

# SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	<b>Closed Labor Day</b>	<b>4</b> 4:30pm Civil Service Meeting 7:00pm City Council Meeting	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
10	<b>11</b> 6:30pm Board of Public Affairs 6:30pm Water/Sewer Com.	<b>12</b> 4:30pm Board of Zoning Appeals	<b>13</b>	<b>14</b>	<b>15</b>	16
17	<b>18</b> 6:00pm Tree Commission 7:00pm City Council Meeting	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	23
24	<b>25</b> 7:30am Finance and Budget Committee	<b>26</b> 12:00pm Preservation Commission	<b>27</b> 6:30pm Parks and Rec Board	<b>28</b>	<b>29</b>	30

*City of Napoleon, Ohio*

**FINANCE AND BUDGET COMMITTEE**

SPECIAL MEETING AGENDA

**Monday, September 25, 2023 at 7:30am**

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

- 1) **Approval of Minutes: June 26, 2023** (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **2023 Third Quarter Budget Adjustments**
- 3) **Any Other Matters to Come Before the Committee**
- 4) **Adjournment**



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Marrisa Flogaus - Clerk of Council

*City of Napoleon, Ohio*  
**FINANCE AND BUDGET COMMITTEE**  
SPECIAL MEETING MINUTES

**Monday, June 26, 2023 at 6:00 pm**

**PRESENT**

Committee Members	Jason Maassel-Acting Chair, Ken Haase, Dr. Dave Cordes
City Manager	J. Andrew Small
City Finance Director	Kevin Garringer
Others	News-Media, Joel Miller-Henry County Chamber Director
Acting Clerk	Roxanne Dietrich

**ABSENT**

Committee Member	Joe Bialorucki
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**CALL TO ORDER**

Maassel, Acting Chair of the Finance and Budget Committee, called the meeting to order at 6:00 pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections the March 27, 2023 committee meeting minutes were approved as presented.

**2023 SECOND QUARTER BUDGET ADJUSTMENTS**

2023 Apportion Budget- Supplement #2

Garringer stated we're going to start with the appropriation budget supplemental #2. This is where we increase line items that we have budgeted for.

General Fund- Garringer stated one of the bigger items on this supplement is a \$23,000 grant that we don't budget for because we don't know what the grant is going to be from year to year. Then there is an increase of \$3,606 for medical testing through HR for new hires or drug screenings. In the past those have been run through each department, but HR choose to start running it through her line item. Lastly, there is \$180,000 of transfer money, which was the city's portion for the roundabout project from the year before.

170 Fund- Garringer stated the 3% retainer fee was increased to the original amount that we budgeted for. Maassel stated it's good to have a higher than anticipated income collections.

220 Fund- Garringer stated part of the increase is the creation of the facility manager and the overtime for issues they had with the irrigation out there.

221 Fund-Garringer stated the increase is for the faculty manager.

243 Fund- Garringer stated this fund is for fire loss claims returns. We don't typically budget for this.

This is when someone has a fire and their insurance sends money to the City of Napoleon to hold until it's cleaned up or rebuilt.

We paid back all funds we were holding for individuals, which is why this fund is empty.

275/277 Fund- Garringer stated were just some changes with the grants out at muni court.

280 Fund- Garringer stated this fund is for CPT mandated training. This fund has had money earmarked for the last three years that we never used. The police chief asked me about it, so I looked into it. There was a program where a fund was set up with money earmarked for training and education. The police chief will be using the money now. Maassel asked if he's using those dollars for training? Garringer replied yes.

288 Fund-Garringer stated this fund is used for the Justice Reinvestment and Incentive Grant (JRIG) at muni court.

310 Fund- Garringer stated we found that there was an error in the excel spreadsheet for the budget year. We put it in the budget, but it didn't roll to what was actually approved by Council. This is a payment that we anticipated, but just wasn't budgeted for. We have the funds available.

500 Fund- Garringer stated this fund is for salaries and overtime. A lot of this is from when we sent some employees down to other areas, which we don't budget for. Maassel asked if it was for the electric mutual aid? Garringer replied yes. Small stated they went to Wapakoneta for 4-5 days. Garringer stated we bill them and get paid, but that is what caused the overtime.

503 Fund- Garringer stated this is for the purchase of the digger truck.

520 Fund- Garringer stated the refund miscellaneous is from the sewer fund from an assessment we refunded to a property owner. There was some split of properties that were over assessed so we corrected it. Maassel asked if they were the only ones who got assessed incorrectly? Garringer replied yes. This was in the area of the north point sewer and water line. We don't see a lot of splitting of properties, but this was one we had to make an adjustment on.

560 Fund- Garringer stated this is the sanitation fund. The increase is due to employee turnover and supplementing from other departments in operations.

#### 2023 Transfer of Appropriations- Supplemental #2

This is what we want to see more of. We take one line item and move it to another. These are called transfers of appropriations #2. The first one here is the HR department's purchase of a new computer that wasn't expected, so she took it out of legal advertising. Small stated I think she planned on limping along until next year, but she constantly kept losing her work. Garringer stated the engineering department finally got their vehicle. They had to outfit the vehicle, which was an anticipated cost. Municipal court had the need for a court interpreter. We had an increase in our natural gas cost. Maassel asked if the natural gas increase was for the water plant? Garringer replied it's across the board. The next one is for the police department. We did this on purpose and we as the finance department made this decision. We wanted to start keeping a more strict itemization for our MARCS radio equipment and fees, so we created a line item and moved the costs out of communications to there. There's another natural gas increase. I believe this one's mostly for fire. The fire department also moved \$500 from professional fees to operating. They have a portable thing at the fire training facility that fees went up on, which they weren't anticipating. The fire chief advised there wasn't enough budgeted for cylinders to be tested, so he made adjustments to his other line items. Small stated for whatever reason the previous chief only budgeted to test X amount of those cylinders, but they were all due. Garringer started the next one is the pool security rentals. We've had more people rent the pool. When someone rents the pool they give a deposit and we return the deposit afterwards. The waste water treatment plant had an indusoft license upgrade for the main plant and a replacement level controller for the waste water basin. Neither were budgeted for, so he used undefined constituencies. The refuse department moved money from supplies to travel training to pay for mileage for a CDL class. Maassel stated the bottom says pool security deposits, but I believe it's a mistake. Garringer replied yes that's correct. I'll get that corrected before it goes before Council. Those are the second quarter budget adjustments. If you don't have any questions, I ask that you make a motion to approve.

Motion: Haase

Second: Cordes

to recommend Council Approve the 2023 Second Quarter Budget Adjustments as presented.

Roll call vote on the above motion:

Yea- Haase, Cordes, Maassel

Nay-

**Yea-3, Nay-0. Motion Passed**

Garringer stated thank you. During the next Council meeting I'll ask to have these items suspended and passed on first read. Cordes asked if we have an update on the pump at the pool that we were having issues with? Small replied yes. On Friday I sent out an email that said they received it Wednesday and had it installed by 10:00 am on Thursday. Cordes asked how expensive was the pump? Small replied I can't remember. Garringer stated if you look at Fund 221 there was a \$5,129.47 increase and most of that was for the pump. The pool company is going to try to get that covered under the warranty, but we had to front the money. Maassel replied that's a lot of water to push that high. Small stated we had to learn the hard way that we didn't receive all of the information that we needed in order to properly winterize the pool. Unfortunately, every year we learn a little more. This fall when we close it we'll have a different process. Maassel replied it's a great project for our new facility manager.

#### **AIRBNB TAX**

Small stated Garringer and I have worked a little bit on this. When we were given the task to look into this I went right to the Airbnb website. I discovered there were 8 different rooms in 7 different locations within the city that rent out to overnight guest. You can see the various prices on the screen. I put the review numbers up there to give you an idea of how much these are getting used. What I did today was embellish it somewhat. You can see the years each particular location has been hosting. It lends some more depth to those numbers. Beyond that Garringer has multiplied the price by the number of reviews to come up with a number. It's arbitrary, but if you look at the price x review column it totals \$65,834 a year. With a 6% tax it would gross the city \$3,950. Half of that would stay with the city and the other half would go to the convention and visitors bureau. I said to myself what if someone's staying at the Armory and Emporium every Friday and Saturday night of the year. In the right column you'll see those numbers. The last four locations weren't used as frequently, so I put that they were used one night a week. Again, completely arbitrary, but I came up with \$47,000 a year. A 6% tax would net \$2,861, which would be split half to the city's general fund and half to the convention of visitors bureau. Maassel asked if the current rules said 5 rooms or more as the standard? Small replied yes. I looked around the state and it's pretty standard. That's not to say everyone uses the 5 room rule. The City of Cleveland states one room or greater has to pay the tax. I checked the RT 24 corridor and went down RT 75. If you're hosting fewer than 5 guests you're not paying the tax in Defiance, Lima, BG, Findlay, Dayton and Cincinnati. Cordes asked if that amount is for the year? Small replied yes. Cordes stated that's not a whole lot for the year. That's a lot of work for very little return. Maassel stated there's really no way to tell how many guests they have. Is there a constant way we can apply the tax? How would you know if an Airbnb has been established? Small replied you wouldn't unless you went to their website. Maassel stated these are the big two Airbnb and Vrbo, but there are multiple other websites. That's a lot of time for \$1,400. Is a two night stay the average for hotels? Small replied it would be much more than that. Maassel stated the Holiday Inn has 10 rooms. Are all 10 rooms booked 200 nights a year? Miller replied I would say yes. If you recall I brought this topic up during the budget meetings. This is something that we should at least get out in front of. It's the trend, not just here but everywhere. Travelers are looking for these type of opportunities, so there will be more. I'm a part of a few state groups that are travel and tourism related and it's a continual discussion item. Every community talks about this in some way, shape or form. Whether we decide it's worth the effort or not it's a topic of discussion for everyone. I think the issue it comes down to is how much can it be enforced and how much effort will it take to enforce it. I remember back in the 90's when the original ordinance was developed for hotels and motels. One of the questions was how much are we going to know. We're seeing less and less travelers using the hotel option unless you're staying for a short time. Business travelers will continue to use hotels, but anyone who's staying longer than that are looking for Airbnbs more than anything else.

There are others outside of Napoleon that aren't affected by our ordinance like the county or other villages. It's something that we've been looking at for a long time in my office. Maassel stated it's really easy to figure out places with 5 or more rooms, but the smaller ones are harder to find. Miller replied there are probably more sites than Airbnb and Vrbo, but those are the main two. Someone can scan those sites on a quarterly basis, but the problem is how often are those filled? Garringer stated I don't know the answer for this, but how much do these sites assist in collection or reporting. Small replied on Airbnb's site it states that they collect taxes, but I don't know if that means local or just federal and state. Garringer stated right now we count on the hotels and motels to report to us, which they do and we never double check their numbers. I'm not sure if we have the ability to do so. Miller replied we could do an audit, but then again time factor. Garringer replied the best we can do is history tracking. Maassel asked if the committee wanted to see more stuff or are we good? Miller replied at this point in time it's probably obviously not about money since there's not a huge amount of money involved in this. It's just about having something there to plan for the future. Maassel stated I would be very surprised if those sites collected local tax. It's really easy to do federal and state taxes, but it's a lot harder to do local taxes as they're all different percentages. Miller replied they probably rely that the person booking the place reports it and they provide the information to them. Maassel stated you can record it, but how do you build that in our computer system? Miller replied I'm not sure. I would like to add that I'm super sensitive to those six people because it's a nice service and in my view point it's something we want to have in here. It's the future trend. If we don't have it we're missing the boat. I think it's an education part. I think they'll understand since we're all used to paying the tax when you go to a hotel anywhere in the country. I don't think we're impacting those six people if something is decided. Maassel replied I was really curious in seeing how many we had in town and how other communities do it. We're kind of in line with everyone else, so I'm very comfortable being like everyone else. Miller replied I think we'll see changes, but I think people have the same view point as you. How much effort and time will it take to enforce? That's the hardest part. Cleveland and Indianapolis are one room or greater because it's a tidal wave there. Their entire downtown area has been bought out and changed to Airbnbs and Vrbos. Small stated it's a big revenue source for the big cities. Miller replied so the effort is worth it in the big cities. Cordes replied they also have more problems with fraud. People go there thinking they have somewhere to stay and find out they don't have a room. I don't think we'd have that problem here. Miller replied, no. I know five of the six people and have worked with them closely. In fact, one of them is my neighbor. They're all good people and they're all trustworthy people, but when you get to a different place there's all kinds of craziness. Cordes stated I think it's good to be aware of it and keep an eye on it to see if it continues to grow, but at its current level I think we're going to be tripping over dollars trying to get pennies. There's just not enough financial incentive. Small stated looking into these sites allowed me to see what was available in town. Steve and Julie rent out a room in the Armory and Emporium. The highest one is \$94 a night and it's like a first class hotel. If those rooms were in a major city you're going to pay \$300 or \$400 a night. It's absolutely beautiful. Miller replied the people who stay in either of their places are blown away. Small stated the last time I paid \$49 a night I was with Miller and Councilman Small down in southern Ohio and I had to switch rooms. Cordes stated if we want to encourage this then we don't want to over burden the people who are doing this. I don't think they're making a lot of money off of this, but they are creating something unique that helps brings people to the City of Napoleon. Miller stated they're taking a gamble. Cordes replied that's what business is. Maassel stated when you have people staying at the Armory or Emporium they are walking down to Spangler's, Eddie J's or Brick & Brew. Small replied Steve and Julie's places provide pictures of downtown, which is another nice thing on the site. Miller replied the people who stay at these want to be in a walkable district that is pleasing to people. Haase stated my two sisters and brother-in-law's were just here from Seattle and they stayed a block and a half from our house. It was really easy. Miller replied I'll add this



**FISCAL YEAR ENDING 2023- TRANSFER OF APPROPRIATION (No. 3 )****Ordinance Number:** 041-23

	<b><u>Amount Requested</u></b>	<b><u>Amount Received</u></b>
<b>FROM :</b> 100.1370.53810 Legal Advertising	(1,195.50)	
<b>TO :</b> 100.1370.53350 Service Fees-Consultation <i>Reason: New hire expenses.</i>		1,195.50
<b>FROM :</b> 100.1520.52000 Travel/Training	(400.00)	
<b>TO :</b> 100.1520.54110 Supplies-Postage Charges <i>Reason: Insufficient Funds - Increased postage cost</i>		400.00
<b>FROM :</b> 100.1800.52000 Travel, Training and Education	(537.95)	
<b>TO :</b> 100.1800.53340 Serv . Fees-Acting Judges <i>Reason: Additional funds needed for the fiscal year</i>		537.95
<b>FROM :</b> 100.1800.53345 Serv. Fees Court Appt. Attorney	(350.00)	
<b>TO :</b> 100.1800.53610 Cnt. Maint.-Buildings and Structures <i>Reason: Additional Funds Needed to repair lock</i>		350.00
<b>FROM :</b> 100.1900.53410 County Auditor Fees	(1,000.00)	
<b>TO :</b> 100.1900.53250 Rents and Leases <i>Reason: Additional funds needed for the fiscal year</i>		1,000.00
<b>FROM :</b> 100.2100.53300 Professional Services	(6,750.00)	
<b>TO :</b> 100.2103.53300 Service Fees Professional <i>Reason: Unplanned Vets expense for K-9</i>		6,750.00
<b>FROM :</b> 100.2103.57000 Machinery and Equip.	(1,100.00)	
<b>TO :</b> 100.2102.54230 Supplies-Fuel <i>Reason: To cover the remaining years fuel needs</i>		1,100.00
<b>FROM :</b> 100.2200.53300 Serv. Fees-Professional	(60.00)	
<b>TO :</b> 100.2200.54200 Supplies-Operating Materials <i>Reason: To cover the cost of an overdue bill from February</i>		60.00
<b>FROM :</b> 100.5130.53510 Cnt. Maint.-Vehicles	(300.00)	
<b>TO :</b> 100.5130.53250 Rents and Leases <i>Reason: Tank rentals at Airgas and Black Swamp</i>		300.00
<b>FROM :</b> 170.1510.54110 Supplies-Postage	(100.00)	
<b>TO :</b> 170.1510.52000 Travel Training and Education <i>Reason: Recertification Fee</i>		100.00
<b>FROM :</b> 200.5100.53510 Cnt. Maint.-Vehicles	(170.00)	
<b>TO :</b> 200.5100.53113 Utilites-Water and Sewer <i>Reason: Service Building high water usage</i>		170.00
<b>FROM :</b> 220.4100.56900 Undefined Cont.	(2,000.00)	
<b>TO :</b> 220.4300.54200 Supplies-Operating Materials <i>Reason: Additional Funds Needed</i>		2,000.00
<b>FROM :</b> 220.4200.54210 Supplies-Concessions	(750.00)	
<b>TO :</b> 220.4200.54211 Supplies-Golf-Retail		750.00



**FISCAL YEAR ENDING 2023- TRANSFER OF APPROPRIATION (No. 3 )****Ordinance Number:** 041-23

	<u>Amount Requested</u>	<u>Amount Received</u>
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4200.57200 Buildings and Improvements	(3,000.00)	
<b>TO :</b> 220.4200.54210 Supplies-Concessions		3,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4200.57000 Machinery & Equipment	(3,000.00)	
<b>TO :</b> 220.4300.54210 Supplies-Concessions		3,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4200.57200 Buildings and Improvements	(1,000.00)	
<b>TO :</b> 220.4200.54215 Supplie-Concessions-Beer		1,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4200.57200 Buildings and Improvements	(500.00)	
<b>TO :</b> 220.4200.54230 Supplies-Fuel		500.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4200.52010 Membership and Dues	(200.00)	
220.4200.53510 Cnt. Maint.-Vehicles	(1,000.00)	
220.4200.53600 Cnt. Maint.-City Properties	(500.00)	
<b>TO :</b> 220.4200.52000 Travel Training and Education		1,700.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4300.53520 Cnt. Maint.-Equipment	(1,000.00)	
2204300.53610 Cnt. Maint.-Buildings and Structures	(1,000.00)	
<b>TO :</b> 220.4300.54210 Supplies-Concessions-Pool		2,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.43000.54200 Supplies-Operating Material	(200.00)	
<b>TO :</b> 220.4300.59000 Refunds-Misc.		200.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 220.4400.53400 Contract Services	(1,000.00)	
<b>TO :</b> 220.4200.53300 Serv. Fees-Professional		1,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 242.2200.57200 Buildings and Improv.	(7,500.00)	
<b>TO :</b> 242.2200.57000 Machinery and Equip.		7,500.00
<i>Reason: Reappropriating money in the fund</i>		
<b>FROM :</b> 400.5100.57400 Sidewalk Upgrades	(10,000.00)	
<b>TO :</b> 400.5100.57200 Building and Improv.		10,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 500.6110.57000 Machinery and Equip.	(5,000.00)	
500.6110.57600 Electric Improvements	(5,000.00)	
<b>TO :</b> 500.6110.53510 Cnt. Maint.-Vehicles		10,000.00
<i>Reason: Terex Digger Truck Repairs</i>		
<b>FROM :</b> 500.6110.54500 Supplies-Other Equip.	(400.00)	
<b>TO :</b> 500.6110.54300 Supplies-Vehicle Parts/Supplies		400.00
<i>Reason: Additional Funds Needed for hydro hoses</i>		

**FISCAL YEAR ENDING 2023- TRANSFER OF APPROPRIATION (No. 3 )****Ordinance Number:** 041-23

	<b>Amount Requested</b>	<b>Amount Received</b>
<b>FROM :</b> 500.6110.53300 Serv. Fees-Professional	(3,000.00)	
<b>TO :</b> 500.6110.54420 Supplies-Electric Overhead		3,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 500.6110.53610 Cnt. Main.-Buildings and Structures	(3,000.00)	
<b>TO :</b> 500.6110.54300 Supplies-Vehicle Parts/Supplies		3,000.00
<i>Reason: Hydo hose repair for bucket truck</i>		
<b>FROM :</b> 500.6110.53300 Serv. Fees-Professional	(8,000.00)	
<b>TO :</b> 500.6110.54300 Supplies-Vehicle Parts/Supplies		8,000.00
<i>Reason: Service Truck Repairs</i>		
<b>FROM :</b> 500.6110.54230 Supplies-Fuel	(820.00)	
<b>TO :</b> 500.6110.53113 Utilites-Water and Sewer		820.00
<i>Reason: Service Building high water usage</i>		
<b>FROM :</b> 500.6110.54800 Supplis-Uniforms	(2,500.00)	
<b>TO :</b> 500.6110.54500 Supplies-Other Equip.		2,500.00
<i>Reason: Climbing gear, gaffs, lineman belt</i>		
<b>FROM :</b> 500.6110.54510 Supplies-Meters	(4,000.00)	
<b>TO :</b> 500.6110.54400 Supplies-Electrical		4,000.00
<i>Reason: Additional Funds Needed</i>		
<b>FROM :</b> 500.6110.54300 Supplies-Vehicle Parts/Supplies	(400.00)	
<b>TO :</b> 500.6110.53520 Cnt. Maint.-Equip.		400.00
<i>Reason: Chipper Repair</i>		
<b>FROM :</b> 510.6210.53510 Cnt. Maint.-Vehicles	(300.00)	
<b>TO :</b> 510.6210.53113 Utilites-Water and Sewer		300.00
<i>Reason: Service Building high water usage</i>		
<b>FROM :</b> 520.6300.56900 Undefined Contingencies	(60,000.00)	
<b>TO :</b> 520.6300.57000 Machinery and Equip.		60,000.00
<i>Reason: Palmer Ditch Station Project</i>		
<b>FROM :</b> 520.6310.54200 Supplies-Operating Materials	(260.00)	
<b>TO :</b> 510.6210.53113 Utilites-Water and Sewer		260.00
<i>Reason: Service Building high water usage</i>		
<b>FROM :</b> 560.6400.53510 Cnt. Maint.-Vehicles	(75.00)	
<b>TO :</b> 560.6400.53113 Utilites-Water and Sewer		75.00
<i>Reason: Service Building high water usage</i>		
<b>FROM :</b> 560.6400.54200 Supplies-Operating Materials	(84.00)	
<b>TO :</b> 560.6400.52000 Travel, training and education		84.00
<i>Reason: Milage for CDL Training</i>		
<b>FROM :</b> 600.5200.54300 Supplies-Vehicle Parts/Supplies	(2,500.00)	
<b>TO :</b> 600.5200.54500 Supplies-Other Equip.		2,500.00
<i>Reason: Golf Cart Parts</i>		
<b>Total Transfer of Appropriation</b>	----- (139,952.45)	----- 139,952.45

**2023 APPROPRIATION BUDGET - SUPPLEMENTAL #3**

**ORDINANCE No. 039-23**

<u>Supplemental #3</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2023 FUND TOTAL</u>
<b>Fund 100 General</b>				
100.1500.52010 Members and Dues		\$174.00		
100.1520.51101 Salary-Non Brg-OT	\$21.52			
100.1520.53800 Printing, Forms and Photos		\$3,071.75		
100.1700.51190 Salary-Seasonal	\$10,765.75			
100.1700.51191 Salary-Seasonal-OT	\$424.86			
100.1700.53520 Cnt. Maint.-Equipment		\$687.37		
100.1900.53520 Cnt. Maint.-Equipment		\$2,730.78		
100.2100.51311 Salary-Dispatchers-OT	\$189.96			
100.2200.53200 Serv. Cent.-Communications		\$22,264.81		
100.2200.53610 Cnt. Maint.-Buildings & Structures		\$9,559.88		
100.2100.56001 VAWA Grant Pass Through		\$10,972.17		
<i>Reason: Engineer intern not budgeted, additional ARPA funds from county, insurance claim at firehouse</i>				
			<b><u>\$60,862.85</u></b>	<b><u>\$60,862.85</u></b>
<b>Fund 170 Municipal Income Tax</b>				
170.1510.53421 3% Retainer Fee		\$46,438.36		
170.1510.51101 Salary-Non Barg-OT	\$20.55			
<i>Reason: Not enough budgeted</i>				
			<b><u>\$46,458.91</u></b>	<b><u>\$46,458.91</u></b>
<b>Fund 200 Street Const. Maint and Repair</b>				
200.5120.59130 Reimb.-Shared Labor Expenses	\$29.00			
<i>Reason: Not enough budgeted</i>				
			<b><u>\$29.00</u></b>	<b><u>\$29.00</u></b>
<b>Fund 220 Recreation</b>				
220.4200.51191 Salary-Seasonal Overtime	\$826.40			
220.4200.51201 Salary AFSCME-Overtime	\$4,651.20			
220.4200.53113 Utilities-Water and Sewer		\$220.34		
220.4200.53900 Bank Servicing Charges		\$1,599.17		
220.4200.56100 State Sales Tax-Golf		\$2,000.00		
220.4200.57000 Machinery and Equipment		\$5,500.00		
220.4200.54215 Supplies-Concessions-Beer		\$1,500.00		
220.4300.51190 Salary-Seasonal	\$9,093.80			
220.4300.51700 Medicare-City Share	\$131.86			
220.4300.53110 Utilities-Electric		\$3,160.69		
220.4300.53113 Utilities-Water and Sewer		\$588.69		
220.4300.53900 Bank Servicing Charges		\$986.78		
220.4300.56100 State Sales Tax-Pool		\$1,000.00		
220.4300.54210 Supplies-Concessions-Pool		\$3,000.00		
220.4300.53111 Utilites-Natural Gas		\$8,150.00		
220.4400.51100 Salary-Non Bargaining	\$3,434.40			
220.4400.51190 Salary Seasonal	\$5,822.28			
<i>Reason: New facility manager facility, not enough budgeted for golf course and pool concession, higher than normal gas bill.</i>				
			<b><u>\$51,665.61</u></b>	<b><u>\$51,665.61</u></b>
<b>Fund 221 Napoleon Aquatic Center</b>				
221.4300.51100 Salary-Non Bargaining	\$3,434.40			
221.4300.51700 Medicare-City Share	\$49.80			
221.4300.51500 PERS	\$361.37			
<i>Reason: New facility manager position</i>				
			<b><u>\$3,845.57</u></b>	<b><u>\$3,845.57</u></b>

<b>Fund 224 Shelter House Facility Repair</b>			
224.4400.53300 Service Fee-Professional		\$3,600.00	
			<b><u>\$3,600.00</u></b>
<b>Fund 231 Court 2023 Tech Grant</b>			
231.1800.57000 Machinery and Equipment		\$36,245.00	
<i>Reason: New grant awarded to Muni Court</i>			
			<b><u>\$36,245.00</u></b>
<b>Fund 261 CDBG Program Income</b>			
261.3300.53490 Cnt.-Grant Services MVPLN		\$5,597.00	
			<b><u>\$5,597.00</u></b>
<b>Fund 277 Probation Officer Grant</b>			
277.2021.51500 PERS	\$529.54		
<i>Reason: Change in line items</i>			
			<b><u>\$529.54</u></b>
<b>Fund 278 Court Special Projects</b>			
278.1800.58000 Principal Payment-Bonds-Go		\$60,000.00	
278.1800.58500 Interest Payment-Bonds-Go		\$7,400.00	
<i>Reason: Error in budget program. This did not get picked up in budget</i>			
			<b><u>\$67,400.00</u></b>
<b>Fund 287 CCA 2.0 Grant</b>			
287.2023.51100 Salary-Non Bargaining	\$34,336.00		
287.2023.51500 PERS	\$4,807.00		
287.2023.52000 Travel, Training and Education		\$250.00	
287.2023.53300 Service Fees-Professional		\$1,800.00	
<i>Reason: New fund fund and change in line items</i>			
			<b><u>\$41,193.00</u></b>
<b>Fund 288 Justice Reinv. Incentive Grant</b>			
288.2021.51100 Salary-Non Bargaining	\$740.00		
288.2021.51500 PERS	\$199.23		
<i>Reason: Not enough budgeted</i>			
			<b><u>\$939.23</u></b>
<b>Fund 500 Electric Utility Revenue</b>			
500.6110.51201 Salary-AFSCME-Overtime	\$10,567.65		
500.9800.59130 Reimb.-Shared Labor Expenses	\$282.00		
<i>Reason: Additional cost for storm damage in other community</i>			
			<b><u>\$10,849.65</u></b>
<b>Fund 510 Water Revenue</b>			
510.6200.51201 Salary-AFSCME-Overtime	\$210.69		
510.6200.53365 Serv. Fees-Bond Issuance Cost		\$1,000.00	
<i>Reason: Not enough budgeted</i>			
			<b><u>\$1,210.69</u></b>
<b>Fund 513 OWDA Bond Retirement</b>			
513.8300.53410 County-Auditor Fees		\$23.55	
<i>Reason: Not enough budgeted</i>			
			<b><u>\$23.55</u></b>
<b>Fund 520 Sewer Utility Revenue</b>			
520.6300.51201 Salary-AFSCME-Overtime	\$369.83		
520.6311.51201 Salary-AFSCME-Overtime	\$214.74		
520.9800.59130 Reimb.-Shared Labor Expenses	\$2,593.00		
<i>Reason: Not enough budgeted</i>			

**EXHIBIT-A**

**2023 BUDGET**

			<b><u>\$3,177.57</u></b>	<b><u>\$3,177.57</u></b>
<b>Fund 523 OWDA SA Bond Retirement</b>				
523.8600.53410 County-Auditor Fees		\$157.48		
<i>Reason: Not enough budgeted</i>			<b><u>\$157.48</u></b>	<b><u>\$157.48</u></b>
<b>Fund 560 Sanitation (Refuse) Revenue</b>				
560.6400.52000 Travel, Training and Education		\$65.75		
560.6400.59000 Refunds-Misc		\$60.00		
560.6400.59160 Reimb.-Direct Salary & Fringe	\$3,369			
560.6411.53300 Serv. Fees-Professional		\$16,500.00		
<i>Reason: Additional brush grinding needed</i>			<b><u>\$19,994.75</u></b>	<b><u>\$19,994.75</u></b>
<b>TOTAL FUNDS</b>	<b>\$97,475.83</b>	<b>\$256,303.57</b>	<b>\$353,779.40</b>	<b>\$353,779.40</b>



# *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, Clerk of Council

**Date:** September 22, 2023

**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, September 25, 2023 at 7:30 pm has been *anceled*.

*City of Napoleon, Ohio*

**PRESERVATION COMMISSION**

Meeting Agenda

**Tuesday, September 26, 2023 at 12:00 pm**

NPC-23-04

CERTIFICATE OF APPROPRIATENESS

The Dagmar Enterprises – 612 N. Perry St.

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

1. Call to Order
2. Approval of August 29, 2023 Minutes (In the absence of any objections or corrections, the Minutes shall stand approved.)
3. **NPC 23-04– The Dagmar Enterprises- 612 N Perry**  
An application has been filed by Steven and Vicki Lantzy of the Dagmar Enterprises located at 613 N. Perry St. in the City of Napoleon, Ohio. This applicant is requesting to place exterior 16' x 2' feet advertisement sign above the main entrance of the new business. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.
4. Any other matters to come before the Commission.
5. Adjournment.



Marrisa Flogaus - Clerk of Council

City of Napoleon, Ohio  
PRESERVATION COMMISSION MEETING MINUTES  
NPC 23-03  
Tuesday, August 29, 2023 at 12:00pm

**PRESENT**

Committee Members            Chris Peper-Chair, Kevin Milius, Terry Holman, Gabe Pollock

Clerk of Council                MARRISA FLOGAUS  
City Staff                        Kevin Schultheis- Zoning Administrator  
   Jason Maassel- Mayor  
Others                              News Media  
   Steve & Julie Busch

**ABSENT**

Committee Member            Marvin Barlow

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**CALL TO ORDER**

At 12:01 pm, the Preservation Commission meeting was called to order by Chairman Peper.

**APPROVAL OF MINUTES**

The Minutes from the May 02, 2023 Preservation Commission meeting we approved as presented.

**NPC 23-03– The Emporium- 130 E. Clinton Street**

Peper read the background for NPC 23-03. An application has been filed by Steve & Julie Busch of The Emporium located at 130 E. Clinton St., in the City of Napoleon, Ohio. This applicant is requesting to place exterior unattached sitting deck on the West side of the building. The deck will extend from the existing side rear door of the building with the measurement of 10' feet by 10' feet, in depth and length. The setbacks of property line will be within the normal parameters of 7' feet from the side and 15' feet off the back property lines. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

Schultheis stated there is a rendering of the proposed deck on the screen in front of you. It's the side view facing east. As you can see Julie added some bushes in the pavement. Peper stated it's interesting to see the yellow property line there. I always wondered where it was there. Julie replied us too. The Elks people park there. We own that. One time Steve was parked a little over the line and someone from the Elks reported him to the police for parking in the handicap area, which he shouldn't have done. Milius replied the Elks probably don't even know. I didn't know that. Holman replied I didn't either. Honestly, I thought the Elks owned all that. Peper stated the picture clears up a lot. Schultheis stated the deck will be 7 foot off the line, so there will be plenty of room. I was a little concerned if it was going to go out further there would be some driving issues, especially from the Elks people. Holman asked if any feedback was received from the Elks? Schultheis replied they know what's happening and I told them if they had any concerns to show up, but no one showed up as you can see. Holman asked if they could fight it when it's not even their property? Schultheis replied the only thing they could fight about would be that it would take up some parking spaces that would be greatly needed. In this case it only appears to be one spot. Julie replied I think it's been blocked off before for the Senior Centers lunches. Since we don't do that no one really parks there. Steve stated it was a permanent no parking area because it was used for loading and unloading, which we don't do. Peper asked if the paint hasn't been updated since the Senior Center was there? Steve replied correct. Milius stated there's still a ramp there. How wide is



that? Steve replied just over 36 inches. When we purchased it we put a wooden handrail on there to meet ADA requirements. We just have never liked the looks of it. Julie stated we're going to continue our new design from the ramp all the way up to our new deck. It's all going to be ADA complaint and we've already connected with Wood County. Holman asked if any of this is going to be wood? Steve replied the support of the deck is wood, the planks will be composite and the handrail will be metal. Pollock stated I don't know if I need this information for approval or disapproval, but what is the purpose of having the deck? Julie replied for our Airbnb guests. We have 3 Airbnb's in that building, which are 78% occupied. It blows my mind because there just a single family room. We're bringing so many people to Napoleon. Currently, we have a tiny deck where they can smoke. The problem is when they bring back food from Eddie J's or Spengler's they have to eat in their little room or in the hallway at a little table. We want to provide them with some seating and a table, so they can eat outside. It'll blow your mind how many people come to Napoleon for the Airbnb. Small stated I did some investigating on the local Airbnb through the website and they have not only the 3 in the Emporium, but they also have a couple in the Armory. Each one of them are first class. It's unbelievable. Steve stated we have literally met people from all over the world. We had a couple from South Africa a couple of months ago. Last year we had a guy from Europe traveling the United State show up on a skate board. Julie stated last week was the best we had a hookers convention. It was located at Sauder's for the weeding of rugs. Holman asked when is this proposed to start? Julie replied yesterday. I came to get a permit, but found out a design approval was needed. I didn't know that. I though the permit did all of that. I have the contractor and load set up already. Holman replied I think it's a great idea.

Motion: Holman

Second: Pollock

to approve NPC 23-03, to place exterior unattached sitting deck on the West side of the building

Roll call vote on the above motion:

Yea- Holman, Peper, Pollock, Milius

Nay-

**Yea-4, Nay-0. Motion Passed.**

#### **ADJOURN**

Motion: Holman

Second: Peper

to adjourn the Preservation Commission meeting at 12:11pm

Roll call vote on the above motion:

Yea- Holman, Peper, Pollock, Milius

Nay-

**Yea-4, Nay-0. Motion Passed.**

**Approved**

---

Chris Peper - Chair



*City of Napoleon, Ohio*  
*Kevin Schultheis, Zoning Admin.*  
*Code Enforcement*

*255 West Riverview  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

August 30, 2023

NPC-23-04

**Certificate of Appropriateness**  
**For The Daymar Enterprises located at 613 N. Perry St.**

**Memorandum**

**To:** Members of the Napoleon Preservation Commission  
**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer  
**Subject:** Certificate of Appropriateness  
**Meeting Date:** September 19, 2023 @ 1200 PM  
**Hearing#:** NPC-23-04

**Background:**

An application has been filed by Steven and Vicki Lantzy of the Daymar Enterprises located at 613 N. Perry St. in the City of Napoleon, Ohio. This applicant is requesting to place exterior 16' x 2' feet advertisement sign above the main entrance of the new business. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

# Application for Public Hearing

City of Napoleon, Ohio

CITY OF NAPOLEON UTILITY DEPARTMENT

Public hearing to consider the following:

Batch 50781  
Sequence 2

Date 20 AUG 2023 Time 01:41PM

Account MZON  
Name STEVE LANTZY  
Document 613 N PERRY

Pay Type CK  
Refer 1193

Amt Paid 25.00  
Amt Tend 25.00  
Change 0.00  
100.1700.46690 25.00

### Preservation Commission

(MZON 100.1700.46690)

Certificate of Appropriateness  
\$25.00

### Board of Zoning Appeals

(MZON 100.1700.46690)

Certificate of Zoning  
\$25.00  
 Re-Zoning  
\$125.00  
 Variance  
\$125.00  
 Administrative Appeal  
\$50.00

per two  
document

per my st.

Description of request:

Affix a plywood painted sign  $\approx 16' \times 2'$  to exterior of Building

Daymar Enterprises (Steven Lantzy)

OWNER(S) NAME (PRINT)

150 Northcrest Dr Apt 32 Napoleon OH

ADDRESS- CITY, STATE, ZIP

517 673 4880

PHONE NUMBER

SIGNATURE

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.\*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

Steven Lantzy

APPLICANT NAME (PRINT)

APPLICANT SIGNATURE

150 Northcrest Dr Apt 32

ADDRESS

Napoleon OH 43545

CITY, STATE, ZIP

517 673 4880

PHONE

Hearing #:

Hearing Date:

Zoning District:

Office Use Only

Batch #

Check #

Date

Steven Lantzy Vicki Lantzy  
150 Northcrest Dr Apt 32  
Napoleon, OH 43545-9234

1193  
56-7085/2412

8-28-23

FRANKLIN

PAY  
TO THE  
ORDER OF

City of Napoleon

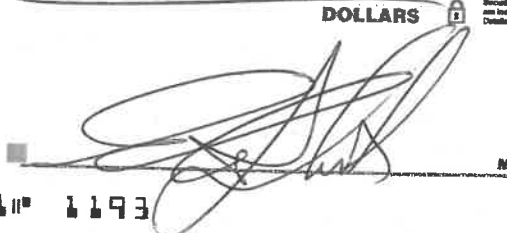
Vicki Lantzy <sup>no</sup> / ~~cor~~

\$ 25

Premier Bank  
1800 Scott St  
Napoleon, OH 43545

DOLLARS

FOR Signer Valda Jones



⑆ 24 1 27085 ⑆ 5838 25389 ⑆ 1193



CITY OF NAPOLEON  
 BUILDING & ZONING DEPARTMENT  
 255 W. Riverview Avenue, PO Box 151, Napoleon, OH 43545  
 Phone: 419-592-4010 - Fax: 419-599-8393

## APPLICATION FOR SIGN PERMIT

LOCATION OF PROPERTY: 613 N. Perry St.

OWNER NAME: Dagmar Enterprises PHONE: 517 673-4880

OWNER ADDRESS: 150 Northcrest Dr. Apt #32 Napoleon OH 43545

CONTRACTOR NAME: Self PHONE: 517 673 4880

IS CONTRACTOR REGISTERED WITH THE CITY OF NAPOLEON?  YES  NO

### SIGN INFORMATION

TYPE:  POST  WALL  GROUND  AWNING

DIMENSIONS: 16' x 2' = TOTAL S.F. 32 #

\*\* PLEASE INCLUDE ANY AND ALL SITE PLANS AND PLANS OF ABOVE SIGNS.

### FEES:

\$35.00 BASE UP TO 50 S.F. OF SIGN, PLUS \$0.20 PER ADDITIONAL S.F., NOT TO EXCEED \$150.00 (100-3100-46610)

\$5.00 FLAT FEE FOR TEMPORARY SIGNS, TEMPORARY SPECIAL EVENT SIGNS, AND PORTABLE SIGNS OTHER THAN THOSE EXEMPT FROM FEE. (SEE BELOW)

NO FEE REQUIRED FOR TEMPORARY AND EASILY REMOVABLE 1<sup>ST</sup> AMENDMENT SIGNS, OR SIGNS RELATED TO RELIGIOUS OR CHARITABLE CAUSES OR EVENTS.

ESTIMATED CONSTRUCTION COST \$ 300.00

[Signature]  
 APPLICANT SIGNATURE

8-28-2023  
 DATE

Batch \_\_\_\_\_ Check \_\_\_\_\_ Date \_\_\_\_\_



16' x  $\approx$  2'  
plywood painted  
a fixed to building



# *City of Napoleon, Ohio*

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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:** Marrisa Flogaus, Clerk  
**Date:** September 22, 2023  
**Subject:** Civil Service Commission – Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, September 26, 2023 at 4:30 pm has been *canceled*.



*City of Napoleon, Ohio*

**PARKS AND RECREATION BOARD**

**MEETING AGENDA**

**Wednesday, September 27, 2023 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) August 14, 2023
3. Review of Rates and Fees Schedule
4. Discussion on 2024 Capital Improvements Requests
5. Discussion/Action on Trick or Treat Night Recommendation
6. Miscellaneous
7. Adjournment



Marrison Flogaus - Clerk



*City of Napoleon, Ohio*  
*Special Joint Meeting Minutes*  
*of the*  
**PARK AND RECREATION BOARD**  
*with the*  
**PARK AND RECREATION COMMITTEE**

Monday, August 14, 2023 at 6:00 pm

**PRESENT**

Board Members	Peg Function, Ryan Miller, Brittany Schwab, Mike Saneholtz
City Staff	Tony Cotter-Director of Parks, Recreation and Cemeteries Ken Haase-City Councilmember J. Andrew Small- City Manager Kevin Garringer- Finance Director Conner Small- Parks and Recreation Facility Manager
Others	News Media Kyle Borstelman
Recorder	Marrisa Flogaus
<b>ABSENT</b>	Ryan Funchion – Chair, Chad Richardson, Jon Knepley

---

**CALL TO ORDER**

Acting Chair Miller called the Parks and Recreation Board meeting to order at 6:00 pm

**APPROVAL OF MINUTES**

The minutes from the March 29, 2023 Parks and Rec Board meeting were approved as presented.

**GLENWOOD PARK IMPROVEMENTS**

Small stated two weeks ago, I was approached by the Parks and Recreation Director in regards to a donation that was proposed by some local businesses to help us with one of our facilities at the parks. We found it exciting enough to want to move forward. We would want to act quickly on this. Without further ado, I'll allow Cotter to explain. Cotter stated that I had been talking with my staff about future project improvements. One of the things we've been talking about the last few years is the condition of Glenwood Park's baseball field. We knew the field itself was still playable for the age group, but the press box is in very poor condition. It was to the point where we frankly didn't want anyone to occupy it. That was likely going to be an item I brought forth this coming budget year. We were approached and asked what type of projects we might be looking at, as his company had a desire to get involved with projects within the community. That was something that we threw out there and began talking about. As we continued with our discussions about a building, it developed into what we would like to see improved on the playing field. It's an old field that we could make improvements to over time. The more we talked and the more Borstelman talked to the people on his end, the more the entire project began to evolve to the point where there was a desire to make this a bigger project and make significant improvements to the playing field as well. We decided that this was something that we really wanted to do. Once Borstelman got things done on his end where he felt comfortable, we decided it was time to bring this forward. We're really excited about it and we hope you're receptive to it. We're talking about a significant improvement to replace the building with a restroom, a small concession area and storage. I'm going to let Kyle Borstelman with Gerkin's Paving go over what we're proposing. Borstelman stated that I'm on the OCA Community Outreach Board. We do things like this throughout Northwest Ohio communities. I knew this project was coming up and thought it would be a good idea for this

organization to get involved. They were really receptive to it, which is how this all got started. I'll go through the premier plan for this. There were some chips that just kind of had to fall to get to this point, but I feel that we're far enough along that we're going to make some serious improvements to what we already have. I'm going to go through our hopes for the finished project. As you see here, this is what we have. The field has kind of moved. I know we talked about possibly adding some parking, but we think that for the renovation to make an official little league field we're going to want to move the field and add more seating. To this point, Gerken's Paving has agreed to demolish everything. We talked about leaving the lights, but there was some discussion that if we're doing this, we might as well look into doing the lights. At this point, we may remove the lights and possibly relocate them further into the project. I'm going to give you some costs just so you can see what's going to be donated. You're looking at around \$15,000 for that. The next step would be site prep and excavation. We want to excavate down 4 feet, so that the whole playing field would be lowered. We think this would make it a spectator friendly area. All the concrete would be 4 feet higher than the playing field. Vernon Nagels has agreed to come in and do all the excavation of the field. Everything you see as turf would be excavated down 4 feet. Then there would be a retaining wall that would run the whole length all the way out to the outfield. In the outfield to tie into the lower grade would be a spectator hill raised up a foot from the parking lot and down before the fence to tie into the existing field grade. People would be able to sit on the hill and watch the game. Again, Vernon Nagels has agreed to do all this work. 5,000 yards would have to come out of there, so you're looking at \$150,000 in excavation and drainage alone. Once we get to that point we're going to have to decide what we want to do with the actual field. At that point if we go the turf route, a couple chips have to fall before we can do that, we have to start putting in underdrains and 57's. Vernon Nagels has done a lot of turf fields. They understand what they need to do. They've agreed to put the underdrains and 57's in and Gerken's has agreed to supply all the materials for them to do that. Under the turf, there's about 6 inches of substrate prep that needs to be done. As far as we can tell from talking to Lulfs everything should work out, so we could tie in all the drainage necessary without causing any issues. Everything we've looked into so far looks like it's going to work. For the drainage work, concrete wall, backfill, 57's and stone, you're looking at close to \$300,000 of additional cost that is being donated. I provided a picture of Pettisville ballfield as it's really similar to what we're looking at. As you can see the spectator area is above the field. Now we're to the point where you're looking at the dugouts, concession stands, bleachers, fencing and site restoration. At this point Gerken's has agreed to donate all the material it would take to build that. We're still working on a contractor for the concession stand and dugouts. We feel good after some of the conversations that we had with the contractor that we think might help. The other one is the concrete. Again, Gerken's has agreed to donate the concrete. I believe that's close to 120 cubic yards, which is another donation close to \$50,000. We reached out to contractors to get that poured and we feel really good about the discussions that we've had. Also, we have a netting system that we like to use. It's what people around the area are going to. It's really nice and fan friendly. You can see the game very easily through it. To that point, we have everything donated besides the concrete wall area, concession stands and dugouts. I came here to talk to you guys about potentially investing in the project as well. We try to do a lot of leg work to get ahead of the game. Gerken's and Nagels really want to get involved and are excited about the project. We just have a couple more chips to fall into place. I think we're going to be in good shape. Cotter stated Borstelman sat down with Small, Lulfs and myself to present the same proposal. We talked about using existing utilities and it sounds like things should line up. Our power, water and sewer are right there, so that wouldn't be too big of an investment. Borstelman mentioned shifting the field. We would have to slide home plate over to the east on the existing field. Now, the outfield fence it's at about 175-180 feet and it's proposed to be pushed back to 200 feet, which is standard for little league baseball and the travel version of softball. The lighting there now is good. It doesn't get utilized much, so there's not a lot of hours on the system. Due to the field shift, we would have to relocate those and get them aligned properly. We don't believe that's a major hurdle. One of the trends that we're seeing in

youth baseball and softball is the migration towards travel teams. We saw that really fire up in girls' softball around 10 years ago. We're seeing more baseball teams form. In fact, I think we had 3-4 baseball teams and 5-6 softball teams. The need is there and with the interest in the two companies wanting to invest the money, this would actually put a major key baseball field in our community. Getting back to what I talked about at the beginning with our existing press box and restrooms. If we were to do nothing else with the field, it was an absolute must that we look into a replacement. That alone had a price tag of around \$75,000-\$100,000. That's just for a basic building. That was going to end up in front of all of you sooner rather than later. That type of investment is certainly worth looking at. Then, if you look at what Borstelman's proposing I think it's a pretty good deal for the City. I think it's something we should really consider. It would really cap off the entire Glenwood area with the pool, building and upgrades to the basketball court and Kids Kingdom. I think that would be a nice piece for the Glenwood area. Saneholtz asked what the projected carryover for the Rec Fund would be at the end of the year? Cotter replied, I haven't really put the numbers together yet, but I'm going to guess pushing the \$600,000 range potentially more. Saneholtz stated I know we were at \$320,000 last year, so we're moving at the same pace. Cotter stated I think with what we were able to do over the last 5-6 years to build our cash balance has provided us the opportunity to make a contribution to a park that is really in need of it. I believe that the Rec Fund is in a good enough position that we could handle the contribution. Saneholtz asked if there's an idea of what City Rec wants to give? Cotter replied Borstelman has some things that he still needs to work out on his end, but if he's able to get the commitments to make it work, we'd be looking at a \$75,000-\$100,000 contribution towards the project. We have not worked out all the details. Essentially, his company would charge the project with our assistance with planning and the project would be donated to the city. Saneholtz asked if everything would be okay with the railroad? Cotter replied yes. We have easements, but we would make sure that everything's good first. The field shift shouldn't effect it, in fact it would probably keep us even further away. Right now, we pay the railroad for an easement along the property. Schwab asked if the fencing was included or is that still an outstanding expense? Borstelman replied that it's still an outstanding expense. We're still in conversations with contractors who are interested. We did have some quotes. You're looking at around \$80,000-\$90,000 for the fencing. That's still one of the chips that need to fall into place. To give you an overview of the project, including the turf you're looking at around \$850,000. We think right now we're close to having around \$500,000-\$550,000 of that donated without any help from City Council or the Board. P. Funchion asked what the timeframe was if this all fell into place? Are we talking about two years? Borstelman replied no, very quickly. The nice thing is that most, if not all, of it can be done through the winter months. There are some hoops you have to jump through with the concrete in really cold weather, but most of the work can be done. The hope is to start the demo as early as late this fall, so we can be ready for the upcoming season. Miller asked if the intent is to also play softball games there? Cotter replied yes. The thought is that it would be for both baseball and softball. Saneholtz stated that the little league program started in Napoleon in 1952 and I started in 1962. There's been a lot of people who played little league since then. We could ask for \$20 donations. Just think, if you got a \$20 donation from half of the people who played little league in Napoleon over the past 70 years it would be a lot of money. Borstelman replied I think that's the next step to get some momentum going. Cotter stated that until we built Oakwood Park in 1992, this was it in town. In fact, when I was younger in the early 80's/late 70's that was called little league park or City Park. That's where all the games were played. I think people will remember that's where they played little league and it'll create some enthusiasm. Yes it's very expensive, but all the projects these days carry big price tags. I think the generosity we're hearing from these two companies and a contribution from us would create a spectacular field right in a very visible part of town. Saneholtz asked if a motion was needed from the board? Small replied that I would certainly like a recommendation from the Parks and Rec Board as well as the Committee. I even spelled it out in two separate motions. The first motion is to recommend Council move forward with the project by directing the law director to draft an agreement

with the parties involved to rebuild the current baseball facility at Glenwood Park. The second motion would be to recommend Council add the City's share of the project to the 2024 Appropriations Budget. While that number is still somewhat unknown, I would put the high number at \$100,000. Baer stated Borstelman, this is a lot of effort that you've made for Gerken's. I know you're a Napoleon native. This could be another great addition to the city's park systems. I feel that we have one of the better park systems for a city our size to begin with. This would just be a big plus. I thank you personally. You've come a long way since I met you at 15. I think for anything to succeed, we have to work together. I think this could work. P. Funchion stated I think it's a phenomenal opportunity. The aquatic center was a tremendous thing that came to fruition through a lot of people in the community starting it up and then coming to us. This is another great opportunity. I think it's awe inspiring. When I found out about it this summer, I was like "Oh my gosh, lets go with this". It's fantastic. Also, it's wonderful that there's so many kids who moved away and are coming back home to Napoleon. We have something that they value. It's our quality of life and the things we prioritize, like our youth, parks and community. I think it's just phenomenal. I commend Borstelman and the companies for getting on this. It's just tremendous.

Motion: Miller                      Second: Schwab

To recommend Council move forward with the project by directing the law director to draft an agreement with the parties involved to rebuild the current baseball facility at Glenwood Park

Roll call vote on the above motion:

Yea- Saneholtz, P. Funchion, Schwab, Miller

Nay-

**Yea-4, Nay-0. Motion Passed.**

Motion: Saneholtz                  Second: Schwab

To recommend Council add the City's share of the project to the 2024 Appropriations Budget

Roll call vote on the above motion:

Yea- Saneholtz, P. Funchion, Schwab, Miller

Nay-

**Yea-4, Nay-0. Motion Passed.**

#### **ADJOURN**

Motion: P. Funchion                      Second: Saneholtz

to adjourn the Parks and Rec Board meeting at 6:33 pm

Roll call vote on the above motion:

Yea- Saneholtz, P. Funchion, Schwab, Miller

Nay-

**Yea-4, Nay-0. Motion Passed.**

**Approved**

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Ryan Funchion – Chair