

## **Bowling Green Parks & Recreation Park Board Meeting Minutes**

**January 29, 2019**

### **Call to order**

Meeting called to order at 7:00 pm by Jeff Crawford.

### **Roll Call**

**Present:** Jeff Crawford, Linda Cubberley, Cale Hover, Jon Laabs, JD Pooley and Robin Veitch.

**Absent:** Jodi Anderson and Monique Rosati.

**Others Present:** Kristin Otley, Chris Gajewicz, Ivan Kovacevic and Cheryl Witt.

### **Minutes**

Minutes of the October meeting were unanimously approved on a motion by Cale Hover and a second by Karen Rippey.

### **Correspondence**

No correspondence to share at this time.

### **Chairperson's Report: Jeff Crawford**

Jeff requested that the board consider having another retreat. The board agreed that it would be a good idea. Kristin Otley will check on some dates/times that the meeting room is available and get back with everyone via email to schedule.

### **Old Business**

No old business at this time.

### **New Business**

- **Election of Officers:** Linda Cubberley made a motion that all officers stay the same. JD Pooley seconded and the motion was unanimously approved. The officers will continue to be: Jeff Crawford-Chair, Karen Rippey-Vice-Chair and Cale Hover-Secretary.
- **4<sup>th</sup> Quarter Fee Waiver Report** was unanimously approved on a motion by Cale Hover and a second by Robin Veitch. Jeff Crawford asked why the board has to approve these reports if the discounts are given following policy that was already

approved by the board. Kristin Otley stated that this is how it has always been and that it is a good audit control that they are checked and approved each quarter.

- **Fee changes (Pool & Holiday Rentals):** The request to raise the pool rates 3% was revisited by the board. Kristin Otley passed out a sheet outlining what the increases would be for residents and non residents. She believes that raising the rates the 3% is consistent with the departments philosophy of raising the rates in smaller increments. She mentioned that the 2018 pool summary is in the board packets and the year ended well. After a lengthy round table discussion on whether or not to raise the rates, the issue was tabled until February when action would need to be taken. The board requested additional data and information from the department that will aid them in making their decision. Kristin challenged the board to think creatively to implement some of the ideas that they came up with. The department hands out free daily passes at the summer reading program. The board was in agreement of the fact that the pool is a top notch facility, that the pool passes are an excellent value and that Josh Chatfield does a tremendous job with the staff. Jeff Crawford does not want to raise the pool rates and feels that this could make the facility unreachable for some community members. The department offers a waiver of need discount to community members who cannot afford a pool pass. They can get a 50% discount off of their pass if certain criteria are met. They must live within the city limits of Bowling Green and verify that they receive or participate in one of the following: Job & Family Services assistance, the food stamp program, free or reduced lunches or Medicaid.

The holiday rental fee rates that were suggested are for when facilities are rented out on holidays. This additional fee will help in covering our staff costs. A handout outlined the holiday rental fees. Karen Rippey asked if these would be actual holidays or City observed holidays and Kristin Otley said that she would look at those options and get back with the board. The holiday fee increase proposal is an extra \$50 for a four hour time block and an extra \$100 for an eight hour or all day time block. Currently there is nothing on the books for this type of fee. Action will be taken on this proposal at the February meeting.

#### **Parks & Recreation Foundation Report. Jodi Anderson**

Kristin Otley reported that the Foundation met on Monday and she asked the board to please put the 2019 Wine & Cheese on their calendars. The date is September 27, 2019.

### Director's Report: Kristin Otley

- The City Park Building design team has not met for while. There are no revised pictures of the building. Karen Rippey reported that she enjoys being on the design team and feels that things are going well. Karen voiced a concern that the concrete floors needs to be textured so that they are not slippery. Kristin stated that they will be textured. There was a pre-bid meeting on Friday in the Scout Building and it was well attended. The plan is to have signed contracts by March and to start demo soon after. Due to safety and cost concerns, there will be three weeks during the demolition phase where the front entrance to the park will be closed. The park will be open for public use; they will just not be able to get in the park through the front entrance.
- The no smoking ordinance is effect. There are no smoking or vaping signs posted. We anticipate that come spring there will be a lot of educational opportunities to make people aware of the new ordinance.
- Ivan Kovacevic reported on the age change policy at the TACC. Revisions have been made to our policy for 9-13 year olds at the Community Center. Our focus for the change was to help combat childhood obesity and to get families more active together. The old policy was that any child under the age of 13 had to be there with an adult to enter and use the facility. The new policy allows children 9 and up to be dropped off at the facility without having to have a parent with them. We must have the proper paperwork and emergency contact information on file for the child and all other facility rules still apply. There will be no changes to the fitness floor rules. Cale Hover asked if there is an expectation from parents that there will be supervision. Ivan stated that we have staff to monitor behaviors and we will be hiring a seasonal gym monitor in the near future. Kristin made it clear that no new staff has been added. When issues with behaviors come up, they will be dealt with on an individual basis. The department received a lot of free, positive press about the change. Kristin said that Ivan did an excellent job in messaging about the change.
- Project Updates: The HVAC system here at Simpson has been completely replaced. The new trail to the athletic fields out by the TACC has been excavated and stoned. This spring the asphalt will be put down. Big A \_\_ Fans have been installed out at the TACC. The hope is that these fans will aid in air circulation and relieve some temperature inconsistencies in the building.
- There will be no changes to youth programming schedules due to the weather this week.
- WCPD awarded us with a grant that is just shy of \$20,000 for the Carter Park project. The 2019 Wine & Cheese proceeds have been designated for this project.

We will be taking down the two teepee type structures and replacing them with one structure similar to the shelters there now.

- Kristin will present the 2018 numbers and accomplishments to the Board at the February meeting, along with the 2019 goals.
- The 2019 budget is not balanced and we are dipping into our reserves. A summary of the budget was handed out to the board. We will be making payments on the bond for the new building this year which takes a chunk of the budget. We do not anticipate rental income from the new building until 2020. The staff was very conscientious about going through the budget and presenting the most bare bones numbers that we can. We will maintain and get done this year what we can. Some projects may have to wait. The revenue totals are very realistic and conservative.

### Coordinators Reports

- Ivan: Upcoming programs were highlighted. The Brown Bag series is underway, the Frostbite Run is coming up on February 9 and the Daddy Daughter Dance will be held on February 15. Spring/Summer planning is underway.
- Chris: Simpson Garden Manager, Mike Przysiecki has officially retired from the Air National Guard. We are looking forward to not having to worry about him getting called up for duty and to the changes and management of the park that he provides. Staff is busy ordering plants and planning for Simpson Garden Park. The plan is to move more towards a perennial garden instead of an annual garden. This will help as far as the management of the park and will be more native and wildlife friendly. You will see expansions of some of the gardens and tweaks in others. Staffing changes this year have us with fewer staff at higher pay rates. They are able to give us more hours than in the past.

Trails are the big project out at Wintergarden as we try to catch up with the mulching. Planning is underway for nature programming and Cinda was out at Conneaut today for a mammal program. The college J-term has affected us as we are very school and group dependent and we were just not out as much due to this change.

### Lobby Visitation

Councilman Herald thanked the board for looking closely at the pool rates. He appreciates the fact that the board is sensitive to all community members and will take all of the information into consideration when making this decision.

**Adjourn**

The meeting was adjourned on a motion by Robin Veitch and a second by JD Pooley at 8:08 pm.

Respectfully submitted,

Cheryl Witt, 1.30.2019

  
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Jeff Crawford, Chair

2/26/19

Date

Next Meeting: February 26, 2019 - Simpson Meeting Room