

CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD
APPROVED REGULAR MEETING SUMMARY
March 24, 2016

I. CALL TO ORDER

Mr. Hurley called the regular monthly meeting of the CRPR Authority Board to order at 12:15 PM at the Centre Region COG Building- Forum Room with the following individuals in attendance:

Board: Chris Hurley, Patton Twp.; Diane Ishler, Harris Twp.; Jim Dunn, State College Borough; Kathy Matason, College Twp.

Staff: Ronald Woodhead, Director; Niki Tourscher, Program Manager; Jada Light, Office Manager; Melissa Freed, Nature Center Supervisor; Jeff Hall, Sports Supervisor; Todd Roth, Aquatics Supervisor; Beth Lee, Rec. Supervisor; Jim Carpenter, Parks Manager; Jim Steff, COG Exec. Director; Joe Viglione, COG Finance Director

Others: Bill Keough; resident, Laura Dininni; resident / Ferguson Twp. Supervisor

II. COMMENTS FROM THE PUBLIC- There were no comments from the public.

III. APPROVAL OF MEETING SUMMARY (Attachment #1)

Ms. Matason made a motion to approve the meeting minutes from the meeting held on February 18, 2016. Mr. Dunn seconded the motion; it then passed unanimously.

IV. VOUCHER REPORTS (Attachment #2 A-B)

Ms. Ishler made a motion to approve February's voucher reports, Ms. Matason seconded the motion; it then passed unanimously. The budget report was also attached for review. Ms. Ishler asked about the refuse and recycling account on the Parks Operating budget. It was budgeted for \$276 and is already over \$1,800. Mr. Viglione says he'll research it and reply. We just received our first quarter bills. *(Mr. Viglione later replied to Ms. Ishler that while the Parks utilities (electric, natural gas, water/sewer, and refuse/recycling) are budgeted to one line common utility line item, the invoices are actually coded to 4 independent line items depending on what utility is being paid for. Beginning with the 2017 budget, these line items for the parks utilities will be broken out into their proper categories.)*

V. BOARD MEMBER ITEMS & UPDATES

Harris Twp. - Their monthly meeting was cancelled due to the Board going to the Supervisor's meeting on Monday to ask them to endorse the [Monarch Butterfly Pledge](#). The committee also presented the 3 projects they picked and which were then approved by the Board.

College Twp. - Ms. Matason reported that they met on Monday and spent most of the time discussing plans for replacing the restroom building at Spring Creek Park in fall 2016. They will propose to Council an alternate plan from the precast concrete building proposed by Twp. staff. Several members didn't like the look of the precast concrete building; they urged the construction of a stick-built building. Discussions continue about this project.

State College Borough - No report

SCASD - No report

Ferguson Twp. - No report

(Public Comment) With respect to the Harris Township update, Ms. Dininni asked Ms. Ishler that when she mentioned "we" are working on the Monarch Butterfly Pledge, is "we" a non-profit organization? Ms. Ishler replied that she was talking about Harris Township and that she is Harris Township's representative on the Authority from the Harris Township Parks and Recreation Advisory Committee. Ms. Dininni asked what Ferguson Township would need to do to start a Monarch Butterfly Pledge in their parks. Ms. Ishler stated that the way it started in Harris Twp. was people requesting the creation of a butterfly garden in Blue Spring Park. One of our members is very interested in the pollinator project and it progressed from there.

Patton Twp.- Mr. Hurley mentioned that they discussed the requests from residents about snowplowing some park paths such as at Circleville Park. The Township is looking at the cost, the liability and if it would meet the needs of residents. They are also looking at the number of residents making the request. In addition, their landscape architect presented the plans for the new Grays Wood's Park and they discussed some of the new features such as the children's area.

VI. STAFF REPORTS

A. Director's Report- Presented by Mr. Woodhead

1. Staff Activity Report for February- (Attachment #3) Mr. Woodhead highlighted the Senior Center stats from January to February with 30 additional patrons in February. Mr. Hurley noted that he is very pleased to see these numbers and how well the Senior Center is taking off. Ms. Lee will later talk about the Teen Flashlight Egg Hunt that went very well. Ms. Ishler asked if 620 participants for February programs is accurate. Ms. Tourscher replied yes, that is the number of people who attended or registered for each program (regardless of how many times each program met).
2. The "2016 Green Park Award"- Ms. Freed announced that at the PRPS Conference, she and Mr. Woodhead accepted the award for the Millbrook Marsh Nature Center. This is an annual award from the PA Dept. of Conservation & Natural Resources and the PA Recreation & Park Society. It was presented by Secretary Cindy Dunn and Tim Herd of PRPS. This is really an exciting award to receive since Millbrook works hard at practicing "green" habits. It was accepted at the conference but will be celebrated at the Millbrook Marsh Nature Center on Friday April 22. This is the actual "Earth Day". Invites will soon be going out. At this ceremony the Authority will also be recognized as a "2016 Green Business Partner" from the Centre County Recycling and Refuse Authority. Finally, Mr. Woodhead noted that the agency was awarded the "2016 Governor's Award for Excellence in Local Government - Intergovernmental Cooperation". This award will be presented on April 13 at the Governor's Residence and on April 22 at the local ceremony. They have limited us to three individuals attending the Harrisburg ceremony. The main reason for this award was due to the 50 years of local cooperation.

B. Staff Highlights

- Niki Tourscher- Ms. Tourscher reported for Ms. Stahlman that they are working on the Murder Mystery Luncheon for April 11. The theme is a casino and called "A Deadly Gamble." A Penn State RPTM class is helping with this as a school project. They are also working on new programs for the summer, however, some are on hold until the center moves to the permanent space. Ms. Tourscher is also working on the Visitors Bureau Grant, the RFP for concessions and the Summer Active Guide
- Todd Roth- Mr. Roth reported that spring swim lessons are scheduled to start this week with 95 youngsters enrolled. He is working on preparing the pools for summer. Mr. Roth commented that the parks crew did a great job cleaning up the landscape and repairing the picnic tables at the pools. There are currently 460 pool passes sold to date. The early bird discount (for residents only) ends April 30. An email reminder was sent out to all passholders with that info. There are 64 days left until the swimming pools open.
- Jeff Hall- Mr. Hall reported that the adult volleyball league is wrapping up. The play-offs are next week. There are many groups requesting sportfield reservations. The softball leagues are filling up fast. There are currently 18 teams in the men's league, 7 each in the 35+ and 45+ leagues and 11 in the coed league. Mr. Hall is working on getting the women's league up and running again; at least 4 teams are required to start that league. Mr. Woodhead reported that Warner Blvd. will be closed for 6 weeks for the PennDOT road project. We are

working with the Planning Agency to obtain the official detour map to send to each tournament team for May 14 & 15. The project is to be complete by Memorial Day; there will be no easy way to get from Hess to Oak Hall with Werner Blvd. closed.

- Beth Lee- Ms. Lee stated that winter programs are going well. Spring classes will be starting soon. She is working hard on hiring summer camp staff. She still has many discussions with June Brown on craft ideas. There were approximately 100 kids last night for the Teen Flashlight Egg Hunt held at the Millbrook Marsh Nature Center; the largest group we have ever had. There were 230 prizes donated for the event and everyone was very well behaved. It went really well this year. This Saturday will be the 58th Easter Egg Hunt at Orchard Park so we are hoping for good weather.
- Melissa Freed- 8 of the 14 summer camps are currently full with a waiting list, which is great. There have been 8 wedding inquiries. One has been confirmed and there is one pending. Ms. Freed believes that is a direct result due to package changes and a blurb in the Visitor's Guide. Sunday, April 10 is Earth Day Birthday. We have been working hard on this event. Mr. Hurley asked if the no alcohol policy deterred people from having a wedding at the Marsh. Ms. Freed replied yes but a lot of others appreciate that no alcohol can be served there.
- Jim Carpenter- Mr. Carpenter reported that it's starting to get much busier. The sportfields open on April 1 so they are working to get them ready. Lacrosse and soccer are using most of the fields. Tudek Phase 3 by Ferguson Twp. is almost complete with the contractor's installation of the new playground area. They need a few safety precautions and drainage areas before it will open. The various park restrooms may be open earlier than usual due to the nicer weather. Some of the seasonal employees will be starting April 4. Park Partner/ Spring Spruce-up Day will be held on Sat. April 23. The Centre County Builder's Assn. is very interested in doing a large volunteer project. They want to do their project in the fall. Mr. Hurley suggested that we should also talk to vocational schools to see if they need any hours or internships to use for the Senior Center renovations.

VII. DISCUSSION AND ACTION ITEMS

A. "50¢ Days at the Pools"

As part of the 50th Anniversary of the CRPR agency, staff requested that the Board revise the three "\$1 Days" to "50¢ Admission Days" (Father's Day Weekend and July 4) at Park Forest and Welch Pools. Ms. Ishler made a motion to reduce the pool admission for those 3 days to 50¢ person, Mr. Dunn seconded the motion, which then passed unanimously.

B. Proposals from Concessionaires

Ms. Tourscher reviewed the summary of proposals as a result of the RFP notice for concessions at Hess and Oak Hall as well as for the pools. There were 4 food concession proposals submitted; 1 of the 4 came in after the deadline. None of the proposals were complete with the information requested. Philly Pretzels provided service at the pools last year and they bid for Hess and Oak Hall this year. They are a little concerned that they don't have the necessary capacity. The agency is very hesitant on hiring the vendor who provided food services the last two years since payments were consistently late. We met with two of the firms yesterday. The Board was asked to (1) authorize a rebid for food services with the deadline of April 13, (2) approve the novelty food vendors and (3) approve the vending machine contractor. Ms. Ishler commented that we should clarify if we re-bid that the vendors are okay if we approve one vendor for one area and another vendor for another location.

Action #1 -Mr. Ishler made a motion that we rebid for concessions at Hess and Oak Hall and only consider complete bids, Mr. Dunn seconded the motion; it then passed unanimously.

Action #2- Mr. Ishler made a motion to approve a 2016 permit to Philly Pretzels for selling their items with a slightly more extensive menu, Ms. Matason seconded the motion; it then passed unanimously.

Action #3- Ms. Matason made a motion to approve Kona Ice to sell their product at Hess, Oak Hall and both swimming pools, Ms. Ishler seconded the motion; it then passed unanimously.

Action #4- Ms. Ishler made a motion to approve Bittner Vending pending conversation about issues and the agreement to add a few healthy alternatives in the machines, Mr. Dunn seconded the motion; it then passed unanimously.

(Public Comment) Ms. Dininni commented that since there is such a problem with obesity and we are parks & recreation, we should get healthy choices in the vending machines. Ms. Tourscher confirmed that was part of the request involving Bittner Vending.

C. Grant Application to Central PA Convention & Visitor's Bureau

The Board was asked to approve Resolution #01-2016 to authorize an application for a \$4,000 grant from the Central PA Convention & Visitor's Bureau. Ms. Ishler made a motion to approve the requested resolution for the grant, Ms. Matason seconded the motion; it then passed unanimously

D. Grant Application to the Walmart Foundation

This grant application does not require a resolution, but Board approval was requested. Ms. Matason made a motion to approve proceeding with applying for a \$2,500 grant application from Walmart for the Millbrook Marsh Nature Center; Ms. Ishler seconded the motion which then passed unanimously.

E. SENIOR CENTER RENOVATION & RELOCATION (Nittany Mall)

Mr. Woodhead reported that he has been working with the mall owners for almost eight weeks on a lease amendment. We received the amendment late yesterday from the mall's lawyer. The numbers proposed by the mall owner are within the approved budgets. Solicitor Williams is reviewing the amendment now. Therefore we are asking the Board to approve this lease amendment, subject to Solicitor William's endorsement, so the mall can engage their contractors for the renovation. Mr. Dunn made a motion to accept the lease agreement subject to the solicitor's approval, Ms. Matason seconded the motion; it then passed unanimously.

Mr. Steff noted that if you look 15 years from now, \$16 /sf/yr. is going to be a good rate. Working with the Mall Manager initially, we thought we had a deal seven months ago. It turns out that the decider is the owner's representative in Long Island. There have been a lot of rough spots; along the road we were told certain things but those things turned out to not be accurate.

(Public Comment) Ms. Dininni commented that if CRPR was doing their planning ahead of time, we would have known who you were talking to. The whole agency needs to come up with a comprehensive plan and know who we are dealing with. She acknowledges

that the Director has been working hard on the clean-up tasks but we should have known who we are working with before we signed any contracts.

F. FUNDRAISING STRATEGY AND SERVICES

Proposals from two fundraising consultants were presented to the Board in December; action was tabled at that time. Affinity Connection submitted the lowest quote and they are local. Staff recommends that the Board engage Affinity Connection Inc. as a professional service to prepare a Fundraising Plan and to provide the services outlined in their proposal for a fee not to exceed \$33,000 (+ reimbursable expenses). Ms. Ishler made a motion to approve the Authority to engage Affinity Connection Inc. for the Fundraising Study for the Authority; Ms. Matason seconded the motion; it then passed unanimously. Ms. Ishler suggested that we make sure that in this proposal they are actually doing the work. Mr. Woodhead confirmed that he and Ms. Tourscher will be the main staff contacts and they will be working hands on with the firm. They aren't doing everything, but they will be doing a lot of coaching. Ms. Matason asked how much the reimbursable expenses would be; they are expected to be \$3,000 to \$4,000.

G. MILLBROOK MARSH NATURE CENTER- PARKING AREA PROJECT

In October, Landserv Inc. was awarded the contract for the parking lot project at the Millbrook Marsh. In order for the parking lot to be open for the "Earth Day Birthday" event on Sunday, April 10, staff presented a Change Order from Landserv Inc. and recommended by the engineer in the amount of \$8,919. Ms. Matason made a motion to approve the change order in the amount of \$8,919, Ms. Ishler seconded the motion; it then passed unanimously.

(Public Comment) Ms. Dininni commented that we may have got ourselves in a pickle with timing and deadlines for the need of the Fundraising Study and she wanted to point out that completing a comprehensive plan might help guide the fundraising study.

H. AGENCY DIRECTOR TRANSITION

Mr. Steff noted that skills survey was sent out in January to find out what attributes staff and board members thought was important in the new Director. The position was posted on March 10 and there are currently 3 candidates from PA and 8 from out of State. May 1 is the deadline for applications. Mr. Steff noted they will rank the candidates and then call the appropriate candidates to first conduct phone interviews. Then in-person interviews will be set up between June 4 and 24. Two Board members will be involved in the interview process.

VIII. ADJOURNMENT

At 1:40 PM, the meeting was adjourned. Ms. Matason made a motion to adjourn; Ms. Ishler seconded the motion; it then passed unanimously.

Respectfully Submitted,
Jada Light, CRPR Office Manager

Follow some revisions, these minutes were approved for distribution by Board action on 21 Apr 2016.