

CANTON PARK COMMISSION

BOARD MINUTES

MONTHLY MEETING

APRIL 9, 2014

The Canton Board of Park Commissioners met in a regular meeting on April 9, 2014.

Present were; Mr. Andrew Black, Vice President Zutali and Mr. Derek Gordon, Park Director. Commission Member Pelger was absent. Very few other attendees were present.

The meeting was called to order at 4:05pm by President Black.

Meeting minutes from the March 12, 2014 Regular Meeting were reviewed by the Commissioners.

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

1. Park and Recreation Merger—Office Consolidation- Director Gordon informed Commissioners that the move into Canton Joint Recreation office space was still on track to take place within the next two weeks. Director Gordon presented a Memorandum of Understanding to the Commissioners (See Attachment) which will account for the Park's share of office space costs and half of the new shelter and recreational programming software costs. President Black motioned to approve the Memorandum of Understanding. Commissioner Zutali seconded. Motion passed unanimously.
2. Canton Recreational Services Update—Director Gordon informed the Commissioners that a list of city wide programs had been compiled into one spreadsheet highlighting overlap and gaps. Interim Recreation Director Tim Trbovich is meeting with the programming personnel at the J. Babe Stearn Center and Southeast Community Center to try to streamline this list and look for additional programming opportunities. A meeting had also taken place between Mr. Trbovich and Director Gordon with the First Tee of Canton and they are exploring ways to partner with the Recreation District's Summer Camp.

EVENT REQUESTS

1. Walk MS Event Approval—Stadium Park—Saturday, April 26th – Director Gordon reminded the Commissioners that this event had been held back from last month's meeting in order to clear up a potential date conflict with the City's Arbor Day Celebration and set up for the Hall of Fame Marathon. Director Gordon stated that these conflicts have been resolved as the Arbor Day event has changed dates and locations. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
2. Josette Beddell Memorial 5K – Stadium Park – Saturday, June 28th – Director Gordon recommended approval as the event has occurred for the past five years without incident and no new items have been requested for this year's event. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
3. Juneteenth Celebration – Nimisilla Park – Sunday, June 15th – Director Gordon recommended approval as the event has occurred for the past several years without incident and no new items have been requested for this year's event. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
4. Heritage Christian School Celebration – Meyer's Park – Friday, May 2nd - Director Gordon recommended approval as this new event. He also mentioned that this event was requesting to set up a stationary hot air balloon. He will assure that a copy of the school's insurance is obtained and the City is listed as an

additional insured prior to the event if it is approved. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.

5. Hall of Fame – Park Requests – Director Gordon recommended approval of each of the following Hall of Fame activities with the following park obligations:
 - Balloon Festival – Festival access to park properties for the purposes of landing hot air balloons in emergency situations.
 - Ribs Burnoff – Transportation and set up of park picnic tables at the Stark County Fairgrounds by Canton Parks employees
 - Bleachers – Use of Canton Parks bleachers for Hall of Fame Grand Parade (Transportation and set up provided by Canton Street Department)

President Black motioned to approve the event request pending follow up with the Hall of Fame Festival about the Festival’s liability coverage of potential injuries sustained by patrons on park benches and bleachers that are utilized for the events. Commissioner Zutali seconded. Motion passed unanimously.

NEW BUSINESS

1. Introduction of Park Police Officer – Michael Carpenter – Director Gordon introduced the new Park Police Officer, Michael Carpenter. The Commissioners expressed their gratitude for his services and their excitement for the new resource within the park. Director Gordon stated that Officer Carpenter will be receiving additional bicycle training and has been given a priority listing of the parks and the frequency in which he will patrol them based on park activities and usage.
2. J. Babe Stearn Center / Canton Joint Recreation District Agreement Update – Director Gordon provided a copy of the latest proposed agreement between the JBSC, CJRD, and Canton Parks. He stated that the agreement before them was only received from the JBSC that morning and there were still unresolved questions and a missing exhibit. He recommended that the Commissioners did not vote on the agreement until he was able to obtain a complete document and he will contact the Commission about holding special meeting if necessary to approve the agreement once these issues were resolved. Commissioner Black recommended that the Commissioners review the current document and provide feedback to Director Gordon prior to the next meeting.
3. Stark Parks Cooperative Agreement Review – Director Gordon presented an updated agreement between Stark Parks and the Canton Park Commission for the maintenance and construction of the county trail system. Commissioner Black recommended that since this was the first opportunity for the Commission to review the document and Commissioner Pelger was not present that this item be tabled until the May Commission Meeting.
4. Arbor Day Celebration – Assistant Director Kunz explained to the Commissioners that this event had been moved to May 3 at Nimisilla Park to better accommodate the activities planned by the Tree Commission. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
5. Garden Center Flooring Purchase – Director Gordon presented an estimate to the Commissioners to complete the flooring reconstruction inside the Garden Center. He explained that the work will not be completed until the end of the year and the purchase will liquidate most of the Garden Center Fund. However, the flooring company contacted him about a special price break due to an overstock of the product that would be a significant savings if the material was purchased now. President Black motioned to approve the purchase in the amount of \$4,758.84. Commissioner Zutali seconded. Motion passed unanimously.
6. Timken Foundation Grant – Director Gordon announced to the Commission that the Timken Foundation had awarded \$150,000 for the purpose of replacing the Stadium Park Walking Track. These funds will be matched with \$150,000 from the Park Levy Funds and \$50,000 from the CJRD. The Commissioners were presented with a sample of the new material that is being proposed and Director Gordon explained that a test section would be poured in the next few weeks for public review. The item will be brought before City Council for approval to begin the bidding process to secure a construction contractor.

President Black motioned to accept the grant award and approve the expenditure of up to \$350,000 for the project. Commissioner Zutali seconded. Motion passed unanimously.

7. Financial Report – Director Gordon presented the monthly expenditure report and an overall account balance report from the month of March 2014. President Black motioned to approve the financial report. Commissioner Zutali seconded. Motion passed unanimously.
8. Director’s Report – (See Attachment) Director Gordon invited the Commissioners to the following events:
 - Arbor Day Celebration – Saturday, May 3rd – Nimisilla Park
 - Canton Parks Kayak Demonstration – Tuesday, April 22nd – Canton Garden Center
 - Nimisilla Park Shelter #2 Donation Recognition – Friday, April 25th – Nimisilla Park

He also mentioned that it would be prudent to discuss a spending threshold for all purchases within the park. Currently, he does not need Commission approval for any items under \$50,000 in value. There is not a need to adjust this level, but most purchases do not exceed \$15,000 and with a budget of less than \$2.5 Million a \$50,000 purchase is a large percentage of the overall budget. President Black stated that he would like to monitor the spending over the next several months and allow Member Pelger to comment on the matter before determining a proper threshold.

President Black motioned to adjourn the meeting at 5:35pm. Commissioner Zutali seconded the motion. Motion carried unanimously.

Next Park Commission Meeting to be held at 4:00pm on May 14, 2014 at the Canton Garden Center.

Andy Black, President

Derek Gordon, Director