

Johnstown Joint Recreation District Meeting
Wednesday, September 8, 2021 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Election of Board Leadership
 - a. Chair
 - b. Vice-Chair
4. Approval of Minutes
 - a. August 25, 2021
5. Public Comment
6. Board Name Change Consideration
7. Constitution & Bylaws - Draft Discussion and Review of Neighboring Bylaws
 - a. Constitution and Bylaws Draft
8. Other Business
9. Adjourn

Johnstown Joint Recreation District
Wednesday, August 25, 2021 - 6:30 PM
MINUTES

1. Call to Order

Johnstown Clerk of Council Teresa Monroe called the Joint Recreation District Board meeting for August 25, 2021 to order at 6:30 pm

2. Roll Call

Board Members Present - Susan Suriano, Ed Baldwin, Jeff Barr, Keith Ryan
Absent - None

Others Present - Daryl Wernette, Teresa Monroe - Village of Johnstown Clerk of Council

3. Action on Minutes

a. August 12, 2021

ACTION: Susan Suriano moved to Approve; Ed Baldwin seconded and all were in favor.

AYES: Susan Suriano, Ed Baldwin, Jeff Barr, Keith Ryan

NOES: None

ABSTAIN: None

Passed 4 - 0

4. Public Comments

1. Daryl Wernette; 7473 Concord Road, Alexandria

- Shared that he was an applicant for the Joint Rec District and has continued interest in being on the board.
- His interest is predominately driven by his position as the Commissioner of the youth soccer league at JYAA; also has senior in-laws in the area and thinks about how to keep them active and healthy.
- Has seen the challenges with the growth of our town and having the necessary facilities available for all and figuring out how to be a part of the solution is very interesting to him.
- Enjoys solving problems in a collaborative way

Jeff Barr asked for a quick summary of Mr. Wernette's work background and education.

- Mr. Wernette said he is a Scientist at Owen's Corning in Granville, works in composites making fiberglass for large wind turbines. He partners with customers that have different problems, figures out which of those problems to go solve, works with their technical teams to figure out which ideas can solve them.

- Background is in chemistry, skills that would be leveraged here would be around project management as well as ideation tools mentioned.

No further comments

5. Board member Appointment

ACTION: Jeff Barr moved to enter Executive Session to consider the appointment of a fifth Board member to the Johnstown Joint Recreation District; Susan Suriano seconded and the vote was as follows:

AYES: Susan Suriano, Ed Baldwin, Jeff Barr, Keith Ryan

NOES: None

ABSTAIN: None

Passed 4 - 0

Entered Executive Session at 6:54 pm
Returned to Regular Session at 7:18 pm

ACTION: Jeff Barr moved to nominate Daryl Wernette as their fifth board member; Susan Suriano seconded and the vote was as follows:

AYES: Ed Baldwin, Jeff Barr, Keith Ryan, Susan Suriano

NOES: None

ABSTAIN: None

Passed 4 - 0

6. Member perspectives of JJRD Vision

Discussion on gathering the information and background that prompted the creation of this board. Goal to reach out to the school, JYAA and community to get their "wish list" for facilities etc. Jeff Barr said he does not want duplication of efforts on projects, that they should work in cooperation with the Johnstown Village Park and Rec Committee. Keith Ryan said he attended the last committee meeting and said that is not what is wanted, he thinks they are looking for this board to fill a larger need than what they are filling, not necessarily jump on board with what they are doing; they are looking for this board to fill a need that is not there. Jeff Barr discussed his vision to get a levy on the ballot to have capital and operating dollars and be able to find land for purchase. Susan Suriano said focus should be on getting organized as a board, identifying things to implement right away at little to no cost that show the community that they are active and are getting something going, also to start building relationships because eventually they will ask them for their money; they need to look at what will appeal to the majority of people who will use and want something in this community. Important to identify short term goals, long term goals, little to no cost goals and big money goals, identify grants etc. need to figure out their direction and priorities. Jeff Barr said he would be able to get JYAA's wish list, Keith Ryan said he could ask the School Board, Susan Suriano to reach out and ask

the Johnstown Village Park and Rec Committee, Ed Baldwin to reach out to Downtown Johnstown. Ed Baldwin said he would caution the group to stay multi-purpose (not just rectangular sports fields); discussion on programming and that being an important message to get out. Discussion on land potentially available and the Miles Estate property left by Brigadier General Perry Miles; Keith Ryan provided some history and will circulate the documents he has to the balance of the board.

7. Potential name change of the JJRD

From previous discussion on differences in a recreation district versus a park district and changing the name; members expressed opinions and openness to doing so. Members to consider and research, will be added to next agenda.

Board will need insurance set up, Keith Ryan said he reached out to Allison Speck who will be quoting a price.

8. Identify neighboring communities/contacts for operational & organizational ideas

Jeff Barr shared that Andy Wildman, Director of Granville Recreation District, is anxious to meet and discuss, Jeff will forward contact. Jeff said he also has a phone call in to the Ohio Parks and Rec association to see if they could forward some contacts to get other districts bylaws as examples. Board to gather examples of other bylaws and work individually on the draft and bring their comments to the full board.

9. Other Business

1. Next meeting dates set for September 8th and 22nd at 6:30 pm in Council Chambers.
2. Jeff Barr to forward Daryl Wernette's contact information.
3. Review of agenda items for next meeting.
4. Teresa Monroe to email the word document of the bylaws draft out to board members.

10. Adjourn

ACTION:	Jeff Barr moved to Adjourn; Keith Ryan seconded and all were in favor.
AYES:	Susan Suriano, Ed Baldwin, Jeff Barr, Keith Ryan
NOES:	None
ABSTAIN:	None

Passed 4 - 0

Meeting adjourned at 8:20 pm

JOHNSTOWN JOINT RECREATION DISTRICT BOARD CONSTITUTION AND BYLAWS

ARTICLE I — BOARD NAME

The name of the Organization is the Johnstown Joint Recreation District. Hereinafter referred to as the "District" which is organized as a non-union, nonprofit organization under the Ohio Revised Code.

ARTICLE II — DISTRICT PURPOSE

The purpose of the District is to administer programs, which provide athletic, recreational, and quality of life opportunities for the welfare and physical development of the residents of the Village of Johnstown, Ohio and the Johnstown-Monroe Local School District Board of Education. The District will promote the best ideals of athletic competition including the concepts of mutual respect, self-confidence, teamwork, fundamentals, and development of sportsmanlike attitudes toward competition, all in an age appropriate manner.

ARTICLE III — MEETINGS

- Section 1: Regular meetings of the Board of Trustees ("Board") of the District shall be held every month. The Board shall, at its first meeting of each year, set the day and time of the regular meetings for the following year and this shall remain constant insofar as practical.
- Section 2: Special meetings may be called by the Chairperson as the need arises, or by the request of two (2) or more Board members. The purpose or purposes of the special meeting(s) must be stated when the meeting is called and action may be taken only on those items. There must be 24-hour notice to all Board members and any other entities required by law in order for a meeting to be called and action taken to be official.
- Section 3: Under the Ohio Sunshine law, Ohio Revised Code 121.22, at informal gatherings of three (3) or more Board members, no district business will be discussed.
- Section 4: No items can be acted upon at any meeting except setting another meeting or adjournment unless a quorum is present. A quorum shall be three (3) members.
- Section 5: All meetings shall be conducted following Robert's Rules of Order, unless otherwise specified in the Constitution.
- Section 6: During any regular or special meeting any Board member can move to adjourn to executive session for the purposes of discussing personnel (e.g., referees, officials, commissioners, coaches, or players), possible lawsuit, or land acquisition or as otherwise permissible under Ohio law. No action may be taken in executive session.

ARTICLE IV — ORDER OF BUSINESS

The following is the order of business for regular meetings:

1. Call to Order
2. Roll Call
3. Approval of minutes
4. Guest or Speakers
5. Reports of Officers, Boards, Commissioners
6. Old Business
7. New Business
8. Adjournment

ARTICLE V — MEMBERSHIP, TERMS OF OFFICE, AND DUTIES

Section 1: The Board shall consist of the following five (5) voting members: two (2) members of the Johnstown Village Council ("Village Representatives"); two (2) members of the Johnstown-Monroe Local School District Board of Education ("Johnstown-Monroe Representatives"); and one (1) member shall be appointed by a majority vote of the Village Representatives and Johnstown-Monroe Representatives (the "Joint Representative"). The Village Representatives shall be appointed by the Johnstown Village Council; the Johnstown-Monroe Representatives shall be appointed by the Johnstown-Monroe Local School District Board of Education; and the Joint Representatives shall be appointed by a majority vote of the Village Representatives and Johnstown-Monroe Representatives.

For purposes of creating the Board, the terms of the Village Representatives, Johnstown-Monroe Representatives, and the Joint Representative at the outset shall be one or two years, as determined by Village Council and Johnstown-Monroe, for each of their respective members initially, so that the terms will be staggered. After the first term for each Representative, terms shall be two years.

The five (5) voting members shall appoint from such membership a Chairperson and a Vice Chairman/Secretary, who shall each serve in the respective position for one year.

Section 2: Duties of Board Members

- A. Chairperson: The Chairperson shall have charge of and shall preside at all meetings of the Board and shall perform all duties incidental to such an office and such other duties as may be required. It shall be the Chairperson's duty to open and close all meetings.
- B. Vice Chairperson/Secretary: The Vice Chairperson/Secretary shall perform all duties of the Chairperson in case of his/her absence; shall act

as Secretary and keep an accurate record of all actions at Board meetings, regular and special; shall provide Board members with minutes for approval; shall keep all reports, letters and other communications sent or received by the Board; shall be in charge of developing new or improve existing recreation programs.

- C. Fiscal Officer: The Board shall either appoint one of its members to act as the Board's Fiscal Officer or shall employ an individual to act as the Board's Fiscal Officer. The Fiscal Officer shall keep a complete and accurate record of all monies received and distributed by the Board and maintain this record in the ledger provided by the Board; shall act as purchasing agent: sign all purchase orders drawn against the funds of the Board; then disburse all funds upon approval of the Board; shall furnish a financial statement at each regular meeting, to include but not limited to all income and expenditures; shall be in charge of fund raising activities of the Board; and maintain records and arrange for audits in accordance with all government requirement; shall deliver to any successor in office all documents and other property of the Board in his/her possession to such Fiscal Officer by the first meeting in January.
- D. The Village Representatives shall act as the representatives of Village Council and act as the liaisons between this Board and Village Council. The Village Representatives shall attend meetings of Village Council and keep Village Council informed of the actions and requests of this Board.
- E. The Johnstown-Monroe Representatives shall act as the representatives of the Johnstown-Monroe Local School District Board of Education and act as the liaisons between this Board and the Board of Education. The Johnstown-Monroe Representatives shall attend meetings of the Board of Education and keep the Board of Education informed of the actions and requests of this Board.

ARTICLE VI — RECREATION DISTRICT SERVICE PROVIDERS

- Section 1: Referees, Officials, and Umpires: fees shall be set prior to each season by the Board. Referees, officials, and umpires will be responsible for games being played by league rules; shall maintain discipline among teams, coaches, and spectators; shall have the right to take action against unruly individual(s) up to and including forfeiture of the game; shall have the responsibility of postponing and/or canceling the game due to adverse weather condition or field conditions.
- Section 2: Coaches: Because of the special nature of some sports, professional fees are required to be paid. These fees will be set and/or approved by the Board prior to each season. These professionals shall be responsible to the Commissioner of that sport and to this Board.

ARTICLE VII — ELECTION OF COMMISSIONERS, COACHES, ASSISTANTS

Section 1: Commissioners: The Chairperson shall appoint the Commissioners, subject to approval by the Board. The term of office shall be for one year. At the end of the term, if Commissioners desire, they may be reappointed for another term, subject to the approval of the Board. The Commissioners are responsible for the following duties and shall perform all other duties as may be required by the Chairperson or the Board.

- A. Arranging sport registrations of all sign-up dates and times.
- B. Any registrations collected outside of on-line signups must be turned in within one week of receiving funds to the Fiscal Officer.
- C. Prior to the beginning of each season turning in copies of all registration forms to the Fiscal Officer.
- D. Organizing fair drafting procedures, scheduling games and locations for said games.
- E. Attending meetings of the Board and providing information so the Board can make informed decisions on the programs under its supervision.
- F. Soliciting and recommending qualified coaches/assistants for approval by the Board.
- G. Supervising and educating coaches on the objectives of the program for the applicable level of play and to ensure compliance with the coaches responsibilities. Any issues with coaches must be reported to the Chairman, Vice Chairman or Director immediately.
- H. Submitting a yearly budget request to the Board at the regular November meeting for recommendation of approval by the Board.
- I. Completing "Recreation District Quotes" for any requested purchases and/or coaches or referee fees, and turning in said quotes to the Fiscal Officer for approval by the Board.
 - 1. Requests for referee *and/or coaches* fees should show each person's name, address, *date of birth, social security number*, game dates and amounts owed.
 - 2. All purchasing will be handled through an authorized purchasing of the Board.
- J. Working with the District Scheduler (if used by your sport) to furnish the board with game dates and times before the season begins.
- K. Collecting all equipment within thirty (30) days at the end of each sport season, storing it in appropriate facility, and furnishing the Board with a written report of the inventory and its condition.
- L. Delivering to the Board all documents and other information pertaining to the sport and the running of the sport at the end of the current commissioner's term if reappointment is not desired or approved.
- M. Working with incoming Commissioner to make sure all information is shared to provide for a smooth transition.
- N. Submitting to the Board a written program for each level of play for the applicable sport. This written program should explain the goals and objectives and what is being taught to the participants by coaches (fundamentals, etc.) for each level of play.
- O. Working cooperatively with Commissioners of other sports that coincide or

run parallel to their programs to schedule practice and game dates, times, etc. to prevent conflicts in scheduling.

Section 2: Coaches Responsibilities

- A. Promoting sportsmanlike conduct.
- B. Providing equal opportunities for all players to participate.
- C. Teaching fundamentals of the sport, including respect for officials.
- D. Maintenance and accounting for equipment.
- E. Maintaining medical release statements of the team.
- F. Getting own assistants.
- G. Compliance with the written program submitted by the Commissioner to the Board.

Section 3: Assistants shall help the coach in all aspects of the game and in the absence assume his/her duties.

ARTICLE VIII — RESIGNATION, REMOVAL, AND VACANCIES

Section 1: All officers, appointees, or Board members shall have the right of resignation at any time. Written notice of resignation must be given to the Chairperson and considered by the Board at the next meeting.

Section 2: Any officer, appointee, or employee of the Board who commits any acts of misfeasance, malfeasance, or neglect in the performance of his/her duties shall be removed from office and may be prohibited from participating in any way in all programs administered by the Board. Notice stating the reason for seeking removal shall be filed with the Chairperson; then notice shall be given to the officer/appointee whose removal is being sought; complaint will be heard by the Board as soon as practical, preferably at the next regular meeting. Affirming removal of an appointee or officer shall require three (3) votes of the Board.

Section 3: Any vacancy on the Board that occurs otherwise than by expiration of a term shall be filled, as applicable, by Village Council, Johnstown-Monroe, or the Board (for the Joint Representative), depending on which Representative seat was vacated (*i.e.*, the Village Council shall fill a vacancy of a Village Representative; Johnstown-Monroe shall fill a vacancy for a Johnstown-Monroe Representative; and the Board shall fill a vacancy for the Joint Representative), for the remainder of the current, unexpired term.

ARTICLE IX — REVENUE, FINANCES, AND EXPENDITURES

Section 1: Budgets for each individual sport are set by the amount of revenue generated by the individual sport. Planning budgets are filed with the Board at the regular November meeting. Following review by the Board, the planning budgets are then distributed to each Commissioner.

- Section 2: This Joint Recreation District shall exercise all power and authority of a joint park district under Sections 755.12 to 755.18 of the Ohio Revised Code, without limitation, the Issuance of bonds under Section 755.17 and the submission of a tax levy within the Village or Johnstown-Monroe under Section 755.18.
- Section 3: All revenue and expense shall be tracked and recorded in a ledger kept by the Fiscal Officer of this Board.
- Section 4: Only those persons authorized by the Board may collect and/or solicit sponsorship fees. Sponsorship fees shall be set in November during the budget review and approval process.
- Section 5: No person shall solicit funds in the name of the Board from any person or business for any project or reason unless said person(s), project, and/or reason has first been approved by the Board.
- Section 6: The Board must approve all fundraising activities that are in any way affiliated with the Board.
- Section 7: Proceeds from fund-raising activities by and for each individual sport will be turned into the Fiscal Officer and reserved for that sport in the Joint Recreation Districts' account. Commissioners shall provide the Fiscal Officer with a ledger or record of fundraising monies received and spent along with receipts. All sponsorship fees collected must be turned into the Joint Recreation District Fund. Monies from fundraising activities by and for the Board will be used to contribute to the overall Board budget.

ARTICLE X — REGISTRATION FEES AND ELIGIBILITY REQUIREMENTS

- Section 1: Registration fees for each sport shall be determined and approved by the Board at each regular January meeting. Families with more than one child participating in the same sport may pay a lesser amount, as set by the Board.
- Section 2: The Board on an individual basis shall consider Hardship cases. The information for a hardship case can be given to any Board member and will be considered by the Board in the strictest of confidence.
- Section 3: Refunds of registration fees after the draft and/or equipment/uniform purchases will require recommendation by the Commissioner and approval by the Board.
- Section 4: To participate in the Johnstown Joint Recreation District programs, persons must reside within either the Village of Johnstown or the Johnstown-Monroe Local School District. When every effort has been made to fill a team with said residents is unsuccessful, only then will outside residents be considered for participation in any programs. Acceptance, rejection, and/or dismissal are the sole responsibility of the Board.

- Section 5: There will be no sign-ups after the day of the draft, except at the discretion of the Commissioner. However, in no case will sign-ups after the draft be for the preferential placement of a player on a specific team.
- Section 6: If the recreation district provides comparable boys' and girls' sports programs, individuals are encouraged to participate on same sex teams. If no comparable program is available, girls or boys are permitted to play on either boys or girls teams.
- Section 7: All participants must fill out a release of liability form that is included in the Registration form. In the event the participant is a minor a parent or guardian signature must appear on the registration forms.

ARTICLE XI — SELECTION OF PLAYERS (CHILDRENS PROGRAMS)

- Section 1: The selection of players, both male and female, for sports requiring a draft shall be as follows:
- A. Coaches will select new teams each season.
 - B. Coaches shall select all players from the top grade level, proceeding downward by grade level within each grouping level.
 - C. Coaches will then review teams to ensure an equal distribution of ability and age level of players has been selected to promote equality of teams.

ARTICLE XII — SEASON START-UPS AND COMPLETIONS

- Section 1: Approximate start and end dates vary by program. Some programs start and completion dates run parallel. Each Commissioner is responsible for working with Commissioners of other sports that coincide or run parallel to their program to ensure there are no conflicts in practice and/or game schedules, times, etc. Start and completion dates should remain consistent for each sport every year and/or season.

ARTICLE XIII — EQUIPMENT

- Section 1: All equipment and uniform purchases shall be recommended by the appropriate Commissioner and approved by the Board before funds are issued. The Commissioner will submit all equipment/uniform inventories to the Board. No one may loan out or give away equipment for the approved sports, unless approved by the Board. The Board shall determine the manner of disposal of unusable equipment and/or uniforms.
- Section 2: Access to the Board's secured storage areas will be given only to persons approved by the Board. The keys will not be loaned, given to, or placed in any other person's possession.

ARTICLE XIV — CODE OF CONDUCT

1. No foul language or obscene gestures.
2. No physical or mental abuse.
3. No alcohol or other drugs.
4. No tobacco use by coaches, officials, or players during scheduled practices or games on the playing fields and by Board members at meetings.
5. No team member shall use tobacco, alcohol, or drugs. They will be removed from the team
6. Individuals held responsible for any damage to equipment or property.
7. Proper apparel worn to all practices and games by coaches and participants.
8. Address officials by appropriate titles.
9. Address coaches by appropriate titles.
10. Sportsmanlike conduct at all times.

Any alleged violation results in immediate suspension from the program pending an investigation by the Board.

ARTICLE XV — SAFETY

1. Coaches should make a reasonable effort to provide for the safety of team players at any and all planned activities.
2. Coach or assistant shall have knowledge at all times of player's whereabouts.
3. All appointees and employees shall be responsible for the safety of players as pertains to adverse weather conditions.
4. In the event of a tornado warning (siren), all play will cease and the premises vacated immediately.
5. Drivers shall transport players in a safe and legal manner.
6. **Concussions and Head Injuries in Youth Sports:** the provisions of House Bill 143 and Senate Bill 26 relating to concussions and head injuries, as applicable and as such law(s) may from time to time be amended, shall be followed, including but limited to:
 - a. All individuals acting as coaches and/or referees will be informed of the requirement that they must hold a pupil-activity program permit or present evidence that he/she has successfully completed a training program in recognizing the symptoms of concussion and head injuries, in compliance with R.C. 3707.511, and all such coaches and referees shall comply with this requirement.
 - b. Parents, guardians and/or other person(s) having care or charge of an individual who wishes to practice for or compete in an athletic activity organized by the Joint Recreation District shall be provided annually for each sport or other athletic activity the information sheet published by the Ohio Department of Health, per R.C. 3707.511 and 3707.52.

ARTICLE XVI — AMENDMENTS

- Section 1: Alterations and amendments to the constitution and bylaws shall be presented, in writing, to the Board. A two-thirds (2/3) majority vote of the Board shall be required to make said changes or amendments effective.

ARTICLE XVII — IMPLEMENTATION

Section 1: All Board members, appointees, and service providers of the Johnstown Joint Recreation District will follow the constitution and bylaws at any and all sport events sanctioned by the said Board.

ARTICLE XVIII — GRIEVANCE PROCEDURES

Section 1: If any participant, parent, coach or commissioner has a complaint against any individual(s), procedure, or play associated with any program sponsored by the Johnstown Joint Recreation District, and if that complaint cannot be resolved by the parties involved, then either party to the complaint may file a grievance with the Board. Any such grievance must be submitted in letter form within 30 days of the date of the original dispute, provide a complete account of the dispute and must be signed by the individual(s) filing the grievance. The letter shall be addressed and sent to the address of the Board.

Section 2: All grievances shall be considered by the Board at their next scheduled meeting or earlier if a special meeting is called. Any member of the Board that is a party to the dispute shall recuse themselves from ruling on the grievance. A quorum of the Board is required to hear and rule on the grievance.

The Constitution of the Johnstown Joint Recreation District have been voted on and approved on this _____ day of _____, _____. The terms and provisions of these By-Laws and Constitution shall become effective and operative upon the official formation of this Joint Recreation District.

Chairperson

Vice Chair

Fiscal Officer

Johnstown Village Council Representative

Johnstown Village Council Representative

Johnstown-Monroe Local School District Board of Education Representative

Johnstown-Monroe Local School District Board of Education Representative

Joint Representative

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