

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			29 6:30 pm Park & Rec Board	30	1	2
3	4 7:00 pm CITY COUNCIL	5	6	7	8	9
10	11 6:15 pm Electric Committee/BOPA 7:00 pm - Water & Sewer Committee 7:30 pm - Muni Prop/ED Committee	12 8:00 am Privacy Comm. 5:00 pm Planning Commission	13	14	15	16
17	18 6:00 pm-Special Joint Meeting Parks & Rec Committee and Park and Rec Board 7:00 pm – CITY COUNCIL	19	20	21	22	23
24	25 Closed MEMORIAL DAY	26 6:00 pm Park & Rec Board Special Meeting	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 6:30 pm – Housing Council 7:00 pm – CITY COUNCIL	2	3 11:00 am – Bid Opening - Pool	4	5	6
7	8 6:15 pm – Electric Committee 6:15 pm – BOPA 7:00 pm – Water/Sewer Comm. 7:30 pm – Municipal Properties Bldg/Land Use/ED Committee	9 4:30 pm Board of Zoning 5:00 pm Planning Commission	10	11	12	13
14	15 6:00 pm – Parks & Rec Comm. 6:00 pm – Tree Commission 7:00 pm – CITY COUNCIL	16	17	18	19	20
21	22 6:30 pm – Finance & Budget Committee 7:30 pm – Safety and Human Resources Committee	23 4:30 pm – Civil Service	24 11:00 am – Bid Opening – Concrete Crushing 6:30 pm – Parks and Rec Board	25	26	27
28	29 Fifth Monday No Scheduled Meetings	30				

City of Napoleon, Ohio

PARKS AND RECREATION BOARD
Special Meeting Agenda

TUESDAY, MAY 26, 2020 at 6:00 PM

LOCATION: 255 WEST RIVERVIEW AVENUE, NAPOLEON, OHIO

*The meeting will be held via WebEx with the link to the meeting posted on the City's webpage:
www.napoleonohio.com.*

1. Approval of May 18, 2020 Special Meeting Minutes (in the absence of any objections or corrections, the Minutes shall stand approved)
2. Discussion and/or Action on Summer Baseball and Softball Programs
3. Discussion on Fourth of July Activities
4. Miscellaneous



Roxanne Dietrich

Executive Assistant to Appointing Authority/Clerk of Council

City of Napoleon, Ohio
PARKS AND RECREATION BOARD
in Joint Session with the
PARKS AND RECREATION COMMITTEE

Monday, May 18, 2020 at 6:00 pm
SPECIAL MEETING MINUTES

PRESENT

Board Members via WebEx	Matt Hardy-Chair, Peg Funchion, Chad Richardson, Jon Knepley, Ryan Miller, Ryan Funchion
Parks & Rec Comm Members	Ken Haase, Dan Baer, Molly Knepley
City Staff	Tony Cotter, Director of Parks, Recreation and Cemeteries Joel Mazur, City Manager
Admin. Asst. to Appointing Authority/Clerk of Council	Roxanne Dietrich
Others on WebEx	News Media, LaRae Meyer

ABSENT

CALL TO ORDER

Hardy called the Special Parks and Recreation Board Meeting to order at 6:00 pm

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the April 29, 2020 Parks and Recreation Board meeting were approved as presented.

DISCUSSION ON FOURTH OF JULY CELEBRATION PLANS

Mazur began with a review of the fireworks contract between the City and Melrose Pyrotechnics. We have used this company for how many years now? Cotter replied probably close to twenty years. They have been a great company to work with and they want the ability to work with us again this year. With the current circumstances they understand we are still trying to make some decisions. Mazur continued some of the things we were discussing are, whether or not to enter into a contract and will we have the fireworks? If we do have the fireworks, do we need to make any changes to how we have the display planned. A considerable amount of work goes into planning for the fireworks from the contractor to the Fire Department, they have to get licenses and everything else. We are only six weeks away and close to decision time on what to do. We have \$24,500 budgeted for the fireworks. This amount is split between the General Fund and the Park and Rec Fund. \$13,500 will come out of the General Fund and \$11,000 will be from the Park and Rec Fund. The one change we proposed in the contract is, if the City enters into this contract and at a later date decides to cancel, then we will have to pay the contractor 50% of the full contract price and that amount can be used for a later display. The company wants to be paid \$12,250 up front for this year. Cotter noted the contract has always read that if we did not give them sufficient lead time to cancel the display, then we were obligated to pay 50% of the contract. What they have proposed for this year and we are considering is, that language would stay in but there would be additional language added that will allow us to take the 50% that we would forfeit and that amount would be applied to the 2021 display if we decide we have to cancel the show. They really need to know by the end of this week because they have to order the shells for the display and get their insurance in place plus there is permitting involved and it all takes time. Mazur added he has checked with the County Health Commissioner, Mark Adams, on what his thoughts are on this. There are no safety

protocols locally or state-wide that provide guidelines for having a fireworks display. Adams said most places around the State of Ohio have canceled or postponed their shows. As of right now, even social banquet halls cannot open for mass events. Adams did not know if a fireworks display can be construed as a mass event. If it is advertised, you are attracting people into an area to watch the display. This is as of today and could change by the end of this week or as we head into June. It is a matter of what is our risk tolerance. The last thing I have to say is from a financial prospective, we are expecting a drop in the amount of funds that we are collecting from income tax. Income tax is a big part of the Parks and Rec budget. The drop may not be this year because we are collecting the 2019 income tax, it's in 2021 when we collect this year's income tax. We don't have solid numbers to look at but we are anticipating some kind of drop in revenue that will directly affect the Parks and Rec budget as well. Hardy asked about signing the contract now. Cotter said if we sign the contract, we would be obligated to at least half if we decided to not do the display. Hardy confirmed but that can be used for next year. Cotter replied *correct*. My thought is if we decide to sign the contract in hopes of having the display and if we still plan on shooting the fireworks off at Glenwood Park, at a minimum we will need to close that park or decide to shoot the fireworks off at a different location. I seriously doubt if mass gatherings will be allowed by July 4th. That would be the only way we could make this work if we decide to do that. Hardy said he does not have a problem with signing the contract. Cotter asked if the County Health Commissioner's biggest issue with the display is the gathering and us not being able to ensure that that kind of situation would not occur. Mazur said it is the gathering piece and no safety protocols or guidelines. There are measures we can do independently if we decide to move forward, like not disclose the location of where the fireworks are going to be displayed not too soon before they start. By advertising and blasting on Facebook, we are essentially inviting people to come to an area. It is hard to police what people do on private property. We cannot predict what the orders will be. Haase asked if they know of any other towns in the area that have canceled? Mazur replied he does not know of one that has not canceled or postponed. We are up against a deadline to get a contract signed in order for the companies to be able to get everything in place by July 4th. Haase said he can understand signing the contract. The decision to have it or not we have a little bit of leeway on that. Cotter said it would be beneficial to the company to have a plan. We can monitor what is going on and see what is happening in June and it gives us time to see how the re-opening of things is going. Signing the contract would not hurt us that much at all. Haase noted the amount is budgeted. Mazur said if something happens and we cancel, the money is split a certain way. Would the thought be to split it between the General Fund and the Parks and Rec Fund evenly or the Parks and Rec Fund? Haase commented it is split two ways now, that would be easy to figure it out. Cotter added split two ways this year and two ways next year. Haase said his personal opinion is we should cancel. My generation has seen enough of them it is the younger generation that is going to want it. Mazur said signing the contract is a big decision even though it is under \$25,000. My opinion from the financial side and I would caution by signing we are obligating ourselves to \$12,250 in a time when we are uncertain of how big of an impact this COVID is going to have on us. We are fairly certain it will have a large negative impact on us, is this a type of expense we want to make right now? Recommending to move forward will have a financial impact that we will realize in the coming months. Being financially prudent would be to cancel the fireworks like other communities that have made announcements already. One is for safety reasons and the other is for financial reasons. In terms of public spaces, we usually have a large amount of officers, firefighters, part-timers and auxiliaries out there to keep an eye on things at least at Glenwood Park and there is an expense on that side too. It would be easier to keep people off the property rather than to try and marshal the area when there is a large crowd there. My concern is what people choose to do on their own property. If they decide to have gatherings at their houses or people are traveling to Napoleon to watch the fireworks and they are going to places where there are large amounts of people. By having the fireworks, we are in a way inviting that. Hardy said I'm getting you don't want to sign the contract. Mazur responded I'll admit I

have a hesitancy on signing it but, I think it is a bigger decision than just me. It is more of a community decision. Hardy said I don't understand why you would not sign it. We still have six weeks and that money can be used towards next year if we cancel. Mazur said I get it, there is some logic to pay some now and pay a little bit later, but it's still \$12,000 out the door now. Hardy replied it's \$12,000 now or \$25,000 next year and you are hinting next year will be our chopping block. Cotter pointed out what Hardy is saying yes, the \$12,250 would have to be paid this year. Then if we cancel this year, our show next year would be cheaper and would be easier to swallow if we are experiencing some financial difficulties. Mazur said we are obligating ourselves to this company for next year. Cotter noted I would highly recommend them anyway. Mazur said we are obligating ourselves to this company, will they hold their prices into next year or will their prices go up, they have us over the barrel is the part I do not like. There is a little bit of a risk there. They have been good to us for many years. The financial uncertainty is still out there and any money out the door right now is being looked at because of the situation. Why sign it and spend the money now if we don't have to? That's my thought from the financial prospective. I think we can handle it from the safety prospective. Richardson commented with small businesses dropping because of this thing, how solid is this fireworks company? Will they even be around next year? Will they fold and take our money with them? Cotter said they are a relatively large company but I have no idea how stable they will be after all this. That is a good point to bring up.

Motion: Miller

Second: Richardson

to approve signing the contract with Melrose Pyrotechnics with the terms and conditions that have been detailed in this meeting

Roll call vote on the above motion:

Yea-Miller, R. Funchion, Knepley, Hardy, P. Funchion

Nay-Richardson

Yea-5, Nay-1. Motion Passed.

PARKS AND RECREATION OPERATIONS AND POLICIES UPDATE RELATED TO COVID-19

Mazur reported we are planning on keeping the shelter houses closed until the mass gathering orders have been lifted, that is until May 29th for now.

The golf course is open but with all this rain I do not know what it is going to look like. Right now we are limiting only three (3) people in the club house at any one time, we are maintaining social distancing as people come in and out of there. All the merchandise is behind the counter and if anyone wants something, they can order it from whoever is behind the counter. The carts are being wiped down after each use and there is a limit of one person per cart. We are in the process of purchasing barriers that go in the golf carts, it is a barrier that hangs on the inside of the roof of the golf cart and goes down between the two golfers. Cotter added we are allowing people in the same family/household to ride together. We encourage walking if possible. On busy days we do run out of golf carts. We have the order in for the barriers. I'm assuming there are a lot of courses ordering these types of things and I'm not sure how soon before we will receive them. Mazur said the parks have been open. Cotter added the athletic fields are open, they are closed to team competition, team play or team gatherings. Mazur said the restrooms are open and we have been cleaning them. The other item we want to bring to everyone's attention are the guidelines for baseball and softball brought out from the Governor's office. There are two pages on how to responsibly restart baseball and softball leagues. A few of the guidelines are, people have to conduct daily symptom assessments, prior to any tournaments or events the Health Commissioner needs to be made aware of it. Regarding practices, coaches must wear face coverings at all times, athletes have to wear face coverings while not actively participating on the field, no sharing of water coolers, everyone has to bring their own water or drinks. No one can share any of the equipment,

that includes bats, gloves, helmets, catcher's gear. That becomes problematic in how do we address that? Is that an expense the City has to bear or do we put the burden on the players and the parents to purchase and bring their own equipment? Does the City pay for it and increase registration fees for the time being to accommodate this? There is the no-touch rule, no high-fives, no hand shake lines, basically no physical contact. They recommend a tip of the hat to acknowledge something. No eating sunflower seeds or gum or other products that might cause droplets that could get someone exposed. It does allow spectators, they cannot enter the field of play and have to maintain social distancing. As for the coaches, they have to wear a face covering, check symptoms, there is the no touch rules and social distancing. The same goes for the umpires and officials. No exchanging of documents. Hardy expressed his biggest concern is, I cannot ask volunteer coaches to do all that. It is hard enough to get coaches as it is now and you are asking them to do all this. I don't think you can pass this onto the parents. I want to get out and play but, I just don't know we make it happen. Cotter stated everyone is really wanting to get going with this and it would be great if we could start things up the way they were and we have everyone signed up that we think will sign up and I start putting teams together and getting schedules out, but with these guidelines in place it is going to be very difficult. To be honest with you, a lot of this has to do with social distancing. We have dugouts on all our fields except St. Paul's. The kids would not be allowed in these dugouts since they are only a certain size. Would we put the kids on the bleachers or have them stand behind the fence? If we put the kids 6' apart on the bleachers, then the parents cannot sit on the bleachers and they would have to space out all around the field. The way I read the guidelines, all players have to wear face masks unless they are actively participating. When they are playing on the field they do not have to wear a mask, once they come to the dugout or wherever we put them, they instantly have to put their mask on until they get up to bat. Mostly for the younger kids it will be very difficult to do. We might be able to work out something on the equipment sharing with bats by sanitizing them, it is the helmets that would be impossible to sanitize in lieu of not sharing. Like Hardy said, we are putting a lot of pressure on the coaches. In the guidelines it says *that the coaches must make sure that their players are following all these guidelines*. That is a going to be difficult. Some coaches will accept the challenge, but I don't always have volunteers beating down the doors to coach. Now we place expectations on them I think it is going to be very difficult. I would love to be able to run these programs and will do whatever is decided. I'd be remiss if I did not bring up these difficult circumstances that we are going to be facing and whether or not we can really adhere to all these in the way that they want us to. Mazur said he received an email today saying they are really looking forward to having their boys playing baseball and would like to see us hold the baseball programs. We are getting some feedback both ways. Some people want to keep social distancing and stay safe and others want to get things back to normal. One suggestion I do have is we did extend the registration for the parks baseball and softball programs until the end of the week, per the recommendation from the Board. Let's see how the registrations come in and see where we are at. Can we get volunteer coaches for the leagues, do we have enough teams? If you look at the registration, people are not signing up. A majority of the years we have six to eight teams. Cotter added of the leagues we are taking registration for, there are only two (Youth Little League and T-ball) have enough participants to have a four team league. Jr. Little League has 18 kids signed up, Major League Softball is at 14, Minor League Softball has 49 signed and could actually be another one and the Henry County Bank League has 29 signed up. The numbers are way down. In my opinion to have a viable league you need to have four teams. At the last Board meeting we said the amount of registrations would likely decide what we would do and that may still hold. Hardy liked waiting until registration is over on Friday. A question I have is from a liability standpoint for the City, if someone gets sick, what liability does the City have? Mazur said he would have to ask the Law Director. As long as we are doing our best at following the guidelines that came from the Governor's office, as far as I'm concerned we are okay. That's why they put these guidelines out. We have liability already when people use the playgrounds or whatever else that is covered. I

would set the limitation on our end that if we don't have four or more teams for a league, that league is canceled and if we cannot get enough coaches or parents to agree to the rules and guidelines then we may have to cancel it all. There's that one line *must not share equipment* it does not say sanitize it says *share* and that is the key to making this work. I like the idea to keep registration open to the end of this week. Knepley said you need at least three or four parents to help the coach just to make sure those guidelines are being followed with the kids. Cotter said the head coach will be coaching at first or third base, he cannot watch what is going on the bench. You are going to have to have at least one to two others helping to make sure no one is sharing equipment. If these are the guidelines set, then we have to follow them the best that we can. We have to be sure that we are doing this right. Knepley said you'd have to have a representative of the league watching over the teams making sure everyone is doing their best to follow the intent. Cotter said if we get the numbers for a league, then we can start planning in that respect. If you only have four teams in a league that usually has six to eight teams. Maybe then we will have enough helmets, I don't know. You figure twelve helmets per team because everyone has to have their own, I don't think I can do that. We would have to make a requirement everyone has to bring their own bat and their own helmet. It is important that parents have that in mind before they register or if they have registered, that is an expense they may have to cover to have their child play this year, unfortunately. Mazur said if the parents are gun-ho about having a season, then they need to step up and register. Miller asked will the registration numbers go up if you put something out that you are considering having the league? Cotter said it is possible, we will see. If we can get it publicized and what the expectations will be we will see where the numbers are. Remember, coaches, players and umpires have to wear masks when it is going to be 85 degrees on some nights. That is going to be tough to keep those masks on the kids, that is another thing that has to be considered in all of this. LaRae Meyer said if registration is held open until the end of this week, by the time teams are formed, coaches assigned and you have another week to get in the first practice, you cannot get started without at least practicing, it will be at least mid-June before you get started if not later than that. Cotter said we talked about that at our last Board meeting that it would take 2 to 2½ weeks to get teams formed, get coaches and equipment around and you cannot just put a team on the field for their first game without practicing. On the girls' softball side, there are several traveling teams that are formed and hope to be playing by the middle-end of June. There would be some overlap there if we decide to do this. The other thing I wanted to talk about was we have some men's leagues that are primarily softball. There wasn't any indication on these guidelines on whether or not these also pertain to adult leagues. I know there is a tournament that wants to be held at the end of this month at East Riverdowns Park, do they need to follow the same guidelines. Mazur said as an operational issue we can open up the fields now that we have the guidelines. As long as they are following the guidelines, we can open them up. It is just a matter of scheduling and things like that for whatever team sports are being held or want to use for practices. Meyer asked about the high school fields, they are closed until June 30th. Cotter said the Governor's office is communicating with OHSAA on this. There was some confusion on closing of schools if that meant outside and inside facilities. There may be some sort of decision by the end of this week. Hardy added from what I was told, that decision came down from the Ohio Department of Health and falls upon the local Health Department and no one seems to know what is going down. OHSAA has nothing to do with it. Mazur said Mark Adams has a call every morning at 9:00 am we can always ask that question tomorrow. Cotter noted we will likely schedule a meeting for next Tuesday night and in the meantime we will monitor registration. R. Funchion recommended putting out to the public this is your last chance to have a league and they need to register. Mazur said we can put something on our Facebook page and web page.

ADJOURNMENT

Motion: P. Function
Second: Miller
to adjourn the Parks and Recreation Board meeting at 7:09 pm

Roll call vote on the above motion:
Yea-Miller, R. Function, Knepley, Hardy, Richardson, P. Function
Nay-
Yea-6, Nay-0. Motion Passed.

Approved

May 26, 2020

Matt Hardy - Chair

DRAFT



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

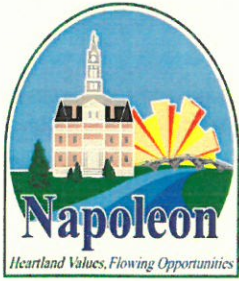
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www.napoleonohio.com

Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Law Director, City Manager, Finance Director, Department Supervisors, News Media
From: *Roxanne Dietrich, Executive Assistant to Appointing Authority/Clerk of Council*
Date: May 21, 2020
Subject: Civil Service Commission – Cancellation

Due to lack of agenda items, the **CIVIL SERVICE COMMISSION** meeting scheduled for Tuesday, May 26, 2020 at 4:30 pm has been *cancelled*.



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151
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Memorandum

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

From: Roxanne Dietrich, Executive Assistant to Appointing
Authority/Clerk of Council

Date: May 21, 2020

Subject: Finance and Budget Committee – Cancellation

The **FINANCE AND BUDGET COMMITTEE** meeting scheduled for Tuesday, May 26, 2020 at 6:30 pm has been *canceled* due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

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

From: *Roxanne Dietrich, Executive Assistant to Appointing Authority/Clerk of Council*

Date: May 21, 2020

Subject: Safety and Human Resources Committee – Cancellation

Due to lack of agenda items, the **SAFETY AND HUMAN RESOURCES COMMITTEE** meeting scheduled for Tuesday, May 26, 2020 at 7:30 pm has been *cancelled*.