

## **CANTON PARK COMMISSION**

### **BOARD MINUTES**

### **MONTHLY MEETING**

**MAY 14, 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. Very few other attendees were present.

The meeting was called to order at 4:04pm by President Black.

Meeting minutes from the April 9, 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 on June 2<sup>nd</sup>.
2. Canton Recreational Services Coalition Update—Director Gordon informed the Commissioners that the next meeting for this group is scheduled for Monday, May 19<sup>th</sup>. The last meeting was cancelled due to a variety of personnel matters and contract negotiations between several of the entities represented in the coalition that has diverted their attention from the coalition.
3. Director Gordon presented a new copy of 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. A change was made from the document approved at last month's meeting to include a 30 day termination clause. President Black motioned to approve the Memorandum of Understanding. Commissioner Zutali seconded. Motion passed unanimously.
4. JBSC / CJRD Agreement Review – Director Gordon stated that the agreement was ready for Commission approval, but the CJRD's legal counsel had concerns with some of the language. CJRD Board President, Eric Resnick requested that the Park Commission refrain from voting on the matter until these issues were resolved and that a joint special meeting be held between the CJRD Board and the Park Commission. The item will be held until a special meeting is scheduled by President Resnick, but Director Gordon will be submitting a communication to City Council to assure that the meeting is scheduled and held prior to Council's consideration.

Member Pelger enters the meeting at 4:10pm

5. Stark Parks Cooperative Agreement Review – Director Gordon outlined the details of the updated agreement between the City of Canton and Stark Parks. The agreement describes the current responsibilities for trail construction and maintenance within the city limits to include the most recent and future trail sections. City Council has already reviewed and approved this agreement. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.
6. Purchasing Threshold – Director Gordon recommended to table this item until at least the next meeting. He stated that compiling a larger sample size of monthly expense reports might be prudent before establishing a threshold for purchases that must be approved by the board. Item is tabled.

### **EVENT REQUESTS**

1. Pregnancy Support Center – Stadium #2 – October 4<sup>th</sup> – Director Gordon stated that this is a recurring event that has happened for the past several years without incident. (See Attached) President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
2. Autumn Trailside Festival – Martindale / Reifsnnyder Park – October 11<sup>th</sup> – Director Gordon outlined the details of this event which is being held by Canton Parks in conjunction with Stark Parks and Plain Township Parks and Recreation. (See Attached) It will be a free public event with food vendors, activities, and live musical entertainment and will be the first event allowing the public to experience the Canton Park’s kayaking opportunities. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
3. Frosty Frolic 5K – Stadium / Monument Park – December 13<sup>th</sup> – Director Gordon outlined the details of the second annual event that highlights the Stadium Park holiday lights. (See Attached) He stated it was a popular event that was without incident last year. President Black motioned to approve the event request. Commissioner Zutali seconded. Motion was approved by President Black and Commissioner Zutali. Member Pelger abstained.
4. Sickle Cell Awareness Event – Nimisilla Park – August 30<sup>th</sup>. Director Gordon outlined some of the details of the event and stated that the Park Office struggled to obtain adequate information about this event and received numerous noise complaints about the event last year. (See attached) The Commissioners expressed concerns about the connection between the organization hosting the event (Ebony’ Image Makers), the non-profit organization (National Beauty Culturists League or NBCL) which supports cosmetology and the cause of the event which is sickle cell awareness. Commissioner Pelger motioned to approve the event request contingent upon the following items:
  - Confirmation of the NBCL organization’s 501©3 documentation for the event
  - Confirmation that the NBCL 501©3 is officially sponsoring this event
  - Confirmation that proceeds of the event will go towards a Sickle Cell charity and not the NBCL 501©3.
  - Confirmation that the Park Office is satisfied that the event will make necessary arrangements to reduce the noise issues that occurred at last year’s event.
 Commissioner Zutali seconded. Motion passed unanimously.
5. Disc Golf Tournament – Arboretum / Spiker Park – June 21<sup>st</sup> – Director Gordon outlined the details of the event which has occurred annually for several years without incident. (See Attached) President Black motioned to approve the event request. Commissioner Zutali seconded. Motion passed unanimously.
6. Boy Scout Event – Arboretum Park – July 21<sup>st</sup> – 25<sup>th</sup> – Director Gordon outlined the details of the event which has been held previously but is under the direction of a new event coordinator. (See Attached) The Director expressed concerns about the requested road closures as he does not believe they will be needed based on the location of requested activities. In addition, the length of the event and the impact to local traffic would require police presence to provide traffic controls. President Black motioned to approve the event request contingent upon the road closure issue being resolved to the Director’s satisfaction and that the proper permits are filed by the Boy Scouts for the planned activities during the event. Commissioner Zutali seconded. Motion passed unanimously.

## **NEW BUSINESS**

1. Adopt-A-Park Agreements – Director Gordon presented the following three Adopt-A-Park agreements for the Commissioners’ approval
  - Roshong Park – Eagle Scout Project – Ben Crawford – Director Gordon stated that work had already been started by Mr. Crawford for his Eagle Scout project as he had donated benches with the financial assistance of the Market Heights. Mr. Crawford and the neighborhood association will continue to maintain flower beds, mulch, litter control, and weeding over the next year. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.

- E. Jay Welch Park – Girl Scout Troop #789 - Director Gordon stated that the troop will assist with flower beds planting, mulch, litter control, tree planting and weeding over the next year. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.
- Turtle Park – Brooklyn Mitchell (Diamonds and Pearls / ABLE) – Director Gordon stated that Ms. Mitchell will be working with a her non-profit group, a local church, ABLE, Live Well Stark County, and Aultman Hospital to establish a community garden in the park. In addition, they will be painting the existing pieces of playground equipment to improve the aesthetics of the park. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.

The commissioners commented that they would like each group to receive recognition on the Canton Parks facebook page as their projects develop. In addition, they will receive signage at each location recognizing them for their volunteerism.

2. Mother Gooseland Plaque Approval – Ray Williams of U.S. Technologies has requested the placement of a commemorative plaque memorializing his parents on the gates of Mother Gooseland. Mr. Williams donated these refurbished gates to the parks. President Black motioned to approve the placement of the plaque on one of the brick pillars attached to the gates contingent upon the selection of a more uniform font size on the plaque. Commissioner Zutali seconded. Motion passed unanimously.
3. Financial Report – Director Gordon presented the monthly expenditure report and an overall account balance report from the month of April 2014. President Black motioned to approve the financial report. Commissioner Zutali seconded. Motion passed unanimously.
4. Director’s Report – (See Attachment) Director Gordon asked Assistant Director Dan Kunz to elaborate on the progress of several park projects. (See Attachment)
5. Executive Session – President Black motioned to enter into an Executive Session to discuss the hiring of a public employee with probable action to follow at 4:56pm. Commissioner Zutali seconded the motion. Motion carried unanimously. Commissioner Zutali left the meeting at 5:17pm. President Black motioned to exit the Executive Session at 5:25pm. Commissioner Pelger seconded the motion. Motion carried unanimously.
6. Office Manager Position – President Black motioned to authorize Director Gordon to take the necessary steps to hire Ms. Theresa Gang into the position of Office Manager for the Canton Park Commission. The position will be a temporary appointment until the departure of current Office Manager, Jackie Noall at which time Ms. Gang will transfer into the permanent position. Ms. Noall will cross train Ms. Gang until her departure in early to mid June. Ms. Gang will be paid a salary of \$40,000 and will begin her employment on May 19, 2014. Commissioner Pelger seconded the motion. The motion carried unanimously

President Black motioned to adjourn the meeting at 5:34pm. Commissioner Pelger seconded the motion. Motion carried unanimously.

Next Park Commission Meeting to be held at 4:00pm on June 11, 2014 at the Canton Garden Center.

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Andy Black, President

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Derek Gordon, Director