



2643 Gateway Drive #1
State College, PA 16801
(814) 231-3071 fax: 814.235.7832
www.crpr.org crpr@crcog.net

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, February 16, 2017 - 12:15pm

AGENDA

1. CALL TO ORDER
Chairperson Chris Hurley 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 January 19, 2017 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. VOUCHER REPORTS
The January 2017 Voucher Report is **enclosed** for review and approval. There will not be a January Budget Report as Joe Viglione is closing out 2016 at this time.
5. AUTHORITY 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**) and Special Events List (**enclosed**)
 - B. Staff Reports:

Jim Carpenter, Parks Manager	Jeff Hall, Sports Supervisor
Beth Lee, Recreation Supervisor	Cindy Stahlman, Active Adult Ctr. Sup.
Melissa Freed, Nature Center Sup.	Todd Roth, Aquatics Supervisor
7. DISCUSSION AND ACTION ITEMS
 - A. **2017 Meeting Schedule Location Update**
The Authority members set their meeting schedule for 2017 at the January 19 meeting. Initially, they were to select parks of their choice for the schedule, but due to the Director's absence for the meeting, that discussion didn't take place. The following park locations were chosen for the spring, summer, and

fall dates and advertised in a public meeting notice run in January; all other meeting dates will be held in the COG Forum Room.

2017 Meeting Dates: 3rd Thursday, 12:15pm, COG Forum Room

May 18	(Holmes-Foster Park, Lower Pavilion)	June 15	(Dalevue Park)
July 20	(Blue Spring Park)	August 17	(Autumnwood Park)
September 21	(Graysdale Park)		

The Centre Region Parks & Recreation Authority should review and discuss these proposed sites. If no changes are proposed, the locations will stand.

B. Monthly Reporting & Disbursement of Agenda Packets (Pam Salokangas)

As a continued agenda item from the Authority's January 19, 2017 meeting, the Director is seeking the Authority's suggestions on how CRPR Agency Packets can better meet their informational needs as well as enhance the awareness of the municipalities and public about Agency activities.

The Authority is asked to provide direction on the following questions:

1. Is there information that should be added, deleted, or revised in future CRPR monthly activity reports?
2. Is there additional data that the Authority suggests be included in future CRPR monthly activity reports?
3. Are there additional individuals and/or groups who should be added to the distribution list for Authority packets? Currently, agendas are distributed to the municipal managers and interested members of the public.
4. Are there Authority members who want to receive the CRPR General E-News that is published at the beginning of the month?
5. Are there Authority members who want to receive the MMNC E-News that is published at the mid-month point?

C. Fundraising Project Update (Pam Salokangas)

Affinity Connections was contracted to conduct CRPR's fundraising project and Pam Salokangas will provide an update on the overall progress, next steps, 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.

D. 2017 Concessions Plan for Oak Hall Regional Park (Jeff Hall)

As a continued agenda item from the Authority's January 19, 2017 meeting, Jeff Hall will present an update to the original Oak Hall Regional Park Concessions Plan.

We are underutilizing the concession stand Oak Hall Regional Park. Our intent, in 2017, is to launch a trial run of an internal concessions operation at Oak Hall Regional Park. Jeff will be providing an

updated outline of the 2017 Concessions Plan for Oak Hall Regional Park; it includes a summary of equipment needs, purchasing options, staffing operations, etc.

Initially, Jeff Hall suggested two options for operating the concession stand: 1) run the stand internally or 2) utilize local youth groups as operators in turn for fundraising opportunities; however, there was limited discussion on the options suggested other than possibly doing a hybrid. Therefore, at this time, Jeff Hall is proposing the hybrid version of those two options, Option #3 if you will, and he will be providing an update on that plan.

Additionally, CRPR would like to run this trial program only at Oak Hall Regional Park for 2017 and CRPR Staff would like to contract the concessions operation for Hess Softball Complex, which may include multiple food vendors. Due to the demand for vendors with portable food services, most cannot guarantee CRPR to be there for every weekend of the summer. Therefore, the Staff plan to design our concessions contract where vendors can choose to be on-site for one or multiple weekends, and each vendor/weekend will have its own contract. This provides CRPR coverage, provides the vendors with flexibility, and provides the participants with rotating food styles and options through the summer months.

Lastly, Jeff Hall and Todd Roth are working on some individual and dual contracts with food vendors to add to our concession-style services. Both have met with Hershey Ice Cream and Philadelphia Pretzel Factory, and Jeff is also working with several pizza vendors for bulk pizza services for Oak Hall Regional Park. In addition, Kona Shaved Ice would remain a vendor for 2017 and Jeff and Todd will speak about their plans to coordinate non-competing sales efforts between Kona and Hershey.

The Authority should discuss these concession related items and provide any feedback, suggestions, and additional ideas. Should the Authority decide to approve the 2017 Concessions Plan for Oak Hall Regional Park, Hess Softball Complex, and both pool operations, a possible motion is:

“That the Centre Region Parks & Recreation Authority approve the 2017 Concessions Plan for Oak Hall Regional Park, and that a report on concessions operations be included in the monthly report for future discussions of the operation. Additionally, the Centre Region Parks & Recreation Authority approves the 2017 concessions plans for Hess Softball Complex and both pool operations for the suggested contracted services.”

E. Portable Toilet Request For Bid (Jim Carpenter)

Typically every two years, Centre Region Parks and Recreation requests bids for its Portable Toilet Services for park locations that require johns when restroom buildings are not available at a park site or additional services are needed. The bid is for a two-year period which allows CRPR to receive a competitive per-unit price, and the current bid period would be for April 1, 2017 through March 31, 2019.

At this time, CRPR is requesting approval to advertise the Request for Bid in the Centre County Gazette on February 23 and March 2 as well as on the COG and CRPR websites. The deadline for vendors to

submit their bids will be 11:00am on Friday, March 10 and bids will be opened and read at 12:00pm the same day.

The Authority should discuss the bid process and provide any input, feedback, or suggestions. Should the Authority decide to approve this process, a possible motion is:

“That the Centre Region Parks & Recreation Authority approve the process for advertising the 2017-2019 Portable Toilet Request for Bid as outlined.”

8. OTHER BUSINESS

A. Matter of Record: Next Meeting Dates:

March 9, 12:15pm – Joint Meeting with Parks Capital Committee, COG Forum Room

March 16, CRPR Authority Board – COG Forum Room

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. This item has been delayed for several months due to other priority projects; it is hoped that this subject matter can be researched and brought forward at either the February or March meeting.

9. ADJOURNMENT OF REGULAR MEETING

10. EXECUTIVE SESSION

It is requested that the Centre Region Parks & Recreation Authority reconvene an Executive Session to include the CRPR Director, Parks Manager, COG Executive Director, and all Authority members. This Executive Session will allow the CRPR Director and Parks Manager to discuss personnel matters which at all times are confidential.

11. EXECUTIVE SESSION ADJOURNMENT

ATTACHMENTS

1. Meeting Summary Draft
2. January Vouchers
3. Director’s Monthly Report
4. 2017 Special Events List
5. Adult Center February Calendar