

WHITEHALL PARKS AND RECREATION COMMISSION

October 14, 2020

The online/virtual meeting of the Whitehall Parks and Recreation Commission was called to order at 6:08 PM by Chairman John Fetters.

On a roll call, in attendance: Chris Bolich, Fetters, Mike McQuate, Director Shannon Sorrell, and Shannon Werner. Absent: Mike Adkins, Tiffanie Charles, Katie Quincel, and Mark Schieber. Guests: Matt Golden.

Sorrell informed the meeting that 26 seniors came to parking lot bingo yesterday and had a great time. The department has another event scheduled on November 10.

Katie Quincel joined the meeting at 6:14.

Bolich moved, seconded by Quincel, to excuse the absent members and the motion carried 4 – 0.

Quincel moved, seconded by Bolich, to approve the meeting minutes for September 2, 2020 and the motion carried 4 – 0.

The Commission reviewed the following items: Invoices, Trust Fund, budget, and income for September 2020. Regarding invoices, Sorrell pointed out that safety chutes for mowers were purchased, maintenance staff finished out new lighting in facilities, HVAC repairs at the Armory were completed, and contract mowing will finish soon.

Director's Report:

Whitehall Human Resources department has sent Commission members the necessary information to complete Director Sorrell's annual review.

Parks and Recreation has several in-person programs lined up over the next month and are actively accepting sign-ups at this time.

The WCCA requested to move their annual Halloween event to the parks. The City declined this request and the event will stay at the schools this year.

A partial survey of John Bishop Park was completed. In the 2021 budget proposal, a request has been made for a chainlink fence at northeast border in order to reduce conflicts with neighbors.

A RFP was sent to several roofing companies to provide quotes for roof replacement of four facilities in John Bishop Park.

Shannon Werner continues to work with Five Seasons Landscape for ballfield and invasive maintenance. The department is ordering seeds for the meadow in Whitehall Community Park to plant in the spring. The meadow requires on-going investment and maintenance.

In the office, staff continues their effort to digitize files. The department has shifted to a fully paperless invoicing system.

Shannon Werner renewed her CPSI certification. Chuck Thacker and Andy Duncan are making plans to test for turf maintenance certifications again.

The maintenance crew is installing 4-board fence along the east parking lot on Langley Ave. in John Bishop Park to discourage renters from driving on the grass to the shelter. The crew is also doing all facility winterization (excluding the Splashpad) in house this year for the first time.

Tomorrow, parking lots and trails at Lamby Lane and Norton Field Parks are being sealed and coated. Vortex is scheduled to winterize the Splashpad. Most portajohns are to be picked up on Monday – keeping the units at JBP for four more weeks to accommodate youth football.

The Big Walnut Creek Access project received one bid and the preconstruction meeting has been completed. The Service department added a change order to our project because they did not get any bids for a small sewer project. Surveys for the project started today. Work is slated to be completed in December, with planting done in the spring.

The Norton Crossing development, and the Kelly Green, is looking nice. The parks department is funding snow fence to block off the green space until spring as well as a change order to raise the outdoor stage. A grand opening is tentatively scheduled for first weekend of May.

Demolition of Woodcliff/Midcliff is planned for the first or second quarter in 2021, depending on federal funding. The City was successful in having state capital funds reallocated to build an outdoor performance space in the hillside of the former golf dome area.

Staff has fully laid out the 2021 event and program schedule. This includes a new schedule for Music in the Park. The staffing line in the 2021 budget proposal are highly itemized to allow for cuts to the tentative schedule.

Due to Covid-19 restrictions, the senior center cannot reopen under their current (volunteer-run) model – the facility needs to be staffed. The 2021 budget proposal includes a part-time position to run active living programs from the center.

The memorial bench is being installed in Whitehall Community Park on Friday and we will wait until spring to hold a dedication ceremony

Adult-centric programs are being planned for Norton Crossing/Kelly Green in 2021 on Thursdays and Saturdays including a farmers market, live music, movies, and yappy hours. The City received generous sponsorship to run these programs, and the department will provide the staffing.

Whitehall Parks and Recreation Commission October 14, 2020 Meeting Minutes

Bolich moved, seconded by Quincel, to approve the 2021 budget proposal and the motion carried 4 – 0.

As part of old/new business, Feters confirmed that members had received the director’s evaluation forms and asked that everyone email him their completed forms by November 1.

There being no further business, Bolich moved, seconded by Quincel, and the meeting adjourned at 7:23 PM.

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

Chairman John Feters

Prepared by:

Shannon Werner