

**City of Bowling Green**  
**Parks & Recreation Board**

**Meeting Minutes: January 23, 2018 @ 7:00 p.m.**

**Call to Order**      Jeff Crawford (7:03 PM)

**Roll Call**

**Present:** Jeff Crawford, Cale Hover, JD Pooley and Robin Veitch

**Absent:** Linda Cubberley, Jon Laabs, Karen Rippey, Monique Rosati and Cheryl Windisch

**Note:** There was no quorum for voting at this meeting.

**Staff Attendance:** Kristin Otley, Tim Stubbs, Chris Gajewicz, Ivan Kovacevic & Cheryl Witt

**Approval of December 2017 Minutes**

- Tabled until February meeting.

**Correspondence**

- None

**Chairpersons Report, Jeff Crawford**

- We will be having a tour of the building after the meeting.
- The TACC Task Force has been put in place and Kristin and Jeff will be meeting with the Mayor tomorrow to report on the first meeting and to get some guidance and direction from him.
- Jeff's brother-in-law was in town and he brought him to the TACC and he was very impressed with the facility. He belongs to the Kenton YMCA and felt that the prices and amenities were in line with them.
- The 2018 Park Board meeting schedule is on the website as well as the agenda for this meeting. The minutes will be posted once they are approved. So in 2018, we will be posting agendas and minutes for every meeting.

**Old Business:** None

**New Business:**

- Approve 4<sup>th</sup> Quarter Fee Waiver: tabled, no quorum
- Short term pass options at the Community Center: discussion only on this topic. Ivan explained the hand out that was sent out with proposed pass price options. Kristin stated that action will need to take place in February so that fee changes can go to council in March. Cale and Jeff think that this is a great option that will work well for the Community Center. Cale asked if the

prices were set in stone or if they could be rounded up to the nearest dollar. Kristin answered that yes we can round them and actually will plan on that when we set the actual prices. JD asked if this has ever been offered before and Kristin stated that it has not. Cale expressed that he feels this will work well for families who may use the Center more in the winter but not as much in the summer.

#### **Foundation Report: Cheryl Windisch**

- Reported by Kristin that the board is planning the annual membership breakfast and meeting in May. Annual Wine & Cheese fundraiser is 9.28.18.

#### **Director's Report: Kristin Otley**

Master Plan: working towards completing projects on the master plan list.

Projects Update: The Rotary Nature Center project is still underway.

- Tim Stubbs reported that they should be completing the punch list on Monday. The contractor will be having their crew come in and do a deep cleaning of the building. The renovations really look great.
- Kristin reported that she had a chance to go out and see the renovations and it looks great! The fireplace is amazing. There are some touch up and finishing work that our staff will complete.
- Chris Gajewicz reported that there were many rocks donated from all over for the fireplace. Hopeful to be ready for rentals on March 1. He acquired some used furniture from BGSU that will be reupholstered for the space.

2017 Accomplishments/2018 Goals: we have an amazing staff that is working together to get a lot done. Kristin reviewed the documents outlining the accomplishments and goals of the department. Jeff asked if there is going to be a Phase Three at the Rotary Nature Center and Kristin stated that eventually there will be and that will consist of the bathrooms and staff offices. Top two goals for 2018 are the City Park Building and to level/seed the 10-12 acres behind the TACC which will also include paving the trail to the fields. The 10-12 acres will be open play area and used for programming. JD mentioned that the fields were great and asked if there has been a full year of games out there yet and Kristin said that there has been. Cale said that the fields are one of the best surfaces that his daughter has played on. 2018 will be a transition year with Tim Stubbs retiring. We will miss all of his institutional knowledge. We are not replacing the Facility Coordinator position. Kristin, Ivan, Chris, Mark and Cheryl will be picking up the duties of the Facility Coordinator. We will be bringing on a Marketing & Event Specialist in late summer/early fall. We will be expanding our birthday party packages. Adding aqua spin classes this summer at the pool. Participating in a pilot program with the Utilities Department for limiting load demand. We will be reviewing policies in 2018 and the Park Board will be involved in that.

2018 Budget Update: Kristin made mention of the budget highlight sheet that was sent out. Jeff Crawford put this together for the board. This is the big picture in a nutshell. The 2018 budget was passed by Council.

New City Park Building: RFQ going out this week; hopefully.

2017 Final Program/Numbers: Kristin shared that there were a total of 126,695 people who used the community center in 2017. That number is probably higher

as there are many people who come in and use the building that we cannot track. Jeff and Kristin feel good about that number and the bottom line. Jeff was blown away by these numbers. The community is really responding to what we do. 2017 Final Revenue: Kristin reviewed the final revenue document for 2017. This is revenue generated by programs and fees. This document is handed out to the supervisors and coordinators as a tool to help track and forecast revenue areas to see how we are doing. There are red stars next to the areas that were over the projected budgeted amounts for 2017. Jeff offered congratulations on a great year; he is impressed with the number of accounts over budget and feels that the usage numbers are staggering.

Other Information:

- The City Attorney and the insurance company reviewed the departments liability waiver and feel that the document is appropriate and that nothing needs to be updated on it.
- Cinda Stutzman was awarded for 15 years of service along with Kristin for 20 years of service. They were invited to attend the City Breakfast.
- The theme for 2018 for the department is: Make Others Better.
- Kudos to Ivan for the great job on the Town Money Saver insert. It really highlighted what we do and the coupons are trackable.
- Kristin reported that most of the large memorial trees at City Park can be moved and replanted. Grant Jones, the city Arborist, has found a company that can do this. This means that after construction of the new building we will have more trees in City Park than we do now, which is great news!
- Winterfest flyer passed out; the department is hosting three events.

**Coordinator's Reports: Reports are provided in monthly packets.**

- Kristin reported that the department is still dialoging and exploring which format will be used for the Coordinators Report. We will keep you updated on the decision. Kristin suggested that everyone go to the YouTube channel to watch the promotional video about the TACC.
- Ivan Kovacevic: gave a verbal report on the upcoming programs and activities. Programming on days when school is not in session has gone well and we will continue to do this throughout the year. There was a good turnout at bubble soccer and we may try to set up leagues to play on a regular basis. Brown Bag Music Series has started and we had 77 people at the first one, these will continue through April. We will have activities during Winterfest Weekend. The Daddy Daughter Dance will be on 2.16.18. Trying to get as much video of programming and events as possible to use as marketing tools. Please like, comment, follow and share as often as you can.
- Tim Stubbs: busy getting quotes and purchase orders around for 2018. While our night shift maintenance worker has been on sick leave the other maintenance staff has stepped in to cover the 8:00P-4:30A shift. The Rotary Nature Center has efficiency smart lighting and Tim is applying for rebates on this lighting. He will also be able to apply for rebates from the Simpson Building lighting upgrade.

- Chris Gajewicz: program development has been underway with Cinda and Mike. Mike will continue archery and will be adding an adult outdoor skills class. Plants are being ordered and planning is underway for Simpson Garden Park. Cinda has all of her youth programs planned. We already have a garden tour booked for July. We will be partnering with the Ottawa Hills Garden Club on a speaker. We also are planning two Kuebeck Forums one on Native American Artifacts and the other with a Big Foot Researcher. These will be held at the Rotary Nature Center.

**Special Report:**

Kristin gave a special report on the Community Center. The power point that Kristin presented was very informative and gave a great picture of what is happening (handout attached). It was stressed that the community center is being used for what it was originally intended. Fitness does happen there but the building is being used as a true community center! The final numbers do not reflect all of the spectators and the KKC numbers are not captured. Jeff asked if the National Guard owned half of the gym and Kristin said that they have one full size court. You can see from the emblems on the courts which side belongs to whom. Jeff feels that this is great information to share and with the onslaught of new fitness centers in the area that the sky is not falling and things are going well as the building gets a lot of use. Kristin pointed out that there are revenue streams coming in that are tied to fitness and programming and not just pass sales. The board members in attendance thought that this was all great news and information and appreciated the effort put into the presentation and in making the community center successful.

**Lobby Visitation:**

Sandy Rowland asked if the Daddy Daughter Dance was held here at the Community Center and Kristin answered that yes it was. JD said the Daddy Daughter Dance was a fun time. Kristin said that we have use of the National Guard kitchen and now Paiglias partners with us. Sandy also mentioned that the video of the event is a tear jerker and Ivan gets a ten for putting it together.

Bruce Jeffers appreciated the acoustics in the classroom. He and Sandy both agree that this is a good space to hold the meeting.

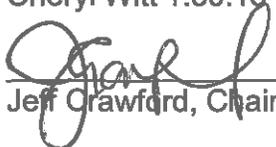
**Motion to Adjourn:**

Meeting adjourned at 8:16 by Jeff Crawford

Next Meeting: February 27, 2018 @ 7:00 PM, Rotary Nature Center

Respectfully submitted,

Cheryl Witt 1.30.18

  
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Jeff Crawford, Chair