

VERMILION PARKS & RECREATION BOARD

Minutes of December 18, 2018 - 7:00pm | Municipal Complex Courtroom (687 Decatur)

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

T. Parker called the meeting of December 18, 2018 to order.

APPROVAL OF MINUTES:

B. Scholtz MOVED; B. Warden seconded to approve the meeting minutes of November 20, 2018. Vote 5 YEAS. **MOTION CARRIED.**

CORRESPONDENCE/AUDIENCE/COMMUNITY GROUP USE PERMIT:

Ann Naugle, Host/Promoter of the Vermilion Beach Market was present to emphasize her gratefulness in allowing her to host this event as it's a joy to showcase Vermilion. She has been listening to the proposed park fee structures and understands the budget cuts. She knows the proposal is \$40 per day for non-profit organizations to rent the parks and \$250 per day for commercial business rentals. Ultimately, she feels the \$250 is six times more than the non-profit daily fee. Personally, it feels a little bit excessive and a little inequitable as well. She understands they have a budget to maintain and if it's \$250 per day then she would be required to pay \$500, but there are no park services provided, other than the fact they are mowing the lawn there and bring her garbage cans and barrels. She is more than willing to do this on her own if it helps the parks budget. She did investigate other neighboring communities and it looks like they just break it down into resident versus non-resident and there is not a huge difference between the two, so she doesn't understand the dynamics of the for profit and non-profit fees. The costs from her budget is smaller and she has a reputation as the market organizer as being someone who makes the market about the vendors and not herself. She prides herself on keeping her vendor rates low and it has been suggested that all she would need to do is raise her vendor rates, but she feels she is getting more vendors and since it's only going into her third year she can't have a huge jump in her vendor rates. She knows she is not the only one affected by this, but these are her personal perceptions about the fees. She understands a fee should be assessed but thought it should be a little more equitable for the profits versus the non-profits.

T. Parker noted that 'for profit' events there are very few and they are the exception rather than the rule. The existing permit form really doesn't allow for them to have 'for profit' events, so they are playing catch up and they hear what she is saying, and it will be discussed later in the evening.

Community Event Group Use Permits -

Vermilion Chamber of Commerce – Event: Woollybear Festival 47th Annual; Park: Victory, Village on the Green, Exchange, East Exchange, Friendship Park, and Main Street Beach; Day/Date of Use: Sometime between September 21 – October 13; depending on the Cleveland Browns schedule, which is set usually around May.

J. Keck MOVED; B. Scholtz seconded to approve the Community Event Group Use Permit for the Woollybear Festival as submitted. Vote 5 YEAS. **MOTION CARRIED.**

Vermilion Chamber of Commerce – Event: Community Prayer Event; Park: Victory; Day/Date of Use: May 2, 2019; Time of Use: noon – 1:30pm

J. Keck MOVED; B. Wakefield seconded to approve the Community Event Group Use Permit for the Community Prayer Event as submitted. Vote 5 YEAS. **MOTION CARRIED.**

Vermilion Chamber of Commerce– Event: Concerts in the Park; Park: Victory; Day/Date of Use: July 7, 14, 21, 28, & August 4, 11, 18, & 25 - 2019; Time of Use: 6:30pm – 8:30pm.

B. Wakefield MOVED; B. Warden seconded to approve the Community Event Group Use Permit for the Concerts in the Park as submitted. Vote 5 YEAS. **MOTION CARRIED.**

Vermilion Chamber of Commerce– Event: 3rd Thursday Music, Flowers & a Sunset; Park: Victory, Village on the Green, Exchange, East Exchange, Friendship Park, Main Street Beach; Day/Date of Use: 2019 Schedule – May 16, June 20, July 18, August 15, & September 19. Time of Use: 6:00pm – Sunset – 9:45pm.

B. Scholtz MOVED; J. Keck seconded to approve the Community Event Group Use Permit for the 3rd Thursday events as submitted. Vote 5 YEAS. **MOTION CARRIED.**

Vermilion Chamber of Commerce– Event: Festival of the Fish 53rd Annual; Park: Victory, Village on the Green, Exchange, East Exchange, Friendship Park & Main Street Beach; Day/Date of Use: June 13 – 16, 2019; Time of Use: All day.

J. Keck MOVED; B. Wakefield seconded to approve the Community Event Group Use Permit for the Festival of the Fish 2019 as submitted. Vote 5 YEAS. **MOTION CARRIED.**

DIRECTOR’S REPORTS:

C. Kuhns reported the basketball registration deadline is Friday, December 21 with the season beginning January 3, 2019.

He reported they have baseball teams consisting of ages 10-12 and have played against the City of Amherst for the past few years and to have a better competition they have met with Amherst, Lorain, and Sheffield to get into a bigger league. All communities have lost participation in baseball teams, so they are looking to have about 17 teams between the four communities, which should make it pretty competitive. There is a possibility to have a team for 8-9-year old’s depending on how things work out with the registrations. T. Parker asked the status on basketball registrations at this point and C. Kuhns said they are coming in very slowly and he has a grand total of four registrations at this point. B. Warden asked if basketball is for both boys and girls and C. Kuhns replied yes. C. Kuhns said registrations usually come in later during the holidays. B. Warden asked how many kids are on a team usually and C. Kuhns said around eight to 10. He isn’t sure whether the higher fee is scaring people away.

D. Corogin thanked their volunteers Diane Martin, Mary Moes, and Tim Costello for all the work they did in putting up the tedious lights all over town. Also, a thanks to Vermilion in Bloom for assembling the life ring greens and paying for the live cut Christmas trees, greenery and lights in all the parks.

T. Valerius discussed the Main Street Beach Restroom proposal as he did speak with Janice, Northwest District Representative from the EPA who spoke to her supervisors and they all agreed it was not a good idea to attach a public restroom to a building that supplies the city with water. There is nothing that says you can’t do this, but the EPA would require drawings and they would need to be approved. He said Janice surely believed they would be denied. He asked her if they didn’t add to the footprint but instead moved away from the structure if that would be okay and Janice thought that would be fine and they wouldn’t have to submit drawings and felt there wouldn’t be an issue. The city suggests a 10 ft. setback. E. Wakefield asked if he was talking about moving to the east or west of the building and T. Valerius said it would have to be to the west or to a completely different location. E. Wakefield asked if there was another location and T. Valerius suggested where the house was just raised, but again the hardest part is getting the sanitary sewer line up to Huron Street for discharge. It would all

have to be pumped up there because all the homes down there have E1 pumps that pump their sanitary up the hill to Huron Street where the sanitary main is located. They would have to get a line up to Huron Street. E. Wakefield asked him if he thought this was feasible. T. Valerius said they have to investigate and if they wanted to place the restroom at the vacant lot they would have to go back out onto the beach and then across the beach to the north side of the pump building with the pipe and then somehow take it up Main Street to Huron Street, or get an easement from some of those private property owners to go through their yards to get it up there. The west side of Main Street by the sidewalk is full of stuff. All the water lines that bring the water from the basin up to the plant all run through there, including the electric. E. Wakefield asked him what he recommends and T. Valerius said it would be up to the board because his concern is that if they build a restroom on the west side of the pump building where the deck is right now then it could impede the view of the lake from people coming down Huron Street, and in five years possibly when the museum land is gone and redone will they be kicking themselves because they put it in front of the lake and blocked everybody's view. He said right now there is no perfect location.

E. Wakefield said if they could get a larger facility instead of the individual porta johns, could they put that some place where it would be assessible to get the pump outs that are necessary. She asked if this could be put on the Reisinger property and would they be able to get back there and take care of it. B. Scholtz asked if there was an easement where the driveway is now for the Reisinger property. T. Valerius thought the driveway was owned by the property in front as this was a shared driveway. B. Scholtz asked if the city could find this out and whether they have any building restrictions on this lot. T. Valerius said he would investigate this. He questioned if a porta john was something they wanted to put in between those homes. E. Wakefield said it might be a feasible solution for a short period of time. B. Scholtz said if there are portable restrooms available that don't require a pump out but would need to be tied in, can they tie into what is the shared E1 going up to Huron Street. T. Valerius said the E1 that the big house used is shared and is presently on the property of the small house in the front.

B. Scholtz said the board is at a stop and reassess point, so they will report back to the board after more research and thought. He said they have put the architect on hold as well until they have better direction on this project.

D. Corogin agreed they don't want to block the lake view when they are looking at the overall property long term and it makes sense to wait. B. Scholtz said they will continue to come up with some potential solutions for the short term as it doesn't sound like they will be moving in the near term for a permanent solution.

B. Warden asked what the current museum property has for sewer elimination; do they have a pump? T. Valerius believed this property has a sanitary lateral that goes out to Huron Street. He thought it was an old clay lateral and it's something they probably don't want to tie into. B. Warden wondered if they could park a restroom unit in the museum parking lot. B. Scholtz said this would be the least expensive option, so they will put some options together and put some costs to them for the board to discuss later.

G. Fisher asked D. Corogin if anyone was able to retrieve the cone and items thrown in the ice skating rink while the ice is melted. D. Corogin agreed the items needed to be removed and asked T. Valerius if somebody could get those items removed. T. Parker asked if there is adequate room east of the Service Center driveway to put in a new ice rink going forward. T. Valerius said possibly but wasn't sure they wanted a rink directly behind those homes. G. Fisher asked if there was room closer to the west side of the Service Center building where her office is located. T. Valerius said it would have to be over by the tank water building and they would check into that area to see if there was enough room. Mayor Forthofer said they may not know until the firehouse design is further along.

Budget/Finance Subcommittee:

T. Parker reported they met with A. Hendricks to get a lot of help and guidance on what to expect in knowing what they will have to operate on. They will have a working budget to present in January. D. Corogin asked if they would be discussing B. Dalton's salary and T. Parker said they need to prepare a job description and it will be discussed in January and whatever they do will be retroactive to the first of the year. They got a clarification from the legal department that the parks don't fall under the collective bargaining agreement, so it's not required to be a union position, but they need a job description in place and the board's final recommendation would need to go before council for approval. G. Fisher said an ordinance would need to go before council for approval as this person would follow the non-union benefits as established. She said the parks board doesn't meet again until January 15, so a first reading of the ordinance wouldn't be until City Council's meeting on January 28, 2019.

T. Parker said they got a bill for the demolition of the Reisinger house and T. Valerius approved and signed off on the \$8,500 being paid from the capital levy.

Harbor View Subcommittee Report:

T. Parker conveyed they received minutes from the December 11 meeting and there was a brainstorming session on December 17 to narrow down the concept of the structure they are talking about. He said Tom Bodde will sketch a concept of where the consensus was moving at this point.

Park Use Fees:

E. Wakefield said she worked with Dennis Brudney and Bill Warden on fees and reviewed all the documents the clerk sent to them from many park systems. The proposed schedule is as follows:

Resident fee rental: \$25

Non-Resident fee rental: \$35

Wedding rentals (shelter): \$35 for 4 hours

Commercial business rentals: \$250 per day

Non-Profit organization rental: \$40 per day

She said most communities differentiate between residential and non-residential fees. They also say there were non-profit organization fees and 'for profit' organization fees. She said there was additional discussions left open because if you're renting a smaller park system like Hanover Square will it make a difference in the fees as opposed to Sherod and Showse parks. They have a couple people using the beaches for Beach Yoga and they have never charged for this, but they do receive a donation which amounts to about 10% of this person's intake for the season. There are still questions that need to be addressed.

T. Parker said a concern raised by Kenneth Baughman of The Friends of Harbourtown was the non-profit rental of \$40 per day and if a small organization had 10 events that would be \$400. E. Wakefield said there is no doubt that some of the organizations are really on the edge of closing at times, so they are not trying to put them in a worse bind than they already are. B. Warden asked how many 'for profit' events they have. E. Wakefield said they have Beach Yoga, the Beach Market, the Trilithon, and the Highland Games. B. Warden said they really don't know what happens to any funds they collect. E. Wakefield said if they have the non-profit status it qualifies. B. Warden agrees with Ann Naugle's concerns but to have a large park occupied the whole day without some consideration does require their attention before and after, but comparatively the \$250 might be a bit punitive. He said they haven't received feedback from the Highlands Games or Triathlon. He said the Woollybear use multiple parks and E. Wakefield said they are 501C-6 qualified as a non-profit status. She said the Chamber does pay for certain things like the electric fees and police services. She said the Chamber

said they would certainly pay whatever the Parks Board came up with because they do well during these festivals. T. Parker said if the fee was \$25 per park, then six of the parks used would be \$150 for that day. E. Wakefield said maybe they should sit down with Sandy from the Chamber of Commerce to get her take on this. B. Warden said he would hate to keep putting this off because a lot of these events have already been approved for 2019, so how will these people feel if they go back to them about fees. G. Fisher said these fees would need to go before City Council for approval as well.

T. Parker wondered if they could have a cap on these events. C. Kuhns said maybe they could say the first two parks would be \$40 and the rest would be \$20; the more you buy the more you save type of thing. T. Parker said they also need to minimize the bookkeeping. E. Wakefield said Chad's point is well-taken because they have the Main Street Market which is every Saturday for 10 weeks. D. Corogin said they did voice this would be a hardship because they don't make that much money. This is one of their fundraiser's, so they can support their organization, and to pay \$40 per week would be a lot of money out of what they try to make for their programs, which in turn is good for the City. The Chamber basically said this too and they pay for every single expense. She said they also take care of everything for the Farmer's Market. She thought maybe they could pay a flat fee for the year, for example \$100. C. Kuhns suggested \$40 a park, with a yearly max cap of \$150 or something like that.

E. Wakefield said they were trying to fall in line with what the other park systems were doing, but it doesn't mean they can't go back to the drawing board and give it more consideration. T. Parker said these are impact fees to help their budget in general as they need some help in keeping things going and well-maintained. He feels they have some leeway in looking at an organization who would book 10 events. E. Wakefield agreed they have some discretionary ability on this and knows Main Street charges \$10 a table for the Farmer's Market, which is actually very small. She asked Ann Naugle if \$10 a table seemed to be on the low end and Ann said it is. She said vendor fees depend on the event and how many hours they are present. There are some markets that charge triple than what she charges. She charges \$100 per space, but it costs her over \$2,200 to bring in her own porta johns/supplies, hire a cleanup crew, postage, payroll, website and security. She also donated money to the parks the last two years. D. Corogin said the crafters at the Farmer's Market selling vegetables don't make a lot of money, so it would be hard on them if they increased their vendor fees.

T. Parker asked the subcommittee to meet and rehash some of these fees. He thought \$40 per day for non-profit organizations was a little steep and he personally likes \$25 better. He thought they should consider an annual cap and suggested they look at the commercial fee.

B. Scholtz asked if they could get a breakdown from Anne Maiden on what parks were used during 2018. He was not in favor of any fees because he wants people to use the parks. If the total impact financially is minuscule then he isn't sure they are spending their time wisely. E. Wakefield thought she received a breakdown from Anne for one year, so she will double check to see if she still has it. If not, she will ask her for another breakdown. G. Fisher said to maintain an active registration on the website it would be another cost. E. Wakefield said the subcommittee will look at this again. G. Fisher said if they proceed with some fees they might want to look at incorporating them in 2020, since a lot of the parks are already reserved for 2019.

E. Wakefield said they also need to look at fees for weddings. She noted that Mill Hollow charges \$50 to reserve a shelter for a wedding.

Financial Reports:

T. Parker reported they are receiving month-end financial reports from the finance department, so they have a better idea of where they stand. He was very appreciative of the finance director's guidance. He said they have a good idea of what is going to be migrated out of the general fund into the levy money, and what they must mentally set aside for the recreation department because the general fund will no longer absorb any deficit. At the start of this year there was unseen deficit that carried in, so they are about \$17,000 to the negative this year which will be covered this year but going forward it must be revenue neutral and the only way to balance that is from the new levy money. He said they have enough money in the pool donation fund to run the pool this year, and they are very close to being able to run it for a year after that, so this will not impact the levy in 2019 or 2020. He noted 2020 is the end of their debt retirement for the Sailorway Ballfields, so things are looking a little more encouraging in the long-term regard. The process of eliminating the lease for the ballfields behind the South Street School is before City Council. Once it's adopted the Memorandum of Understanding can be signed. The school is only losing \$1 a year, but the Parks is saving \$3,000 in mowing the fields.

OLD/NEW BUSINESS:

Parks Board Meeting Policies:

T. Parker said he sent meeting policies to the board members to review as they have had a lot of things going on and they are trying to make their meetings effective since they meet once a month. He read the policies into the record which are attached hereto and incorporated herein as reference as the official record of proceedings. G. Fisher said these policies are internal and noted City Council has rules and regulations in place as well and they are voted on by motion.

T. Parker read the policies to the board members and italicized changes were made to the following:

2. Generally, new business will not be voted on at the first meeting at which it's introduced, *unless it's an emergency.*

5. To expedite the meeting process, once correspondence and 'Open to the Audience' have concluded, there will not be discussion with members of the audience, unless initiated by the board. *G. Fisher conveyed that City Council doesn't answer questions until the next meeting under 'Response to the Audience' so it gives the administration/council time to prepare the correct response. The board agreed to add 'Response to the Audience' on their agenda and to this rule.*

7. Note: E. Wakefield noted the permit states that the event requestor must be present once their event is on the agenda for approval.

J. Keck MOVED; B. Warden seconded to adopt the Parks Board Meeting Policies as amended. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

Sherod Playground Concept Proposal:

E. Wakefield said that she and D. Corogin had a productive meeting with Katie LaLonde and they will be meeting with the Erie Metro Parks Director on January 9 to discuss what they can do to help them make this reality in terms of grant writing, funding, negotiating pricing on equipment, etc. Therefore, K. LaLonde has been diligently contacting potential donors with the letter that was signed by T. Parker and Mayor Forthofer, so they are in a holding pattern at this time. She said K. LaLonde has revised her way of thinking on the type of equipment that might be used in Sherod Park, so they are very happy with the progress.

J. Keck said in October Andy Stillman of the Vermilion Local Schools was at the parks board meeting and the board approved to donate \$6,500 to fix the baseball fields. Since this time, there was a need to do some things with the other fields at Sailorway, so they wanted to combine efforts and they waited till the November meeting and asked for about \$10,000 from the Vermilion Booster Club, which they received, but because they waited so long they couldn't do the work this year. He asked if there was a time limit to when the schools can use those funds. G. Fisher said the money may have been encumbered, but it's noted in the minutes, so the finance clerk

will keep an eye on the process as she is good at watching those things. They will check with T. Mosley to see if a purchase requisition was written.

ADJOURNMENT:

B. Scholtz MOVED; E. Wakefield seconded to adjourn the meeting. Vote 5 YEAS. **MOTION CARRIED.**

NEXT MEETING:

January 15, 2018 @ 7:00 pm - Municipal Complex Courtroom (687 Decatur)

~Gwen Fisher, Boards and Commissions