

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES October 24, 2011**

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Monday, October 24, 2011. This meeting was rescheduled from the regular meeting date of Tuesday, November 4, 2011. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Lee, Miller and Walz. Vice-Chairman Laubach and Mr. Keene were absent. Also present was Recreation Director Earnest. Commissioner Martin was not in attendance. Guests attending included Mr. Martin Stolpe, Forester, 531 Beaver Street, Lancaster, PA 17603 and Ann Toole, Toole Recreation Planning in association with YSM, Sarcinello Planning & GIS.
- II. **Review and Approval of Parks & Recreation Board Meeting October 4, 2011 Minutes** – Mrs. Miller requested that the Board Minutes be amended (sentence added) at Section IV. Committee Reports, Comprehensive Parks, Open Space and Greenway Infrastructure. It was reported that Commissioner Martin made a comment with regard to the Compost Park and the mulch offered at the park being free (of charge). Mrs. Miller stated after Commissioner Martin's comment that the mulch was not free. This sentence was omitted in the Minutes and Mrs. Miller asked that the Minutes be amended to include this sentence. Mr. Lee added that according to Township Manager Rimer, the only thing the Parks and Recreation Board has purview over are the Municipal Gardens. The gardens had been moved to this area a few years ago. Mrs. Miller made a motion to approve the October 4, 2011 Board Minutes as amended (above). This motion was seconded by Mr. Lee and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha reviewed Treasurer's Report which encompassed revenues and expenditures through the end of September. Ms. DeSha highlighted that revenue has increased in 2011 by \$134,000 as compared to 2010. Director Earnest reported that both Overlook and Skyline pools income covered expenses (sans full-time employee wages) and this has been the first time in quite a few years. Ms. DeSha added what also helped was the increase of fees (membership and daily admission rates) for 2011. Another point that Ms. DeSha highlighted was the increase in the total expenditures for park maintenance which she commented was "huge" especially when Weaver Road (MTAC) accounts for \$90,000 of the total overage. Ms. DeSha stated that she has asked (the Finance Department) for reports for the specific park accounts so that these overages can be reviewed in an effort to see the reason for the increase in expenses. Ms. DeSha explained that while Parks expenditures increased, Recreation expenses decreased by approximately \$4,000 (as compared to this time in 2010). Mrs. Miller questioned accounts listed in the Leisure category. Recreation Director Earnest explained the Leisure category included all recreation expenses that do not have a MT Recreation owned facility attached to them (i.e., all school district facility use programs [aquatics, youth basketball], playground programs, etc). Chairman Bohan commented that we still have line items for the Sand Trap located under Recreation. Mr. Lee commented that we should be thankful that we no longer have the golf course under our accounts as this year for the course was "pretty much upside down". Chairman Bohan stated that when Parks and Recreation had everything (parks, golf course) bottom lines were very good on most accounts. Ms. DeSha continued with reports on Capital accounts commenting that Weaver Road (MTAC) is quite a bit over budget. Mr. Lee questioned whether Weaver Road has been turned over (to Recreation) yet. Recreation Director Earnest reported that final completion is not until approximately the beginning of September (2012) due to the tie in of the completion of the Weaver and Petersburg Road renovated intersection. Mr. Lee stated that grass work is needed to the fields. Recreation Director Earnest commented that the fields were chemically weeded and fed the end of September. Ms. DeSha shared that the last page of the capital accounts were specifically parks capital which she reported "practically nothing" has been budgeted for in 2012. Ms. DeSha explained that she received a Parks Capital Prioritization List from Public Works Director Neff. She questioned priority number for air conditioning at the Boettcher House, as quite a few park maintenance issues need to be addressed before air conditioning item at the Boettcher House. One of the benefits to add air conditioning at this facility, it was discussed, was an enhancement in order to accommodate additional rentals. Recreation Director Earnest didn't know when we would realize the \$23,000 expenditure to install this non-climate controlled unit. Ms. DeSha questioned this capital expense when operating costs are cut, couldn't this money be used to maintain (parks). Ms. DeSha suggested that instead of the Boettcher House being air conditioned, perhaps the Overlook Activities Center (OAC) should be. Recreation Director Earnest commented that the air conditioning budget request for the OAC has been moved to year 2013 (\$300,000). Recreation Director Earnest asked Ms. DeSha if she received the regular Capital report, which we have line items included. Ms. DeSha stated that she had only received the Parks Capital report (which was distributed). Mrs. Miller questioned capital expense of \$85,000 for Overlook Dog Park.

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- III. **Treasurer's Report (Cont'd.)** - Ms. DeSha stated that this was half of the total expense to run water from Destination Playground over to the Dog Park (Overlook Community Campus). Chairman Bohan commented that the Overlook Community Foundation had approved subsidizing a portion (up to a maximum) of these costs. Mr. Lee commented that the Baseball Association had also been approached to subsidize a portion. Mr. Lee also commented that they were not interested.

Chairman Bohan forwarded the meeting at this time to item V. Director's Report.

- IV. **Director's Report** – Recreation Director Earnest reported that Mr. Martin Stolpe approached her regarding a "natural" play structure opportunity that surfaced during storms Irene/Lee. The very old sycamore tree with inside hollowed out diameter being at least two feet (2') has "landed" on Larry Pulkrabek's and Lancaster Country Clubs properties. Recreation Director Earnest explained that with a professional's help this natural structure could be relocated to Overlook Community Campus (Destination Playground area). Recreation Director Earnest commented that Mr. Stolpe was surprised that the rocks that were installed at this playground area were artificial (pre-fabricated). Mr. Stolpe shared that the Sycamore tree was at least 125 years old, originating upstream. Mr. Stolpe stated that this unique structure would be a perfect climbing piece to relocate. Mr. Stolpe explained that with total cooperation with all parties involved, the cost would be probably less than \$1,000. The Lancaster Country Club is in preparation to host a Women's Open Tournament in 2015. Mr. Stolpe also commented that we could possibly utilize state grant monies, if necessary. It is anticipated that this project be completed by end of April/beginning May, 2012 and he is asking for the board to approve the project. Chairman Bohan asked if any preservative or treatment was necessary. Mr. Stolpe explained that once a year (in the fall) the piece should be coated with a fungicide to kill any spores. Mr. Stolpe further explained that this fungicide will also be applied to the eleven (11) benches that he is making for the Township (two on display at Stauffer Entrance). The natural structure will be placed on stones (real!) which will give it the most firm support that is needed. Mr. Lee asked how the structure will be transported. Mr. Stolpe explained that the Township has an apparatus at the Compost facility that has a "jaw" on it. This is what will be used to pick it up and then transport. Recreation Director Earnest stated that she has received the contact information for staff at the County Club. Ms. DeSha asked if adults can "fit through" the structure. She also commented that she has been suggesting that the Township put in an obstacle course in. Public Works Director Neff has been talking about putting something like this in between Weaver Road and Community Park. Recreation Director Earnest stated that, yes; some adults could enjoy the natural structure also. Recreation Director Earnest announced that she will be speaking at a national conference next week on the subject of reconnecting children with nature. She continued by saying that, "kids need to encouraged to play outdoors". Chairman Bohan stated that a motion is accepted to support the concept of adding this natural play structure to the park system. This motion was seconded by Mr. Walz and received all ayes. Mr. Lee thanked Mr. Stolpe for this opportunity. Ms. DeSha asked if this was a tie in with the wood that is being used to make picnic tables through an Eagle Scout Project. Recreation Director Earnest explained that Mr. Stolpe was helping cut the wood apart for this project. Ms. DeSha stated that a handicapped table with benches is the table design. Recreation Director continued with her oral Director's Report. She explained that the Comp Plan has been the focus most recently. Recreation Director Earnest reported that she has received a few phone calls regarding the Lancaster City Dog Park (Buchanan Park) incident that recently occurred. Recreation Director Earnest stated that we have not had any similar issues at the Overlook Dog Park. Recreation Director Earnest reported that the Department Heads working on the 2012 Operating Budget were asked to cut another 1 million from the proposed budget. Director Earnest explained that she cut as much as she could off of the Recreation budget without affecting programs. Recreation Director Earnest asked the Board for their "blessing" with regard to the Holiday Light Display that has been proposed to be installed at Community Park. This show will run from Thanksgiving weekend through the first of the year. Mr. Brault, the current owner of the light display will take care of the maintenance of the show for this year. Recreation Director Earnest explained that a fee will be collected per car load and the event will be a drive-thru and perhaps Santa Claus and hot chocolate in the Kitchen Pavilion. Chairman Bohan explained that Mr. Brault had contacted the MT Historical Society and the Library prior to Recreation Director Earnest. Recreation Director Earnest explained what needed to be done (electrical) prior to the installation of the show. Mrs. Miller asked if there would be music projected at the show. Recreation Director Earnest explained that there would be no projected music, but possibly a local radio station could make a station available to play holiday music to patrons driving through the show (by turning their radio dial to station "x"). Mr. Walz shared information on a light show that was held in Paradise (PA) by a service organization. The show is no longer on display due to the amount of commitment of time to the members of the organization. Recreation Director Earnest asked Mr. Walz if he had any contacts from this organization. Mr. Walz stated that he would forward this information to Recreation Director Earnest. Mr. Lee made the motion to accept the concept of offering the Holiday Light Display at Community Park. Mrs. Miller seconded this motion, with all ayes.

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#### IV. Committee Reports

**Facilities** – Mr. Lee had no report.

**Personnel** – Mr. Walz had no report.

**Program** – Mrs. Miller had no report.

**Public Relations** – No report.

**Finance** – Ms. DeSha reported that Recreation Director Earnest is trimming operating budget (as requested) and that there was not much in the capital budget. Ms. DeSha stated that the parks (maintenance) expenses are “astronomically” high for 2011 and someone should review parks operations. Mr. Lee asked who was responsible for overseeing the Public Works Department. Chairman Bohan stated that it would be Township Manager Rimer. Chairman Bohan also stated that since the Parks and Recreation split there has not been “a clear pathway” for concerns to be shared. Chairman Bohan stated that he will find out where (to whom) concerns are to be shared with regard to parks. Mr. Lee asked Recreation Director Earnest if she receives parks finance reports on a monthly basis. Recreation Director Earnest stated that she receives the same reports that Finance Chair DeSha receives. Ms. DeSha stated that maybe she should direct questions regarding parks expenditures to the Commissioners instead of Finance or Public Works Directors.

**Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure** – Ann Toole, Toole Recreation Planning in association with YSM, Sarcinello Planning & GIS, presented the draft document of the Manheim Township Recreation, Park, Greenways and Open Space Plan. Ms. Toole passed a meeting attendance sheet for all present to sign. The plan is divided into two (2) parts: The Plan and The Foundation (which include references, analysis, etc.). Ms. Toole stated that the intent is to get the plan adopted prior to the end of the year. An endorsement of the plan recommendations (from the Parks & Recreation Board) is for presentation to the Commissioners at their meeting November 21<sup>st</sup>. Ms. Toole reviewed what document parts were completed to date. Mr. Lee asked if after review of the document, an e-mail could be sent to approve document. Recreation Director Earnest explained that a recommendation needed to be adopted at a public meeting. Mr. Walz stated that he would not approve a document that he has not reviewed. Ms. Toole reviewed the recommendation section, adding that there are typographical and grammatical errors that are in the plan that need to be corrected. She stated that, after review of the document, members should voice their opinions on what is (or is not) included in the document (correct information, tone of the document, etc.). Chapter 3 and 4 are key chapters in distributed document. Ms. Toole stated that Manheim Township is “second to none” in regard to park amenities and recreation programs. She stated that one of the things that Manheim Township does not have is a Community Center. Ms. Toole stated that there are issues, communications system being one. Another one is the challenges that have been created when Parks was moved from Recreation into Public Works (2006). This issue is the most controversial recommendation in the plan, Ms. Toole reported. Ms. Toole explained that in order to make capital improvements and maintenance management work better within the Township, a recommendation has been included to add Park Planning to the Recreation Department (title). Park Planning needs to be recognized as an official Township service and function and include a planning process which should include the public and expertise, Ms. Toole continued. The second recommendation part to this area is in regard to park maintenance. Ms. Toole stated that “the Public Works Department needs to be charged and empowered with park maintenance as one of their chief functions”. She added that park maintenance is not conducted in any “organized fashion” and there is “no official written maintenance management system”. Ms. Toole stated that as a result of that, there are no workload cost tracking or strategies. Ms. Toole also reported that through the Park Analysis that was done, issues are also presented with regard to incorrect field orientations that result in safety issues, etc. A park planning process is definitely needed in the Township, she stated. Ms. Toole stated that in addition to safety issues that could potentially arise from the incorrect park planning at Weaver Road (MTAC) the Township could probably not obtain grant monies due to this incorrect park planning. Ms. DeSha stated that she would like to further challenge these recommendations to include not making our situation better, but correcting it. She stated that the plan should include how the Township can fix the issues, not making it better. Chairman Bohan entertained board members thoughts on Ms. DeSha’s comments. Mrs. Miller stated that while she appreciated the inclusion of “Plan B” in the plan, we should be as honest as possible. Mr. Walz stated that we should “do the ideal” with the plan and continued by saying that even if the current Commissioners don’t go along with the plan, possibly the incoming Commissioners will embrace it. Mr. Lee agreed with previous comments made by the board members and added that it should be included in the plan that we should be headed back in the direction of including parks back into recreation. Mr. Walz commented “that if we are going to be the best Township that we say we are, we should get the best practice in place.”

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#### IV. Committee Reports (Cont'd.)

##### ***Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure*** – (Cont'd.)

Ms. DeSha commented that the reason that the split happened was due to economics and in the nearly five years since, the economics are not matching up. Chairman Bohan commented that since the split, park maintenance has never been right. He also commented that the Golf Course (condition) has not been the same since it was removed under the auspices of the Parks & Recreation Department. Chairman Bohan stated that he liked the idea of including the park planning aspect into the plan. Mr. Lee questioned why the plan needed to be adopted by the end of the year. Recreation Director Earnest explained that she would like to see the plan adopted this year. Mr. Lee commented that currently, three of the Commissioners were on the board when the decision was made to split Parks and Recreation. He further commented that two of Commissioners will be leaving at the end of the year and is it questionable that the two new Commissioners coming in will want to further financially “dissect” the plan. Mr. Walz stated that even if the plan is adopted on 12/12, nothing is going to happen by the end of the year and that the new Commissioners will be the ones to implement. Chairman Bohan stated that the plan is a guide and not a mandate. Recreation Director Earnest shared that each one of the elected officials (Commissioners) told Ms. Toole that they expected the plan to include honest opinions. Ms. Toole reported that she has not interviewed Commissioner Casselbury, but he has agreed to talk to her by phone. The proposed timeline for the presentation of the plan was discussed. Ms. Toole explained that if revisions are forwarded and made by the 11/14 deadline, the presentation can be made to the Commissioners on 11/28. Mr. Lee commented that the Parks & Recreation Plan Study Committee should make a recommendation to the Park and Recreation Board and then, in turn, the Parks and Recreation Board should make a recommendation to the BOC. Ms. Toole explained the process of Municipality Planning Code that requires a forty-five (45) day review by adjoining municipalities before it can be included/adopted in the Township Comprehensive Plan. Comments regarding the plan should be sent to Recreation Director Earnest (via e-mail). Amended copies of the plan will be distributed to the Parks & Recreation Plan Study Committee via e-mail. Ms. Toole continued by reviewing the section on Potential for Excellence. Ms. Toole explained that there is a national organization (NRPA) that gives a Gold Medal Award in Parks & Recreation and Manheim Township has the potential to win this award. No municipality within the state of Pennsylvania has ever won this award. Ms. Toole continued by reviewing Chapter 5. Parks and Recreation Facilities. Mrs. Miller stated that there were discussions within the Plan Study Committee regarding school children using the trails/sidewalks as a means to get to and from school (as safe routes) and this was not included in the plan. Ms. Toole stated that this needed to be added to the plan. Natural Resources and Connections was the next chapter and Objections that was reviewed. Ms. DeSha suggested that particular partnerships with the Township should be listed as such (vs. specific names of groups). Recreation Director Earnest suggested changing to, “community groups, such as ... “. Ms. Toole continued to the Financing Chapter and shared that the per capita investment in Manheim Township is \$78.13. The ratio of the Parks & Recreation Budget to the Township budget is 15%. The cost recovery of Recreation is at 88%. Chairman Bohan shared that when the Golf Course was included within Parks & Recreation we typically were well over the 80% range, and after the loss of the Golf Course, we lowered to the 50% range. Chairman Bohan commented that he finds it incredible with what Ms. Toole’s findings are. Mr. Lee questioned whether the 88% recovery rate was based on the \$78.13 per capita investment figures. Ms. Toole clarified by stating that the 88% cost recovery were the revenues generated by the Recreation divided by the Recreation expenditures. She further explained that the per capita figure was generated by the entire Parks & Recreation budget (\$2,979,246) divided by \$38,131. Mr. Lee commented that this should be explained within the plan. Mr. Walz asked if the \$78.13 per capita did not include the 88% recovery rate. Ms. Toole explained that it is the net. Mr. Walz asked if revenue was included. Ms. Toole replied that the revenue was included and it could be taken out. Ms. Toole stated that Mr. Lee’s suggestion of using the P & R Operating Budget (\$1,174,711) expenditures minus revenue to arrive at a new per capita investment. Mr. Walz stated that it would be very difficult to compare other municipalities using these benchmark comparisons. Mr. Lee suggested that comparative suggestions be removed from plan (include per capita and cost recovery but remove other comparisons listed [national averages]). Ms. Toole continued to recommendations page 21. The first two bullet points will be revised according to discussions held tonight. The plan recommendations include the suggestion of an advisory committee of the Overlook Golf Course as a sub-committee of the Parks and Recreation Board, as there is no oversight. Mr. Lee asked who oversees the Golf Course. Recreation Director Earnest explained that Ken Ord is the Department Head of Golf and Township Manager Rimer is his supervisor. Another suggestion that refers to golf is retaining a golf course management consultant that would work with the superintendent and key stakeholders to create a five (5) year plan. Additional recommendations include the addition of a Developmental Coordinator position, developing Annual Reports including documentation on the benefits and outcomes of the investment of parks and recreation.

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**IV. Committee Reports (Cont'd.)**

***Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure*** – (Cont'd.)

Recreation Director Earnest commented that the Development Coordinator included the recommendation that was discussed regarding the Event Coordinator position. Ms. Toole replied that the movement of the Event Coordinator position to the Recreation Department was not included, but needs to be included within the plan. Mr. Lee suggested that the title of this position be changed to Developmental Professional. Also included, Ms. Toole reported is a recommendation for a five (5) year Employee Development Program, incorporation of a maintenance plan on all capital improvements which includes a Management Impact Statement (for projects over "x" \$). Ms. Toole commented that if this process was used in the development of the Weaver Road (MTAC) project, the fees and charges would have been a lot easier to establish. Ms. Toole asked members for any comments that had at this time on the presentation so far. Ms. DeSha asked if any software recommendations for the Township were going to be included in the plan, as was mentioned previously that the TRIMS (maintenance) software is no longer being used. Ms. Toole stated that it could be added under advertising. This concluded the presentation.

***Youth Sports Committee/Youth Sports Standards*** – Chairman Bohan announced that the Youth Sports Standards was sent out (via e-mail) by Mr. Lee. Mr. Lee entertained a motion to approve the Standards so that it can be sent back to the Youth Sports groups for a 30-day review, to be completed by the end of the year. Mrs. Miller asked that this item be tabled due to the time. Mrs. Miller stated that additional discussion was needed for this document. Mrs. Miller stated that she had previously asked that the Park Rules and Regulations be added to the document and items 1 and 2 are not enforceable. Mr. Lee explained that these are standards and not rules. Chairman Bohan shared that he considers a standard a statement of value. Mrs. Miller explained that she is objecting who standards are addressed to (parents). Mrs. Miller also explained that Mr. Lee did an "awesome" job in condensing this document. Chairman Bohan summed up that through comments made, the Standards needed to be revised to emphasize the role of the organization. Chairman Bohan stated that he will send out standards portion to all and asked that members comment back to Mr. Lee with the comments/changes before the next meeting. Mrs. Miller gave her written changes to Mr. Lee. Mr. Lee stated that he will make revisions.

**V. Director's Report** – Reported previously.

**VI. Old Business**

***Schedule of Fees and Charges Update*** – Chairman Bohan reported that Recreation Director Earnest will be sending these out to members. A copy was distributed and Recreation Director Earnest commented that she will send out her questions via e-mail.

***Board Retreat*** – Chairman Bohan reported that he and Recreation Director Earnest will choose a tentative date for this event.

***Youth Sports Standards*** – Discussed previously.

**VII. New Business**

***Correspondence*** – Enclosed.

**VIII. Overlook Community Foundation Report** – Chairman Bohan reported that draft minutes were included within the packet. No questions.

**IX. Commissioner's Report** – In Commissioner Martin's absence there was no report.

**X. School Board Report** – Mrs. Miller reported that School Board elections were next week and assignments may change. She also shared that Budget preparations have begun, student teaching plan has been approved and Lancaster Co. Career is expanding its nursing program and she has passed along information on an intern position.

**XI. Museum Board Report** – In Mr. Keene's absence there was no report.

**XII. Pathway Committee** – Minutes were enclosed within the package.

**XIII. MT Dog** – Mr. Walz had no report. (Congratulations to Mr. Walz on his new granddaughter!)

**XIV. Habitat MT** – No report.

**XV. Correspondence** – None.

**XVI. Public Comments** - None.

**XIII. Adjournment** - The meeting was adjourned at 10.15 PM.