

# PARKS AND RECREATION BOARD

City of Findlay

February 19, 2013

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## MINUTES

### **ATTENDANCE**

Members Present: Paul Schmelzer, Chair, Matt Cordonnier, Dennis McPheron, Bob Nichols, Shane Pochard, Gary Pruitt, Mike Slough.

Staff Present: Lu Draper, Matt Stoffel, Kathy Launder, and Auditor Jim Staschiak.

Guests Present: Scott Bennett and Roger Zorn.

### **APPROVAL OF MINUTES**

Motion to accept minutes of the November 19, 2012, meeting, by Pochard, second by McPheron.

Motion passed 10-0.

### **OLD BUSINESS**

Proposed Locker Room at Cube: Findlay City School Board has approved the concept. Findlay High School Hockey is actively fundraising for the project. Auditor Staschiak stated that the Bond Council will need to review any agreement proposed prior to entering into the agreement as it relates to the tax exempt status on bonds. Law Director Don Rasmussen will forward documents to Auditor Staschiak for Bond Council review.

### **NEW BUSINESS**

Findlay Youth Baseball Maintenance Agreement: Schmelzer stated that Findlay Youth Baseball has proposed a plan to provide ongoing maintenance for the grounds at the Cube and 5-Plex. They believe they can provide additional resources for grounds maintenance for approximately the same cost that the City spends on materials and labor to maintain the grounds. Schmelzer stated he believes the Recreation Department has done a fine job given the resources that have been made available to them over the years. The City has a premier facility. His support of the proposal is not a condemnation of their effort in any way. He believes in the power of public-private partnerships. Both the City and recreation organizations have strengths that they bring to the table. The Law Director stated that this type of proposal necessitates a bid process to be followed. These bids can be examined and a determination made regarding the development of a contract. If Findlay Youth Baseball is successful in bidding for maintenance, this will not affect or give them priority for field usage. The contract scope will not include any type of concession operation or scheduling authority. Scheduling will remain a duty of the Recreation Department and will continue to be performed in conjunction with the user groups. Lu Draper has done a great job marketing the facility, and Schmelzer wants her to be able to devote even more time to that effort. Her ability to stay in touch with tournament networks and grow that sector of the user profile is important to the success of the facility. It is also very important to the community because of the dollars that flow to the local businesses as a result of these tournaments. There is a level of risk involved with contracting maintenance. The City will need to have a performance review process. Members at a recent user group meeting suggested more frequent meetings to give feedback on the field conditions, possible improvements, and marketing suggestions. Schmelzer believes this will give us the necessary feedback the City needs to determine whether the contracting of maintenance services is successful. If not, the City will have to return to its current method of field maintenance activity with part-time summer labor administered through the Recreation Department. Schmelzer recommends that a scope and bid package be developed for public bidding. Attached to the minutes is a proposal submitted to the City of proposed maintenance scope of work.

Discussion ensued regarding qualifications of potential company awarded the bid; timing of the start date of the contract; and quality assurances.

Auditor Staschiak reiterated that the Bond Council will need to review any agreement proposed for 5-Plex maintenance prior to entering into the agreement as it relates to the tax exempt status on bonds.

Motion to recommend proceeding with the development of a scope and bid package for maintenance at the Cube, by Pruitt, second by McPheron. Motion passed 6-1 with Slough casting the dissenting vote.

North American Independent League of Professional Baseball: The representative for this organization has requested to reschedule this discussion to the next meeting of the Parks and Recreation Board.

Bill Lampman Memorial Tournament: Roger Zorn stated that the umpire association would like to hold a Bill Lampman Memorial Tournament every year beginning this year to raise funds that will be donated to the City for ball field maintenance. Bill Lampman was a dedicated umpire in Findlay for a significant number of years. The umpire association would also like to propose to have the ball field at Rawson Park named after Bill Lampman. The City has an ordinance that relates to changing the name of City property. A copy of the ordinance will be forwarded to Mr. Zorn in order for him to proceed.

Operation of Riverside Pool: Schmelzer stated that he is reviewing the 2012 agreement for operation of Riverside Pool with Findlay YMCA and making changes as needed. Findlay YMCA has expressed an interest in operating the pool again this year. Motion to support the City entering into an agreement with Findlay YMCA for operating Riverside Pool for 2013 by Nichols, second by Slough. Motion passed 7-0.

## **DEPARTMENT REPORTS**

Recreation Department Report: Draper reported on the new events scheduled at the Cube for 2013: Kutlass Christian Concert, a wedding reception, Findlay Music Fest, and Ocean Fantasy on Ice. The following events are also scheduled at the Cube throughout the year: Gliding Stars "Rockin in the USA," Silver Blades Ice Classic-Dazzle, Wedding Showcase, Mixed Martial Arts, Starship concert, Backyard Mission, Summer ice begins on May 11, Detroit Red Wings Alumni Association in conjunction with Ignite the Ice, every Wednesday Just Say No programs will be held after school. Replacement ice skates will be ordered this year. April 6 will start ball tournaments. Recreation in Findlay has had a \$9 million economic impact on the community.

Parks Maintenance Department Report: Stoffel reported that the pumps at the pool were all reconditioned for \$5800. The filter system is questionable. Will be installing an ADA lift at the pool. Working on requested changes at Field 5 at Swale Park. The Shade Tree Commission is working with residents in the area around Mound Park to purchase trees and plant trees to replace ones that were damaged in the June 2012 windstorm.

## **OTHER REPORTS**

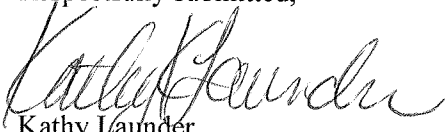
Hancock Park District Report: Pruitt reported that the Hancock Park District closed on two properties in Arcadia and near Oakwoods Nature Preserve. The standard signs at the entrances to the parks will be replaced by a high durable, low maintenance plastic engraved sign. Continuing to move forward with the trails master plan project. The proposed map should be done by summer with a narrative.

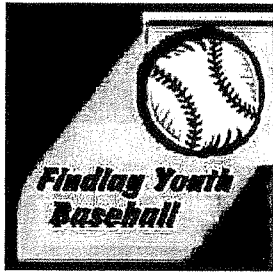
## **OTHER BUSINESS**

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for March 18, 2013, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

  
Kathy Launder  
Secretary



**FINDLAY REC 5-PLEX & GROUNDS MAINTENANCE OVERVIEW**  
**Submitted by FINDLAY YOUTH BASEBALL**

**Objective:** Upgrade the Marathon Diamonds complex at The Cube and associated grounds into a premier recreational facility in order to provide a quality user-group experience.

**Proposed Scope of Work:**

1. Create/maintain proper grade on fields, pitcher's mounds and batter's boxes, and all other locations on infields, to allow for improved drainage resulting in better playing conditions.
2. Maintain level playing outfields (fill holes, aerate and over-seed as needed) resulting in better playing conditions.
3. Maintain clean and clutter free dugouts and trash cans to improve appearance.
4. Maintain properly mowed (and lined) fields.
5. Operate and adjust irrigation systems to fit field and playing conditions throughout the year.
6. Develop weed free and aesthetically pleasing common areas.
7. Maintain clean, safe and level playground area.
8. Will provide daily proactive and consistent field maintenance by trained individuals to obtain consistent playing conditions for all user groups.
9. Have fields ready for appropriate user-groups on days needed as schedule dictates.
10. Further develop vacant lot areas for all user groups to use as practice locations or for other events as needed. (long-term).
11. Maintain facility and grounds to the highest and most cost effective level possible.

**Staffing:** The complex will be maintained by 2 full-time trained individuals and 2-3 seasonal trained individuals. Staffing will be provided during scheduled events and maintenance/field upkeep will be completed on a pro-active status. All requests for field suggestions or changes will be handled through the maintenance staff (email will also be provided as well as emergency contacts).

**Equipment:** Proper equipment and maintenance techniques will be used to keep fields at the highest playing level possible.

**Scheduling:** Field scheduling will be coordinated by Findlay Recreation Department employees and will be proactively communicated to maintenance staff in a timely fashion. The schedule will also be maintained and updated in such a manner so that all user groups will be able see when fields are in-use or available. This will be communicated via an online calendar. All weather-related cancellations or delays will be communicated in a similar manner.

**Goals:**

1. Develop a positive working relationship with the Findlay Recreation Department (field scheduling) and all user groups in order to make the Marathon Diamonds a consistently positive recreation facility.
2. Create consistent high-level playable conditions at an affordable cost, as well as looking for opportunities to increase user-group usage.
3. Help the City of Findlay and local community create a complex that everyone is proud to say that they are a part of.
4. Transform some unused areas into useable areas for all user groups to enjoy (long-term).