

# March

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 6:00 pm Parks & Rec Comm. joint meeting with Parks & Rec Board 6:15 pm Tech & Comm Committee- <b>canceled</b> 7:00 pm City Council	4	5	6	7	8
9	10 6:30 pm Electric Comm. 6:30 pm BOPA 7:00 pm Water and Sewer Comm. 7:30 Muni Prop. Comm.	11 12:00 pm Preservation Commn. 2:00 pm Personnel Comm. 4:30 pm BZA 5:00 pm Planning Commission	12 4:30 Special Civil Service Commn.	13	14	15
16	17 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	18	19	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	29
30	31					



# *City of Napoleon, Ohio*

*255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
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www.napoleonohio.com*

## *Memorandum*

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

**From:** Mikayla Ramirez, Clerk

**Date:** February 28, 2025

**Subject:** Technology and Communications Committee–  
Cancellation

The regularly scheduled meeting of the Technology and Communications Committee for Monday, March 3, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.

**City of Napoleon, Ohio  
Parks and Recreation Committee  
With  
Parks and Recreation Board  
Special Joint Meeting Agenda  
Monday, March 3, 2025, at 6:00 PM**

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

- 1) Approval of Minutes: October 16, 2023 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discussion/Action: Pickleball Court and Skatepark
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Marrisa Flogaus, Acting Clerk

*City of Napoleon, Ohio*  
*Meeting Minutes*  
*of the*  
**PARK AND RECREATION COMMITTEE**

Monday, October 16, 2023 at 6:00 pm

**PRESENT**

Committee Members	Ken Haase-Chair, Dan Baer
City Staff	Tony Cotter-Director of Parks, Recreation and Cemeteries J. Andrew Small-City Manager
Other	News- Media
Recorder	Marrisa Flogaus
<b>ABSENT</b>	Molly Knepley

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**CALL TO ORDER**

Haase, chair of the Parks and Recreation Committee, called the special meeting to order at 6:00 pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the August 14, 2023 Park and Rec Committee meeting were approved as presented.

**REVIEW OF RATE, FEES AND RENTAL COSTS FOR THE GOLF COURSE**

Small stated this went before the Parks and Recreation Board last month and received their approval. Now we would like it to go through this Committee before it gets referred to Council for legislative action. Cotter stated in your packet was the entire rates and fees schedule that we have for our department that encompassed rec, golf course, swimming pools, shelter houses and any other fees that we have implemented. Every September I take that rate schedule to the board to ask if they would want to make any adjustments. This year we had a recommendation from the golf course staff and myself to make some adjustments at the golf course. No other increases for the other parts of the schedule were recommended. The recommendations that were made were strictly at the golf course. The first adjustment that we're recommending was based on feedback that we received from patrons and members. They felt that it wasn't necessary to have the new member rate any longer. That rate was established about 7-8 years ago primarily to generate more play at the golf course as we were in a rough spot with game play. We thought we could generate more members and play and we believe we've done that. The staff recommended that the rate went away. The board agreed to make the adjustments to memberships. Some of the additional memberships that we had, like family and spouse were recommended to do away with. We would just have add ons for the three memberships that remain, which is a the student, individual and senior member. The individual member would be \$350. The student member would be \$220. The senior member would be \$300. Those are resident rates. Nonresident would be \$410 for an individual member, \$240 for a student member and \$330 for a senior member. Below those rates are an add on cost, whether it be a spouse or an additional family member. Remember memberships are only for greens fees. Golf cart rentals are separate. Moving on essentially what we're asking for is just a dollar increase across the board. That would include: green fees for the 9 and 18 hole week day and weekend rates, and cart fees for both 9 and 18 holes. Since we offer discount cards to be purchased for green and cart fees those will be adjusted up \$5.00 to make it proportionate. We'll keep our private cart fees the same. The outing rates would go up an additional dollar as well. Back in 2021 the Board and myself recommended implementing rates for individuals who drive or trailer their golf cart to the course. Essentially the rates would be half of what the current cart rates are. It was recommended by the Board, this Committee and went through one reading at Council. During the second read at Council it was defeated. Likely at that point because we didn't have as many of those private

carts coming onto the golf courses. It may have been felt that it wasn't necessary the time. It may have only been 1-3 cart in 2021, but that has changed. There are probably as many as 15 out on the course now. The staff at the golf course and the Board recommended that City Council revisit that and make a determination to implement the fees or leave as is. Baer replied to me it's a minimal increase. It's basically designed to cover costs, right? Cotter replied yes. Everything's more expensive with inflation. Our costs to maintain the golf course has certainly risen. You're right it's to cover any additional costs. There hasn't been an increase at the golf course in over five years. We are well in line with other golf courses. In fact we're probably still one of the least expensive golf courses to play in the area. We don't mind that, but we still want to cover some additional costs that we've accrued over the years. Baer asked if the only fee that we charge now for people who have private carts is the gas fee? Cotter replied the only fee that we charge for private carts is the annual membership to store it at the course. Small replied that's the storage fee. Cotter stated it includes storage. There's a different fee for an electric cart and a gas powered cart because we allow electric carts to plug in to charge. As of now because there's no fees in place if you were to drive your cart from home there is no fee. Baer asked if this was the proposed fee? Cotter replied yes, it's half the cost of the carts that we're currently charging to rent golf carts to the public. Haase replied I think sometimes we don't adjust rates soon enough with things going on in the county. Anything that is rated should be adjusted every year. Small stated I think I've mentioned it to Council a few different times. I'm looking at rates and fees for a lot of services we offer just to make sure our cost are covered because you're right over the years as you have 6-7% inflation it takes a toll. There's things that we do to provide a service for our residents, but they're very costly. I think they should be looked at continuously to cover ourselves, so we don't have huge jumps.

Motion: Baer

Second: Haase

To recommend to Council to approve the proposed rates, fees and rental cost for the golf course

Roll call vote on the above motion:

Yea-Haase, Baer

Nay-

**Yea-2, Nay-0. Motion Passed.**

#### **ANY OTHER MATTERS**

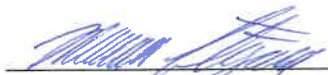
Baer stated I have a question that doesn't relate to golf rates. As far as the dog park I haven't been down this year at all, but the last time I was down there you didn't need a fob at all because it was broken and deteriorating inside. I know it was originally donated by the Girl Scouts. Is anything planned to spruce it up a bit? Cotter asked the gate? Baer replied the gate and facility. I know you guys mow it. Haase replied I've seen a few people use it. Small replied there were 4-5 the other day. Cotter stated when the gate and the locking mechanism was installed it was donated by the Girl Scouts of Western Ohio. It was very difficult to maintain because it was an outside lock. We were getting issues with folks actually reaching over and opening without the lock. We struggled with the functionality and finally got to the point where the company advised the lock couldn't be repaired and needed replaced. The lock was going to be a \$2,000 fix. At that point in time the previous city manager and I made the decision that we didn't think it was a good move to make the purchase. At that point we decided to not charge a fee for people to go in. That's where it's been left. As far as sprucing up the park itself we do try to keep it as maintained as we can. The fencing that was installed was pretty poor quality. We're trying to keep up with it the best we can. Baer stated Cotter, that wasn't designed as a complaint. I was just curious. Cotter replied initially the scout group came down yearly to plant flowers, but they've since moved out of scouts. They've come and gone, so now it's our responsibility to maintain it. Baer stated the only reason I asked was because looking over these other rates I thought you're not getting \$10.00 a person. Cotter replied we still ask for them to be members, so we have documentation of their pets. Initially when it was implemented it did help pay for some of the costs, but we didn't get too many re-upping their memberships. The money we were making on our renewals wouldn't make up for the price of the lock. Cotter stated I would just like to say that Councilman



**City of Napoleon, Ohio  
Parks and Recreation Board  
With  
Parks and Recreation Committee  
Special Joint Meeting Agenda  
Monday, March 3, 2025, at 6:00 PM**

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

- 1) Approval of Minutes: January 29, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Discussion/Action: Pickleball Court and Skatepark
- 3) Any Other Matters to Come Before the Board
- 4) Adjournment

  
Marrisa Flogaus, Acting Clerk

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

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**Present**

Board Members	Peg Funchion, Ryan Miller, Dan Baer, Mike Saneholtz, Chad Richardson
Clerk of Council	Mikayla Ramirez
City Staff	Tony Cotter, Connor Small
Absent	Ryan Funchion, Jon Knepley
Others	Media-News, Brittany Schwab, Nathan Saneholtz

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**Call to Order**

Tony Cotter called the Parks and Recreation Board meeting to order at 6:30 pm.

**Organization of Board Member**

Ramirez said, I will ask each member in alphabetical order to nominate a chairman.

Baer-I nominate Peg Funchion.

P. Funchion-I nominate Ryan Miller.

Miller-I nominate Ryan Funchion.

Richardson-I nominate Ryan Funchion.

Saneholtz- I nominate Ryan Funchion.

Motion:Richardson      Second: Baer

Motion to appoint Ryan Funchion as the chairman of the Parks and Recreation Board.

Roll call on vote on the above motion:

Yea- Baer, P. Funchion, Miller, Richardson, Saneholtz

Nay-

Yeas- 5, Nays- 0. Motion passed.

Ramirez said, I will ask each member in alphabetical order to nominate a pro-tem.

Baer- I nominate Ryan Miller.

P. Funchion-I nominate Ryan Miller.

Miller-I nominate Peg Funchion.

Richardson-I nominate Peg Funchion.

Saneholtz- I nominate Peg Funchion.

Motion:Miller      Second: Baer

Motion to appoint Peg Funchion as the pro-tem of the Parks and Recreation Board.

Roll call on vote on the above motion:

Yea- Baer, Miller, Richardson, Saneholtz

Nay-

Abstain- P. Funchion

Yeas- 4, Nays- 0. Abstain- 1. Motion passed.

**Approval of Minutes**

In the absence of any objections or corrections, the minutes from the October 30, 2024, meeting were approved as presented.

**Swearingen Park Pickleball Court Project and Skatepark**



Cotter said, since the surface is uneven, we are going to get a sport court, which is a series of square resin material, it allows water through the surface, so it doesn't stand on it. The pieces will just be snapped together. It also offers users a cushion instead of concrete because it is better on the joints. The layout on the screen shows three courts and we will utilize the current fencing that is there and once the courts are in add a few more fences. The area on the right side of the courts will be phase two of the project and will likely come next year. This area will likely be bocce ball courts and maybe we can discuss adding picnic tables or benches also. I believe bocce ball will be very popular, and it will have the same surface as the pickle ball courts. I am certain these will get a lot of use. I anticipate it to be done by the first part of the summer. We are also going to add permanent nets and will take them down in the off season. Saneholtz said, did you check with the community to see if anyone, especially skateboarders are okay with removing the skate park. Cotter said, yes I did. So, I did get a few people that wanted to know where I planned to move the skatepark equipment. I told them that at this point I wasn't sure where we would move the skatepark. I did receive a suggestion about moving the equipment to a basketball court at Oakwood Park. The basketball court is smaller than the area it is now, and I wasn't sure if that was the right move because we would be eliminating a court. I let them know I would consider it, and it was discussed at city council. City Council asked if I would bring it to the board for discussion and provide a recommendation about moving the skatepark equipment to that court or if we should leave as is. When the skatepark went in in 2009 it had a lot of use but over the years it has trailed off. All that equipment was donated by the Police Union and we let them know we wanted to repurpose that area. They said it had been there a long time and they were okay with repurposing the court. They are aware that at this point we don't have a location for the skate equipment but that could change down the road. That is where these stand as of now. Saneholtz said, is the equipment in good shape. Cotter said, yes, it is because it is all coated steel. If we wanted to move it to that basketball court, you wouldn't be able to use all the components because the court is half the size of the area it is in now. P. Funchion said, what is the plan for storing it if we wait until later to decide. Cotter said, we could store it outdoors somewhere. If we decide to dispose of it we could sell it on govdeals.com and whatever proceeds would go back to the Police Union but these are just some thought. Baer said, how much negative feedback would you get from eliminating the basketball court. Cotter said, we will get some. I don't go out there in the evenings much, but I do see some use during the day, but we will get push back regardless. Richardson said, can you alternate moving the equipment off to the side every month. Cotter said, no that is not feasible. P. Funchion said, what recommendation do we need. Cotter said, we need a recommendation on the skatepark and if it should be moved, store it or sell it. Miller said, what if you were to store it until next year, do you know the cost to put down a cement slab for the skatepark. Cotter said, if the slab were to be the same size as it is now it would cost \$50,000-\$75,000. Which is the reason why we decided to repurpose the tennis courts for the pickle ball courts to save on costs. Saneholtz said, I'd hate to lose the skatepark. Cotter said, I would be willing to store the equipment. Maybe we could store it behind our storage building on Oakwood Avenue.

Motion: Saneholtz      Second: Richardson  
Motion to store the skate park equipment for a year

Roll call on vote on the above motion:  
Yea- Baer, P. Funchion, Miller, Richardson, Saneholtz  
Nay-  
Yeas- 5, Nays- 0. Motion passed.

### **Set 2024 Parks and Recreation Service Award**

Cotter said, is there any person or group you would like to nominate. Miller said, do you have anyone in mind. Cotter said, yes I do. We don't give this award to employees but only volunteers.

### **Miscellaneous**

Saneholtz said, the trees along the railroad at the golf course are they getting taken down. Cotter said, Tom has taken down 2 along the railroad but he's mostly taken down dead pine trees. Then, he's cleaning around

3 and 4 on the right-hand side right now. Some trees require a contractor, but Tom is having trouble getting contractors to take them down, but we will probably try again next winter. One thing I wanted to talk about tonight is something Brittany Schwab and I discussed about an ice-skating rink. She brought to my attention about what Defiance did by adding synthetic ice down at Kingsbury to make a skating rink. It is just like a hard plastic and can vary in type of material. It can be skated on and snaps together, similar to the pickle ball court. It can be placed anywhere as long as it is a hard surface. I did some research, and I think it is a great idea. We were thinking of putting it on a basketball court or a parking lot. Then, in the summer we would store them away. Miller said, do you know how much Defiance spent on theirs. Cotter said, I heard \$10,000. Schwab said, it was \$20,000. Cotter said, it seemed very small and if we were to do it I would want to make it bigger. I think it would be well received and seems to be low maintenance. If that is something you would like me to pursue then I will do more research. We wrapped up the winter basketball program. The golf simulator is going well and the second round of it is full. The Chamber of Commerce has scheduled an indoor outing, and they have about 18 people signed up. We are ramping up for baseball and softball registrations, so we are getting things all organized for that. The Napoleon Baseball Commission has met a few times, and it seems to be going well.

Nathan Saneholtz said, has the skate park been discussed. Are you guys following through with the pickle ball court. Cotter said, yes the pickle ball court is definitely going in and we discussed that at the beginning of the meeting. We discussed potentially moving the skate park equipment to a basketball court on Oakwood Avenue. We didn't really have a real strong opinion that it would be the right thing to do but we also didn't want to close the idea of not having a skatepark at all. So, the board made a motion to remove the equipment from Swearingen Park and store it for a year, then next year we will discuss where to put it. Nathan Saneholtz said, so where are you going to store it. How much will it cost to store it. That was a donation from the Napoleon Police Department I believe. Why are we taking away from the community for something like pickle ball. Pickle ball can only be used at certain times of the day and is structured with two people when, the skate park can be used at anytime and by a group of people. Is there any way I can veto this or anything to keep the skate park. Today, I brought my little brother who was adopted by my mom, and I take him all the time. He would be bummed without the skate park and a year without it is a waste. It's a waste because it will cost money to store it when it's fully functional. It's been there 15 years and other activities like rollerblading or riding a bike can be done there. There is no safe place for a kid to learn to ride a bike. If you take it away what are kids going to do to learn. Maybe if you seal the concrete, it will make it safer for the kids and some paint. Is there anything I can do to veto this. M. Saneholtz said, your thoughts are good, and it was discussed to possibly move it to the basketball court on Oakwood. Nathan Saneholtz said, then where are they going to play basketball. I don't know anyone who plays pickle ball at all. Why can't the school just lower the tennis court nets a few times a week. Cotter said, the courts are different sizes. Nathan Saneholtz said, how much will it be to install a pickle ball court. Cotter said, we did approach the Police Union first, and they agreed with us to repurpose the skate park. I'm not in favor of taking a facility away but in this case, we just don't have a place to put it. I probably had more folks ask about pickle ball courts than I have in the 30 years I have been here. Nathan Saneholtz said, there are pickle ball courts at the senior center. Cotter said, those are not open to the public as much as we thought they would be. Before Covid, a group came to the board to discuss pickle ball courts and we liked the idea, but it was put aside for a while then, the planning of the courts at the senior center started. But as it turns out they really aren't available to the public. Nathan Saneholtz said, there are pickle ball courts in surrounding towns aren't there. Cotter said, yes. Nathan Saneholtz said, Wauseon and Bowling Green have skate parks but those are further and not as nice. Pickle ball only has so many players at a time, and I don't know how long games last, but a skate park can accommodate way more than 12 people. I don't see the point of moving it. Can I create a petition. Baer said, that is what we would recommend. Nathan Saneholtz said, it may not cost to store it but it's still going to cost money to move it, why waste money. Pickle ball can only be played for 3 months a year and only accommodate so many people. At a skate park you don't even need a board. How do I get a petition started. Is there any official avenue I should take. Cotter said, often time that is how things get done. If there is enough interest in the community that says they want to keep the equipment and relocate it, then we'd be willing to possibly. Nathan Saneholtz said, if I create a petition I

don't want it to move at all. I'm not asking you to revamp it but just to only leave it alone. Cotter said, it was brought to City Council and they asked the board for a recommendation and they've done that. If they would like to reconsider, then they certainly can. We can put this back on the agenda for next month to discuss. Richardson said, we've heard a lot from the community about wanting a pickle ball court and when you drive past the skate park you rarely see people. That is why the decision was made but if you want to create the petition you can. Nathan Saneholtz said, that's not good data. I go there and its good exercise. Richardson said, but you'd agree that if you're the only one using it, that it can't just be for you. Nathan Saneholtz said, I'm not the only one using it. Cotter said, the motion can stand, and we can discuss it next month. Nathan Saneholtz said, I don't know many people who skate board but I will try and get signatures around.

### **Adjournment**

Motion: Richardson      Second: Miller  
to adjourn the Parks and Recreation Board meeting at 7:32 pm

Roll call on vote on the above motion:

Yea- Baer, P. Funchion, Miller, Richardson, Saneholtz

Nay-

Yeas- 5, Nays- 0. Motion passed.

### **Approved**

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Ryan Funchion-Chair



# *City of Napoleon, Ohio*

## *Parks and Recreation Department*

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

*Napoleon, OH 43545*

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

*www.napoleonohio.com*

## *Memorandum*

**To:** *J. Andrew Small, City Manager*  
**From:** *Tony Cotter, Director of Parks and Recreation*  
**Date:** *February 27, 2025*  
**Subject:** *Parks and Recreation Board and Committee Meeting – Pickleball and Skatepark Discussion*

The construction of pickleball courts funding was approved in the 2025 budget as the need for this type of facility has increased in recent years. When first presented to the Parks and Recreation Board, the Swearingen Park site was recommended for the pickleball courts and that the skatepark equipment that is currently there would be removed as it was considered to be seldom used. By repurposing that site, which was originally tennis courts, it would result in significant savings to the City as the concrete surface and perimeter fence are in good condition. At a recent City Council meeting, a concerned citizen approached the Council and suggested rather than disposing of the skate equipment the City should relocate it to the basketball court at Oakwood Park. His thought was that there are two other basketball courts in the park system so eliminating one would not be an issue. City Council asked that this request be considered by the Board.

At their January meeting, the Parks and Recreation board discussed the planned construction of pickleball courts at Swearingen Park and the possibility of either relocating or disposing of the current skatepark equipment. The Board discussed the request to relocate the equipment to Oakwood Park's basketball court, but the consensus of the Board was that the court was used regularly and felt it should remain. Ultimately, the Board passed a unanimous motion to remove the skate equipment and store it for up to one year and further discuss a new site, if feasible. Just prior to meeting adjournment, a concerned citizen, Nathan Saneholtz, arrived at the meeting and asked if he could speak about the skatepark park. He was given an opportunity to speak and stated he was attending to express his concern regarding the removal of the skatepark equipment at Swearingen Park to make room for pickleball courts. Once he was told that the Board had made a recommendation to remove the equipment and store it for up to one year he asked if this decision could be stopped. I informed Mr. Saneholtz that the Board could reconsider their motion if they so desired. The Board had no interest in reconsidering, especially since no one was in attendance during their discussion. Saneholtz asked if he were to start a petition to keep the skatepark equipment, could that decision be reconsidered. The consensus of the Board was that if enough interest was shown that they would be willing to bring the issue back for discussion.

Since that meeting, it has come to our attention that a petition has been circulating on social media requesting the skatepark remain at the Swearingen Park site. At last report, the petition has reached nearly 400 signatures. Additionally, a group of concerned citizens in support of pickleball courts attended the most recent City Council meeting asking for the project to proceed. This group felt that

the Swearingen Park site would be sufficient but a new site, possibly Oakwood Park, may be a better option as it has more parking and restrooms.

Based on all discussion items, it appears to me that there are three options that should now be considered and decided upon by the Board and Committee. Those options are:

- 1) Move forward with the construction of Pickleball Courts at Swearingen and remove the skatepark equipment until another site can be determined
- 2) Move forward with the construction of Pickleball Courts at Swearingen and relocate the larger skatepark equipment pieces to the Oakwood Park basketball court
- 3) Build new pickleball courts at Oakwood Park (or other site) and keep the skatepark equipment at Swearingen Park

I've attached a more detailed outline of these options with their associated costs.

If you have any questions or would like additional information, please let me know.

## **Pickleball Court and Skatepark Options**

### **Option 1      Pickleball Court Construction at Swearingen Park and Removal of Skatepark Equipment and Possible Relocation**

- Remove the skatepark equipment and store it on city property. Issue will be re-visited during the 2026 budget process to determine relocation and costs
- Phase 1 Construction of Pickleball Courts
- Three (3) courts and equipment to be installed
- Sport Court synthetic surface, post and netting installation, and dividing fence to be installed
- **Approximate cost of construction - \$49,500**

### **Option 2      Pickleball Court Construction at Swearingen Park and Relocate Skatepark Equipment to Oakwood Park Basketball Court**

- Remove the skatepark equipment and re-install larger pieces of equipment on Oakwood Park basketball court. Remove basketball goals
- Phase 1 Construction of Pickleball Courts
- Three (3) courts and equipment to be installed
- Sport Court synthetic surface, post and netting installation, and dividing fence to be installed
- **Approximate cost of construction - \$49,500 (plus ancillary costs to re-install skatepark equipment)**

### **Option 3      Build New Pickleball Courts at Oakwood Park (or other site) and Keep Skatepark Equipment at Swearingen Park**

- Install a new 65' x 100' concrete pad at Oakwood Park adjacent to basketball court. Other sites can also be considered
- Install new 8' high chain-link fencing around perimeter of court
- Install three (3) pickleball courts
- Sport Court synthetic surface, post and netting installation, and dividing fence to be installed
- Sidewalk, benches, and other site amenities
- **Approximate cost of construction:**
  - **Concrete Installation**                      **\$ 37,250**
  - **Court construction**                      **\$ 45,000**
  - **Perimeter Fencing**                      **\$ 16,750**
  - **Sidewalk**                      **\$ 5,000**
  - **Benches, tables, etc.**                      **\$ 2,000**

<b>Total</b>	<b>\$106,000</b>
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City of Napoleon, Ohio  
**CITY COUNCIL**  
MEETING AGENDA

**Monday, March 3, 2025, at 7:00 pm**

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


- A. Call to Order**
- B. Attendance** (Noted by Clerk)
- C. Prayer and Pledge of Allegiance**
- D. Approval of Minutes** (in the absence of any objections or corrections, the minutes shall stand approved)  
February 17, 2025, Regular Council Meeting Minutes
- E. Citizen Communication**
- F. Reports from Council Committees**
  - 1. The Finance and Budget Committee did not meet on February 24, 2025, due to lack of agenda items.
  - 2. The Safety and Human Resources Committee did meet on February 24, 2025, and;
    - a. Discussed 2025 Contracts
    - b. Reviewed EMS costs and revenues
  - 3. The Technology and Communications Committee did not meet earlier tonight due to a lack of agenda items.
  - 4. The Parks and Recreation Committee met earlier tonight and;
    - a. Discussed the Pickleball Court and Skatepark
- G. Reports from Other Committees, Commissions and Boards** (*Informational Only-Not Read*)
  - 1. The Civil Service Commission did not meet on February 25, 2025, due to lack of agenda items.
  - 2. The Parks and Recreation Board met earlier tonight and;
    - a. Discussed the Pickleball Court and Skatepark
- H. Introduction of New Ordinances and Resolutions**
  - 1. **Ordinance No. 011-25**, An Ordinance amending chapter 951 of the codified Ordinances of the City of Napoleon, Ohio, specifically sections 951.04 and 951.05, Burial Lots; Charges for and Restrictions; Repurchase
- I. Second Reading of Ordinances and Resolutions**
  - 1. **Ordinance No. 007-25**, An Ordinance amending chapter 955 of the codified code of Ordinances of the City of Napoleon, Ohio, specifically section 955.09(r), Golf Privilege Fee
- J. Third Reading of Ordinances and Resolutions- None**
- K. Good of the City** (Any other business as may properly come before Council, including but not limited to):
  - 1. Discussion/Action: The City of Napoleon's Department of Public Works requests approval of the bid documents for the 2025 Sanitary Sewer Cleaning.
  - 2. Discussion/Action: The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the 2025 Miscellaneous Street Improvements project.
  - 3. Discussion/Action: Recommendation to award Hillabrand & Sons Construction the contract for the E. Washington Street Improvements project in the amount of \$3,119,622.90.
  - 4. Discussion/Action: To accept the rates for Henry County South Joint Ambulance District, Freedom Township, Napoleon Township, Harrison Township, and the Village of Florida. (direct the Law Director to draft legislation)
  - 5. Discussion/Action: To Accept the Training Grant Award from the Ohio State Fire Marshal in the amount of \$450.00 for the Fire Department

6. Discussion/Action: To Review the Parks and Recreation Committee and Parks and Recreation Board recommendation in regards to the Pickelball Court and Skatepark

**L. Executive Session (As May be Needed)**

- M. Approve Payments of Bills** (In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)

**N. Adjournment**



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Marrisa Flogaus, Acting Clerk



**A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL**

- 1. Technology & Communication Committee (1<sup>st</sup> Monday)**  
*(Next Regular Meeting: March 3, 2025 @ 6:15 pm)*
- 2. Electric Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 10, 2025 @6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor for January 2025
  - b. Electric Department Report
- 3. Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 10, 2025 @7:00 pm)*
- 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 10, 2025 @7:30 pm)*
- 5. Parks & Recreation Committee (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 17, 2025 @6:00 pm)*
- 6. Finance & Budget Committee (4<sup>th</sup> Monday)**  
*(Next Regular Meeting: Monday, March 24, 2025 @6:30 pm)*
- 7. Safety & Human Resources Committee (4<sup>th</sup> Monday)**  
*(Next Regular Meeting: Monday, March 24, 2025 @7:30 pm)*
- 8. Personnel Committee (as needed)**

**B. Items Referred or Pending in Other City Committees, Commissions & Boards**

- 1. Board of Public Affairs (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 10, 2025 @6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor for March 2025
  - b. Electric Department Report
- 2. Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, March 11, 2025 @4:30 pm)*
- 3. Planning Commission (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, March 11, 2025 @5:00 pm)*
- 4. Tree Commission (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, March 17, 2025 @6:00 pm)*
- 5. Civil Service Commission (4<sup>th</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, March 25, 2025 @4:30 pm)*
- 6. Parks & Recreation Board (Last Wednesday)**  
*(Next Regular Meeting: Wednesday, March 26, 2025 @6:30 pm)*
- 7. Privacy Committee (2<sup>nd</sup> Tuesday in May & November)**  
*(Next Regular Meeting: Tuesday, May 13, 2025 @10:30 am)*
- 8. Records Commission (2<sup>nd</sup> Tuesday in June & December)**  
*(Next Regular Meeting: Tuesday, June 10, 2025 @4:00pm)*
- 9. Housing Council (1<sup>st</sup> Monday after the TIRC meeting)**
- 10. Health Care Cost Committee (as needed)**
- 11. Preservation Commission (as needed)**
- 12. Napoleon Infrastructure/Economic Development Fund Review Committee (NIEDF) (as needed)**
- 13. Tax Incentive Review Council**
- 14. Volunteer Firefighters' Dependents Fund Board (as needed)**
- 15. Volunteer Peace Officers' Dependents Fund Board (as needed)**
- 16. Lodge Tax Advisory & Control Board (as needed)**
- 17. Board of Building Appeals (as needed)**
- 18. ADA Compliance Board (as needed)**

**City of Napoleon, Ohio**  
**City Council Meeting Minutes**  
**Monday, February 3, 2025, at 7:00 pm**

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**Present**

Council Members	Ross Durham-Council President, Brittany Schwab-Council President Pro-Tem, Ken Haase, Robert L. Weitzel, Tom Weaver, Jordan McBride, Dr. David Cordes
Mayor	Joseph Bialorucki
City Manager	Andy Small
Finance Director	Kevin Garringer
Law Director	Billy Harmon
Clerk of Council	Mikayla Ramirez
City Staff	Brittany Roof, Chief Legg, Mike Dietrich, Greg Kuhlman, Asst. Chief Ruffer, Jacob Trejo, Thalia Musschel, Brianne Deitrick, Tony Cotter, Chad Lulfs, Robert Lipscomb
Others	News-Media, Beverly Nelson

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**Call to Order**

Council President Durham called the City Council meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance

**Swearing in of Police Lieutenant Robert Lipscomb**

Bialorucki said, repeat after me and raise your hand. I, Robert Lipscomb, do solemnly swear that I will support the Constitution of the United States and the State of Ohio, and the charter, ordinances, and resolutions of the City of Napoleon, Ohio, and the laws of the state of Ohio; and faithfully discharge and perform all duties incumbent upon me as a lieutenant of the City of Napoleon, Ohio according to the best of my ability and understanding. Legg said, congratulations Rob, it's been a long time coming. Lieutenant Lipscomb has been with us for 8 years and a lot of you know him as a canine officer and he will continue to do that. One of the most difficult tasks an officer can take on is to be a K9 officer for the K9 program and Rob has done spectacularly. If any of you have seen Luke operate you know he is the best canine is northwest Ohio.

**Approval of Minutes**

In the absence of any objections or corrections, the minutes from the February 3, 2025, meeting were approved as presented.

**Citizen Communication**

Nelson said, as a lifelong resident of Napoleon, I would like the whole community involved with pickleball and I think we need courts here. My initial thoughts about Swearingen Park and I thought that was a good idea until I spoke with other players who said there might be some issues with noise in a residential area. Parking might be another problem and restrooms also. The problem with the senior center's pickle ball courts is some seniors are still employed, and it closes at 4 pm. Many surrounding communities have added pickle ball courts to their communities. Durham said, there have been many discussions about adding pickle ball courts. I believe there is a meeting scheduled for March 5<sup>th</sup> to discuss the pickle ball courts with the committee and board. Swearingen Park was the initial plan but until the board can meet and deliberate, we won't have any answers until that time. Nelson said, who makes the final decision. Durham said, the board and committee will make a recommendation to council then, they will make the final decision. Small said, there is money budgeted in the 2025 budget for pickle ball courts at Swearingen Park since then, Tony and I have evaluated other locations but within the next month we will determine what we will do.

**Reports from Council Committees**

The Personnel Committee met on February 17, 2025, and discussed the appointed authority open position. The human resources director posted the city manager position. The next meeting will be held March 11, 2025 at 2pm.

The Electric Committee did not meet on February 10, 2025, due to lack of agenda items.

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on February 10, 2025, due to lack of agenda items.

The Municipal Properties, Building, Land Use and ED Committee met on February 10, 2025, and recommended to Council to direct the law director to draft legislation to update the cemetery rates and fees.

The Parks and Recreation Committee did not meet on February 17, 2025, due to lack of agenda items.

The AD Hoc Committee on the Structure and Compensation of Personnel will meet on February 19, 2025, and discussed performance evaluations.

### **Introduction of new Ordinances and Resolutions-None**

#### **Resolution No. 005-25 Assistance for Law Director**

Council President Durham read by title Resolution No. 005-25, a Resolution providing for Assistants to the Law Director; setting a rate of compensation; authorizing the expenditure of funds over fifty thousand dollars (\$50,000), also directing the Finance Director to transfer certain fund balances (Transfer No. 1) from respective funds to other funds pursuant to ORC. Section 5705.14 regarding the expenditure; and declaring an Emergency (suspension requested)

Motion: Haase                      Second: Schwab  
to approve first read of Resolution No. 005-25

Harmon said, this legislation as well as 006 and 010 are pertaining to the same topic but different variations that I would need approved to have assistant law directors appointed. As you know my paralegal put her two weeks in and I'm in the situation now where I am the only person remaining in the law department. Finding a paralegal with municipal law experience will be a difficult task. I had already begun starting discussions with some local law firms, two in Henry County and one in Fulton County. I've chosen to work with Barber, Kaper, and Stamm out of Fulton County and they would provide 3 attorneys that would act as assistants for me. They currently have three or four assistants that work out of that firm that work for Wauseon too. I think it would be nice to have some back up for me in this position. Primarily they would be helping prosecuting misdemeanor and traffic cases and that will be helpful because in the intermediate term I'm going to stay in the office to take on some of the role Tammy did. This is the best path forward given the short amount of time I was given to try and solve this issue. I think this is a good short-term plan to keep things rolling smoothly in the law department. Bialorucki said, how many hours do you think they will be working. Harmon said, the agreement would be for 28 hours for the month but I believe we will go over that. The base amount is going to be slightly north of about \$60,000 a year but I would estimate \$10,000-\$20,000 over that. That's my rough estimate but that's going to be slightly less than the previous salary situation we had so we should save some money. Schwab said, do you anticipate using the firm less once we find an assistant for you. Harmon said, I don't anticipate moving quickly to find someone because I want to take my time to find the right person.

Motion: Haase                      Second: Weitzel  
to suspend the rule requiring three reads of Resolution No. 005-25

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

Roll call vote to pass Resolution No. 005-25 under Suspension and Emergency

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**Resolution No. 006-25 Amending Resolution No. 044-24**

Council President Durham read by title Resolution No. 006-25, Resolution amending Resolution No. 044-24, the City's yearly reoccurring costs legislation; and declaring an Emergency (suspension requested)

Motion: Schwab          Second: McBride  
to approve first read of Resolution No. 006-25

Harmon said, this is adding Barber, Kaper, and Stamm to the yearly reoccurring cost legislation.

Motion: Weaver          Second: Schwab  
to suspend the rule requiring three reads of Resolution No. 006-25

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

Roll call vote to pass Resolution 006-25 under Suspension and Emergency  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**Ordinance No. 007-25 Amending Chapter 955**

Council President Durham read by title Ordinance No. 007-25, an Ordinance amending chapter 955 of the codified code of Ordinances of the City of Napoleon, Ohio, specifically section 955.09(r), Golf Privilege Fee

Motion: Haase          Second: Schwab  
to approve first read of Ordinance No. 007-25

Cotter said, this recommendation came from the Parks and Recreation Board and what we are asking for is a \$200 increase across the board for each of our 5 tiers. These have not been adjusted since we put them into place.

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**Ordinance No. 008-25 Pay Increase for Law Director**

Council President Durham read by title Ordinance No. 008-25, an Ordinance authorizing a performance-based pay increase for the City of Napoleon, Ohio Law Director; and declaring an Emergency

Motion: Schwab          Second: Weitzel  
to approve first read of Ordinance No. 008-25

Durham said, after starting performance evaluations we came to the decision last meeting to give a performance-based increase to Bily. Garringer said, since this goes retro back to January 1<sup>st</sup> my suggestion would be to suspend three reads so we can get the retro pay caught up as quickly as possible. Then that rate is effective, and I can't guarantee it will be on this pay period but it would definitely be the next pay period.

Motion: Weaver          Second: Schwab  
to suspend the rule requiring three reads of Ordinance No. 008-25

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, Weaver, Schwab  
Nays- McBride, Cordes  
Yeas-5, Nays-2. Motion Passed.

Roll call vote to pass Ordinance No. 008-25 under Suspension and Emergency  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**Ordinance No. 009-25 Pay Increase for City Manager**

Council President Durham read by title Ordinance No. 009-25, an Ordinance authorizing a performance based pay increase for the City of Napoleon, Ohio City Manager; and declaring an Emergency

Motion: Weitzel          Second: Schwab  
to approve first read of Ordinance No. 009-25

Durham said, after starting performance evaluations we came to the decision last meeting to give a performance-based increase to Andy.

Motion: Weitzel          Second: Schwab  
to suspend the rule requiring three reads of Ordinance No. 009-25

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, Weaver, Schwab  
Nays- McBride, Cordes  
Yeas-5, Nays-2. Motion Passed.

Roll call vote to pass Ordinance No. 008-25 under Suspension and Emergency  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**Ordinance No. 010-25 Assistant to the City Law Director**

Council President Durham read by title Ordinance No. 010-25, an Ordinance amending Ordinance No. 041-24 regarding compensation of the City of Napoleon Assistant to the City Law Director position for the year 2025; and declaring an Emergency (suspension requested)

Motion: Schwab          Second: Weitzel  
to approve first read of Ordinance No. 010-25

Harmon said, this is the third and final legislation necessary to put this agreement into place, essentially adding 3 assistants to the pay scale.

Motion: Haase                      Second: Weitzel  
to suspend the rule requiring three reads of Ordinance No. 010-25

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

Roll call vote to pass Ordinance No. 010-25 under Suspension and Emergency  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

### **Second read of Ordinances and Resolutions-None**

### **Third read of Ordinances and Resolutions-None**

#### **Good of the City (discussion/action)**

#### **Approval of the Power Supply Cost Adjustment Factor for February 2025 as PSCA 3-month averaged factor \$0.01450 and JV2 \$0.034374**

Small said, this rate adjustment is holding steady and it's still about 7/10ths of a penny lower per kilowatt an hour than it was a year ago. The savings per month equates to \$5 and someone with all electric is saving \$12 a household. The prices of natural gas is still low and all the Prairie State our coal fire plant has been running consistently that is why it is staying steady.

Motion: Schwab                      Second: McBride  
To approve the Power Supply Cost Adjustment Factor for February 2025 as PSCA 3-month averaged factor \$0.01450 and JV2 \$0.034374

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

#### **Update the cemetery rates and fees (direct the law director to draft legislation)**

Small said, the Municipal Properties Committee met last Monday and was presented with a change in all the rates and fees for the cemeteries in terms of the cost of lots and burial cost. Those rates have not been adjusted in over 20 years. We looked at inflation and local cemetery rates to come up with a fair prices, so we would like to request legislation for the change.

Motion: Weitzel                      Second: Schwab  
Motion to direct the law director to draft legislation

Roll call vote on the above motion  
Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab  
Nays-  
Yeas-7, Nays-0. Motion Passed.

**To Accept a \$4,000 Donation from the Four County ADAMhs Board to the Police Department for the DARE and LEAD programs**

Small said, these are the drug prevention programs. I believe it is for 5<sup>th</sup> graders, and this is an annual grant from the ADAMhs Board and it is used to purchase work books, prizes and graduation items. Durham said, this is something Officer Strictland is very passionate about and I appreciate him.

Motion: Haase                      Second: Weitzel

Motion to accept a \$4,000 Donation from the Four County ADAMhs Board

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

**The City of Napoleon's Department of Public Works requests approval for the purchase of a new Large Dump Truck from the State Purchasing Contract**

Lulfs said, one of our dump trucks needs to be rotated out. The current truck is a 2004 Sterling and we've got some pricing and we can purchase a 2026 Freightliner Chassis. It would be outfitted with a quick-change salt insert, which is a salt apparatus we can take off in about 10 minutes. The estimated price is \$270,593.00 and we do have \$300,000 in the budget so we are about \$30,000 under what was put into the budget. We are asking for approval to purchase this truck. We were told if we get approval this truck cannot be started until October, so we will not see the truck until the summer of 2026. Schwab said, with the approval does this lock the price in. Lulfs said, yes.

Motion: Weitzel                      Second: Schwab

To approve the purchase of a new Large Dump Truck from the State Purchasing Contract

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

**The City of Napoleon's Electric Department requests approval for the purchase of a new Bucket Truck from the State Purchasing Contract 015-25**

Kuhlman said, we are asking council for the permission to purchase a 2025 Ford F550 Cab and Chassis. It is replacing the 2015 service truck that needs replacement.

Motion: Schwab                      Second: Weitzel

To approve the purchase of a new Bucket Truck from the State Purchasing Contract 015-25

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

**The City of Napoleon's Electric Department requests approval to proceed with issuing a Request for Proposal (RFP) of a 69/12.47Kv, 20.0/26.7/33.3 MVA Three Phase Power Transformer with LTC for bid**

Kuhlman said, this is the purchase of the transformer because there is a 3 year wait.

Motion: Haase                      Second: McBride

To approve to proceed with issuing a Request for Proposal (RFP) of a 69/12.47Kv, 20.0/26.7/33.3 MVA Three Phase Power Transformer with LTC for bid

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

### **Around the Table**

Small-Nothing.

Harmon-Nothing.

McBride-Nothing.

Weitzel-Nothing.

Haase-Nothing.

Bialorucki said, a couple that recently moved back from Waterville showed me their bill and they were pleasantly surprised by the difference in rates. So, I want to thank the guys for everything you do to keep prices low.

Schwab-Nothing.

Cordes-Nothing.

Weaver-Nothing.

Garringer said, I want to thank the operations department and recreation department for coming in this weekend and clearing off the roads/sidewalks.

Durham said, the intersection of Scott Street and West Washington with the snow on the road I had a few residents comment that the lanes can be confusing. Is there anyway we can hang signs where the lights are. Small said, we can discuss this further after the meeting.

### **Executive Session (compensation of a public employee or official)**

Motion: Schwab                      Second: Haase

to enter executive session for the compensation of a public employee or official at 7:44 pm

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

Motion: Haase                      Second: Weitzel

to end executive session for the compensation of a public employee or official at 9:04 pm

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.



**Approve Payment of Bills and Financial Reports (In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved)**

Haase said, on page 10 “Medical Direction Contract” what is that. Roof said, it is for the medical director that allows paramedics to perform Ems activities in the community.

**Adjournment**

Motion: McBride          Second: Weitzel  
to adjourn the City Council meeting at 9:05 pm

Roll call vote on the above motion

Yeas- Durham, Haase, Weitzel, McBride, Weaver, Cordes, Schwab

Nays-

Yeas-7, Nays-0. Motion Passed.

**Approved**

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J. Ross Durham, Council President

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Joe Bialorucki, Mayor

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Mikayla Ramirez, Clerk

**ORDINANCE NO. 011-25**

**AN ORDINANCE AMENDING CHAPTER 951 OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON, OHIO, SPECIFICALLY SECTIONS 951.04 AND 951.05**

**WHEREAS**, Council previously passed Ordinance No.(s) 010-02, on February 18, 2002, and 021-05 on March 21, 2005, establishing the rates and fees per grave for burial lots in City of Napoleon cemeteries; and,

**WHEREAS**, the City of Napoleon Municipal Properties Committee met on January 10, 2025 and recommended to Council to increase certain rates and fees for City of Napoleon cemeteries; and,

**WHEREAS**, this Council considered all recommendations and deemed appropriate to increase certain City of Napoleon rates and fees as created in passed Ordinance No.(s) 010-02 and 021-05; and,

**WHEREAS**, this Council now deems appropriate that City cemetery rates and fees as listed below shall be amended; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, Section 951.04 of the Codified Ordinances of the City of Napoleon, Ohio, "Burial Lots; Charges for and Restrictions; Repurchase," shall be and is hereby amended and enacted to read as follows:

"(a) Charges for burial lots in City cemeteries shall be as follows:

<u>Rates per Grave</u>	<u>Resident</u>	<u>Nonresident</u>
Regular lot	<del>\$165.00</del> -\$250.00	<del>\$250.00</del> -\$400.00
Infant's lot	<del>80.00</del> \$125.00	<del>110.00</del> -\$175.00

(b) Infant's lot shall be restricted to use for infants under one year of age.

(c) Only a person whose legal residence is, or who owns real estate in the City, shall be entitled to purchase burial lots at resident rates.

(d) Burial lots may be repurchased by the City from purchasers, subject to appropriation of funds, when deemed in the best interest of the City by the Cemetery Sexton. In the event of a repurchase, the purchase price shall be that most recent in time price originally paid to the City for the burial lot, or the current "resident" burial lot established price, whichever is less.

~~(Ord. 21-05. Passed 3-21-05.)"~~

Section 2. That, Section 951.05 of the Codified Ordinances of the City of Napoleon, Ohio, "Grave Openings; Charges For," shall be and is hereby amended and enacted to read as follows:

"(a) Charges for opening graves Monday through Friday except City recognized holidays, in City cemeteries shall be as follows:

	<u>Resident</u>	<u>Nonresident</u>
Adult grave	<del>\$215.00</del> 325.00	<del>\$310.00</del> 475.00
<del>Indigent adult</del>	<del>190.00</del>	<del>275.00</del>
Crematory urn	<del>100.00</del> 165.00	<del>160.00</del> 250.00
Child's grave 1 - 10 years	<del>135.00</del> 200.00	<del>250.00</del> 375.00
Infant under 1 year	<del>110.00</del> 150.00	<del>190.00</del> 250.00
Crypt end opening	<del>160.00</del> 275.00	<del>240.00</del> 400.00
Crypt side opening	240.00	325.00
Companion crypt	145.00	225.00

(b) In addition to those charges set forth in division (a) above, for opening graves on any Saturday, Sunday or City holiday as established by the Personnel Ordinance, an additional ~~\$125.00~~ \$175.00 per grave opening shall be charged residents of the City, and an additional ~~\$200.00~~ \$250.00 per grave opening shall be charged nonresidents of the City.

(c) In addition to those charges set forth in divisions (a) and (b) above, for any services that occur after 2:00pm, an additional \$50.00 shall be charged both residents and nonresidents of the City.

(e d) Only persons whose legal residence is, or who own real estate in the City at the time of decease shall be entitled to resident burial or grave opening rates.

(d e) Indigent rate shall apply only in cases as are approved by the Finance Director and the City Manager. (Ord. 10-02. Passed 2-18-02.)”

Section 3. That, this Ordinance No. 011-25 amends Ordinance No.(s) 010-02 and 021-05 so as to incorporate and adopt all identified changes noted herein. The remaining, unchanged portions of Ordinance No.(s) 010-02 and 021-05 remain in full force and effect as they existed, to now include the amendments as noted herein.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

J. Ross Durham, Council President

Approved: \_\_\_\_\_

Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Mikayla Ramirez, Clerk of Council

*I, Mikayla Ramirez, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 011-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Mikayla Ramirez, Clerk of Council*



# *City of Napoleon, Ohio*

## *Parks and Recreation Department*

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

*Napoleon, OH 43545*

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

*www.napoleonohio.com*

## *Memorandum*

**To:** *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:

<b>Burial Lots</b>	<b>Resident</b>	<b>Non-resident</b>
Regular	\$165.00	\$250.00
Infant	\$80.00	\$110.00
<b>Opening and Closing Fees</b>		
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:

<b>Burial Lots</b>	<b>Resident</b>	<b>Non-resident</b>
Regular	\$250.00	\$400.00
Infant	\$125.00	\$175.00
<b>Opening and Closing Fees</b>		
Adult Grave	\$265.00	\$360.00
<del>Indigent Adult</del>		
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**

<b>Burial Lots</b>	<b>Resident</b>	<b>Non-resident</b>	<b>Notes</b>
Regular	\$400	\$475	Discounts given to purchases of 2 or more
Infant	-	-	
<b>Opening and Closing Fees</b>			
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**

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

### **Grelton Cemetery – Grelton, Ohio**

<b>Burial Lots</b>	<b>Resident</b>	<b>Non-resident</b>	<b>Notes</b>
Regular	\$900	-	5 grave lot
	\$500		Half lot (2-1/2 graves)
Infant	-	-	
<b>Opening and Closing Fees</b>			
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**

<b>Burial Lots</b>	<b>Resident</b>	<b>Non-resident</b>	<b>Notes</b>
Regular	\$200	\$250	
Infant	\$150	\$200	
Mausoleum	\$350	\$400	
<b>Opening and Closing Fees</b>			
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**

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



**ORDINANCE NO. 007-25**

**AN ORDINANCE AMENDING CHAPTER 955 OF THE CODIFIED CODE OF ORDINANCES OF THE CITY OF NAPOLEON, OHIO, SPECIFICALLY SECTION 955.09(r), GOLF PRIVILEGE FEES**

**WHEREAS**, the Parks and Recreation Board met on November 29, 2017, and, in order to provide the opportunity for area employers to offer healthy recreation activities for their employees, determined it appropriate to create certain golf rates; and,

**WHEREAS**, the City of Napoleon Parks and Recreation Committee met on January 15, 2018 and unanimously concurred with the Parks and Recreation Board's determination; and,

**WHEREAS**, this Council considered all recommendation and deemed appropriate to create certain golf rates, passed Ordinance No. 003-18 unanimously on March 5, 2018; and,

**WHEREAS**, this Council now deems appropriate that golf rates as listed below shall be amended; **Now Therefore**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, Section 955.09 of the Codified Code of Ordinances of the City of Napoleon, Ohio shall remain as is currently written, with amendments to the following section, 955.09(r); Golf Privilege Fees, hereby amended and enacted to read as follows:

*(r) In order to provide an opportunity for area employers to offer healthy recreational activities for their employees, a Corporate Membership rate shall be created per the following:*

*(1) The Corporate Membership will be available for eligible employees. Eligible employees' family members are not included in the Corporate Membership benefit.*

*(2) The Corporate Membership will be available for eligible employees of a company that has purchased a Corporate Membership; that Corporate Membership must be paid in full to the Napoleon Golf Course before the usage is permitted.*

*(3) The Corporate Membership will include unlimited greens fees for eligible employees.*

*(4) The Corporate Membership does not include cart rentals.*

*(5) The following table establishes the fees for a Corporate Membership to the employer, based on number of employees:*

<b><i>Number of Employees</i></b>	<b><i>Annual Fee</i></b>
<i>25 and under</i>	<del><i>\$1,000.00</i></del> <i>\$1,200.00</i>
<i>26 - 49</i>	<del><i>\$2,000.00</i></del> <i>\$2,200.00</i>
<i>50 - 99</i>	<del><i>\$3,000.00</i></del> <i>\$3,200.00</i>
<i>100 - 199</i>	<del><i>\$4,500.00</i></del> <i>\$4,700.00</i>
<i>200 and above</i>	<del><i>\$6,500.00</i></del> <i>\$6,700.00</i>

Section 4. That, this Ordinance No. 007-25 amends Ordinance No. 003-18 so as to incorporate and adopt all identified changes noted herein. The remaining, unchanged portions of Ordinance No. 003-18 remain in full force and effect as they existed, to now include the amendments of section (r).

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
J. Ross Durham, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Mikayla Ramirez, Clerk of Council

*I, Mikayla Ramirez, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 007-25 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
Mikayla Ramirez, Clerk of Council



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., Director of Public Works

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

[www.napoleonohio.com](http://www.napoleonohio.com)

## Memorandum

**To:** J. Andrew Small  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kevin Garringer, City Finance Director  
Brian Okuley, Operations Superintendent  
Mikayla Ramirez, Clerk of Council  
**Date:** February 21, 2025  
**Subject:** 2025 Sanitary Sewer Cleaning ~ Approval of Bid Documents

The City of Napoleon's Department of Public Works requests approval of the bid documents for the 2025 Sanitary Sewer Cleaning. This project consists of cleaning and televising a portion of the sanitary sewers in the City of Napoleon. The City is on a 10-year cycle to clean and televise all the sanitary sewers in the city's system. This keeps us in compliance with the Ohio Environmental Protection Agency. This packet includes the schedule for 2025, 2026, & 2027. However, the bid for 2025 & 2026 would be brought back to Council for approval if awarded.

2025 Sanitary Sewer Cleaning Budget: \$100,000.00.

Completion Date: August 29, 2025

CEL



# City of Napoleon, Ohio

## Department of Public Works

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## Memorandum

**To:** J. Andrew Small, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Kevin Garringer, City Finance Director  
Brian Okuley, Operations Superintendent  
Mikayla Ramirez, Clerk of Council  
**Date:** February 21, 2025  
**Subject:** 2025 Miscellaneous Street Improvements ~ Approval of Plans & Bid Documents

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the 2025 Miscellaneous Street Improvements project. This project consists of removal of the existing concrete pavement and placing new asphalt pavement on Neward Drive and Becca Lane. A small section of Bordeaux Drive will also be replaced

Engineer's Estimate of Construction: \$419,000.00

2025 Budget: \$500,000.00

Completion Date: October 31, 2025

CEL



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., Director of Public Works

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

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## Memorandum

**To:** J. Andrew Small, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Henry County Commissioners  
Abby White, Maumee Valley Planning  
Brian Okuley, Operations Superintendent  
Mikayla Ramirez, Clerk of Council  
**Date:** February 21, 2025  
**Subject:** E. Washington Street Improvements ~  
Recommendation of Award

On Thursday, February 20, 2025, bids were opened and read aloud for the above referenced project. Two bids were submitted and read as follows:

Hillabrand & Sons Construction	\$3,119,622.90
Vernon Nagel, Inc.	\$3,123,405.00

The Engineer's Estimate for this project is \$2,950,000.00 The project consists of reconstruction of E. Washington Street from E. Riverview Avenue to the Wastewater Treatment Plant, including all street, curbing, drive approaches, waterlines, storm sewers, and sanitary sewers.

This project is funded through the sewer fund and supplemented by:

O.P.W.C. Grant:	\$325,000.00
C.D.B.G. Grant:	\$470,000.00
Ohio BUILDS:	\$825,000.00

The completion date for this project is August 16, 2025.

**Having reviewed the submitted bids, it is my recommendation that the Commissioners and Council award Hillabrand & Sons Construction the contract for the E. Washington Street Improvements project in the amount of \$3,119,622.90.** If you have any questions or require additional information, please contact me at your convenience.

CEL

## 2024 CONTRACT FOR FIRE/EMS

### 2025 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2024 ACTUAL EXPENSES & REVENUES & 2025 BUDGETED EXPENSES & REVENUES

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2024 ACTUAL EXPENSES</u>	<u>2025 APPROVED BUDGET</u>
No/CO = No Prior Year Carryover In Totals->					
<b>2200 FIRE &amp; EMS/SAFETY SERVICES</b>					
<b>Personal Services:</b>					
100.	2200.	51100	Salary-Non Bargaining	185,914.95	223,639.79
100.	2200.	51101	Salary-Non Bargaining-Overtime	0.00	0.00
100.	2200.	51400	Salary-Fire Fulltime	638,089.40	637,114.72
100.	2200.	51401	Salary-Fire Fulltime-Overtime	27,715.56	22,000.00
100.	2200.	51410	Salary-Fire Partime	356,881.18	300,000.00
100.	2200.	51411	Salary-Fire Fulltime-Overtime-Training	4,776.13	0.00
100.	2200.	51412	Salary -Adjunct	1,016.58	4,000.00
100.	2200.	51413	SALARY - FIRE PARTTIME-OVERTIM - Fire Part Time	11,487.87	14,000.00
100.	2200.	51500	PERS	387.96	2,000.00
100.	2200.	51540	Fire Pension	200,474.68	159,468.25
100.	2200.	51560	Social Security	23,027.08	16,592.00
100.	2200.	51600	Worker's Compensation	21,306.92	24,255.09
100.	2200.	51700	Medicare-City Share	17,134.92	17,584.84
100.	2200.	51710	Hospitalization Insurance	197,093.92	204,954.24
100.	2200.	51750	Life Insurance	518.31	840.00
100.	2200.	51900	Unemployment Compensation	0.00	0.00
<b>Total Personal Services</b>				<b>1,685,828.47</b>	<b>1,689,439.03</b>
<b>Other:</b>					
100.	2200.	52000	Travel, Training and Education	11,493.83	12,500.00
100.	2200.	52010	Memberships and Dues	944.08	1,000.00
100.	2200.	53110	Utilities-Electric	17,804.34	24,250.00
100.	2200.	53111	Utilities-Natural Gas	1,092.00	1,750.00
100.	2200.	53113	Utilities-Water and Sewer	7,096.09	7,500.00
100.	2200.	53114	Utilities-Telephone	7,330.52	8,620.00
100.	2200.	53115	Utilities-Cable Modem	1,252.24	1,300.00
100.	2200.	53200	Service Contracts-Communications	2,500.00	2,500.00
100.	2200.	53300	Service Fees-Professional	25,149.40	24,720.00
100.	2200.	53510	Contract Maintenance-Vehicles	37,651.38	14,500.00
100.	2200.	53520	Contract Maintenance-Equipment	14,591.04	18,500.00
100.	2200.	53610	Contract Maintenance-Buildings & Structures	12,107.79	15,000.00
100.	2200.	53700	Insurance and Bonding	26,717.84	25,280.00
100.	2200.	53710	Insurance Claims-Deductible	495.00	1,000.00
100.	2200.	54100	Supplies-Office	657.68	1,500.00
100.	2200.	54110	Supplies-Postage and Delivery Charges	125.53	200.00
100.	2200.	54200	Supplies-Operating Materials	2,568.69	3,150.00
100.	2200.	54220	Supplies-Fire Prevention	1,333.76	3,000.00
100.	2200.	54230	Supplies-Gasoline & Diesel Fuels	20,477.38	24,500.00
100.	2200.	54240	Supplies-Chemicals	5,654.86	9,500.00
100.	2200.	54300	Supplies-Vehicle Parts & Supplies	1,656.56	5,000.00
100.	2200.	54500	Supplies-Other Equipment	2,631.40	11,000.00
100.	2200.	54700	Supplies-Small Tools	1,880.91	2,000.00
100.	2200.	54800	Supplies-Uniforms	9,138.97	13,500.00
100.	2200.	57000	Machinery and Equipment	4,750.00	0.00
100.	2200.	57050	MARCS Radios Equipment and Fees	26,272.92	45,700.00
210.	2200.	52000	Travel, Training and Education	7,411.00	19,500.00
210.	2200.	53300	Service Fees-Professional	51,796.81	63,406.00
210.	2200.	53430	Contracts-Townships EMS Revenues	66,598.09	67,000.00
210.	2200.	53510	Contract Maintenance-Vehicles	822.02	6,000.00
210.	2200.	53520	Contract Maintenance-Equipment	18,936.45	19,250.00
210.	2200.	54200	Supplies-Operating	35,200.20	45,000.00
210.	2200.	54225	Supplies-EMS Durable Equipment	9,509.39	6,500.00
210.	2200.	54300	Supplies-Vehicle Parts & Supplies	190.59	2,000.00
210.	2200.	59000	Refunds- Miscellaneous	0.00	0.00
100.	9800.	59130	Reimburse-Shared Expense (Township Contracts)	12,448.00	10,000.00
<b>Sub-Total Other</b>				<b>441,288.24</b>	<b>515,096.00</b>
<b>Total Operating Expenses</b>				<b>2,127,116.71</b>	<b>2,204,535.03</b>

## 2024 CONTRACT FOR FIRE/EMS

### 2025 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2024 ACTUAL EXPENSES & REVENUES & 2025 BUDGETED EXPENSES & REVENUES

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2024 ACTUAL EXPENSES</u>	<u>2025 APPROVED BUDGET</u>
<u>No/CO = No Prior Year Carryover in Totals-&gt;</u>					
<u>Major Large Equipment Capital Items:</u>					
<u>(Part of Annual Fixed Allocation):</u>					
242.	2200.	57000	Machinery and Equipment (Major Capital Items)	44,271.00	250,000.00
242.	2200.	43000	Less: Rev.Offset - Grants, Donations, Etc.	31,432.25	0.00
			Net Machinery & Equipment Costs-Major Capital Items	12,838.75	250,000.00
<u>Other Capital Items-Not Part of Major Large Equipment:</u>					
210.	2200.	57000	Machinery and Equipment	7,664.27	8,750.00
242.	2200.	57000	Machinery and Equipment	35,760.23	137,500.00
242.	2200.	57200	Buildings and Improvements	0.00	0.00
400.	2200.	57000	Machinery and Equipment	35,833.98	60,000.00
400.	2200.	57200	Buildings and Improvements	532.00	5,000.00
			<b>Total Capital Imp.(Less Grants on Major Items)</b>	<b>92,629.23</b>	<b>462,100.00</b>
<b>Total-2200 Fire &amp; EMS/Safety Services (All Operating and Capital Expenditures)</b>				<b>2,219,745.94</b>	<b>2,666,635.03</b>
<u>EXPENDITURE ADJUSTMENTS:</u>					
242.	2200.	57000	LESS: Net Major Cap.Exp.By Year in 242 Fd.(Large Eq.)	(12,838.75)	(250,000.00)
210.	2200.	53430	LESS: Township EMS Revenue Payments	(66,498.09)	(67,000.00)
			LESS: Non-EMS Adjustments		
			ADD: Annualized Capital Fixed Amt.(Large Equip.)	105,000.00	110,000.00
			<b>Sub-Total Expense Adjustments</b>	<b>25,563.16</b>	<b>-207,000.00</b>
			<b>Net Allocated Expenses Per Contract</b>	<b>2,245,309.10</b>	<b>2,459,635.03</b>
<u>REVENUE ADJUSTMENTS (Not Previously Listed):</u>					
100.	2200.	44350	LESS: Donations in 100 General Fund	0.00	(500.00)
100.	2200.	44400	LESS: Training Facility Fee -Fire/Safety Services	(3,750.00)	(1,200.00)
100.	2200.	47010	LESS: Misc.Fire Revenue in 100 General Fund	(7,735.18)	(10,000.00)
100.	0000.	49650	LESS: Reimb.Fire 180 kWh Tax Fd.to 100 Gen.Fd.	(55,856.83)	(74,150.00)
210.	2200.	43010	LESS: Federal CARES Act Receipts	0.00	0.00
210.	2200.	43100	LESS: State Grants in 210 EMS Transport Fund	(8,720.07)	(5,000.00)
210.	2200.	44350	LESS: Donations in 210 EMS Transport Fund	0.00	0.00
210.	2200.	45600	LESS: Court-Collections Cost Recovery	0.00	0.00
242.	2200.	43100	LESS: State Grants in 242 Fire Equip.Fund	(43,203.25)	0.00
242.	2200.	44350	LESS: Donations in 242 Fire Equip.Fund	(2,151.54)	(3,000.00)
242.	0000.	47200	LESS: Interest Posted to the 242 Fire Equip.Fund	(17,302.52)	(12,000.00)
242.	0000.	49000	LESS: Sale of Assets in the 242 Fire Equip.Fund	0.00	0.00
400.	2200.	43100	LESS: BWC Grant for Power Cots	0.00	0.00
400.	2200.	44351	LESS: Donations in 400 CIP Fund	0.00	0.00
400.	2200.	47010	LESS: Misc.Fire Revenue in 400 CIP Fund	0.00	0.00
			<b>Sub-Total Revenue Adjustments</b>	<b>(138,739.49)</b>	<b>(105,850.00)</b>
<b>* NET FIRE &amp; EMS EXPENDITURES for CONTRACT BILLING</b>				<b>2,106,569.61</b>	<b>2,353,785.03</b>



## 2024 CONTRACT FOR FIRE/EMS

### 2025 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2024 ACTUAL EXPENSES & REVENUES & 2025 BUDGETED EXPENSES & REVENUES

Working Draft

FUND DEPT	ACCT	2024 ACTUAL EXPENSES	2025 APPROVED BUDGET
		No/CO = No Prior Year Carryover In Totals->	
<b>DIST%</b>	<b>ALLOCATED COSTS BY ENTITY</b>		
		<b><u>44.18%</u></b>	<b><u>44.18%</u></b>
100.00%	<b>FIRE COSTS ALLOCATED AT (44.18%)</b>	<b>930,682.45</b>	<b>1,039,902.23</b>
75.68%	City of Napoleon	704,340.49	786,998.01
1.68%	Freedom Township	15,635.47	17,470.36
13.15%	Napoleon Township (w/Sec.30 & 31)	122,384.74	136,747.14
9.49%	Harrison Township	88,321.76	98,686.72
		<b><u>55.82%</u></b>	<b><u>55.82%</u></b>
100.00%	<b>EMS COSTS ALLOCATED AT (55.82%)</b>	<b>1,175,887.16</b>	<b>1,313,882.80</b>
77.52%	City of Napoleon	911,547.73	1,018,521.95
1.41%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	16,580.01	18,525.75
1.61%	Freedom Township	18,931.78	21,153.51
11.72%	Napoleon Township (w/Sec.30 & 31)	137,813.98	153,987.06
5.72%	Harrison Township	67,260.75	75,154.10
2.02%	Florida Village	23,752.92	26,540.43
	<b>NET - TOTAL SHARED COST OVERALL (100.00%)</b>	<b>2,106,569.61</b>	<b>2,353,785.03</b>
76.7071%	City of Napoleon (Includes Henry Co. Hospital)	<b><u>1,615,888.22</u></b>	<b><u>1,805,519.96</u></b>
	Net Shared Costs Allocated to Contracts->	<b><u>490,681.39</u></b>	<b><u>548,265.07</u></b>
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	16,580.01	18,525.75
1.6409%	Freedom Township	34,567.25	38,623.87
12.3518%	Napoleon Township (w/Sec.30 & 31)	260,198.72	290,734.20
7.3856%	Harrison Township	155,582.51	173,840.82
1.1276%	Florida Village	23,752.92	26,540.43

<b>CAPITAL REVENUE ALLOCATION FOR TOWNSHIPS</b>		<b>(in total payment listed above)</b>	
	Total Annual Capital Per Agreement	<b>115,000.00</b>	<b>120,000.00</b>
80.00%	City Share of Annual Capital Per Agreement	92,000.00	96,000.00
20.00%	Net Township Share of Annual Capital Per Agreement	23,000.00	24,000.00
	<b>TOWNSHIP ALLOCATION OF NET CAPITAL</b>	<b>23,000.00</b>	<b>24,000.00</b>
	(Based on % Of Net Shared Cost to Township)		
3.3800%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	777.40	811.20
7.0400%	Freedom Township	1,619.20	1,689.60
53.0300%	Napoleon Township	12,196.90	12,727.20
31.7100%	Harrison Township	7,293.30	7,610.40
4.8400%	Florida Village	1,113.20	1,161.60
100.00%	(Revenue Amount Allocated to 242 Fire Eq. Fund)	<b>23,000.00</b>	<b>24,000.00</b>
		=====	=====

		2025	2026
		Projected	Projected
		Quarterly*	Quarterly**
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	4,145.00	4,631.44
1.6409%	Freedom Township	8,641.81	9,655.97
12.3518%	Napoleon Township (w/Sec.30 & 31)	65,049.68	72,683.55
7.3856%	Harrison Township	38,895.63	43,460.21
1.1276%	Florida Village	5,938.23	6,635.11

\*Used 2024 Actual for 2025 Projected

\*\* Used 2025 Budget for 2026 Projected





**State Fire Marshal**

Department of Commerce

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, Governor

Sherry Maxfield, Director

**FIRE DEPARTMENT TRAINING GRANT  
DIVISION OF STATE FIRE MARSHAL**

February 27, 2025

FDID # 35015  
NAPOLEON FIRE DEPARTMENT (HENRY COUNTY)  
KEVIN GARRINGER, FINANCE DIRECTOR  
255 W RIVERVIEW AVE  
NAPOLEON, OH 43545

Re: Training Grant Award Agreement

Dear Training Reimbursement Grant Applicant,

Congratulations! The Division of State Fire Marshal selected your department to receive a Fire Department Training Grant. Your \$450.00 award is a reimbursement for successful completion of approved courses, as evidenced by the supporting documents submitted with your grant application.

Please notify your Fiscal Officer to ensure the grant funding is processed appropriately and expeditiously. Maintain records associated with this award in the same manner as you maintain records and account for other public funds.

If you have any questions, please contact Grant Coordinator at (614) 752-7123 or [CommerceGrants@com.ohio.gov](mailto:CommerceGrants@com.ohio.gov)

Sincerely,

Sheryl Maxfield, Director  
Ohio Department of Commerce

Kevin Reardon, State Fire Marshal