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An agency of the Centre Region Council of Governments
Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

CENTRE REGION PARKS AND RECREATION AUTHORITY

COG General Forum Room
Thursday, October 20, 2016
12:15pm

AGENDA

1. CALL TO ORDER
Chairperson Sue Mascolo will convene the meeting.
2. CITIZEN COMMENTS
Members of the public are invited to comment on any items not already on the agenda (three minutes per person time limit, please). Comments relating to specific items on the agenda should be deferred to that point in the meeting.
3. APPROVAL OF MINUTES
A copy of the draft minutes from the September 15, 2016 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. VOUCHER REPORTS
The September 2016 Voucher Report is **enclosed** for review and approval. The September 2016 Budget Report is **enclosed** for informational purposes only.
5. BOARD MEMBER REPORTS

Ferguson Township	Harris Township	College Township
Patton Township	State College Borough	State College Area School District
6. AGENCY REPORTS
 - A. Director's Report (**enclosed**)
 1. APArchitect's Booklet
 - B. Staff Reports:

Niki Tourscher, Program Manager	Jim Carpenter, Parks Manager
Jeff Hall, Sports Supervisor	Beth Lee, Recreation Supervisor
Cindy Stahlman, Active Adult Center Supervisor	Melissa Freed, Nature Center Supervisor
Todd Roth, Aquatics Supervisor	

7. DISCUSSION AND ACTION ITEMS

A. CRPR Donation and Sponsorship Policy Revisions (**enclosed**; Niki Tourscher and Pam Salokangas)

Affinity Connection and CRPR Staff are suggesting that the Authority create naming opportunities for the Active Adult Center and revise the giving levels for the current fundraising project for this facility as well as for future fundraising opportunities. A draft was presented at the September 15 Authority meeting; Authority members requested a re-draft as several areas needed to be expanded with more details provided. The enclosed re-draft more clearly reflects what a donor will receive for their donation at the Active Adult Center and the new naming rights policy identifies the thresholds to qualify for the opportunity to have a part of the facility named for an individual, group of people, or an organization. There are also additional donation options for potential donors that may attract new interest. This policy will be easily transferable to another facility or fundraising sector and the addendum could be updated to reflect facility options including square footage and pricing. The Authority should review and discuss the re-drafted policy and note any areas of concern. Should the Authority decide to proceed with the policy, a possible enacting motion is:

“The CRPR Authority accepts the revised Active Adult Center Naming Policy to include multiple gift options, the revised giving levels, and the naming rights levels based on the 2016 construction costs/square foot at the Active Adult Center.”

B. Fundraising Project Update (Niki Tourscher)

Affinity Connection was contracted to conduct CRPR’s fundraising project and Niki Tourscher will provide an update on the overall process and donations to date. This information will be provided for informational purposes only and does not require Authority action but comments are welcome and encouraged.

C. Whitehall Road Regional Park (Pam Salokangas)

The joint Parks Capital Committee and CRPR Authority Board meeting was held on October 13, 2016 and a summary of activity to date was provided and is **enclosed** again. Pam Salokangas will provide verbally any additional updates. ∴

D. 2017 COG Budget Process Update (Niki Tourscher)

During the September 15 meeting, all eight draft budgets were presented as informational items. Since that time, the agency presented its 2017 budget at the September 30 Budget Hearing, and presented solutions at the Budget Wrap-Up Session on October 13 for the FLSA law that goes into effect on December 1, affecting non-exempt staff and OT levels. Overall, the municipal contributions to the CRPR Agency budgets are decreasing from 2016 to 2017. Niki Tourscher will be in attendance to answer any questions related to the 2017 budget status and next steps in the budget adoption process.

E. Welcome Packet for the Centre Region Active Adult Center (Cindy Stahlman & Niki Tourscher)

A draft of this proposed Welcome Packet will be provided at the meeting as it is in its final drafting stages as the agenda is being finalized. This Welcome Packet will include general policies of the Active Adult Center as well as rules and regulations, emergency procedures, health and safety, etc. This Welcome Packet will be provided to all new participants of the Active Adult Center so that they understand the Center's goals, objections, and overall operation.

It is the Agency's goal to receive input from the Authority at this meeting so that the document can be finalized for the Active Adult Center's transition into its new space at the Nittany Mall. At this time, the projected schedule includes the following: 1) the Center will be closed to participants during the week of October 24-28; 2) during the closure, staff will be relocating to the new space, removing all items from temporary storage in various mall areas and relocating those items to the new storage area, organizing tables/chairs, equipment, and supplies for the opening, and decorating for the opening; and 3) re-opening on Monday, October 31. Current participants will receive this Welcome Packet since the Center will be in a new space with new procedures, and any new participants will also receive this packet as part of their regular orientation.

The Authority should review and discuss the Welcome Packet and note any areas of concern. Should the Authority decide to endorse this Welcome Packet, a possible motion is:

"The CRPR Authority endorses Active Adult Center Welcome Packet to be provided to all current and new participants as part of their regular orientation."

F. 2017 Swimming Pool Policies (**enclosed**; Todd Roth)

Typically after the conclusion of the swimming season, Aquatics Manager Todd Roth presents his recommendations for the next year's fee schedule. Presented for informational purposes only is the 2017 Swimming Pool Policies to include fee recommendations, program suggestions, and schedule schedules. It is the Aquatic Manager's intent to present this policy for review at this meeting with action taken at the November Authority meeting.

The Authority should review and discuss the 2017 Swimming Pool Policy proposal and note any areas of concern.

G. Parks Maintenance Building Lease Renewal (Jim Carpenter)

In November 2013 the Authority entered into a Commercial Lease with Robert W. Stewart for a two-year facility lease in College Twp. for the (Interim) Parks Maintenance Facility, until the new facility was constructed at Whitehall Road Regional Park. Since the park project continues to be delayed, Board action is requested to approve the Renewal Option for one year. The Renewal Option will start on November 1, 2016 at the same rental rate of \$4,200 per month. Following this one-year renewal, the lease will expire on October 31, 2017. During 2017 maintenance staff will work with the landlord to secure a new lease or extension option for future years. The

Authority should review and discuss the Renewal Option and note any areas of concern. Should the Authority decide to approve this Renewal Option, a possible motion is:

“That the Authority Board exercise the one-year lease extension on the Commercial Lease with Robert W. Stewart for the (Interim) Parks Maintenance Facility at the same rate of \$4,200 per month, through October 31, 2017.”

H. Whitehall Road Regional Park Farming Lease Renewal (Pam Salokangas)

In 2015 the Authority entered into a Farming Lease with John Woskob for a one-year farming lease in Ferguson Twp. for the 75-acre parcel (Tax Parcel #24-4-94G) at Whitehall Road Regional Park, with a one-year renewal option. The one-year renewal option was endorsed for 2016. Due to continued delays with park construction, a one-year renewal is available for 2017. Board action is requested to approve the Renewal Option for one year. The Renewal Option will start on January 1, 2017 at the same rental rate of \$106.26/tillable acre for the calendar year, and there are 67 tillable acres. If there will be park construction in the Fall of 2017, the lease will expire September 15, 2017; if construction is delayed, the lease will expire November 15, 2017. At that time, the Agency will work with the farmer to secure a new lease or extension option for future years. The Authority should review and discuss the Renewal Option and note any areas of concern. Should the Authority decide to approve this Renewal Option, a possible motion is:

“That the Authority Board exercise the one-year lease extension on the Farming Lease with John Woskob for the 67 tillable acres at Whitehall Road Regional Park at the same rate of \$106.26/tillable acre for the 2017 calendar year.”

8. OTHER BUSINESS

A. Matter of Record: Next Meeting Dates:

November 10, 12:15pm - Joint Meeting with COG Parks Capital Comm. (COG Bldg.)

November 17, 12:15pm - CRPR Authority Board (COG Bldg.)

November 28, 7:30pm - COG General Forum (Boalsburg Fire Station)

B. Matter of Record: The FAA recently released its Unmanned Aircraft Systems (UAS) Rule (Part 107), including all pilot and operating rules. This rule went into effect as of 12:01am EDT on August 29, 2016. It is hoped that we can review this rule and provide some information and recommendations to the Authority regarding drones in CRPR-maintained parks.

9. ADJOURNMENT

ATTACHMENTS

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| 1. Meeting Summary Draft | 2. September Financial Reports |
| 3. Director's Report | 4. CRPR Donation & Sponsorship Policy Re-Draft |
| 5. Whitehall Road Regional Park Summary | 6. 2017 Swimming Pool Policies |