

**VERMILION PARKS & RECREATION BOARD**  
Minutes of April 21, 2020 - 7:00pm | Zoom Meeting  
Live streamed on [www.cityofvermilion.com/meetingvideos](http://www.cityofvermilion.com/meetingvideos)

Roll Call: T. Parker (Chair), B. Scholtz (Vice-Chair), W. Warden, D. Brudney, J. Keck, E. Wakefield; E. Cann

*Also, Present:* C. Kuhns, RECREATION DIRECTOR; Tony Valerius, SERVICE DIRECTOR; B. Holmes, COUNCIL REPRESENTATIVE; Mark Weisenberger, PARKS SUPERVISOR

*Guests:* Mayor Forthofer, Homer Taft, Mike Rini

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T. Parker called the April 21, 2020 meeting to order.

**APPROVAL OF MINUTES:**

**E. Cann MOVED;** B. Wakefield seconded to approve the meeting minutes of February 18, 2020. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

**CORRESPONDENCE/AUDIENCE/COMMUNITY GROUP USE PERMIT:**

G. Fisher read into the record a thank you note addressed to the board from Erica Cann thanking them for the flowers they sent her after her surgery.

*FOHT – Arts in the Park – Exchange Park (June 19, 20 & 21)*

**B. Scholtz MOVED;** J. Keck seconded to approve the community group use permit for this event. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

*Historic Summerfare – Exchange Park (July 18)*

**B. Warden MOVED;** J. Keck seconded to approve the community group use permit for this event. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

*Antiques and Artisans - Exchange (August 15)*

**E. Wakefield MOVED;** J. Keck seconded to approve the community group use permit for this event. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

*Pirate Fest – Exchange (September 19)*

**E. Cann MOVED;** B. Warden seconded to approve the community group use permit for this event. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

*Lighting – Victory (November 28)*

**J. Keck MOVED;** E. Wakefield seconded to approve the community group use permit for this event. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

*Santa House - Exchange (November thru December 20)*

**B. Scholtz MOVED;** E. Wakefield seconded to approve the community group use permit. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

### **DIRECTOR'S REPORTS:**

Tony Valerius, Service Director reported that the Wastewater Treatment Plant personnel found a truck and the initial phase of this purchase is going through, so hopefully the Parks department will receive the truck they presently have to transport their mowers. He conveyed they are following the Coronavirus protocol for the Parks Department after the Governor declared that only essential employees and work should be done. There wasn't anything the parks crew could do, so they were working from home and getting paid for two weeks. After two weeks, it became evident they needed to start mowing, so they returned to work and remained six feet apart. Recently, they hired the other part time employee who was a seasonal employee.

He reported the city engineer has been mapping the catch basins and the drainage down at Showse Park as they had an issue with drainage last year. He will have the streets crew camera some of the catch basins because they know some of them go towards the lake, but some of them they don't know how they get there. If they need to jet the catch basins they will do so and hopefully they will be able to open them up, so the park drains better. If they need to add a catch basin or two, they will do so.

T. Parker asked if anything came of Main Street's postcard placing at Friendship Park. T. Valerius said he met with Main Street and he hasn't heard much about it since the Coronavirus situation began.

Chad Kuhns, Recreation Director reported they are on a wait and see with baseball and softball season. Out of the seven leagues they do four of them with other communities and he hasn't heard a confirmation with any of them on where they are with this. He will be working and continuing to meet with them to see if they can get a baseball and softball season in.

Mayor Forthofer asked if any registrations have been received. C. Kuhns said he received about six before the Coronavirus shut things down. Mayor Forthofer said the finance director has asked that no further registrations be taken so they can avoid refunding people. C. Kuhns said if he receives any more, he will hold onto the checks until they know what's going on.

Mark Weisenberger, Parks Supervisor said they purchased out of the operations budget another Hustler 72" Zero Turn Mower for \$12,249.40, so they now have three of these mowers. They will mow all the parks except for the Pineview Community Pool Complex and the North Main Street Lot. They have contracted with Lawn Coach at \$75 per cut to do these two areas.

He conveyed they are working on spring prep for plantings downtown to get the beds ready for VIB. They are also working with a group on beach cleanup since they won't have the track team, so they have been down there with the tractor to pick up some of the big stuff.

With regards to park project updates, they will hold off on the trailer for a bit to haul the two bigger mowers to Sherod and Showse. He stated that he received quotes from George's Roofing for renovations to the Victory Park Gazebo. The quote for a wood shake shingle was \$14,850 and for a stamped metal system (Brown Wood Shake or Grey Slate available) the quote was \$13,450. The wood one would replace what is there now and it's a cedar shingle. There is no sub-roof as it goes right on the frame. The stamped metal roof would last about 50 years and there's minimal maintenance. The cedar wood requires maintenance and they would need to seal them from time to time. B. Scholtz said he was in favor of less maintenance, so he would prefer they didn't go with the wood shake shingle. M. Weisenberger agreed and thought the stamped metal would be durable. He believes this would need to go before the Historic Design Review Board for approval. Therefore, he would make application to the building department.

**B. Scholtz MOVED;** B. Warden seconded to approve the stamped metal system for \$13,450 from the capital levy funds. Discussion: B. Scholtz conveyed they budgeted \$30,000 for this roof, so they should have money left over to do some painting and maintenance. Roll Call Vote 7 YEAS. **MOTION CARRIED.**

E. Wakefield asked if the swing set was removed in Sherod Park. M. Weisenberger conveyed that it was as they have received the new ones. They need to decide where to put them. B. Warden asked if there was any chance, they could get the mulch spread on the walking paths at Showse Park. M. Weisenberger said they did work on the spreader during the winter so it's up and running, so at some point they should start spreading.

Mayor Forthofer said the mowing at the Wakefield Mansion looks very good and asked that if any park personnel observe any broken windows or anything to advise either him or the Service Director.

B. Scholtz asked when they purchased the new Hustler mower. M. Weisenberger said it was purchased in the month of April out of the operating budget.

B. Holmes said the finance director sent over the finances and said the city is feeling the effects of the pandemic and asked the board members to understand where they are going with this when moving forward. He thanked M. Weisenberger for the update and noted he was doing a wonderful job.

#### Budget/Finance Subcommittee Report:

B. Scholtz said there were no new updates from the summary he sent to the board.

#### Erosion

B. Warden said he would like to start compiling a photographic record of the erosion at various parks they're concerned about, so they can compare them with the past in moving forward.

#### Main Street Beach Revitalization Project:

T. Parker said they have a Zoom meeting scheduled tomorrow for an update.

#### Sherod Playground:

E. Wakefield conveyed that Katie Lalonde contacted Mercy Health and they're looking for more partnering, so she and Katie are looking at grants and are hoping that Katie can talk with Mark about his ideas for the playground areas.

#### Vermilion Community Pool:

D. Brudney said the committee met earlier and the main topic of discussion pertained to whether they will open the pool this summer based on the Coronavirus issue. It was decided to gather more data and watch what the CDC is saying and to listen to the Governor on when they will open pools. He said the Mayor will be attending a meeting with Mayor's from surrounding communities within Lorain County and he will gather data on what they're planning to do in their community. He said M. Weisenberger received information and Tiffin is closing all recreation activities this summer. They will try to decide what the best thing to do is, but they need to decide in May, so the people can either open or not open the pool. Also, if people think the pool will be open, they may want to start buying memberships, so they're concerned about receiving money for memberships if the pool doesn't open. He said on May 12 they will conduct another Zoom meeting with the subcommittee to make a recommendation based upon the data they gathered. He said the pool manager needs about eight days to get the pool opened. He has talked with the people who open the pool and he has ordered the pool materials.

#### Financial Report:

T. Parker reported the balance in the capital levy is \$142,668. Of this, they have committed \$60,000 towards the beach restroom project. The money hasn't been encumbered to date. He stated the finance director did a transfer of \$5,000 to the recreation fund. The balance in the operating levy is \$258,174.00.

#### Old Business:

D. Brudney asked if notice was put out to the public that the skate park would be closed and locked. G. Fisher stated the Service Director reported on the closure at a City Council

meeting. D. Brudney said he had a few kids call him to ask why they hadn't heard about the closure. He said he understands some kids have jumped the fence to skate.

D. Brudney said they have the nice shade canopy in the skate park but because the shade sits up 10' off the ground, the sun shining east to west goes underneath the canopy where the bleachers sit, so the kids keep moving the bleachers around. He wondered if they could purchase an additional shade that attaches to the poles and it will shade the sun. He said there can be rings that can be welded onto the poles that will hold the hooks for the shade. The shade costs approximately \$10 per square foot, so the total cost would be around \$1,000, plus the cost of the rings. He said the board may want to look at this purchase once they know what direction things will go with the Coronavirus situation. He said a lot of kids use the skate park and if they can't have recreation activities, they need something for the kids to do. He said they should contact other cities to see what they will do with their kids if they can't use some of these facilities. C. Kuhns said they will need to wait to see what the Governor's orders are before they can make any of these decisions.

#### Strategic Plan/Operating Plan:

T. Parker conveyed that the board received the first 12 pages of the revised Strategic plan. M. Weisenberger said the contents didn't change a whole lot, but he did put it in a different format to make it look nicer. On the first page he highlighted the board members and the administration. He included the different committees that have been established and what direction those committees will be working towards. B. Scholtz shared input as he thought they should assign or make it clear as to who is working on which portions of it. T. Parker and M. Weisenberger will confer on this issue. He said a lot of this is on the detail of the chart, but they can try to be more specific. M. Weisenberger addressed page two and noted that T. Parker had highlighted the vision statement to make it more concise. Mayor Forthofer thought way back they had talked about the intention to use parks as a vehicle to foster community. M. Weisenberger said he has the thumb drive from the levy campaign and there are a lot of great pictures and they used the slogan "Yours to Enjoy" quite a bit, so he thought they could build upon this when moving forward with the parks of which he included.

T. Parker asked if there was any input on the key priority areas. M. Weisenberger said they are working on a number of these. The Gifting Brochure is something that's in place with the big help that was provided by B. Wakefield. They had a planning meeting back in February for Sherod Park and one of the attendees is an architect and landscape planner, and he's in the process of putting some sketches together which make minor changes to parking. He said he met with Dana and Tim after this meeting and they discussed more things in-depth, which was passed on to Larry and he's in the process of putting together a conceptual drawing for the park when they start looking at their playgrounds and paving parking lots, and having better access to the lakefront.

With regards to strategic themes, T. Parker said there are six of them and he thinks it's beautifully organized. The themes are creating quality park spaces, providing exceptional

experiences, expanding community engagement, attaining financial sustainability, promoting operational excellence, and upgrading the equipment replacement program. The next page of the plan lists the goals of each of these themes. M. Weisenberger said he changed the some of the repetitive themes, so they weren't so redundant, so it covered more aspects of the department.

B. Holmes said after going over this plan and with his experience in parks, he thought Mark put together wonderful literature and thanked him and hoped they could achieve his goals.

M. Weisenberger said there is a lot of good information from the thumb drive, along with files from Dana that he is working on including in the park description for each park as they move forward.

T. Parker said employee expectations is the next section with a sub-theme of "Make a Difference Today", which is thinks is a positive way to go about this.

B. Wakefield thought the plan was very impressive.

T. Parker addressed the last page which is the Vermilion City Park System and clarified that Clarion Park is not a city park. This is port authority property.

Lastly, he told Mark that he did a great job on this. E. Cann and J. Keck agreed he did a great job!

B. Wakefield mentioned the lighthouse will be painted in May. Funds have already been set aside for this and the contractor is ready to go once the temperature reaches the right level. The painter will be touch with Mark to see if there is anything they need to coordinate on.

D. Brudney said after a couple visits out to Sherod Park he observed some people from the mobile home park on the west side that were bringing their dogs into the park to do their business and not picking up after them. He asked if there was anything they could do. Mark said when they see them, they can let them know and ask them to be courteous and ask them to pick up after their pets. B. Warden asked if they received the doggy stations from the Beach Market. M. Weisenberger said she did purchase one box of bags, but they're getting ready to order more. The stations are in place; it's just a matter of refilling them. E. Cann asked if there is signage on those stations. M. Weisenberger said there is and it's the basic signage advising them to clean up after their pets and to use the bags for their convenience. B. Holmes stated there is a leash law in effect and people can be ticketed for having their dog off their leash. M. Weisenberger said they did talk about designating an area of where Belden Field was as a no leash area for dogs. They would probably have to revisit the current leash ordinance. G. Fisher suggested that the mayor should address this with the law director as it could be a liability issue to the city if they incorporated a no leash area, especially if somebody gets bitten by a dog.

## **ADJOURNMENT:**

E. Cann MOVED; J. Keck seconded to adjourn the meeting.

**NEXT MEETING:**

Tuesday – May 19, 2020 @ 7:00 pm at a location to be determined

*~Gwen Fisher, Certified Municipal Clerk  
Vermilion City Council/Boards and Commissions*