

**CITY OF CANAL FULTON
PARK & RECREATION BOARD**

May 8, 2008

PARKS & RECREATION BOARD:

Fred Fleming called the May 8, 2008 Parks & Recreation Board meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

CALLING OF THE ROLL

Present: Fred Fleming, Mary Ann Hupp, Barb Allman and Katie Mertz.

Absent: Ed Fousek, Mary Ann Higgins, and Ethan Fahrney.

Others Present: Kathy McConnell, Canalway Center.

CORRECTIONS TO AGENDA - None

APPROVAL OF MINUTES

Mrs. Hupp moved to approve the April 10, 2008, seconded by Mrs. Allman. **ROLL: Mr. Fleming, Mrs. Hupp and Mrs. Allman.**

There is not a quorum to approve the March 13, 2008 meeting minutes.

OLD BUSINESS

PUFFENBERGER PROPERTY:

Recreation Center Update: No Report.

Engineering for Topography Grading: No Report.

OFF LEASH PARK:

Broken Seats on Picnic Benches: Engineering is working on a solution. Mr. Fleming stated he has emailed photographs of the cracks. He stated from the cracks that they saw last time weren't any different. They are going to replace them but engineering is reviewing to see what they can do different.

BRICK DONATIONS: Mrs. Hupp needs a brick.

PARKS & RECREATION PROGRAMMING:

Ms. McConnell distributed a copy of what will be submitted for the newsletter. It includes the music and movies in the park series. It also includes the silent movie picture shows. The silent movies will be held indoors at the Warehouse on the Canal due to the outdoor lighting. An organ has been donated and Mr. Roberts has indicated he will keep the organ.

Ms. McConnell stated she has included the Farmer's Market because they are a sponsor to the Lion's Club because it is being held in St. Helena Heritage Park. They currently have five vendors that are committed to the whole season.

Mr. Fleming stated they are only having five music concerts this year instead of six.

501(c) 3: Mr. Fleming stated they are still working on this.

TENNIS COURTS:

Build Your Own Drinking Fountain: Mr. Fleming stated this is still in the works.

Wind Privacy Screen: Mr. Fleming stated he has one picked out. It will be dark green. The court is 128'7" long on one side. The screen will be tipped. It is approximately \$350.

CANALWAY CENTER:

Canalway Center Report: Ms. McConnell stated Sheila Charlson has returned from last year. Nina (Cleda) Scarbrough has been hired. She started on April 11th. She will be working on Tuesday, Thursday and Saturdays. Mrs. Charlson will be working on Wednesday, Friday and Sundays. They are both very pleasant to work with. They are very personable.

Interpretive Panels: Ms. McConnell stated she continues to meet with Mr. Shuman. All of the information and photos are at Communication Exhibits. It is hopeful that the panels will be done the end of May or first part of June.

Ms. McConnell stated she is researching a digital photo framer and a TV screen. She stated during the researching and gathering of information for the interpretive panels, she has accumulated a lot of photos and she would like to be able to display these photos as a slideshow.

Special Events Cruises: These will start in June. There is one per month. She has organized the events with the assistance of Chuck Hass, Greg Mayberry and Dennis Downing for the Heritage Society. The monies, less expenses, goes to the Heritage Society.

The public rides for the boat will begin on Saturday, May 10th. The Heritage Society has had some setbacks with the death of one of the horses. She stated they have found a replacement horse that is five years old. They are now working on training the horse.

Ms. McConnell stated the boat will run for weekends only for the month of May. She stated Mr. Greg and Dennis Mayberry worked on making repairs to the boat and it should be ready for the season. She stated she has been requesting the tickets for the center will sell for public rides. She stated there has been some difficulties with the City and the Heritage Society discussion and they are trying to work it out. She has been pleased with the amount of increase in ticket sales since the Canalway Center has been there. She knows there was an approximate increase from the first year the Center was open to the second year, that there was an

increase of 40% in ticket sales for the public rides sales. She stated there has been a change and hopefully they will be able to work through it. It is currently in the Mayor's hands at this point.

She stated they have a boat coordinator. He worked on the boat crew last year.

Ms. McConnell stated the sign that comes into the park, next to the museum, has been changed. They added an additional piece to the sign that reads, City of Canal Fulton, St. Helena Heritage Park. Also, the City paid for one of two signs by the boat. They are where the boat is docked that will read Port of Canal Fulton, Home of the St. Helena, Canal Fulton Heritage Society. The Heritage Society paid for one sign.

Ms. McConnell stated she put signage up and a banner for the tree give away. She stated they gave individual's as many as they wanted. She stated she gave a bundle to Stark Parks. They had indicated they were putting in a new primitive camp site close to Forty Corners.

Reservation Procedure & Instructions: Mr. Fleming stated they need to set a date to meet. Mr. Fleming asked who wanted to be on this committee. Ms. McConnell stated Mr. Fousek and Mrs. Higgins. Mrs. Allman stated she could if they needed her. She stated they would have to meet a couple times. She has put together a packet and see how the information is stated. She stated she has reviewed other cities policies and would like to include some of what they have. She stated once they are approved they would have City Administration review it, as well as the Police Department.

Ms. McConnell stated she will send an email to the members choosing three dates to choose from to hold a meeting to discuss the procedures.

DISCOVERY PARK: - Mr. Fleming stated he is not sure when the benches will be installed. GrassMaster has applied an application of weed and feed.

NEWSLETTER ITEMS:

Report: The deadline is May 14, 2008.

Ms. McConnell stated she would like to have the park information listed.

Mr. Fleming stated he would like to look at signage for Muhlhauser Park and the Dog Park.

Ms. McConnell stated the company that they have previously worked with, if there is a possibility for them to take the moveable sign and have a sign that they can slide in event information. Mr. Fleming had a printout of such sign.

Ms. McConnell stated the Mayor is hoping to get an electronic sign at the corner of Locust and Cherry Street. She stated if Council approved the sign, a policy will need to be established of how many groups can be on it at a time, how long of a time. She has some sample policies. The software will be able to be put on a computer to make changes to the sign.

BUDGET: Mr. Fleming asked what the estimate is for the panels. Ms. McConnell stated when the price was quoted it included a kiosk. The panels do not include this so the estimate will be less. Part of this is being paid from a grant.

COMMUNITY SERVICE COORDINATOR: Mr. Murphy is the new coordinator. If anyone has any projects to let Ms. McConnell know.

OLDE CANAL DAYS: Ms. McConnell stated she has been attending the Olde Canal Days Committee meetings and coordinating with Mrs. Deans. She is in charge of the entertainment for the festival. Ms. McConnell stated she set up a format for the stages. She stated she has sent out a request to Mr. Schnell, the DJ service that will be assisting. She stated he has not confirmed as of this date.

Dick's Sponsorship: Mr. Fleming stated he doesn't have any update on this matter. He stated he requested a bike and a helmet.

PRIORITY LIST:

Report: Ms. McConnell stated since her summer staff is now on board she has a few more hours that she will be available for projects.

Ms. McConnell stated Mr. Murphy takes care of the trash pick up in the parks and checks for vandalism. She stated she will ask him to let her know of any projects.

Ms. McConnell stated Dominion Gas does a community service project yearly. She stated last year they went through the Ohio-Erie Canal Coalition and selected an area to do a community service project. She stated last year they did a community project in Clinton. She stated she knows one of the individual's, Sue Reid, that works with the Coalition and she asked about Canal Fulton being looked at. She stated Ms. Reid has met with Mr. Cozy and Mr. Mayberry. The City gave her some ideas. Ms. McConnell stated she would like to see it focused to one park area and with St. Helena Heritage Park being the largest, a project list was put together to include the fence line and all the little wish lists that have been started and some other things they would like to see to added to the park. They are putting it together as a priority list and Ms. Reid will submit it to Dominion. This would not be done until mid September. Ms. McConnell stated by her coming and talking to them ahead of time looked like it was very promising. Ms. McConnell stated Mr. Mayberry had indicated one of the higher priorities was getting the boardwalk in the park re-stained. She stated they would send approximately 20 people and they would like to be able to break them down in to three groups to work on different projects.

ST. HELENA HERITAGE PARK:

Fence: No Report.

New Roof for Refreshment Stand Building: No Report.

New Picnic Tables for the Shelter - Ms. McConnell stated the tables look fantastic. She stated she took several photographs of the tables.

Ms. McConnell stated Mr. Murphy has been wiping off the writing that the kids have been doing in the cabins on the St. Helena II. She stated the kids are going into the cabins and crawling on the top of the boat and the City doesn't want liability for. Some of the kids have also been pulling off the siderails, so they are trying to abate it by locking the cabins down. There is still access to the main cabin.

Dirt for Ball Fields 1 & 2: Mr. Fleming stated dirt was to be put on ball field #1 a couple weeks ago.

Ms. McConnell stated Mr. Murphy put up a locking bulletin board at the park for permits. This is due to last season having two incidents where users had reserved the pavilion and someone else was trying to use it. Ms. McConnell stated she put a laminated sign in it that says, Canal Fulton Parks & Recreation, St. Helena Heritage Park Pavilion Permits. She will coordinate with Ms. Lawson on getting the permits weekly. Ms. McConnell stated she put a piece of plexiglass on the back side of the sign and has posted some of the park rules and the telephone number of the police in case of an emergency.

Olde School Yard Park:

KaBOOM!/The Home DePot Blitz Project: The program was to continue on May 2, 2008 but was cancelled. They will be completing this project the end of June.

New Student Advisors: Mr. Fleming asked Miss Mertz is she would sit on the board through the end of summer. She stated yes.

Website: Ms. McConnell stated the City is revising the website. She stated they will be adding a Parks & Recreation tab on the home page. She stated she created an information sheet to be placed on the site. Ms. McConnell stated that Ms. Marthey is the lead contact for the website.

NEW BUSINESS

Park Reservations:

Northwest Youth Soccer Club: Mr. Fleming stated they would like to use the field from April 1, 2008 to June 15, 2008 on Sundays from 4:00-8:00 PM and on Wednesday from 5:00-9:00 PM. He stated he spoke with Mr. Goode and he is going to ask the league to assist with the maintenance of the field. Therefore, he would like to waive the park fees.

Ms. McConnell stated since Mr. Fleming goes through Mr. Goode regarding these reservations, she stated Jackson Township allows the groups that maintain the fields to schedule the field. Mr. Fleming stated he coordinates it. She stated he could possibly ask Mr. Goode to be part of the Park Board where he would be like a field coordinator and that any type of reservation for the use of fields would go through him. Mr. Fleming stated he is only doing it with the soccer fields because that is what they maintain. She stated she has seen more and more of the traveling teams using the fields. She stated eventually the soccer fields are going to get so packed. She stated NWJS puts the money into the fields. Mr. Fleming stated that is why he coordinates the use of the fields with Mr. Goode so the fields can have rest time.

Ms. McConnell stated it looks like they need to have a master calendar for all the fields, softball and soccer, and for one person to coordinate the use. Mr. Fleming stated this is previously what was done with the scheduling. Ms. McConnell stated they need someone that is more focused on the scheduling and Mr. Goode would be the best one to do it. She would like to suggest that this is something that could be better coordinated and to give Mr. Goode a little more authority, even with the softball fields.

Mrs. Hupp asked if it is a down time and someone comes down to use the field, what would they do?

Ms. McConnell stated they don't police it, but if Mr. Goode would be seeing it enough, they would need a permit. She stated traveling teams are using the fields. She stated Mr. Goode would have the master calendar for all parks and he would coordinate it with Ms. Lawson.

Ms. McConnell stated arbitrarily since we don't have a calendar that someone needs to sit down and look at the calendar and see that the fields are available on the dates that are being requested. Mr. Fleming stated he looks at the requests and makes sure that the dates don't overlap.

Mrs. Hupp moved to approve the Northwest Youth Soccer Club request as submitted and the fees to be waived based upon them assisting with the maintenance of the field, seconded by Mrs. Allman. **ROLL: Yes, ALL.**

NWJSL: The league has submitted a request to use the fields August 4, 2008 through October 17, 2008, Monday through Friday from 5:00PM – Dark for practice and August 23, 2008 through October 18, 2008, Saturdays 8:30 AM-3:30 PM for games. These are for soccer fields #2 and #3 at St. Helena Heritage Park. They would also like to use Nichter Park August 4, 2008 through October 17, 2008 for practices, 5:00PM-Dark, Monday through Friday and August 23, 2008 through October 18, 2008, Saturdays 8:30AM-3:30PM for games.

Mr. Fleming stated they would waive the fees for the league due to them maintaining the fields.

Ms. McConnell asked if a master calendar is being kept. She stated it is asking a lot to ask Ms. Lawson to keep a large book on leagues. She stated for pavilions it is fine. Mr. Fleming stated that amount of use for the fields has decreased.

Mrs. Allman moved to approve the NWJSL request as submitted and to waive the fees due to maintaining the field, seconded by Mrs. Hupp. **ROLL: Yes, ALL.**

Jackson Twisters 14U Softball: Mr. Fleming stated he has a request to reserve field #1 at St. Helena Heritage Park beginning May 2, 2008 through August 1, 2008, Tuesdays and Thursday 6:00-8:00 PM.

Mrs. Allman moved to approve the request as submitted and to waive the fees, seconded by Mrs. Hupp. **ROLL: Yes, ALL.**

NW 12U Angels Girls Softball: Mr. Fleming stated he has a request for them to reserve the pavilion and field #1 on April 23, 6-8 PM, May 2, 6-8 PM, May 19, 10AM-12:00PM. Mr. Fleming stated they would waive the fees due to two of the dates are past.

Mrs. Hupp moved to approve the request as submitted with the fees being waived, seconded by Mrs. Allman. **ROLL: Yes, ALL.**

Mrs. McConnell asked if an individual is requesting to utilize the Canalway Center for three or more rentals at one time during a year, they be given a discount. She stated she has a request for an individual to use the Center for a program three consecutive times. She stated she had another inquiry earlier in the year for an agency that was going to do some interviewing and requested to use it five or six times as an off-site location for interviews. She is suggesting that they put together a policy of utilization of the Center three or more times they would get a 50% discount. She stated if an individual reserves the Center three or more dates at the same time for a calendar year, they would be given a 50% discount. Ms. McConnell stated the current fees for a resident or non-profit organization it is \$75 for a 3 hour time frame. She stated the for-profit fee is \$110 for a 3 hour time frame. She is suggesting a 50% discount. She stated they would have to pay upfront for all the dates.

Mr. Fleming would like to have these requests brought before the board and review the requests instead of making a policy.

Ms. McConnell stated they would be setting a precedence by doing it that way. She feels it is best to have a policy.

Ms. McConnell stated she had an inquiry last year that wanted a multi-package discount. They had indicated to her that they had gone other places and received a 50% discount.

Mr. Fleming stated the fees are in an ordinance. Ms. McConnell stated they are and there is no mention of waiving fees or discounts. Mr. Fleming stated there is. He stated instead of changing the ordinance now, they should see how many requests they get and do it on an individual basis at this point.

Ms. McConnell stated that they should know they would be setting precedence and hopefully they wouldn't give someone a 75% discount and someone a 25% discount. It should be maintaining a level of not playing favorites. Mr. Fleming stated it isn't playing favorites. It is not changing an ordinance and then finding out they need to change it twice because it isn't right. Ms. McConnell stated there isn't anything listed in the ordinance about the discounts. Mr. Fleming stated they can waive it. Ms. McConnell stated she was hoping if they had a policy that it would bring more interest to reserving the Center.

Mr. Fleming asked if what she is saying is that someone came to the Center asking for the fees to be discounted and is she asking for them to discount them 50% or if the person making the request ask for them to be discounted 50%?

Ms. McConnell stated the individual is inquiring if they would book the facility space a number of times would they receive a discount as other places have done. She

advised them she this is not something the facility has done but she would present it to the board. She is suggesting to the board three or more times to give a 50% discount based on what the fees are for someone that is going to have a number of times. It obviously gets to be a costly program, at \$110 a time. She stated she is not saying to waive the fee totally. She stated she feels it is a fair price, but when someone is going to use it multiple times, it adds up. The Center is geared more toward business use because of the set up of the amphitheatre.

Mrs. Hupp was in favor of a discount for using the facility three or more times. Mr. Fleming stated he did not want to change the ordinance at this point.

Ms. McConnell stated she will run it by Mr. Cozy and see what he thinks about it.

Mr. Fleming stated he would like to have more of the members present for further discussion on this matter. He stated if this is something they are going to do, he would want this in the Ordinance. He stated at this point they would review the request and then vote if they will waive the fees.

Ms. McConnell stated the fees should be reviewed yearly and approving them. Mrs. McConnell asked if anyone wanted to make a motion about the waive of 50%.

Mrs. Hupp moved to waive 50% of the fees for anyone reserving the facilities three or more dates within a calendar year, seconded by Mrs. Allman. **ROLL: Yes, ALL.**

Mr. Fleming stated the next Board meeting is on the same night as the first music in the park and he would like to change the date for the next meeting.

Mr. Fleming stated they needed to change the next meeting from June 12, 2008 instead of June 11 due to the movies in the park.

ADJOURNMENT

Mr. Fleming adjourned the April 10, 2008 meeting. The next regularly scheduled meeting is May 8, 2008 at 7:00 PM.

Fred Fleming, Chairperson