

FAIRFIELD PARKS AND RECREATION BOARD

MINUTES

JANUARY 20, 2015

The monthly meeting of the Fairfield Parks and Recreation Board was conducted on Tuesday, January 20, 2015, at the Fairfield Community Arts Center. Chair Doug Meece called the meeting to order at 6:00 PM. Board Members in attendance were: Craig Keller, Doug Meece, Debbie Pennington, Bob Myron, Billy Smith and Rodney Spencer. Board Member Bob Breen was excused from the meeting. Staff members in attendance were: James Bell, Director; Heidi Schiller, Arts and Programs Manager; Bob Schappacher, Parks and Facilities Manager; Brad Williams, Operations Coordinator; and Cyndi Kreke, Secretary.

COMMENTS FROM THE AUDIENCE: None

MINUTES FROM THE PREVIOUS MEETING: The December meeting minutes were approved as corrected.

REPORT FROM THE DIRECTOR:

Strategic Plan, Comprehensive Parks and Recreation Master Plan and Needs Assessment Review:

Jim Bell and the Board discussed the Comprehensive Parks and Recreation Master Plan and the Needs Assessment prepared by the Indiana University/Eppley Institute for Parks and Public Lands that were presented to both the Board and the City Council in December. Copies of the plans had been distributed to the Board following the December meeting for their review. Board members complimented the Eppley Institute on the preparation of the documents and their presentation. The Board felt that the findings were complimentary to the Department and the documents were a great "road-map" for the future programming and capital needs of the City. Mr. Bell requested that the Board accept the Comprehensive Parks and Recreation Master Plan, via simple motion, under new business.

Brad Williams distributed several sets of documents to the Board (2012-2016 Parks and Recreation Strategic Plan, the five goals/recommendations of the Comprehensive Parks and Recreation Master Plan, and the parks' goals/objectives within the City's 20 Year Comprehensive Plan); showing the inter-relationships of the Department's Strategic Plan, Master Plan and City Comprehensive Plan (attached). Mr. Williams reviewed the Department's 2014 accomplishments related to the Strategic Plan.

2015 Fees/Charges Review:

Jim Bell, Brad Williams and Heidi Schiller reviewed the staff recommendations for the 2015 Fees/Charges. There were no changes recommended for the Marsh Park fishing lake admissions, Shelter House/Gazebo rentals, Phalen Center rentals, and Elisha Morgan Mansion rentals. A slight increase was recommended for Aquatic Center facility rental fee, the Community Arts Center's theater rental and the Fairfield Greens Golf Courses junior/senior rate. The Board concurred with the staffs' recommendations and resolutions would be adopted under new business.

2015 Policies/Procedures and Rules/Regulations Review:

Jim Bell presented to the Board its Policies and Procedures and the Parks and Recreation Sites Rules and Regulations for 2015. Mr. Bell stated that if the Board chose to change its meeting's times/dates that this was the annual review, when such a change should be discussed. Mr. Bell stated that staff was not recommending any changes in 2015. The Board discussed whether to change the time/date of its meetings, but felt that the third Tuesday of the month at 6:00 PM was its best option. The Board concurred with staffs' recommendations and a resolution would be adopted under new business.

Golf Course Irrigation Project:

Jim Bell reported that Request for Quotations had been solicited and received for the South Trace Irrigation Project, Phase 2. Mr. Bell reported that Phase 1 had been completed in the fall of 2014, which included the following: #2 green, #3 tee/fairway/green, and #4 tee/fairway/green. The Phase 2 portion of the project would include the following: #2 tee, #5 tee/fairway/green, #6 tee/fairway/green, #7 tee/fairway/green, and five isolation valves. Two vendors responded to the RFQ and The Southern Group provided the lowest and best price; the materials for the project would be purchased from State of Ohio state bid lists. The cost for labor was approximately \$19,500 and the cost of materials was approximately \$24,800. Mr. Bell reported that a Council Letter had been prepared and the Board concurred with the staffs' recommendations.

Marsh Park Phase 2/Martin-Marietta Property:

Jim Bell reported that a city team consisting of the Assistant City Manager, the Parks and Recreation Director, the Public Utilities Director, the City Engineer, the Planning Manager and the Parks Operations Coordinator has met with representatives of The Kleingers Group (local architectural/engineering firm) to discuss the civil engineering services related to the Marsh Park Phase 2 project. The initial phase of this project is to develop plans to strategically locate the 40,000 tons of excess sand on the property in accordance to the requirements of the Ohio Department of Natural Resources; as it relates to Martin-Marietta Aggregates transferring the property to the City. The Ground Water Consortium is also involved in the project to protect the region's ground water quality. Once the initial proposal is finalized, it will be brought to the Board for consideration.

REPORTS OF AD HOC COMMITTEES:

City Council Update: Debbie Pennington reported that she had been appointed Vice-Mayor for 2015. Mrs. Pennington also reported that the Historical Society had its spring programming agenda finalized and invited the Board to attend the meetings.

Planning Commission Update: Bob Myron reported that at the next meeting of the Planning Commission, the Commission will be discussing a 119 Senior Housing Unit Development on Patterson Boulevard. Mr. Myron also reported that at the last Planning Commission meeting, the Commission had approved several signage requests.

Environmental Commission Update: Rodney Spencer reported that the Environmental Commission was investigating partnering with Miami University for interns to update the City's street tree inventory.

Cultural Arts Advisory Commission Update: Bob Breen was not present at the meeting. Heidi Schiller reported that the CAAC did not meet in December.

Golf Course Ad Hoc Committee: Doug Meece reported other than the irrigation project discussed earlier in the meeting; the committee had not met in first quarter of 2015.

OLD BUSINESS: None

NEW BUSINESS:

Comprehensive Parks and Recreation Master Plan: It was moved and seconded to accept the Comprehensive Parks and Recreation Master Plan, as prepared by Indiana University/Eppley Institute for Parks and Public Lands. The motion was approved unanimously.

Resolution 2015-01/Fairfield Aquatic Center Fees/Charges: It was moved and seconded to approve Resolution 2015-01 related to the fees/charges for the Fairfield Aquatic Center. The resolution passed unanimously.

Resolution 2015-02/Fairfield Greens Golf Courses Fees/Charges: It was moved and seconded to approve Resolution 2015-02 related to the fees/charges for the Fairfield Greens Golf Courses. The resolution passed unanimously.

Resolution 2015-03/Shelter and Room Rental Fees/Charges: It was moved and seconded to approve Resolution 2015-03 related to the fees/charges for rentals at Harbin Park shelters/gazebos, the Phalen Center, and the Elisha Morgan Mansion. The resolution passed unanimously.

Resolution 2015-04/Marsh Park Fishing Lake Fees/Charges: It was moved and seconded to approve Resolution 2015-04 related to the fees/charges for the Marsh Park Fishing Lake. The resolution passed unanimously.

Resolution 2015-05/Fairfield Community Arts Center Fees/Charges: It was moved and seconded to approve Resolution 2015-05 related to the fees/charges for the Fairfield Community Arts Center. The resolution passed unanimously.

Resolution 2015-06/Fairfield Parks and Recreation Board Policies/Procedures and Parks Sites Rules/Regulations: It was moved and seconded to approve Resolution 2015-06 related to the Parks and Recreation Board Policies/Procedures and Parks Sites Rules/Regulations. The resolution passed unanimously.

COMMENTS FROM THE AUDIENCE: None

EXECUTIVE SESSION: None

The meeting was adjourned at 7:00 PM. The next regular meeting of the Board is scheduled to be held on Tuesday, February 17, 2015, at 6:00 PM, at the Fairfield Community Arts Center.

Cyndi A. Kreke,
Secretary