

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

September 5, 2006

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held at the Boettcher House Museum on Tuesday, September 5, 2006. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller & Ross. Commissioner Keebler was also present. Superintendent Lessig was also present. Guests included: Larry and Kaye Pulkrabek, 230 Eshelman Road, Ed and Patti McClune, 412 Candlewyck Road, Monica & Vincent Forte, 2131 Fruitville Pike and Nancy Santaniello, 2177 Fruitville Pike.

Chairman Bohan welcomed all guests and stated that any comments or questions from guests will be heard at the end of the agenda. Chairman Bohan also stated that at the completion of the meeting, the Board will convene into Executive Session to discuss a personnel matter. Chairman Bohan encouraged all guests to sign the guest book.

- II. **August 1, 2006 Minutes** - Mr. Keene made the motion to approve the August 1, 2006 Minutes as written. Mr. Miller seconded this motion.

- III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included in the packet. Mr. Miller questioned why the Sand Trap revenue was down for the month of July. Director Lovelette responded by saying that since the golf outings are now missing from the revenue end, as The Keares Group is now taking care of that aspect of the Sand Trap. Mr. Miller commented that the Overlook Pool daily admissions were down quite a bit (in comparison to previous years). Director Lovelette commented that with the absence of concession revenue and day camp payments not received in July, the facility total looks to be quite lower than previous years. Mr. Miller also commented that rink programs and rink rentals are down from previous years. He stated that this is something that should possibly be looked at possibly with the Facilities and Program Committees. Commissioner Keebler commented that she has already received an invitation to an event at the Castle (Skating Rink). They market their facility very heavily. She encouraged that we should market Overlook Activities Center more. Director Lovelette stated that staff is taking a look at groups that utilized the facility before floor renovations, in an effort to increase use.

IV. **Committee Reports:**

Facilities Committee – Vice-Chair Keene asked board members to comment on this month's park review which were Stauffer Park & Landis Woods. Mrs. Ross commented that she had visited Stauffer Park one evening and was very impressed how many people were utilizing it. Many facilities in the park were being used. Mr. Keene commented that he had taken a walk on the Blue Route (in Landis Woods) and the only thing that was noticed was that there was a tree down on one of the trails. Mr. Keene announced the upcoming Landis Woods Art Show (53 artists) that would be taking place on Saturday, September 30. Chairman Bohan commented that Stauffer tennis courts get used very heavily. Mr. Laubach asked what the trenching at Stauffer Park was dug for. Director Lovelette stated that a gas line had been put in.

Personnel Committee – Mr. Gard had no report. Chairman Bohan stated that the Board will go into Executive Session following the meeting.

Program Committee – Mr. Miller had no report.

Public Relations Committee – Mr. Laubach had no report.

Finance Committee – Budget report will be given later in the meeting.

(Continued)

Meeting Agenda forwarded to **VII. New Business**

VI. New Business

- A. OWLS Presentation - Guests Nancy Santaniello, Vice-President of the Overlook Wildlife Society, and Monica Forte, President of the Overlook Wildlife Society, introduced themselves to the group. Ms. Santaniello made a presentation which overviewed the OWLS group. The OWLS are concerned residents in preserving the natural habitat of wildlife and wetlands within the Overlook Community Campus. Ms. Santaniello explained that all of the work that is done within this group is done with much enthusiasm and without tax payer dollars. A perennial garden has been planted along the trails (near the Dog Park) for park users to enjoy. Ms. Santaniello thanked the Parks & Recreation Department for giving the group the opportunity to plant two (2) fields with sunflowers, indian corn, field corn and pumpkins. At the Fall Festival, tables will be set up so children can paint a pumpkin to take home and make a craft using the sunflower seeds. Four (4) summer outdoor classrooms were enjoyed this past summer. Six elementary schools within Manheim Township were included in these classrooms. Children from Bucher Envision class painted birdhouses and these were then anchored on posts throughout the park. Ms. Santaniello shared some photos on various fund raisers that the group has had. The group has also been instrumental in the achievement of Eagle Scout projects. The group anticipates hosting a "Camp Out" for Fresh Air children next summer.

Vice-Chairman Keene asked what the Fall Festival was. Mrs. Forte explained that it is the fall event that will be held on the campus (Fall Family Night). Chairman Bohan encouraged this group to contact Parks & Recreation Program staff regarding advertising their proposed programs. Mrs. Forte explained that she has been contacted by outside groups for utilization of this facility. Vice-Chairman Keene asked if the group could put together their annual proposal to present to the board. Chairman Bohan stated that any additional land usage proposals would need to be approved by the Foundation and any programming needs should be addressed with the Parks & Recreation Department. Mrs. Ross questioned these facilities being used by private businesses and fees that they needed to pay for use. Director Lovelette explained that any private businesses coming in would be required to pay a fee for the use of these facilities. A copy of the Use of Facilities can be obtained on the website. Mrs. Ross asked if any of the volunteers in the OWLS group needed to have security clearance. Ms. Santaniello explained that because the groups that are being hosted by the OWLS have their volunteers on site during the program, that security clearance was not needed. Mrs. Ross asked what the Township's liability was if a private entity was involved. Director Lovelette explained that it depended solely on what the activity was and also what the set up is. He further explained that proposals needed to be reviewed and approved. Ms. Santaniello expressed that the group is interested in helping children in the "outdoor classroom" setting and "emphasize the necessity to respect our parks". Mrs. Forte shared also that a bird watch was held and 75 different species were noticed, 22 of which are on the state protection list. Chairman Bohan thanked the ladies for their presentation and also for the work that they have done (and will be doing).

V. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Chairman Bohan stated that there was no meeting in August. Director Lovelette did, however, report on two (2) sub-committees that are currently meeting. Steve Bussamas is Chairman of the Picnic and Playground Committee. This committee is working on getting together a proposal for equipment to be installed near soccer and baseball area. The other sub-committee that is meeting is the Amphitheatre Committee which is being chaired by Karen Melchionni. Director Lovelette reported that this group has only met once so far. Director Lovelette reported also that the restaurant (in the barn) is still not open. Latest news has the restaurant opening the second or third week in September. Director Lovelette reported that private events that have been held in the Barn so far have been quite successful. Commissioner Keebler asked if the sub-committees should be submitting their proposals now so they can be included in the next budget year (2007). Director Lovelette explained that the committees will present their findings first to the Foundation Board and funding options will be addressed at that time.

(Continued)

V. Old Business (Cont'd.)

Pools Update - Director Lovelette reported that statistical information was prepared by Facilities Manager, Becky Slick. This information was included in the packet. Director Lovelette stated that the Fireman's Picnic (August 12) had very poor attendance. He reported that no revenue was generated, but it cost the department a lot. Commissioner Keebler stated that it was a great time. She also stated that the Fireman's Picnic is not a revenue generating event. She further explained that the event is held as an appreciation by the Township to "give back" to our volunteer fire departments. Mrs. Ross suggested that Kelly Wells, Special Events Coordinator, become directly involved next year in marketing this annual event. Director Lovelette reported on a lifeguard assist that occurred at Overlook. A young girl had a seizure in the pool. Director Lovelette reported that the staff did a superb job handling this incident. Director Lovelette also reported that closing weekend at Overlook was not that great (rain). Director Lovelette reported that he found out this week (at a Community Day Committee meeting) that the M.T. Dog group is hosting a dog swim from 9 AM to 3 PM on Community Day at Overlook. They have already advertised this event. He further explained that we knew nothing about this event. He further explained that we are "scrambling" to obtain staff for this event. Chairman Bohan stated that six hours is a long time to have an event like this. Chairman Bohan suggested that we need to be more aggressive in making sure that all groups be aware that any event that is hosted in any of our parks needs to be approved by the Parks & Recreation Department. Director Lovelette explained that the group did ask if they could host an event like this, but no date had been chosen. Mrs. Ross suggested that the proceeds that the group is getting for this event should be shared with the Township.

Overlook Falls Mini-Golf – Director Lovelette reported that statistical information was included within the packet which was prepared by Sport & Fitness Coordinator Lopett. Director Lovelette commented that we have realized our highest non-event attendance ever during the month of August. He also announced that the Harris Cup Tournament will be held on Community Day. Mrs. Ross complimented Sport & Fitness Coordinator Lopett in her marketing strategies (Middle School age target) for this year. Mrs. Ross asked if some of these marketing ideas be used at the Activities Center. Director Lovelette stated that they certainly could be. Director Lovelette also reported that the Activities Center was broken into and the perpetrators have been caught (on video camera).

Women's Roller Derby – Director Lovelette reported that this group will begin practice tomorrow (9/6) at the Activities Center. Their practices will be held Sundays, Mondays and Wednesdays (9-11 PM). Commissioner Keebler asked if a contract was signed. Director Lovelette stated yes. Program revenue generated will be approximately \$13,000 annually. Access to the facility has also been given to this group during any public session. The group's first bout will be in early November. Vice-Chair Keene asked if the Keares Group will be open for this event. Director Lovelette stated that they should be open. Commissioner Keebler asked what the groups' dress code was. Director Lovelette stated that the group did have a dress code, and it was not like the "old roller derby" dress code. Commissioner Keebler commented that she heard that they will be wearing fish net stockings. Director Lovelette stated that they will be wearing fish net stockings. Commissioner Keebler stated that we are perceived as a "family organization". Director Lovelette assured Commissioner Keebler that their practices are closed and not open to the public. Commissioner Keebler stated that the stockings worn were not the issue, the issue being how short the skirts were. Mrs. Ross commented what would be the difference if we had figure skaters instead of roller "derby-ettes". They wear what they wear. Director Lovelette explained that the people attending the bouts are paying an entrance fee at the door. Commissioner Keebler asked if the bouts were going to be televised. Chairman Bohan stated that the presentation by this group was very professionally given.

Continuation of Item VI. New Business

B. 2007 Proposed Budgets (Operating & Capital) - Director Lovelette reported on the proposed Operating & Capital budgets that were included in the package. He explained the Operating budget process for this year. Director Lovelette explained also that all of the benefits have not been adjusted for 2007, as those figures are calculated by the Finance Department. The Capital budget has been prepared as it has been in the past. Some of the Capital projects in the budget for 2007 are Computer equipment, vehicle roll-over, Community Park backstop, Skyline concession floor, and the design and construction of a new pool.

(Continued)

- B. 2007 Proposed Budgets (Operating & Capital) (Cont'd.) Director Lovelette commented that it was imperative that the Skyline concession floor be renovated, as the Department of Health will not let the concession open in 2007 if it has not been renovated. Chairman Bohan asked Director Lovelette about the status of a new park maintenance facility. Director Lovelette explained that he would anticipate that a facility be built at the campus. He also explained that it had been suggested that the Golf Division and Parks Division build a joint facility, but stated that the Golf Maintenance Department do not wish to have a joint facility. Mrs. Ross asked Commissioner Keebler if the Commissioners were going to evaluate this issue. Commissioner Keebler stated that the Commissioners are taking a look at everything. Mr. Miller asked what the \$21,400 amount that was listed under Overlook Community Campus (Capital budget) was for. Director Lovelette explained that should have been deleted (was from last year's budget). Mr. Miller also questioned the increase in Stauffer Trustees income listed in Operating budget. Director Lovelette explained that the trustees had indicated to him that an increase would occur for 2007, but he will need to verify with them at the Trustees' meeting that is scheduled for next week. Director Lovelette explained that the Capital Reserve funds are acquired through mandatory dedication fees (not tax dollars). These funds can only be used for park land acquisition or park development.
- C. Fall Flyer Distribution – Director Lovelette presented the new format (4 color cover) for the Activities Flyers that has been adopted by the Department. Chairman Bohan asked if it was more expensive to present it this way. Director Lovelette stated that the cost is an additional \$2,100 more per year. Mr. Gard commented that the picture on the cover was his youth basketball team. Director Lovelette asked the board members for their feedback on the new format. Commissioner Keebler reported that she had received complaints on the format (how much did it cost?). Chairman Bohan suggested that a parks (amenities/linkages) brochure be mailed to all residents.
- D. High School Project - Director Lovelette reported that shortly after our fall flyer went to print, we found out that the High School Pool would not be available for use, due to the construction at the High School. A meeting was held with staff, code compliance and school officials to address this issue. It was decided that aquatic programs could be held if attendance for these classes was limited. A notice detailing this stipulation will be given to all registrants for their cooperation. Director Lovelette also explained that we are also accommodating the school with athletic fields during the construction process.
- VII. Commissioner's Report – Commissioner Keebler reported that the search is on for a police chief, as Police Chief Rager is retiring. Resumes for this opening are due by September 15. Discussion was held regarding the Mayer house which has been removed from the campus property. Director Lovelette explained that the house itself was owned by Bill Schwartz and Jim Heinle.
- VIII. School Board Report – Mrs. Ross reported on State Legislation that has been passed: Act I Property Tax Reform. A committee has been formed that will host public meetings. All members of the community are encouraged to attend these public meetings to voice their opinions. This committee will then make a recommendation to the School Board, the School Board will then decide what option to include on the May Primary ballot. Commissioner Keebler asked who was on this committee. Mrs. Ross explained that the committee is made up of nine (9) residents. Mrs. Ross also reported that the Facilities Committee is working on giving a recommendation on the status of the facilities of the district.
- Mrs. Ross made a motion from the board to “sincerely thank Director Lovelette for his 19 years of service, his leadership and everything that he has done for our community.” This motion was seconded by Mr. Miller. Director Lovelette has accepted a position in Cuyahoga Falls, Ohio.
- IX. Museum Board Report – No further report.

(Continued)

Kaye Pulkrabek, guest, thanked Director Lovelette for his years of service.

- X. Director's Report - Director Lovelette reported that the report was included in the package.
- XI. Adjournment – Regular meeting was adjourned at 9:37 p.m., to convene into Executive Session.

Respectfully submitted,

Lorri A. Haney