

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**October 3, 2012**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Blue Room of Stauffer Mansion, Wednesday, October 3, 2012. The meeting was called to order at 6:37 PM. In addition to Vice-Chairman Lee, board members present included Hillard, Keene, Miller and Walz. Chairman Bohan was absent. Also present was Recreation & Park Planning Director Earnest and Public Works Director Neff.
- II. **Review and Approval of Parks & Recreation Board Meeting September 5, 2012 Minutes** – Mrs. Miller made a motion to approve the minutes of the September 5, 2012 Board meeting, as written. This motion was seconded by Mr. Hillard and approved unanimously.
- III. **Treasurer's Report** – Recreation & Park Planning Director Earnest announced that there will be a Budget Presentation meeting (Commissioners) is scheduled for Thursday, October 11. Mrs. Miller asked if a representative from the Parks & Recreation Board needed to be present. Director Earnest explained that typically, board members were not present but the meeting was open to the public and anyone could be present.

IV. **Committee Reports:**

**Facilities** – Mr. Keene reported on the various park projects (Community Park and Landis Woods PP&L/Asplundh work). Mr. Keene explained that trees will be removed 50 feet on either side of the power line at Community Park. Some of the trees there are significant. Mr. Keene also commented that the Landis Woods clearing will not be as significant. Director Earnest stated that she inquired as to whether the neighbors (Community Park) were going to be notified of the proposed work and was informed that Asplundh would indeed be notifying neighbors (for PP&L).

**Personnel** – Vice-Chairman Lee announced that Personnel will be discussed after meeting adjournment. Board will convene to Executive Session immediately following meeting.

**Program** – Mrs. Miller reported that there was a Program Committee Meeting held this week. Notes were e-mailed to Board members. Topics that were discussed at this meeting included: Pool medical emergency (summer), MT Ski Club reorganization to MT Recreation. Mrs. Miller commented that she sees “this as a way that Parks & Recreation and the School District can work together”. Talked to Deb Mitchell (School District) regarding other programs that the High School can no longer fund and transferring them to P & R, with the stipulation, Mrs. Miller suggested, that language be included (in Agreement) that a program/activity may be returned back to the District. Mr. Keene expressed a concern regarding Parks & Recreation further developing and enhancing the programs transferred to them (by the District) and then the School District decides that it wants it back once it is functioning well and thriving. Is that a waste of time, effort and money on the part of the Recreation Department? Mrs. Miller stated that now is the time to put the wording in the new Agreement to be crafted and in place by January 2013. Mrs. Miller also stated that the District would not charge for use of their facilities for any activity that have been transferred to P & R. Sport activities like (i.e., Middle School Girl's Field Hockey program), Director Earnest commented, would be an example of a program that would return under the District's auspices. Mrs. Miller was asked (by Deb Mitchell, District) if P & R would be interested in sponsoring High School Intramural sports. Mrs. Miller stated that she thought we did sponsor some activities and asked if these offered activities would be supported and announced in the schools. Director Earnest explained that we do offer Basketball, Tennis and now Field Hockey.

Mr. Keene asked Director Earnest about the Department's promotional flyer getting out late (Fall, 2012). Director Earnest expressed that she did not want Board Members to be concerned by this and explained that with the transition at the front desk, (which became Lorri Haney's primary responsibility) there were some timing issues. Director Earnest stated that it will not be late to the printer for the Winter (2013) issue. She continued by saying that all staff is responsible for getting information in on a timely basis, information needs to be received by the deadline.

Mr. Keene asked Mrs. Miller what the purpose of one of the items listed on Program Committee Notes under Marketing & Promotion, Item C., A suggestion was made to set up an event for a meet and greet between MTP&R and the MTSD coaches and any MTHS clubs or other activities. Mrs. Miller explained that the School District and the Township are “working on creating a better working relationship”. It was suggested that Township Commissioners and School Board Members meet at least once a year.

(Continued)

**IV. Committee Reports:** < Cont'd. >

**Program (Cont'd.)** – Vice-Chairman Lee asked Director Earnest to relay to Adult Program Manager Norton that an injury disclaimer requiring parental pick-up should be added to the MT Ski materials before they go out.

**Public Relations** – Mrs. Miller had no report.

**Finance** – No report.

**Youth Sports Committee** – Vice-Chairman Lee reported that a meeting was held (9/27) with four of the five youth sports groups. Commissioners Martin and Heck, MTPRB Chairman Bohan, Vice-Chairman Lee and Director Earnest, PW Director Neff and Assistant Manager Molchany were in attendance. 2013 Youth Sports Organization Usage fees were reviewed. All organizations were instructed to inform Township of field issues. Director Neff stated that there is one field that should not be used next year. Mr. Keene stated that a field rotation matrix was created by former Park Superintendent Lessig and we should be using it. Director Neff knew of its' existence but explained that the last two years Superintendent Lessig was here, the amount of field play far exceeded any resting of fields. Discussion was held regarding updating the matrix and then implementing it. Vice-Chairman Lee also reported that the fund raising opportunity cut off has been set at November 1. After this time, each groups fund raising income will be deducted from their 2013 balance due. These invoices will go out in mid-November.

**V. Director's Report** – Director Earnest stated that it was enclosed within the package and asked if anyone had any questions. Mike Keene commented that he heard a radio commercial promoting the Landis Woods Art Show on WIOV.

**VI. Liaison Reports**

Overlook Community Foundation Report – No report.

Commissioner's Report – No report.

School Board Report – Mrs. Miller stated that a report was enclosed. Mrs. Miller reported, with regard to the meeting that was held between MT and MTSD Gene Freeman, MT Superintendent, stated that no fees will be raised "mid-stream" and "the group of people in the room are dedicated to working together, making a partnership, scratching each others' back, being helpful and supportive which is huge".

Boettcher House Museum Board Report – Mr. Keene reported on the Landis Woods Art Show. Forty-five (45) artists participated and the show had approximately 1,500 visitors. Mr. Keene shared kudos to Director Neff and his staff (Public Works) for readying the area for the show. A wrap-up meeting will be held. Mr. Keene asked Director Neff to dim the bulb (security light) in front of the house.

Pathway Committee Report – Director Earnest reported that a meeting will be held (10/10/12 at Oregon Dairy) regarding the Jake Landis Road right-of-way.

MT Dog Report – Mr. Walz' report was enclosed. Vice-Chairman Lee reported that the group is discussing advertising banner sales (at the Dog Park). He stated that this topic should be presented through the MTPR Board and should fall into the guidelines that are currently being used at MTAC. Director Earnest stated that the MTPR Board may make a recommendation to the Board of Commissioners, but that ultimately it is the BOC's decision. Vice-Chairman Lee also reported that the final plan for the addition of water (features) at the Dog Park should be presented to Directors Earnest and Neff and then their recommendation to the MTPR Board and also to the BOC. Vice-Chairman Lee stated that he will share with Directors Earnest and Neff pictures (park bench dedications) that were in a park that he had visited.

Habitat MT Report – Director Earnest reported that a volunteer clean-up project will be held tonight (10/3/12) and their next meeting is scheduled for Thursday, October 11<sup>th</sup> at 5:30 PM.

**VII. Action Items**

Move Meeting Day – Vice-Chairman Lee asked if a formal motion was needed in order to move meeting day. Mr. Keene announced that Article 4, section 4.2 of the By-Laws has been changed to reflect the new meeting day (1<sup>st</sup> Wednesday of each month). This motion was seconded by Mr. Hillard, to all ayes.

Executive Session to follow – New Board member recommendation.

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VIII. **Discussion**

**Old Business**

**New Business**

Park Rules & Regulations – Mr. Keene has been reviewing and updating current park rules. He will complete updating and then meet with Director Earnest to discuss proposed updates, after which time they will be presented to the MTPR Board. Mr. Keene stated that he is using other local municipalities' park rules & regulations for comparison. Additionally, Mr. Keene stated that we also need to work on park signage. Vice-Chairman Lee said that park signage was discussed at one of the Comprehensive Plan update meetings. Vice-Chairman Lee stated that if the changes to the rules are substantial perhaps they should be presented publicly. Mr. Keene stated that the changes will not be that dramatic. Director Earnest stated that she will send Mr. Keene the field matrix. Director Neff announced that two (2) fields (soccer) need to be repaired ASAP. The fields are located at Municipal and rear of Stauffer Park (sinkhole repair). He also stated that another possible field is at the retention basin at Reidenbaugh but he is awaiting information regarding that field. Vice-Chairman Lee reported that should be okay as soccer (MTSC) enrollment is reportedly down.

IX. **Correspondence** – None.

X. **Public Comment** – None.

XI. **Adjournment** - The meeting was adjourned at 7:37 PM into Executive Session with a motion made by Mr. Keene and seconded by Mr. Hillard.