following:

1 Fire Chief (full-time)

4 Officer of the supervisory grade (full-time)

5 Fire Fighter/Paramedics or  
Fire Fighter/Emergency Medical technicians, or  
combination thereof (full-time)

5 Officers of supervisory grade (part-time)

1 (not to exceed 70) Staff of any combination of the following:

Fire Fighters, paramedics, emergency medical technicians (any level), fire fighter/paramedics, fire fighter/emergency medical technicians, secretary, communication officers, instructors (all of part-time status as approved by the City Manager)

1 (not to exceed 20) Auxiliary officers.

(d) The making of an assignment by the Chief of one or more officers to any job or division such as fire fighters, drivers, fire safety inspectors, paramedics, arson investigators, and other similar positions shall not be construed as disturbing the composition of the regular Fire/Rescue Department or violating subsection (c) hereof; moreover, temporary vacancies in the regular Fire/Rescue Department shall not be construed as a departure from this section; finally, adding or eliminating secretaries, clerks, communication and the like positions shall not be construed as disturbing the composition of the regular Fire/Rescue Department.

(e) Nothing in this chapter shall be construed as limiting the number of additional officers that may be required in case of an emergency.

(Ord. 018-20. Passed 5-18-20.)

#### **143.02 ADMINISTRATIVE HEAD OF FIRE/RESCUE DEPARTMENT.**

The Fire Chief of the regular Fire/Rescue Department shall have direction and control over all personnel in the City's regular Fire/Rescue Department, including all auxiliary employees and other officers in the auxiliary unit. However, the City Manager maintains his or her power and authority over the Department as found in Article IV, of the City's Charter and Chapter 133 of the Administrative Code.

(Ord. 81-01. Passed 7-2-01.)

#### **143.03 GENERAL DUTIES OF FIRE/RESCUE DEPARTMENT.**

*City of Napoleon, Ohio*


## **RECORDS COMMISSION**

### **Special Meeting Agenda**

**Monday, December 06, 2021 at 6:45 pm**

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) **Approval of Minutes** – July 6, 2021 (In the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **Review of Records Retention Schedules**
  - a) Police Department
- 3) **Any other matters to come before the Commission**
- 4) **Adjournment.**

  
\_\_\_\_\_  
Roxanne Dietrich ~ Clerk of Council



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

## Memorandum

**To:** City Council, Mayor, City Manager, City Law Director, City Finance Director, Department Supervisors, News media  
**From:** Roxanne Dietrich, Clerk of Council  
**Date:** December 3, 2021  
**Subject:** Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the **Technology and Communications Committee** for Monday, December 6, 2021 at 6:15 pm has been CANCELED due to lack of agenda items.

AMY C. ROSEBROOK, Honorable Judge  
MELISSA COTTER, Clerk of Courts



Phone: 419-592-2851  
Fax: 419-592-1805

## **NAPOLEON MUNICIPAL COURT**

**1819 OAKWOOD AVENUE, P.O. BOX 502  
NAPOLEON, OHIO 43545**

December 3, 2021

Dear Joel:

I would like to express to you, City Counsel and all the Napoleon City employees how much I have enjoyed working with you all over the past ten years. As we all know, too often government institutions can be marred by in-fighting, egos and divisive rhetoric. However, it has been an honor for me to work with a group of people, such as yourselves, who consistently work together for the common good of the people of Napoleon and always put our constituents first. Thank you and it has truly been a privilege to be a member of the City of Napoleon's team.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amy C. Rosebrook".

Judge Amy C. Rosebrook  
Napoleon Municipal Court

## Legislative Bulletin

The Ohio Municipal League <zwade@omlohio.org>

Fri 12/3/2021 2:37 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>



Classified Ads

Next Weeks Committee Schedule

## Legislative Bulletin

**December 3, 2021**

### OML UPDATE AT-A-GLANCE

Here are the top eight things you need to know from this past week:

- The Ohio legislature is scheduled to be holding its final session days for 2021 next week on Wednesday, December 8, and Thursday, December 9. The Ohio General Assembly has released its tentative schedule for 2022, which you can find [HERE](#).
- Yesterday, Rep. Abrams (R – Harrison) and Rep. Baldrige (R – Winchester) announced the future introduction of the Public Safety Pension Modernization Act, which would increase the required employer contribution rates to the Ohio Police and Firefighter Fund, potentially costing local governments hundreds of millions of dollars. The League put out a press release, which you can read [HERE](#), sharing concerns our members have with the proposal. The League has not been provided any legislative language or actuarial information but will provide that to our members as soon as it becomes available. Read more in the article below.
- On Tuesday, the Tenth District Court of Appeals upheld the constitutionality of Sec. 29 of HB 197, the temporary municipal income tax withholding provision. You can read that decision [HERE](#). This was a ruling on the appeal filed by the Buckeye Institute after the Franklin

County Court of Common Pleas dismissed the Institute's lawsuit against the City of Columbus challenging the constitutionality of Sec. 29 of HB 197. The Buckeye Institute has indicated that they plan to appeal the Tenth District's decision to the Ohio Supreme Court. The Buckeye Institute has similar lawsuits pending in Cuyahoga and Lucas counties, and they have appealed the Hamilton County Court of Common Pleas' ruling to dismiss the Institute's lawsuit on the same issue.

- This week, Governor DeWine signed into law two bills that impact municipalities. The first was SB 115, which was sponsored by Sen. Schuring (R-Canton ) and revises the Ohio Pooled Collateral Program to ensure public depository collateral levels are in accordance with the required amount set by the State Treasurer's office. You can read the bill analysis [HERE](#). The Governor also signed HB 177, which was sponsored by Rep. Carfagna (R – Genoa Twp.) and Rep. Fraizer (R – Newark) and allows government to use distributed ledger technology and blockchain. You can read the bill analysis [HERE](#). The League was happy to support both bills and we thank the sponsors for legislation that invests in Ohio's cities and villages, and we thank the Governor for signing these bills.
- All Ohio mayors and city managers are invited to a Zoom meeting on Thursday, December 16 at 11 a.m. EST for a conversation with other municipal leaders from across the United States to discuss concerns with the Census count. This meeting is the result of conversations that began in October between a small group of university and city leaders affiliated with the International Town and Gown Association and the National League of Cities (NLC). These conversations have continued and have broadened to include other communities experiencing similar concerns. It seems to be increasingly apparent that the 2020 Decennial Census may have had significant errors resulting in undercounts, which can have serious long-term consequences for local government finances. If you are concerned that an undercount happened in your community, or that the CQR process might not be the right mechanism to address these issues, and would you like to share your Census challenges with other communities and work together to find a solution that fits the problem, please RSVP to [spatterson@ci.athens.oh.us](mailto:spatterson@ci.athens.oh.us) by Friday, December 10 to receive the Zoom information.
- Next week, on Tuesday, December 7, The Ohio Office of Budget and Management (OBM) is virtually hosting the second Ohio Grants Summit. The first summit was held in September of 2020. The Ohio Grants Summit is a unique event offering the opportunity to connect local government leaders and financial managers to resources and education to support their management of federal grant funds. Don't miss out on this important and informative event! To learn more and to register, click [HERE](#). Read more in the article below.
- A lawsuit has been filed challenging SB 258, the recently passed legislation redrawing Ohio's Congressional districts. The National Redistricting Action Fund has filed suit on behalf of 12 Ohio voters on the basis that the new map is unconstitutional. This week, the Ohio Supreme

Court set an expedited briefing schedule for the lawsuit. If the Court strikes down all or part of the map, the Ohio legislature will have 30 days to change the map. Failing that, the Ohio Redistricting Commission would then have 30 days to adopt a remedial map. We will keep out members updated on this issue.

- On Thursday, December 16 at 11 a.m., the League is hosting a free webinar entitled “Recent Employment and Labor Law Decisions that Affect and Impact Public Employers.” This interactive session will highlight select employment and labor law decisions of the past year that affect and impact public employers in Ohio. These involve federal and state court decisions, SERB, and recent arbitration decisions. Learn more and register [HERE](#).

### **PROPOSED OP&F EMPLOYER RATE INCREASE/PUBLIC SAFETY PENSION MODERNIZATION ACT PLAN UNVEILED**

Yesterday, Rep. Abrams (R – Harrison) and Rep. Baldrige (R – Winchester) announced the pending introduction of the Public Safety Pension Modernization Act, which would increase the required employer contribution rates to the Ohio Police and Firefighter Fund, potentially costing local governments hundreds of millions of dollars.

The proposal would increase the rates that cities and villages pay for retirement contributions to the Ohio Police and Firefighter Fund to 26.5% for both police and fire, compared to the current contribution rates of 19.5% for police and 24% for firefighters. A bill has not yet been officially introduced and further specifics of the legislation are still unavailable. We will send the bill language to our members as soon as it is made available.

The League put out a press release, which you can read [HERE](#), explaining that this legislation would affect the financial stability of Ohio’s cities and villages and cause an increased burden on local taxpayers. There is a misinformed narrative being advanced by those that believe Ohio local government’s fiscal issues have been resolved and that communities are free of financial challenges both currently and into the future. While municipalities have received some federal aid, those funds are temporary, one-time only sources of funding and include severe restrictions on their eligible use by the federal government. Cities and villages across the state are still recovering from the economic impact of the COVID-19 pandemic, the challenges of the delayed return of employment levels and the significant uncertainty of revenue collections as employers institute work-from-home policies.

When more information becomes available on this proposal, we will share it with our members.



## **OHIO SENATE HOLDS FIRST COMMITTEE HEARING ON VACCINE MANDATE EXEMPTION BILL**

This week, the Ohio Senate General Government Budget Committee held a first hearing HB 218, which was amended in the Ohio House to include language limiting vaccine mandates and passports. Both the bill's sponsor and proponents of the bill testified on the legislation.

HB 218, which is sponsored by Rep. Cutrona (R – Canfield), was originally drafted to extend bar hours of operations. The bill now prohibits employers, schools and institutions of higher education from requiring vaccines that has not been fully approved by the FDA and provide exemptions to such vaccine mandates medical reasons, natural immunity demonstrated by COVID-19 antibodies and religious beliefs. These provisions would sunset in 2025.

The bill also states that an injury from a mandated COVID-19 vaccine is eligible for workers' compensation barring certain exceptions and it allows emergency medical technicians with proper training to conduct COVID-19 tests. You can read the bill analysis [HERE](#) and the comparison document [HERE](#).

The bill includes an infringement on local control by prohibiting facilities owned by a political subdivision from requiring proof of vaccination. The League stands opposed to preemptions on local control.

Another provision impacting municipalities is language extending qualified immunity for institutions including local governments. This provision was initially in HB 606 during the 133rd General Assembly. The qualified immunity would be extended through June 30, 2023. You can read the HB 606 analysis [HERE](#).

Further committee hearings on HB 218 have not yet been announced. We will continue to keep our members apprised of this legislation.

## **OHIO OFFICE OF BUDGET AND MANAGEMENT (OBM) TO HOLD SECOND OHIO GRANTS SUMMIT**

On Tuesday, December 7, The Ohio Office of Budget and Management is virtually hosting the second Ohio Grants Summit. The first summit was held in September of 2020.

The Ohio Grants Summit is a unique event offering the opportunity to connect local government leaders and financial managers to resources and education to support their management of federal grant funds. This year, the Summit sessions include the following topics:

- Ohio Broadband;
- Emerging Issues in Federal Funds;
- Allowable Uses of Fiscal Recovery Funds on Water and Wastewater Infrastructure;
- Preparing for a Single Audit and Accounting for COVID Funds;

- Federal Procurement; and
- Compliance and Legal Considerations with Fiscal Recovery Funds
- This free event is specifically for local governments and non-profits that apply for and receive grant funding from the State of Ohio.

Don't miss out on this important and informative event! To learn more and to register, click [HERE](#).

### **LEAGUE TO HOST FREE WEBINAR ON RECENT LABOR LAW DECISIONS IMPACTING PUBLIC EMPLOYEES**

On Thursday, December 16 at 11 a.m., the League is hosting a free webinar entitled "Recent Employment and Labor Law Decisions that Affect and Impact Public Employers." This interactive session will highlight select employment and labor law decisions of the past year that affect and impact public employers in Ohio. These involve federal and state court decisions, SERB, and recent arbitration decisions. Learn more and register [HERE](#).

### **INVITATION TO JOIN MUNICIPAL ENGINEERS ASSOCIATION OF OHIO (MEAO)**

The League is inviting your municipal engineer to become an inaugural member of the Municipal Engineers Association of Ohio. As an inaugural member, your municipality will help us shape the mission, goals, and priorities of this important organization. Membership will allow you to engage your fellow municipal engineers, understand and impact state legislation, programs and policies, receive professional development. Learn more about MEAO membership [HERE](#).

### **NEW BILLS OF MUNICIPAL INTEREST**

HB 494 – School Speed Zone. Sponsored by Rep. Creech (R – W. Alexander), would authorize a municipal corporation, county, and township to establish a school adjacent speed zone on any street or highway within a half mile of certain schools.

(Link: <https://bit.ly/3lugBN2>)

HB 499 – Retirement. Sponsored by Rep. Miller (D – Columbus), would allow a Public Employees Retirement System or School Employees Retirement System disability benefit recipient elected to certain offices to continue receiving a disability benefit during the term of office.

(Link: <https://bit.ly/3lxiDfc>)

### **COMMITTEE RECAP: BILLS OF MUNICIPAL INTEREST**

## AMP Update for Nov. 19, 2021

American Municipal Power, Inc. <webmaster@ampppartners.org>

Fri 11/19/2021 5:05 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>



Nov. 19, 2021

### AMP mourns passing of Dan Everman

*By Jolene Thompson - President/CEO*

Dan Everman, a long-time AMP employee, passed away unexpectedly on Nov. 12 of natural causes.

Dan, who celebrated his 20th anniversary with American Municipal Power, Inc. (AMP) in May, joined the organization in 2001 and worked as a power dispatcher. Dan had an unfailing work ethic and great sense of humor. He earned an associate degree in criminal justice from Vincennes University in Vincennes, Ind., and had worked in the power industry for more than 20 years.



When he wasn't working as a power dispatcher, Dan — a Hoosier through and through — enjoyed his free time boating on Lake Monroe, just southeast of Bloomington, Ind.; traveling with his wife, Cynthia; doting on his grandchildren; playing with his two dogs Alfie and Lucy; and cheering on the Indiana University Hoosiers football team in Memorial Stadium.

A funeral service to honor Dan's life took place on Thursday in Greenwood, Ind.

Our thoughts and prayers are with Dan's wife and their four daughters, family members and friends during this difficult time.

### Infrastructure bill signed into law; member webinar scheduled

*By Michael Beirne - vice president of external affairs and OMEA executive director*

Earlier this week, President Biden signed into law the *Infrastructure Investment and Jobs Act*. The \$1.2-trillion proposal is among the president's signature initiatives and was passed with bipartisan support.

To help educate members, we will be hosting a webinar to provide an overview of the legislation, including information about the new programs and potential grant and funding opportunities available to municipalities.

The webinar is scheduled for Monday, Dec. 6 at 3 p.m. A calendar invite will be sent to members next week. If you have questions or do not receive an invite, please contact me at 614.540.0835 or [mbeirne@amppartners.org](mailto:mbeirne@amppartners.org).

## Winter peak shaving season to begin soon

*By Kyle Lux - power supply planning engineer*

Cold weather is approaching, and it is time to prepare for the upcoming winter peak shaving season. As a reminder, PJM cannot set any 5 CP days over the winter, but individual zones will still be able to set 1 CP days. Historically, only American Electric Power, Allegheny Power Systems, Penelec, PPL and Dominion Transmission Zones have seen winter peaks during the early morning hours (evening hours are also possible). If your community would like to be added to the peak shaving notification distribution list, please send a request to me at 614.540.6412 or [klux@amppartners.org](mailto:klux@amppartners.org).



## Preview deliverables for AMP's DEED-funded Heat Pump Water Heater project

*By Erin Miller - assistant vice president of energy policy and sustainability*

Join the Focus Forward Advisory Council members on Nov. 30 from 2 to 3 p.m. to review draft deliverables of the DEED-funded Heat Pump Water Heater Guidebook and Calculator from project contractor, VEIC.

The project includes:

- A market analysis of five model towns reflecting AMP member communities. An evaluation of households and existing water heating fuel types to calculate the market potential and net energy and peak savings for switching from oil, propane, natural gas or electric resistance water heaters (less efficient electric water heaters) to heat pump water heaters (HPWH).
- A guidebook to serve as a resource to help utilities assess the opportunity for adoption of grid-interactive HPWHs in their territory. It also provides program design guidance and recommendations to maximize benefits for both customers and utilities, by addressing opportunities and barriers and offering best practices for program design, equipment installation and utility integration into demand response programs.
- A HPWH Calculator that allows utilities to calculate the customer economics for grid-interactive HPWH adoption under existing rate structures, incentives for energy efficiency and demand response, and current water heating scenarios (e.g., existing system is electric resistance or natural gas).

If you are interested in joining the virtual meeting, please RSVP to me at 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).

## SEP application period begins on Dec. 1; program webinar scheduled for Dec. 8

*By Erin Miller*

The American Public Power Association's (APPA) [Smart Energy Provider \(SEP\) program](#) will begin accepting applications on Dec. 1. The SEP program began in 2019 as a best-practices designation for utility operations. In total, [97 public power utilities](#) across the country hold an SEP designation for their initiatives in energy efficiency, distributed generation and environmental stewardship, including the AMP member communities of Bowling Green, Coldwater, Napoleon, Wadsworth and Westerville.

To get started, members are encouraged to review the SEP application guide [here](#). The application includes four sections: Smart Energy Information, Energy Efficiency and Distributed Energy Resources, Environmental and Sustainability Programs/Initiatives, and

Communication/Education and Customer Experience. If you are interested in applying, please complete this [pre-registration form](#). You will receive an email with log-in information for the online application platform once it has gone live.

Additionally, on Dec. 8, APPA will hold a free 2022 SEP application webinar from 2 to 3 p.m. The webinar will provide an overview of the SEP application. Register [here](#).

The application period closes April 30, 2022. Utilities receiving the designation will be recognized during the Customer Connections Conference in 2022. For more information about the program, please visit the [program webpage](#) or reach out to SEP staff at [SEP@publicpower.org](mailto:SEP@publicpower.org) or 202.467.2931.

AMP staff is experienced with the application process and judging criteria and can assist members in the application process. If you have questions or need assistance, please contact me at 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).

## Nominations open for AMP Scholarships Program

*By Holly Karg - assistant vice president of communications and public relations*



All nominations for the Lyle B. Wright and Richard H. Gorsuch scholarships are due by Dec. 17. Member communities may nominate one student for each of these awards. AMP member municipal electric officials are responsible for selecting their own nominees and are encouraged to work closely with their local high school guidance office in their search.

The Richard H. Gorsuch Scholarship is a one-time award of \$3,000 that is presented to as many as five students who have a parent or guardian who is an employee of an AMP member electric utility or AMP. The Lyle B. Wright Scholarship is a one-time award of \$3,000 that is presented to as many as five students who live in a household that receives electricity from an AMP member electric utility.

Scholarship recipients will be chosen based on academic performance, extracurricular activities and their score on a public power test administered by AMP. AMP staff and the AMP Scholarship Committee will review the nominations and recommend candidates to the AMP Board of Trustees.

Additional information and the online nomination forms are available [here](#). If you have questions about the AMP Scholarships Program or how to nominate a student, please contact me at 614.540.6407 or [hkarg@amppartners.org](mailto:hkarg@amppartners.org).



# No Update next week

Due to the Thanksgiving holiday, the *Update* newsletter will not be published next Friday.  
Have a Happy Thanksgiving!

## Efficiency Smart Community Challenge boosts online assessments

*By Steven Nyeste - senior marketing project manager,  
Efficiency Smart*



To connect more residents with the [Online Home Energy Assessment tool](#), Efficiency Smart launched the Online Home Energy Assessment Community Challenge. This friendly competition placed participating communities head-to-head to see which would have the largest percentage of households complete an assessment.

The free online tool guides residents towards smart energy efficiency improvements in their homes. After completing an assessment, residents receive a customized improvement plan that includes estimated energy and money savings for each recommendation. It also pairs Efficiency Smart's rebates with the suggested improvements.

As a result of the challenge, monthly webpage traffic increased by more than 305 percent and completed assessments increased by 1,322 percent. The record for most completed assessments in a month was also tripled.

The Village of Minster, Ohio, won bragging rights as the community with the largest percentage of completed assessments.

"The Online Home Energy Assessment is a great tool that helps our residents understand and reduce their energy use," said Don Harrod, Minster village administrator. "I'm happy to see Efficiency Smart finding creative ways to engage our customers and get them interested in using energy more efficiently."

Each resident who completed an assessment earned a \$5 digital voucher for [Efficiency Smart's Online Savings Store](#) and helped their community in the challenge standings. Additionally, three people from the winning community and two from the remaining completed assessments were randomly selected to win their choice of any item from the online store.

The challenge has ended, but the free online tool is available 24/7 [here](#) and provides real-time, energy-saving recommendations for each completed question during the assessment.



October Operations Data		
	October 2021	October 2020
Fremont Capacity Factor	70%	17%
Prairie State Capacity Factor	100%	46%
Meldahl Capacity Factor	60%	45%
Cannelton Capacity Factor	69%	56%
Smithland Capacity Factor	77%	68%
Greenup Capacity Factor	63%	55%
Willow Island Capacity Factor	54%	29%
Belleville Capacity Factor	77%	28%
Blue Creek Wind Capacity Factor	23%	28%
JV6 Wind Capacity Factor	10%	11%
Front Royal Solar Capacity Factor	17%	19%
Bowling Green Solar Capacity	15%	17%
Factor	\$68/MWh	\$26/MWh
Avg. A/D Hub On-Peak Rate		
* Fremont capacity factor based on 675 MW rating. * PS capacity factor based on 1,582 MW rating. * Meldahl capacity factor based on 105 MW rating. * Cannelton capacity factor based on 87.8 MW rating. * Smithland capacity factor based on 76.2 MW rating. * Greenup capacity factor based on 70 MW rating. * Willow Island capacity factor based on 44.2 MW rating. * Belleville capacity factor based on 42 MW rating. * Front Royal Solar capacity factor based on 2.5 MW rating. * BG Solar capacity factor based on 20 MW rating.		

## Shuster presented with Hard Hat Safety Award

*By Kyle Weygandt - director of member safety*

Ben Shuster, apprentice lineworker for the Village of Jackson Center, was presented with a Hard Hat Safety Award this week. Shuster was selected for this award because of his excellent commitment to safety in the workplace.

Please join me in congratulating Ben on this well-deserved award.

## On Peak (16 hour) prices into AEP/Dayton

Week ending Nov. 19

MON	TUE	WED	THU	FRI
\$68.72	\$59.56	\$55.94	\$57.85	\$73.14

Week ending Nov. 12

MON	TUE	WED	THU	FRI
\$66.68	\$64.16	\$62.20	\$53.67	\$54.54

AEP/Dayton 2022 5x16 price as of Nov. 18 — \$54.95

AEP/Dayton 2022 5x16 price as of Nov. 11 — \$55.55

### AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) plant was in 2x1 configuration all week except for last Friday during the off-peak hours when CT2 was removed from service for a brief maintenance outage. The plant duct firing operated for 69 hours this week. For the week, the plant generated at an 86-percent capacity factor (based on 675-MW rating).

### New content from the Smart Electric Power Alliance

By Brad Benton - director of membership, SEPA



Smart Electric  
Power Alliance

As a member of the Smart Electric Power Alliance (SEPA) through your membership with AMP, you have unlimited access to all SEPA content. From webinars to research reports to participating in working groups — it is all included in your membership. You can access all these resources and more at [www.sepapower.org](http://www.sepapower.org).

#### **Attend: The State of Managed Charging webinar - Dec. 6, 2 p.m.**

- Learn how managed charging has evolved since our 2019 report
- Review some exemplary managed charging programs and projects
- Gain utility perspective on designing managed charging programs and solution provider perspective on delivering managed charging programs

Register for the webinar [here](#).

#### **Read: Two new electric vehicle reports**

*Managed Charging Incentive Design: Guide to Utility Program Development* - download [here](#)

- Gives step-by-step guidance to create a managed charging program
- Provides actionable recommendations
- Analyzes 40 managed charging programs

*The State of Managed Charging in 2021* - download [here](#)

- Provides an update to the 2019 SEPA managed charging report
- Includes seven case studies showcasing innovative technologies
- Covers survey results from 51 utilities with managed charging programs

As always, don't hesitate to contact Spencer Schecht on the SEPA Membership Team to learn more about your benefits. He can be reached at 202.350.4671 or [sschecht@sepapower.org](mailto:sschecht@sepapower.org).



## Stay cybersecure while holiday shopping

*Article provided by KnowBe4*

For many of us, the holiday season is about friends, family, food and shopping. Two of the busiest shopping days of the year, Black Friday and Cyber Monday, are at the end of November. Unfortunately, while you are looking for the perfect gift, cybercriminals are looking for ways to scam you. Follow these tips to shop safely:

### **Never install unfamiliar software**

There are hundreds of shopping apps out there. Some of these apps may be malicious, so only use apps that you know and trust. When you download software or apps, be sure to download from verified sources such as the App Store or Google Play. You can verify that an app is legitimate by reading the app's reviews, checking the number of app downloads, and looking up the app's developer.

### **Verify attachments are safe before downloading them**

A common tactic among cybercriminals is to create phony email notifications from a retailer or postal service. These notifications often include a malicious attachment. The cybercriminals may claim that there was an update to your order or that your package has been delayed, but you will have to download the attachment to find out more. Stay safe from this trick by contacting the retailer or postal service to verify that the notification is legitimate before opening any attachment. You can also look up your order directly on the website where you made the purchase.

### **Verify links before clicking**

Watch out for malicious advertisements, otherwise known as malvertising. Malvertising is when cybercriminals use ads to spread malware or to trick users into providing sensitive information. When shopping online, click only ads or links from a reputable source, such as a retailer's official social media profile. To be extra careful, use your browser to navigate to the store's official website to shop instead.

*KnowBe4 is the world's largest integrated platform for security awareness training combined with simulated phishing attacks.*

