

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's Day City Offices Closed	2 7:00pm City Council	3	4	5	6
7	8 6:30pm BOPA 6:30pm Water/Sewer	9 5:00pm Planning Commission	10 7:30am- Finance and Budget Committee	11	12	13
14	15 6:00pm Tree Commission 6:45pm VFFDFB 6:50pm VPODFD 7:00pm City Council	16	17	18	19	20
21	22	23 4:30pm Civil Service	24	25	26	27
28	29	30	31 6:30pm Parks and Rec Board	1	2	3

February 2024

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

City of Napoleon, Ohio

PARKS AND RECREATION BOARD

MEETING AGENDA

Wednesday, January 31, 2024 at 6:30pm

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

1. Call to Order
2. Approval of Minutes (in the absence of any objections or corrections, the minutes shall stand approved) October 25, 2023.
3. Organization of Board Members
4. Discussion/Action on Cart Storage Area at Golf Course
5. Discussion/Action on 2023 Parks and Recreation Service Award
6. Miscellaneous
7. Adjournment



Amanda Griffith-Clerk

City of Napoleon, Ohio

PARKS AND RECREATION BOARD
MEETING MINUTES

Wednesday, October 25, 2023 at 6:30 pm

PRESENT

Board Members Ryan Funchion – Chair, Peg Function, Ryan Miller, Brittany Schwab, Chad Richardson
City Staff Tony Cotter-Director of Parks, Recreation and Cemeteries
Conner Small- Parks and Recreation Facility Manager
Ken Haase-City Councilmember
Others News Media
Recorder Marrisa Flogaus
ABSENT Mike Saneholtz, Jon Knepley

CALL TO ORDER

Chair R. Funchion called the Parks and Recreation Board meeting to order at 6:29 pm

APPROVAL OF MINUTES

The minutes from the September 27, 2023 Parks and Rec Board meeting were approved as presented.

2024 BUDGET REQUESTS

Cotter stated I'm bringing the 2024 Budget for your review as I do every year. I'm not going to go through line by line I'm just going to hit the highlights. Hopefully you had a chance to look over this already. I'll go through the revenue first and then move onto the expenditures.

Revenue

Golf Course

We've had a really good year revenue wise. I've reported for the last three years that it's been record setting and this year has even exceeded what we've done in the last couple of years in all categories. Our memberships are up a bit, but we've really seen a big spike in our greens and cart rentals fees. Concessions and beer sales have been really great. We projected beer sales to be around \$28,000. I believe we'll end up selling \$43,000 or more. Especially if we get some good business when we open up the simulator. We were very pleased with the amount of play we had this year. There were years that you go to the golf course on a weekend without a tee time, but that's not the case anymore. There have been numerous weekend throughout the summer where the tee sheet has been basically full. We can't ask for more than that. Staff did a great job handling that much play. It was challenging at times for sure, but we were able to accommodate. Our number of outings increased from last year. We went from just under \$9,000 of revenue to \$12,000. We hope that can continue. We think that folks find having outings on our golf course beneficial, as it's a nice fundraising opportunity. Most play 9 holes, but some have started to play 18. We are projecting \$6,000 for our golf simulator. It really came to full swing this January and finished up before we opened in April. Once we close the golf course for the season, at the end of this month, we'll get that set up and start play in the beginning of November. We'll have to get Small up to speed with it, but I'm pretty certain he'll figure it out fairly quickly. Last year we didn't really get started until the end of November, so we'll have a couple extra weeks this year. Small has already set up a league for the simulator in effort to get some additional play. I know he's already had interest. From the last I've heard he had 18 people express interest. I think that would be a nice supplemental revenue for the golf course, so we're looking forward to that. Last year's revenue was \$265,000 and this year we're expecting the revenue to total \$319,000, possibly more. October started off a little bit chilly,

but has since warmed. We'll have to see how we finish out. We're really happy with where we're at. We always project revenues conservatively as you never know what could happen. Any questions on golf? Schwab stated I'm assuming the 2024 projected has the increased prices. Cotter replied it does not. I didn't want to put numbers in that may not get approved by Council. The recommendation that this Board make was also recommended by the Committee to go before Council. Council directed the law director to draft legislation. The legislation hasn't gone before Council yet. It will go the first Monday of November. If they end up approving those rates the revenue figure of \$268,500 would increase.

Pool

The pool had another good year. It was better this year than last. I don't know that we'll ever reach the revenue figures in way of memberships that we did the first year. We are seeing more daily passes. In some of the columns you'll see zeros because finance consolidated everything. Our daily child admissions were up from last year as well as the adult admissions. We have a very busy concession stand as you can see those numbers also went up. Pool rentals also went up. We begin rentals the 2nd Saturday that we're open and they sell out right away. If you don't call within the first three weeks of January you likely won't get a Saturday. We make some money for open swim. We hold open swim at the high school on Tuesday and Thursday evenings and Sunday afternoons. That should get started here within the next week or so.

Parks and Programs

The fees that we glean from shelter house rentals remain pretty consistent. Most of our weekends at Oberhaus are filled. Unless we raise rates those will pretty much stay the same. Miscellaneous fees are just fees that come in, for example, if we have an insurance claim its get lumped into there. We generally get donations every year. For the last few years they've been from the Church of the Nazarene. Program fees are the fees that we make off of rentals of the softball field. Participation fees are the \$20 or 30 fees that we charge for kids to play in rec programs. Boat dock storage fees are the fees that we charge for people to store their dock at the boat ramp.

Transfers

These are just reimbursements that come into the Rec Fund. The \$15,500 is a constant for my work done for the cemetery department. The second line is there form when we were getting subsidized by the General Fund, which we haven't had to do in a while. Interest has gone up, which is a good thing as well. Utilities is the kilowatt per hour tax. The kilowatt per hour tax collected gets refunded back to each of the departments, so it ends up bringing a sum of zero for our utilities. We're billed so that we can keep track of where we're at. Income tax receipts have gone up this year, which has been nice. Last year the actual number that we gleaned from the .2 percent income tax was \$731,500. We projected \$650,000 for 2023 to be conservative. We believe we'll reach over \$800,000 in fact \$810,000 if the number stay as strong as they are. That's been really good. A good workforce obviously helps that and certainly helps everything else. Again we backed off the numbers for the 2024 projections to be conservative.

Revenue Summary

We're looking at \$1.36 million in total revenue for 2023. As for 2024 we projected just shy of \$1.16 million.

Napoleon Aquatic Center

That's just the money brought in each year from the property tax. That is used to pay the 20 year note that we used to finance the pool.

Expenditures

220.4100 Rec Fund- Admin

There aren't too many changes here. This year I sent Tom Schwab to the Municipal Golf Course Emporium with money under Travel, Training and Education. Other than that it's just miscellaneous stuff from my office like supplies. The RecDesk Software is split out amongst the various divisions in the Rec Fund. We picked up a few cost for Small.

220.4200 Rec Fund- Golf

The salaries there are somewhat higher. We had an overlap with Mike Willhite and Tom Schwab due to Willhite retiring. Willhite retired at the end of August, so that number should come down considerably for next year as we'll only have one person. We had some overtime because Schwab was technically an hourly employee. Schwab turned out having a lot of overtime because Willhite was off on medical. The overtime line will for sure go away next year because Schwab will become a salary employee. Some of Smalls wages are also taken out of here. I bumped up some of the various line. Schwab, our new superintendent, has desire to do a little more in way of training and conferences. Willhite used to attend those, but lost a little interest as he got later in his years. Schwab is interested, so I wanted to put some money in to make sure he gets some continuing education. The turf grass businesses changes a lot especially in way of chemicals, treatment, insecticides, fungicides and etc. It's good to keep him sharp in those areas. Utilities include electric, water and sewer. Our primary electric use is for our irrigation system as we run the pump motor in the evenings. Schwab requested to be a little bit more aggressive with turf management, primarily aerification. That's poking the holes in the greens and fairways. It's a pretty crucial part of keeping good turf. He really wants to improve playability. If you've played much golf this year I think you've already seen that he made some huge strides in playability. Not that it wasn't before, but it's taken the next step. I believe it helps bring more people and revenue in. I think people are really noticing the play condition improve. With that comes with a little extra costs in some operating materials. Fertilizer prices were up quite a bit. They have leveled off, but they're still high. We had to increase some of our line items for operating materials. He does a lot more fertilizer top dressing as in several more applications. We had to bump up our concessions and beer line items because we're selling more and didn't have enough money in years past. We had to spend a little more on gasoline this year because the cost of fuel was higher. We'll keep that fairly consistent for next year as well. The last three items are capital improvement items that I'll go over. It's the items that we talked about last month. One thing that we added into the budget this year was an online tee system, which is something I've wanted to implement for the last 2-3 years. It was just a matter of what platform would work the best. There were just a few 2-3 years ago and they were very expensive. One of the things I tasked Small with when we hired him was to find a system that would work for us. After some research he brought me a system to demonstrate. We both really liked that system and we would like to put it into place. It's a \$6,000 annual amount. Although the price seems high it includes a point of sales system. As part of that point of sales system there are credit card swipes and fees associated. We believe with the proposal received from the company that we would end up saving money and that \$6,000 could actually be reduced to almost nothing. Small stated Lightspeed is the company that we chose to do online tee time bookings. Plus they will be creating us a website, which we don't have. They suggested that we use their point of sale system, which could save us \$600-\$700 a month on our swiping bills through their analysis. They are a flexible company in the sense of your never locked in. There' companies like Tee it up and Golf now. A lot of people are familiar with Golf Now because it's an NBC Company. You'd be spending \$13,000-\$15,000 per year on those. Ultimately, we found that Lightspeed is similar and flexible enough for us. We just think it's the right fit for a course like us. Richardson asked if the shelter house and other stuff would be scheduled through that as well? Cotter replied no, we'll continue to use RecDesk for those. This is more golf specific for the point of sales and the tee sheet. If you go out to the golf course now and want to make a tee time we have a spiral bound book for everyday written in pencil. This would be on the screen. It wouldn't necessarily take the place of someone coming in or calling as we could pull it up on our screen instead of writing it down. There are a lot of benefits to doing that. You can track play and it all integrates into the point of sales system. Then the ability for people to go onto our website and click a link "book a tee time now" that would bring up a simple user interface that you'll be able to plug in your name how many players and pay. Right now if someone calls wanting to book a tee time they may not show up. We don't get a lot of those, but we get some. In this situation if they book and don't show up, we still have their money. P. Funchion asked if the system tracks

memberships? Cotter replied yes. We can plug in memberships and punch cards for both carts and greens. We would still require check ins. Ultimately, we want to have a database of all of our players as it has a ton of advantages. Back to the third party credit card processing. We use Authorize Now, which integrate with RecDesk. Their fees are higher than the fees for Lightspeed. We'll continue to use Authorize for our online payments for rec programs, shelter house and anything else online. Lightspeed's credit card processing fees are lower and they believe with the amount of transitions we have at the golf course that the \$6,000 that we have to pay could be reduced down to almost nothing. There was an alternate way of paying for this that we looked into and debated, which was to give up a certain amount of tee times per day. For example, if there was a foursome playing they would take 3 out of 4's money as payment. We did the math on it and we didn't think that it was going to for us. The other thing that Small has been looking into and getting more information on is our liquor license. Right now we have D-1 license, which allows for beer sales only and on premise consumption or carryout. We would like to add an additional license for what we could provide out there, which would be a D-2. We thought if you had a D-2 you could do both, but it turns out you need both licenses. The D-2 and D-1 would allow us to sell the infused drinks like High Noon, Mom Waters and anything else vodka or tequila infused. We have been getting a lot of requests for that and they have been becoming popular. R. Funchion stated once the ball fields are done the clubhouse might get a lot more traffic. Cotter replied yes, but the problem is they can't take it to the field. R. Funchion asked what the boundaries are? Cotter replied the liquor license covers the entire golf course grounds and mid-way through the parking lot.

220.4300 Rec Fund- Pool Operating

As you can see I had a little note on top stating that the projections were incorrect. As I was going through the numbers that I received from finance I noticed it seemed very high. Finance realized they had the wrong formula. The person that works on that program has been off, so that didn't get corrected. That number should be just over the \$100,000 mark, which is a \$50,000 reduction. The only other glaring thing is on the natural gas line. It was \$19,500, which is very high. We were getting bills from Ohio Gas that were head scratchers. We were still getting enormous natural gas bills even after trying to turn the heat down and other things. Finally we had Ohio Gas come and check. They advised we weren't leaking or anything like that. I handed them the bill and they said this isn't right. In the end they discover they had the wrong calculation and wrote us a check for \$11,000. I'm not sure where it ended up, but I know its somewhere on the revenue side. We're generally around the \$10,000 maybe a little less for the natural gas cost every year. RecDesk is used at the pool, so a portion of that bill is taken out of here. We had to bump up concessions quite a bit because we're just selling that much more. That's really the only differences in what we're spending in way of increased line items. Chemicals have been holding pretty steady. We were struggling a little bit in the beginning of the year with trying to get our levels stable. Once we did we saw our chemical use level out. Our expenses are pretty constant. The only thing that really drives our expenditures is personnel and chemical costs.

220.4400 Rec Fund- Parks and Programs

This is our parks and maintenance folk, rec programs and a portion of Small's salary. Any overtime our maintenance people have to work comes out of this fund. I've been pleased as the last couple of years they've really tried to reduce that. We're down close to \$5,000 from what we budgeted. They do a good job of getting in and getting out. Basically we work 7 days a week in the summer months. On Saturdays and Sundays are usually inspecting shelter houses and cleaning restrooms. We occasionally have to come in and do the ball diamonds if we're having a tournament. We had a great season and hopefully it continues next year. I think that we only had 1 or 2 rain outs. We were very fortunate because that usually tacks up overtime as often times the only open times are on weekends. The rest of the line items haven't really changed much. Most of our utilities come from restrooms, shelter houses, drinking fountains and other things like that. We use our professional services to hire a company to mow our

hillside at the boat ramp. That's been working out good and we think it's really worth the money. It cuts back on our labor cost and it's tricky for our people to be on a hillside with power equipment. Referees and umpires has a line item. Instructors and subsidies are the ones that help coordinate. As you can see our maintenance on vehicles has been zeroed out lately. There's been a policy change on how that's done though our garage. We don't have to budget money there it's kind of a shared expense where money is taken out though the professional services account. The banking service charge is for our credit card processing fees at the golf course and the pool. The only reason the material cost went up is because of inflation. Other than that we're not really trying to do anything other than maintain what we have at this point. Fuel cost have gone up a little bit. Refunds are just the security deposit refunds that we pay back. When someone rents a shelter house they give us a \$50 security deposit and if the shelter house passes inspection that money gets refunded. It's a zero sum since we get it on the revenue side.

Capital

Just to go over what we went through last meeting. These are the items that we're proposing in capital. Since we last talked there was a change in how these items would be financed. The finance director and city manager are going to recommend to Council that the items we want in way of capital at either the golf course or pool come out of the Rec Fund or the Aquatic Fund. I believe this is because we're currently holding a pretty healthy fund balance and it would lessen the burden on the Capital Improvement Fund. The Rec Fund would increase \$60,000 as the equipment leasing, golf carts, submersible pump and cart path construction would come out of that fund. The spare pump and motor, the floor cleaner and the shed would come out of the Aquatic Center Fund. We've committed \$75,000 out of the Rec Fund for the Glenwood Park ballfield improvements. Once the turf is installed we would need a groomer.

Summary

Coming into this year the funds balance was \$723,351 after we factored in our estimated revenues, projected expenses and carry over. Now, at the end of 2023 we're projecting fund balance to be approximately \$704,944. Based on projected revenues compared against our expenses the fund balance would likely reduce to \$443,941 in 2024. Take into consideration these numbers reflect the numbers that you saw on the budget. If you remember there's about a \$50,000 decrease in expenditures due to the mistake. Also, if the increased golf rates get approved there would be some enhanced revenue from the golf course. I can easily see that fund balance end the year in the \$500,000 range. We have a pretty large capital outlay in 2024 in particular the \$75,000 going towards the ballfield. I can see that reducing as we get into 2025 as I don't see that big of a capital outlay, which certainly does impact the budget. That's all I have. Does anyone have any questions? I would ask that the Board make a motion to recommend the Parks and Recreation Budget for 2024 as presented. This would then go before Finance and Budget Committee on November 3rd and 4th.

Motion: Richardson Second: Schwab
to approve the Parks and Recreation Budget for 2024 as presented

Roll call vote on the above motion:

Yea- P. Funchion, Schwab, Miller, R. Funchion, Richardson

Nay-

Yea-5, Nay-0. Motion Passed.

AROUND THE TABLE

Miller- I have nothing.

Richardson- I don't have anything.

P. Funchion- I have nothing.

Schwab- I have nothing.

R. Funchion- I'm good.

Cotter- A couple things. If you've past the Glenwood ballfield recently you'll see that the demo is nearly complete. The only thing left is the slab of the old building and a couple of light pole foundations. I saw that Nagel's brought some of their equipment in. I know they would like to get started as soon as they can. You'll be seeing a lot of excavation because they are going to lower the field by 4 foot. Then the next step would be to finish out the grade of that field and drainage installed, so it's ready for turf. Richardson asked where all the dirt is going? Cotter replied I'm not sure. Haase asked if the existing drains were low enough to use? Cotter replied yes. If you remember the old field, there was a catch basin over on the right side by 1st base. That won't be used anymore, it'll be capped. The plans are already in place to drop into the storm sewer outside the field. It was still in the air whether the funding was going to be in place for the artificial turf. I'm happy to report that last night I received a phone call from someone involved that they received a very large donation from a foundation, so that essentially sealed the deal for turf. I think all the funding is in place, it's just a matter of weather permits. You should see the excavation done, drainage installed and some concrete work. Whether the wall gets done this fall is weather dependent. The basketball program registration is wrapping up. In fact today was the last day for girls. I think the girls program start tomorrow. Smalls been working with the coaches getting those programs set up. The boy's registration ends at the end of the month, and I believe they start November 7th. My crew is going to start building the playground at Swearingen Park. The old playground was taken out a month or so ago. The new one was delivered a couple weeks back. They have been preparing to install it. They used this week as a catch-up week to get all the flowers and other things at the parks ready for winter. It will take my crew around a week to get the playground up. We will be having a retirement party tomorrow for Diane and Dwayne Ressler at the golf course from 11:00am-2:00pm, so if you can please stop by and wish them well.

ADJOURN

Motion: Richardson Second: P. Funchion
to adjourn the Parks and Rec Board meeting at 7:21 pm

Roll call vote on the above motion:

Yea- P. Funchion, Schwab, Miller, R. Funchion, Richardson

Nay-

Yea-5, Nay-0. Motion Passed.

Approved

Ryan Funchion - Chair