

**CANTON PARK COMMISSION
BOARD MINUTES
MONTHLY MEETING**

APRIL 8, 2015

The Canton Board of Park Commissioners met in a regular meeting on April 8, 2015.

Attendees:

Board Members: President - Andrew Black, Vice President – Wuyanbu Zutali (Exited at 6:05 prior to Executive Session), Member - Drew Pelger

Staff Members Present: Park Director – Derek Gordon, Office Manager - Theresa Gang, CJRD Program Director – Greg Mytinger,

Community Members: City Councilman – Jim Griffin, Tim Haverstock – J. Babe Stearn Center, Leon Cote, Alice Sarver, Martin Olson

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

Meeting minutes from the March 11, 2015 regular Meeting were reviewed by the Commissioners.

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

OLD BUSINESS

1. Master Plan Update – Director Gordon has begun to receive preliminary data regarding park distribution and gaps in service. A meeting date of April 23rd has been finalized for an internal review of the draft master plan with staff and board members from Parks and Recreation to review the final plan before it is released to the public. Commissioner Black requested that Director Gordon attempt to obtain a copy of this draft prior to the 23rd so it can be distributed and reviewed by the Commission.
2. Park Naming Policy Discussion – The Commission reviewed a draft proposal of a naming policy presented by Director Gordon. The board expressed their satisfaction with the policy’s provisions. President Black motioned to approve the policy. Commissioner Zutali seconded. Motion passed unanimously.
3. Bors Field – Property Easement Discussion – Director Gordon updated the Commission on this potential annexation/easement and stated that a formal proposal will be forthcoming at a future meeting. Commissioner Black expressed concerns about the precedent set if this proposal were to proceed. It appeases private property owners who have illegally encroached on city owned properties without prior consent. No action required.
4. Willig Field – ODOT Harrisburg Road Construction Proposal – Director Gordon stated that the Park Offices are still awaiting a final 4-F request for approval from ODOT. No action required.
5. Westbrook Veteran’s Special Fund Allocation Approval – Bathroom Improvements - \$3,700 – Director Gordon elaborated on his previous request for an expenditure of \$3,700 from the Westbrook Veteran’s Special Fund to install keyless, dawn to dusk entry doors at the Westbrook Park Bathroom. Director Gordon has drafted a letter that will be distributed to all Stark County Veteran’s groups by the Stark County Veteran’s Services Commission. The letter outlines the details of the proposal and seeks additional input in a survey form for other possible improvements to the Memorial. The letter will also include a copy of a brick order and donation form. Director Gordon will present the results at an upcoming meeting once responses are received.

6. Nimishillen Creek – Watertrail Designation Approval Request – Office Manager, Theresa Gang requested Commission approval to seek a watertrail designation for the Nimishillen Creek. This designation would open up funding opportunities to develop creek improvements for kayaking and other ecotourism opportunities.
7. Nimishillen Creek – ODOT RFP Update – Director Gordon notified the Commission that the consultants responsible for developing and submitting the proposal for funding to restore the embankments of the West Branch of the Nimishillen Creek failed to properly submit the proposal. As a result, the City of Canton will not be considered for funding. Director Gordon expressed his disappointment with the consultant’s error and confirmed that a meeting will be taking place in the following week to determine how the consultants will account for this mistake.
8. 2015 Goose Reduction Program – Director Gordon provided a copy of the current goose reduction reporting sheet and discussed the variety of tactics that are being pursued this year. Director Gordon expressed that he was hopeful that these efforts would result in approval from the Ohio Division of Wildlife for a Round Up Permit to remove the geese later this year.
9. Bike Share Final Agreement – Director Gordon presented the Commission with a final draft of the Bike Share agreement with the Stark County District Library. Director Gordon reviewed the details of the program as well as the potential locations. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.
10. Little Library Program – Director Gordon stated that this program outline should be available for Commission review soon and the Stark County District Library is hopeful that the program can be implemented by this summer.
11. 2015 JBSC Budget Proposal – Director Gordon submitted a revised budget from the J. Babe Stearn Center that moved a portion of the budget from a Supply expense to a Professional Fee expenses. Based on the agreement with the JBSC, reimbursement for these expenses are allowable but were not being paid out of the proper line item. President Black motioned to approve the budget revision. Commissioner Zutali seconded. Motion passed unanimously.
12. Park Rules and Regulations – Director Gordon provided a final draft of the park rules and regulations which have been reformatted and edited based on feedback from the Law Department and City Prosecutor. There were minimal additions, no removals, and nearly all of the edits were typographical or word choice adjustments. President Black motioned to approve the revised rules and regulations for submission to City Council. Commissioner Zutali seconded. Motion passed unanimously.
13. SECC – Proof of Funds Policy – Director Gordon requested that the Commission consider a revision in the rental policy at the Edward “Peel” Community Center (SECC) to allow for post-rental payments for events only in instances where proof of funds were made available by the event applicant. An upcoming event is being held where the rental fee is being paid through a reimbursable grant. Director Gordon stated that the current policy requires all events to pay in advance of their rental. President Black motioned to approve the policy revision. Commissioner Zutali seconded. Motion passed unanimously.

EVENT REQUESTS

1. Canton Repository – Haunted History 5K – Postponed due to incomplete submission
2. Boy Scout Camp – Arboretum Park – Re-Approval Request – Director Gordon presented a revised request for Boy Scout Camp for the Commission’s consideration. This event is held on an annual basis but the activities offered are not customary to the parks and require special consideration. Archery, slingshot, and bee bee gun events are all part of the event and these activities were not made clear to the Park Offices. After meeting with the Boy Scout administrative team the Park Office staff is comfortable with the safety measures that are being taken by the Boy Scouts for this event. President Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.
3. Pro Football Hall of Fame – Balloon Classic – The Pro Football Hall of Fame Festival has submitted its annual request to utilize park properties as potential take-off and landing points for their Balloon Classic.

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

4. Keller Williams – R.E.D. Day – May 14th – Arboretum Park – Keller Williams has requested a free shelter reservation for an event they are holding at Arboretum Park Shelter #6. Director Gordon and Office Manager Gang noted that this request is a standard shelter reservation that is typically paid without question. The Commission discussed whether there was anything unique about the event that would differentiate it from other similar reservation requests to justify a fee waiver. President Black motioned to approve the event. Commissioner Zutali seconded. Motion failed unanimously.
5. Disabled American Veterans Chapter 6 & Stark County Honor Court - Park Adoption Celebration - May 22nd – Westbrook Veteran’s Memorial – Director Gordon explained that this event fee would be waived if approved by the Commission as these groups are entitled to an annual free rental as a part of their Adopt-A-Park agreement to assist with maintenance at the park. President Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.
6. New Morning Star Gospel Ministries – July 26th – Nimisilla Park – Director Gordon explained to the Commission that this is an annual event which has taken place previously without the knowledge of the Park Offices. They are seeking formal approval this year. President Black motioned to approve the event pending the event organizers seek the appropriate permits and approvals from all City entities. Commissioner Zutali seconded. Motion passed unanimously.
7. Shiloh Baptist Church – July 18th – Stadium Park – Director Gordon explained to the Commission that this is an annual event which consists solely of a shelter reservation and use of the walking track. President Black motioned to approve the event. Commissioner Zutali seconded. Motion passed unanimously.
8. Joy 1520AM Event Request – Director Gordon explained to the Commission that a formal request has not yet been received for the event, but a verbal request has been made by Joy 1520 to hold an event in Nimisilla Park in June. Commissioner Black asked Director Gordon to search the park files for a letter that had been written to the Joy 1520 administration regarding the timeliness of their event requests and making proper arrangements during past events. Director Gordon stated that he will search for the letter and keep the Commission apprised if the event request is received.

NEW BUSINESS

1. Garaux Refund Request – Ms. Darlene Jones – Rescinded
2. Standard Plumbing and Heating – Moral Obligation - \$706.24 – Director Gordon presented a moral obligation to the Commission for emergency HVAC services provided by Standard Plumbing and Heating at the SECC. Given the urgency of the situation when a heating unit failed during sub-zero temperatures Director Gordon authorized this repair before a purchase order could be obtained. President Black motioned to approve the payment of the moral obligation. Commissioner Zutali seconded. Motion passed unanimously.
3. Canton Lincoln Highway Train Station – Adopt-A-Park Agreement Proposal – Summit United Neighborhood Association – Director Gordon presented a copy of a proposed agreement for the Summit United Neighborhood Association to adopt the train station on West Tuscarawas. The group expressed their desire to assist with landscaping, trash removal, and painting of the station. They have also expressed their support of the proposed Skate Park at the site. President Black motioned to approve the agreement. Commissioner Zutali seconded. Motion passed unanimously.
4. Garden Center Agreement – Director Gordon presented a draft agreement between the Canton Park Commission and the Canton Garden Center regarding the use of the Garden Center building. Director Gordon stated that the current agreement is extremely outdated and does not address many new considerations and includes items that are no longer relevant. A meeting will be held in the coming weeks with the Garden Center representatives to gain their input on the agreement.
5. Recreation Report – None
6. Financial Report - Commissioner Black motioned to approve the report. Commissioner Zutali seconded. Motion passed unanimously.
7. Director’s Report – Director Gordon presented his monthly report to the Commission. (See Attached)

8. 2017 Levy Discussion – Director provided an overview of the presentation he and Commissioner Black made to City Council in an attempt to determine which levy initiative should be pursued for the November 2015 general election. After lengthy discussions with the Law Department it has been determined that the most simplistic option to achieve consolidation and a merged levy is the current Park Commission model. Commissioner Black elaborated that he is in favor of this option not because it is the easiest to achieve, but because of the value of the model. He believes it strikes the proper balance between board autonomy and city oversight. Commissioner Zutali and Commissioner Pelger echoed Commissioner Black’s comments. After further discussion amongst the Commissioners and staff regarding the proper millage and length of this levy Commissioner Black made a motion to authorize the Law Department to develop an informal resolution for Canton City Council to consider a five (5) year levy for five (5) Mills to manage all park and recreation operations under the authority of the Canton Park Commission to commence in 2017. Commissioner Pelger seconded the motion. Prior to the vote, Director Gordon reminded the Commission that the current financial projections of a five (5) Mil levy to include all operations of park, recreation, the J. Babe Stearn Center, and the Edward “Peel” Coleman Center did not provide sufficient revenues. The Commission requested that Director Gordon review these projections and identify specific expenses that might be reduced as a result of this merge to present to Council during their review. Motion passed unanimously. Commissioner Black also requested that Director Gordon present this resolution to the Canton Joint Recreation District for their input and potential support prior to Council review.

Commissioner Zutali exited meeting at 6:05

9. Executive Session

Commissioner Black motioned to enter into Executive Session at 6:06pm to discuss the hiring and discipline of public employees. Commissioner Pelger seconded. Motion passed unanimously.

Commissioner Black motioned to exit Executive Session at 6:14pm. Commissioner Pelger seconded. Motion passed unanimously.

Commissioner Black motioned to adjourn at 6:15pm. Commissioner Pelger seconded. Motion passed unanimously. Meeting adjourned.

Next Park Commission Meeting to be held at 4:00pm on May 13th, 2015 at the Canton Park and Recreation Offices.

Andy Black, President

Derek Gordon, Director