

**City of Pataskala Parks and Recreation Department Council Report**  
**Lenier Crawford, Parks Manager**



**Administrative**

- **Park Projects:**
  - **Karr Park Improvements NatureWorks Grant:** Park nearing completion
    - Waiting for final punch list items to be completed before paying final Payapp
    - Gardens: We have made 3 donations to the Leads Center Food Pantry
  - **Licking County Park District:** As a reminder to council members: The Licking Park District does have a levy on the October ballot for Licking County Residents. Licking Park district is attending a Parks Board meeting on October 19<sup>th</sup> to discuss this topic
  - **Foundation Park Shelter Structure:** Late this Fall we will be adding a structure to Foundation Park. The permit application will be sent to Licking County Building Department no later than September 15<sup>th</sup>. We will contract this work out. Meeting with contractors in September to determine best price for installation of our existing shelter.
    - Contractor for this shelter install is Midstates Recreation. The installation/construction is tentatively scheduled to be the first week of November. Immediately after youth soccer season is complete
  - **Park Maintenance Plan:**
    - See attached plan for the Parks Maintenance Department and budget justification

**Parks and Recreation News/ New Updates:**

- **News:**
  - **Fall Esports League** play start October 10<sup>th</sup>
    - **Esports:** Currently we are working with Techr2 for signage and yard signs to promote our new recreation league. Starting in November we will open the facility up once per week for a specific evening to play tournament/league games.
  - **Community Giving Gardens:** See attached: Information going out to the chamber members on November 1<sup>st</sup>.
  - **October 16<sup>th</sup>:** YMCA is planning to host their Spooktacular 5k, Zombie Chase & Little Monster Dash which will be held within Foundation Park and the Settlement of Pataskala
    - **Details:** General Information:
    - October 16, 2021. 5:00-8:30pm (Includes our set-up and teardown time)
    - 5:30 pm - Packet Pick-up
    - 6:30pm – Little Monster Dash & Dance Party Start
    - 6:40 pm - 5k Start
    - 6:45 pm (approx.) - Zombie Chase Start
    - 7:30-8 pm – Costume Contest



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# **CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT**

*Lenier Crawford AFO  
Parks and Recreation Manager*

*2022 and Beyond*





### *Parks and Recreation Department*

Parks and recreation agencies across the country provide a vital service to an ever-growing population. Operations and maintenance funding, staffing, access, dedicated funding sources all play a vital role in Pataskala's ability to able to provide high-quality amenities and services. As Pataskala grows more people are taking advantage of our parks and recreational programming. Pataskala takes great pride in providing these services to our citizens. It is our goal to continue to deliver quality park and recreation amenities and services to our community. This is the best way to facilitate growth and harness the demands that come with operating a well-run department.

As many of you are aware managing parks and recreation operations now that we have the additional workload of the pool is difficult. This proposal to city leadership highlights the various duties and time commitments required to operate a fully functional parks department.

#### **Justification for the new Parks and Recreation Full-Time Maintenance employee.**

Currently with the staffing we have in the department we must maintain seven parks and work very hard to successfully run our recreation programs. In 2020 the recreation department inherited operations of the Municipal Pool. Since this new responsibility was started during the pandemic it was difficult to gauge the workload on the department. 2021 has provided a significantly more reliable expectation of how much time should be dedicated to pool operations. As a result, the Parks Manager is heading the 3 key areas of our parks and recreation department. A workload that is unreasonable in the spring through early Fall timeframe. After evaluating the situation, we have decided to concentrate on these three areas for a potential full-time hire. These areas are aquatics, recreation, and parks maintenance.

While the aquatic component was the main driver in needing additional staff, hiring a full-time aquatics manager is not feasible. Mostly, due to the fact that the pool is closed through the winter months. Likewise, a full-time recreation position could be justified in the spring, summer, and Fall. However, in the winter we see very little recreational programming at this time. This is not true for the maintenance aspects of the park. While summer staff are responsible for mowing, weed eating and other general maintenance within the parks they still require regular supervision. Supervision that sometimes doesn't occur due to the workload on the parks manager. Having a full-time grounds maintenance employee provides the supervision of seasonal staff as well as regular evaluation of the maintenance needs of the 7 parks in our system. Winter work would be focused



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on assisting the park manager with woods management, plowing of parks and trails, equipment upkeep, reordering of supplies and general garage maintenance. Ultimately our goal is to have enough employees to effectively manage and facilitate all resources that the park programs provide.



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## **Pataskala Parks Maintenance Plan**

The Pataskala Parks and Recreation system is facing unprecedented growth as the local population is increasing. New facilities and programs are being added as grant funds, sponsorships and partnerships become available. At the same time, residents' use and interest in our park programs is at an all-time high. This leads to opportunities as well as challenges for the parks department.

This plan is intended to be a dynamic document which may be amended as needed. It provides a baseline for the duties necessary to maintain our facilities. It also is an estimate of the amount of time those duties demand.

### **Pataskala Parks assets include:**

- Aquatic facilities
- Ball fields
- Basketball courts
- Community gardens
- Concession facilities
- Fences
- Maintenance facilities and equipment
- Parking lots
- Playground and fitness equipment
- Restrooms
- Shelters
- Soccer fields
- Trails

### **Additional maintenance needs include:**

- Landscaping
- Mowing and weed management
- Pond management
- Trash removal and litter pick-up



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**Aquatic Facilities & Operations**

Offered at: Municipal Park

Includes: Pool, Deck, Grass lawn, Restrooms, changing rooms/showers, outdoor furniture, Lifeguard stands, Concession, Office

Aquatic staff are primarily responsible for periodic, end-of-shift and as-needed cleaning as part of daily pool operations. Seasonal maintenance staff are responsible for mowing the grass lawn inside the pool fence as well as the grass outside the pool fence.

Pre-season Maintenance Tasks:	Timeframe:	Performed by:
Inspect pool for cracks, repair if needed	May	Parks manager/permanent staff
Paint pool	May	Parks manager/permanent staff
Fill pool, inspect for leaks	May	Parks manager/permanent staff
Inspect concrete pool deck, repair if needed	Apr/May	Parks manager/permanent staff
Clean/paint restrooms	Apr/May	Parks manager/permanent staff

Routine maintenance tasks:	Frequency:	Performed by:
Water quality testing	Daily	Pool manager
Change acid tank/chlorine feed tank	As needed/check daily	Pool manager
Inspect fence	Daily	Pool manager
Inspect pool water level	Daily	Pool manager
Clean chemical room filters	Daily	Pool manager
Clean baby pool pump filter	As needed/check daily	Pool manager
Check skimmer	Daily	Pool manager
Sweep pool deck	Daily	Pool staff
Pick up litter	Daily	Pool staff
Clean restrooms:	Daily	Pool staff
Clean/disinfect toilets		
Clean sinks		
Sweep/mop floor		
Clean changing rooms:	Daily	Pool staff
Sweep/mop floor		



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**Baseball/Softball Facilities**

Offered at: Foundation Park, Municipal Park, Volunteer Park

Includes: Infield, outfield, fencing, backstop and dugout benches

\*Please note:

As part of their rental with Pataskala, regular ball field users assist with tasks including dragging and raking as well as litter pick-up.

Turf management schedule:	Timeframe:	Performed by:
Dormant seeding	March	Parks manager/permanent staff
Soil testing	March	Parks manager/permanent staff
Clean up debris, leaf litter	April	Parks manager/Seasonal staff
Aerating	April	Parks manager/Permanent Staff
Overseeding	April	Parks manager/ Permanent Staff
Apply herbicides	May	Parks manager/ Permanent Staff
Apply fertilizer	May	Parks Manager Permanent Staff
Aerating	June	Seasonal staff// Permanent Staff
Weed control	June, July, Aug	Seasonal staff/ Permanent Staff
Reseeding	June, July, Aug	Seasonal staff/ Permanent Staff
Aerate & overseed	Sept, Oct, Nov	Parks manager/Seasonal staff
Apply fertilizer	Dec	Parks manager/permanent staff

Routine maintenance tasks:	Frequency:	Performed by:
Drag/rake infield	After games/practices	Youth Leagues/Adult League
Re-paint lines	Weekly	Volunteer /permanent staff
Inspect/replace mound & bases	Weekly	Parks manager/permanent staff
Mow outfield	Weekly	Seasonal Staff/Volunteer
Aerate outfield	As needed	Seasonal Staff
Weed control in outfield	As needed	Seasonal staff
Inspect fences/clear vegetation	Weekly	Seasonal Staff
Inspect/repair benches	Weekly/As needed	Seasonal Staff
Inspect backstop	As needed	Seasonal Staff



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Pick up litter	Weekly After games/practices	Seasonal Staff Volunteers
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Special projects:

Repair backstop (Municipal)	Spring 2022	Contractor/Permanent staff
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### **Basketball courts**

Offered at: Foundation Park, Municipal Park, Volunteer Park

Routine maintenance tasks:	Frequency:	Performed by:
Sweep court surface	Every 2 weeks	Parks manager/permanent staff
Inspect court surface	Every 2 weeks	Parks manager/permanent staff
Remove graffiti	As needed	Parks manager/permanent staff
posts, backboards, nets	Every 2 weeks	Inspect Seasonal staff
Inspect painted lines	As needed	Seasonal staff
Pick up litter	Weekly	Seasonal staff

Special projects:

Resurface/repaint (Municipal)	Spring 2022	Contractor/Permanent staff
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### **Community Gardens**

Offered at: Karr Park

Includes: Raised Garden beds, signs

When this new program is fully implemented, bed sponsors will accept primary responsibility for management of their sponsored beds including planting, weeding, watering, fertilizing or other specialized care, and harvest. However, in the summer of 2021, the parks manager has assumed responsibility for the care and harvest of donated plants. Park staff will retain responsibility for care of raised beds and signage.





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Routine maintenance tasks:	Frequency:	Performed by:
Remove weeds at base of beds	Every 2 weeks	Parks manager/ Renters
Inspect signs	As needed	Parks manager/ Renters
Water garden plants	Weekly or as needed	Parks manager/ Renters
Harvest garden plants	Weekly or as needed	Parks manager/ Renters

**Concession facilities**

Offered at: Foundation Park ball fields, Foundation Park soccer fields, Municipal Park pool

Includes: Vendor window, work areas and work surfaces, storage areas, ice machines, coolers, freezers, sinks

The Municipal pool concession is operated primarily by PRA, who assume responsibility for completion of most maintenance tasks as part of regular pool operations. The Foundation Park concessions are operated primarily by volunteers (PRA), who assume some responsibility for end-of-shift cleaning as part of concession operations. Building upkeep is the responsibility of the park staff.

Routine maintenance tasks:	Frequency:	Performed by:
Repairs	As needed	Permanent Staff/Contractor
Paint/power wash	Annually	Permanent Staff/Contractor

**Fences**

Offered at: Foundation Park, Municipal Park, Volunteer Park

Includes: Split rail fence at Foundation Park and wood fence Municipal Park, chain link fence at Foundation Park ball fields, chain link fence at Municipal Park ball fields and pool

Routine maintenance tasks:	Frequency:	Performed by:
Split rail/wood fence:		
Inspect for missing/broken rails	Every 2 weeks	Seasonal staff
Repair/replace rails	As needed	Seasonal staff
Remove weeds	Every 2 weeks	Seasonal staff



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Chain link:		
Inspect caps/gates	Every 2 weeks	Seasonal staff
Repair caps/gates	As needed	Seasonal staff
Remove weeds	Every 2 weeks	Seasonal staff

**Maintenance facilities & equipment**

Facilities include Foundation Park main maintenance garage, soccer garage and softball shed; Karr Park shelter garage; Municipal Park shed; Volunteer Park shed

Equipment includes Passenger trucks, dump trucks, trailer, plow, tractor, gator, mowers, weed whackers, chainsaws

Routine maintenance tasks:	Frequency:	Performed by:
Check fluids	Weekly	Permanent/seasonal staff
Change oil/filters	As needed	Permanent/seasonal staff
Inspect/clean mower decks	Weekly	Permanent/seasonal staff
Inspect/sharpen blades	As needed	Permanent/seasonal staff

**Parking Lots**

Offered at: Citizens Park (1 gravel lot); Foundation Park (5 gravel lots); Freedom Park (1 gravel lot); Karr Park (1 gravel lot); Municipal Park (1 paved lot); Volunteer Park (2 gravel lots)

Routine maintenance tasks:	Frequency:	Performed by:
Gravel lots:		
Weed control	As needed	Seasonal staff
Level/Fill in low spots	As needed	Seasonal staff
Asphalt lot:		
Repair potholes	As needed	Seasonal staff



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## **Playgrounds & fitness equipment**

Offered at: Foundation Park, Freedom Park, Karr Park, Liberty Park, Municipal Park

Foundation Park, Freedom Park, Karr Park and Municipal offer traditional play sets with swing bays, slides and other features such as climbing walls, monkey bars, tic-tac-toe boards, etc. Liberty Park offers a nature play set in the woods. Karr Park offers adult exercise stations with outdoor gym equipment.

Routine maintenance tasks:	Frequency:	Performed by:
Inspect for safety hazards	Every 2 weeks	Permanent/parks manager
Remove graffiti	As needed	Seasonal staff
Inspect mulch surface for low spots	Every 2 weeks	Seasonal staff
Add/level mulch	As needed	Seasonal staff
Remove weeds	As needed	Seasonal staff
Pick up litter	Weekly	Seasonal staff

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## **Restrooms**

Offered at: Foundation Park, Karr Park, Municipal Park

Flush restrooms at Foundation Park are open to the public during special events and youth soccer games. Flush restrooms at Karr Park are always locked. Shelter renters are given a code to open a key box. Flush restrooms at Municipal Park are located inside the pool complex and open to pool patrons.

Routine maintenance tasks:	Frequency:	Performed by:
Clean toilets & sinks	Daily when in use	Seasonal staff/Pool staff
Sweep/Mop floor	Daily when in use	Seasonal staff/Pool staff
Wipe down stalls	Daily when in use	Seasonal staff/Pool staff
Restock toilet paper/towels/soap	As needed	Seasonal staff/Pool staff
Remove trash	Daily when in use	Seasonal staff/Pool staff
Paint/power wash	Annually	Seasonal staff

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## Shelters

Offered at: Freedom Park, Foundation Park, Karr Park, Municipal Park, Volunteer Park

Routine maintenance tasks:	Frequency:	Performed by:
Inspect tables and benches	Every 2 weeks	Seasonal staff
Pick up litter	When rented/2 weeks	Seasonal staff
Edge concrete pad	As needed	Seasonal staff
Remove trash	When rented/weekly	Seasonal staff
Paint/power wash	Annually	Seasonal staff

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## Soccer fields

Offered at: Foundation Park, Freedom Park, Municipal Park, Volunteer Park

Soccer fields at Foundation Park are the most intensely managed for heavy use during the spring and fall youth soccer program.

Routine maintenance tasks:	Frequency:	Performed by:
Mowing	Weekly	Seasonal staff
Pick up litter	Weekly	Seasonal staff
Remove trash	Weekly	Seasonal staff
Paint line	Weekly	Parks Manager/Permanent Staff

Turf management schedule:	Timeframe:	Performed by:
Dormant seeding	March	Parks manager/permanent staff
Soil testing	March	Parks manager/permanent staff
Clean up debris, leaf litter	April	Parks manager/Seasonal staff
Aerating	April	Parks manager/Seasonal staff
Overseeding	April	Parks manager/Seasonal staff



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Apply herbicides	May	Parks manager/Seasonal staff
Apply fertilizer	May	Seasonal staff
Aerating	June	Seasonal staff/ Perm. Staff
Weed control	June, July, Aug	Seasonal staff/Perm. Staff
Reseeding	June, July, Aug	Seasonal staff/Perm Staff
Aerate & overseed	Sept, Oct, Nov	Parks manager/Seasonal staff
Apply fertilizer	Dec	Parks manager/permanent staff

**Trails and walking paths**

Offered at: Foundation Park, Karr Park, Liberty Park, Municipal Park

Foundation Park offers a mile-long natural surface woodland hiking trail in rolling forested terrain along with a walking path around the park perimeter with a relatively wide and level aggregate surface. Liberty Park offers a short woodland trail along with a short, paved loop path. Karr Park also offers a short walking path between park attractions while Municipal Park offers a linear paved path along a creek bed.

Routine maintenance tasks:	Frequency:	Performed by:
Inspect path surface for hazards	Every 2 Weeks	Seasonal staff
Inspect for hazardous limbs	Every 2 Weeks	Seasonal staff
Inspect for drainage problems	Every 2 Weeks	Seasonal staff
Correct erosion problems	As needed	Seasonal staff
Remove encroaching vegetation	As needed	Seasonal staff
Pick up litter	Weekly	Seasonal staff



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## Landscaping

From park beautification to removal of dangerous trees, each park has unique needs and opportunities. Landscaping items are included as part of each park grounds inspection performed by staff as they make their daily rounds.

Routine maintenance tasks:	Frequency:	Performed by:
Remove leaves/sticks/plant debris	As needed	Seasonal staff
Remove hazardous trees/limbs	As needed	Seasonal staff
Remove nuisance plants	As needed	Seasonal staff
Remove weeds from flower beds	As needed	Seasonal staff

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## Mowing and weed management

In addition to soccer and ball fields which are subject to an intensive year-round program for turf management, Pataskala Parks offer grassy open areas that must be mowed on a regular basis. As part of the routine mowing schedule, staff look for weeds growing under benches, around trees, beside buildings, near play structures, in gravel areas, etc.

Routine maintenance tasks:	Frequency:	Performed by:
Mowing	Every 2 weeks	Seasonal staff
Inspect for weeds around/under objects	Every 2 weeks	Seasonal staff
Remove weeds	As needed	Seasonal staff

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## **Pond management**

Pataskala has 3 parks with ponds. Ponds are offered at Citizens, Foundation and Liberty parks. All of these ponds are stocked for fishing.

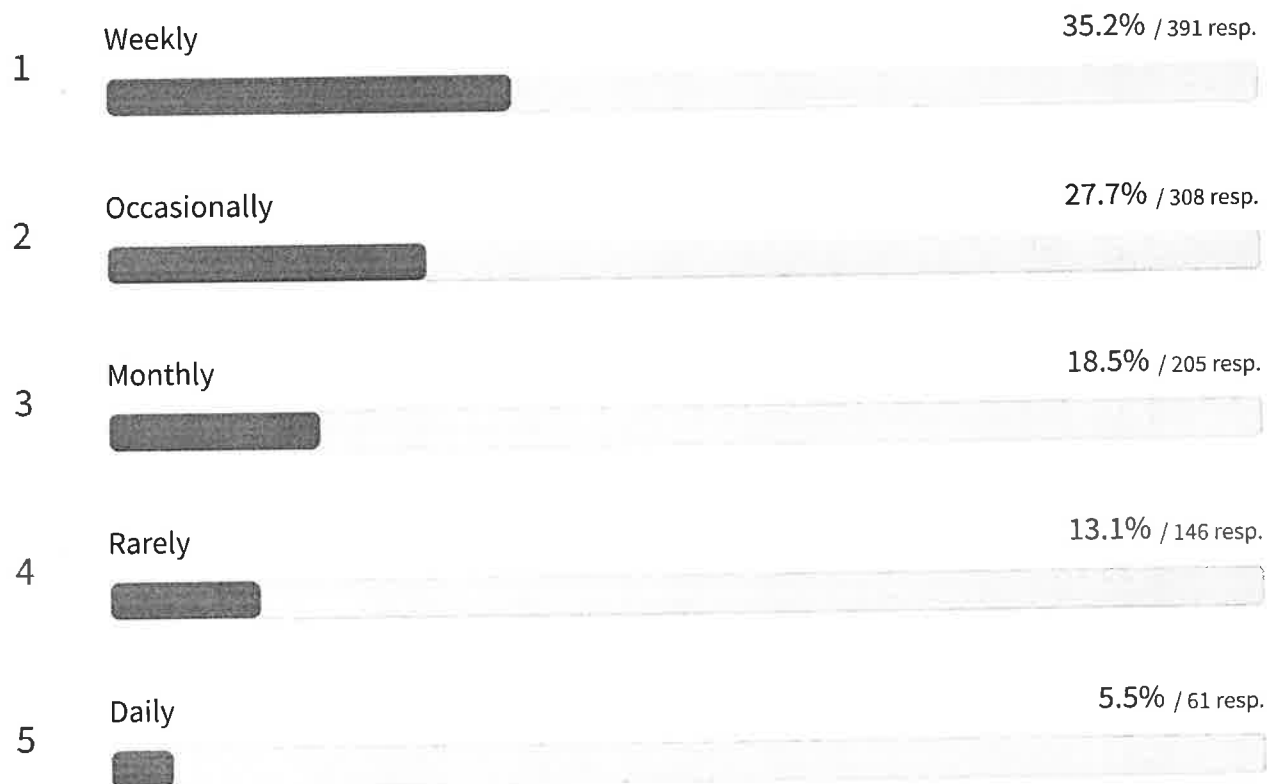
Routine maintenance tasks:	Frequency:	Performed by:
Treat water for algae	As needed	Parks manager/Contractor

# Pataskala Parks Survey

1,116 responses

How often do you use the parks in Pataskala?

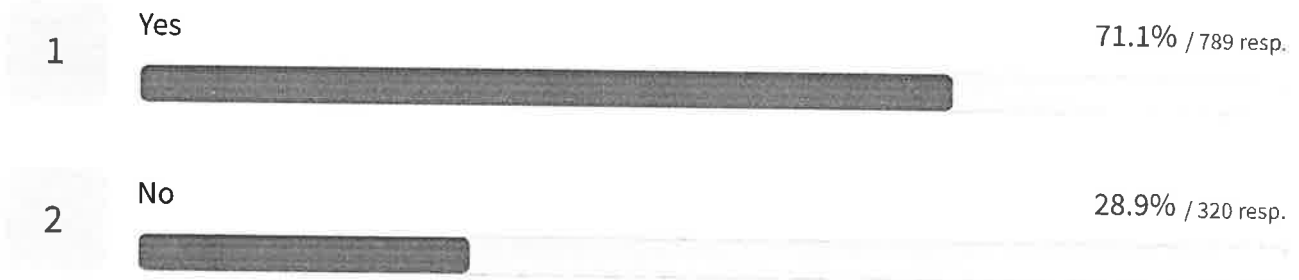
1111 out of 1116 answered





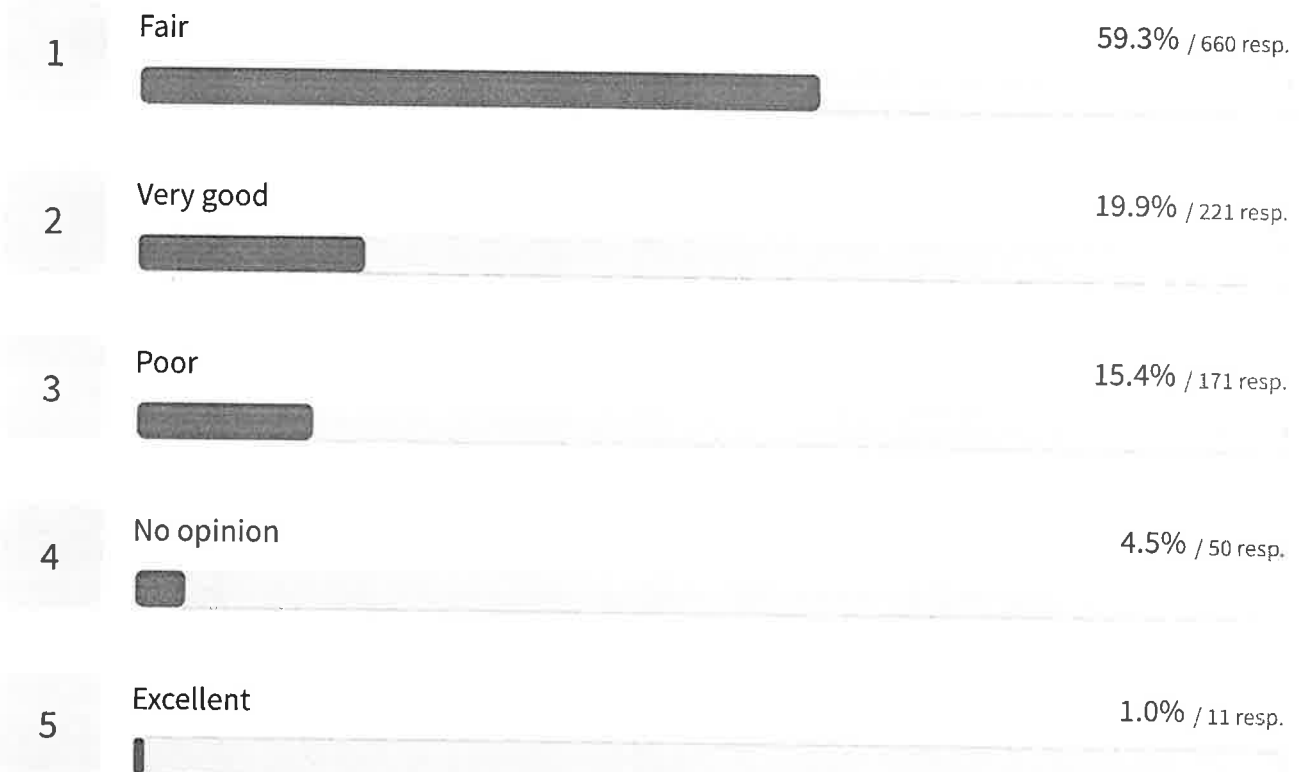
Do you think the parks in Pataskala are easy to find and navigate to?

1109 out of 1116 answered



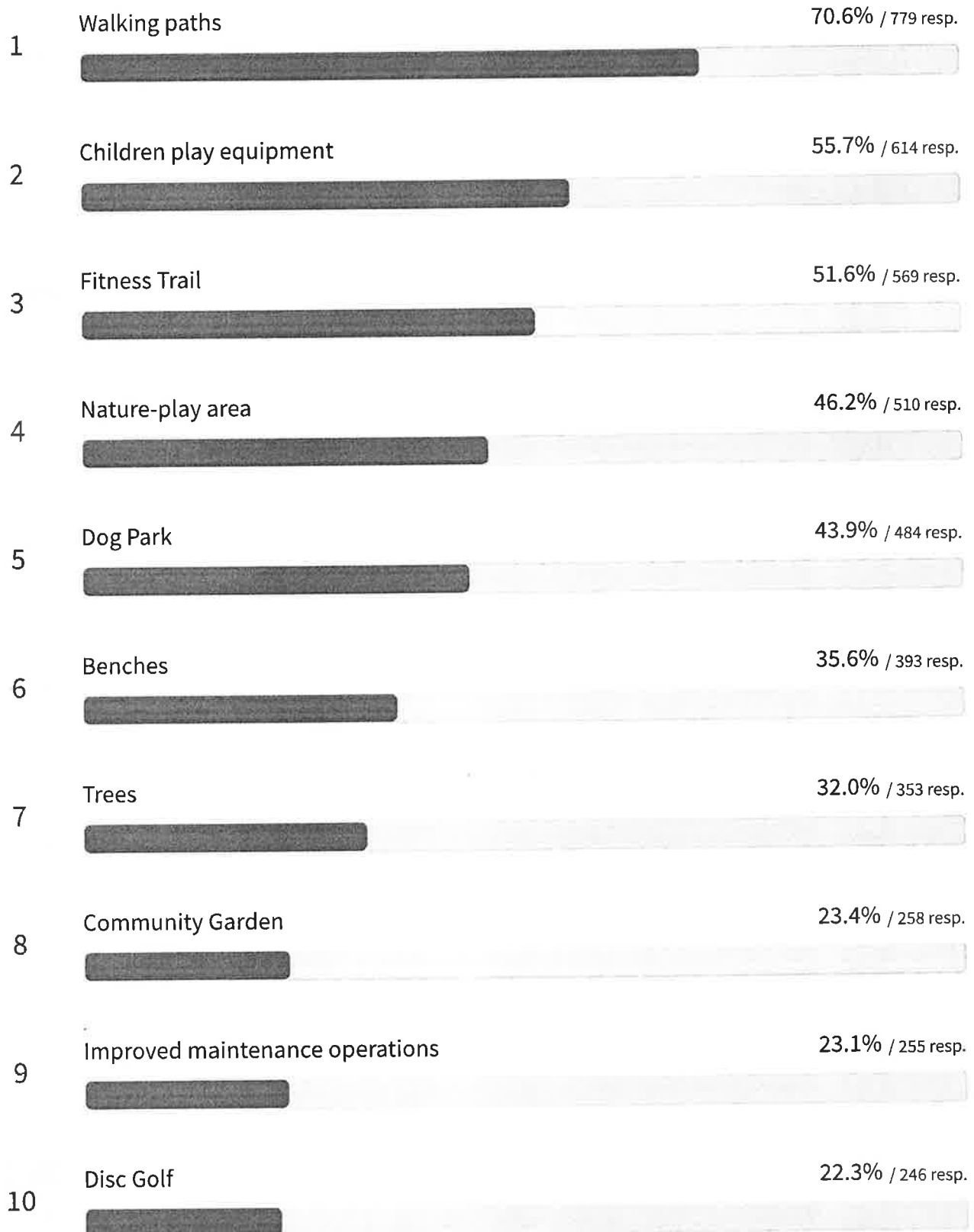
What is your overall opinion of Pataskala parks and playgrounds?

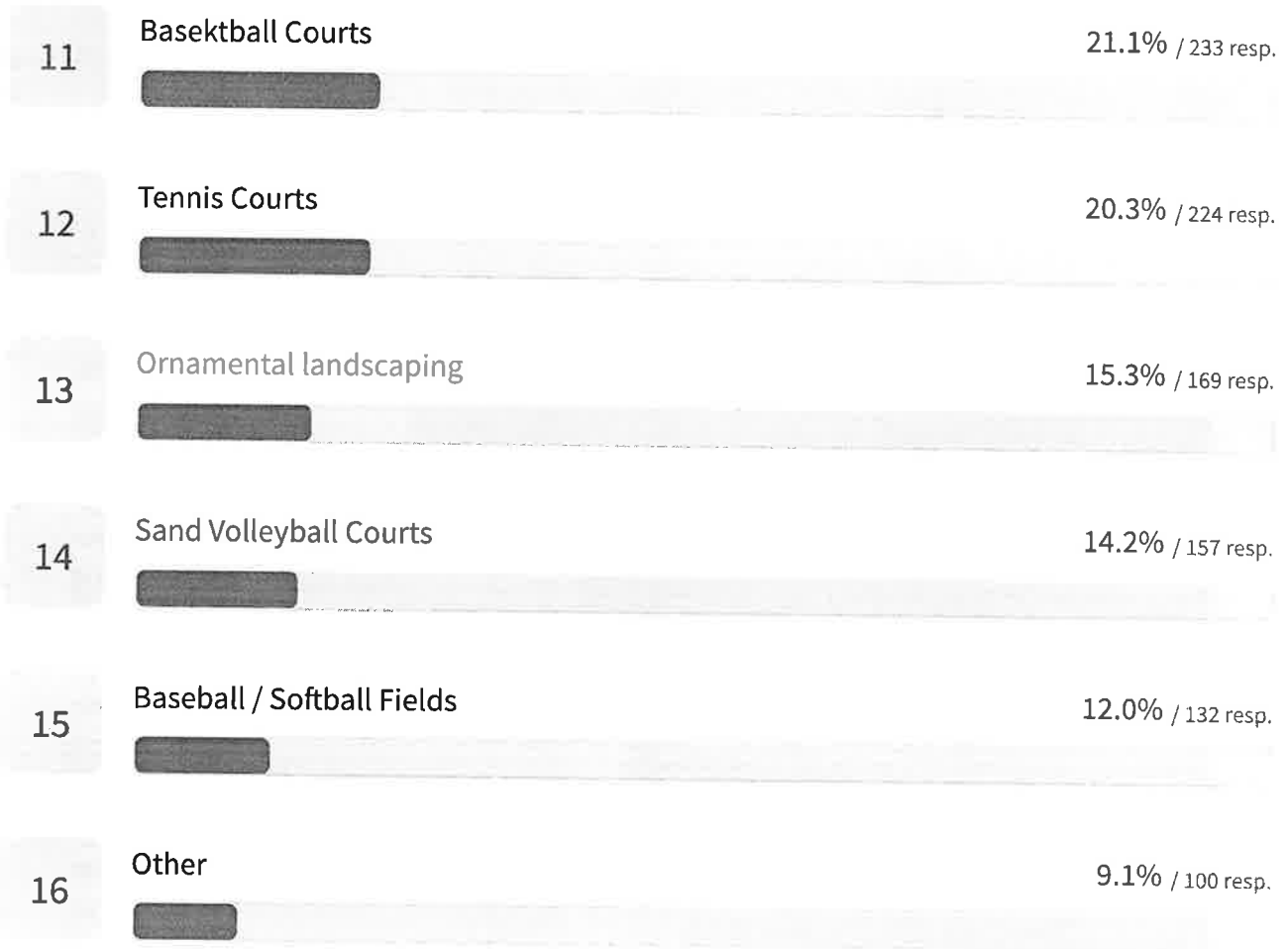
1113 out of 1116 answered



What amenities and facilities would you prefer to see added to the Pataskala park system?

1103 out of 1116 answered





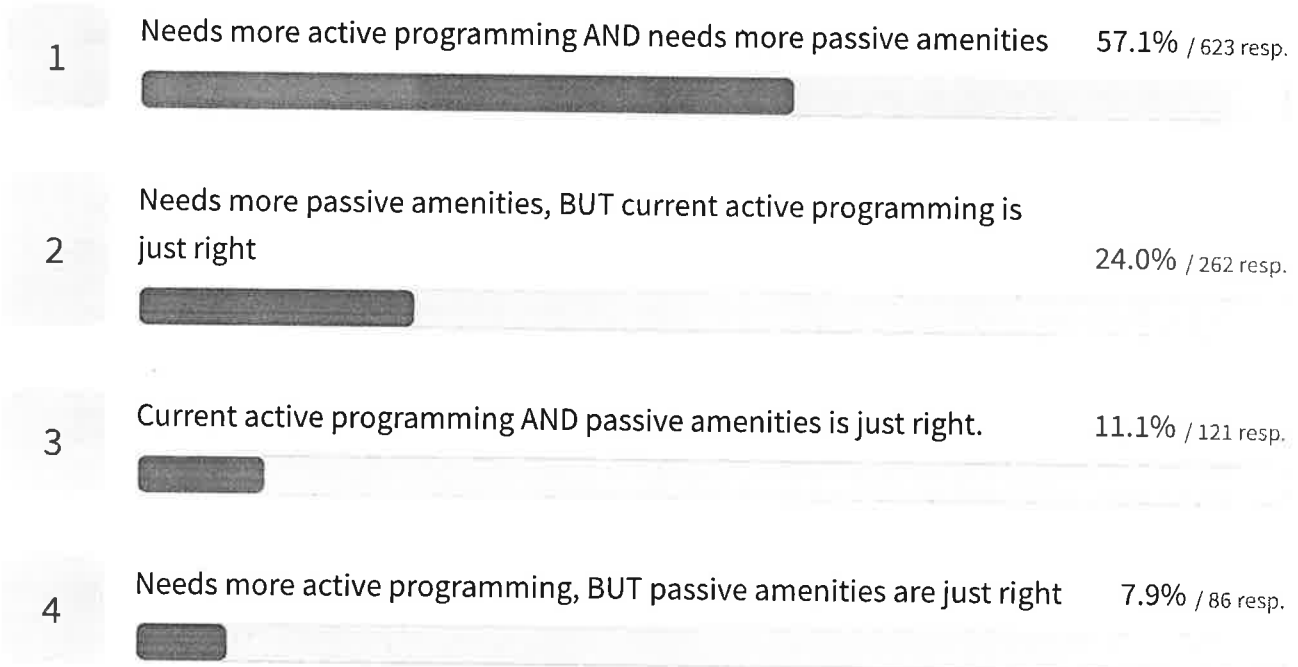
Would you be interested in the parks system having an indoor multipurpose facility to support year-round events and activities?

1112 out of 1116 answered



Are the parks programs currently offered adequate or is there need for additional active programs (e.g. sports/instructional programs) or more passive activities (e.g. trails)?

1092 out of 1116 answered



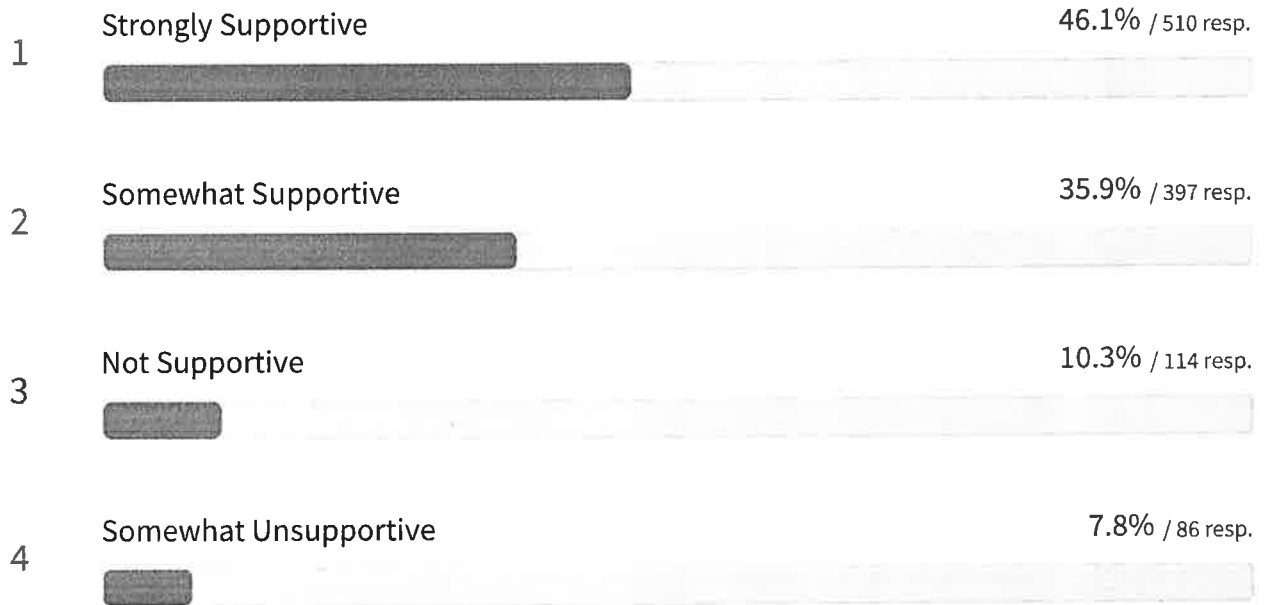
Would you attend an outdoor recreation event if offered through the parks department?

1101 out of 1116 answered



Would you be willing to support a property tax less than or equal to \$10 per month to help fund future park improvements, programs, and additional employees for the City of Pataskala Parks Department?

1107 out of 1116 answered





## Pataskala Community Garden 2022 Adopt a Community Giving Plot

Adopt a Community Giving Garden Plot is a commitment as a business, organization or individual to plant, care for, harvest and donate to the Pataskala Leads Center. All sponsors will have an engraved sign with your name placed in your adopted plot. Upon filling out and submitting the Sponsor Form your designated Contact Person will be assigned to and contacted by a member of the Pataskala Community Garden Team. We are looking for 10-20 businesses or community residents who are looking to promote health and environmental wellness at one of our beautiful parks here in Pataskala.

### Registration Form

#### Contact Info

Organization, Business, Individual Name\*: \_\_\_\_\_  
*\*as you would like it to appear on plot site, website*

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Yes!** My organization or business would like to sponsor a Community Giving Plot in the Pataskala Community Garden by encouraging our \_\_\_\_\_ (indicate number) employees/contacts/participants/students to participate by planting the plot, maintaining the plot, harvesting the produce and donating the produce to the Pataskala Leads Center.

**We would like the following #of material to help promote within our organization or business:**

Flyers in break-rooms, employee lounges or for handing out (#) \_\_\_\_\_.

**We would like to sponsor: (1) 4x4 raised garden bed in the amount of \$30**

**Yes!** I am an individual/family that would like to sponsor a Community Giving Plot in the Pataskala Community Garden by planting the plot, maintaining the plot, harvesting the produce, and donating the produce to the Pataskala Leads Center

Business, organization, or individual/family name will appear on an engraved sign in the plot(s) sponsored.

Names will be included in all press releases to media, business or organization logo featured on website

**Return this form by December 31<sup>st</sup>, 2021 to be listed as a sponsor at the garden and on the website. Return form by emailing or mailing to**

**City of Pataskala  
Lenier Crawford  
621 W Broad St  
Pataskala, Ohio 43062  
Email: [lcrawford@ci.pataskala.oh.us](mailto:lcrawford@ci.pataskala.oh.us)**





# SOCIALIZE WHILE SOCIAL DISTANCING

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AND REC**



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**REGISTRATION CLOSES**

**SEPTEMBER 19<sup>TH</sup> 2021**

