

## WHITEHALL PARKS AND RECREATION COMMISSION

September 22, 2016

The meeting of the Whitehall Parks and Recreation Commission was called to order at 6:02 pm by Chairperson John Feters. In attendance: Mike Adkins, Tiffanie Charles, Feters, Katie Quincel, Greg Thurman, Director Steve Carr, and Shannon Werner. Absent: Kyra Barnes and Zach Wright. Guest: Councilman Wes Kantor.

Charles moved, seconded by Adkins, to excuse the absent members and the motion carried 5 – 0.

Quincel moved, seconded by Charles, to approve the minutes for the August 25, 2016 regular meeting and the motion carried 5 – 0.

Charles moved, seconded by Adkins, to approve the minutes for the September 7, 2016 special meeting and the motion carried 5 – 0.

Charles moved, seconded by Quincel, to approve the minutes for the September 14, 2016 special meeting and the motion carried 5 – 0.

Quincel stated, for the record, regarding the recent meeting minutes: "Statements made at meetings are sometimes an individual's opinion and when other commissioners do not deny, defend, or otherwise respond, it does not necessarily constitute agreement with statements that were made."

Quincel inquired about youth ballet. Werner answered that a new 8-week session had started and will end on November 1<sup>st</sup>. There are four students in each class and students are still charged \$25.00 per session.

Charles moved, seconded by Adkins, to approve employees' wages/personal service for 8/19/16 through 9/15/16 and the motion carried 5 – 0.

Charles moved, seconded by Quincel, to approve bills and refunds through August 31<sup>st</sup> and the motion carried 5 – 0.

The Commission reviewed the Trust Fund, budget, and income through August 31<sup>st</sup>.

Director's report:

Carr included a recommendation regarding the Park Ranger program in his report, which was to delay its implementation until a new director is hired.

Splash pad bids will be opened on September 28<sup>th</sup> and 6 bidders have picked up packets.

Fettters read an update from Zach Woodruff regarding an Armory update. He said that the additional work for the project was nearly ready for plan review and, once submitted, he will begin the process of providing a change order proposal.

Charles asked if a shower was being installed as part of the project as well. Carr answered that the plumbing was being stubbed in and the maintenance crew could handle the actual installation as a winter project. Charles asked what the purpose of the shower would be. Carr answered it was for the convenience of the employees because sometimes they get into some pretty nasty work. Kantor said he was informed that the shower installation would be part of the overall project.

Next, the commissioners began the 2017 Budget discussion. Quincel asked about the cost to repair the roof at the Armory. Carr said the figure was obtained from one quote to be used as a place holder. The contractor consulted recommended replacing the roof on the garage (and part of the drill room) and maintenance staff has already patched it several times.

Carr also mentioned several other highlights. He said he included the park crew chief's upgrade, but that it would have to go to City Council for approval because it was not included in the new CWA contract. I.T. is working on a price for security cameras and \$10k is a guesstimate. He also included funds to add an additional concert to Music in the Park.

Fettters asked if there was enough money budgeted for small tools and equipment. Carr said staff was very well equipped and the figure was reached in consultation with staff.

Quincel mentioned that they could consider hiring a tree consultant/arborist with the tree planting line item. Carr said that if the tree removal funds weren't exhausted, they could always ask the mayor to shift the funds at the end of the year too.

Carr said that the 2017 budget request is a 6% increase over the 2016 budget.

Charles moved, seconded by Adkins, to approve the 2017 budget request and the motion carried 5 – 0.

Under old/new business, Carr made a recommendation on the new basketball courts at John Bishop Park. Based on quotes provided to the Commission, Carr recommended Heiberger Paving and Playworld Midstates. The money has been requisitioned and approved. Members agreed that Carr should call the contractor to schedule the work.

Members also agreed to delay the Park Ranger program until a new director is hired.

Next, Carr put forth a request from Zach Woodruff. Heartland Bank has kindly requested staff to remove the north side of the WCP tennis court fencing for their ground-breaking ceremony and employee meeting in October. There will be no monetary cost to the department, just the labor/opportunity cost. The Commission agreed to have staff do the work.

Carr mentioned other fall projects that are still happening, included laying brick dust on the JBP diamonds and mulching leaves in the parks.

Lastly, Carr explained there has been a delay to the disc golf course expansion plans. Staff requisitioned the funds to order the new disc golf baskets, and the request was tabled. The mayor is concerned the 18-hole course will interfere with future plans/amenities for Whitehall Community Park. Carr emphasized that that course designer is also a landscape architect and park planner who took all known (to Carr) plans into consideration when designing the course. Carr explained that if the Commission still wanted to continue with the project, they may need to have a conversation with the Mayor. Carr does not believe that, as a lame duck director, he is best suited to have that conversation.

Charles said she thinks an 18-hole course would be a good amenity for the park. Carr agreed and reiterated many positive aspects of disc golf.

Fettters asked if it was possible to email the Mayor and Commissioners a copy of the final design. Carr explained that it has only been brought through conceptual design (and half the budgeted money has already been spent on this) because the department needed to wait for the boundaries of Heartland Bank to be surveyed. The designer (who resides in Knoxville) would likely come back to the park only once more to finalize the design and possibly oversee the installation at the same time.

Thurman said it seems that the administration and/or BOC members want to see what the YMCA wants to do in the park first.

Charles said she thinks the first step is the reach out to the Mayor for more information.

Carr said he is happy to answer any questions but doesn't feel he can be the strongest advocate at this point. He also said he hopes the Commission realizes that he put forth a genuine effort and didn't "phone in" the budget.

There being no further business, Charles moved, seconded by Adkins, and the meeting adjourned at 6:52 pm

To the best of my knowledge these minutes are true and correct.

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Chairperson