



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

### Administrative

- **Parks Advisory Board meetings being held in park in 2022**
  - Starting in April, 1 of 2 parks board meetings will be held in 1 of 7 parks. We will highlight each park and engage the community and collect data for future use as the community grows. Economic development in the area is booming and now is the time to gather as much data as possible and begin discussion to begin implementing plans for the future of our parks system. More information will be given at next council meeting regarding our goal of the meetings. See attached schedule. We hope to see ward representatives present in the parks.
- **Project updates**
  - **Foundation Park Dugout:** Project has started: Completed as of April 15th
  - **Aeration of Ponds:** Service will be added by the end of the month (AEP)
    - Only completing Liberty Park this season. Citizens Park will be delayed due to Headwall construction being planned this summer
  - **Security Cameras:** Final quote has been approved. We are added camera systems in Foundation Park, Municipal Park and Freedom Park. In 2023 we will add cameras to the other parks with the funds currently in the CIP budget.
  - **Ice Machines:** Ordered and will be installed April 13<sup>th</sup>.
  - **Pool Pump:** New Pump/motor has been installed
    - **Pool Pre-Season Prep** work begins the April 18<sup>th</sup>
    - **AEP:** Transformer blown will/may need to replace some hardware waiting for a quote from electrician. Corroded wires
    - **Backflow valve check #2:** Failed and is being fixed at this time
  - **Foundation Park: Athletic Field Development Project:** Preliminary planning for the future of our parks and recreation program growth. Parking will be included in the plan as well.
    - Currently in our unfunded CIP we have athletic field improvements. We are in the process of obtaining a feasibility study for Foundation Parks open space to add additional fields to help with our existing programs (Soccer) and will be a resource for other leagues within the community who need open athletic field space for practices and games. We are working with Verdantas to obtain a site image of the site work. This feasibility study will be completed by September 2022 to ensure that I can potentially apply for the Land and Water Conservation Fund (ODNR) This is a 50% match grant for the development and rehabilitation of recreation areas.
  - **Citizens Park planning:** The goal this year is to apply for a nature works grant for this park. We are waiting on site plan from Midstate Recreation. We are writing the grant to engineer the area and do the following in 2024: The nature works grant is a 25% allocation from the city. The goal would be to apply for improvement two years in a row. **The first meeting in May I will have a resolution to apply for said Nature Works Grant**
    - Add/Upgrade Parking lot on site

- Add caged basketball court
- Add an aggregate walking path around the perimeter of the park and connect to Faith Ann (Taylor Rd)
- Grade field area to add greenspace so that its usable space for the West Side of Pataskala. Athletic Fields

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

- News:
  - **Pool Recruiting is still active. Offered 8 employees a position as of April 12th**
  - **Seasonal Maintenance: Will have 2 seasonal maintenance hired by April 29<sup>th</sup>**
  - **In June 2022 Parks Manager will be taking an exam to become a Certified Parks and Recreation Professional (CPRP): This certification is for park professional seeking to become a director and more with the city's parks department.**
  - **Soccer Registration is closed: 47 Teams opening day is April 20th**
  - **Licking Memorial will be using our facilities for Walk with a Doc program on July 30<sup>th</sup>.**
  - **Pace with Passion 5K Race: May 21<sup>st</sup>, 2022: Have sponsors**
  - **Story Walk: May 27<sup>th</sup>: TBD Also opening day of the pool 4pm**
  - **Outdoor Adventure Day: Fishing, Archery and more: June 18<sup>th</sup>, 2022**
  - **Pataskala Chamber 50<sup>th</sup> Anniversary Event: June 11<sup>th</sup>: planning is in progress. The event will take place at foundation Park. A movie will be played, music, vendors tent. More information to come.**
  - **United Way 5k July 2nd, 2022: Confirmed the race for July 2<sup>nd</sup>.**



## CITY OF PATASKALA, OHIO POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Parks Maintenance Coordinator
<b>HOURLY PAY RATE:</b>	\$17.00-\$22.00
<b>POSITION TERM:</b>	Full-Time
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>POSITION REPORTS TO:</b>	Parks and Recreation Manager
<b>NUMBER OF OPENINGS:</b>	One (1)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Unclassified

### **JOB DESCRIPTION:**

#### **Essential Functions**

- Coordinating and guiding the work of seasonal maintenance workers and volunteers.
- Proper reporting for park inspections and documentation of work
- Responsible for implementing the ‘master use’ schedule set by the Parks Manager for each park and the associated facilities and amenities, ensuring smooth operation and communication between parties.
- Responsible for evaluating the physical condition of each park/facility to ensure a safe and enjoyable environment is maintained.
- Have the ability to coordinate with the Public Service department if necessary for routine maintenance of the parks (i.e., mowing, trimming, equipment repairs, etc.).
- Responsible for the communication of City of Pataskala parks rules and regulations.
- Assist in the preparation of submitting regular reports on the operation and condition of the city parks.

#### **Other related duties as required or assigned**

- Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds and parks using hand, power or riding mower, trims and edges around walks, flower beds, walls, etc.
- Perform minor repairs and routine maintenance procedures on equipment utilized for parks maintenance.
- Clean restroom facilities and pick up litter around parks

- Prepare and maintain athletic fields and related facilities. (Soccer and Baseball/Softball Facilities)
- Assist pool grounds maintenance and operations
- Assist with Park Shelter Rentals

### **Building and Vehicle Maintenance**

- Assists in inspecting designated City facilities/grounds and operational equipment

### **Equipment Operation**

- Operates a variety of equipment used in the above work, including trucks and trailer, riding mower, blowers, edger's and weed trimmers, skid steer, tractors, and other turf management equipment.
- Commercial Driver's License preferred but not required

### **Safety**

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping including storage of tools and equipment

### **Other Duties**

- Other related duties as required or assigned per the Parks and Recreation Manager
- Be available for community events and recreation programs when needed

## **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

### **TRAINING AND EXPERIENCE**

- High school diploma or GED equivalent
- Must have good verbal communication skills
- Knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment
- Outdoor landscaping skills
- Ability to be proactive and work independently
- Ability to work courteously with elected officials, other City employees and the public, including the bereaved
- Ability to develop and manage complex schedules.
- Ability to coordinate and guide the work of seasonal maintenance workers and volunteers.
- Dependability, flexibility, and willingness to work evenings and weekends as required.
- Ability to establish and maintain effective, positive working relationships and communicate effectively with city staff, community members, civic leaders, the media, public officials and program participants.
- Proficient in the use of computers. Working knowledge of desktop publishing, word processing and other software.

**SPECIAL REQUIREMENTS**

- Must be 18 years or older
- Must have a valid Ohio driver's license.

**PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS**

- Must be able to perform labor such as
  - Lifting 50lbs repeatedly during the summer months
  - Able to wear safety mask/respirator when needed
- Must be able to work in adverse weather conditions all year.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer



*Parks and Recreation Department*

**Foundation Park**

At 78 total acres, including 22 acres of woodlands, this is Pataskala's largest city park where all main city events and activities take place. Foundation Park links the Broadview Crossing and Settlements at Pataskala developments with rural neighbors near MacIntosh Road. The park was established in 1998 through the efforts of J. Gilbert Reese, Chairman of the Thomas J. Evans Foundation, and President Sarah Wallace to enhance local recreational opportunities. Annual events hosted here include the Easter Egg Hunt, Community Fireworks in July, Antique Power Show in September, and the annual Outdoor Adventure Day featuring fishing, archery and environmental science activities. Foundation Park is also the home of the Pataskala Youth Soccer program, and provides game and practice fields for local club teams.

Amenities currently available at Foundation Park include:

Soccer Fields  
Baseball/Softball Diamond  
Basketball Court  
Soccer and Softball Concessions  
3 shelter houses (1 with grills)  
    Flush restrooms with rentals  
2 playgrounds  
Gaga Pit  
Fishing Pond  
1.4 mile perimeter trail  
1 mile woodland trail

Potential Improvements and Additions include:

- Host site for various sports tournaments. Youth Soccer and Baseball/Softball: add additional athletic fields and drainage
- Electrical service at shelter houses
- Additional woodland trails within Conaway's Trail
- Paving of perimeter trail

Ambitious future proposals dependent on grant funding and partnering with local organizations and businesses include:

- Splash pad feature for summer play
- Indoor dome facility that could support various sports for year-round programming
- Tennis courts



*Parks and Recreation Department*

**Municipal Park**

This well developed 15 acre park along Township Road is Pataskala's original city park on the edge of the historic village. The Municipal Park pool offers swimming lessons and open swims for families and adults, as well as private rentals for pool parties. A paved trail along the scenic South Fork of the Licking River skirts the park and provides easy access for pedestrians and bicycle riders from the Bright Waters neighborhoods. Prior to 1998 Municipal Park was the home to all of Pataskala's park events and activities. Today it offers everything families want for a fun afternoon outing.

Amenities currently available at Municipal Park include:

Swimming Pool  
Pool Concession  
Soccer Field  
Baseball Diamond  
Basketball Court  
Sand Volleyball Court  
Shelter house with grills and electricity  
Playground  
Paved multi-use trail  
Little Free Library

Potential Improvements and Additions include:

- Improved pool facilities
- Multi-generational fitness area
- Improved baseball facilities



*Parks and Recreation Department*

**William V. Karr Park**

Located on the campus of Pataskala City Hall and the Pataskala Police Station, and adjacent to the Conine Village neighborhood, this 9-acre park is a green retreat from the bustle of Broad Street. Recent improvements made possible through an ODNR NatureWorks grant make this hidden gem even more inviting for multiple generations, providing active outdoor pursuits as well as quiet time in nature. Karr Park is home to Pataskala's new Community Garden program, which has already provided nutritious food for neighbors and will serve as a teaching garden for youth and adults interested in gardening. Through partnerships with the Licking County Master Gardeners and the Licking County Soil and Water Conservation District, native trees and wildflowers have been planted to enhance the park's beauty and diversity.

Amenities currently available at Karr Park include:

Multi-generational fitness equipment area and functional fitness rig  
Paved 600-foot walking path  
2 Shelter houses with grills (1 with electricity)  
Flush restrooms with rentals  
Playground  
Community Garden

Potential Improvements and Additions include:

- Additional paths to connect all features of the park
- Outdoor Education Location: ODNR Wild School Site potential
- Refurbished volleyball facility
- Additional native trees

**Volunteer Park**





*Parks and Recreation Department*

Pataskala's community spirit is on display at Volunteer Park, located adjacent to Pataskala Leads Center. This 11-acre park gets its name from the countless hours local volunteers and Eagle Scouts have put into bringing this active recreation area to life. Facilities for baseball/softball, basketball and soccer invite local youth, families and leagues to come out and play.

Amenities currently available at Volunteer Park include:

Soccer Field  
Baseball/Softball Diamond  
Basketball Court  
Large Shelter house

Potential Improvements and Additions include:

- Improved baseball facilities
- Improved soccer facility
- Multi-use walking path
- Playground
- Potential for a garden to help supplement the Pataskala Leads Center
- Improved parking lots



*Parks and Recreation Department*

**Freedom Park**

Freedom Park is the proud home of a military flag display, which inspires its name. Located at the corner of Taylor Road and Havens Corner Road, this 8-acre park links rural Pataskala with nearby neighborhoods. The Taylor Road multi-use walking path which spans 2.52 miles along Taylor Road north of Broad Street offers easy access from the Brookside developments for pedestrians and bicycles. The park's wide open spaces offer opportunities for casual soccer games and outdoor play. The shelter house and nearby playground are popular for gatherings. Future amenities are being planned for this site to accommodate the large number of residents along this corridor.

Amenities currently available at Freedom Park include:

Shelter house with electricity and grills  
Playground with inclusive features  
Fitness station  
Multi-use playing fields  
Little Free Library

Potential Improvements and Additions include:

- Caged basketball courts
- Sand volleyball court
- Expanded parking lot
- Expand onto existing playground
- Shade structure
- Walking path
- Wildflower habitat and path



*Parks and Recreation Department*

**Liberty Park**

Liberty Park offers an appealing blend of natural features and recreation facilities nestled in the Taylor Glen subdivision off Taylor Road. This 8-acre park boasts a 2-acre pond and a woodlot with mature trees in addition to sunny open fields. Bird nesting boxes have been installed and the pond has been stocked with fish to enhance these natural features. Recent park improvements made possible through an ODNR NatureWorks grant include a walking path, a nature play area in the woods, and a patio for picnics and other gatherings.

Amenities currently available at Liberty Park include:

Fishing pond  
Nature playground  
Picnic patio with grill  
Paved walking path

Potential Improvements and Additions include:

- Fishing overlook/boat ramp
- Add caged basketball court
- Extend existing asphalt walking path around pond
- Add shade structure to patio



*Parks and Recreation Department*

**Citizens Park**

Citizens Park, tucked into the Glenbrooke subdivision off Cleveland Avenue, offers 9 acres of potential for recreation amid fields and meadows. The park features a pond and a playground, and plenty of space to run and play, or relax and enjoy nature.

Amenities currently available at Citizens Park include:

Fishing pond  
Playground

Potential Improvements and Additions include:

- Improved playground features
- Multi-generational fitness equipment space
- Caged basketball court feature
- Perimeter walking path/possible boardwalk path
- Multi-use athletic fields to host flag football leagues, kickball and more
- Disc golf practice area/driving range



*Parks*

Lenier A. Crawford  
Parks Manager

**Parks Maintenance Coordinator**

The maintenance coordinator will assist the Parks Managers with all aspects within the recreation department. We will integrate ongoing preventative maintenance to be performed on a routine basis and special projects that may be performed once or over a limited period of time. The new position would help the parks manager with workflow management within the parks so we can work towards having aesthetically pleasing facilities to all residents and those who are seeking to move into the area.

**Essential duties for the Parks Maintenance Coordinator:**

- Assist seasonal maintenance workers. Coordinating and guiding the work of seasonal maintenance workers and volunteers.
- Assist for developing and maintaining a ‘master use’ schedule for each park and the associated facilities and amenities, ensuring smooth operation and communication between parties.
- Assist evaluating the physical condition of each park/facility to ensure a safe and enjoyable environment is maintained. Coordinate with the Public Service department for the routine maintenance of the parks (i.e., mowing, trimming, equipment repairs, etc.).
- Responsible for the communication and enforcement of City of Pataskala parks rules and the regulations.
- Assist in the preparation and submittal of supply requisition forms, as well as providing support for the development of the annual budget. Prepare and submit regular reports on the operation and condition of the city parks.

**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 truck, dump truck, trailer, plow, tractor, gator, mowers, weed whackers, chainsaws

<b><u>Routine maintenance tasks:</u></b>	<b><u>Frequency:</u></b>	<b><u>Performed by:</u></b>
Check fluids	Weekly	Permanent
Change oil/filters	As needed	Permanent
Inspect/clean mower decks	Weekly	Seasonal staff/Permanent
Inspect/sharpen blades	As needed	Seasonal staff/Permanent
Organize Building Contents	As needed	Seasonal staff/Permanent
Clean Equipment	As needed	Seasonal staff/Permanent



### *Parks*

Lenier A. Crawford  
Parks Manager

## 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):

Total Square Footage from all parks (

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

## Fences

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

<b><u>Routine maintenance tasks:</u></b>	<b><u>Frequency:</u></b>	<b><u>Performed by:</u></b>
Split rail/wood fence:		
Inspect for missing/broken rails	Every week	Seasonal staff/Permanent
Repair/replace rails	As needed	Seasonal staff/Permanent
Remove weeds	As needed	Seasonal staff/Permanent
Chain link:		
Inspect caps/gates	Every week	Seasonal staff/Permanent
Repair caps/gates	As needed	Seasonal staff/Permanent
Remove weeds	As needed	Seasonal staff/Permanent
Vandalism	As needed	Seasonal staff/Permanent
Repair Damage	As Needed	Seasonal staff/Permanent



## Shelters

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

<b><u>Routine maintenance tasks:</u></b>	<b><u>Frequency:</u></b>	<b><u>Performed by:</u></b>
Inspect tables and benches	Every 2 weeks	Seasonal staff/Permanent
Pick up litter	When rented/2 weeks	Seasonal staff/Permanent
Edge concrete pad	As needed	Seasonal staff/Permanent
Remove trash	When rented/weekly	Seasonal staff/Permanent
Paint/power wash	Annually	Seasonal staff/Permanent
Paint/Stain	As needed	2022-2023
Replace Doors	As needed	
Plumbing (Shelter Bathrooms)	As needed	
Be available if needed for Shelter reservation on weekend and weekend event		

### *Parks*

—  
Lenier A. Crawford  
Parks Manager

## Mowing and weed/ Turf and other Athletic Field 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.

<b><u>Routine maintenance tasks:</u></b>	<b><u>Frequency:</u></b>	<b><u>Performed by:</u></b>
Mowing	Every 2 weeks	Seasonal staff/Permanent
Inspect for weeds around/under objects	Every 2 weeks	Seasonal staff/Permanent
Remove weeds	As needed	Seasonal staff/Permanent
Seeding Turf Grass	As needed	Seasonal staff/Permanent
Drag Athletic Field at various facilities	As needed	Seasonal staff/Permanent
Paint athletic fields for recreation programs	As needed	Seasonal staff/Permanent



### *Parks*

Lenier A. Crawford  
Parks Manager

## Winter Duties/expectations

- Assist with woods management: Cutting invasive species and seek alternate routes along Conaway's Trail.
- Assist with Clearing areas in need to allow for park woods to be trekkable.
- Assist with building/fixing tables for parks shelters
- Assist with Park planning:
  - o Including potential landscaping,
  - o Prep future park land for project improvements (Blanch Addition Property)
  - o Plan weekly projects
- Study to become a Certified Playground Safety Inspector
- Study to become a License Applicator

The department is seeking to purchase a new truck in a couple of years with plow abilities. There is a potential for winter work where the parks department could assist the administration to help clear snow for our city buildings: 621 and 623 W Broad St facilities.

### **Adding a full-time maintenance employee will allow for the current parks manager to do the following task:**

1. **Actively Seek alternative funding options** to operate the parks department without needing large transfers from the general fund is the goal to keep in mind here. The city can do more with continued grant funding efforts. Since the levy was defeated in Fall of 2017, we should switch efforts and begin generating much needed data to present to the public and hope to go back to the voters in the Spring of 2023 for a permanent operations and improvement levy. It's vital right now to begin discussions with our local leaders and discuss partnerships with local schools, Health Department, and Licking Memorial Hospital to build a healthy community using our parks and open spaces year-round. Pataskala demographically is ready, and our community needs the resources and amenities now more than ever. So how about we band together and figure out a way to make our visions reality together here in Pataskala and surrounding townships.
2. **Continued Education:** The parks manager has credentials which are vital to our operation's success:
  - a. Aquatic Facility Operator (AFO) 2019
  - b. Licensed Applicators (ODA):
  - c. Licensed Instructor to teach the following: Community classes (We can obtain revenue if taught using our city facilities)
    - i. Lifeguard Trainer: 2021
    - ii. First Aid/CPR and AED: 2021
    - iii. Community CPR: 2021
    - iv. Swim Lesson Coordinator: 2021
    - v. Passport to Fishing Instructor (ODNR): 2018 (Looking to teach a community class and recruit stewards within the area)
    - vi. National Archery in School Program Instructor (ODNR) 2019
    - vii. USSF Referee: 2021 (Looking to recertify 2022)





*Parks*

Lenier A. Crawford  
Parks Manager

3. **Parks Manager Duties:** Plan weekly small projects within our parks and work the parks staff and seldomly team up with the Public Service Department to accomplish the task of enhancing the residents' experiences when they visit our parks facilities.
  - a. **Recreation/Health and Wellness:** Focus on maintaining our current youth soccer program as it continues to get larger each year. (Considering paid interns in the summer to run programs within the parks)
  - b. **Fishing:** ODNR has granted us funds since 2019 and I would like to continue the fishing program as it provides families with an outdoor opportunity while using our city ponds.
  - c. **Fitness in the Parks:** Pace with Passion Outdoor Fitness Series
    - i. Program for all ages