

WHITEHALL PARKS AND RECREATION COMMISSION

OCTOBER 27, 2016

The meeting of the Whitehall Parks and Recreation Commission was called to order at 6:05 pm by Chairperson John Fetters. In attendance: Tiffanie Charles, Fetters, Katie Quincel, Greg Thurman, Zach Wright, and Shannon Werner. Guests: Human Resources Director Ann Lund, Economic Development Director Zach Woodruff, and Councilman Wes Kantor. Absent: Mike Adkins and Kyra Barnes.

Charles moved, seconded by Quincel, to excuse the absent members and the motion carried 5 – 0. Barnes arrived at 6:23 pm.

There being no guests to poll, Quincel moved, seconded by Charles, to approve the minutes for the September 22nd regular meeting and the October 4th special meeting and the motion carried 5 – 0.

Charles moved, seconded by Quincel, to approve employees' wages/personal service for 9/15/16 through 10/13/16 and the motion carried 5 – 0.

Charles moved, seconded by Quincel, to approve bills and refunds through 9/30/16 and the motion carried 5 – 0.

The Commission reviewed the Trust Fund, budget, and income through 9/30/16.

Next, Economic Development Director Zach Woodruff updated the Commission on various park and park related projects. Heartland Bank is scheduled to close on the property at WCP the following Wednesday. Woodruff has talked to Matt Golden about any remaining items still left in the garage as well as items in the Armory drill room that will need removed. Woodruff has offered the department space at the Service garage for storage, vehicles, and break facilities during the completion of the Armory renovation. A pre-construction meeting with Heartland is also scheduled where they will discuss heavy equipment moving in and out of the park in order to maintain the integrity of the new entrance.

Loewendick & Sons was awarded the bid for the Armory demolition and renovation several months ago. After the award, it was made known to the building department that there were several things not included in the original bid (ADA compliant restroom, for example) and those omissions would prevent the issuance of an occupancy permit. The city has contracted with DSA who, along with the original engineer, will come up with a complete package of the necessary work. Loewendick is expected to provide a change order within the next seven to ten days. Woodruff said he will keep the Commission informed of the pending timeline.

The splash pad bid was awarded to Palmetto and a pre-construction meeting is scheduled for next week. An official groundbreaking will be planned, as well.

Lastly, Woodruff talked about the Etna Road construction project that will begin in 2017. The city was awarded nearly \$3M from Ohio Public Works to redo Etna Rd between Hamilton Rd. and Country Club Rd. The plans include widening the road, new curbs and water lines, decorative lights, trees, new signage, and safer crosswalks. Additionally, the plans call for an 8-foot wide multi-use trail on the south side of Etna Rd. And on the north side, a meandering sidewalk is planned. This sidewalk includes landscaped pockets called bioswales which are used to manage storm water run-off. The city is hoping to have the project ready to bid in January and they will continue to work with the school district to keep the street safe for students during construction.

Next, Human Resources Director Ann Lund addressed the Commission for the purpose of discussing applicants and the hiring process for the Parks and Recreation Director position. The Commission has received 15 applications that have been pre-screened by Human Resources. As a starting point, she suggested that the Commission pare the list down to six candidates and agree on a block of time to hold interviews. Lund also recommended that the interview group (of commissioners) be consistent. She also suggested that the Commission could designate a spokesperson who could tell the candidates about the park system, its general history, and a vision of the department's future before they begin with prepared questions.

The Commission agreed to convene for a special meeting on Thursday November 3, 2016 for the purpose of hiring a new Parks and Recreation Director. Members plan to come to the meeting with their top candidate choices ranked one through eight, have some available blocks of times for interviews, and be ready to discuss potential interview questions and an opening statement.

Councilman Kantor informed the group that, on November 16 and 17 at 6:30pm, the Council committee will hold interviews for their appointment to the Parks and Recreation Commission for a term beginning January 2017.

Moving on to staff updates of fall projects, Feters explained that the basketball posts that were delivered are permanent fixtures and staff was looking into exchanging them for a "surface-mount post". A surface-mount post would be removable and adjustable in case there are future problems.

Next, the Commission discussed a letter that the department received in the mail. The letter was from a citizen who has "dual residency" and was denied membership to the Senior Citizen Club. It was agreed that Werner would follow up on the matter with the club president, Mr. Kocher.

Charles moved, seconded by Barnes, to approve the language of the Park Rules signs and the motion carried 6 – 0. Werner will place the order for the signs.

Werner also provided the Commission with more fall project updates. The only item where no action has been taken is tree planting. It was agreed that Werner would vet nurseries and put forth a recommendation at the next meeting. Werner also explained that ABM will be fixing the boiler at the Activity Center, which will be a less expensive option than winterizing the building.

Next, the Commission discussed Whitehall Youth Athletic Association. WYAA turned in their annual financial information and Auditor Dan Miller reviewed the information and compiled the report that was given to the Commission. Due to questions regarding concessions and WYAA maintaining diamonds for outside tournaments, the Commission requested that Bob Straits and Dan Miller come to the next regular meeting to discuss the financial report.

Lastly, due to Thanksgiving and Christmas, the Commission agreed to schedule the last regular 2016 meeting for Thursday, December 8 at 6:00 pm.

There being no further business, Charles moved, seconded by Barnes, and the meeting adjourned at 7:24 pm.

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

Chairperson