

**Minutes of the Parks and Recreation Commission Meeting
Held in the Caucus Room of the Municipal Building, 36080 Chester Road,
at 8:00 P.M. on Thursday, August 11, 2016**

Chairman Tom Mitchell called the meeting to order

ROLL CALL:

Other members in attendance were: Jim Schmitz, John Weigman - School Board Representative; Mary Berges - Council Representative and Cady Cianciolo

CITY LIAISON:

Diane Corrao, Parks & Recreation Director

ABSENT:

Lee Belardo (Mr. Belardo arrived shortly after the discussion on the survey preparation began.)

One Vacancy

JULY 14, 2016 MINUTES:

A motion was made by Mr. Weigman and seconded by Ms. Berges to approve the minutes of the July 14, 2016 meeting of the Parks and Recreation Commission and the vote was unanimous in favor and Mr. Mitchell declared the motion passed.

OLD BUSINESS:

- BIKE PATH:
This topic was tabled at the previous meeting until further funding is available or possible.
- MEETING TIME:
Mr. Mitchell felt now that summer was coming to an end the meeting time could be changed back to 7:00 p.m.

A motion was made by Mr. Weigman and seconded by Ms. Cianciolo to change the meeting time to 7:00 p.m. effective in September 2016 for the Parks and Recreation Commission meetings on the second Thursday of each month and the discussion was: Mr. Weigman felt 6:30 pm or 7:00 pm would work for him. He inquired if the other members could make the 6:30 time. Ms. Berges felt 6:30 pm was pushing it a little close for her, but 7:00 pm works well. Mr. Schmitz was okay with 7:00 pm.; and the vote was unanimous in favor and Mr. Mitchell declared the motion passed.

SURVEY PREPARATION:

Mr. Mitchell said it sounded as if there were some good discussions last month. They were now through all of the content. He wanted to add one comment as last month there was some talk about why we might include some things especially if they are offered by private groups. They left off items like baseball and soccer from the survey list because they are established programs. He inquired as to why they do not also leave off gymnastics or tumbling because there is a private option available. His thought is because the city is not directly involved with that they are not sure if the private offering is meeting the needs of the community. For example, he felt they were certain that baseball is meeting the needs of the community based on the registration numbers being very high and we have access to that information. Mr. Weigman confirmed that Ms. Corrao is very plugged into anything going through the City.

- MECHANICS OF SURVEY

- Survey Monkey or other electronic tool – Mr. Mitchell did not know if anyone had any updates on this topic or if further research is needed on costs and what all is involved. He stated we used Survey Monkey the last time and it worked well. Mr. Weigman said it was discussed last month to stay with Survey Monkey as they were somewhat familiar with it and it is easy enough. Mr. Mitchell said we need to get an account and get the questions loaded and set up. Mr. Weigman advised if we are talking about a November launch to give Ms. Corrao time to do some spring cleaning before implementation. Mr. Mitchell agreed we need to get going as there were 2 meetings left before November. Mr. Weigman inquired as to how long the survey was kept open the last time. The conclusion was drawn that the survey was left open for 3 months the last time. Mr. Weigman felt the survey did not necessarily need to be open for that length of time. Mr. Mitchell agreed and said he believed they received 85% to 90% of their responses the last time within the first small period of time.

- Paper Surveys – Mr. Mitchell inquired if the board wanted to do paper surveys again, although they did not receive a lot of them. Mr. Weigman noted the last time they placed them at the Senior Center, the library and the Parks and Recreation office. Mr. Weigman also noted, there is computer access at the library and it was not known if there are computers at the Senior Center. Mr. Mitchell felt we received enough of a response the last time that we should continue it this time as well. It was noted, the same locations would be acceptable. Mr. Weigman asked about putting paper surveys at City Hall as well. Ms. Corrao felt it was a good idea and would be allowed and City Hall was added as the fourth location for paper surveys. Ms. Berges inquired with paper surveys as to how they control only one per family being completed. Mr. Mitchell said we could ask for their name on the form. Ms. Corrao stated it was also on the honor system. Mr. Weigman felt it was not an issue.

- MARKETING – Mr. Mitchell stated that for the last survey they did an advertisement in The Press. Ms. Corrao recommended if the schools are going to send out a notice regarding the survey that a mass email could be sent through the school email system rather than sending home paper surveys. Mr. Weigman agreed and said the email could have a link to the survey online to reach the families with children in the school system. Mr. Weigman inquired if we wanted to target this group results wise as they were already the heaviest users of the parks and recreation facilities. Ms. Corrao felt we should target

everyone and see what they have to say from the older adults to young children and everyone in between. Ms. Corrao said maybe the junior high and high school age children are looking for something more for their age whether it was leagues or programs. Mr. Weigman inquired if we could put something on the utility bill again. Ms. Berges felt that would not be a problem as long as they have some notice. Discussion included as to who created the PageMaker type display ad the last time with the City seal on it and have them printed. Mr. Weigman said this board did not do that, but someone in the City did. Discussion included the water billing cycle as it is now monthly. Ms. Corrao suggested they wait for it to be sent out until the survey was up and running which would be in November or December. Ms. Corrao stated once the survey is actually out then it can be reported to City Council and one of the reporters would certainly write about it in the paper as well as have the Mayor's Secretary put it on the City website and get it on social media sites. She felt it would be very easy for people to know the survey is out there.

- Mailings/Utility Bills – Ms. Berges said she would speak to Mr. Logan about getting an insert sent with the utility bill. It was noted a copy of the sample brought in would be given to Ms. Berges to reference what was done the last time.

- Newspaper – Mr. Weigman volunteered to speak to Nicole Hennessey at The Press about writing an article once they were closer to the November launch date when the survey was up and running.

- School Notices – Mr. Weigman said he would handle this line item.

- Website – Ms. Corrao volunteered to speak to the Mayor's Secretary about getting the information on the City Website. A link to the survey could be posted once it is operational. Ms. Corrao stated Ms. Beres from the Senior Center could put something out on 'Avon in the Know' on a social media site.

- Survey Monkey – Have someone structure the survey using this tool – Mr. Mitchell volunteered to set up an account. The cost would come out of Ms. Corrao's budget. Mr. Weigman felt it was around \$300 a year. It was noted, the account could be left open and it could be used for other purposes later such as questions regarding individual programs and the like. Mr. Mitchell stated he would make paper surveys part of the Survey Monkey category.

Ms. Berges inquired if someone should talk to the Senior Center. Ms. Corrao said they could just let Ms. Barbera know someone would be bringing hard copy surveys to hand out at the front desk. The same with the library. Mr. Schmitz said he could contact the library. It was noted, he could wait until he has the surveys in hand to walk in and ask if they can leave some for people to pick up as they come and go.

Mr. Mitchell inquired if the board felt there was any reason to number the sections in any specific way on the survey such as "programs" first or "facilities" first. It was not known if there was any rhyme or reason to the order the last time. Ms. Berges inquired as to what came first in the survey the last time. Mr. Mitchell stated it was "demographics" then "facilities", "programs", "recommendations", other then and "other comments".

- **TIMING**

Mr. Mitchell hoped next month this board would meet with the ability to see the online draft of the survey and proof it before it goes live.

COMMUNITY VOICE:

No known news. Mr. Mitchell indicated he would make a point of checking before the next meeting.

REPORTS:

- COUNCIL REPRESENTATIVE– Mary Berges said Council voted to appropriate money for a patio and a gazebo at Avon Isle. City Council also approved advertising for bids for Veterans Park driveway and parking improvement project (Phase 1).
- PARK DIRECTOR/RECREATION COORDINATOR– Diane Corrao said the Veterans Park improvement is Phase 1 because the cost ended up being significantly more than what they had originally anticipated due to the infrastructure and drainage issues. Phase 1 is to install the infrastructure for the utilities and drainage and then Phase 2 would be the roadway and parking lot off of Case Road hopefully in 2017. The City received a grant for the gazebo and patio improvement at Avon Isle. She said the patio was already installed and looked fantastic. The gazebo will be a nice addition to the facility for ceremonies/pictures for events held at the Isle. The gazebo install should be in within the next month or so. The grant will reimburse the City 100% for these projects. Ms. Corrao said the patio and gazebo improvement cost \$41,400. The size of the gazebo will be 10’x12’, which is significantly smaller than the gazebo on the corner of Detroit and Stoney Ridge Roads. Ms. Corrao added that summer is winding down and all went well. Playground days was a big success and the numbers were pretty good although not off the charts, as they had been previously. She felt one reason for the slightly lower numbers for Playground Days was the excessive heat and the City pool is now fully operational, but they still averaged 50+ kids every day. She said they did not have any rain out days and only one day off for the Cavs parade. Ms. Corrao said fall ball has started at Veterans Park and they were taking registrations for fall programs, which include flag football, girls’ softball clinic and a girls’ intermural volleyball league and adult co-ed volleyball. Ms. Corrao advised the last day the swimming pool will be open for the season will be Labor Day, September 5th. The pool season will not be extended like it was last year. She added there were over 50,000 visits this season.
- SCHOOL BOARD REPRESENTATIVE – John Weigman said school is back in session on Wednesday, August 31st, which is a little later than most of the other districts. He indicated the late start is intentional to allow more time for families to enjoy summer break. They were prepping for the new school year.

Mr. Mitchell commented he had a chance to go to the football scrimmage the other night and he would highly encourage all the school board members to go to Massillon and check out their athletic facilities.

FUTURE DISCUSSION TOPICS:

- SURVEY – Hopefully a rough draft of the survey would be available on the Mondopad for the board to review at the next meeting. A brief discussion ensued regarding the City paying

for Survey Monkey to be set up or ask for the expense to be reimbursed. Ms. Corrao said Mr. Mitchell could stop at her office and it could be set up there and she has a City credit card she can use. Mr. Weigman offered his help if they needed it for setting up Survey Monkey and said that he and Mr. Mitchell would get together and brainstorm the approach and would have a Word document and hopefully a rough cut of Survey Monkey.

- DOG PARK – This topic would be brought back at a future meeting, possibly July 2017 and re-gauge interest levels. Ms. Berges added the survey results would be a good indication of how much a dog park is wanted.
- BIKE PATH – Once the survey results were in, they could revisit this topic and decide a plan of action moving forward deciding what it would take to accomplish this goal long term.

COMMITTEE MEMBER COMMENTS:

Jim Schmitz inquired of Ms. Corrao as to how much usage at Avon Isle is taking place. He wondered as to how busy it is and if it is paying for itself. Ms. Corrao responded that Avon Isle is very busy and it is paying for itself. She stated the City Finance Director mentioned to her that the City was starting to accumulate funds for the Isle towards purchases and upgrades and the like. Ms. Corrao indicated that almost every Friday, Saturday and Sunday is booked and several weekday events are reserved in recent weeks. She said that even funeral luncheons will be held at the Isle. Ms. Corrao advised it is a nice venue for many different occasions and it is doing very well. Mr. Weigman inquired as to how much it cost to reserve the Isle to which Ms. Corrao responded \$150 for a resident for the first 2 hours and \$50 each additional hour. She added a \$200 refundable security deposit is required and not part of the rental fee. Mr. Schmitz inquired if an outside food vendor could be brought in for an event. Ms. Corrao said yes, you have to provide the food yourself or hire a vendor as well as all your linens. The rental includes the use of the building, tables and chairs and some cleaning supplies.

Mr. Weigman had no additional comments.

Ms. Berges had no additional comments.

Ms. Cianciolo had no comments.

Mr. Belardo apologized for arriving late and had no further comments.

Mr. Mitchell had no further comments.

ADJOURN:

A motion was made by Mr. Belardo and seconded by Ms. Cianciolo to adjourn the August 11, 2016 meeting of the Parks and Recreation Commission, and the vote was unanimous in favor and Mr. Mitchell declared the motion passed.