

# RECORD OF RESOLUTIONS

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## RESOLUTION NO. 11-2019

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### RESOLUTION TO APPOINT A COMMUNITY CENTER STUDY GROUP

**WHEREAS,** on November 26, 2018, City Council approved a Resolution of Support for the 2018 Parks & Recreation Comprehensive Plan, and

**WHEREAS,** as part of the Parks & Recreation Comprehensive Plan, a community wide survey was conducted. Eighty-one percent of the respondents indicated their support for the City to conduct a study to explore the feasibility of an indoor recreation/community gathering center that serves all ages and segments of the population, and

**WHEREAS,** the City Council, administration and staff value and respect the importance of citizen involvement and participation in the study of feasibility for indoor recreation/community gathering center for Upper Arlington, and

**WHEREAS,** the buildings that currently house the Senior Center are aging and in need of repairs or complete replacement, and

**WHEREAS,** citizen perspective and the group's additional level of study/analysis will add clarity and credibility to the study of the concept, adding a level of detail that will be presented to the City Council. This study group will add valuable community-driven and data-based guidance to City Council and the community, allowing for further discussion, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** That the Community Center Study Group be hereby charged with presenting to the City Council a complete and comprehensive report of their recommendations as to a potential community center that will serve our community with indoor recreation and gathering space; to include, but not limited to:

1. A review of the history of previous efforts to develop a community center in Upper Arlington;
2. A review of the findings of the Parks & Recreation Comprehensive Plan;
3. A review of our existing facilities and programs including a review of options for the replacement of the existing Senior Center;

4. Review of possible locations for a community center;
5. A review of other indoor recreation/community gathering centers outside of Upper Arlington;
6. An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
7. Involve community participation in this feasibility study;
8. Based on the finding of the feasibility study, provide a recommendation to City Council on whether and how we might proceed in the consideration of a community center for Upper Arlington.

**SECTION 2.**

Council hereby appoints the following members: Todd Walter, Margie Pizzuti, Nick Lashutka, Greg Comfort, Dianne Albrecht, Linda Moulakis, Brian Perera, Chuck Manofsky, Bill Westbrook, Linda Mauger, Wendy Gomez, Matthew Rule, Kelly Boggs-Lape, Friedl Bohm, Merry Hamilton, and Fawzi Hidmi.

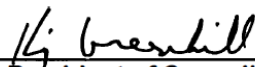
**SECTION 3.**

In the event of a resignation or a need to add an additional members to the Task Force, the Council hereby authorizes the President to appoint. The President shall provide notice to Council of his intention to replace or add the member prior to the appointment.


**SECTION 4.**

That this resolution shall take effect at the earliest date allowable by law.

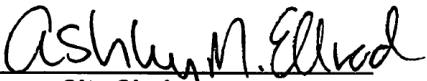
**ADOPTED: July 8, 2019**

  
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President of Council

**ATTEST:**

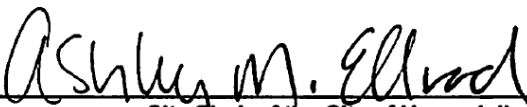
  
\_\_\_\_\_  
City Clerk

I, Ashley Ellrod, Clerk of Upper Arlington, Ohio, do hereby certify that the above is a true and correct copy.

  
\_\_\_\_\_  
City Clerk

**CERTIFICATE OF POSTING**

I, Ashley Ellrod, Clerk of the City of Upper Arlington, Ohio, do hereby certify that publication of the foregoing was made by posting a true copy of Resolution No. 11-2019 at the most public place in said corporation as determined by the Council, the Municipal Building, 3600 Tremont Road, for a period of ten (10) days commencing July 9, 2019.

  
\_\_\_\_\_  
City Clerk of the City of Upper Arlington

**Vote Slip**

**Sponsor:** Casper

**Date Introduced:** July 8, 2019

**Reading Date(s):** July 8, 2019

**Voting Aye:** Unanimous

**Voting Nay:**

**Abstain:**

**Absent:**

**Date of Passage:** July 8, 2019

**City Council Conference Session/Other Review:** June 17, 2019

**Other:** Effective Upon Adoption

Members of the Community Center Task Force;

The attached document is intended to provide an overview of the public records and open meeting laws pertaining to a public body. We thank you for your service to the community. This document is intended to be used as an educational tool.

I. Public Records and Open Meetings

Community Center Task Force is a public body and subject to Open Meetings laws and Public Records laws.

a. Public Records and Open Meetings

i. A frequent challenge for new Board members is adjusting to the requirements of the Public Records and Open Meetings Laws.

ii. Board Members are required to keep all public records in accordance with the City's retention schedule. ( This is the official record of how long the city is required to keep records) Any questions on this send to the City Attorney or City Clerk.

1. We recommend that Board Members segregate emails or texts for all City business to enable staff to timely respond to public record requests.

2. If contacted on your private email, you can forward the email or your response to the City Clerk. This way you don't have to worry about keeping the records.

3. We have a legal obligation to respond and provide these correspondences.

4. If you are communicating by email, texts, or voice mail messages, about your work on this Task force, those are records subject to Ohio Public records laws.

5. There are some texts or emails that may not be of administrative value and you don't have to keep it. When in doubt, check with the City Attorney. My phone number is 1645950099.

iii. Certain correspondences are not considered public records because exceptions apply. For example, the City Attorney corresponding to the Board on a legal matter is covered on privilege communication and is not a public record. You still need to maintain these emails or records as explained above, but the record may not be released in response to a public records request. You may see the following often added to a group correspondence:

Do not reply all on any Board email. Use your Chairs to address correspondences. In other words, instead of emailing Board members, email the Chairs your thoughts or

concerns, let them figure out the transmission – do not cc the other Board members on those emails. Remember this is still a public record.

Remember, just adding the attorney to your email does not make the email subject to attorney client privilege. Always address your email to the attorney in the body and in the To: part. Make sure your question is related to a legal matter or about seeking legal advice.

- iv. Board Members are not permitted to engage in discussions regarding city business with a majority of the Board when not in an open meeting.
  - 1. This may include email discussions where more than the majority of any subcommittee or the majority of the Task Force is copied.
  - 2. Board Members should not hold a series of Board Member meetings with smaller members, or a series of emails, calls or texts on the same topic involving city business. This is often referred to as “round robin discussions” and are disallowed.
  - 3. Use of social media sites by Board Members may inadvertently create an open meeting issue if a majority of Board Members engage on a particular site.

## II. SUNSHINE LAW – OPEN MEETING/PUBLIC RECORDS

### a. Upper Arlington City Charter

#### i. Section XI: Council Meetings

- 1. “All Meetings of Council or its committees shall be open to the public, except executive sessions which may be held pursuant to City ordinance or state law.” Executive sessions are closed discussions on specific allowed topics and are not public.
- 2. City Charter requires all items to be considered to be listed on the agenda. The notice for all Council meetings shall state the subjects to be considered and such meetings shall be limited to a consideration of such subjects, except by unanimous consent of all Members. This Charter provision applies to the City's Boards which are created by City Council. Chairs have been advised as to the agenda process. You may hear the Chairs state, “we can't discuss this now since we haven't listed it on the agenda.”

### b. R.C. 121.22(G)

- i. Under state law, all meetings concerning public business shall be open to the public, except certain executive sessions authorized and listed under R.C. 121.22(G)(1)-(8).
- ii. Council Rules which are adopted by ordinance also list allowed subjects for executive session.
- iii. Executive sessions must start in an open meeting.
- iv. An executive session requires a motion approved by a majority of the Public Body taken by roll call vote.

- v. The general categories of permitted executive sessions include:
    - 1. Personnel Matters, Real Estate, Legal Matters, Labor Negotiations, Security Matters, and Economic Development Matters.
  - vi. All votes must occur in the open meeting – no votes or straw polls are allowed in executive session.
- c. Documents distributed in executive session may be a public record. The fact that they're used or discussed in an executive session does not give them protection from disclosure in a public records request; records are only confidential if there is a separate statutory or legal reason to protect them from release.
- d. Conversations in executive session are confidential.





Excerpt from **Parks & Recreation**  
**COMPREHENSIVE PLAN**

November 2018

Additional excerpts of the Comprehensive Plan are available in the Task Force binder. The complete Comprehensive Plan is available on the Task Force flash drive and City's website.







# Chapter One

## EXECUTIVE SUMMARY

The City of Upper Arlington's Parks & Recreation Department underwent a comprehensive planning process from the summer of 2017 through the close of 2018, with the goal of developing a document that would inform and guide decision-making relative to the department's oversight of parks, facilities and programming into the next decade and beyond. PROS Consulting was contracted to perform the study on the City's behalf. The process was multi-pronged, including detailed assessments of the parks and existing facilities, department programming and procedures, benchmarking comparisons with other communities, analysis of Upper Arlington's demographics, consideration of national trends, and extensive community engagement to gather feedback directly from residents and community stakeholders relative to needs and opportunities for improvement.

A healthy network of parks, facilities and recreational opportunities are a vital contributor to a community's vibrancy, sense of place, and desirability as a place to live, work and play, which ultimately supports the community's economic stability. Public parks are the community's front yard, providing space for enjoyment of the natural environment, community gatherings, family activities, educational opportunities, sports leagues, fitness and wellness activities. They improve public and environmental health, create safe neighborhoods, educate and inspire our youth, and connect the community.

As an older, fully developed community, Upper Arlington's park system—and the facilities within it—has long been established. By national standards, the system is deficient in its acreage per 1,000 population; however, the parks are considered a community treasure and are filled with a range of passive and active outdoor recreational facilities. With a total coverage of 182 acres, the system is comprised of seven larger community parks (totaling 156 acres) that serve multiple functions, 14 neighborhood parks (totaling 26 acres) that typically feature one or two facilities such as playgrounds and benches, and pocket parks—smaller green spaces that enhance the community's aesthetic appeal with



landscaping and unique features. All parks are situated within residential neighborhoods, and residents have a strong attachment to them and how they are used.

Few opportunities exist to expand park acreage within Upper Arlington's borders, especially to the extent necessary to facilitate a significant addition to the system, such as a field sports facility. High land costs in Upper Arlington add to the challenge.

The City has been working to address some of the larger aging facilities within the system, most recently replacing the Tremont Pool and playground in Northam Park, projects that were completed in the summer of 2017. Devon Pool improvements have been addressed in phases, with pool improvements already completed, a new building to house restrooms, changing rooms, offices and concessions currently under construction, and plans to replace the mechanical buildings in 2019/2020.

The needs of other significant aging facilities are yet to be addressed—such as the Senior Center buildings, Northam Park Tennis Courts, and the community's larger shelter houses at Fancyburg and Thompson parks. Additionally, the City continues to hear from residents about the need for a new facility within the portfolio, that of indoor recreation space. The Parks & Recreation Comprehensive Plan was triggered in part to help the City better understand the wants and needs of its citizenry and how best to fulfill them, before significant investment is made in any of these areas.

Other park improvements—such as neighborhood park playground upgrades, pathway and parking lot maintenance—have traditionally been prioritized and addressed through the City's Capital Improvement Program, with approximately \$500,000 dedicated in typical years. Recent exceptions have included additional funding to support a series of Northam Park projects—parking lot reconstruction, replacement of the Tremont Pool and new playground.

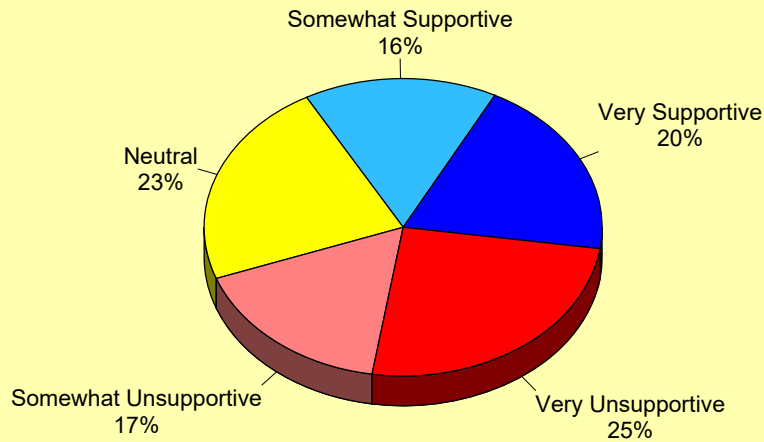
Looking ahead, with the guidance of the Parks & Recreation Comprehensive Plan, the City stands ready to expand its reinvestment in parks and facilities. An average of \$1.5 million annually is programmed into the Capital Improvement Program for 2019-2028. Additional funding strategies would be explored as/when appropriate on a project-by-project basis.

From an operational perspective, parks and facilities maintenance has been a challenge for the department. Once installed, every park component must be kept in good working order, which requires consistent oversight, time and investment. A beautification program and landscaping enhancements associated with recent infrastructure improvements (Waltham/North Star/Kinnear roundabout, Tremont Road, Northam Park, etc.) are incrementally expanding the workload for parks maintenance. For a number of years, the department has lacked an appropriate level of staffing to either perform the work directly, or to closely monitor the performance of contractors. Additionally, no formal maintenance standards exist to help guide how the work is prioritized and managed.

Across age groups and interests, recreational programming and department special events are of a high standard and a source of great pride, with high resident satisfaction levels. The development of programming has traditionally been performed at the division level—the Recreation Division for youth and adult programming, Senior Center for older adults, Cultural Arts for arts and culture programming, and Aquatics and Tennis for facility operations and related programming—which over the years has resulted in an inconsistency of policies and procedures. Opportunities exist for a department-wide, standardized approach that includes assessing the “lifecycles” of programs, cost considerations, and attention to emerging recreational trends.

### Q9. Level of Support for Replacing the Current Senior Center With Programming Space for Older Adults

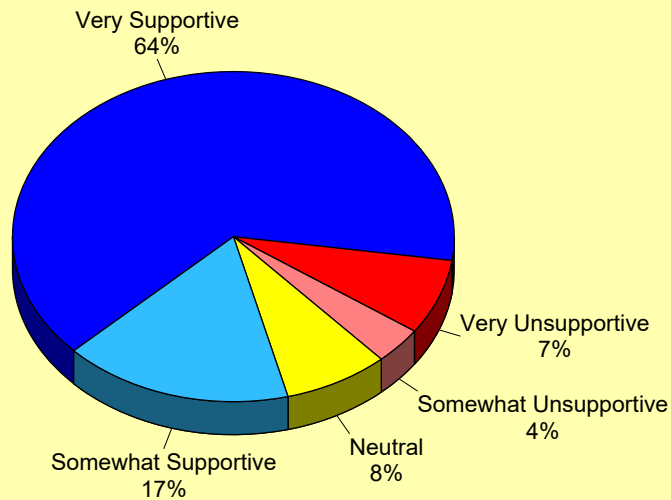
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2018)

### Q10. Level of Support of Exploring Feasibility of an Indoor Recreation Facility That Serves All Ages & Segments of the Population

by percentage of respondents (excluding "not provided")



Source: ETC Institute (2018)

For All Types of Households, Less Than 45% Are Supportive of Replacing the Current Senior Center with Programming Space for Older Adults. Households Ages 20-54 (no children) Are the Most Supportive; Households with Children Under Age 10 Are the Least Supportive.

<b>Q9 Support for Replacing the Current Senior Center with Programming Space for Older Adults</b>				
<b>Rating</b>	<b>Households with children under age 10</b>	<b>Households with children ages 10-19</b>	<b>Households ages 20-54 (no children)</b>	<b>Households ages 55+ (no children)</b>
<b>Very Supportive</b>	15%	11%	22%	26%
<b>Somewhat Supportive</b>	8%	21%	20%	15%
<b>Neutral</b>	23%	19%	22%	24%
<b>Somewhat Unsupportive</b>	22%	20%	17%	12%
<b>Very Unsupportive</b>	32%	28%	19%	22%

For All Types of Households, at Least 70% Are Supportive of Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages, and Less Than 20% Are Dissatisfied. Households with Children Under Age 10 Are the Most Supportive; Households Ages 55+ (no children) Are the Least Supportive.

<b>Q10 Support for the City Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages of the Population</b>				
<b>Rating</b>	<b>Households with children under age 10</b>	<b>Households with children ages 10-19</b>	<b>Households ages 20-54 (no children)</b>	<b>Households ages 55+ (no children)</b>
<b>Very Supportive</b>	82%	70%	61%	49%
<b>Somewhat Supportive</b>	11%	16%	18%	21%
<b>Neutral</b>	4%	2%	8%	24%
<b>Somewhat Unsupportive</b>	1%	2%	3%	12%
<b>Very Unsupportive</b>	1%	10%	10%	22%

For All Types of Households, Over 85% Rated Upper Arlington Programs as Excellent or Good, and 5% or Less Rated Them as Poor. Households with Children Under Age 10 Are the Most Satisfied; Households Ages 10-19 Are the Least Satisfied.

<b>Q12c Satisfaction with Upper Arlington Parks and Recreation Programs</b>				
<b>Rating</b>	<b>Households with children under age 10</b>	<b>Households with children ages 10-19</b>	<b>Households ages 20-54 (no children)</b>	<b>Households ages 55+ (no children)</b>
<b>Excellent</b>	32%	34%	30%	32%
<b>Good</b>	60%	53%	58%	60%
<b>Fair</b>	7%	11%	7%	4%
<b>Poor</b>	2%	3%	5%	3%



## SUPPORT FOR PROGRAMMING SPACE AND INDOOR RECREATION FACILITY

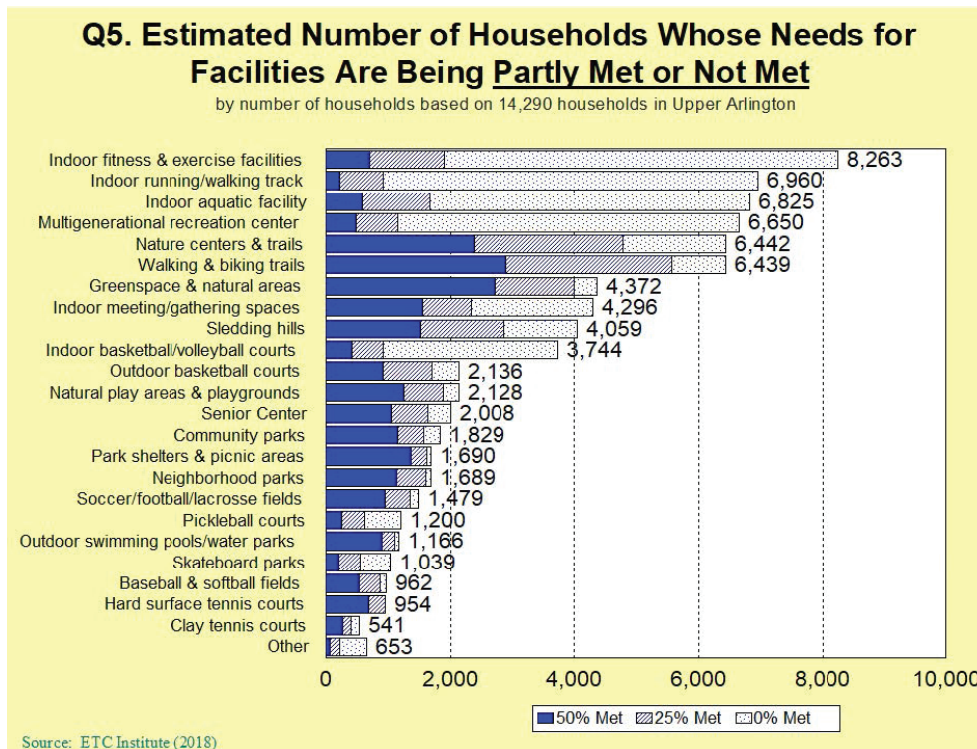
Respondents were asked to indicate their level of support for replacing the current Senior Center with programming space for older adults. Twenty percent (20%) indicated they were “very supportive,” 16% were “somewhat supportive,” 23% were “neutral,” 17% were “somewhat unsupportive,” and 25% were “very unsupportive.”

Residents were also asked to indicate their support for exploring the feasibility of an indoor recreation facility that serves all ages and segments of the population. Sixty-four percent (64%) of respondents indicated they were “very supportive,” 17% were “somewhat supportive,” 8% were “neutral,” 4% were “somewhat unsupportive,” and 7% were “very unsupportive.”

## FACILITY NEEDS AND PRIORITIES

**Facility Needs:** Respondents were asked to identify if their household had a need for 24 parks and recreation facilities and rate how well their needs for each were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had the greatest “unmet” need for various facilities.

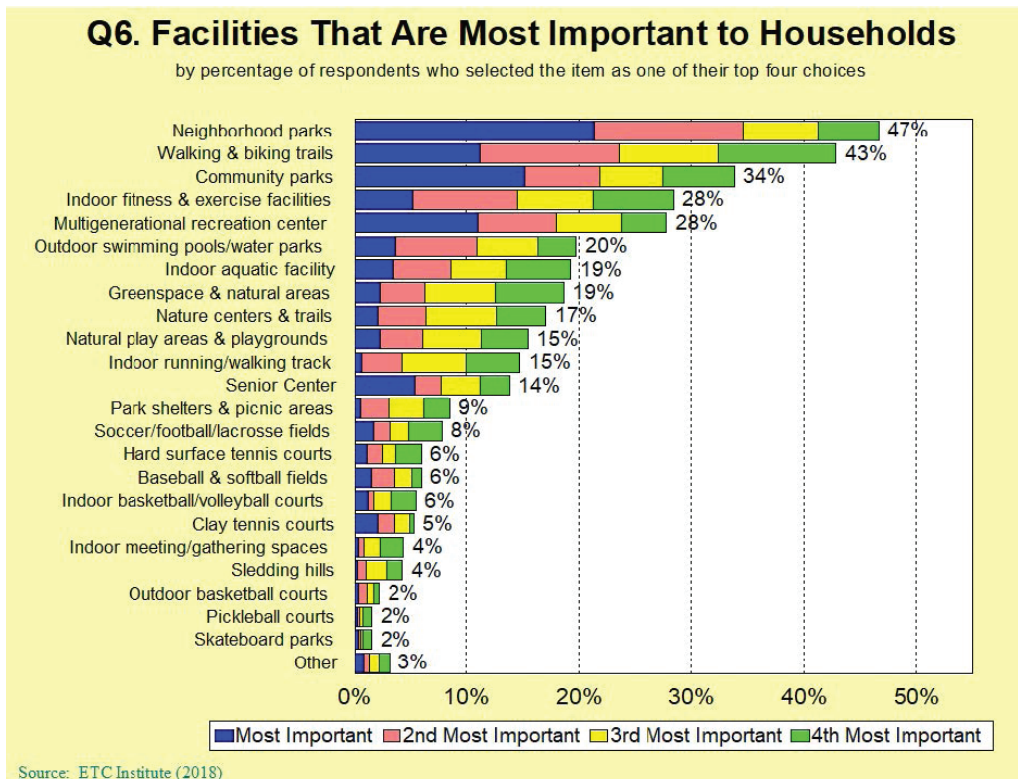
The three parks and recreation facilities with the highest percentage of households that indicated a need for the facility were: walking & biking trails (84%), neighborhood parks (82%), and green space & natural areas (75%). When ETC Institute analyzed the needs in the community, these same three facilities had a need that affected more than 10,000 households. ETC Institute estimates a total of 8,263 households in the City of Upper Arlington that have a need have unmet needs for indoor fitness and exercise facilities. The estimated number of households that have unmet needs for each of the 24 facilities that were assessed is shown on the following page.





**Facility Importance:** In addition to assessing the needs for each facility, ETC Institute also assessed the importance that residents placed on each facility. Based on the sum of respondents' top four choices, the three most important facilities to residents were: neighborhood parks (47%), walking and biking trails (43%), and community parks (34%). The percentage of residents who selected each facility as one of their top four choices is shown in the chart below.

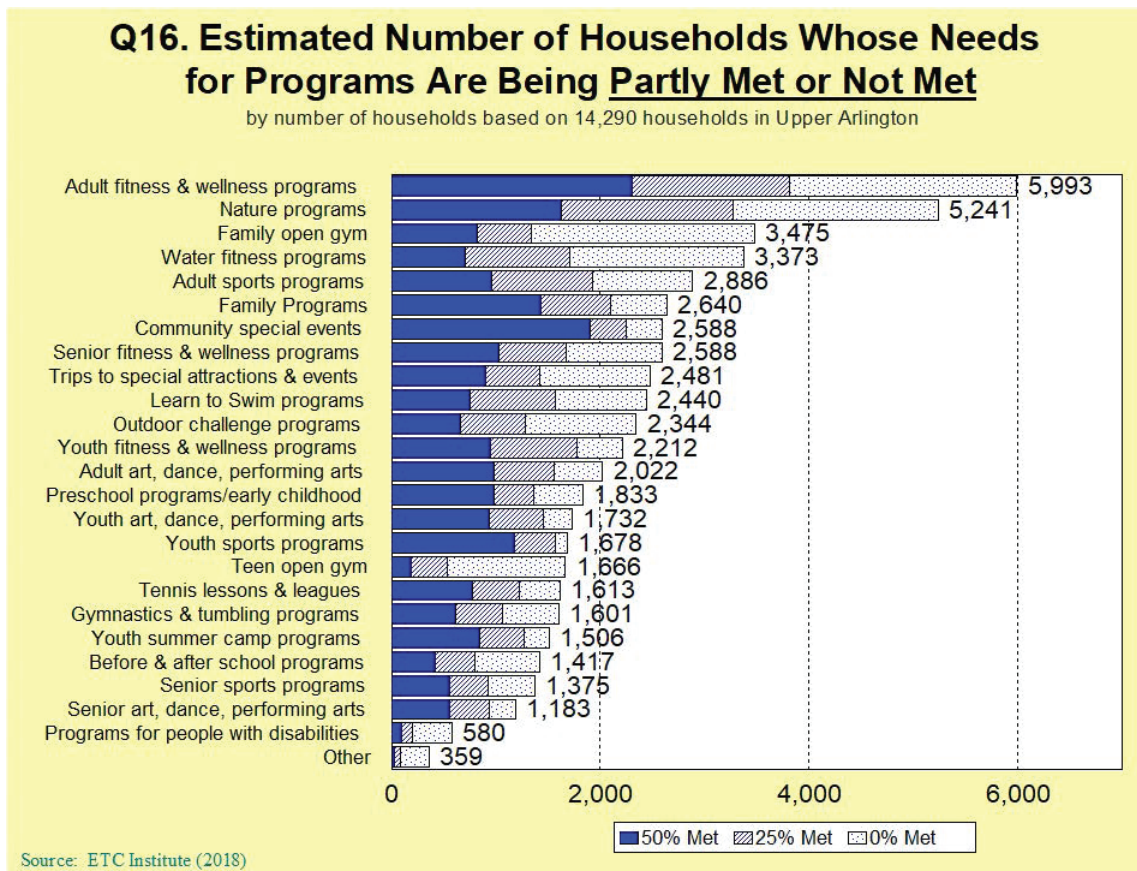
Priorities for Facility Investments: The Priority Investment Rating (PIR) was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on parks, trails, recreational facilities, and services. The PIR equally weights (1) the importance that residents place on facilities and (2) how many residents have unmet needs for the facility.



## PROGRAMMING NEEDS AND PRIORITIES

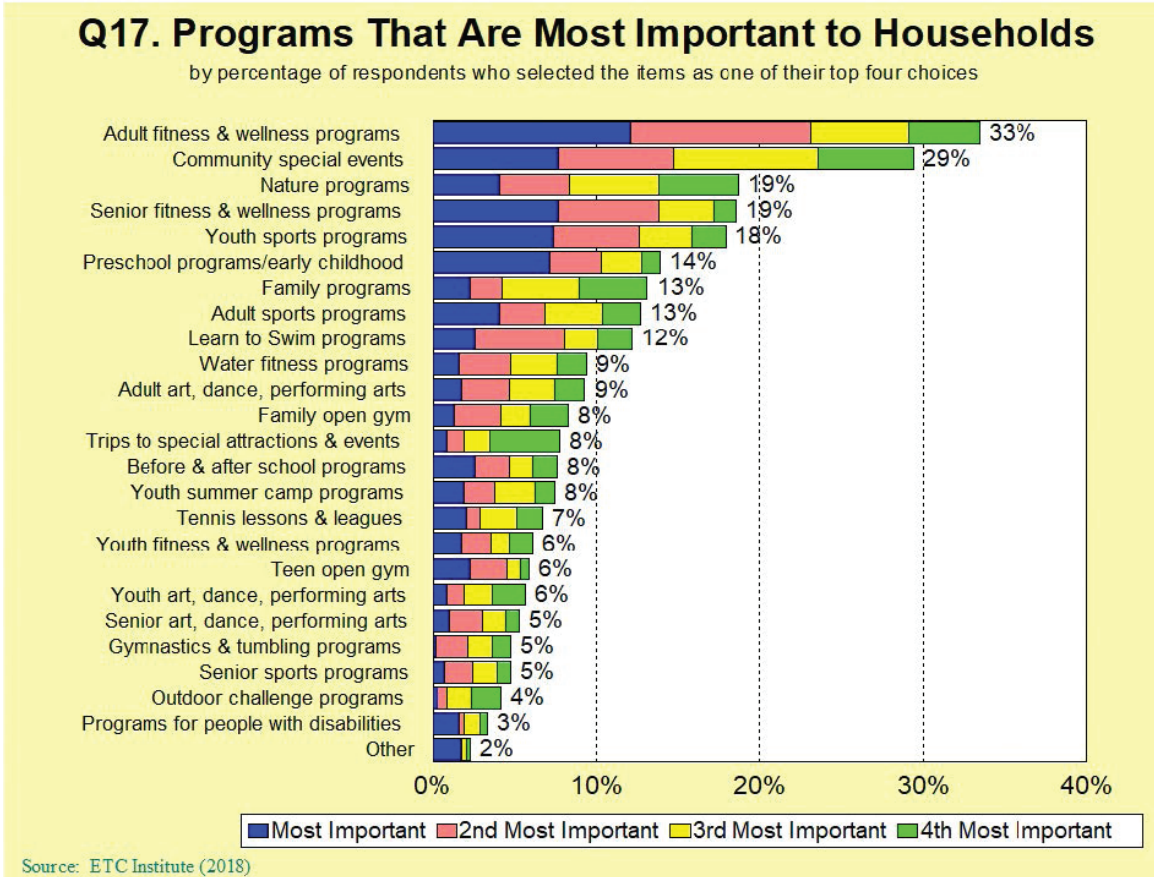
**Programming Needs.** Respondents were also asked to identify if their household had a need for 25 parks and recreation programs and rate how well their needs for each program were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had “unmet” needs for each program.

The three programs with the highest percentage of households that had needs were: adult fitness and wellness programs (56%), community special events (55%), and nature programs (43%). When ETC Institute analyzed the needs in the community, two programs, adult fitness and wellness programs and community special events, had a need that affected more than 7,500 households. ETC Institute estimates a total of 5,993 households in the City of Upper Arlington that have a need have unmet needs for adult fitness and wellness programs. The estimated number of households that have unmet needs for each of the 25 programs that were assessed is shown below.



**Program Importance.** In addition to assessing the needs for each program, ETC Institute also assessed the importance that residents place on each program. Based on the sum of respondents' top four choices, the three most important programs to residents were: adult fitness and wellness (33%), community special events (29%), and nature programs (19%).

The percentage of residents who selected each program as one of their top four choices is shown in the chart below.



Upper Arlington Community Center Timeline  
Community Center Task Force (city attorney's office document)

Members of the Community Center Task Force, the below timeline is intended to provide you with an understanding of the City's past history regarding community centers.

- 1981: Resolution No. 7-81 declared the amount of taxes that may be raised by levy for recreational purposes. First tax levy for a community center. Failed
- 1987: Resolution No. 5-87 created a Citizen' Task Force Committee on Arts and Recreational Facilities to explore community center
- 1987: Resolution No. 16-87 amended resolution 5-87 to allow an extension of 120 days
- 1987: November 9, 1987 Council adopted the recommendations of the task force
- 1988: Ordinance 65-88 to appropriate funds in order for the City Manager to contract for architectural services for a community center
- 1990: Ordinance 82-90 authorized the City Manager to enter into contract with Danter to conduct a Cultural/Conference Center Feasibility Study. This was to be for a 300-400 seat auditorium for performing arts
- 2000: Resolution 9-2000 enlisted residents to evaluate development of a community center. They were charged with providing a comprehensive report to City Council. 11 members were named. They had 120 days to issue a report.
- 2000: Ordinance 114-2000 appropriated funds in support of expenses associated with the community task force created under Resolution 9-2000
- 2000: Ordinance 117-2000 authorized the city manager to enter into contract for consulting services for the Community Center Task Force
- 2001: Ordinance No. 69-2001 authorized the City Manager to increase the contract with ETC to perform a public opinion survey for the proposed community center
- 2002: Resolution 2-2002 tax levy for the UA Joint recreation District in the amount of 1.5 mills. Failed
- 2002: Resolution 9-2002 established a Joint recreation district to provide recreational facilities for the City of Upper Arlington
- 2002: Ordinance 132-2002 authorized the City Manager to enter into contract to purchase Kingsdale for \$12,650,000 (14.248 acres)
- 2002-2003: Community letter on why the City did not move forward with purchasing Kingsdale
- 2007: Ordinance No.73.2007 City Council passed an ordinance to purchase the Kenny Road Church (2.8 acres \$1,850,000.00) for Parks and Recreation to serve as additional recreation space. Residents petitioned for a referendum to overturn this Ordinance.
- 2007: Ordinance No. 85-2007 Council repealed Ordinance 73-2007 due to referendum
- 2013: Ordinance 12-2013 The City's Master Plan is amended and the words "community center" are removed from the master plan document
- 2016: During Northam Park discussions some Council Members stated they will not move forward with a Community Center without a vote of the people. This was not a formal action by City Council