

VERMILION PARKS & RECREATION BOARD

Minutes of October 16, 2018 - 7:00pm | Municipal Complex Courtroom (687 Decatur)

Roll Call: T. Parker, E. Wakefield, W. Warden, B. Scholtz, Jim Schoene, D. Brudney, J. Keck
Not Present: Brian Holmes, COUNCIL REP
Also Present: D. Corogin, PARKS (Mtce. Operations) DIRECTOR; Chad Kuhns, REC. DIRECTOR; Tony Valerius, SERVICE DIRECTOR; Jim Forthofer, MAYOR

T. Parker called the meeting of October 16, 2018 to order.

APPROVAL OF MINUTES:

J. Keck MOVED; B. Wakefield seconded to approve the meeting minutes of September 18, 2018. Vote 7 YEAS. **MOTION CARRIED.**

CORRESPONDENCE/AUDIENCE/COMMUNITY GROUP USE PERMIT:

Andy Stillman, Athletic Director for the Vermilion Local School District approached the board to talk about the baseball field as they are in dire need of more materials to rehab the infield. It's been five years since the last time the Parks Board helped in providing materials for the field and they are at a point in time where it's needed to get the field up to snuff. T. Parker asked if he obtained an estimate and A. Stillman said Terry Pena went to the field and took measurements and they got a quote from Kurtz Brothers and according to the measurements they are looking at 308 tons of infield soil/sand mix. They would like to spread this over the next three or four years and try to do a third of it now making it about 100 tons. The price is \$34.95 per ton which brings the cost to \$3,495. They also need to mix in a top dressing which helps with moisture absorption and it helps with sliding into bases. They are looking at 8-10 tons which will cost around \$2,000, so they are looking at about \$6,500. T. Parker asked if the school is participating in this cost as well and A. Stillman said the school oversees the labor portion of spreading, mixing, and sodding the field. J. Keck said over time erosion occurs and with the grass infield when they drag it; it makes gutters like a bowling alley and they need to cut the sod and take some of the soil out and then re-sod it to flatten it out and the mix will level it out. He said it's close to being unplayable as it's in bad shape. B. Wakefield asked if the school system in the past made a financial contribution to this expense. A. Stillman said day to day maintenance and upkeep is performed by the schools. J. Keck said the booster club is looking at possibly getting a new scoreboard for both the softball and baseball field. T. Parker asked if this is the first of three or four installments and A. Stillman said potentially. They will see how far the 100 tons get them; it will at least make it playable for the first year. B. Wakefield wondered if there was an advantage to do the whole project this year instead of spreading it out over three years in terms of the additional cost for the top dressing; the cost factor could be greater if the project was stretched out. T. Parker said they need to find out what the Parks department is obligated to do financially in terms of the partnership with the school. C. Kuhns believed the last time it was done the Parks Board paid for everything as part of their obligation. D. Corogin asked if the recreation department uses all the fields and C. Kuhns said basically; they haven't used the varsity field in the last three years. The request made to the board is to not exceed \$6,500 for the material which was brought up officially under 'New Business'.

Kenneth Baughman, Vice President of The Friends of Harbour Town, Inc. addressed a letter dated September 25, 2018 that was mailed to Mayor Forthofer and hand-delivered this evening to the Parks Board. This letter is attached hereto and incorporated herein as reference as part of the official record of proceedings. Upon reading the correspondence into the record, he noted that Mayor Forthofer responded on October 4, 2018 via correspondence and thought the area looked okay. However, the Friends didn't agree that the rose garden looked good and he distributed pictures of the area to the board members. *(Mayor Forthofer's correspondence is attached hereto and incorporated herein and was read into the record by Chairman T. Parker)*

K. Baughman said to say they are upset is an understatement. D. Corogin representing Vermilion in Bloom addressed K. Baughman's comments by stating that this was totally an innocent mistake. They were notified by the Chamber of Commerce and were asked to clean up Victory Park. She said the volunteers who have taken trimming and pruning classes had asked if they could trim the roses because they looked so bad. There were a lot of insect holes in the leaves and some of it was dead. Therefore, they pruned them. She told the volunteers these were tea roses and not shrub roses, and they needed to take them back to the fifth leaf on the rose stem. She said when she received the letter from the mayor she went to Charl Gabel and explained they were well-intended and if they did anything to hurt the roses they would be happy to make restitution. She said it may be too early to detect whether any roses were damaged upon repair as so many insects had affected them. She said they did prune those roses as it didn't look like they had been pruned in a while, so it was an innocent mistake. They would be more than happy to work with The Friends of Harbour Town and take an inventory of all the roses to see what might not make it next year as they will be happy to purchase new rose bushes. The last thing they don't want to happen is not have the rose garden look nice. She said in the future if there is something they aren't happy with she would welcome them calling her directly as they love working together with everybody. It was noted from an audience member that some of the roses aren't even two years old and some were put in this year, so they really didn't have an opportunity to grow. D. Corogin said she didn't want to argue with anyone as they want to work with everybody and there was no bad intention; just an honest mistake as they wanted to clean up the park. K. Baughman asked if the city wanted them to continue maintaining the rose garden. D. Corogin asked if they would be weeding and trimming the four-quadrant area around the fountain. Rita Hart who takes care of the rose gardens noted it was just the two rose gardens facing State Street. D. Corogin said in her Parks Director role she will meet with them to determine exactly the areas they are taking care of.

Community Event Group Use Permits -

T. Parker noted the Lake Shore Corvettes Show was tabled from the September meeting due to no representation. Therefore, he took it upon himself to have a conversation with Bob DiCarlo regarding some concerns raised about sidewalks being blocked, people smoking in front of doorways of stores, and the administration had a concern about railroad crossing guards because there have been events on both sides of the tracks. He said B. DiCarlo was amenable to those items and would amend their application, so this is known to their applicants. The city will enforce not blocking the sidewalk as he hopes to be forthright with these issues to help eliminate the concerns.

Charl Gabel addressed a signed petition that was submitted from businesses downtown relative to sidewalks and streets being closed due to the Farmer's Market, Car Show, and Chalk event. She asked who takes care of the historic street lights downtown and T. Parker said it's the Service Director and she should contact him directly as this is not a parks board matter. C. Gabel said there are multiple lights out and they are so dirty.

C. Gabel noted she is all for events in Vermilion; as part of The Friends of Harbour Town, she has events in Vermilion, but they do not block the streets. By blocking streets it's cutting off people visiting the businesses. They put up a sign saying the street is closed and everybody thinks all the businesses are closed, so they need to consider something different as she doesn't want to see people leaving Vermilion. She said for obvious reasons they shut off things for the Fish Festival and Woollybear, but people still visit their shops. She said during the car show it's a poor day for the retail businesses. T. Parker noted that he didn't see any restaurant owners included on the petition and C. Gabel said there are no restaurants on Main Street apart from Chez, and T. Parker said Woodstock is on Main Street, and C. Gabel said they don't get involved with any of this, and everybody had the right to sign the petition. T. Parker said how they ended up before the Parks Board in the first place on this matter is a little frustrating and confusing to him because the Parks board just gives permission for use of the parks; they have nothing to do with closing the streets. If the city decides that the event can't close the streets and even if the Parks board told them they can use the park it might be a moot point. C. Gabel asked who they should go to and the board said she needs to talk to the Mayor and/or Service Director. C. Gabel said their biggest issue with the parks board is allowing the Farmer's Market every Saturday in the summer and they would like to see it not occur every Saturday. They should include other organizations and other entities without

double booking the parks. T. Parker said there is a meeting at the Library this evening with the merchants and it was noted that Main Street Vermilion and C. Gabel was aware of the meeting.

Nick Luby of Huron Street asked what is going on with the museum because it's the worst ever since living by it for 43 years with cars flying in and out all times of the day/evening. When the museum originally put the parking lot in it was supposed to be closed every night. He said there is an unbelievable amount of kids that come in and out of there and he thinks they have broken into the museum two or three times and has heard that kids are on top of the roof of the new addition. He fought like heck to limit no bus traffic when they put the parking lot in and everything went fine but this past year he has been fed up with it. He said the police chief told him it was a public parking lot and the only people that should be there at night are employees of the French restaurant, but now the city has more parking than what they have ever had. He suggested putting speed bumps in and closing the parking lot after the holidays as there is no sense in plowing and salting it, and by spring time figure something else out to control it.

Ann DiCarlo, Lake Shore Corvettes – Corvette Show (Victory Park/Village Greens – grassy area) – Saturday, July 13, 2019 from 6a-5p.

B. Wakefield has given a lot of thought to this event and asked B. DiCarlo if he is expecting 200-225 corvettes. B. DiCarlo said their largest number of corvettes has been 238 and they expect to go bigger depending on the weather because they don't want to get their expensive cars wet. B. Wakefield asked if they have considered one of the other park systems like Sherod Park where there is a lot of parking, or Showse Park which is under-utilized in some ways, or even the shopping center in town. B. DiCarlo said these areas are counterproductive to what they are doing. The reason people come to Vermilion is because it's downtown Vermilion. They love the downtown and shopping and eating at the restaurants. If you take the event and put it into one of those other parks you're going to kill this event. It won't help anybody. He said the way the event is setup now is a win/win for everybody and nobody should lose. B. Warden asked how much each individual participant is charged and B. DiCarlo said they charge \$20 per car. B. Warden asked how much they charge sponsors like Wendy's or Arby's. B. DiCarlo said they don't charge them because they donate door prizes for their goody bags. Various places give what they want to give, and their names are mentioned in their show. B. Warden asked if they are a non-profit or for-profit organization and B. DiCarlo said they are non-profit as all their money goes to charity. This is one of the biggest shows in the eastern Ohio region. B. Warden asked if they felt the space at the shopping center is inadequate with McDonalds, Burger King, and the Dollar Store. B. DiCarlo said the participants don't come to Vermilion to just get a trophy; they meet with people, visit and eat at the restaurants. B. Warden said his reasoning behind asking about the non-profit issue is due to the financial straits they are in. He said they have initiated research on the possibility of charging groups in general a fee for the use of the parks to help with costs for maintenance, security, etc. Although the money comes to the parks board it will help the city because they are obligated for extra security detail with re-directed traffic. He asked B. DiCarlo if he had a problem with this and B. DiCarlo said not necessarily but he reminded the board they have been doing this event for the past 17 years and they haven't had additional costs. B. Warden said but they do have additional costs and B. DiCarlo said they haven't used security. B. Warden said the police are available if any issues arise when you have a large crowd and the city is not in as great fiscal condition. T. Parker said the matter of fees hasn't been determined yet; it's something that will be discussed later in the meeting. They are talking nominal fees for non-profit organizations which won't put them out of business. B. DiCarlo said he doesn't have a problem with this but asked the board to keep in mind that the monies they make go to Second Harvest Food Bank and other charities around town and when they charge a fee then they are taking money away from a real charity. T. Parker said it's kind of a disclaimer; the board has approved a few events for next summer and they have tried to say that any events that take place in 2019, may be subject to a park use fee.

B. Scholtz MOVED; J. Keck seconded to approve the Community Event Group Use Permit as submitted. Vote 7 YEAS. **MOTION CARRIED.**

Main Street Vermilion – **Ice A Fair/Fire N Ice** (Exchange, E. Exchange, Friendship, Village Greens) February 2, 2018 (all day).

J. Keck MOVED; J. Schoene seconded to approve the community event group use permit as submitted by Main Street Vermilion for the Ice A Fair/Fire N Ice on February 2, 2018 (all day). Discussion: T. Parker advised they need to make sure they submit application, insurance, etc. Vote 7 YEAS. **MOTION CARRIED.**

Modification: T. Parker noted that last month Marilou Suszko of Main Street Vermilion presented application for Hot Diggity Dog and requested to add Exchange Park to the list of parks they already applied for. He wasn't sure if there was a conflict on the calendar. Charl Gabel said it depends on the date they want as there might be a conflict. G. Fisher thought it was going to be on September 14, 2019 from the last she heard but would need to get clarification from A. Maiden. C. Gabel said she held back on putting her requests in for The Friends of Harbour Town because they had requested numerous times that Marilou meet with them and they would sort out their dates, so they're all not piled up on the same dates.

B. Wakefield MOVED; B. Warden seconded to approve the modification of the Community Event Group Use Permit as submitted to include Exchange Park for the Hot Diggity Dog event. Vote 7 YEAS. **MOTION CARRIED.**

DIRECTOR'S REPORTS:

T. Valerius mentioned that Justin Miller of Abraham-Miller Excavating graded out the western end of the ice-skating rink, so they shouldn't have any grass protruding through the ice this year. Also, he should be pouring the foundations for the shade structure at the skate spot.

C. Kuhns reported they finished football season and thanked the following coaches for volunteering their time: 3-4th grade coaches – Adam Garcia, Frank Booker, Cory McFadden; 5-6th grade coaches – Damond Mathis, Eric Benesh, Dustin Meyers, Rhys Tassone, and cheerleading coach – Leah Buckholz.

B. DiCarlo asked if anyone has ever discussed having a dog park. T. Parker said a suitable location has not been suggested. There was a possibility at one time and the neighbors around it objected. B. DiCarlo asked the board if they were willing to take suggestions and T. Parker said yes.

D. Corogin addressed the following parks:

Noted the dog waste system was installed in Sherod Park that was donated by Ann Naugle and at Showse Park.

East Exchange Park – Rotted railroad ties were removed, and grass seed was planted along west park boundary and around the base of the large silver maple trees. Labor and supplies were donated by Greg Supers of Landpride Horticultural Services. They also clipped down and removed the wood trip hazard down by the bulkhead. Hopefully some day they can redo the bulkhead and brick walk/patio. She mentioned that Vermilion in Bloom is trying to get rid of all the other rotted railroad ties and will see how much it costs to replace them with sandstone. She also had the mason look at the fountain

Exchange Park – She met with somebody who is looking at the soldier bricks that are loose.

Main Street Beach – D. Corogin asked the board if they wanted to move forward with professional drawings for the public restroom concept which includes a new deck and an attractive restroom facility similar to the style of the Comfort Station in Exchange Park. The proposed building will house the existing brick pump house, two unisex restrooms, a storage unit, and concession stand with a new deck. She asked the board if this is a project they would like to work on for 2019. The cost will approximately be \$17,000. This estimate does not include a sanitary sewer line to the building and costs incurred through the city engineer for bid specs and required documents for public bidding. She said this also went to the museum committee and J. Schoene noted it did. B.

Scholtz asked if this issue did go before the Harbor View Committee as he wasn't aware and D. Corogin said it did go to the last museum meeting and they approved it as they didn't think it would conflict with anything that would be done later. J. Schoene said on October 2 the co-chairs of the Harbor View Project called a meeting specifically to address the restrooms because B. Scholtz took the action to bring it before the Harbor View Committee. B. Scholtz said he did not bring it before them and J. Schoene said this is how it was portrayed. He said they reviewed the drawings that Tom Bodde came up with and they didn't feel there was any conflict with any direction they are tentatively going towards. D. Corogin asked the board if they would like to move forward with professional drawings and would they want to engage the services of Tom Bodde to prepare them. The assumption has been made that they will not want the facility to be heated or cooled, so there were no mechanical documents figured in the proposal unless the parks board wanted to revisit this. She said a Public Beach Design Committee should be formed to work on the drawings with the architect. T. Parker didn't want them to get spread too thin as technically the Harbor View Project is a subcommittee of the board, so would this be a separate committee. D. Corogin said how they go about doing this is what she wasn't sure on. T. Parker said the Harbor View Committee already has community stakeholders involved in addition to Parks Board members. D. Corogin said she believes they were looking at this as a parks board project. B. Warden asked how this project would be funded and T. Parker said the \$17,000 would be funded out of the capital levy, and grants/donations, and financing would fund the project, which is preliminary without having a hard number. B. Wakefield said they can't get anywhere with fundraising or grants without having professional documents prepared and restrooms are a priority. Mayor Forthofer addressed public utilities and suggested mentioning this project to Council at one of the utilities committee to make them aware. T. Parker said if they are serious of wanting to do this project next summer then they can't wait too long. B. Warden asked if the project could be done by next summer and T. Valerius thought it could, but they need to get drawings and get moving on it. D. Corogin said the design would probably take a couple months for a committee to give input to the architect and then they will have to work within his timeframe of finishing the drawings, and the utilities will need to be figured out with the help of the city engineer. T. Valerius said it will not be a small task to get the sanitary line up to Huron Street where the main is located. Mayor Forthofer said it will need approval from the Historic Design and Review Board. T. Parker asked the board members to think about whether this is an idea that is worth pursuing and they can revisit the issue in November. He also asked if they wanted to form another subcommittee. B. Wakefield asked if the museum committee would be willing to take this project on. T. Parker said three parks board members are on the Harbor View Committee and asked J. Schoene to take this before the committee next week.

Budget/Finance Subcommittee:

T. Parker mentioned that he along with B. Scholtz met with Chad Kuhns this past week to review the subject of revenue for the recreation department being below expenses and going forward this is not possible. It has been subsidized in the past by moving money around in the general fund. Therefore, they looked at the budget for the recreation department and are recommending fee increases for the 2019 activities to get the department into the black, with no increases in salary or other expenses. The recommended increases are as follows:

- a. Increase the cost of sponsorships for all sports from \$200 to \$225.
- b. Basketball (85 kids last year) recommend increasing fees from \$65 to \$80 per player.
- c. Baseball (200 kids last year) recommend increasing fees as follows: Youngest kids (60) from \$85 to \$90; Older kids (140) from \$95 to \$110.
- d. Football (50 kids) from \$75 to \$100. This is still favorably competitive with surrounding communities, and there is additional fundraising for equipment outside of the budget.
- e. Cheerleading (23 kids) from \$45 to \$50.
- f. The above five recommended sponsorship and participation fee increases, based on having the same number of kids participating will generate a revenue increase of \$5,790. Eliminating the \$4,160 mowing fee for the elementary school fields net \$4,160 (current actual expenses \$2,880). There is a lease with the Vermilion Local Schools to rent the fields for \$1 per year, but they are required to maintain the fields. He said they should focus on the \$5,790 they are projecting as these fees will more than cover the deficit that the finance director has projected for the end of 2018. The general fund will subsidize it for 2018 but

going forward it will not. TOTAL PROJECTED IMPACT FOR REVENUE VS. EXPENSES IS + \$9,950. Reducing the cost for telephone/internet, could add roughly another \$2,750 to the total.

B. Wakefield asked if there was any projected use for the elementary school fields beyond this year since they didn't use them last year. C. Kuhns said it depends on the number of kids participating. He said he could probably make it work if the board decided to terminate the lease with the South Street fields. He would like to keep the fees down, so he would agree to terminating the lease. D. Corogin asked if the Sherod Park field was too small for his needs and C. Kuhns said it's a matter of getting equipment out there. T. Parker said the lease runs three more years and it may be prudent to see if they can terminate it. Therefore, he will follow up with Phil Pempin on this matter.

J. Keck MOVED; D. Brudney seconded to increase the sponsorship and program recreation fees for 2019 as outlined above. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

Harbor View Subcommittee Report:

J. Schoene reporting as Secretary for the Harbor View Project Committee provided the Harbor View Committee minutes from October 2, 2018 to the board members. He noted conceptual drawings were provided by the Northern Ohio Lumber & Timber Company (NOLTCO) who has been consulting with them pro bono up to this point and it has to do specifically with the Wakefield House. He told Nick Luby that he would happy to meet with him and bring him up to date on the detail. He reported as such:

1. HVPC met 10/2/18 to review and approve Main Street Beach T. Bodde concept as not conflicting with the HVPC activity.
2. J. Schoene was asked to provide the committee with an update on the Wakefield House results from Stuart Sheridan and Tom Hennessy's visit and survey, as well as subsequent communications and concept drawings.
3. The HVPC was unanimous in its enthusiasm about the "Hennessy Concept" as a 'Vision' place holder to explore follow on activity.
4. HVPC members were local about the potential for:
 - a. Wide acceptance of the concept which honors the history of Wakefield House and Commodore Wakefield and family's significant contributions to Vermilion.
 - b. Broad support for fundraising (major donors, grants, etc.)
 - c. Drafting a Request for Proposal (RFP) for deconstruction/demolition
 - d. Seeking further guidance from Stuart Sheridan and Tom Hennessy
5. The full HVPC is meeting with Sheridan and Hennessy Monday, 11:30am, Main Street

Park Use Fees:

B. Wakefield, Bill Warden and Dennis Brudney met two weeks ago to review the paperwork they received from other park systems and looked for commonalities. They made a list of what they thought needed to be addressed directly, such as rentals for weddings, etc. They came up with a proposed concept for a fee schedule. It was divided into resident fee rentals vs. non-resident fee rentals; wedding rentals; commercial business rentals; non-profit organization rentals, and additional discussion topics including: Should rental of the smaller park systems be at the same fee rate? Should on-going weekly rentals be on a "good will" fee basis, i.e. Beach Yoga where \$250 per day is more than what the instructor is bringing in...she donates about 10% (\$600) back to the Parks each summer. She said the city website needs to have the park fee schedule included with the rental request form. Also, the individual parks need to have a photo added, and perhaps some information included regarding whether there are restrooms, picnic tables, grills, playground equipment, etc. with each park. She asked the board to take time and review the recommended fees and talk about this at the November meeting. She said D. Corogin had mentioned at a past meeting that she was concerned they would need to have somebody on call

always if somebody was renting and paying for a park system. However, in other park system contracts they didn't offer this service and the cleanup of the park area was entirely up to the renter. They can make this language clear on the rental form.

K. Baughman asked if they came up with a fee for non-profits or did they decide against the idea. B. Wakefield said they did not decide against it, but they are looking at a non-profit organization rental fee of \$40 per day, which is within the realm of the other communities. They figured \$40 wasn't going to break anybody's bank, but she realizes when The Friends of Harbor Town have their projects/functions in Exchange Park, may not get that many people. K. Baughman said the only obligation they have is the event they hold over the Fish Festival weekend; all their monies go toward the Christmas Trolley. He said The Friends of Harbor Town would be opposed to a fee for a non-profit because there are plenty other events, such as weddings, etc. that can pay a higher fee because they want it. They are doing these events for somebody else and noted they put in a new sidewalk in front of the Old Schoolhouse. He said every dollar for a small organization like theirs counts and \$40 doesn't sound like a lot, but when you consider The Friends of Harbor Town does 7-10 events in the parks, you're now talking about \$400, so that's a big chunk in their budget. B. Wakefield appreciated his comments, and therefore they are opening these suggestions up for discussion. K. Baughman didn't believe the city charges permit fees for non-profits, and the parks board should follow that same direction. B. Warden said a lot of other communities do charge their non-profits, so they are just trying to be in line. T. Parker noted the fee discussion will be on the November agenda under 'Old Business'.

Skate Spot:

D. Corogin said the foundation for the shade structure will be ready this week and they should be able to submit the invoice by the end of the month.

Pool Fund:

T. Parker said he emailed the pool finance report to all the board members for the pool this year and the estimated amount to be covered from the Pool Donation Fund is \$30,200. From the fund balance of \$63,016, this would give operating funds for another year due to the generosity of the community.

NEW BUSINESS:

Review of Ordinance 2018-68:

T. Parker explained every year council adopts an ordinance confirming the mayor's appointment of the Vermilion Parks and Recreation Board Recreation Director; establishing salary for such appointee; establishing compensation of certain authorized positions within the Vermilion Department of Parks and Recreation. The ordinance does state that it needs favorable recommendation by the City's Parks and Recreation Board. He noted that Ordinance 2018-68 is for the 2019 recreation season and the only change is for the year 2019 as everything else will remain identical from last year.

B. Scholtz MOVED; J. Keck seconded to favorably recommend to the mayor the continuing employment of Chad Kuhns as Recreation Director for 2019; establishing salary for such appointee; establishing compensation of certain authorized positions within the Vermilion Department of Parks and Recreation as the same rates as established in 2018. Vote 7 YEAS. **MOTION CARRIED.**

Miscellaneous:

T. Parker noted last month there was correspondence from the Western Reserve Land Conservancy saying they were about to transfer the title for the Reisinger property over to the city and this hasn't closed yet. He said this is a reimbursement grant they have pursued so they will spend the money and then the City will pay them the money and then will get reimbursed.

J. Keck MOVED; B. Warden seconded to approve the allocation of \$6,500 for material to rehab the school's baseball field in accordance with the lease. Discussion: It was noted this field is becoming unplayable and it comes down to a safety issue for the kids. Vote 7 YEAS. **MOTION CARRIED**.

ADJOURNMENT:

B. Scholtz MOVED; J. Keck seconded to adjourn the meeting. Vote 7 YEAS. **MOTION CARRIED**.

NEXT MEETING:

November 20, 2018 @ 7:00 pm - Municipal Complex Courtroom (687 Decatur)

Gwen Fisher, Boards and Commissions

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