



AGENDA
ATHENS RECREATION ADVISORY BOARD
THURSDAY, OCTOBER 19, 2023 AT 5:30 PM

Streaming is available at www.ci.athens.oh.us/video

- 1. Call to Order**
- 2. Establish Quorum**
- 3. Approval of Agenda**
- 4. Disposition of Minutes**
 - June 15, 2023
 - July 20, 2023
 - August 17, 2023
- 5. New Business**
 - Community member insights - playground related information
- 6. Continuing Business**
 - Putt People First - Relocation Discussion
 - Richland Avenue Park - New Inclusive Playground
 - Augmentative or Alternative Communication (AAC)
 - Master Plan Ad-hoc Committee Update
 - By-laws Draft Update
- 7. APR Staff Report**
- 8. Announcements & Other Business**

- Next meeting: November 16, 2023

9. Adjournment

The City of Athens supports the Americans with Disabilities Act. Requests for reasonable accommodation may be made with the ADA Coordinator in the City Building or by calling 592-3367.

Athens Arts Parks and Recreation
Recreation Advisory Board
August 17, 2023
5:30 pm
City Council Chambers

Meeting was called to order at 5:34 pm

In Attendance: Daniel Brown, Stuart Goldsberry, Annie Valeant, Megan Russell, and Councilman Swank

Daniel stated minutes from June will be in September

Approval of Agenda: Motion - Annie Valeant, Second - Megan Russell

Approval of July Minutes: Motion - Megan Russell, Second - Daniel Brown

Comments from Community and Board:

- Far East-Side Neighborhood Assoc. – FENA
 - group of 100 members
 - 10 years in existence
- Richard Abel – 48 Strathmore Blvd.
 - Sells Park – parking, trails, used to have bathrooms
 - would like rec programs expanded to other areas invested in
 - COAD area – grant and purchased 70 acres behind COAD (behind Pleasantview
 - Hock Woods – 7 acres
 - neighboring land was then purchased additional 70 acres – may have 200+ acres now
 - 35 units of senior housing behind Hope Drive
 - 4 Hope Drive – another grant – 70+ acres and not done much with it
 - possible access point
 - Jim McClaren – possible access point to trails that tie to Sells Park
 - Alan – clarified Rick Abel’s history – council/RAB/Mayor of City
 - registered additional entry points due to cars and congestion
 - Annie – again confirmed better marking, signage, entry points to the trails and park
 - we have the land to do an access – COAD/Credit Union
 - Swank –pedestrian and bike task force conversation at last council meeting
 - Annie – pickle ball – dip next to court
 - may be what will become outside the fence

Put People First: Have Law Director review to see if it can be moved – Lisa Eliasion to review

Richland Park: Inclusive Playground

- Daniel – rope courses
 - lots of play
 - turtle not much use
 - disc spinning for phone
 - Brail interpretation sign
 - 2-5 year olds
- Swank – question to Annie/Erin – we seem to have kid proofed our playgrounds, is it due to fear of liability?
 - 448 responses on survey that has been out and open until Sept. 1
 - coming from city money to pay for park upgrade
 - \$200K

AAC: Interactive Boards

- Annie met with Katherine Ann and moving forward get ready over Fall/Winter to get ready to install boards in Spring

Master Plan: working on survey and then put out as a google survey, Anne/Erin answered

- Swank – FENA – newsletter 4 times/year
 - included surveyor
 - may want to add paper option to complete the survey possibly have them printed and available at Community Garage

April Updates: Erin

1. Skate Park – repairs to be done
2. Sells Park – muck bag removal in coming months
3. Katherine Ann – meeting in Chicago
4. putt putt and ball field trade with some of or just get \$200K for these or trade acreage
5. Community Events
 - a. concert in the park
 - b. movie in the park – Rockin Reggie
 - c. August 1 – National Night Out
 - i. Free swim for police/kids/fire
6. Pool – 4th set of swim lessons – all almost full
 - a. adjusting hours Monday since losing some of staff since heading back to school
7. Programming – youth fall soccer starting, pre-k registration and have hired teacher
8. Fitness classes – program out, some new stuff including ballroom dance
9. Adult fall soccer
10. Arts West – musical instrument – don't have to be a member to get access to Musical Lending Library
11. Parks - West State Street Park
 - a. New equipment arrived for Community Central Park
 - b. Tennis/Pickle – painting and fences – late summer

- c. Fall – Total Tennis will complete the Pickleball and Tennis Courts
- d. West State Street Park
 - i. Soccer fields by driving range – they are bringing in more dirt and seeding
- e. Swank -find turf guy from OU Golf Course to help with fields – soccer and other – He has done amazing things with the OU Golf Course that was virtually not playable last year.
- f. Upcoming Projects
 - i. West State Street facilities
 - ii. Camp Rotan – stairs
 - iii. Sells Park – extend path/add rock
- g. Arts West – hiring – several applicants
- h. Daniel – questions to Erin
 - i. Skate Jam - September 23
 - ii. Land swap from ridges – 5-7 acres
 - iii. Riperian Area – invasive – what trying to do?
- i. Anne – land trade – very transparent
 - i. pool still open due to having good staff

Motion to Adjourn: Annie, Daniel

Next meeting 9/21/23

**CITY OF ATHENS RECREATION ADVISORY BOARD
BY-LAWS**

**ARTICLE I
NAME**

The name of the entity shall be the City of Athens Recreation Advisory Board as established by Ordinance O-139-03 in 2003, and approved by City Council. Amended March 22, 2021, by Ordinance O-03-21, April 4, 2022, by Ordinance O-39-22, and September 19, 2022, by Ordinance O-105-22. Oversight shall be provided by the Mayor.

The board's principal office shall be located in the City of Athens, City Building, 8 East Washington Street, Athens, Ohio 45701.

**ARTICLE II
MISSION AND PURPOSE**

The Board advises the administration in matters relating to the adoption of programming, policies and procedures for the operation, equipment and maintenance of parks, playgrounds, play fields, public baths, swimming pools, indoor recreation centers, gymnasiums for any land or buildings owned by the City of Athens not dedicated to public use other than for recreational use.

**ARTICLE III
POWER AND DUTIES**

- 1) Review and make recommendations to the Mayor and the Director of the Arts, Parks, and Recreation Department on policies and procedures related to the needs related to the Athens City Recreation Department, including but not limited to:
 - Advise the administration in matters relating to the adoption of programming, policies and procedures for the operation, equipment and maintenance of parks, playgrounds, play fields, public baths, swimming pools, indoor recreation centers, gymnasiums for any land or buildings owned by the City of Athens not dedicated to public use other than for recreational use.
 - Advise the administration in matters relating to the job qualifications and employment of personnel in the Athens City Recreation Department.
 - Prepare and submit an annual report of its activities to the Mayor and to make such other reports and recommendations to the mayor from time to time as may be deemed necessary by the Mayor.
 - Undertake such other studies and assignments on recreational matters as may be requested by the administration.
- 2) Act as liaison between members of the community and local government.
- 3) Respond to questions from the public, local government, and the community.
- 4) Consult with city officials, City Council, and the citizens of Athens in implementing special projects.
- 5) Inform the city of grant opportunities.

- 6) Prepare and submit an annual report of activities to City Council and make such other reports and recommendations to City Council from time to time as may be deemed necessary.

ARTICLE IV MEMBERSHIP

Section 4.1. Number of Members.

- 1) The Recreation Advisory Board shall consist of a minimum of seven (7) voting members, all of whom shall be appointed by the Mayor, but subject to the approval of the City Council.

Section 4.2. Composition.

- 1) The board/commission shall be composed as follows:
 - The Mayor or his/her designee.
 - Seven (7) members appointed by the mayor with the advice and consent of the city council. All members of the board shall be residents of the county.
 - One (1) member of city council; who will serve as a nonvoting member.

Section 4.3. Terms of Office.

- 1) Each board/commission voting member may be appointed for up to two (2) consecutive full three (3) year terms. After the second three (3) year term, the voting member must be off the board/commission for at least one year before being considered for future appointments. This does not prohibit the member from being on committees or attending meetings as a non-voting member.
- 2) The Term of office begins on the date appointed by the Mayor, and approved by City Council.
- 3) Voting members who fill an unexpired term do not count that term toward the maximum of two (2) consecutive terms.

Section 4.4. Resignation.

- 1) Any board/commission voting member may resign at any time by giving written notice to the Mayor and the board/commission. Any such resignation shall take effect at the time specified therein or, if the time is not specified therein, it takes effect upon the acceptance by the board/commission.

Section 4.5. Recruitment.

- 1) The board members shall actively recruit, review, and recommend prospective voting members of the board to the Mayor.

Section 4.6. Vacancies and Removal.

- 1) A vacancy in any office due to death, resignation, removal, or otherwise shall only be filled by the appointment of the Mayor, with City Council approval.

- 2) Voting members who fill a vacancy do not count the remainder of that unexpired term toward the maximum of two (2) consecutive terms.
- 3) If any member misses three (3) unexcused consecutive meetings of the Recreation Advisory Board during the year, the board may request the resignation of that voting member and petition the Mayor to declare a vacancy.
- 4) The newly appointed voting member shall serve until the end of that vacant term, at which time the Mayor shall appoint the voting member for a full term.

ARTICLE V MEETINGS

Section 5.1. Meetings.

- 1) The board shall meet at least eight (8) times annually, with meetings held on the 3rd Thursday of the month, in City Council Chambers.
- 2) Changes in times and location may be designated by the chairperson, if necessary.
- 3) All meetings are open to the public in accordance with applicable state and federal laws and regulations.

Section 5.2. Special Meetings.

- 1) Special meetings of the board may be called by the chairperson or any two voting members of the board upon notice to all members of the board and duly advertised.

Section 5.3. Quorum.

- 1) A quorum for the Recreation Advisory Board shall consist of four (4) voting members, which equals a simple majority of the voting members. A quorum must be present in order to make any decision requiring a vote.

ARTICLE VI OFFICERS

Section 6.1. Terms.

- 1) The officers of the City of Athens Recreation Advisory Board shall consist of Chairperson, Vice Chairperson, Secretary, and such other officers as the board may deem necessary.

Section 6.2. Election of Officers

- 1) The chairperson shall notify the board members of the action to take nominations for election of officers during the November meeting.
- 2) Election of officers will be conducted during the December meeting where each office will be voted on by the board members.

- 3) Terms of office begin on January 1.

Section 6.3. Duties.

- 1) Chairperson shall:
 - Preside at all meetings of the board.
 - Have all general powers and duties that are vested in the office of the chairperson, including the power to make appointments to all committees
 - Set the agenda for board meetings
 - Perform all other duties prescribed in these By-laws
- 2) Vice chairperson shall:
 - Be the second officer of the board.
 - Accept and perform the duties and exercise the power of the chairperson in the chairperson's absence.
 - Provide oversight and leadership to the committees.
- 3) Secretary shall:
 - Accept and perform the duties of the chairperson in the absence of the chairperson and vice chairperson.
 - File all agendas, minutes, and records with the Mayor's Executive Assistant as outlined in Article XII 2) Agenda and Minutes.

Section 6.4. Removal of Officer.

- 1) Any officer may be removed from office whenever, in the judgment of the board, the best interests of the board are not being served by a lack of participation in board (three meetings without requesting a leave of absence) and/or committee meetings and events, or neglecting duties and responsibilities.

ARTICLE VII CONSULTANTS AND COMMITTEES

Section 7.1. Committees.

- 1) All committees shall be chaired by a board member, provided a board member is available. When necessary, a non-board member can be designated chairperson pro-tem until a board member becomes available, or until that chairperson becomes a board member.
- 2) Committees can be comprised of non-board members with at least one board member as a chairperson and are subject to the open meetings act.
- 3) A committee shall be established to study, evaluate, and report on areas of special interest to the board.

- All committee meetings shall be announced to the full board and to interested persons with advance notice. All meetings will be open to those who wish to attend. Meetings are to be announced to the public.
- Committee chairpersons shall report at each meeting of the full board the actions and/or progress their respective committees have made since the last meeting of the board. A brief, written electronic report is to be submitted to the secretary of the board, at or before the meeting, to be included with the board meeting minutes.

Section 7.2. Consultants to the Board.

- 1) The chairperson shall appoint, as necessary, individuals from the community, who may include former board members, to serve in a consulting capacity to the board and its committees. These consultants shall be selected for their expertise and knowledge. These consultants are not entitled to vote nor hold office. They shall serve without compensation, but may be reimbursed with prior approval, for board related expenses.

ARTICLE VIII SUPPORT STAFF

The board will have a Mayor's Office staff person to be responsible for distributing minutes of the meetings of the board, publishing a roster of members, issuing notices and agendas for all meetings, and providing necessary clerical and support services.

ARTICLE IX NO PRIVATE REMUNERATION

All members shall serve without compensation, but may be reimbursed, with prior approval, for board related expenses.

ARTICLE X FINANCIAL AFFAIRS

Section 8.1. Fiscal Year.

- 1) The fiscal year of the board shall begin on January 1 of each year to coincide with the fiscal year of the City of Athens.

ARTICLE XI RULES OF ORDER

"Robert's Rules of Order" as revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the By-laws and any special rules of order the board may adopt. Motions before the board are decided by majority vote. In the event of a tie vote, the Mayor will cast the deciding vote. In the Mayor's absence, the City Council Representative will cast the deciding vote.

ARTICLE XII DECISION MAKING

1) By-laws Changes

These by-laws may be amended, revised, repealed, or rescinded by a two-thirds (2/3) vote at any meeting of the board. In order to consider a by-law amendment at a board meeting, copies of the proposed amendment(s) must first be furnished to all the members at least thirty (30) days prior to the meeting. Substantive changes to the by-laws must be approved by the Mayor and City Council.

2) Agenda & Minutes

Agenda: the deadline for submitting agenda items to the secretary/chairperson is 7 days prior to the scheduled meeting. The deadline for submitting the agenda to the Mayor's Office Executive Assistant for announcing the meeting on the website, is no less than 48 hours prior to the scheduled meeting date. The agenda and any supporting documents shall be distributed to the full board no less than 48 hours prior to the meeting. The time allotted for a guest speaker and each agenda item shall be determined by the chairperson.

Minutes: the minutes shall be submitted within two weeks of the meeting to the Mayor's Office Executive Assistant.

3) Voting

Voice vote in person. If the chairperson is aware of enough opposition on an issue, the chairperson will ask if the opposition requires a roll call vote. If there is at least one vote for a roll call vote, there will be a roll call vote. If there is no opposition, no roll call vote will be taken. A vote will be determined by majority or at least 51% of the attending quorum board.

The chairperson can allow more time to resolve the issue if the board believes more time should be taken. If the issue cannot be resolved, the board members can vote to have the issue tabled for further discussion.