

**CANTON PARK COMMISSION
BOARD MINUTES
MONTHLY MEETING**

NOVEMBER 12, 2014

The Canton Board of Park Commissioners met in a regular meeting on November 12, 2014.

Attendance:

Board Members: President Andrew Black (arrived at 4:27pm), 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: Alice Sarver, O.U.R., Leon Cote, Neighborhood, James R. Bradley Jr, SECC

The meeting was called to order at 4:03pm by Vice President Zutali.

Meeting minutes from the October 8, 2014 regular Meeting were reviewed by the Commissioners.

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

OLD BUSINESS

1. 2016 Levy Discussion – 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 – Public meetings have commenced for the Park master plan. EDG is conducting these meetings and Director Gordon has asked for some specific adjustments for the remaining three meetings to assure that the presentation information is distributed to all in attendance. He has also requested that the direct feedback portion of the meeting is more organized and inclusive to assure that input is received from all in attendance who want to participate.
3. SECC Policy Review / RFP Update – SECC Director Jimmy Bradley presented an updated rental agreement for the Commission's review. The agreement reduced the fees at the center to align with other centers in the area. The agreement significantly improves the clarity of guidelines for renters and SECC staff and aligns the rental policies with the YMCA and Park rules and regulations. Commissioner Black motioned to approve the request. Commissioner Zutali seconded. Motion passed unanimously. Director Gordon also notified the Commission that the Request for Proposal for management services at the SECC has been released and a recommendation will likely be made in December.
4. SECC Security Repairs – A quote was submitted to the Commission for security repairs at the SECC. Commissioner Black requested a full facility assessment and additional quotes to make a determination at the next meeting.
5. 2015 Budget Review – The Commissioners asked several questions about the 2015 proposed budget but did not make any adjustments to the proposal. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.

EVENT REQUESTS

1. Garaux Shelter Rental – DJ Request – April 18th – A parent has requested the use of a DJ for her child's birthday party on April 18, 2015. Commissioner Zutali motioned to approve the event. Commissioner Pelger seconded. Motion passed unanimously.

NEW BUSINESS

- 1) ODOT Creek Restoration RFP – ODOT has released an RFP for the funds available for creek restoration totaling \$4.2 Million. Director Gordon has been informed by the Engineering Department and their consultants that the entirety of the funds will likely be awarded to one of two entities (one being the City). To complete the proposal, the Engineering Department has requested that the parks contract with their consultant EDG for an amount not to exceed \$48,500. \$44,000 of this cost will be reimbursed to the Parks through a Muskingum Watershed grant. Given the small amount of time given to respond to the RFP and the impact that this project would have on the park, the Engineering Department is making this request through the Commission instead of City Council. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.
- 2) Red Cross Emergency Shelter Agreements – Director Gordon presented two agreements to the Commission from the Red Cross requesting the use of Garaux Park Shelter and the SECC as an emergency shelter location in the case of a local disaster. This same agreement is in place at the Canton Civic Center and any costs associated with their use of the building are considered in the agreement. SECC Director Jimmy Bradley has given his approval for this agreement. Commissioner Pelger motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.
- 3) Westbrook Veteran’s Park – Adopt-A-Park Agreements – Director Gordon presented two separate adopt-a-park agreements for the Westbrook Veteran’s Park from the Disabled American Veterans and the Stark County Honor Court. Both organizations have provided services at the park already and would like to formalize their commitment to the park. They have also agreed to work collaboratively to assure that there are not gaps or overlaps in their services. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.
- 4) Review of Park Rules and Regulations – Director Gordon provided a proposed copy of a combined set of Park rules, regulations, and ordinances.
- 5) 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. These rules would create one set of ordinances that have incorporated and updated all of the current rules and regulations. It has also added new regulations that are common practice in other jurisdictions. If approved, Director Gordon will present these to City Council in 2015 when they consider the annual codified ordinance updates. Director Gordon has asked for the Commissioners to review this proposal and consider it for approval at the December Commission meeting.
- 6) Light Up Park – AT&T Sponsorship Request – AT&T has approached the parks with a \$2,000 sponsorship offer for the 2014 Park Light Up and Holly Pine Lane. The proposed sponsorship would go into the Garden Center fund held by the Canton Garden Center 501c3 which can only be used for the Garden Center building and approved by the Park Commission. A lengthy discussion took place about the impact of solicitations at the event and how AT&T would respect the boundaries of their sponsorship. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Commissioner Black – Yes, Commissioner Zutali – Yes, Commissioner Pelger – No. Motion passed 2-1.
- 7) OPRA Conference Approval – Director Gordon requested permission from the Commission to approve travel expenses relating to the annual Ohio Park and Recreation Association Conference held in February. Office Manager Theresa Gang will attend the entire conference and Director Gordon and Assistant Director Kunz may attend one of the days. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.
- 8) Office Manager Theresa Gang Training Expense Approval – Ms. Gang incurred unanticipated fuel costs during her grant training session in Columbus. She made additional stops to research two skate park facilities on the return trip causing her to use her own money to pay for \$15.15 worth of fuel. She is requesting reimbursement for this amount. Commissioner Black motioned to approve the budget. Commissioner Zutali seconded. Motion passed unanimously.
- 9) Sliman’s Printery Invoice – Director Gordon brought an invoice for Park Light Up brochures which had been purchased several years ago, prior to his arrival. Sliman’s Printery is now sending an invoice stating payment

is past due. The Auditor's Office will not process payment retroactively without approval from the Commission. Commissioner Black has requested the opportunity to speak with the former Park Director about the payment of this invoice which was incurred during his tenure. This item will be revisited at the December Commission meeting.

- 10) SECC Dashboard Report – SECC Director Bradley presented a template of the SECC Dashboard report which describes the revenues, rentals, memberships, and other vital monthly data from the SECC. The actual figures have not yet been finalized, but he wanted the Commissioners to have the opportunity to review the format to determine if any other data was needed on a monthly basis.
- 11) Reappointment of Commissioner Black – Commissioner Black has received and accepted an additional three year term on the Canton Park Commission from the Mayor's Office.
- 12) Communication from Councilman Richard Hart – Councilman Hart submitted a letter regarding the City's response to hazardous trees to multiple City departments and officials including the Park Commission. Director Gordon assured the Commissioners that the Park Office has already been working in conjunction with the other city departments, the City Arborist and Canton Tree Commission to address these issues. Due to Councilman Hart's request, the Park Office is working with the City Arborist to develop a proposal for City Council to allocate a budget specifically for the removal of these trees on any city property to be administered by the City Arborist.
- 13) Financial Report - President Black motioned to approve the report. Commissioner Zutali seconded. Motion passed unanimously.
- 14) Director's Report – See Attached.

Commissioner Black motioned to adjourn at 6:12. Commissioner Zutali seconded. Motion passed unanimously. Meeting adjourned.

Next Park Commission Meeting to be held at 4:00pm on December 10th, 2014 at the Canton Garden Center.

Andy Black, President

Derek Gordon, Director