

**CANTON PARK COMMISSION  
BOARD MINUTES  
MONTHLY MEETING**

**DECEMBER 16, 2014**

The Canton Board of Park Commissioners met in a regular meeting on December 16, 2014.

Attendees:

Board Members: President Andrew Black, Vice President Zutali, Member Drew Pelger

Staff Members Present: Mr. Derek Gordon, Park Director, Dan Kunz, Assistant Park Director &

Theresa Gang, Office Manager, Officer Michael Carpenter, Park Police

Community Members: Ward 4 Councilmember, Christine Smith, Alice Sarver, O.U.R., Leon Cote, O.U.R.

The meeting was called to order at 6:01pm by President Black.

Meeting minutes from the November 12, 2014 regular Meeting were reviewed by the Commissioners.

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

**OLD BUSINESS**

1. 2016 Levy Discussion – Director Gordon continues to work with the CJRD as it 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. Director Gordon emphasized the need for a joint meeting between the CJRD and Park Commission as soon as these interviews are completed as it is likely that a ballot initiative will need to be approved by Council in May of 2015.
2. Master Plan Update – Public meetings have finished for the Park master plan. EDG conducted these meetings with Director Gordon and attendance was very strong. Over 125 surveys have been completed by the community and the raw informational data has been compiled. This data will be distributed to the Commission and it is hopeful that a draft of the plan will be available early in 2015.
3. SECC Management Provider Selection – After lengthy discussion regarding the qualifications of the three proposals (See attachments) and input from Councilwoman Smith, President Black made a motion to allow Director Gordon to negotiate an agreement with the Stark County YMCA for management services of the SECC. Commissioner Zutali seconded. Motion carried unanimously. The Commissioners requested that during negotiations the YMCA clarified specific areas in which they would increase their efforts in programming and community outreach. Director Gordon will also work with the Law Department to determine how the contract should account for the termination of levy funds which could occur during the term of the contract.
4. SECC Security Repairs – Per the request of the Commission, Director Gordon acquired a facility assessment and additional quotes for security repairs at the SECC. Director Gordon explained that no other contractor was able to meet the pricing or provide the full services outlined in the original quote from Fred Crisp Door. President Black motioned to approve the quote from Fred Crisp in the amount of \$31,435.25. Commissioner Zutali seconded. Motion passed unanimously.
5. Review of Park Rental Fees – Public Events / Employee Rates – New rates for public events will be proposed at the January Commission meeting. A Park employee requested that the Commission considered a special rate for park rentals for City employees. The Commission determined that they were not comfortable considering this request as there are currently no discounts offered for City other services for City employees.
6. Sliman's Invoice – The Commission requested that Director Gordon contact Sliman's Printery and negotiate a reduced rate for the past due notice for a bill that was received for printing services in 2008. This item will be revisited at the January Commission meeting.

7. Review of Park Rules and Regulations / Park City Ordinances – Director Gordon presented a revised version of the park rules and regulations combined with updated City of Canton codified ordinances pertaining to parks. If approved by the Commission, this document will be reviewed by the Law Department and submitted to Canton City Council to be considered for codification. These changes and future approvals would make the park rules and codified ordinances to be identical. After thorough discussion about these updates, additions and revisions President Black motioned to approve the new rules and regulations. Commissioner Zutali seconded. Motion passed unanimously.

### **EVENT REQUESTS**

1. SECC Wedding Request – August 8, 2015 – Ms. Twanna Campbell has requested permission to have alcohol at her wedding at the SECC. Based on the approval of the new park rules and regulations, the Park Commission now has the discretion to permit alcohol at park events on a case by case basis. The Commission motioned to approve the request on the basis that the event acquires the appropriate liability coverage, police presence, and permits from the Ohio Division of Liquor Control. Commissioner Zutali seconded. Motion passed unanimously. Director Gordon will work with the Law Department and SECC Director Jimmy Bradley to assure that these requirements are met.

### **NEW BUSINESS**

- 1) New Year's Eve Office Closure – A proposal to create consistency between Parks and CJRD office closures was presented to the Commission at last month's meeting. Unfortunately, CJRD is also planning to close their offices on New Year's Eve, but this was not on the original proposal. Director Gordon requested that the Park offices closed in tandem with the CJRD. President Black motioned to approve the office closure. Commissioner Zutali seconded. President Black – No, Commissioner Zutali – Yes, Commissioner Pelger – Yes. Motion passed 2-1.
- 2) A Monumental 4<sup>th</sup> – Director Gordon informed the Commission that he had organized a committee to explore the possibility of developing a festival in Monument Park on July 4<sup>th</sup>, 2015 to compliment the concert and fireworks at the McKinley Monument. The City will be paying for the cost of the fireworks, safety forces, and concert, but would like the committee, led by Director Gordon to oversee the planning and coordination of the event and festival. The Commission expressed support of the concept but would like more details presented at the next meeting about the proposed event and costs prior to approving the event.
- 3) SECC Dashboard Report – SECC Director Bradley provided a new template of the SECC Dashboard report which describes the revenues, rentals, memberships, and other vital monthly data from the SECC. This report will be included with the Director's Report moving forward on a monthly basis.
- 4) Financial Report - President Black motioned to approve the report. Commissioner Zutali seconded. Motion passed unanimously.
- 5) Director's Report – See Attached.
  - Recognized President Black for being selected as the 2014 Ohio Parks and Recreation Association – Citizen of the Year
  - Provided an overview of recent public meetings sparked by interest from local youth in developing a new skate park. A full plan and timeline will be presented to the Commission in January.
  - Discussed a recent trip with several local representatives to Cleveland to investigate their bike share program. The Stark County District Library is spearheading this initiative and believes that with support from the Parks and other community organizations that this service might be available to Canton residents free of charge beginning in Spring 2015. More details will follow at upcoming meetings about the Park's proposed responsibilities for this program.
  - Provided reports of all police calls in the parks for the past three years. Will continue to work with the Police Department to determine the reliability and frequency of these reports. Officer Carpenter will also be part of developing a more standardized report to the Commission.

- Presented a draft request for proposal (RFP) for an urban farm to be located at Herbruck Park. Given the length of the document and the fact that the RFP will need to be converted to a bid document, the Commission asked to consider this at the next Commission meeting.
  - The online reservation system is now active
  - A draft of the 2014 Annual Report will be provided to the Commission at the next Commission meeting along with proposed goals for 2015.
- 6) Executive Session – Commissioner Black motioned to enter into executive session at 6:26 to discuss the performance of a public employee with no action to follow. Commissioner Zutali seconded. Motion passed unanimously. Commissioner Black motioned to adjourn from executive session at 6:55 to discuss the performance of a public employee. Commissioner Zutali seconded. Motion passed unanimously.

Commissioner Black motioned to adjourn at 6:56. Commissioner Zutali seconded. Motion passed unanimously. Meeting adjourned.

Next Park Commission Meeting to be held at 4:00pm on January 14, 2015 at the Canton Garden Center.

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Andy Black, President

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Derek Gordon, Director