



Reynoldsburg Parks and Recreation Commission Handbook

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SECTION 6.08 DEPARTMENT OF PARKS AND RECREATION.

(a) There is hereby established a Department of Parks and Recreation to be headed by a Director of Parks and Recreation. The Mayor shall appoint the Director based upon recommendations to be submitted to him by the Parks and Recreation Commission. The Mayor's appointment shall be subject to the approval of the Council by a majority vote of its members. The Director need not be an elector of the City at the time of appointment, but shall become an elector thereof within six months after his or her appointment. The Director shall serve at the pleasure of the Mayor and may be removed by the Mayor, without cause. During a vacancy in the office of, or the temporary absence or disability of the Director of Parks and Recreation, the Mayor shall appoint an Acting Director of Parks and Recreation to exercise the powers, duties and functions of the Director.

(b) The Director of Parks and Recreation shall operate and maintain all parks and recreational programs and facilities and shall direct, control and supervise employees of the Department. The Director shall attend meetings of the Parks and Recreation Commission, shall keep the Commission fully advised concerning the operation and maintenance of the City's parks and recreational programs, and shall receive and consider the comments and recommendations of the Commission concerning the City's parks and recreation programs. The Mayor shall coordinate the work of the Department of Parks and Recreation and the Department of Public Service to assure that specialized equipment and personnel from the Department of Public Service are made reasonably available to work upon the City's parks and recreational facilities. Personnel of the Department of Public Service performing work in the parks and on the recreational facilities of the City shall be under the direction, control and supervision of the Director of Public Service. The Director of Parks and Recreation shall perform such other powers, duties and functions as required by this Charter, the City's ordinances and resolutions, and as directed by the Mayor.

SECTION 7.04 PARKS AND RECREATION COMMISSION.

(a) There is hereby created a Parks and Recreation Commission to consist of: two electors of the Reynoldsburg City School District to be appointed by the Board of Education of the Reynoldsburg City School District; and three electors of the City to be appointed by the Mayor. Members appointed by such Board of Education or the Mayor shall serve four year terms of office.

The persons serving as members of the Recreation Commission existing under the general statutory plan of government for the City at the time this Charter takes effect are hereby designated to serve as members of the Parks and Recreation Commission under this Charter, and as such, shall serve the remainder of their terms of office exercising the powers, duties and functions of the Commission under this Charter. After the expiration of existing terms of office of members holding over under the general statutory plan of government, the Mayor and the Board of Education shall appoint members to four year terms of office, except that their initial appointments shall be made for such terms as will assure that thereafter one member of the Commission shall be appointed each year. Thereafter, each member appointed by the Board of Education and the Mayor shall serve for a four year term of office.

(b) In the event the Board of Education shall fail to appoint any member, as authorized by

division (a) of this section, within thirty days after the Board's initial appointments are to be made or upon a vacancy, the Mayor shall appoint a person to fill the vacancy and the person appointed by the Mayor in such events shall serve at the pleasure of the Mayor and may be removed, without cause, by the Mayor.

(c) In addition to the persons authorized to call special meetings of the Commission under its rules, the Director of Parks and Recreation may call a special meeting of the Commission, in the manner provided by the Commission's rules.

(d) The Parks and Recreation Commission shall review the City's parks and recreation operations, facilities and programs and shall make advisory recommendations to the Director of Parks and Recreation and the Council concerning such parks and recreational programs, operations and facilities as the Commission believes to be in the best interest of the City. Prior to submitting the budget request of the Department of Parks and Recreation to the Mayor for his or her consideration, the Director shall meet with the Commission, explain the contents of the budget request, and receive the recommendations of the Commission, if any, concerning the budget request. If the budget request submitted by the Director to the Mayor differs from the recommendations of the Commission, the Director shall also submit a full explanation of the Commission's recommendations to the Mayor. Recommendations on the budget by the Commission are advisory only.

CHAPTER 159 Parks and Recreation Commission

159.01 Parks and Recreation Trust Fund.

CROSS REFERENCES

Reynoldsburg Code of Ordinances

Department of Parks and Recreation established - see CHTR. § 6.08

Parks and Recreation Commission - see CHTR. § 7.04

Organization vacancies, etc. - see CHTR. § 7.08

Land appropriation for parks - see Ohio R.C. 715.21, 719.01

Parks and playgrounds - see Ohio R.C. Ch. 755

Special funds authorized - see Ohio R.C. 5705.12

159.01 PARKS AND RECREATION TRUST FUND.

(a) There is hereby established a special fund to be known as the Parks and Recreation Trust Fund.

(b) The purpose of the Fund is to permit both individuals and organizations to contribute money or equipment directly to the City to be used for recreation and park purposes.

(Ord. 14-67. Passed 2-27-67.)

CHAPTER 971 Municipal Parks

- 971.01 Definitions.
- 971.03 Park hours.
- 971.05 Use of ball field lights.
- 971.07 Scheduled events and activities.
- 971.08 Program and facility fees and charges.
- 971.09 Vehicles.
- 971.11 Protection of natural and ecological environment.
- 971.13 Animals.
- 971.15 Personal conduct.
- 971.16 Intoxicating liquor/controlled substances, harmful intoxicants.
- 971.17 Power models and toy engine units.
- 971.19 Firearms and weapons.
- 971.21 Camping.
- 971.23 Fires.
- 971.25 Commercial activities.
- 971.27 Erecting and attaching signs.
- 971.29 Water activities.
- 971.31 Fireworks and explosives.
- 971.33 Prohibited activities.
- 971.35 Employee exemptions.
- 971.37 Ejection from the park.
- 971.99 Penalty.

CROSS REFERENCES

- Land appropriation for parks - see Ohio R. C. 715.21, 719.01
- Parks and playgrounds - see Ohio R. C. Ch. 755
- Power to regulate vehicle speed in parks - see Ohio R. C. 4511.07(E)
- Parks and Recreation Board - see ADM. Ch. 159
- Parks and Recreation Trust Fund - see ADM. 159.01

971.01 DEFINITIONS.

Whenever used in this chapter, the meaning of the following words and terms shall be as follows:

“Department” shall mean the City of Reynoldsburg, Parks and Recreation Department.

“Director” shall mean the Director of the Parks and Recreation Department.

“Park” shall mean any land or water area owned, leased or otherwise controlled by the Department.

“Commission” shall mean the Parks and Recreation Commission.

“Parks and recreation department” shall mean the City of Reynoldsburg, Parks and Recreation Department.

“Peace officer” shall mean a City of Reynoldsburg employee qualified to enforce the rules and regulations of the Department pursuant to Section 1545.13 Ohio Revised Code, and every other law enforcement officer of the City of Reynoldsburg, State of Ohio or of any political subdivision thereof, including, but not limited to, State Highway Patrolmen, Sheriffs, Deputy Sheriffs, Constables and Division of Wildlife Officers.

“Person” shall mean any individual, company, partnership, corporation, or association, or

combination of individuals, or any employee, agent or officer thereof.

“Park waters” shall mean any lake, pond, stream, channel or other body of water, or any part thereof, whether natural or artificial, located in a park.

“Fish or fishing” shall mean taking or attempting to take fish by any method, and all other acts as placing, setting, drawing or using any device commonly used to take fish whether resulting in such taking or not.

“Animal or animals” shall mean quadrupeds, birds, fish, reptiles, amphibians and insects.

“Motor vehicle” shall mean any vehicle propelled or drawn by power other than muscular power.

“Vehicle” shall mean everything on wheels.

“Watercraft” shall mean any vessel designed for navigation on water, including, but not limited to any rowboat, sailboat or motorboat.

“Motorboat” shall mean any watercraft propelled by any mechanical device, electric motor, or internal combustion engine.

(Ord. 37-03. Passed 5-27-03.)

971.03 PARK HOURS.

All City parks except for publicly lighted areas shall be closed to the public between 11:00 p.m. and 5:00 a.m. the following morning, unless prior permission to use or occupy a park during such hours has been obtained from the Mayor.

(Ord. 37-03. Passed 5-27-03.)

971.05 USE OF BALL FIELD LIGHTS.

Lights which illuminate a ball field in any City park shall not be used between 10:30 p.m. and sunrise the following morning, unless permission for extended use is given by the Mayor.

(Ord. 37-03. Passed 5-27-03.)

971.07 SCHEDULED EVENTS AND ACTIVITIES.

(a) No person shall schedule a public event in a park without written authorization of the Director.

(b) Parks and Recreation Department events and programs have priority over any other.

(c) Events and activities that are not scheduled in advance with the Parks and Recreation Department are subject to cancellation by the Department.

(d) Exclusive use of some parks or recreational facilities may require payment of a fee and proof of insurance.

(e) An organization utilizing a park or recreational facility for a reserved or scheduled function shall, as a condition of the reservation and scheduling, be responsible for providing adequate control and supervision over members and guests utilizing the parks or recreation facility. Organizations scheduling and reserving recreational facilities are thereby also insuring that the park or recreational facility used is not damaged by the use of their members and guests at the function. Upon notice and hearing before the Mayor or Hearing Officer designated by him/her, if it is determined that, by the exercise of adequate control and supervision, the organization could have prevented the violation or damage or substantially decreased the likelihood of same occurring, the Mayor or Hearing Officer may thereafter refuse to schedule or reserve a park or recreational facility for the organization for a maximum period of 18 months.

(f) Actual games will have scheduling priority over practice sessions and scrimmages.

(g) All organizations and teams are required to submit complete rosters of all participants with name, address and phone number. Failure to do so will result in not being put on the schedule. Priority in

scheduling will always be given to teams with a majority of its members and coaches living in the Reynoldsburg City School District.

(h) The Parks and Recreation Department will make its best effort to get organizations scheduled into a slot that will work for them.

(i) The Department will provide all preparation and maintenance as are typical for the use of the field unless otherwise agreed upon. Additional work may require additional payment by the user.

(j) The organization must provide the Department with their request for field usage. The request will include the following:

(1) Name of the organization/team.

(2) Contact person(s) with home address and phone number.

(3) Complete roster with verifiable addresses and phone numbers for each member of the organization/team.

(4) Field(s) requested and the park that fields are located in if known.

(5) Days and times requested.

(k) The organization/team will be required to sign a field use agreement outlining the responsibilities of the organization/team and the Department.

(l) No user fee is charged for the following:

(1) Any City of Reynoldsburg sponsored function.

(2) Scheduled functions of the Reynoldsburg City Schools.

(3) Reynoldsburg sports organizations utilizing the fields for Reynoldsburg teams including but not limited to: RSA, RYF.

(4) To be considered a Reynoldsburg team or organization it must have no less than 75% of the active roster participants living within the Reynoldsburg City School District and have 501(c)(3) status.

(m) \$25 fee per field per day for the Fourth of July weekend Firecracker Softball Tournament.

(n) \$70 fee per field per day for the following:

(1) Appropriate tournaments for the purpose of raising money for an individual Reynoldsburg team.

(2) Appropriate camps sponsored by a non-profit agency targeting only Reynoldsburg kids.

(3) Leagues or tournaments operated by a local company for its employees who are paying the 1.5% City of Reynoldsburg income tax.

(4) A minimum of \$500,000 liability insurance is required for any event in this category. Named as additional insured on the certificate will be the City of Reynoldsburg, its agents, officers, employees and volunteers. This certificate must be provided to the City of Reynoldsburg for review no less than 30 days prior to the event.

(o) \$100 fee per field per day for the following:

(1) Non-Reynoldsburg teams or organizations.

(2) Appropriate camps sponsored by a for-profit company targeting only Reynoldsburg kids.

(3) Any commercial programs running camps or tournaments for profit and open to anyone.

(4) Private companies or organizations or individuals from outside the City of Reynoldsburg utilizing fields for the exclusive use of themselves, their employees or others related to the company.

(5) A minimum of \$500,000 liability insurance is required for any event in this category. Named as additional insured on the certificate will be the City of Reynoldsburg, its agents,

officers, employees and volunteers. This certificate must be provided to the City of Reynoldsburg for review no less than 30 days prior to the event.

(p) Use of lighted fields will have an additional daily charge of \$40 for the first field and \$20 for each additional field used at the same time. Lights will be turned off no later than 10:30 p.m.

(q) Additional fees may be levied for extra work including but not limited to: any concession operations, drying of fields using staff and materials, or repairing excessive damage to the facility caused by the use of the organization.

(Ord. 37-03. Passed 5-27-03; Ord. 50-04. Passed 5-10-04.)

971.09 VEHICLES.

(a) Driving in permitted areas. No person shall operate a vehicle except on and within the paths and roads provided for such vehicles.

(b) Barricades. No person in a park shall drive around, cause to be moved, or damage any barricade or barrier so placed to temporarily or permanently close a road to traffic.

(c) Speed. No person in a park shall operate a motor vehicle at a speed greater than 15 miles per hour in a park or recreational facility.

(d) Parking. No person shall park any vehicle except in places designated for this purpose.

(e) After hours parking. No person shall leave a vehicle in a park during the hours when a park is closed.

(f) One-way roads. No person in a park shall drive a vehicle on a road or path in the direction other than that indicated by the traffic signs.

(g) Trucks. No person in a park shall drive a truck, tractor, or other vehicle, which is at that time used for transportation of goods or material, without a permit from the Director.

(h) Load limits. No person shall operate, move, park, or locate a vehicle, or combination of vehicles, having a gross load capacity in excess of three-fourths of a ton in a park or recreational facility unless the prior approval of the Department of Parks and Recreation is obtained.

(i) Safety. No person shall drive or propel any vehicle along or over any park road in a reckless manner without due regard for the safety of pedestrians and drivers and all other occupants of any vehicle.

(j) Impounding vehicles. Vehicles in parks in violation of these Rules and Regulations shall be removed or caused to be removed by peace officers to a location, in or outside of the park where the same may be kept until owners, or their authorized representative, obtain an order from the Director or his/her agents releasing such vehicles to the owners thereof, or their authorized representatives.

(k) No person in a park shall intentionally accelerate a motor vehicle causing the rubber to mark park roadway surfaces.

(l) No person shall park any motor vehicle or other means of conveyance, walk, or trespass upon any area during the hours when a park is closed except by a permit from the Director.

(m) No person who is not handicapped or operating a motor vehicle to transport a handicapped person shall stop, stand, or park any motor vehicle at specifically designated locations provided for the handicapped.

(n) No person shall drive or propel any vehicle along or over any park road without complying with all traffic signs and posted regulations.

(o) No person shall operate any motorized vehicle along any path, walking path, bikeway or skate park without authorization of the Director.

(Ord. 37-03. Passed 5-27-03.)

971.11 PROTECTION OF NATURAL & ECOLOGICAL ENVIRONMENT.

(a) No person shall injure, deface, disturb, or damage in any manner any part of the park property or part thereof, which is owned, leased, or otherwise controlled by the Parks and Recreation Department; nor shall any trees, shrubs, wildflowers or other plants, animals, fossils or minerals be removed, injured or destroyed.

(b) Special exceptions to the above may be permitted for the purposes of scientific research, if approved guidelines are followed and collecting of natural minerals is authorized by written permit of the Director.

(c) Exceptions to the above could also be made for removal of non-native (alien or exotic) species by parks personnel and for general accepted land management practices.

(d) No person shall install or plant any materials except with a permit from the Director.

(e) No person shall climb or rappel any rock escarpment or other natural features.

(Ord. 37-03. Passed 5-27-03.)

971.13 ANIMALS.

(a) No person in the confines of the park shall hunt, pursue with dogs, trap, molest, harm harass, injure or disturb wild animals or take wild birds or animals, or therein rob or molest any bird nest or take the eggs of any bird found in the confines of the park.

(b) Special exceptions to trapping of wild animals may be permitted for the purposes of scientific research, if approved guidelines are followed; including use of humane live trapping methods and release of the animals, and the trapping is authorized by written permit of the Director.

(c) Trapping and removal of non-native or nuisance animals to preserve native wildlife, habitats or the safety of park visitors may be accomplished by park personnel.

(d) No person in a park shall fish in park waters in violation of any sign or signs prohibiting fishing.

(e) No person in a park shall hunt fish with a crossbow.

(f) No person in a park shall have in his/her possession or shoot a crossbow or firearm except a peace officer or persons authorized by the Division of Police of Reynoldsburg.

(g) No person in a park shall ride a horse, mule, donkey, cattle, or other animal, in the park without the specific written permission of the Director.

(h) No person shall bring into, have, or keep in the park, any animal destructive of wildlife, nor shall any person bring into or permit within the park a domestic dog or domestic cat unless such is under constant control and supervision and held on a leash no longer than six feet in length.

(i) No person shall fail to remove feces of animals they own which have defecated in a park or recreational facility.

(j) This section does not assure admittance of park visitors with their pets to such locations and at such times as may conflict with the Board of Health requirements or preservation of public safety and order within the park.

(k) No person being the owner or having charge of a dog, cat or other animal shall permit the dog, cat or other animal to be present in areas designated or posted as play areas or playgrounds within a park or recreational facility.

(l) The City of Reynoldsburg shall have the right to impound or destroy a feral or diseased animal.

(Ord. 37-03. Passed 5-27-03.)

971.15 PERSONAL CONDUCT.

(a) No person in or adjacent to a park shall conduct himself/herself by word or by act, in a

riotous, disorderly, boisterous, threatening or other manner so as to disturb the peace and good order of the park.

(b) No person shall use any sound amplification device audible more than 20 feet from the device without specific written permission from the Director. No speaker, amplifiers, or similar equipment shall be displayed outside of a vehicle.

(c) No person shall remain within the park that does not abide by conditions adopted and posted by the Department for the preservation of good order and the protection of property within the park; and no person shall remain within the park who does not abide by the instructions of a duly authorized peace officer or Department staff member in the lawful performance of their duties. Any person directed by a peace officer or Department staff member shall do so promptly and peaceably.

(d) No person shall obstruct, resist, or be abusive of, or use profanity to a peace Department staff member in and during the lawful performance of his/her duties.

(e) No person in the park shall willfully assault or commit bodily injury upon another or engage in or abet or aid in any fight, quarrel, or other disturbance.

(f) No person or groups of persons shall assemble in or adjacent to a park for any unlawful purpose or riotous assemblance or with intent to annoy, harass, or inflict property damage or bodily injury upon another person or persons or inflict damage to a park.

(g) No person in a park shall solicit or attempt to solicit another to engage in an act of sex perversion or solicit or request another to commit, perform or engage in any lewd, lascivious, obscene, or indecent act or behavior.

(h) No person with the intent to do so shall willfully interfere with, disrupt, or prevent the conduct of any recreational program event or activity conducted by or having been scheduled through the Department at a park or recreational facility.

(i) No person shall enter restrooms designated for the opposite sex unless necessary for maintenance, service or safety reasons.

(Ord. 37-03. Passed 5-27-03.)

971.16 INTOXICATING LIQUOR/CONTROLLED SUBSTANCES, HARMFUL INTOXICANTS.

(a) No person in a park shall sell or offer for sale any intoxicating liquor or alcoholic beverage.

(b) No person in a park shall be intoxicated or under the influence of any intoxicating liquor or alcoholic beverage.

(c) No person in a park shall consume, possess or display the presence of any alcoholic beverage in a park.

(d) No person in a park shall unlawfully sell, or offer for sale or possess any type of narcotic drug, opiate, or hallucinogen, or any equipment for administering such drugs, opiates or hallucinogens or any dangerous drugs or controlled substances.

(Ord. 37-03. Passed 5-27-03.)

971.17 POWER MODELS AND TOY ENGINE UNITS.

No person in or adjacent to a park shall operate any engine powered model or toy airplane or solid fuel rocket, without the written authorization of the Director. Such Director has the discretion of determining whether or not authorization should be given based on the other activities in the area and whether or not the operator has the necessary licensing.

(Ord. 37-03. Passed 5-27-03.)

971.19 FIREARMS & WEAPONS.

(a) No person, except a police officer, shall possess or discharge a firearm, deadly weapon, dangerous ordnance, air rifle, slingshot or missile throwing device.

(b) Firearms, bows and arrows, knives, air or gas guns, missiles, slingshots or other missile throwing devices or any snares or traps brought into a park may be confiscated by peace officers.

(c) Affirmative defenses to a violation of division (a) hereof are self defense, the discharge of official duty, when otherwise authorized by law, when participating in a city sponsored Parks and Recreation program or a competition event approved by the Director of Public Safety and, if the event is to be held in municipal park, the Director of Parks and Recreation.

(Ord. 37-03. Passed 5-27-03.)

971.21 CAMPING.

No person shall establish or maintain any camp or other temporary lodging place or sleeping place, within the park, without the specific written permit from the Director.

(Ord. 37-03. Passed 5-27-03.)

971.23 FIRES.

(a) No person shall start a fire in the park except small fires for cooking purposes in park grills.

(b) The Director may at his/her discretion prohibit fires or smoking for limited periods at any location or for any purpose when necessary for the protection of the park.

(c) The Director may provide written authorization for ceremonial or other open fires for special events or programs. The fire department for the area may require a permit to be issued for said fire.

(d) All fires shall be properly contained and extinguished by the person or persons starting or using the same before leaving the immediate vicinity or the fire.

(e) No person shall collect wood in a park for any purpose.

(f) No person shall place portable stoves or grills in shelters or on combustible picnic tables.

(g) No person shall deposit burning material or hot ashes on grass or plants, or in refuse containers.

(Ord. 37-03. Passed 5-27-03.)

971.25 COMMERCIAL ACTIVITIES.

(a) No person in a park shall sell or offer for sale any article, privilege, or services unless such sales or offer is pursuant to a contract with the Department.

(b) No person in a park shall beg, peddle, or solicit for money, a privilege or service.

(c) No park shall be used for commercial purposes except with a permit from the Director.

(Ord. 37-03. Passed 5-27-03.)

971.27 ERECTING AND ATTACHING SIGNS.

No person shall erect a sign or attach a sign to property owned or controlled by the Department, nor shall any person display any placard, notice advertisement, circular, banner, or statement of kind other than a permanent sign on a vehicle without the written consent of the Director.

(Ord. 37-03. Passed 5-27-03.)

971.29 WATER ACTIVITIES.

No person shall place any boat, canoe, raft or watercraft of any type upon or in a lake, pond, stream or other waters within the boundaries of the park without specific written permission from the Director.

(Ord. 37-03. Passed 5-27-03.)

971.31 FIREWORKS AND EXPLOSIVES.

(a) No person in a municipal park shall have in his/her possession or ignite any fireworks.

(b) No person in a municipal park shall have in his/her possession or detonate any explosives or explosive devices.

(c) All fireworks displays shall be governed by and must comply with Chapter 3743 of the Ohio Revised Code and the penalties for any violations of Chapter 3743 are to be in accordance with Ohio Revised Code Section 3743.99.

(Ord. 37-03. Passed 5-27-03.)

971.33 PROHIBITED ACTIVITIES.

(a) No person in a park shall operate an all-terrain vehicle, air balloon, hang glider, or metal detector.

(b) No person in a park shall operate a snowmobile, engage in sledding skiing or ice skating except in areas and times designated by the Director.

(Ord. 37-03. Passed 5-27-03.)

971.35 EMPLOYEE EXEMPTIONS.

(a) Acts of employees of the City, to the extent necessary for the performance of their authorized duties shall be exempt from the provisions of these Rules and Regulations.

(b) The Director may from time to time designate a Department staff member or members to exercise any authority permitted him under these Rules and Regulations.

(Ord. 37-03. Passed 5-27-03.)

971.37 EJECTION FROM THE PARK.

(a) Peace officers and Department staff members may order any person violating any of the provisions of these Rules and Regulations to leave the park and no person shall fail to obey such orders.

(b) Any person repeatedly violating rules and regulations may lose the privilege of entering a park for a period of time as designated by the Director therein.

(Ord. 37-03. Passed 5-27-03.)

971.99 PENALTY.

(a) Whoever violates Sections 971.11(a), 971.15(g), and 971.23(a) shall be guilty of a misdemeanor in the third degree.

(b) Whoever violates Sections 971.15(e) and 971.19(a) shall be guilty of a misdemeanor in the first degree.

(c) Whoever violates Sections 971.08 through 971.15(a) or 971.16(b) shall be guilty of a minor misdemeanor except as specified in Section 509.03(e)(2).

(d) Whoever violates section 971.15(f) shall be subject to the penalties specified in Section 509.011(b).

(e) Whoever violates Section 971.16(d) shall be subject to the penalties specified in Section

513.03(c).

(f) Whoever violates Section 971.09(m) shall be subject to the penalties specified in Section 351.04(m).

(g) Violations of any section of Chapter 971 shall be a minor misdemeanor or cause for ejection from the park unless otherwise specified in Section 971.99.

(Ord. 37-03. Passed 5-27-03.)

Park Locations and Amenities

Civic Park

6800 Daugherty Drive

137 acres

4 softball diamonds

13 soccer fields

2 outdoor basketball courts

Restroom facility

Concession stand

Playground

1.1 Mile bike path / walking trail encompass the entire Civic Park connecting Windriver neighborhood with Daugherty Drive.

Huber Park

(Heritage Sports Complex)

1520 Davidson Drive

42 acres

1600 Davidson Drive

5 ball diamonds

Restroom facility

Playground

.68 Mile of Blacklick bike path / walking trail runs through Huber Park connecting JFK Park (Main Street) with Livingston Ave.

John F. Kennedy (JFK) Park

7232 East Main Street

26 acres

10 ball diamonds (3 lighted)

4 tennis courts (lighted)

Restroom facility

Gazebo

Skatepark

Large playground area

Picnic area

.56 Mile of Blacklick bike path / walking trail runs through JFK Park connecting this park with Huber Park.

The Park at Waggoner (Take right off of Waggoner) (Park on Left Side)

22 acres

Open space

.22 Miles of walking path connecting New Rodebaugh neighborhood to Waggoner Middle School.

Old Rodebaugh Park

7300 Rodebaugh Road

Rodebaugh Road east of Lancaster

4 acres

Playground

Picnic area

Livingston Community Garden Sites

6305 East Livingston Ave. (Livingston Community Garden)

6800 Daugherty Drive (Civic Community Garden)

5.5 acres between the two garden sites

88 plots available to rent throughout our growing season

Livingston House Park

1792 Graham Road

5 acres

Playground with portable restrooms

Picnic tables

Historical home and museum, which is available to rent

Pine Quarry Park

West end of Kingsley Drive there is a small parking lot

39 acres

Hiking trails / bike trails throughout the park

Natural areas throughout the park

Senior Citizens Facility

1520 Davidson Drive

Located in Huber Park

Programming available throughout the year.

Parks and Recreation Commission Duties and Responsibilities

Understand the Charge of the Parks and Recreation Commission

You must understand the charge of the Parks and Recreation Commission. This information is found in the Codified Ordinances and is contained as part of this Handbook. Staffs responsible for the programs within the scope of interest to the Parks and Recreation Commission are also available to answer your questions.

Attend Meetings

The Parks and Recreation Commission have regularly scheduled meetings. You are expected to make every effort to attend every scheduled meeting. Remember that the business of the Parks and Recreation Commission requires that a quorum of the members be present to conduct business. If you are unable to attend a meeting, you should notify your chairperson or the Parks and Recreation Director. If you are unable to continue service due to health, business requirements, or personal reasons, you should submit a formal letter of resignation to the Mayor.

Represent Views Fairly

When you express views that have not been approved by a majority of the Park Board, you should indicate that you are speaking as an individual and that your views are not those of the entire group. When making statements to the press, you should indicate if you are expressing an “official” view or your own.

Be Representative of the Whole Town

As an appointee, you may spend many hours preparing for meetings. You should be familiar with staff reports, studies, ordinances and other regulations related to the Department and program(s) under the scope of the Parks and Recreation Commission. You should not vote on an issue until you feel you have all the information you need. Further, if you are scheduled to make a specific presentation at a meeting, you should take the time to adequately prepare for it.

Understand Staff Relationships

The Director of the Parks and Recreation and other staff work closely with the Parks and Recreation Commission, but do not work for them. Staff will provide information and be available to answer questions. The staff is required to fairly present recommendations to the Park and Recreation Commission and to explain them, but it is not their role to defend them. At times, staff may be required to provide the Mayor or City Council with individual professional recommendations which may or may not agree with those of the Parks and Recreation Commission.

Be a Good Team Member.

The following tips will help ensure that you are a good team member. The good team member:

- Arrives for meetings on time and well prepared.
- Asks Questions
- Contributes to the discussion
- Listens to the ideas of others.
- Considers issues objectively.
- Stays involved.
- Carries out actions he/she has agreed to.

PARK AND RECREATION COMMISSION JOB DESCRIPTION

1. Be aware of the goals of the City. Know its service objects that relate to your duties.
2. Know the policies, guidelines and rules which guide the Park Board.
3. Be regular and punctual at meetings. If unable to attend, give early notice to chairperson or appropriate staff members.
4. Be involved at meetings, ask questions, discuss and participate in the decision making. When you are not clear on facts, ideas or suggestions, ask for clarification. Be careful not to take too much of the meeting time for items that could be accomplished before or after the session.
5. Be informed about the background of issues in order to discuss them responsibly. Do your homework. Be prepared to act.
6. Speak out constructively on ideas you do not favor – silence is often interpreted as consent.
7. Know and understand the roles and responsibilities of the board and staff.
8. Know and maintain the lines of communication between board or commission and staff and among your fellow members.
9. Understand the technical/analytical statements presented. As a member, you are responsible for the effective performance of the board or commission's duties.
10. Maintain the confidentiality of city business.
11. Support and participate in public information efforts.

Role of the Chairperson:

1. Lead all meetings and make sure everything runs smoothly.
2. Help to prepare the meeting agenda in agreement with the director.
3. Coordinate the planning of Park Board's activities for the year. Ensure an on-going planning process exists.
4. Ensure new Park Board members get an orientation to the organization.
5. Encourage others to speak their opinion.
6. Organize and maintain committees of the Park Board.
7. Represent the Park Board (or appoint a designee) at public functions and events.
8. Start and end the meeting on time.
9. Create and maintain a positive tone for the meeting.
10. Keeps the meeting moving by sticking to the agenda.
11. Do not let conversations stray from the agenda, but allow everyone an opportunity to discuss each side of an issue.
12. Understand and have a working knowledge of parliamentary procedures.
13. Eventually bring discussion issues to a conclusion.

Role of the vice Chairperson:

1. To act as the Chairperson in the event of their absence.

Role of the Recording Secretary:

1. Keep an accurate record of all items discussed during the meeting.

2. Compile agenda items and submit to the chair and director for approval.
File written minutes to the director and clerk of council per city charter

BAD MEETINGS DO HAPPEN

TO GOOD PEOPLE!

When the chairman declares the meeting adjourned, the discussion has already gone on for an hour beyond the schedule. One member has expressed his opposition to the project at hand because he is in the habit of expressing opposition. A second has discussed extraneous issues in detail until finally rules out of order. A third has asked the chairman to explain the project more fully. A fourth has repeated what the chairman just said. Two members have fallen into an acrimonious dispute, using the project under discussion for display of personal rivalry. In the course of the meeting, one member dozed off; two others lost themselves in doodling; another began writing a memo on a different topic; and the chairman – uncertain of the merits of the project – finds himself addled and exhausted at the end of it.

Does this sound like the meetings you too often attend? Many people cringe at the thought of having to attend another meeting. Meetings can be time-consuming, boring, tedious and – worst of all – inconclusive. Too often, they mirror the description above. An effective meeting is none of these things, it is one that has clearly stated objectives and achieves them within the scheduled time frame. It is one in which people speak when they have something relevant to say. It is one in which the participants respect and support each other – and it is one in which participants have an effective process for reaching consensus. Achieving these things takes pre-meeting planning, careful execution, and post meeting debriefing. Because effective meetings are every participant’s responsibility, we have provided a chart which describes the specific responsibilities of members of a Board or Commission at the end of this section. When meetings consistently get off track, members must take time to analyze what is happening and take corrective action.

KEYS TO SUCCESSFUL MEETINGS

Key #1: Leadership

The single most important ingredient in assuring a meeting’s success is clear and decisive leadership. Care should be taken when selecting a Chairperson. The Chairperson sets the scene for success, and plays a very important role in controlling meetings.

Key #2: Ground Rules

Ground rules outline expectations members have for each other. For Boards or Commissions, they may also cover the rules for receiving public comment. Some Boards and Commissions have certain ground rules specified in the City ordinance that established that body. In other cases ground rules may be set by

members of the Boards and Commissions. Ground rules are derived by examining what the behaviors detract or contribute to group effectiveness.

A few of the more important ground rules to consider are:

Attendance: what are legitimate reasons for missing a meeting? Who is to be advised if you cannot attend?

Promptness: what does “on time” mean for your group?

Participation: emphasize the importance of speaking freely and listening attentively.

Decision-Making: will decisions be made by consensus or majority vote? Will Robert’s Rules be used?

All ground rules must be in conformance with open meeting rules and other City code regulations. If you have any other concerns about any ground rules you wish to adopt you may wish to submit them to the Law Director for review.

Key #3: Agendas

It is very important to have a written agenda for every meeting. This allows members to prepare for the meeting and permits the public to understand what business will be discussed. The agenda need not be an elaborate document. At minimum it should include:

A call to order

Introduction

Approval of the last minutes

Reports

Old Business (items left over from the last meetings)

New Business

Meeting adjournment time

If there are several items of old or new business on your agenda, they should be itemized and prioritized to ensure that the most important ones are discussed in the time available. At the beginning of each meeting it is a good idea to ask if there are any additional items that need to be added. Items should only be added by consensus of the members present and in a manner consistent with any adopted Rules. Boards and Commissions receive assistance from specific Departmental Staff. Staff provides posting of the agendas.

Key #4: Courteous Participation

Being a good member means more than just attending meetings. You have been appointed to a Board of Commission because you have something to contribute. You must, however, remember that you are part of a group. You have a responsibility to listen as well as speak. You also have a responsibility to see that meetings stay on track and that they are productive. During meetings you should follow these simple rules:

Practice attentive listening;

Speak when – and only when you have something worthwhile to contribute;

Ask for clarification if you are unclear about a point that is being made but don't put another person in the position of defending his/her position;

Don't speak when another is speaking and discourage side conversations;

Keep all communications positive and issue-oriented;

Don't sit back and let others do all the work;

Don't keep quiet during the meeting and express negative feeling after it.

Key #5: Time Control

The Chairperson is charged with beginning and ending the meeting on time and for controlling the discussion in between. Members, however, have a responsibility to arrive for meetings on time or to notify the Chairperson if they know they are coming late. By focusing on the topic at hand and not digressing, members can do much to help move the proceedings along so that meetings end on time. It is up to everyone to help determine when there is nothing more to be gained from further discussion and to help move the discussion on the decision making stage.

Key #6: Minutes

A record of resolutions, transactions, findings and other determinations must be kept. The minutes should

contain the following:

- A list of members, staff who were present
- The time the meeting convened and adjourned
- A description of items discussed
- All motions made and all votes taken

This task will be covered by a staff person. Members should have an opportunity to review and approve all minutes.

Key #7: The Meeting Room

When facilities are proper, they go unnoticed. When they are inadequate they detract from the meeting. The arrangement of the meeting room is guided by the communications needs and the type of meeting you are holding. Usually your meeting will be set up with the members seated around a table so that you can see each other (or the Council dais). However, consideration must be given to the fact that you are a public body and residents may wish to, or need to, attend your meeting.

If you anticipate that anyone will be making a presentation to your group, the room should be arranged so that the presenter can face the entire membership. If visuals or audiovisuals are to be used, the room should be set up so that all members and any attending public can see them.

Most of the time an assigned staff member will be securing and setting up the meeting room. You should notify the Director of Parks and Recreation of any special needs (e.g. a slide or overhead projector and screen or an easel with paper).

Key #8: Supportive Feedback

All members should feel that their participation is important. Recognition and appreciation for member contributions should be given regularly. It is each member's responsibility to ensure that feedback is given and received in an atmosphere of trust, honesty and sincerity and that problem-solving and conflict-resolution is done in a supportive atmosphere.

ROBERTS RULES OF ORDER

For the purposes of most Boards and Commissions, Robert's Rules of Order can be distilled into a few

fairly simple guidelines. Robert's Rules are based on common sense and courtesy and, as such, are a guide for protecting the basic rights of participants. Robert's Rules outline an orderly process for placing items before a group for their guiding discussion and clarifying voting. The basic steps of making a motion, amending it and voting are listed below and should cover most situations. When a major controversy is to be put before your Board or Commission, if there is a fairly complicated or divisive matter on your agenda, or if you suspect that someone present is likely to call you on a point of order, you may wish to request that the City provide a parliamentarian for that meeting.

ROBERT'S RULES OF ORDER

The Motion:

When Robert's Rules of Order are being used, a motion is required to bring an item before the group for consideration. Motions usually come about as a result of a general discussion about an issue. As the group's thoughts coalesce and a direction becomes clear, one member will say, "***I move that.....***"

Restatement:

The Chairperson should restate the motion to be sure that everyone has a common understanding of what action is being proposed. He/she says, "***We have a motion before us to [state motion], do we have a second?***"

The Second:

To be certain that the motion is of interest to more than one person, a second is necessary in order to begin debate on the Motion. If there is no second, the motion dies. Since it is not "on the table", no further discussion about it should occur. It is not a good idea to second a motion just to be nice to a fellow member. The rule of requiring a second is intended to ensure that time is not spent on items that are not of interest to the group or are simply poor ideas.

Discussion, Clarification, Debate:

Only one main motion may be under consideration at any one time. Once the motion has been seconded, the chairperson will say, "***The floor is open for discussion***". Members then discuss the merit of the proposal and state their positions.

Amendment to the Original Motion:

During the course of the discussion and debate, someone may suggest that the original wording needs to be changed to more accurately express what the majority wants it to say or to reflect a point made during discussion. The Chairperson should ask this person to offer specific wording for the amended motion.

Amendments must relate to and/or clarify the subject of the motion under discussion. They should not introduce issue or topic.

If there is no objection to the amendment:

The Chair may ask the persons who made and seconded the original motion if they accept the proposed amendment. If they do, and if no one else objects, the Chair may suspend a formal vote on the amendment. He/she would restate the motion as amended and proceed to a discussion of the now amended motion.

If someone objects to the amendment:

If anyone objects to the amendment, the Chairperson would restate the amendment and call for a second to the amendment. Discussion, clarification, debate and ultimately a vote are then taken on the amendment. An amendment cannot be separated from the motion it amends and may not – by itself – be referred to a committee or postponed to another time.

Motion to Amend an Amendment:

A motion to amend an amendment can be made but there can only be one such motion on the table at any given time. This is to avoid people getting hopelessly confused about what they are – or are not – voting on. There would be debate and a vote first on the motion to amend the amendment. After that discussion and vote on the amendment (in its original form or as amended).

Debate on the Original Motion:

Once a vote on any amendment has been taken, debate returns to consideration of the original motion or on the original motion as amended.

Motion to Limit Debate:

This motion permits the group to set limits on the time allowable for discussion before voting. The motion to limit debate is not debatable. That is, if there is a second to the motion, the Chair must call for a vote. Since the motion to limit debate may infringe on the basic principle of freedom of discussion, a vote of two-thirds of those present is required. If the motion to limit debate is passed, the Chairperson must keep track of time, announce when the limit has been exhausted, and call for a vote on the motion under discussion. If discussion is not complete when the time limit has been exhausted, any member may move to table the motion which has been under discussion.

DEFINITION OF MOTIONS

MAIN MOTION – only one before the board or commission at a time; cannot be introduced when any other motion is before the group.

MOTION TO AMEND – changes a motion before it comes up for final vote; takes precedence over motion to which it applies. Limit – two amendments.

SUBSTITUTE MOTION – amendments by substituting another form, changed or additional wording.

MOTION TO REFER – refers question to a committee or person for further study/report back.

MOTION TO TABLE – temporarily puts aside motion being considered. Must be removed from table at that or next meeting. (Not amendable or debatable)

MOTION TO POSTPONE INDEFINITELY – same as tabling.

MOTION TO RECONSIDER – action taken at same meeting to bring a question up again after it has been adopted or rejected. (Debatable but not amendable)

MOTION TO RESCIND – action taken at a later meeting to repeal previous action. (Amendable and debatable)

MOTION TO ADJOURN – ends all discussion at this meeting. (Not amendable or debatable)

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