

City of Bowling Green
Parks & Recreation Board Meeting Minutes

March 27, 2018 @ 7:00 p.m.

Call to Order Jeff Crawford (7:00 PM)

Roll Call

Present: Jeff Crawford, Cale Hover, JD Pooley, Karen Rippey and Monique Rosati

Absent: Linda Cubberley, Jon Laabs, Robin Veitch and Cheryl Windisch

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

Approval of February 2018 Minutes

- Cale Hover asked if the short term passes were approved as they were presented. Ivan answered that they were rounded up to the nearest dollar. Jeff Crawford asked why the lag in getting passes ready to offer to the public. Kristin Otley answered that we are working on protocols and getting everything set up in our system. They will be available in early April. The whole fee schedule was sent to council and approved.
- February 2018 minutes were unanimously approved on a motion by Cale Hover and seconded by JD Pooley.

Correspondence: Passed around.

Chairpersons Report, Jeff Crawford: The Community Center Task Force will be meeting in April. We will be reviewing best practices and suggestions. Jeff made personal contact with each of the present officers and they are willing to continue their tenure unless there is anyone else that is interested in serving as an officer. The board members in attendance agreed on the current slate of officers. Jeff presented for approval the following slate of officers for 2018: Chairperson: Jeff Crawford, Vice Chair: Karen Rippey and Secretary: Cale Hover. The slate of officers was unanimously approved on a motion by Monique Rosati and seconded by JD Pooley.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Foundation Report: Cheryl Windisch

- Kristin Otley reminded everyone of the Wine & Cheese Fundraiser on 9.28.18. The membership mailing went out and response is on par with other years. The annual meeting and breakfast will be held at the Rotary Nature Center on May 19 at 9:00 am. This will serve as the celebration of the Building on Nature Project Phase Two being finished. Building on Nature donors who are not foundation members will be invited to attend. We are excited to announce that Jodi Anderson will be joining the Foundation Board.

Director's Report: Kristin Otley

One of the goals for 2018 is to review all policies and procedures. We are going to break this down into chunks completing 4-5 per month. Chris Gajewicz will be using his expertise to lead this project. Some of the policies and procedures may have no changes. Those that do need updated will be brought to the board for review, discussion and approval. Jeff Crawford asked if the policies and procedures are part of the administrative code and Kristin stated that Parks & Recreation has their own chapter of ordinances. In April Parks & Recreation will be presenting at the Citizens Academy.

Projects Update:

- Excited to announce that the Rotary Nature Center opened up for rentals on March 2.
- The deadline for the RFQ's to be returned for the City Park Project is March 28. A committee of internal staff will then meet to review and rank the submissions. We will need 1-2 Park Board members to serve on the committee for the next step. Jeff Crawford asked what the responsibilities of that committee would be and Kristin answered that they would meet with the architects to review plans and tweak any changes. These meetings will most likely take place during the work day so please take that into consideration if you would like to be on the committee. Contact Kristin after the meeting if you are interested. Karen Rippey asked when construction would start and Kristin answered that hopefully mid August the demolition of the current buildings would begin. Then work should continue through winter with a time line for completion of spring 2019.
- If anyone has any old pictures of the existing buildings and would like to bring them in we could use them for the lobby display in the new building. Many life moments have happened in these buildings and we want to be able to pay homage to that history with this display.

Coordinator's Reports:

- Kristin reported that the Coordinators Reports will now be quarterly.
- Chris Gajewicz: The Big Foot program and the seed exchange this past Saturday were very successful. We had approximately 215 people through the building for the programs. Toledo Grows donated 100's of seed packets for the exchange. Many of NWO Master Gardeners were here. This type of programming fits nicely into our mission. Chris spoke at the WC District Public Library on Monday. He did a Birding 101 talk and there were about 42 people in attendance. Cinda is continuing her educational programs with the schools. The concrete decorative bridges in Simpson Garden Park were removed. They will be replaced with wooden Asian themed bridges that will be ADA accessible.
- Ivan Kovacevic: The days off school programs have been successful. This past Friday we had a family fun Olympic night at the Community Center with 30 people attending. Our practicum students will be planning an escape room event and a nature photo scavenger hunt. The electronic version of the summer brochure should be available by the end of the week.

The Egg Scramble will be held on April 6. A volunteer signup sheet was passed around. Volunteers will be needed from 7:30-9:30. The Super Dash will be held on April 21 with the early bird registration deadline being March 30. Sign up before the deadline to save \$10.00. We are excited to partner with the Wood County Children's Services Foster Parent Recruitment for this year's Super Dash. Only two more Brown Bag Music Series left for this year.

Lobby Visitation: None.

Motion to Adjourn:

Meeting adjourned by Jeff Crawford at 7:35 pm on a motion by JD Pooley and Monique Rosati.

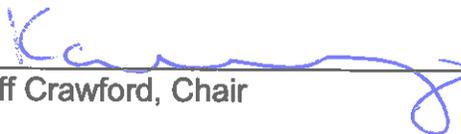
Board members were invited to stay for a tour of the Veterans Building.

Next Meeting: April 24, 2018 @ 7:00 PM, Simpson Meeting Room

Respectfully submitted,

Cheryl Witt 3.28.2018

Jeff Crawford, Chair

 5-10-2018 Acting Chair