

# January

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 1:00 pm AD HOC Committee	4
5	6 6:15 pm Tech & Comm Committee- canceled 7:00 pm City Council	7	8	9	10	11
12	13 5:30 Finance & Budget 6:30 pm Electric Comm.- <b>canceled</b> 6:30 pm BOPA- <b>canceled</b> 7:00 pm Water and Sewer Comm.- <b>canceled</b> 7:30 Muni Prop. Comm. - <b>canceled</b>	14 4:30 pm BZA- <b>canceled</b> 5:00 pm Planning Commission- <b>canceled</b>	15	16	17	18
19	20 4:30 pm Special Civil Service Commn. 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm.- <b>canceled</b> 6:00 pm Special City Council 6:45 pm VFDFB 6:50 pm VPODFB	21	22	23	24	25

26	27	28	29	30	31	
	6:30 Finance & Budget Comm.- <b>canceled</b>  7:30 Safety & Human Resources Comm. - <b>canceled</b>	4:30 pm Civil Service- <b>canceled</b>	6:30 pm Parks & Rec Board			



# *City of Napoleon, Ohio*

255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
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[www.napoleonohio.com](http://www.napoleonohio.com)

## *Memorandum*

**To:** Finance and Budget Committee  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Mikayla Ramirez, Clerk  
**Date:** January 24, 2025  
**Subject:** Finance and Budget Committee-Canceled

The regularly scheduled meeting of the Finance and Budget Committee for Monday, January 27, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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## *Memorandum*

**To:** Safety and Human Resources Committee  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Mikayla Ramirez, Clerk  
**Date:** January 24, 2025  
**Subject:** Safety and Human Resources Committee-Canceled

The regularly scheduled meeting of the Safety and Human Resources Committee for Monday, January 27, 2025, at 7:30 pm has been **CANCELED** due to lack of agenda items.



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## *Memorandum*

**To:** Civil Service Commission  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Mikayla Ramirez, Clerk  
**Date:** January 24, 2025  
**Subject:** Civil Service Commission-Canceled

The regularly scheduled meeting of the Civil Service Commission for Tuesday, January 28, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.

**City of Napoleon, Ohio**  
**Parks and Recreation Board**  
**Meeting Agenda**  
**Wednesday, January 29, 2025, at 6:30 PM**

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

- 1) Approval of Minutes: October 30, 2024 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Organization of board members
- 3) Discussion/Action: Swearingen Park Pickleball Court Project and Skatepark
- 4) Discussion/Action: 2024 Parks and Recreation Service Award
- 5) Any Other Matters to Come Before the Committee
- 6) Adjournment



Mikayla Ramirez, Clerk

*City of Napoleon, Ohio*

**PARKS AND RECREATION BOARD**

MEETING MINUTES

Wednesday, October 30, 2024, at 6:30 pm

**PRESENT**

Board Members	Ryan Funchion-Chair, Peg Funchion, Ryan Miller, Jon Knepley, Dan Baer
City Staff	Tony Cotter-Director of Parks, Recreation and Cemeteries, Connor Small
Clerk	Mikayla Ramirez
Others	News Media, Brittany Schwab, Levi Shadle, Greg Merrill
<b>ABSENT</b>	Mike Saneholtz, Chad Richardson

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**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes from the September 25, 2024, Parks and Rec Board meeting were approved as presented.

**CITIZEN COMMUNICATION**

Merrill said, my concern is the parking problem at Glenwood Park because there are no rules in that parking lot. I've seen blockades run over, people arguing, and speeding. It is a miracle, nothing bad has happened yet in the parking lot. People round the corners so fast and there are children everywhere walking. We need to set some rules and restrictions in that parking lot as soon as possible. We need an enter and exit sign so people know that it isn't a free for all. My other concern is the first two parking spaces when you pull off Glenwood are only 9 inches from the sidewalk, and I think the spots need to be eliminated. Cotter said, I appreciate you bringing this up and it is certainly something we've noticed. Connor and I have spoken with the city manager about this, and we do plan to add signs for enter and exit only. We could go further than that and put street paint on the parking lot to at least direct traffic. I will also speak with the city engineer about moving the two parking spaces you mentioned. Merrill said, thanks for your time today.

**DISCUSSION WITH THE NAPOLEON BASEBALL COMMISSION**

Shadle said, a couple years ago when we hired Eric Sprague for the varsity Napoleon High School position we discussed an idea I had to form county commissions for youth sports. Many successful programs in the area have commissions for youth sports from 2<sup>nd</sup> grade to high school but we do not. Connor reached out to me a few months ago about getting a commission created. At this time we have 13 trustees and we are going to formulate ideas on how we run the baseball program, hopefully this eventually will happen with other sports also. We are trying to make sure none of the kids for travel ball from 9-12 years old have to pay to play baseball. With that we are requesting start up money from the city as well as businesses to get umpire uniforms, baseballs, equipment, and other things. Small said, I came to Levi and Eric with Tony to form this commission to get our travel organization and rec team under one umbrella. What we originally had was parents stepping up for travel teams and then there were kids left out unintentionally. So, we decided it would be a good idea to create this commission and be able to get all fundraising money under one umbrella that way every kid has the chance to play travel ball. Our goal would be to not require these kids to pay, of course that probably won't happen this first couple of years. One thing we discussed was travel ball can be expensive so we don't want that to be an issue for kids. Another thing is this commission in the future could help with funding for the baseball fields. Shadle said, also standardize uniforms from 9 years old to varsity so they all have the same uniforms. One of my biggest issues with

Napoleon athletics is the lack of involvement from the varsity program at the youth levels so we want to work on that also. The most important thing is for the kids to learn fundamentals and to have fun. That is where the money from the commission would go, if you have any questions, please let me know. Cotter said, this isn't something the city will dictate, this will all be run by the commission. They just had tryouts 3 weeks ago for next year so they're already ahead of the game. Small said, this year the city did all the registrations that way everyone knew where to go to sign up but next year, Eric wants to get all the information to the recreation teams at the end of the season. That way kids who are already playing have the chance to tryout for travel ball teams and those tryouts will be held a few weeks after the regular season. Shadle said, I want to speak with Eric about maybe handing out fliers and reminders because we want the word out to as many interested baseball players as possible. Whatever you are willing to donate I would really appreciate it. Cotter said, I did anticipate a request so I did put \$2,500 in our budget for seed money for this commission. P. Funchion said, the first year will there be a fee. Shadle said, yes a \$100 with hopes of not having that again and we budgeted \$15,500. Is this something we will need to request annually. Cotter said, the board would likely want you to come in once a year.

## **2025 BUDGET REQUESTS**

Cotter said, hopefully you all had a chance to look over the budget. Like I do every year I won't be going over every line item, but I will address all the highlights of the budget. I also had a handout of the summary that gives you an idea where we stand after this year going into 2025. I'll begin with revenue, last month we spoke about revenues and what we were projecting for this year. At the end of September, I began the budget and what the expected revenue for the golf course, I anticipated \$330,000 and the updated number is now \$352,750 as of October 30<sup>th</sup>. I believe corporate memberships really helped with revenue. It has been a great year, we did have a rough time in April, but we rebounded very well. Also, in regard to the swimming pool we are up \$3,000-\$4,000 compared to last year and we are going to come in a little over \$84,000 there. Parks and programs those are our shelter house fees and those stay pretty consistent, same for the programs and participation fees.

Reimbursements, that is the \$15,500 transfer from the general fund to the rec fund for my work at the cemeteries. Our income tax levy is obviously a big income source for us, and we are trending about the same as last year at \$805,000. The Quad Center is just the money we bring in through the property tax levy and we bring in enough money to pay off the 20-year debt on the pool. There is some surplus there and we put that money into the professional maintenance fund for equipment etc. Expenditures that just is administration for myself and my office but there is no real changes there. Facility management that is for recdesk which does all our online registrations etc. Golf there wasn't too much added expense, but I will say with the figures I did get from payroll it seemed pretty conservative. In my estimation we jumped up about \$12,000 in payroll but what we did talk about was the change in minimum wage so that may affect how we pay some employees. Training and education have the same budget as last year. Professional service which is money for green verification and tee verification, and we added a second round of verification that is why that budget went up. Material costs have gone up, that's because of the chemicals. The 57000 and 57200 are our capital improvement costs, primarily for our lease programs with our golf carts etc. Not a lot of changes at the pool. The line item for salaries is a little bit higher, which is normal. Aside from that there are not a lot of changes on the expense side of the budget. Professional services if we need to hire anyone for repair work for the pool. Bank servicing charge that is credit card fees we have to pay, and we did place a minimum of \$5 for credit card purchases at the pool, that way we don't have a net loss. Chemicals, I did have to add more money to the budget because costs are up. Moving onto parks, most of the non-bargaining are just our seasonal employees. They do general work for us, aside from that we have 3 full-time workers that are under salary, they must be on contract. We are doing our best to keep our overtime cost down a little bit, it has \$15,525 in there. There isn't a lot in travel and training, just some things to keep them up to date on their licenses. These are the utilities for shelter houses, lights in the parks etc. Professional services are if

we need to do any tree work. Operating materials will probably be the line item I did add to and what I am asking for is an increase on what we spend on fireworks. I am proposing that the rec fund contributes an extra \$5,000. We haven't bumped that amount for a few years and like everything else cost have went up for everything. Capital improvements, you saw this last month, again these are operating funds for golf for equipment leasing that is a \$25,000 annual expense. I am asking to purchase 3 new golf carts and trade in 2 of our oldest carts. Pool operating, we have some security cameras we still need to install and an upgrade of the server. We were told by IT that our computers will be obsolete, so we have to add money to the budget for that. The 4400, we have 3 mowers, and we want to trade the oldest one for a new one. Pickle ball courts, the original estimate was quite high, but we were able to get that number down and we believe that we will get some private donations. Once I get more information about that I will present it to the board. The Oakwood Park dugouts we want to add concrete in there and a new athletic field liner. Regarding the storage building, after speaking with Kevin and Andy we will be using this building for a lot of storage. By doing that I was given the recommendation not to take the money out of the aquatic fund. It still has to be approved by city council but I am pretty confident it will be approved. After expenditures projected at the end of this year we're projected at \$701,913. Going into 2025 carry that over is much lower but that is just the standard way we like to budget to be conservative in case things happen, same with our expenditures that would leave us with a projection of \$367,954 and I anticipate it will be a lot higher than that. R. Funchion said, I've been speaking with Kyle who leads the Wildcat Youth 32 Athletics who put the Glenwood ballpark project together. He sent me an email stating there is \$18,000 still left and owed related to the concession stand area so he wants to get that closed out. Cotter said, I was made aware of that about a month ago and essentially, they had some added cost they didn't anticipate. So, do we want to help them out in full or partially. I believe the delay was because the contractors didn't realize how large the concessions would be and delays from Wood County also contributed to the delay. P. Funchion said, so they are \$18,000 short on material costs. What do we have in our budget. Cotter said, I don't have it in the budget now but it can be added in before I go to the Finance and Budget Committee on Friday. So, we will want to make a decision tonight on how much we'd like to help. Personally, I would be in favor of helping them at whatever level you guys would like to donate.

Motion: Baer              Second: P. Funchion  
to add \$18,000 to the budget to donate to Wildcat Youth 32 Athletics

Roll call vote on the above motion:  
Yea- Knepley, Baer, P. Funchion, Miller, R. Funchion  
Nay-  
**Yea-5, Nay-0. Motion Passed.**

Motion: P. Funchion      Second: Knepley  
to approve the Parks and Recreation Budget for 2025 as presented

Roll call vote on the above motion:  
Yea- Knepley, Baer, P. Funchion, Miller, R. Funchion  
Nay-  
**Yea-5, Nay-0. Motion Passed.**

**ADJOURN**  
Motion: Miller              Second: Knepley

to adjourn the Parks and Recreation Board Meeting at 7:34 pm

Roll call vote on the above motion:

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

Nay-

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

Approved

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Ryan Funchion

DRAFT