

8/14/2024 | 6:30 PM

**Municipal Services Center, Lower Level Conference Room
3600 Tremont Road**

If you are joining through Zoom, please click the link below to join the meeting:

<https://us06web.zoom.us/j/87383605075?pwd=UCtWVE9Pcm02R2tMRC94a3E2ZE1udz09>

Meeting ID: 873 8360 5075

Passcode: 562065

Join by Phone: 877-853-5257

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - a. Approve April 10, 2024 Parks and Recreation Advisory Board Meeting Minutes
- 3. Introduction of New Staff**
- 4. Ongoing Business**
 - a. Bob Crane Community Center Update
 - b. Capital Improvement Project Updates
- 5. New Business**
 - a. Comprehensive Plan Update
 - b. Recreation Division Update
 - c. Parks & Forestry Update
- 6. Updates & Reports**
 - a. Director's Report
- 7. Board Member Comments and Setting Future Agenda Items**
- 8. Adjournment**

Wednesday, April 10, 2024
6:30 pm
Lower-Level Meeting Room

CALL TO ORDER

Meeting was called to order by Chair Christ at 6:32pm.

Members Present:

X Sean Caine (6:42pm) X Caroline O'Donnell
 X Lindsey Christ X Craig Smith
 X Mary Duchi X Allison Thomas
 Brian Noble

Staff Present:

X Parks & Recreation Director Debbie McLaughlin
 X Administrative Assistant Brooke Bowman

Other Staff Present: Parks & Forestry Superintendent Sam Simmons, Parks & Forestry Specialist Jamie Buzard and Parks & Forestry Supervisor Amy DiFrischia

Guests Present: None

Motion to excuse Brian Noble from the April 10, 2024, Parks & Recreation Advisory Board meeting.

Motioned: Smith

Seconded: O'Donnell

Voting Aye: Christ, Duchi, O'Donnell, Smith, Thomas

Abstain: None

Motion Passed

APPROVAL OF MEETING MINUTES

Motion to approve minutes of the Parks & Recreation Advisory Board from the February 14, 2024, meeting.

Motioned: Duchi

Seconded: Thomas

Board Discussion: None

Voting Aye: Christ, Duchi, O'Donnell, Smith, Thomas

Abstain: None

Motion Passed

ACTION/DISCUSSION ITEMS- OLD BUSINESS

AGENDA ITEM- Bob Crane Community Center Update

Director McLaughlin presented to the Board a PowerPoint with updates on the Community Center. One of the updates was about the use of solar panels being added to the roof of the center. The solar panels have been brought before City Council already and will bring about a \$50,000 reduction in utility costs and will offset the carbon footprint equal to the City's diesel fleet of equipment.

Chairperson Christ asked if Director McLaughlin knows what the percentage is for the actual building itself, how much the panels offset the building itself. Director McLaughlin responded that she did not have that number but could get it for the Board.

The construction of the parking deck in the Giant Eagle parking lot has begun with the goal to be completed around November 1st.

Focus groups have begun and cover one topic a week with zoom meetings, there are nine topics total. (Attached hereto and incorporated in as exhibit A).

Board members asked to schedule tours for each member in the next few weeks.

AGENDA ITEM- Naturalized Areas Update

Parks & Forestry Superintendent Sam Simmons continued with the presentation giving an update on naturalized areas. Northwest Kiwanis Park tree and vegetation removal has been completed. Wyandot Park has also been cleared out of vegetation. Brush hogging is currently taking place at Thompson Park and is a necessary maintenance task for the park.

ACTION/DISCUSSION ITEMS- NEW BUSINESS

AGENDA ITEM- 2024 Athletic Field Maintenance Program

Ms. Simmons proceeded to give an update on the athletic field maintenance program including the process of planning, filling divots and using grow tarps to grow turf.

Parks & Forestry Specialist Jamie Buzard spoke about the grow tarps or grow blankets and the process behind them. Using the grow tarps helped to establish turf during the winter months when grass isn't typically grown. Mowing has started off slow this spring due to wet conditions.

Ms. Simmons showed the Board the 2024 plan for assessments, mowing, cultivation, rolling, products and communication for the maintenance plan. The automatic painter and mowers have been in action and working great. The Reed Road diamond #2 renovation project is completed, and the field is now draining great.

Chairperson Christ commended the Parks and Forestry team on all of their recent efforts and innovation.

AGENDA ITEM- Directors Report

Director McLaughlin continued the Directors Report with the following updates:

- Staffing updates include two new Recreation Supervisors, Geoff Dew for youth programming and Darcy Baxter for sports both from the City of Hilliard. Lisa Metcalf Horticulturist is leaving the city for a new position. Jason Richardson is starting as a parks maintenance worker.
- Seasonal hiring is going well, still in need of facility attendants and coordinators.
- Staff is updating the Department Comprehensive Plan internally and will bring the update process on that to this Board in June.
- Northam Tennis will still operate this year with 8 out of the 12 courts in May through early August. The fees will be reduced 40% from 2023 fees due to the reduced season and no lights for the facility.

AGENDA ITEM- Board Member Comments and Setting Future Agenda Items

- Board member informed the Board that the Friends of UA Parks are planting trees on the 20th at 9am at Northwest Kiwanis and Thompson Park.
- Construction updates in general.

ADJOURNMENT

Motioned: Duchi

Seconded: Thomas

Voting Aye: Caine, Christ, Duchi, O'Donnell, Smith, Thomas

Abstain: None

Motion Passed

Meeting was adjourned at 8:00 pm

Chairperson

ATTEST: _____
Secretary

Parks & Recreation Advisory Board

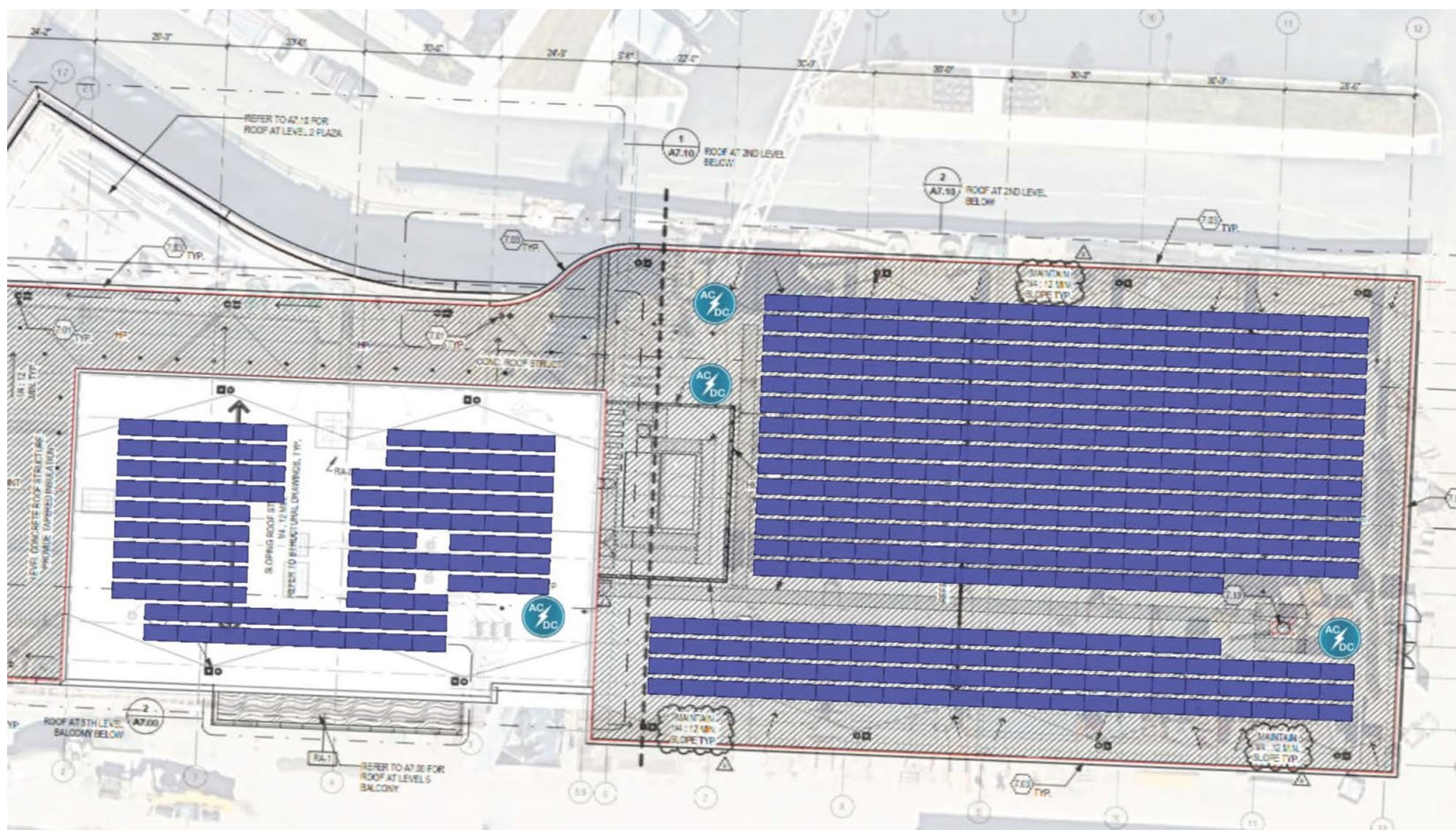
04/10/2024



Bob Crane Community Center



Solar Array





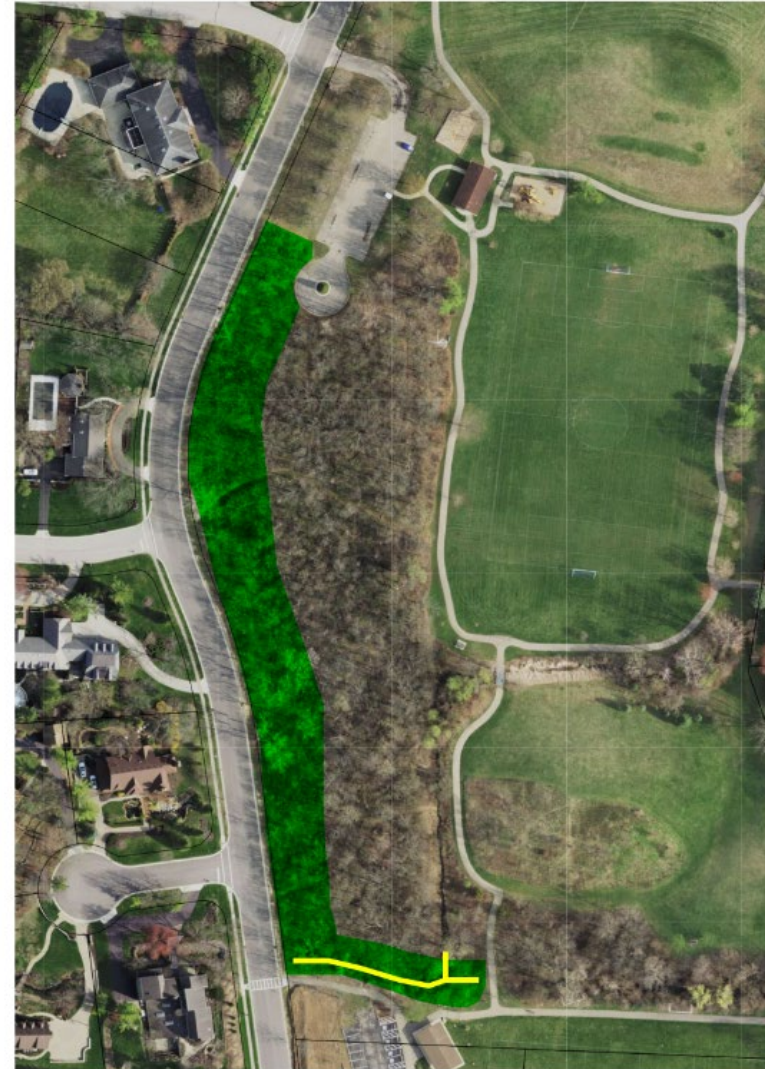
Natural Areas Management Update



Natural Areas: on the horizon

Northwest Kiwanis Park Tree Removal and Vegetation Clearing

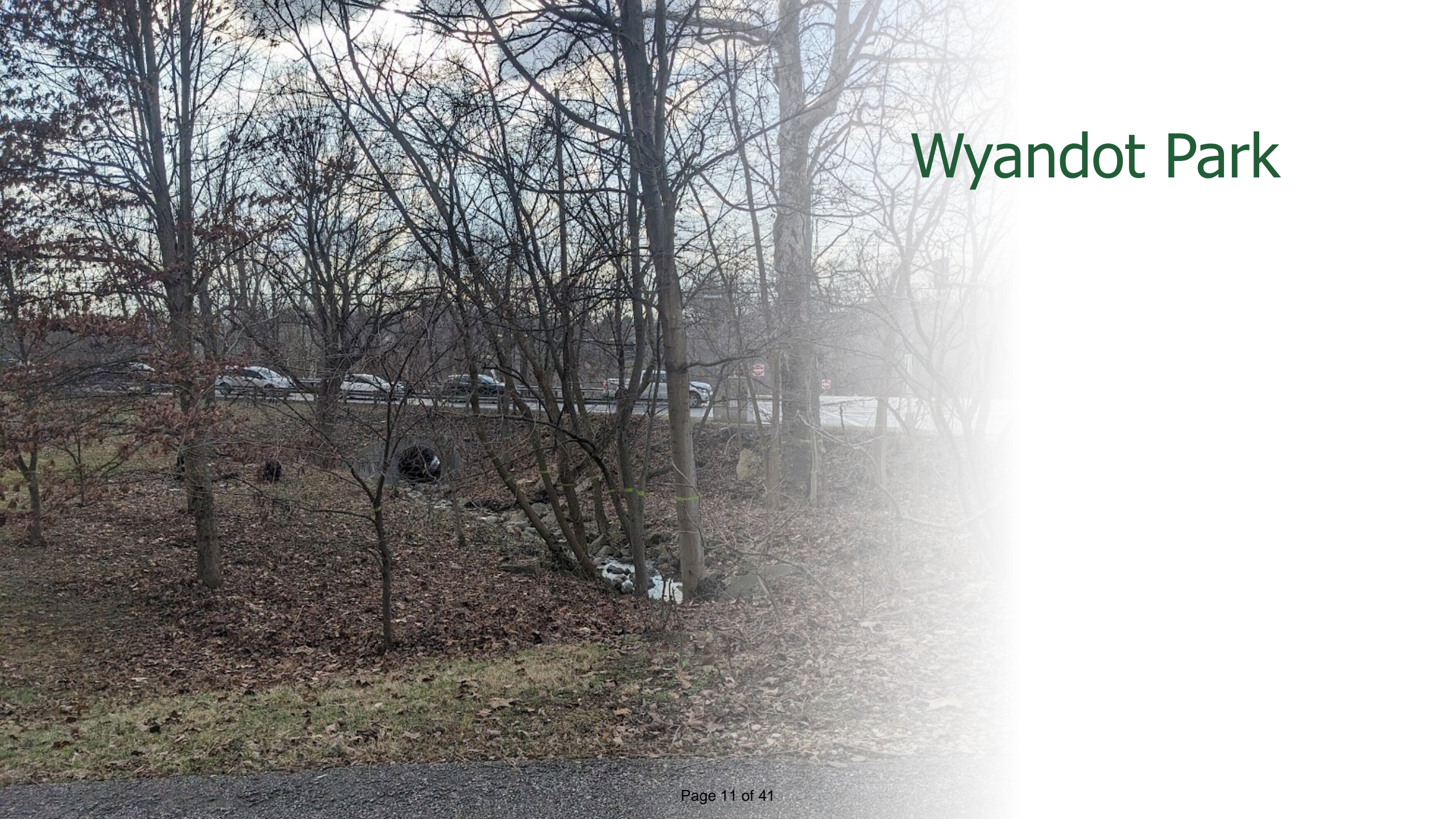
-  Area of work approximately 1.5 acres
-  Area within work zone close to storm water ditch



Northwest Kiwanis Park



Wyandot Park



Maintenance: Brush-hogging at Thompson



Athletic Turf Management 2024



2024 Program – *so far*

- Winter
 - Planning
 - System wide
 - Northam
 - Cultural practices
 - Filling Divots
 - Grow tarps



Grow Tarps: At Fancyburg



Grow Tarps: At Thompson north field



Grow Tarps: At Thompson south field



Grow Tarps: At Thompson south field



2024 Program

- Field Conditions

- 19X Maintenance Level 2

- Fancyburg, Thompson, Sunny 95, Reed, Northwest Kiwanis, Northam East

- 3X Maintenance Level 3

- Thompson Diamond #3
 - Reed Road Diamond #2
 - Miller

- Maintenance Level 1 & Rescue = 0

- Spring conditions = WET



2024 Program

- Thompson Diamond #3



2024 Program

- Products
 - Seed
 - Spring and Fall
 - Foliar sprays
 - Organic materials, fertilizer
 - May, June, July, and August Apps
 - Soil Surfactant – 1 app in trial areas
 - Fertilizer
 - Prescriptive, based on soil tests
 - March, May, August, and October Apps
 - Pesticides
 - Based on current conditions none scheduled currently



Equipment



Spring Diamond Renovation Project – Reed #2



Spring Diamond Renovation Project – Reed #2



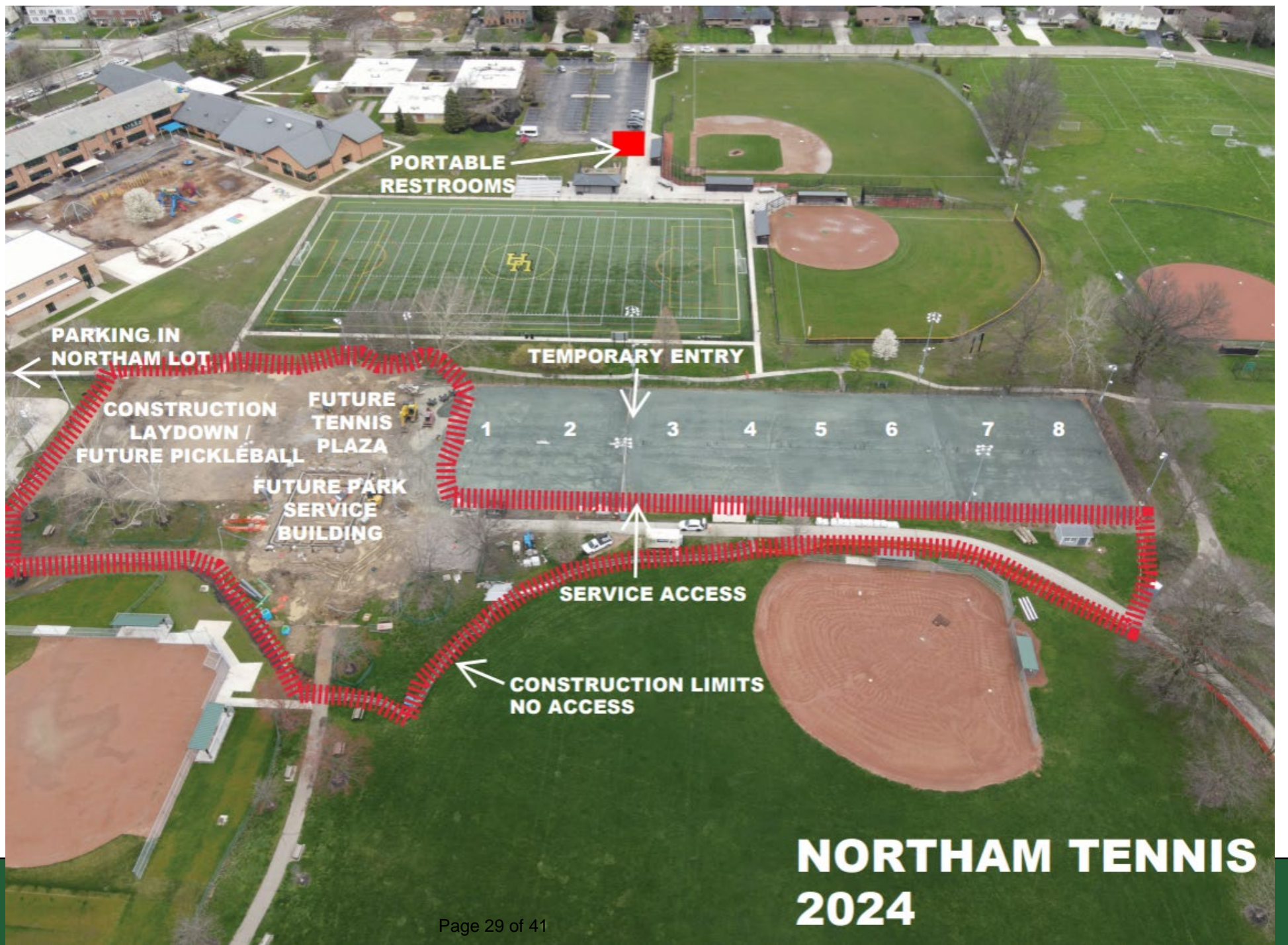
Spring Diamond Renovation Project – Reed #2





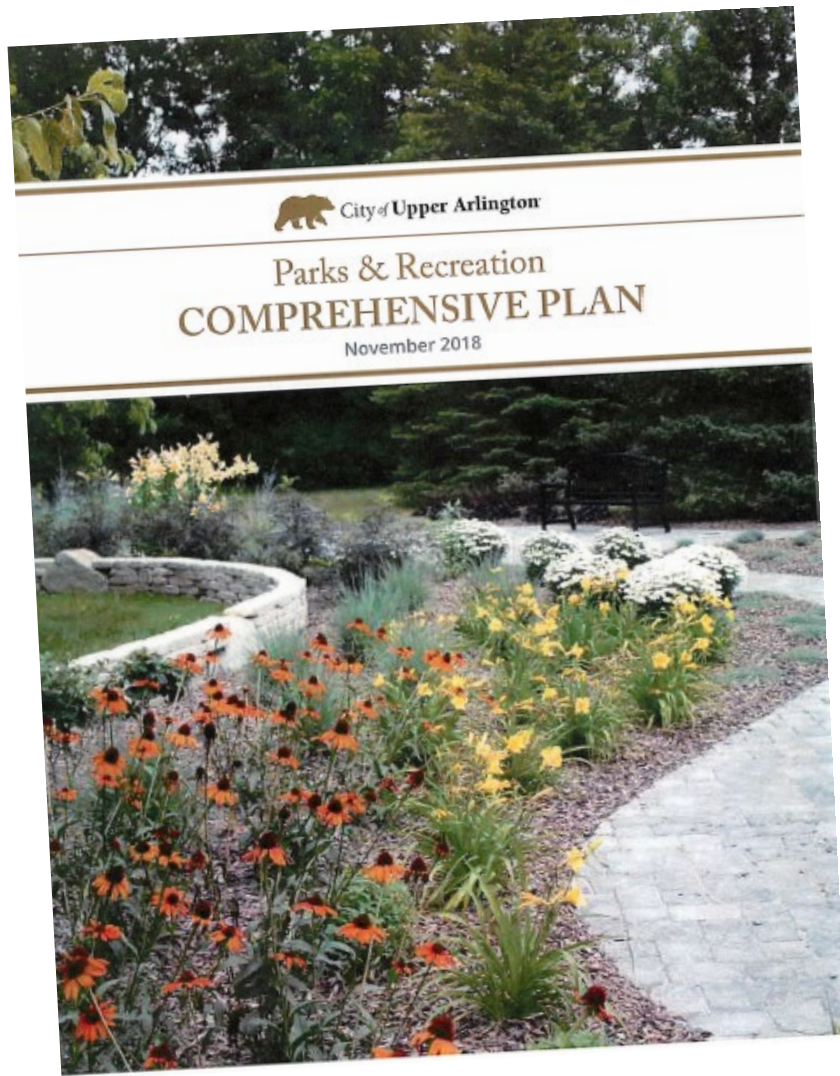
Northam Tennis





NORTHAM TENNIS 2024





Parks & Recreation Comprehensive Plan 5-year Update



History

- Conducted July 2017 – November 2018
- Accepted by Council – November 2018
- Extensive Community Engagement
- Established benchmarks and priorities for Park Improvements
- Categorized parks as pocket, neighborhood, community and specialty
- Identified priorities for key Recreation Programs
- Serves to Guide operations and decision making
- Action Plan with Goals, Strategies and Tactics to shape intentional and thorough processes



Five-Year Update Process

- Internal update of progress, accomplishments, and open tasks
- Identify next steps to continue pursuit of process refinement
- Celebrate staff efforts on accomplishments in conjunction with daily operations



Key Accomplishments - Parks



- Develop Capital Improvement Programs to address Plan priorities
- Created components of Parks Maintenance Management Plan
- Northam Park Vision Plan and phased implementation
- Replaced several playgrounds
- Developed Park Furnishings Design Standards
- Collaborated on bike connectivity
- Naturalized Area Plan
- Expansion of park paths
- Forestry Services process modifications



Key Accomplishments - Facilities

- Community Center
 - Conduct Feasibility Study
 - Design, construction and operating plans
- Devon Pool
 - Service Building replacement and Mechanical Building renovation, plan for Toddler Pool replacement
- Plan for shelter upgrades for programs including year-round restrooms
- Athletic Field Usage Policy
 - TeamUp scheduling
- Athletic Turf Management Plan
- Upgrade Sunny 95 Park - 3132 Family Sport Court



Key Accomplishments - Programming



- Recreation Program Plan
 - Established core program areas
 - Develop key performance indicators to evaluate programs
- Created an Instructor Handbook
- Arts & Culture Master Plan
- Developed partnership agreements with sports organizations, community organizations at events
- Conduct information sessions with Senior Center members and general focus group discussions on BCCC operations



Key Accomplishments – Operations

- Develop Department Brand to create awareness of services
- Asset management tracking
 - Street tree inventory, GIS parks assets, Service Requests
- Art Collection Policies
 - Acquisition, Maintenance
- Determine appropriate mix of staff and contractors for parks, forestry and horticulture maintenance
- Adjusted full-time staff compliment and pay grades
 - Added 5 full-time (2 parks, 3 community center)
 - Upgraded 3 positions from part-time to full-time
- Upgrade Equipment for operational efficiency
- Discuss Department initiatives, costs of services and desired outcomes with City Council and Parks & Recreation Advisory Board, Cultural Arts Commission and Tree Commission



Key Accomplishments – Finance



- Developed financial strategies for development and operations of the Bob Crane Community Center
- Collaborated with Community Foundation and community partners for funding on projects
- PLAY UA Financial Assistance Program
- Established Cost recovery goals for facilities and programs
- Established budgets for UA Performing Series and Labor Day Arts Festival
- Initiated annual fee adjustments for pools and tennis
- Adjusted fees for facility rentals incorporating peak and non-peak rates
- Athletic Facility Use Policy established per participant fees



Key Accomplishments - Overall

- Action Plan consists of 5 focus areas with 18 goals and 83 tactics specifying methods to modify our approach to services
- **Status of the 83 tactics**
 - 35 (42%) Completed
 - 34 (41%) In Progress
 - 8 (10%) Modified Approach or No Longer Applicable
 - 6 (7%) Not Started



Next Steps – Parks & Facilities



- Completion Parks Maintenance Management Plan
- Utilize asset management system to plan and track work, guide asset life-cycle and replacements
- Update Urban Forestry Master Plan
- Incorporate art installations in capital plan
- Continue to upgrade parks, furnishings, signage



Next Steps – Programming, Operations & Finance

- Development of operating plans for Bob Crane Community Center
- Completion Recreation Program Plan
- Establish business/marketing plans
- Utilize program metrics to evaluate services, programs and fees
- Develop a volunteer program
- Identify potential partners for projects or services



Next Steps – Overall Plan



- Prioritize remaining action items and develop timelines
- Develop review schedule for newly established Plans and Policies
- Plan for new Parks & Recreation Comprehensive Plan in conjunction with City Master Plan process in 2026
 - Reestablish community priorities
 - Opening of Bob Crane Community Center
 - Several park improvements
 - Identify challenges and opportunities and position Department to address

