

# CANTON PARK COMMISSION

## BOARD MINUTES

### MONTHLY MEETING

November 28, 2023

4:30 pm

A meeting for the Canton Park Commission was held in person at the Canton Garden Center (1615 Stadium Park Dr. NW, Canton, OH 44718) on Tuesday, November 28, 2023. A call to order was made at 4:31 pm by President Rinaldi.

**1. Call to Order:** President Rinaldi called the meeting to order at 4:31 pm.

**2. Roll Call:** The following board members responded to roll call: President Rinaldi, Vice President Gerzina and Member Williams. Also present were Marvin McConnell, Shuffleboard Director, and other employees of Canton Parks and Recreation.

**3. Agenda:** President Rinaldi motioned to approve the 11/28/2023 Agenda, seconded by Vice President Gerzina. Ayes...Motion carried.

**4. Minutes:** President Rinaldi motioned to approve the 10/24/2023 Minutes, seconded by Member Williams. Ayes...Motion carried.

**5. Public Speak:** No public speakers were present.

- a) Doug Foltz passed out information from John Stone about Giving Tuesday and Globalgiving.org
- b) President Rinaldi discussed A Cut Above tree service and that they cleaned up the trees at the train station on Collins Court.

**6. Financials:** Commissioners reviewed:

- a.) Accounts Payable Invoice Reports. No questions.
- b.) Parks Department Fund 2530 Report by department
  - The \$1.5 M unencumbered budget balance may be used for several capital projects this year.
  - 3 large projects include: Timken Gatehouse, West Park bike pump track and Crenshaw shelter. Their estimated total cost is \$1.4 M
  - President Rinaldi noted architects are having trouble getting bids on projects. Doug Foltz agreed and is having the same issue on big and small projects, notably the Crenshaw shelter.

President Rinaldi motioned for approval of 6a.) AP Invoice Reports and 6b.) Parks Department Fund 2530 Report by department. Member Williams seconded. Ayes... approved.

c.) J. Babe Stearn Programming & Expense Report (David Miday)

- Doug Foltz informed David Miday that the adjusted August 2023 invoice was approved in October. He is waiting on the additional information requested on the September 2023 invoice. Vouchers were provided by Mr. Miday, but further program reports of city participants and rosters were requested.
- \$249,900.00 has been paid to J.Babe Stearn this year and are eligible for \$324,000.00 for programming expenses this year.
- President Rinaldi appreciates the follow up on J. Babe Stearn's expense reports, and schedules and rosters should be provided for any reimbursed programs.

**7. Events:** No new Public Events to review.

**8. Old Business:** Followed-up on old Business:

a.) Friends of Canton Parks and Recreation

- We didn't qualify for a Land and Water Conservation Fund grant because we didn't meet the grant criteria.
- VP Gerzina asked if there were any updates from Cassandra or Don Angus on other grants or the gatehouse. Doug Foltz has not received any updates.

b.) Capital Project Updates

- Gatehouse rehab project is in the request for qualifications stage and the next stage is request for proposals. This project probably will not happen in 2023 due to Purchase Order cut off dates. Should be ready to continue the process in January 2024.
- Waiting on the West Park bike park project Purchase Order to be opened, then the design process can begin. Plan is to get the PO in place by the end of 2023.
- Crenshaw shelter bids are due back on November 29, 2023 for the third bid process.
- VP Gerzina asked for clarification on the Gatehouse bid process and if there were submissions for the request for qualifications phase of the project.
- 2024 Capital will be available for the December 2023 Board meeting.

**9. New Business:**

a) Fee waivers were discussed for the following events:

- i. Kwanzaa Celebration 12/26/23 at the SECC Community Room
- ii. MLK Day of Celebration 1/15/24 at the SECC gymnasium

Member Williams motioned to approve the fee waiver for both community events. President Rinaldi seconded. Ayes...Motion carried.

- b) OPRA Conference February 5-7, 2024 at Kalahari Conference Center in Sandusky, Ohio. Attendees will be Doug Foltz, Amie Biltz, Dan Kunz, Erin Thompson and Danselle Williams. Cost is estimated to be \$4,500.00 for the conference fees and hotel. President Rinaldi motioned to approve. Member Williams seconded. Ayes....Motion carried.

President Rinaldi requested that the attendees write a summary of what they got out of the OPRA Conference to share with the Board.

- i. Doug Foltz noted his support of continuing education for the department.
- ii. President Rinaldi suggested the group check out what other communities are doing for their Holiday parades.

- c) A 3.0% wage increase starting January 1, 2024 for management and non-bargaining unit personnel of Canton Parks and Recreation was requested. This increase aligns with Mayor Bernabei's 202/2023 Ordinance passed by Council and is about a \$20,000 total cost to the Parks and Recreation budget.

President Rinaldi motioned to approve. Member Williams seconded. Ayes...Motion carried.

- d) Tatyanna Myrie is resigning as of December 8, 2023. She is graduating and moving on to a position in her field of study. A part-time Customer Service position in the Parks and Recreation office will be advertised.

## **10. Monthly Directors Report and SECC Update:**

- a.) Parks Superintendent Report – Dan Kunz was on vacation. Please see his attached report and contact him with questions.
- Holiday Light Up was a great success with an attendance record of 1,200 people on Thursday – up from 600 previously. Marketing efforts with Facebook ads and Instagram posts paid off. President Rinaldi suggested utilizing Apple Pay next year for the gift shop.
  - Spiker Pond has been cleaned out and Arboretum Pond is next if money is left in the budget.
  - AEP finished lighting installation at Harmont Park around the walking track.
  - Continuing with training personnel and working with Civil Service to get more candidates to fill open positions. There will be several retirements next year based on staff input and this will result in 4 open positions.
- b.) Recreation Superintendent Report – Joe Rodocker's report is attached and please contact him with any questions.
- New signage was installed in several areas of the EPCCC: Gym rules, Rec Office, Weight Room, Canton Parks and Recreation logo on gym wall.

- Joe Rodocker highlighted Danselle Williams’ positive impact to his team, and that her professionalism and connection to the community has been a huge asset to the EPCCC.
- c.) Marketing and Special Events Coordinator Report – Ethan Amerine was not present, so Doug Foltz highlighted November. See the October–November 2023 Marketing Report for specific details.
- The Canton Parks and Recreation Facebook page reached over 44,000 people in November which is a 71% increase over the previous month. This is a great return on investment for the \$20 ad we placed.
  - President Rinaldi credits the aggressive marketing posts with increasing the attendance at our events, especially Holiday Light Up. Great work by the Parks and Recreation staff for putting on such an incredible event for the community.
  - Weis Park is 90% done with equipment installation. Play curb, mulch, zip lines and fibar safety surface work remains.
  - Harmont, Garaux, and Cornelia will get upgrades too next year.
- d.) Edward “Peel” Coleman Community Center – Danselle Williams
- Please see the attached report for visitor statistics and community events.
  - Welcome Genetia Turner as a new front desk attendant at EPCCC
- Doug Foltz thanked the Parks and Recreation team, and is proud of the group that has been assembled. Having a solid, reliable group allows for future planning and growth.
  - The date of the December Board meeting should fall on Tuesday, December 26, but will be held on Tuesday, December 19, 2023.
  - OHSAA Football playoffs are November 30 through December 2 at Tom Benson HOF stadium. Stadium Park will be closed from the Garden Center north to Fulton Road at various times over those days to protect the grounds. Stadium Park will remain open at all times from 12<sup>th</sup> Street to the Garden Center.

**11. Adjournment:** At 5:02 pm, motion to adjourn by President Rinaldi, seconded by Member Williams. Ayes...Meeting adjourned.

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**11. Adjournment:** At 5:02 pm, motion to adjourn by President Rinaldi, seconded by Member Williams. Ayes.... Meeting adjourned.

*A.R. Rinaldi*

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President

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Date

*[Signature]*

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Secretary

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Date