

FAIRFIELD PARKS AND RECREATION BOARD

MINUTES

JANUARY 19, 2016

The monthly meeting of the Fairfield Parks and Recreation Board was conducted on Tuesday, January 19, 2016, at the Fairfield Community Arts Center. Chair Doug Meece called the meeting to order at 6:00 PM. Board Members in attendance were: Doug Meece, Bob Myron, Debbie Pennington and Billy Smith. Board Member Dean Bruewer was excused from the meeting. Staff members in attendance were James Bell, Parks and Recreation Director; Robert Schappacher, Facilities/Operations Manager; Heidi Schiller, Arts/Programs Manager; Brad Williams, Operations Coordinator; Ben Strickler, Community Events Coordinator and Cyndi Kreke, Secretary.

COMMENTS FROM THE AUDIENCE: None.

MINUTES FROM THE PREVIOUS MEETING: The December 2015 meeting minutes were approved as written.

REPORT FROM THE DIRECTOR:

CAPRA Annual Review/Update: Jim Bell reminded the Board that the January meeting was typically the longest meeting of the year due to the several Board reviews of CAPRA related documents, Strategic Plan / Department Goals & Objectives review, Rules/Regulations review, and Fee/Charges review. Mr. Bell stated that the informational packet was forwarded to the Board on January 15th for review.

2012-2016 Strategic Plan / Department Goals & Objectives Review: Brad Williams reviewed the 2015 Parks and Recreation Department's accomplishments related to the five strategic plan priorities (attached). The five strategic plan priorities include: Enhance the Quality of Life for all Citizens, Maintain and Enhance City Parks and Recreational Facilities; Administer the Parks and Recreation Department in a Cost Effective, Operationally Efficient and Professional Manner; Preserve and Manage Natural, Historic and Cultural Resources; and Educate the Public on the Benefits of Parks and Recreation. The Board thanked Mr. Williams for the update.

2016 Parks and Recreation Board Policies/Procedures Annual Review: Jim Bell presented a brief overview of the Board's Policies and Procedures, reminding the Board that this was an opportunity for the Board to make changes to its procedures; such as meeting date/time, items of business, etc. Mr. Bell stated that during the staff review, no changes were recommended. The Board concurred and Resolution 2016-08 was prepared to that effect.

2016 Parks and Recreation Sites Rules and Regulations Annual Review: Jim Bell presented a brief overview of the Parks and Recreation Sites Rules and Regulations and changes that were recommended. Mr. Bell stated that the City Law Director, John Clemmons, recommended that a sub-section be added under Section 100.19 "Use of the Village Green Campus Area" relative to the Village Green Farmers and Artisan Market (new Section 100.19 e), which would reference the market rules/regulations. The Board concurred with the recommendation of the City Law Director and the change would be included in the Resolution to that effect. Mr. Bell stated that a change in the Parks and Recreation Sites

Rules/Regulations was a slightly different legislative process, as provided by the City Charter; this resolution would need to go through the similar process as City Council Ordinances, which required three readings. Mr. Bell stated that Ben Strickler would update the Board on the Farmers Market at this time.

Village Green Farmers and Artisan Market: Ben Strickler updated the Board on the Village Green Farmers and Artisan Market project. The market would be held on Wednesday evenings, 4 PM – 7 PM, beginning on April 20, 2016 and conclude on October 19, 2016. The department has hired a PT Market Manager and currently has approximately 15 farmers committed to the weekly market. The market will be conducted on the library side of the Village Green Park and the library terrace would also be used for the event; the Fairfield Lane Library was a partner in the project. The Board thanked Mr. Strickler for his report.

2016 Fees/Charges Review: Jim Bell, Brad Williams and Heidi Schiller reviewed the 2016 fees/charges structure for the Fairfield Aquatic Center, Fairfield Greens South Trace Golf Course, Fairfield Greens North Trace Golf Course, Harbin Park Shelters/Gazebo Rentals, Phalen Center Rentals, Morgan Mansion Rentals, Marsh Park Fishing Lake, and the Community Arts Center (recommendations attached). Minimal increases were recommended at the South Trace/North Trace Golf Courses, the Shelter House rentals, Morgan Mansion rentals, and Community Arts Center rentals. All recommended increases were below our competitors' rates/charges. No changes were recommended for the Aquatic Center or Marsh Park Fishing Lake. The Board concurred with the recommendations.

Nuxhall Miracle League Field Agreement Update: Jim Bell reported that City Council had approved the agreement between the City and The Joe Nuxhall Miracle League Fields, Inc., for the operations of the Field of Dreams complex at Hatton Park. Mr. Bell stated that the agreement which the Board had previously approved was tweaked by the attorney for the Miracle League Fields, Inc., prior to City Council's approval. The changes were not substantive, but Law Director Clemmons recommended that the Parks and Recreation Board pass a resolution of support for the amended agreement. Mr. Bell reviewed the changes with the Board in Section 4 of the agreement; the verbiage had been changed from "Operator will have exclusive scheduling control....." to "Operator shall have exclusive control, including scheduling,...." Also, Section 4, paragraph D was added, which stated "Any and all other requirements and terms of this Lease Agreement". The Board concurred with the changes and Resolution 2016-06 was prepared to that effect.

Seward Road-Morris Farm/Clean Ohio Grant Application: Jim Bell reported that the Public Works Department, Development Service Department and the Parks and Recreation Department were collaborating on the submission of a Clean Ohio grant application for the purchase of property located in the City of Fairfield / West Chester Township, Ohio. It is an 81.907 acre (approximately 6.1 acres in West Chester) tract of land on the east side of Seward Road between Union Centre Boulevard / Symmes Road and Tylersville Road. The property has accessibility from Firebird Drive off of Union Centre Boulevard. The property is bordered to the south by the former Miami-Erie Canal and an existing bike trail which is part of the Miami to Miami Trail system. The property is bordered to the north by the Norfolk Western railroad tracks otherwise known as the Norfolk Southern railroad tracks. The Seward Road - Morris Farm project consists of the fee simple purchase of the land. The project will be contiguous to the existing Miami to Miami Bike path as well as park property owned by West Chester Township. The property is adjacent to the former Miami-Erie Canal and contributes directly to the headwaters of the Mill Creek watershed. This property is located in the flood plain and zoned for light industrial. It is currently being used for agriculture. The purchase of this land will protect the character of the existing park and bike path setting and use. The purchase will also protect the riparian corridor for the Mill Creek and its watershed. The existing land will be allowed to revert to its natural state while providing a buffer for the riparian corridor. The existing land is almost all in the flood plain and this purchase will protect it from the possibility of less desirable development. Also, the property may be used to provide "stream credits" for future developments within the city of Fairfield as an economic

development incentive. The City has received commitments from both West Chester Township and the Mill Creek Watershed Council of Communities to send letters of support for this project. The property was recently appraised at approximately \$13,000/acre and the owner is agreeable to selling the property at approximately \$7,000/acre; with the difference being used as the grant match.

The Board concurred with the recommendation submit the Clean Ohio grant and Resolution 2016-17 was prepared to that effect.

REPORTS OF AD HOC COMMITTEES:

City Council Update: Debbie Pennington reported that at new the Council members, Tim Abbott and Craig Keller have been sworn in and attended their first meeting on January 11th. Mrs. Pennington reported that City Council had approved the amended agreement with the Nuxhall Miracle League Fields, Inc., and that she had made several recreational activity announcements at the meeting. Mrs. Pennington reported that she had recently attended the open house for the new Health Care facility within the Fairfield City School District and that she was very impressed. Mrs. Pennington thought that the School Board representative to the Board should have a place on the agenda to report on School District activities, similar to her City Council update. The Board concurred and a School District report would be added to Reports of Ad Hoc Committees.

Planning Commission Update: Bob Myron reported that at the last Planning Commission meeting, the commission approved changes to The Cove of Village Green PUD regarding to the individual designs of each home.

Environmental Commission Update: No report.

Cultural Arts Advisory Commission Update: Heidi Schiller reported that City Manager Mark Wendling had attended the December meeting of the CAAC.

Golf Course Ad Hoc Committee: Doug Meece reported that the committee was in the process of finalizing the 5 year Recreational Facilities Business Plan. Mr. Meece also reported on the golf maintenance building renovations, the phase 3 irrigation project and that the December weather was favorable for the fall play. The Recreational Facilities Business Plan would be presented to the Board at a later date.

School Board Update: Billy Smith reiterated the comments of Mrs. Pennington regarding the new Health Clinic facility that was being provided by the School District for its students. Mr. Smith stated that the comments have been positive from the public and that the School District was still working out the logistics of transportation to/from the clinic for the students.

OLD BUSINESS: None

NEW BUSINESS:

Resolution 2016-01: Be it resolved by the Fairfield Parks and Recreation Board that Resolution 2015-01 and all its amendments regarding the 2015 Fairfield Aquatic Center Fees/Charges are repealed and Resolution 2016-01 be approved related to the 2016 Fairfield Aquatic Center Fees/Charges. The resolution was approved unanimously.

Resolution 2016-02: Be it resolved by the Fairfield Parks and Recreation Board that Resolution 2015-02 and all its amendments regarding the 2015 Fairfield Greens South Trace and North Trace Golf Courses

Fees/Charges are repealed and Resolution 2016-02 be approved related to the 2016 Fairfield Greens South Trace and North Trace Golf Courses Fees/Charges. The resolution was approved unanimously.

Resolution 2016-03: Be it resolved by the Fairfield Parks and Recreation Board that Resolution 2015-03 and all its amendments regarding the 2015 Shelter House/Gazebos, Phalen Center and Morgan Mansion Fees/Charges are repealed and Resolution 2016-03 be approved related to the 2016 Shelter House/Gazebos, Phalen Center and Morgan Mansion Fees/Charges. The resolution was approved unanimously.

Resolution 2016-04: Be it resolved by the Fairfield Parks and Recreation Board that Resolution 2015-04 and all its amendments regarding the 2015 Marsh Park Fishing Lake Fees/Charges are repealed and Resolution 2016-04 be approved related to the 2016 Marsh Park Fishing Lake Fees/Charges. The resolution was approved unanimously.

Resolution 2016-05: Be it resolved by the Fairfield Parks and Recreation Board that Resolution 2015-05 and all its amendments regarding the 2015 Fairfield Community Arts Center rental Fees/Charges are repealed and Resolution 2016-05 be approved related to the 2016 Fairfield Community Arts Center rental Fees/Charges. The resolution was approved unanimously.

Resolution 2016-06: Be it resolved by the Fairfield Parks and Recreation Board that the City Manager is authorized to enter into the amended agreement with The Joe Nuxhall Miracle League Fields, Inc., for the operation of the Field of Dreams recreation complex on Groh Lane and a related easement modification agreement with A. Peter Groh; in accordance with the agreements on file in the office of the City Manager. The resolution was approved unanimously.

Resolution 2016-07: Be it resolved by the Fairfield Parks and Recreation Board that the City Manager is authorized to submit an Ohio Public Works Commission Clean Ohio Fund Green Space Conservation grant application for the Seward Road-Morris Farm Project on behalf of the City of Fairfield, Ohio, in accordance with the application on file in the office of the City Manager. The resolution was approved unanimously.

Resolution 2016-08: Be it resolved that the Fairfield Parks and Recreation Board adopts Resolution 2016-08, replacing Resolution 2015-06, as follows: Section 1: New Section 100.19, paragraph e) of the City of Fairfield Parks and Recreation Site Rules and Regulations as established by the Fairfield Parks and Recreation Board are hereby amended and adopted to read as follows: See Attached Exhibit "1". The resolution was held for First Reading.

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 16, 2016, at 6:00 PM, at the Fairfield Community Arts Center.

Cyndi A. Kreke,
Secretary

**FAIRFIELD PARKS AND RECREATION DEPARTMENT
2015 ACCOMPLISHMENTS**

PRIORITY 1: ENHANCE THE “QUALITY OF LIFE” FOR ALL CITIZENS.

- RECREATION AND COMMUNITY EVENTS STAFF OFFERED 520 CLASSES, PROGRAMS AND WORKSHOPS FOR THOSE OF ALL AGES AND ABILITIES IN ALL PROGRAMMING CATEGORIES.
- STAFF EXPLORED THE POTENTIAL OF A FARMERS AND ARTISAN MARKET IN FAIRFIELD AND DETERMINED VILLAGE GREEN PARK A SUITABLE LOCATION. MULTIPLE VENDORS HAVE BEEN CONTACTED AND CONFIRMED FOR THE INAUGURAL 2016 FARMERS AND ARTISAN MARKET.
- NATURE & ENVIRONMENT PROGRAMMING EXPOSED PARTICIPANTS OF ALL AGES TO THE OUTDOORS AT VARIOUS PARKS. OVER 60 PROGRAMS WERE OFFERED, INCLUDING NATURE HIKING, STARGAZING, YOUTH FISHING AND GARDENING.
- A PUBLIC INPUT MEETING WAS HELD TO SOLICIT FEEDBACK FROM RESIDENTS REGARDING THE THOMAS O. MARSH PARK EXPANSION PROJECT. INFORMATION AS WELL AS AN ONLINE SURVEY WAS POSTED ON THE CITY’S WEBSITE.
- STAFF SECURED ADDITIONAL VENDORS AT COMMUNITY EVENTS. PARTICIPATION IN LIGHT UP FAIRFIELD AND FESTIVAL OF TREES INCREASED 100%. A FOOD TRUCK COURT WAS ADDED AT HARBIN PARK DURING RED, WHITE & KABOOM. STAFF RECEIVED POSITIVE FEEDBACK FROM VENDORS THAT PARTICIPATED IN THESE EVENTS.
- CONTINUED SUPPORT FOR VARIOUS ORGANIZATIONS/EVENTS THAT ATTRACT VISITORS TO THE CITY OF FAIRFIELD, INCLUDING, THE BRITISH CAR CLUB OF GREATER CINCINNATI’S ANNUAL BRITISH CAR SHOW, THE RENAGADE CUSTOM CAR CLUB SHOW, ANNUAL CYCLOCROSS/BIOWHEELS MOUNTAIN BIKE EVENT, MASC SOCCER TOURNAMENTS, YOUTH BASEBALL, YOUTH SOCCER, AND NUMEROUS GOLF LEAGUES/OUTINGS/TOURNAMENTS.

PRIORITY 2: MAINTAIN AND ENHANCE CITY PARKS AND RECREATIONAL FACILITIES.

- STAFF IS DEVELOPING A THOMAS O. MARSH PARK MASTER PLAN IN PREPARATION FOR THE EXPANSION OF THE PROPERTY. PUBLIC INPUT IS BEING SOLICITED TO IDENTIFY DESIRABLE RECREATION OPPORTUNITIES TO BE INCLUDED IN THE PARK DESIGN.
- STAFF IS IN THE PROCESS OF DEVELOPING A COMPREHENSIVE CONNECTIVITY PLAN FOR BOTH INTERNAL AND EXTERNAL TRAILS AND ACCESS POINTS TO PARKS AND FACILITIES. INTERNAL WALKING TRAILS AND EXTERNAL ACCESS POINTS HAVE BEEN ADDED TO POINT PLEASANT AND OAKWOOD PARKS.
- IMPROVEMENTS TO POINT PLEASANT PARK INCLUDE A PAVED HALF MILE BIKE/HIKE TRAIL AND A NEW 21 X 20 SHELTER HOUSE.
- IMPROVEMENTS TO GOOD NEIGHBORS PARK INCLUDE A NEW 21’ X 20’ NEW SHELTER HOUSE.
- IMPROVEMENTS TO OAKWOOD PARK INCLUDE A PAVED 1100 FT BIKE/HIKE TRAIL THAT CONNECTS NEIGHBORHOODS ADJACENT TO THE PARK FOR EASIER ACCESS TO THE PARK.
- IMPROVEMENTS TO WINTON HILLS PARK INCLUDE A NEW PLAYGROUND SET THAT REPLACES A PLAYGROUND SET THAT WAS OVER 25 YEARS OLD.

- RENOVATION OF THE GOLF MAINTENANCE FACILITY INCLUDES EXTERIOR PAINTING, GUTTERS, INTERIOR PAINTING, WORK SPACE REORGANIZATION AND NEW BREAKROOM.
- PARKS STAFF IS WORKING IN CONJUNCTION WITH CITY ADMINISTRATION, PUBLIC WORKS, AND PUBLIC UTILITIES IN ACQUIRING ADDITIONAL PROPERTIES ADJACENT TO MARSH PARK AND MIAMI TO MIAMI BIKE PATH.
- STAFF IS ENGAGED IN ONGOING DISCUSSIONS WITH METROPARKS OF BUTLER COUNTY REGARDING POTENTIAL PARTNERSHIP OPPORTUNITIES ASSOCIATED WITH THE EXPANSION OF THOMAS O MARSH PARK.

PRIORITY 3: ADMINISTER THE PARKS AND RECREATION DEPARTMENT IN A COST EFFECTIVE, OPERATIONALLY EFFICIENT AND PROFESSIONAL MANNER.

- BUSINESS PLANS ARE BEING DEVELOPED THAT ADDRESS REVENUE ENHANCEMENT AND EXPENSE REDUCTION FOR THE RECREATION FACILITIES ENTERPRISE FUND AND THE RECREATION ACTIVITIES ENTERPRISE FUND.
- GOLF COURSE IRRIGATION FIELD CONTROLLER AND ROTOR REPLACEMENT PROJECT IS 33% COMPLETE.
- TRANSITIONED TO TIMECLOCK MANAGER SOFTWARE TO TRACK AND PROCESS EMPLOYEE PAYROLL DATA.
- UTILIZED FUNDS FROM THE CITY DEVELOPMENT BLOCK GRANT TO BUILD A 21' X 20' PARK SHELTER AT GOOD NEIGHBORS PARK.
- EXPLORING GRANT OPPORTUNITY WITH CLEAN OHIO FUNDS FOR THE PURCHASE OF 82 ACRES ADJACENT TO THE MIAMI TO MIAMI BIKE PATH. PROPERTY TO BE USED AS PASSIVE PARKLAND AND NATURE PRESERVE.
- STAFF ATTENDED LOCAL, REGIONAL AND STATE MEETINGS, CONFERENCES, CONTINUING EDUCATION SESSIONS, AND NETWORKING EVENTS THROUGHOUT THE YEAR.
- STAFF PARTICIPATED IN VARIOUS TRAINING SESSIONS OFFERED THROUGHOUT THE YEAR, INCLUDING WORKPLACE SITUATIONAL AWARENESS, 15 PASSENGER VAN, SERVSAFE, LIFEGUARD, FIRST AID, CPR AND AED.
- STAFF MEMBERS MAINTAINED QUALIFICATIONS FOR CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS.

PRIORITY 4: PRESERVE AND MANAGE NATURAL, HISTORIC AND CULTURAL RESOURCES.

- CONTINUE TO PROMOTE RECYCLE, REDUCE AND REUSE IN RECREATION PROGRAMS. MANY ARTS & CRAFT PROJECTS WERE MADE FROM RECYCLED MATERIALS.
- LED LIGHTS WERE PURCHASED FOR THE VILLAGE GREEN HOLIDAY LIGHTS DISPLAY TO REDUCE ENERGY USAGE.
- HALOGEN LIGHT FIXTURES WERE REPLACED BY LED FIXTURES AT VETERANS PARK TO REDUCE ENERGY USAGE.
- IRRIGATION WATERING SCHEDULE WAS REDUCED BY ONE DAY AT MOST PARKS AND FACILITIES WITH IRRIGATION SYSTEMS.

- PARKS NATURALISTS HAS ATTENDED ENVIRONMENTAL COMMISSION MEETINGS TO TAKE PART IN DISCUSSIONS TO RAISE AWARENESS AND PROVIDE PROGRAMMING OPPORTUNITIES.
- MEMBERS OF THE ENVIRONMENTAL COMMISSION ATTENDED THE HOME EXPO TO EDUCATE THE PUBLIC ON THE EMERALD ASH BORER, ASIAN LONG HORNED BEETLE AND TREE TRIMMING TECHNIQUES.
- STAFF COORDINATED ACTIVITIES WITH THE FAIRFIELD HISTORICAL SOCIETY TO CELEBRATE THE CITY'S 60TH ANNIVERSARY. MEMORABILIA WAS COLLECTED AND PUT ON DISPLAY FOR PUBIC VIEWING IN THE FAIRFIELD COMMUNITY ARTS CENTER ART GALLERY.

PRIORITY 5: EDUCATE THE PUBLIC ON THE BENEFITS OF PARKS AND RECREATION.

- THE CITY HAS AUTHORIZED THE USE OF SOCIAL MEDIA ACCOUNTS TO SHARE INFORMATION REGARDING CURRENT EVENTS, PROGRAMS AND NEWS WITH CITIZENS AND OTHERS WITH AN INTEREST IN BEING ENGAGED AND INFORMED. THE CITY OF FAIRFIELD IS PRESENT ON FACEBOOK, TWITTER, LINKED IN AND NEXT DOOR. THE FAIRFIELD PARKS AND RECREATION DEPARTMENT HAS A FACEBOOK ACCOUNT.
- COMMUNITY EVENTS STAFF UTILIZED GRASS ROOTS MARKETING AND DISTRIBUTED FLYERS, CREATED BY THE DEPARTMENT'S MARKETING SPECIALIST, THROUGHOUT THE COMMUNITY TO FURTHER PROMOTE EVENTS SUCH AS THE CITY'S 60TH ANNIVERSARY, LIGHT UP FAIRFIELD, AND CHRISTMAS AT THE MANSION.
- THE FAIRFIELD FLYER HAS GONE THROUGH REVISIONS TO REFLECT THE "PLAY IN FAIRFIELD" BRAND. THE FLYER LEADS READERS TO THE CITY'S WEBSITE AND THE RECPRO ONLINE PROGRAM REGISTRATION PAGE FOR COMPLETE INFORMATION ON CLASSES AND PROGRAM OFFERINGS.
- STAFF CREATED THE PLAY IN FAIRFIELD SUMMER ACTIVITIES EXPO TO HIGHLIGHT SUMMER PROGRAMS BEING OFFERED BY THE PARKS AND RECREATION DEPARTMENT. PARTICIPANTS WERE ABLE TO SAMPLE ACTIVITIES WHILE ATTENDING THE EVENT.