

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 7:00pm City Council	2	3	4	5	6
7	8	9 12:00pm Preservation Commission 4:30pm BZA 5:00pm Planning Commission	10	11	12	13
14	15 6:00 Tree Commission 7:00pm City Council	16	17	18	19	20
21	22	23	24 6:30pm Parks and Rec Board	25	26	27
28	29	30	1	2	3	4



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

Memorandum

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

From: Marrisa Flogaus- Acting Clerk

Date: April 19, 2024

Subject: Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, April 22, 2024, at 6:30 pm has been **canceled** due to lack of agenda items.



City of Napoleon, Ohio

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

Memorandum

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

From: Marrisa Flogaus, Acting Clerk

Date: April 19, 2024

Subject: Safety and Human Resources Committee –
Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **SAFETY AND HUMAN RESOURCES COMMITTEE** for Monday, April 22, 2024 at 7:30 pm has been *cancelled*.



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Manager, City Finance Director, Law Director, Department Supervisors, News Media
From: Marrisa Flogaus, Acting Clerk
Date: April 19, 2024
Subject: Civil Service Commission – Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, April 23, 2024 at 4:30 pm has been *cancelled*.

City of Napoleon, Ohio

PARKS AND RECREATION BOARD

MEETING AGENDA

Wednesday, April 24, 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) January 31, 2024.
3. Discussion/Action: Golf Course Policies
4. Miscellaneous
5. Adjournment



Marrisa Flogaus, Acting Clerk

City of Napoleon, Ohio

**PARKS AND RECREATION BOARD
SPECIAL MEETING MINUTES**

Wednesday, January 31, 2024 at 6:30 pm

PRESENT

Board Members Ryan Funchion – Chair, Ryan Miller, Chad Richardson, Mike Saneholtz and Dan Baer
City Staff Tony Cotter-Director of Parks, Recreation and Cemeteries
Connor Small, Facilities Manager
J. Andrew Small, City Manager
Ken Haase-City Councilmember
Others News Media
Marrisa Flogaus
Recorder Amanda Griffith
ABSENT
Board Members Peg Funchion, Jon Knepley

CALL TO ORDER

Chair R. Funchion called the Parks and Recreation Board meeting to order at 6:30 pm

ORGANIZATION OF BOARD MEMBERS

The recorder asked for nominations for Chairperson of the Park and Rec Board going around the table

Saneholtz- Nominated Ryan Funchion
Richardson- Nominated Ryan Funchion
Miller- Nominated Ryan Funchion
Funchion-Pass
Baer- Nominated Ryan Funchion

Motion: Saneholtz Second: Richardson
to elect Ryan Funchion as Chair of the Parks and Rec Board

Roll call vote on the above motion:
Yea-Saneholtz, Miller, R. Funchion, Baer, Richardson
Nay-0

Yea-5, Nay-0. Motion Passed.

Election of Chair Pro-tem

Saneholtz- Nominated Peg Funchion
Richardson- Nominated Peg Funchion
Miller- Nominated Peg Funchion
Funchion- Nominated Peg Funchion
Baer- Nominated Peg Funchion

Motion: Miller Second: Richardson
to nominate Peg Funchion as Chair Pro-tem of the Parks and Rec Board

Roll call vote on the above motion:
Yea- Saneholtz, Miller, R. Funchion, Baer, Richardson

Nay-0

Yea-5, Nay-0. Motion Passed.

APPROVAL OF MINUTES

The minutes from the October 25, 2023, Parks and Rec Board meeting were approved as presented.

CART STORAGE AREA AT THE GOLF COURSE

Cotter stated that construction is going on at Glenwood Park for the new ball field, The private cart storage area was located adjacent to the old field 3 years ago when we built the new pool. We initially did that because we needed to put them in a spot to be out of the way of construction and we thought it to be temporary. The owners that put their carts there really liked it so we ended up making it permanent. It worked out fine when we were playing games in the summer because primarily the games were tee-ball aged kids, five and six years old all the way up to the oldest eight years old. Rarely if ever was there a case where any foul balls or warmup throws got into that cage so there were no issues. Now that we are going to be playing some older baseball and softball games with older boys and girls, all the way up to twelve year olds plus, the likelihood of us getting balls into that cart area is very high. We've had issues this past year with vandalism and people breaking in, etc. so this will certainly add to the problems that we've experienced. We believe our best choice, rather than doing away with it altogether, is to move it to a new spot. Our best option would be to move it to the grass area near the city's golf cart storage area and just to the west of the pool. It would be approximately 30' x 75' and we would utilize the same material from the old area. The fence contractor will disassemble and reassemble in the new area and, hopefully, not have to use any new materials. The estimated cost we were given is \$8,000.00 which would really just be their labor. Our crews would have to excavate out that area down 4" and place stone. If it was decided that the existing cart area was to remain in its current location, we were going to need to replace the old chainlink fence with new vinyl. That estimate was \$7,000.00 just to put a new fourth side to that fence. Since we were already go to have an investment we felt it wise to spend a little more and get it out of the way of some foul ball area. This would also allow for better security. The open space from the old storage area can be used as a warmup area or possible a future batting cage. Cotter stated he wanted to bring this to the Board's attention because money was not budgeted for this project. I can find it in the budget but it's that kind of expense and moving it and the disruption it may have at the golf course, I wanted to make sure that the Board was up to speed on that and didn't have any issues moving forward. Sanholtz asked were the entrance would be for this new location. Cotter stated the double gate would be placed at the end of the asphalt area just south of the entrance to the City carts area. Sanholtz commented that it would not right on top of where you enter for the public entrance. Cotter stated no, it would essentially be right in the middle of that area right there. Electric service will also need to be installed for electric cart battery chargers A windscreen will be put on the existing chainlink fence that will serve as the east side of the cage. This will continue to the end of the pool fencing and add additional privacy for the pool patrons. Cotter asked for any questions.

Hearing none, Cotter stated the other thing too is there are times and not all the time but there are times where somebody will come in whether it'll be late or whatever, and park over here and get on their cart and hit the tee-box right away and not check in and whether they are members or not we do want everybody to check in so we know you are on the course etc. in case we think that there is an open tee time, etc. so having everybody going past the clubhouse so we can see who is getting on the course and tee-times, etc. that'll help to actually aid us in that respect as well. Funchion asked how many personal carts are stored there today. C. Small and Cotter stated between twenty-three and twenty-five. Cotter stated that the new area will be smaller in size since less carts are stored at the course now. Sanholtz stated that was before you could legally drive (the carts). Cotter stated and we may end up having less private cart numbers out there this year now that a lot of people are driving around. Cotter stated

hespoke to the city manager about all of this already and he's on board. It was going to cost \$7,000.00 to replace the field side of the fence with new vinyl. This was necessary since the old field had chain-link with wind screen. We will be adding an extra \$1,000 and then relocating into a better spot. Cotter asked if the Board had any issues with this. Cotter stated I don't know that we necessarily have to have a vote on it but I just wanted to bring it to everybody's attention and let you know what we were planning.

PARKS AND RECREATION SERVICE AWARD

Cotter stated as we do every year at the January meeting, we take nominations for who folks think that would be worthy of this award, so I don't know I mean I've got a few I don't know if anybody else has anybody that they want to nominate. Saneholtz asked if there is an official name for the group that did the baseball field. Cotter said it is Wildcat Youth 32 Athletics. Saneholtz said they did a pretty good job at collecting money, it only costs the city, what, \$125,000 or \$75,000 but originally you would've had to pay \$125,000 for new restrooms and concessions. Miller asked how much of that legwork did Kyle Borstelman do? He would be the person that I would nominate. Saneholtz stated yeah, if you wanted to do an individual. Cotter stated that Kyle Borstelman did almost all of the legwork, yeah he really did, worked with me on some stuff, there were other people behind the scenes in that group, but I think Ryan, you were probably one of them that I think is involved, but he (Kyle) was my contact person for the entire time, I consider him the project manager and I think he is the one that was able to get all of the funding. Richardson stated it seems like a good idea to me, Saneholtz-yeah. Cotter stated my thoughts were, there are several, he being the first one and then the group, and I thought potentially what we can do as its getting built, I mean there's probably going to be others that we'll need to recognize next year and so maybe we can recognize all of them in a two-year period. Saneholtz stated I mean there's some large donations from companies that are out there. Cotter stated that we've had years where we've had more than one to receive the award so I think we could do that once it gets built because, like I said, we know the two big contractors and there will likely be a third, plus we've got the organization that put up the money, the trust, and so I think when its all said and done, there's going to be a lot of people that should be recognized. Funchion stated I'm all in favor of Kyle, he's done almost everything for this. If we want to do a few groups, I mean the turf is done. Richardson stated it's going to be done before the season starts, it's so far along. Funchion stated the turfs done so whatever that trust was can we do a, Cotter stated we could do both if you'd like. Funchion stated just a thought since the field's done now. Cotter suggested would be to Kyle and to the Bruce Fortier Charitable Trust. Saneholtz stated that sounds good.

Motion: Saneholtz Second: Miller

To nominate Kyle Borstelman and also the Bruce Fortier Charitable Trust for the 2023 Parks and Recreation Service Award

Roll call vote on the above motion:

Yea- Saneholtz, Miller, Funchion, Baer, Richardson

Nay-0

Yea-5, Nay-0. Motion Passed.

Cotter-Ok so what I will do in this case is I normally try to figure out, we do plaques for these, I normally try to figure out where, sometimes we've done it at basketball games, sometimes we've done it at other locations, so it would seem to be a good place to do it would be maybe at the grand opening of the field, so if everybody is good with that, I can make those arrangements. No objections. Richardson asked if that was going to be like a tee-ball game. Cotter stated no it won't be, we haven't nailed down exactly what the schedule is but tee-ball will likely be at a different location moving on.

AROUND THE TABLE

Baer- Nothing

Miller- Nothing

Richardson-Nothing

Funchion- Nothing

Saneholtz stated just going back to what you were talking about the scheduling, are you going to be the coordinator of the scheduling, cause this is in essence going to be a city owned diamond. Cotter stated correct. Yeah so we've had some discussion, I've talked to various people that are involved with the project. Connor and I have talked about it and what we've believe is the best use of the field now is that we would have the older aged groups, example the minor league baseball or excuse me, the minor league softball which is our oldest city-run league for softball and then we would also offer a night to senior little league; instead of playing on a Monday night or Wednesday night, they'd play a double header or two games at that field on one of those nights. We would also give a night or two to travel teams which we are getting more of, girls and boys. I would move then the youth little league, which is the 7th and 8th coach pitch and the tee-ball to the diamonds at St. Paul and that would free up some space from Oakwood. So, it was always like putting pieces of a puzzle together so it's just a matter of moving them around but, this field is certainly, not to diminish tee-ball or youth little league, but it's built for the older kids and that was the idea. While we don't have the exact schedule set, that's really the concept here is what we are planning. Saneholtz asked if there's going to be weekend tournaments for the traveling teams. Cotter stated that's the idea. There is already one in the books for Father's Day weekend. Saneholtz stated they use to have senior little league on one of those dates. Cotter stated they discontinued that last season, in fact the Wildcat Youth 32 Athletics has already requested use of that diamond amongst others to play on that Father's Day weekend, that's already on our schedule and there will be others. So we'll start getting requests from travel teams soon, so Connor and I will work out the plan on which days will be available on that field along with all of the other fields. Saneholtz asked if we have any alternative parking. Cotter stated at this point we do not. Saneholtz stated I didn't know if that adjacent lot across next to Cordes Chiropractic will ever be available. Cotter said it would be nice, but it hasn't been offered up yet. We've talked about it. Saneholtz stated that's going to be your biggest problem. You get a hot day and here comes all of the swimmers and then all of the baseball players and then someone has a golf outing. I know the golf course is going to get the dates set for the Mossing and Hall of Fame and the different ones they have. Cotter stated I don't know how many weekend tournaments that we'll have initially. I don't necessarily think that we are going to see big tournaments there right away this year other than maybe a few. Saneholtz stated well, even a Wednesday night with legion golf, and little league and a hot swim. Cotter stated we'll do our best to try to wade parking issues. Saneholtz said that some may have to walk a bit. Cotter said that's the downside of having a facility this popular. Saneholtz stated that's all I had.

Cotter stated since we are chatting about it I was going to give you an update on what's going on at the field now. As you can see since the last time we met, the turf is in of course the walls are all in, we made quite a bit of progress before the weather got cold. Now it's starting to straighten back up again and so what you are going to see here in the next two or three weeks, is they will start building the dugouts which those will be block up to a certain point and then there will be fence beyond that and a steel roof, similar to what we have at Oakwood and what we did have there at Glenwood. You'll end up seeing the, we just took to liberty of the four backstop posts so those will get installed, and once those are in, that's when we'll take the measurements for the netting, so they take as built measurements there so they can get it just right. Once those go in and get the measurements, then we'll get the netting coming in, we'll take delivery of the padding that goes all the way around the wall in the next couple of weeks, we'll figure out where we are going store that, but we'll figure that part out. Foul poles are there, those will get installed,

the order for the foundations for the field lighting is in and once those arrive they will get installed. The building itself, the plans are all done and they've been submitted to Wood County where anything commercial building wise that has to be approved by them. They'll go through and make sure everything's to code and whatever we are missing, we'll have to make corrections on and so once that comes back, then you'll likely start to see some ground get broken to start the building. So, things are going to start ramping back up again out there. Scoreboard I believe has been chosen and is, I'm not quite sure that Kyle's got that ordered or not but, the scoreboard will sit in the middle of centerfield, it will look similar to the scoreboard at the girls' softball field, it'll have the field name on top and then it'll have some logo panels underneath the LED board, so we've already got all of the electric wiring and everything run for that. Richardson asked if the field name will still be called Glenwood. Cotter stated so the facility name has been chosen, it's going to be the Ballfield on Glenwood, but the field name itself is going to be the Bruce A. Fortier Field. That was part of the arrangement that they made when they got the large donation, so that'll be identified out there somewhere. Saneholtz asked if there will be access behind the home run fence then for people to sit or stand. Cotter stated yes. There will be a gate back there, to access the fields, there is steps going down next to the dugouts and then they'll be a basically a service gate for crews to get onto the field as well and that'll be in the left field corner. There is maybe about a 20' area south, maybe a little bit more, between the homerun fence and then the parking lot, that'll all be graded out and grassed and they'll be a little slope so it will create some spectator viewing areas back there in the outfield. So, I don't believe there will be a fence put up so we'll put parking blocks on each of the parking spaces where you can see there where the field is, they'll be parking blocks there so people don't run off into the grass. It's going to be moving along pretty quickly coming up, the target date to have it ready to go is for Mother's Day weekend. That kind of coincides with right around the start date of Senior Little League. The girls' softball program, they start a little earlier than that although they did back it off a week starting last year, so it will be close to about the normal start of the season. If it gets done sooner than that then we'll maybe move that date up but that's our target date right now. Richardson asked so there's no place to warm up at all now other than if they use your former golf cart area. Cotter stated yes. Richardson stated so you're going to have to schedule a little longer games for warm up times. Cotter stated potentially. If that means that games don't start for 15-20 minutes because you have to warm up your pitchers or just general warm up, then that's how it's going to be. Saneholtz stated if you got the early game and school gets out, you can get them there at a certain time, but the second game is the one where you don't get much warm up. Cotter stated the pre-game warm ups will likely be on the field rather than on the outside areas. There will be a little bit of work that my crews will do, we'll consult the company that installed the turf for field maintenance protocol. We're going to work out issues as well with mound placement, the girls', while they play at the same distance as little league, they do have a circle which is not on that field, and so we are trying to figure out the best method to put that circle on there; might have to be a temporary paint might need to be used. We'll work that out. We've got some places that have done that before so those are the only other housekeeping issues that we'll have to deal with.

Cotter stated that the golf simulator is up and running. This year golf course manager Connor Small started a league and that's been very popular so it's busy all of the time in there so getting a lot of good use out of it. Probably the only downside is we are beating up on the impact screen, so we are likely going to have to buy a new screen every year but aside from that, it's been going well. The league started in December and it will finish up the first part of March. Miller stated the cars in the parking lot at night, been 8/9 o'clock and it's busy. Cotter stated normal hours are noon to 8 and it's been seven days a week. We added new course courses and are looking at enhancing the system and improving the screen image. We're getting very close to being ready to go on our new Point of Sale and online tee-time platform that we are going to start this year. We're still couple of weeks out on the website. The golf course will have its own website. We were able to obtain a domain for napoleongolfclub.com. . We are excited about

that. There will be a learning curve. Connor's been training our staff. We will be ready to go at the start of the season.

Cotter stated that an initiative that Connor and he are working on is trying to resurrect the baseball commission that we had several years ago. The main reason why we wanted to do that is to try to open up some communication lines, be able to identify where both the baseball and the softball eventually are going, as we've talked about here on numerous occasions, what you are seeing is a lot of travel teams have formed, much more so then way back when we set up the format that we already have, and so what ends up happening with the travel teams, which are certainly not affiliated with the city, we'll get calls stating we hear there's an 11U baseball team and we didn't hear anything about this and can my son play or can this, and sometimes we are like we don't even know that there's one. So, what we are trying to do is try to create some cohesion within the system. Certainly, the city does not and doesn't have any desire to dictate what goes on, we just want to be the entity that helps to organize it a little bit, maybe have the commission ultimately oversee it. We've brought in the baseball coach Eric Sprague on a couple of occasions, and he wants to be involved and again, not to dictate so much as to help guide, whether it be through some hints and pointers and things like that he can give to coaches, but also to conduct players' camps and coaches' clinics which I've always said is very important. You can ask for lots of volunteers and lots of times you'll get volunteers that are just doing it because nobody else will and may not know how to set up a practice or things like that, so we're hoping to try to, with this commission to get some folks together that'll have those ideas and can offer us some input to try to do all of that. So very, very early in the process but in the coming months we're going to try to put that together. Whether we accomplish anything during this off-season or not remains to be seen but we certainly want to keep moving forward with that and try to help things out and maybe eventually work towards the girls' softball side. They seem to have that organized pretty well so we're not too concerned about that right now, but we want to focus a little bit on baseball to make sure everybody is happy with how things are. Saneholtz asked what the plans are for the concession stands this year as far as what organization will be running it. Cotter stated well at this point we've had a little bit of discussion on it. I would like to offer that stand to the group that's doing the work, Wildcat 32 Athletics, if they choose to do so. If they don't, then we'll either offer it to the girls' softball group or others that may have some interest. LadyCat softball operates the stand at Oakwood and the High School softball field. Senior Little League took it back over for a year but decided to return it to the softball group. Its been working fine and its good for the girls, that's a major source of revenue for them and they do a good job with it, so they'll continue unless I hear differently which I have not; they'll continue to run those stands at both the high school and Oakwood and then potentially, if there's no interest for the Wildcat32 group to do it, then they may want to operate the new stand at Glenwood. If not then we'll try to find somebody else that would be interested in doing it. Richardson asked if softball would take over Glenwood or stay at Oakwood. Cotter clarified that they'll still continue to operate the ones that they already are but there's been no decision on Glenwood yet. Saneholtz stated that agreement was made back in the 90's and I don't know why it got changed for one year. It's a lot of work and normally it is wives and young kids in high school that work it. A lot of dads are coaching and helping coach. Cotter stated I believe that's all I have for tonight. Cotter asked if C. Small had anything he wanted to share. C. Small had nothing. A. Small had nothing.

ADJOURN

Motion: Saneholtz Second: Richardson
to adjourn the Parks and Rec Board meeting at 7:10 pm

Roll call vote on the above motion:

Yea- Saneholtz, Miller, R. Funchion, Baer, Richardson
Nay-0

Yea-5, Nay-0. Motion Passed.

Approved

Ryan Funchion

DRAFT



City of Napoleon, Ohio

Parks and Recreation Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 592-8955

www.napoleonohio.com

Memorandum

To: *Parks and Recreation Board Members*
From: *Tony Cotter, Director of Parks and Recreation*
cc: *Brittany Schwab, Rec Committee Chairman*
J. Andrew Small, City Manager
Date: *April 19, 2024*
Subject: *Board Meeting Agenda Items – April 2024*

The only agenda item is a review of the current minimum age policy at the golf course. As many of you are now aware, a policy that was put in place a few years ago has come under sharp criticism. A policy was recommended by staff to not allow children 3 years and under to accompany golfers due to growing concerns for safety. It was reported to me that there were several incidents where children that accompanied parents on the course were not properly supervised and were wandering into areas that potentially put them in dangerous situations. The staff believed that safety is the number one concern for this policy to be established. Previous golf course management did not strictly enforce this policy. With new management in place, more strict enforcement has taken place and has caused a great deal of pushback. Most of the criticism of this policy has been on social media.

After much consideration, I am recommending that we amend this policy to allow children under the age of 4 to accompany parents but a waiver must be signed so as not to hold the golf course responsible for accidents/injuries to the child. Concerns still exist about safety but the negative response by the public, in my view, necessitates some type of compromise. Other items to be included in the waiver are proper supervision, child safety measures when riding in carts, and proper golf etiquette so as not to impact reasonable pace of play. I would like the Board to give their feedback and recommendation as well.

If you have any questions or need additional information, please contact me.