

February

2025

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



City of Napoleon, Ohio

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

To: Board of Public Affairs
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: February 7, 2025
Subject: Board of Public Affairs-Cancelation

The regularly scheduled meeting of the Board of Public Affairs for Monday, February 10, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Electric Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: February 7, 2025
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, February 10, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Water, Sewer, Refuse, Recycling and Litter Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: February 7, 2025
Subject: Water, Sewer, Refuse, Recycling and Litter Committee -
Cancellation

The regularly scheduled meeting of the Water, Sewer, Refuse, Recycling and Litter Committee for Monday, February 10, 2025, at 7:00 pm has been **CANCELED** due to lack of agenda items.

City of Napoleon, Ohio
Municipal Properties, Buildings, Land Use and Economic Development Committee
Special Meeting Agenda
Monday, February 10, 2025, at 6:00 PM

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

- 1) Approval of Minutes: August 12, 2024 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Review of the cemetery rates and fees
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Mikayla Ramirez
Mikayla Ramirez, Clerk

City of Napoleon, Ohio

MUNICIPAL PROPERTIES, BUILDING, LAND USE AND ECONOMIC DEVELOPMENT COMMITTEE
SPECIAL MEETING MINUTES
Monday, August 12, 2024, at 6:00 pm

PRESENT

Committee Members	Robert Weitzel-Chair, Brittany Schwab, Ross Durham, Joe Bialorucki
City Manager	Andrew Small
City Staff	
Others	News-media, Tom Weaver, Jason Maassel, Kelli Burkhardt, Lesa Bischoff, Janine Shearer, Jamie Huber, Tiffanie Lambert, Joy Ermie
Recorder	Mikayla Ramirez

CALL TO ORDER

Weitzel, Chair of the Municipal Properties, Building, Land Use and Economic Development Committee, called the meeting to order at 6:00 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the May 13, 2024, Municipal Properties Committee meeting were approved as presented.

REVIEW REQUEST BY PILLARS OF SUCCESS TO ESTABLISH SAFE HAVEN EMERGENCY HOUSING IN THE CITY

Jason Maassel said, good evening, everyone and thanks for having us. I serve as the President of Safe Haven which is an off shoot of Pillars of Success. Although Safe Haven wasn't formed until recently the idea has been around since before Covid. Before Covid 15-20 people met at Crossroads Church to discuss how to solve homelessness, then Covid hit and slowed us down. We have gone through several ideas on how to assist the homeless. There is property out there we considered buying that required mitigation where the water plant is now located, however, the cost was getting too high and we didn't think we could fundraise that amount. Who are we? We are residents who see a need to assist the homeless. We discussed using the trailer court, but you can't sublease there. Then, we thought maybe we could build a building but that has rules and regulations that requires 1000 square feet with foundation, running water, and must be in a residential area. What if we change that? What if we have a campground, which is in the rules, but it has wheels and needs to be moved often. What if we change that rule to have structures that don't have foundations and possibly no running water to offset homelessness. Then, someone suggested hotels but if you put a family of four in a hotel for 30 days and it costs \$2,000 a week per room multiplied by 4 that is \$8,000 a month. Even if the price was \$1500 that is still \$6,000 a month multiplied by the number of months they need to stay and it gets very expensive. We believe we could put up a more permanent structure for \$24,000 and that structure can be used multiple years by different families. In the City of Bryan, they had a pastor that tried to make their church a homeless shelter which goes against code and puts the city in a bind. We had a warming and prayer vigil where people could come in during the weekends, so they had a warm place to sleep. They had success with that until they had a gentleman break in on a Monday night who was looking for a warm place to stay. Those are the people we are trying to help. If you live in Henry County and are in the Pillars of Success program, we want to help you. We are not going to assist people from other areas. We are focusing on helping people in Henry County and Henry County only. Another reason you might want to do this is for the developmental part of it. Most of your employers need quality employees who will show up and go to work. We would be able to provide some of those types of people. There aren't many people, roughly 3-4, but those are the people we are looking to help. Weitzel said, that was a very good summary of why you got started with looking into this situation. I appreciate that and speaking on

behalf of just myself I understand there is a need for help for all kinds of people. I worked in a situation where I saw all types of situations like these. I would love to hear the rest of the guest's stories here today. We mostly want to deal with the certain details of your plan to help these people, thus far I haven't received anything that looks like a plan. We had Joel come in before and show us pictures, but we haven't seen a plan about Pillars of Success & Safe Haven Emergency Housing Plan. We are interested to hear about the vetting process and the structure itself as well as how many. Maassel said, I was just trying to show the cost efficiency of a hotel versus a pallet home. Weitzel said, the general idea I remember hearing at the time was roughly three structures but everything else was very nebulous. Maasel said, that is fair, but our question was how much we do for that since it is currently not aloud in the city. We thought we could get approval from the required people such as a committee or council before we proceed with using our time to create a plan just for council to say no it is not permitted. Weitzel said, so this is more fact finding for you right now. Maasel said, yes because we have gone down so many paths just to be told no at the end that is why we are asking now. Weitzel said, I won't ask specific questions yet if you would like other members to speak now. Unless other members of council have questions currently.

Kelli Burkhardt said, I continually get phone calls from mothers who are working in our community but they are not in safe living situations. So as Jason was saying we had a contractor here in Napoleon do a triplex for us that we were going to put on this land across from Glenwood Estates. We also looked at the land by Oakwood Village Apartments and the project manager was going to be building additional apartments. We were going to partner with them to rent 10 apartments. We had this all worked out prior to Jac Products coming in with another apartment complex. Once, Jac Products came and took all the apartments so we couldn't utilize apartment buildings that were already here. Another issue we have come across is Riverview Estates, East Point, and Pineview are all owned by the Aspen Rental Company and they do not allow anyone to rent who has an eviction or felony. Those rules take out a lot of apartment complexes. There is just roadblock after roadblock and that is why we came today without a detailed plan because we don't want to be let down again.

Jamie Huber said, I am the Director of Community Services at NOCAC. Thank you for having me today and I am here to support Kelli with Pillars of Success. I have been at NOCAC since 2022 and the last year I have been over the homeless services. We serve 6 counties and I think it would be amazing if this community could be one of the first to get transitional housing. Mostly everyone comes to Defiance for the Path Center, but the Path Center is full every day. It has 16 beds in 4 rooms and if we have a family they take up an entire room, which means less people have a place to stay. There are people who sleep in our parking lots every night due to reaching capacity or they have animals they don't want to part with. We are region one of the balance states of continued care and that happens to include all 6 counties we serve Defiance, Fulton, Henry, Paulding, Van Wert, and Williams. We are the gateway we do the coordinate entry and that's when everyone comes to do the assessments to either get in the shelter or the rapid rehousing program. These funds are very limited and we are very busy. We put people in permanent supportive housing which assists the chronically homeless with a documented disability. We are going to see an increase in homelessness in our area because the ARPA Funds are gone and so many people relied on those funds for housing. We are having an uptick in calls into our agency for help. There are limited funds for people who are outside of homelessness like people who are higher up on the federal poverty guidelines who wouldn't even qualify. With our homeless program we are serving people who are homeless with an income eligibility 30% AMI. The calls just keep coming but we have no place to send these people. There is a shelter in Williams County, The Sanctuary which is always full. Then, there is Dad's Place in Williams County that is having legal trouble. Lastly, there is Haven of Hope in Van Wert County for only men and they can only stay 1 night. We are desperate to have transitional housing in all these areas. NOCAC is willing to be a resource to offer financial coaching and employment

coaching, but we need the communities to step up. I know no one wants a homeless shelter in their community but where do they go. They just become transient and travel county to county. Henry County numbers are low but that is likely because they transfer to Defiance County because that is where the homeless shelter is. Same for Paulding County their numbers are low because the homeless go to Van Wert County to that homeless shelter. I think it would be great for the county to do this and I understand it is a big step but seeing the progress these people are making is incredible. We keep running into barriers and having to pivot. Weitzel asked, the Path Center has how many units? Huber said, it has 4 rooms with 16 beds but if we had a family it would take up an entire room. Weitzel asked, how long has it been in existence? Huber said, since the 1990's. Weitzel asked, has it always been that size? Huber said, yes and we do have 7 single room occupancies upstairs apartments and we have success with that since we get vouchers from HUD. Small asked, where is the Path Center? Huber said, it is 1933 East Second Street and that's right across from the pawn shop with the cars. Weitzel asked, why hasn't it been increased in size? Is there no room for expansion? Huber said, if we had the funds we would love to expand. Weitzel asked, how large is the Williams County shelter and who do they serve? Huber said, that is being serviced by a church within the organization there. I have been there recently and there were a lot of people there, maybe a dozen or more. Weitzel said, I'm going to group those two together and we won't go any deeper than that because those are well established. How many people can they hold? Huber said, 4 but possibly 8. Weitzel asked, how long has The Sanctuary been in existence? Huber said, I believe since the early 2000's. Weitzel asked, do both of those places have supervision? On sight? For 24 hours? Huber said, yes there is supervision Monday to Fridays from 7am til 5pm. They also have cameras that are there. Weitzel asked, but nothing during the nighttime? Huber said, no but there is a security and on call system. Every homeless person is different, but it is common for them to suffer from addiction, mental health issues, fleeing domestic violence, and other things. Rural homelessness is very different from urban homelessness. Urban homelessness is what you see in movies of people living in cardboard boxes on the street. Rural homelessness, although it isn't technically homeless, is couch surfing because these people don't have a place of their own to live. The demographic of the homeless is very different. Weitzel said, thank you for the information. That was part of the research I was doing and some I learned from life experience. Those are the type of people we are discussing today the unsafe and unstable.

Tiffanie Lambert said, hello I am here with Kelli and Janine on behalf of Pillars of Success. I met Kelli and Janine in October of 2016 when I was homeless. I lived in my car because I previously was living in a homeless shelter, but it closed for the winter due to lack of funds. At that point I still didn't have a home, I just had a baby, and I just got back to work. The homeless shelter referred me to Pillars of Success and at that time I never knew of that organization. During this time my sister was taking care of my 4 kids and I just started my job at Campbell's. I was so scared. I was living in my car, not seeing my kids, I showered at work, and most of the time I didn't know when I was going to eat next. Then, I got to Pillars of Success and they provided me with stability and educated me on things like how to save. Within 3-4 months of reaching out to them I had an apartment they helped me get and I lived in that apartment for 6 years. During that time, they helped me with bills, getting furniture, resources for food, and helped me learn to stay ahead. I wouldn't be where I am today without Pillars of Success. Today I own my own 4-bedroom, 2 bathroom house on 3 acres of land. I also may never have kept my job with Campbell's without them. I've had promotions and kept this job all this time. My children are thriving and live with me again. I couldn't be more thankful for this organization.

Joy Ermie said, I am the Henry County Health Commissioner. I have a few handouts for you all today. The health department does a lot that pertains to community health assessment; therefore we have a lot of data when it comes to housing. The last time we did our community health assessment and economic stability housing community brief it looked like the City of Napoleon strategic plan. They

looked alike because housing is an issue in the city. The last strategic plan written by the city mentioned housing 19 times, so I wanted to provide data to support what you're hearing. I know from sitting on the Economic Stability Community Health Improvement Planning Work Group we often want to come up with solutions and those ideas are usually the quickest or easiest, not always the best. We asked ourselves why don't we just use the existing housing? Well, we don't have any existing housing that is available. According to our last economic stability brief vacancy rates for rental vacancies in 2021 were 2.9% which compares to a 4.8% for the State of Ohio and 5.7% for the nation. When we look at homeowner vacancy rates we have .8% that is how many houses we have in Henry County that are vacant. We can't just look at what is vacant and do renovation because there is nothing there. Another thing I would like to mention is the movers and non-movers, once people move to Henry County to rent or buy a home they stay. This is good but not when you don't have enough houses to begin with. 48.3% of our renters moved in 2015-2018 are still there. I just wanted to let you know that with 78% of homeownership of people owning homes that means that other percentage of people are renting. When we have such a low vacancy rate for homes for sale or for rent then we must consider different avenues. For example, transitional housing, quality affordable housing, and that is when those vouchers come into play. We also need fair market value and it makes me really appreciate the apartments you guys are considering bringing into Napoleon. I just wanted to give you some data while you're thinking about all of this. Weitzel asked, what is your definition of transitional housing? Ermie said, my definition of transitional housing is a case management type situation, where someone is transitioning from one aspect of life into another. They are just getting up on their feet, before they jump into renting a house themselves. This could be someone getting out of incarceration, recovery, court system, someone escaping domestic violence, or just someone who needs help during a transition in their life. These transitions could be something like not being able to afford a down payment or a previous eviction. That is my definition of transitional housing.

Weitzel asked, are there any other people who would like to speak or does the committee have any questions. Schwab said, I have a few questions for Jamie, you spoke about your organization and serving 6 counties. Is there a county seat? Huber said, it is the whole county. It's amazing because we cover 6 full counties. Schwab said, okay thank you I just was trying to understand that more. Huber said, I serve Defiance, Fulton, Henry, Paulding, Van Wert, and Williams. When we get funding, it isn't to specific counties it is based off of prioritization with the homeless. They come in, do the assessment, get put on a prioritization list, then the assessment is run through the Homeless Management Information system, and score the individual. I always tell them to be as honest as possible when taking the assessment because they are scored, although we never tell them the score. Based off the score we will either bring them into the shelter, rapid rehousing, or permanent supportive housing. We have two people who manage that program and that makes it a 20-person case load per person. Schwab said, if you believed it would cost \$4000 a month to house a family in a hotel, hypothetically how much would it be to expand the Path Center? Huber said, right now there isn't enough money to expand. The Path Center has had talks about creating their own transitional housing but that is so far into the future because we just don't get enough funds coming in. The money we do get from the county for instance, we get \$10,000 from Jobs and Family Services from Fulton and Van Wert County. Williams County did but that might be going away. Then, we get \$15,000 from Defiance and Paulding County. That money is used to fund a coordinator entry person, outreach, and resource guide. We do also get money for those counties from United Way; however, we do not get anything from Henry County at all. Not to throw Henry County under the bus we've just always been told Henry County takes care of its own. We would love that funding, but it doesn't matter if we get it or not we are going to serve all 6 counties anyway. We would love to build an add on to the Path Center but that would require millions of dollars. I think having transitional housing in all the counties is our number one goal because you can keep your work force, rather than losing your work force to Defiance. Schwab asked, and you find yourself now sending

people to different counties? Huber said, if they get picked up in the rapid rehousing program or permanent supportive housing, they do get a choice of county they want to be in but if they have no ties to Henry County then they are not going there. Before I left, I saw on our ledger that only 3 people were in Henry County but most stay in Defiance County. If they had an opportunity for a job in Henry County it still wouldn't be possible because there is nowhere to rent in Henry County. Also, many landlords don't want to work with these people if they have a record. Bialorucki asked, Jason you mentioned that the organization has been around a long time, what kind of fundraising efforts have you done? How successful were they? Maassel said, we haven't done any fundraising yet because we haven't gotten anything off the ground to fundraise for. Like our plan for mitigating the land across from Glenwood Estates but by the time we mitigate that land you're looking at \$300,000-\$400,000 dollars. That isn't easily doable, so we did not fundraise for that. We want to get permission for this plan before we begin fundraising. We do feel confident though that we could raise enough money to put up 3 pallet homes plus a restroom facility. Again, we are considering campgrounds not someone's backyard. We do not want it in a residential neighborhood, we want it in a commercial area. Many people are for this just not in their neighborhood. We don't want to fundraise, then be told by the city that we can't build those types of structures.

Pastor Janine Shearer said, I am the Pastor of Immanuel Lutheran Church when we were considering the location that is now the water plant we had \$42,000 promised from different congregations. Maassel said, that was promised without a set plan. Weitzel asked, Kelli I have a few additional questions for you, I have heard a lot of good information, but I would like to specifically discuss the plan. The plan has been presented before with these specific structures, but can you provide more details on exactly what structure you are speaking of. Burkhardt said, what we are looking for is a single room, like an efficiency apartment, but not something someone would want to live in their whole life. It is a temporary, 400 square feet with a bed or bunk bed. It also has heat and air conditioning. Weitzel said, this is the picture we were given and there is no way this is 400 square feet. According to Pallet Industries this is an E2 model that is 70 square feet. Burkhardt said, my apologies I am not familiar with square feet. Weitzel said, these in theory are two person structures, according to their literature. There literally is no living ability here. There is no water, sewer, or food storage. In the photo there is a desk but in reality, it will never look like this. The larger structure is 120 square feet for 4 people. Am I misrepresenting what you are looking at? Burkhardt said, no but can I be honest? What I would really like to have is an affordable apartment complex. Like what Oakwood Village Apartments promised a few years ago with rent being about \$500-\$600. The folks we are sending to the Path Center are working at Taco Bell, Kroger, and other places near the Path Center. I like fast food on Scott Street and we need workers there. I also have people at Campbell's Soup and Defiance Stamping. Honestly, I wish I didn't have to have conversations about pallet homes because it is ridiculous. I need an apartment complex. Weitzel said, so if there were 3 of those units on a site, what else other than those would be there? Burkhardt said, a restroom facility with a couple of showers and bathrooms. These would be locked and require a code that is individual to the person. Weitzel said, and this was the other piece of literature given to us by Joel that shows an encampment with several units. I'm not sure if these are the same units because they do not look the same as the ones we were shown. In general, it would be 3 units and 1 other unit for restrooms. Would there be no supervision? Burkhardt said, there would be cameras because you must have eyes on it. Weitzel said, that is true cameras do record for posterity. Cameras do not stop the problem or prevent problems from happening. Burkhardt said, what I am finding with our transitional because we do have four apartments right now and what I noticed is they've become a community. We have families helping each other babysit while they work. It is more of a support system community we are finding. Weitzel said, where is this? Burkhardt said, it is here in Napoleon in a commercial setting. Safe Haven is going to follow the same rules and regulations as Pillars of Success. Weitzel said, I would like to ask Jason a few questions. I am formulating these questions as we go through this, so we have 3 unsupervised units. This

is your vision. What types of negative issues do you think could arise in this living situation? Maassel said, you probably have a better idea of what could happen, then I ever would. The people who are there are already getting help and they may have made mistakes in the past, but they are trying stop living in their car. I do not see people living there year around especially if it is like the campground idea. I could see Safe Haven using them in the winter months and a campground owner using them in the warmer months. March 31st through November 1st would be the colder months. It is a place to go to be safe. I believe if they are in Pillars of Success and you give them a hand they can do some amazing things. There will be issues and I'm not sure how your agency works but at least they would know the exact area where issues occur rather than it be unknown. Burkhardt said, Henry County Cares started in maybe 2017 and they have case managers. What their case managers are noticing is the lack of transitional housing, so we work closely with the Henry County Health Department. Weitzel said, so you will vet the potential client that would be using the units? What would be the criteria? Maassel said, it would be the same requirements Pillars of Success has. Burkhardt said, they must be employed or be in the process of getting a job, unless they are on disability and are waiting to get into an apartment. They also must not have a be a resident of Henry County, no sex offenses, no drugs or alcohol. Schwab asked, what is Safe Havens role? Is the criteria is based off Pillars of Success? Maassel said, the legal entity of Safe Haven is Pillars of Success. Schwab said, would that entity own the property? Maassel said, no we don't want to own the property hopefully we will work with a campground organization. That will be part of the plan we bring forth, but we didn't want to start the plan if was going to be denied. I'm not going to spend time with a campground to organize this if we will be told no. We are not building anything until we come back. It is a special use, Planning Commission, and Council decision. The main reason we want this in Napoleon is because that is where the services are located. It could be put in Deshler, McClure, or Holgate but the services are here. Schwab asked, are there investors in Safe Haven or is it money coming from donations to Pillars of Success? Maassel said, Safe Haven will be its own financial entity. Burkhardt said, it is its own 501(c). Schwab said, so the two companies will be working together. Maassel said, yes. Burkhardt said, also the Henry County Health Department. Bialorucki asked, what outcome are you looking for today? An okay on the pallet homes? Maassel said, no we want an okay that these types of structures can be built in the City of Napoleon because right now you can't. Bialorucki said, my only confusion is every time I've had people come to Council or Committee they've said they have a plan that they know might be outside of the ordinances. My understanding for the meeting today was that someone from Safe Haven was going to request an exception. I thought we were going to be asked to have this added to the agenda for Council. I asked specifically if there would be a business plan and information on what you want to do so we can make a decision and he said yes. I was told it was going to be on the pallet homes. Weitzel said, besides the initial meeting with Safe Haven during Council it has been very nebulous. We can't ask specifics because you don't know the location so we couldn't discuss any zoning questions. This is just a conceptual thing. I understand the need for people to have help but what I am hearing tonight is that Henry County doesn't have many resources like properties that would be ideal to use in this situation. So, we are looking for something that does not exist in the code because we do not have enough availability. I personally find it difficult to take a drastic step away from minimum requirements for livable space determined by the city and state. 950 square feet isn't very much. A 2 bedroom mobile home 14 by 70 square feet is the smallest structure we allow. Everyday life can't be done in a pallet home and it does not feel safe. Personally, I would rather see a traditional structure and find a place to put that, that abides by current codes. That is how I feel and I was very interested to hear from you all about this project because it is good information. I love hearing success stories, I know the need, and I have seen the need. Under this circumstance I don't feel comfortable changing the code that drastically. Maassel said, please let me know the answer now. Weitzel said, I have done as much research as I can. I've even talked to people in the last few months who didn't realize how many people need help. I realize you guys want to help as many people as possible. I have thought about this a lot and I don't think it is the right thing to do for

the city. Maassel said, I believe that is a true statement. Burkhardt said, I truly appreciate your time. I don't know if there is anything the city can do but I know Jamie has worked her butt off with different metropolitan housing authorities. We thought we were going to get something built. I would just ask that we don't lose the momentum. We can do better and be better. If someone has funding to put people in hotels, I am more than happy to accept because we have hit Emmanuel's congregation pretty hard. If you know of any other churches that are willing to donate \$1,000 a week for the Comfort Inn, we are always looking for that. An affordable apartment complex is what we really need because we have people working here and I want to keep them here. Weitzel said, if anything you have spoken to the public because the press is here. This story is going to be told and that is worth something. Burkhardt said, it is. We want to keep bringing the business in and increase the tax revenue. I want our workforce to stay in Henry County because they have a future. Weitzel said, we appreciate your attendance and I look forward to hearing another idea from you all on how to help the community.

Adjournment

Motion: Bialorucki

Second: Schwab

to adjourn the Municipal Properties Committee meeting at 7:06 pm

Roll call vote on the above motion:

Yea- Schwab, Durham, Bialorucki, Weitzel

Nay-

Yea-4, Nay-0. Motion Passed.

Approved

Robert Weitzel – Chair
Municipal Properties, Building, Land Use & ED Committee



City of Napoleon, Ohio

Parks and Recreation Department

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Memorandum

To: *J. Andrew Small, City Manager*
From: *Tony Cotter, Director of Parks and Recreation*
Date: *February 5, 2025*
Subject: *Cemetery Rate Adjustments*

Per your request, I've attached the City's current rates and fees for cemetery lot purchases along with opening and closing rates. I revised the proposed rates to reflect the changes that you recommended. For comparison purposes, I've included rates and fees for area cemeteries.

I've also attached the revenue and expenses for the cemetery's operations for the past three years. Additionally, I included figures from 2002 to show sales since the last rate increase which was in 2002.

Please let me know if you have questions or would like additional information.

City of Napoleon – Cemeteries Division
Rate Increase Recommendation

Current Rates:

Burial Lots	Resident	Non-resident
Regular	\$165.00	\$250.00
Infant	\$80.00	\$110.00
Opening and Closing Fees		
Adult Grave	\$215.00	\$310.00
Indigent Adult	\$190.00	\$275.00
Crematory Urn	\$100.00	\$160.00
Child's Grave	\$135.00	\$250.00
Infant (under 1 year)	\$110.00	\$190.00
Crypt end opening	\$160.00	\$240.00
Weekend Opening and Closing Fees (additional)	\$125.00	\$200.00

Proposed Rates:

Burial Lots	Resident	Non-resident
Regular	\$250.00	\$400.00
Infant	\$125.00	\$175.00
Opening and Closing Fees		
Adult Grave	\$265.00	\$360.00
Indigent Adult		
Crematory Urn	\$165.00	\$250.00
Child's Grave (smaller casket)	\$200.00	\$375.00
Infant (under 1 year)	\$150.00	\$250.00
Crypt end opening	\$275.00	\$280.00
Weekend Opening and Closing Fees (additional)	\$175.00	\$250.00
Services after 2:00 pm. (additional)	\$50.00	\$50.00

Estimated additional revenue with proposed rates:

Lot Sales (based on an average of 35 lots sold annually)	\$ 3,450
Open and Closing (based on an average of 93 interments averaging \$265 ea.)	\$10,115

Area Cemetery Rates and Fees

Riverside Cemetery (City of Defiance) – Defiance, Ohio

Burial Lots	Resident	Non-resident	Notes
Regular	\$400	\$475	Discounts given to purchases of 2 or more
Infant	-	-	
Opening and Closing Fees			
Adult Grave	\$425	-	Additional fees after 2:00 pm and on weekends
Crematory Urn	\$225	-	
Child's Grave	\$275	-	
Infant (under 1 year)	\$275	-	
Weekend and Holidays	\$525	-	
Services after 2:00 pm. (additional)	\$100	-	

Riverview Memory Gardens – Defiance, Ohio

Burial Lots	Resident	Non-resident	Notes
Regular	\$850	-	Includes bronze plaque and footer
Infant	\$850	-	Free if in child section
Opening and Closing Fees			
Adult Grave	\$900	-	
Crematory Urn	\$850	-	
Mausoleum Interment	\$950	-	

Grelton Cemetery – Grelton, Ohio

Burial Lots	Resident	Non-resident	Notes
Regular	\$900	-	5 grave lot
	\$500		Half lot (2-1/2 graves)
Infant	-	-	
Opening and Closing Fees			
Adult Grave	\$450	\$500	Add \$200 for wknd service
Cremations and Infants	\$100	-	Add \$300 for holiday service

Fountain Grove Cemetery (City of Bryan) – Bryan, Ohio

Burial Lots	Resident	Non-resident	Notes
Regular	\$200	\$250	
Infant	\$150	\$200	
Mausoleum	\$350	\$400	
Opening and Closing Fees			
Adult Grave	\$225	\$275	Add \$100 for Saturday services - resident
Crematory Urn	\$100	\$150	Add \$150 Saturday services – non-resident
Infant (under 1 year)	\$100	\$150	

City of Napoleon – Cemeteries Division
Revenue and Expenditures

Revenue	2024	2023	2022		2002
Lot Sales	\$5,300	\$4,065	\$4,714		\$9,570
Grave Open & Closing	\$14,530	\$12,790	\$12,045		\$16,480
Expenditures					
Operating	\$115,966	\$109,178	\$121,250		\$80,499
Capital Improvements	\$7,000	\$7,000	\$14,330		\$11,512



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: Board of Zoning Appeals
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: February 7, 2025
Subject: Board of Zoning Appeals-Cancelation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, February 11, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Mikayla Ramirez, Clerk
Date: February 7, 2025
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, February 11, 2025, at 5:00 pm has been **CANCELED** due to lack of agenda items.