

**CANTON PARK COMMISSION
BOARD MINUTES
MONTHLY MEETING**

OCTOBER 8, 2014

The Canton Board of Park Commissioners met in a regular meeting on August 13, 2014.

Attendance:

Board Members: President Andrew Black (arrived at 4:05pm), Vice President Zutali,
Member Drew Pelger

Staff Members Present: Mr. Derek Gordon, Park Director, Dan Kunz, Assistant Park Director &
Theresa Gang, Office Manager

Community Members: Tim Trbovich, CJRD, Eric Resnick, CJRD, Alice Sarver, O.U.R., Jim Griffin,
City Council, Leon Cote, Neighborhood, James R. Bradley Jr, SECC

The meeting was called to order at 4:02pm by Vice President Zutali.

Meeting minutes from the September 10, 2014 regular Meeting were reviewed by the Commissioners.

Vice President Zutali motioned to approve the minutes. Commissioner Zutali seconded. Motion passed unanimously.

OLD BUSINESS

1. 2016 Levy Discussion – Director Gordon updated the Commission on two separate trips taken to Mentor and Youngstown to research two different Park and Recreation Departments which had recently merged. The information was very insightful into the operations of the two districts and optimizing Canton’s system, but both municipalities were Charter governments so neither example will be applicable to the proposed levy and merge in 2016 in Canton. Director Gordon continues to work with the Law Department to clarify some of the outstanding questions regarding the ballot initiative options. He is also recommending that the Park Commission waits to make a final determination on a preferred levy option until the CJRD completes its organizational plan. This plan will include a full review of these options and will interview all stakeholders to discern which options are most preferred.
2. Master Plan Update / Worksheet Review – The staff from both parks and CJRD has met with the EDG consultants and internal park feedback will be submitted by October 17th to EDG. Director Gordon will send EDG’s scope to Leon at PROS Consulting to prevent overlap with CJRD’s organizational plan.
3. Commission Shelter Reservation Policy – Research was performed by Canton Park staff for the request of Commissioner Zutali regarding a free shelter rental for the board members. The Law Department recommended there should not be a free rental as it could be cited as an ethical conflict. Based on staff research, many park commissions across the county did not have a policy pertaining to rentals for boardmembers but one did state they could not receive any benefit. Commissioner Zutali made a motion to allow Commission members use of current or future facilities free of charge. The motion was seconded by Commissioner Pelger. Commissioner Black and Commissioner Pelger Voted No. Commissioner Zutali Voted Yes. Motion Fails 1-2
4. Park and Recreation District MOU – MOU was revised to accommodate any future charges including software additions. President Black motioned to approve the report. Commissioner Zutali seconded. Motion passed unanimously.

EVENT REQUESTS

1. Stark County Walk – Multiple Sclerosis – Saturday, April 15, 2015 Stadium Park
President Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.

A brief discussion was held on the timetable that customers can reserve shelters. The commission requested we post on the web site that a shelter can be rented 365 days out.

NEW BUSINESS

- Employee Survey Results – A job satisfaction survey was taken by the employees. Director Gordon has scheduled a meeting with Human Resources to assist with ideas to improve crew motivation and identify team building opportunities with the employees. In addition, bi-weekly staff and crew meetings start in November to help increase two-way communication on upcoming projects and to continuously review crew responsibilities and best practices. The Park administration hopes that these efforts will be reflected in improved results in future annual surveys..
- Gervasi Station Trailhead Proposal/ Maintenance Agreement Draft Review – The commission was asked to take control of the Trailhead and then to allow Gervasi to maintain the property. President Black motioned to approve the contingent on snow removal being addressed in the agreement to include that plowing would be done at normal business hours otherwise at the expense of Gervasi. Commissioner Zutali seconded. Motion passed unanimously.
- Park and Recreation Organizational RFP – Item was discussed under item #1 and #2 in Old Business. Director Gordon will continue to work with the CJRD, EDG, and PROS Consulting to assure that there is no overlap in the proposals and that data and information are shared between the respective consultants to reduce costs.
- SECC Policy Review (Alcohol/ Programming concerns)/ RFP Update – Director Gordon informed the Commissioners that no formal policies or procedures existed at the SECC. He will be working closely with Director Bradley and the YMCA to develop programming and facility policies that are in line with standardized Park and YMCA policies. He hopes to present these policies for approval and implementation by January 1, 2015.
Director Gordon also stated that a draft of the SECC management services request for proposal has been completed and will be reviewed internally by the Law Department and all other internal stakeholders for a final draft on Monday, October 20th. The RFP will be posted publicly with potential interest from the YMCA, the Urban League and CJRD.
- Holiday Office Closures – A proposal to create consistency between Parks and CJRD office closures was presented to the Commission. President Black motioned to approve. Commissioner Zutali seconded. Motion passed unanimously.
- Cell Phone Stipend – Director Gordon presented a proposal for a cell phone stipend, similar to the one implemented by the Health Department to allow \$50.00 per month for the Park Director and the Assistant Park Director positions. President Black motioned to approve. Commissioner Zutali seconded. Motion passed unanimously.
- 2015 Budget Review – This item was postponed until the November meeting
- Sliman’s Invoice - This item was postponed until the November meeting
- Trapping Request – A request was made by Dave Pachuta to trap in several parks. This is a repeat request as Mr. Pachuta has been trapping in the parks for several years. Commissioner Pelger motioned to approve the request. Commissioner Zutali seconded. Motion passed unanimously.
- Financial Report - President Black motioned to approve the report. Commissioner Zutali seconded. Motion passed unanimously.
- Director’s Report – See Attached.
- Additional Discussion
- Parks was awarded a mini grant of \$5,000 by the Ohio EPA for Environmental Education for 2015.

- A public meeting was held for those with interest in a Skatepark.
- The Ohio EPA was in contact with Director Gordon regarding a spill and clean up affecting Nimishillen Creek.
- Public Comment – Ms. Alice Sarver raised a concern of a nursery school from Our Lady of Peace utilizing the Bernard Playground as a recess area for their students. The commission did not see a difference in use or liability from any park user.
- Bike Training – Officer Carpenter attended Bike Training in Columbus.
- Grove Miller – Currently the property was mowed. The water department is currently receiving royalties from the property that could be used for mowing maintenance of it.

Commissioner Pelger exited at 5:30pm. Commissioner Zutali exited at 5:35pm. Meeting adjourned.

Next Park Commission Meeting to be held at 4:00pm on November 12, 2014 at the Canton Garden Center.

Andy Black, President

Derek Gordon, Director