

## **CANTON PARK COMMISSION**

### **BOARD MINUTES**

### **MONTHLY MEETING**

**MAY 8, 2013**

The Canton Board of Park Commissioners met in a regular meeting on May 8, 2013.

Present were; Mr. Andy Black - President, Mr. Drew Pelger – Member, and Mr. Derek Gordon, Park Director/Secretary. There were also several attendees at the meeting. Member Zutali has been excused.

The meeting was called to order at 4:17pm by President Black.

Meeting minutes from the April 10, 2013 Regular Meeting and April 24, 2013 Special Meeting were reviewed by the Commissioners.

Commissioner Black motioned to approve both sets of minutes. Commissioner Pelger seconded. Motion passed unanimously.

#### **OLD BUSINESS:**

1. Park Levy Update – Commissioner Black and Assistant Director Gordon gave a short summary of the current status of the park levy. The levy committee has finalized selecting their campaign consultants and has scheduled two fundraisers. Commissioner Black stated that he and Director Gordon were meeting with the J. Babe Stearn Center (JBSC), the Edward “Peel” Coleman Center (SECC), and the Canton Joint Recreation District to determine operational costs and management of the JBSC and SECC should the levy be successful. Director Gordon also mentioned that 14 out of 15 park and recreation levies across the State of Ohio were passed on the May 7 ballot which is an encouraging sign for the Canton Park Levy.
2. Staffing and Personnel Issues – Director Gordon stated that the Assistant Park Director position has been posted and will remain open until May 24<sup>th</sup>. Two rounds of interviews will be conducted once Director Gordon receives a vetted group of resumes from Human Resources. The first round of interviews will be with Director Gordon and Human Resources. A second round of interviews will be conducted with the Commission based on recommendations from Director Gordon. Director Gordon indicated that he intends to have a final candidate for the position to be recommended for hiring at the regular June Commission meeting

#### **NEW BUSINESS:**

1. City of Canton Disaster Drill – The City Administration has requested Stadium Park shelters are not rented on Friday, May 10 from 7:00am until 1:00pm due to a mock disaster drill being held at Fawcett Stadium. Portions of Stadium Park will be used for staging areas. Director Gordon Commissioner Black motioned to approve the request. Commissioner Pelger seconded. Motion passed unanimously.
2. Goose Control Proposal – Mr. Phil Barr from Meadowlake Golf Course submitted a proposal to utilize his trained dogs to keep geese from the park properties. The Commissioners acknowledged the benefits of such a program but noted that it was not cost effective given the ongoing need for the services and did not pursue the proposal.

3. Right of Way Signage License Agreement – Director Gordon presented a copy of a right of way signage license agreement for the Commission’s review. This item was requested by the board and will be administered by the Engineering Department to address the placement of neighborhood signs placed in park property within City right of way. All future neighborhood groups will be required to sign this agreement when placing signs in these areas moving forward. Director Gordon asked the Commission to provide any feedback to him so he can submit revisions to the Law Department if necessary.
4. Hall of Fame Parade Bleacher Request – The Pro Football Hall of Fame Festival Committee has requested the use of Park bleachers for the annual parade. This item was tabled at the last meeting due a meeting that was scheduled to discuss details of the request. Director Gordon stated that he attended the meeting and Service Director Price stated that the Park Commission would not be responsible for providing labor, only the necessary bleachers and transportation equipment. The Festival and Chamber of Commerce also mentioned that they would work with the parks to organize a major park clean-up in the near future and look for other considerations as well to account for the Park Commission’s donation of the bleachers. Commissioner Black motioned to approve the motion with the understanding that the festival would pay for material costs associated with any repairs needed for the bleachers as a result of damage from the parade. Commissioner Pelger seconded. Motion passed unanimously.
5. Park Assessment Update – Director Gordon notified the Commission that he has modified the objective of the park assessment to focus on specific repairs and upgrades that could be addressed by capital funds made available through a successful levy. He has created a thorough template format for a complete master plan of each park location that can be revisited once the levy has been determined.
6. Garden Center Recreational Program Policy Proposal – Director Gordon has worked with Garden Center Manager, Mark Smith and Canton Joint Recreation District Director, Nadine Sawaya to formulate a recreational programming policy for the Garden Center. Currently, there is a successful Zumba pilot program class that is using the Garden Center free of charge. However, to charge a pure rental fee for a one hour class is going to be cost prohibitive for any recreational program. In addition, ongoing programming is going to be difficult to staff properly due to Mr. Smith’s schedule. This policy will require the Recreation Department to take full responsibility for the facility and activities associated with the programs. They must also distinguish whether the program qualifies as recreational or requires a traditional Garden Center rental permit through Mr. Smith. The Commissioners discussed concerns over providing a key to contract employees of the Recreation Department in fear that the key could be duplicated. Director Gordon explained that controls are in place to assure that the key cannot be duplicated without City of Canton Building Maintenance Superintendent Cliff Graves physically taking the key for duplication given the unique safety features of the key used at the Garden Center. Commissioner Black motioned to approve the policy as written. Roll call vote: Commissioner Pelger –Yes, Commissioner Black – Yes. Motion carried unanimously
7. Park Facility Security Proposal – Director Gordon and City of Canton Information Technology Director, Patrick Barton presented a proposal to secure five of the park bathroom facilities through a magnetic lock and camera monitoring system. Director Gordon explained that two of the park bathroom facilities are currently closed due to continued vandalism and theft and he has delayed authorizing repairs until a system was proposed to the board that will help deter this type of activity in the future. The proposal will require the use of approximately \$12,500 of special park funds. The proposal has the support of Canton Chief of Police, Bruce Lawver and is in coordination of the city wide security camera system that is being pursued. The Commissioners asked to table the motion until the June Commission meeting to have a chance to review a full contract proposal which has not yet been produced by the security company.
8. Park Naming Subcommittee Proposal – Per discussions between Mayor Healy and Commissioner Black, Director Gordon produced a proposal to create a process to name parks. Historically, this duty

has been the sole responsibility of the Park Commission and this proposal would allow a subcommittee to research and debate any proposed name changes brought forth by the community or the Park Commission. Given the historic infrequency of proposed name changes to parks, the Commission did not pursue action on this proposal.

**OTHER BUSINESS:**

1. Director's Report – Assistant Director elaborated on several key items on the Director's Report (see attachment)
2. Josette Beddell Memorial Foundation Walk/Run – Commissioner Black made a motion to approve the request to utilize Stadium Park on Saturday, June 29<sup>th</sup> from 8:00am – 12:00pm. Commissioner Pelger seconded the motion. Motion carried unanimously.
3. Greater Canton Veteran's Council Memorial Day Parade – Commissioner Black made a motion to approve the request to close Waterworks and Monument Park on Monday, May 27<sup>th</sup> from 10:00am – 12:00pm for the purposes of their annual Memorial Day Parade. Commissioner Pelger seconded the motion. Motion carried unanimously.
4. Coming Together Stark County – Commissioner Black made a motion to approve the request to close Nimisilla Park on Saturday, June 8<sup>th</sup> from 9:30am – 2:00pm for the purposes of their youth violence awareness and prevention event. Commissioner Pelger seconded the motion. Motion carried unanimously.
5. Adopt-A-Park Proposal – Assistant Director Gordon presented the most recent draft version of the Adopt-A-Park agreement which was recently revised by the Law Department at the request of AFSCME Union 2937. The Union advised the Law Department to remove any reference to volunteer mowing from the agreement. . Commissioner Black motioned to approve the updates to the policy. Commissioner Pelger seconded. Motion passed unanimously.
  
6. Commissioner Black motioned to adjourn. Commissioner Pelger seconded the motion. Roll call vote: Commissioner Black –Yes, Commissioner Pelger – Yes. Motion carried unanimously

Meeting adjourned at 6:08pm

Next Park Commission Meeting to be held at 4:00pm on Wednesday, June 12, 2013 at the Canton Garden Center.

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Andy Black, President

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Derek Gordon, Director