

**Minutes of the Park Board
City of Sheffield Lake, Ohio
January 22, 2024**

The regular meeting of the Park Board was held Monday, January 22, 2024. Chairman Wright called the meeting to order at 7:00 PM.

ROLL CALL OF MEMBERS:

Present: Wright, Fritz, Mayor Radeff, Service Director Hastings, Council Representative Kovach.

Excused: Keely.

Attending: None.

MINUTES: *Motion by Kovach/Second by Fritz to accept the minutes of the October 16, 2023 meeting as written. Yeas All.

CORRESPONDENCE: None.

PRESENTATIONS: None.

MAYOR REPORT: Mayor Radeff reports one thing we really want to work on is figuring out the position of Rec Director and what that looks like. I want your input on deciding what we want those responsibilities to be. We would like to start developing a program that we haven't had since Pat was Rec Director in '91. I met with North Coast Chamber of Commerce and there is a guy who does marketing stuff and works with getting sponsorships for certain things throughout a city. For example, he did the pool in Avon. We are going to meet again and see what kind of things he has. We also met with a company that writes grants and will follow up with them. They do a lot of recreational grant writing. We talked about the eclipse and our goal is to hopefully tape off the actual park grass. We are fine with using some of the hard surface parking, but we are really going to focus on keeping people off the grass, we don't want our parks to get destroyed.

SERVICE DIRECTOR / PARK/RECREATION DIRECTOR REPORTS:

Service Director Hastings uses the TV for a presentation. The following key points were reported. Service Director Hastings states in August we received a letter from USACE (regarding the boat launch). When they looked at the plan of when the boat launch was built originally, the problem we have is area 2. It is a concrete walk that was part of the plan. The problem is area 2b where the walk continues to the west, we can't seem to find a permit for that part of the pier. They questioned why the concrete walk continues to the west. We are addressing that. If it does not exist, we can seek a permit after the fact. We went over the jet ski enclosure with them as well. They were actually impressed and I don't foresee a problem with that. A high concern is this open area (shows on screen) which everyone probably remembers is now closed. We did that because this wall failed here. I did that work, and it was designed for trucks to back down this. But because that failed, we have no intention of putting heavy trucks there anymore. BBC Enterprise who was involved in the construction of the boat launch came down and wrote me a detailed

letter about the wave action, etc. saying in his opinion it is beneficial to close that to contain the sand so we didn't have to back those trucks down. The corps is saying you can't change permits, a permitted separation like that without contacting us. We will correct that. Lengthy discussion on sand removal/placement issues. Service Director Hastings says I had surveys done from engineering and we are about \$15,000 in. Normally the city usually spends \$20-25,000 to dredge just the channel. I expect this year will be more because not only will we dredge that channel, we will have to work on removing the sand trap. I feel the city will satisfy all their requirements, but it is going to chew into the budget a bit. Mayor Radeff asks the spot that we filled in, are we going to be able to keep that filled in or are we going to have to reopen it? Service Director Hastings replies undetermined, but we are leaning to the fact of most likely reopening it. Chairman Wright says it sounds to me like this is something we have to take care of. If we don't comply, we basically get shut down or the city probably gets fined heavily or both. Service Director Hastings replies yeah. Chairman Wright asks what can be done to prevent that sort of damage being done to that southern wall? Service Director Hastings replies we have Armor Stone in front of it now. I wanted to talk briefly about the Lakefront Connectivity. We are building this network of trails, multipurpose walks along Lake Rd. and it follows loosely between the parks/roads/streets. We have one section built from the covered bridge to the boat launch. I have another section, grants up to \$8000,000, from the covered bridge to the community center. Another TLCI grant from the community center to Harris that's \$440,440. Everything is in segments. We skipped phase four, but I am applying for that this month. I also have phase five funded at 1.5 million and that includes State Route 301. Mayor Radeff asks are we going to go forward with the phases that are funded or are we waiting to get them all funded and hit it all in one shot? Service Director Hastings replies I have three funded right now, two of which will be built next year. Gives brief description of phases/locations. Mayor Radeff asks what's the goal to have it all completed by? Service Director Hastings replies I would say at least the funding in place over the next five years. Briefly describes grants/funding. Service Director Hastings talks about some of the improvements along the way and a proposed fishing pier at the community center. The original plan of this was economic development and connect ability. We have the beds prepared at Erie Shore Park and we are hoping to use Pride Day this year to bring together groups and get this stuff planted. Chairman Wright says I have always been a fan of the Lakefront Connectivity Plan. When it comes to Pride Day, how many people do you think we'll need? Service Director Hastings replies at least a dozen, but the more the merrier. Mayor Radeff briefly talks about the connectivity and plans to develop it and move forward. Chairman Wright says years ago I brought in a landscape architect and had her present to Park Board about putting together a master plan for the parks. The idea was to put together renderings, spec sheets, etc. for a long-term redevelopment of each park that needs to be. Is this still of any interest? When I talked to her again last year, cost was about \$8,000. Mayor Radeff replies we have already discussed it and we are in agreement that is something we

are interested in. We talked about the last master plan that has actually been approved in 2004. Pat and the city have achieved most of it. We need more guidance and plans. Short discussion about the grant writing company doing a master plan. Chairman Wright says we have talked about a recreation director and I believe there is a lot of support from the administration for this. A lengthy discussion with the following key questions/answers was had. Chairman Wright asks what do we want the recreation director to be responsible for? What are the immediate needs? I put together a job description, but I need to narrow it down or refine it based upon our discussions. I would like their office to be at the community center and in essence, take over all the community center programs and activities and be responsible for the execution of those. We want them to work together with the folks already using the center. They have to take into account what is already going on. I would like them to seek ex-officio board positions with all the youth sports leagues. I would like them to be a liaison between the city administration and the volunteer run sports leagues. Then there is building new programs not just at the community center, but at our parks and ultimately take on some of the grant writing responsibilities. Service Director Hastings says I think there is merit in combining it with the management of the community center. With our greater goals for the development potentially of the property across the street, I think that for the city to rebirth this position at part time and let the position develop as well as the programming that would come with it. Chairman Wright asks as a part time position, how many hours a week do you think we would ask them to work on this stuff? Member Fritz says that's what I was wondering. That's a big list for a part time person. Service Director Hastings replies in my mind, part time is 25-30 hours a week. A lot of that I believe can be done remotely which is a big advantage. Chairman Wright asks is this a salaried position or hourly? Service Director Hastings responds I believe it should be salary. Mayor Radeff says I think it starts there and it depends how it develops. Member Kovach says you can always expand, but with only so much money to work with, part time is where to start. Mayor Radeff says I have experience developing programs and your first summer/year there are a lot of hours you are working to get the job done, but once they get all their processes, etc. they are going to be working less, it will take less time to do things. My goal is to make this position either budget neutral or revenue gaining. Chairman Wright asks the expectation would not be for this rec director to actually run the programs, right? Mayor Radeff replies correct. Chairman Wright says they are finding people to come in and run the programs, charge, etc. Mayor Radeff replies yeah, I picture them to also be part of the group that gets the volunteers together, etc. Chairman Wright says I would want them to hold all the records so they have a working list of volunteers that they can call on for different aspects of what is going on. What are the top three priorities we want them working on day one? Would it be the relationships with youth leagues? Mayor Radeff responds absolutely, and with the programs we already have. Member Kovach says that is the minimum starting place. You are going to have to build this job. In the past, my wife was the recreation director and during that time we also

had hired part time summer help. It was mostly kids that worked within the programs. Depending on the amount of programming, one person is not going to be able to be in twelve places. Mayor Radeff replies yeah, and we have mentioned that. Service Director Hastings says there are line items in place for part time help within parks. Chairman Wright says I will refine the job description with an emphasis on creating relationships with local volunteer run sports leagues and essentially taking over administration of the community center. Would you like me to add that in the future, these are some of the things we would like this position to evolve into? Administration says yes. Service Director Hastings says the city's intention is that this becomes a full-time job. Mayor Radeff says I think there are a lot of people in this city that would like to come and do a program. Member Kovach says there is one concern, the civic center is run by the civic center's board, whereas the parks are run by the Park Board. That was made clear legally years ago by Dan Wightman. Park Board was responsible for outside the building and the Civic Center Advisory Board was responsible for the inside. Service Director Hastings replies at that time, it was the board of trustees at the community center. The advisory board really, I think, brought the connection closer to city control. Mayor Radeff says I'll have the law director give us an opinion on it. Chairman Wright says it looks like come summertime Erie Shore Park will be nearly done/completely done, it's time for us to start thinking about what our next priority is. Also, Mr. Gee has resigned from Park Board. *Motion by Kovach/Second by Fritz to accept the resignation of Joseph Gee. Yeas All.

OLD BUSINESS: None.

CITIZENS COMMENTARY: None.

NEW BUSINESS: None.

MEETING ADJOURNED: With no further business before this committee, No Motion to adjourn on the record. Meeting adjourned at 7:55 PM. Yeas All.

CLERK OF COMMITTEE AFFIRMATION: This meeting of the City Committee of the City of Sheffield Lake, Ohio was held and conducted under all Rules and Regulations Governing The Sunshine Laws of the State of Ohio as they may apply. All meetings are recorded and available in Council's Offices.

CLERK OF COUNCIL
Brandy Randolph

CHAIRMAN
Jonathan Wright

I, Brandy Randolph, duly appointed Clerk of Committee
Of Sheffield Lake DO HEREBY CERTIFY that this is
A true and exact copy of the Minutes of the Park Board
of January 22, 2024

PRESIDENT OF COUNCIL

Rick Rosso