

**MINUTES OF MEETING**  
**BOARD OF PARK COMMISSIONERS**  
**FEBRUARY 13, 2019**

The Board of Park Commissioners met; Mrs. Woody and Mr. Elsea were present. Mr. Lovell was absent. Mr. Tharp, Ms. Young, Mr. Thomson, Ms. Shamblin, and Mayor Scheffler were also present. Guests in attendance were Melody Bobbitt, Jerry Woodgeard, Angela Krile, and Paul Tauer.

Mr. Tauer inquired about the status of the soccer fields, the Ety Road property, and the Bike Trail extension. The Superintendent and Board addressed Mr. Tauer's questions by stating that the soccer field plans are unknown at the present time, the majority of the Ety Road property is in a flood plain or flood zone, and the City now has a grant writer who can hopefully be of assistance in securing funding for a Bike Trail extension.

Discussion then took place regarding the possibility of a Parks Levy. Such discussion included Ms. Bobbitt and Mr. Woodgeard from Lancaster City Council and Ms. Krile from Krile Communications.

At the conclusion of the discussion, Mr. Elsea moved to approve the placement of a .2% continuing City Parks replacement income tax levy on the ballot in the fall of 2019. Mrs. Woody seconded the motion and, upon roll call, the following vote was recorded by the Secretary:

Mrs. Woody	Yes
Mr. Elsea	Yes

The Superintendent stated that no communications had been received since the last meeting. He then reviewed the Revenue/Expense Reports which are attached hereto as Exhibit "A" and incorporated herein by reference.

Mr. Elsea moved that the expenses of the Parks Department, as summarized in the listing attached hereto and incorporated herein by reference as Exhibit "B," be approved. Mrs. Woody seconded the motion and, upon roll call, the following vote was recorded by the Secretary:

Mrs. Woody	Yes
Mr. Elsea	Yes

Ms. Shamblin, Mr. Thomson, Ms. Young, and the Superintendent each gave a report concerning the items described in more detail in Exhibit "C," attached hereto and incorporated herein by reference. As part of Ms. Shamblin's report, it was noted that the local youth football association would like the Parks Department to take over the program again after 30 years. Also, the Superintendent noted that 15 of the more than 20 items of Olivedale fitness equipment were paid for by the Bainter Trust.

Discussion took place concerning whether to change the admission prices for Tiki Pool and Miller Pool, with the matter being tabled.

In other matters, the illumination of Mt. Pleasant is slated to occur once the winner of the Mt. Pleasant Elementary essay contest has been determined. In addition, the Meals on Wheels' move is expected to occur on March 11.

Attached hereto and incorporated herein by reference as Exhibit "D" is a listing of Parks Department goals and accomplishments.

Mrs. Woody moved to enter Executive Session to discuss personnel matters. Mr. Elsea seconded the motion and, upon roll call, the following vote was recorded by the Secretary:

Mrs. Woody	Yes
Mr. Elsea	Yes

Mrs. Woody moved to exit Executive Session. Mr. Elsea seconded the motion and, upon roll call, the following vote was recorded by the Secretary:

Mrs. Woody	Yes
Mr. Elsea	Yes

Mr. Elsea moved to adjourn. Mrs. Woody seconded the motion and, upon roll call, the following vote was recorded by the Secretary:

Mrs. Woody	Yes
Mr. Elsea	Yes

The Board adjourned.

Submitted by:

  
R. Mark Bibler, Secretary

**Fund**

Fund **Year 19 Month 01**

Fund  Description  Status

Beginning of Month Balance	545,238.14
Beginning of Year Balance	545,238.14
M-T-D Receipts	324,906.92
Y-T-D Receipts	324,906.92
M-T-D Disbursements	157,860.06
Y-T-D Disbursements	157,860.06
Unexpended Balance	712,285.00
Outstanding Encumbrances	142,972.74
Unencumbered Balance	569,312.26

Exhibit A

**History**

Fund - History **Year 18 Month 01**

Fund  Description

Beginning of Month Balance	508,783.08
Beginning of Year Balance	508,783.08

Fund Inquiry

Date: 2/1/2019, Time:8:09:38 AM

M-T-D Receipts	342,917.59
Y-T-D Receipts	342,917.59
M-T-D Disbursements	167,457.10
Y-T-D Disbursements	167,457.10
Unexpended Balance	684,243.57
Outstanding Encumbrances	117,239.68
Unencumbered Balance	567,003.89

Year and month 1801

**Fund**

Fund		Year 19 Month 01	
Fund	Description	Status	
315	PARKS IMPROVEMENT FUND		
Beginning of Month Balance			77,959.82
Beginning of Year Balance			77,959.82
M-T-D Receipts			17,514.36
Y-T-D Receipts			17,514.36
M-T-D Disbursements			3,400.00
Y-T-D Disbursements			3,400.00
Unexpended Balance			92,074.18
Outstanding Encumbrances			29,319.24
Unencumbered Balance			62,754.94

**History**

Fund - History		Year 18 Month 01	
Fund	Description	Status	
315	PARKS IMPROVEMENT FUND		
Beginning of Month Balance			108,201.66
Beginning of Year Balance			108,201.66

M-T-D Receipts	15,996.02
Y-T-D Receipts	15,996.02
M-T-D Disbursements	21,088.03
Y-T-D Disbursements	21,088.03
Unexpended Balance	103,109.65
Outstanding Encumbrances	22,417.97
Unencumbered Balance	80,691.68

Year and month

**Fund**

Fund  Year 19 Month 01  
 Description  Status

Beginning of Month Balance	96,147.02
Beginning of Year Balance	96,147.02
M-T-D Receipts	0.00
Y-T-D Receipts	0.00
M-T-D Disbursements	0.00
Y-T-D Disbursements	0.00
Unexpended Balance	96,147.02
Outstanding Encumbrances	0.00
Unencumbered Balance	96,147.02

**History**

Fund - History Year 18 Month 01  
 Fund  Description

Beginning of Month Balance	96,147.02
Beginning of Year Balance	96,147.02

Fund Inquiry

Date: 2/1/2019, Time:8:12:59 AM

M-T-D Receipts	0.00
Y-T-D Receipts	0.00
M-T-D Disbursements	0.00
Y-T-D Disbursements	0.00
Unexpended Balance	96,147.02
Outstanding Encumbrances	0.00
Unencumbered Balance	96,147.02

Year and month 1801



**Fund**

Fund

Year 19 Month 01

Fund

Description

Status A

Beginning of Month Balance	7,750.00
Beginning of Year Balance	7,750.00
M-T-D Receipts	6,475.00
Y-T-D Receipts	6,475.00
M-T-D Disbursements	450.00
Y-T-D Disbursements	450.00
Unexpended Balance	13,775.00
Outstanding Encumbrances	0.00
Unencumbered Balance	13,775.00

**History**

Fund - History

Year 18 Month 01

Fund

Description

Beginning of Month Balance	0.00
Beginning of Year Balance	0.00

Fund Inquiry

Date: 2/1/2019, Time:8:13:21 AM

M-T-D Receipts

0.00

Y-T-D Receipts

0.00

M-T-D Disbursements

0.00

Y-T-D Disbursements

0.00

Unexpended Balance

0.00

Outstanding Encumbrances

0.00

Unencumbered Balance

0.00

Year and month

1801

Exhibit B

Park Board Expense Report

Date: 2/13/19

212.500.5101 Salaries/Admin.		
	PAY 1 & 2	\$19,061.50
	Total	<b>\$19,061.50</b>
212.500.5102 Salaries/Staff		
		\$45,412.76
	Total	<b>\$45,412.76</b>
212.500.5103 Overtime		
	Total	<b>\$0.00</b>
212.500.5104 Retirement		
	Total	<b>\$0.00</b>
212.500.5105 Sick Leave Buyout		
		\$1,999.52
	Total	<b>\$1,999.52</b>
212.500.5150 PERS		
		\$8,438.21
	Total	<b>\$8,438.21</b>
212.500.5152 Health Insurance		
		\$22,300.60
	Total	<b>\$22,300.60</b>
212.500.5153 Medicare		
		\$896.95
	Total	<b>\$896.95</b>
212.500.5154 Uniform Allowance		
	Trina Thornton	\$140.00
	Total	<b>\$140.00</b>
212.500.5155 Workers Compensation		
	Total	<b>\$0.00</b>
212.500.5200 Telephone - Parks		
	Total	<b>\$0.00</b>

212.500.5203 Contract Labor - Parks		
	WESTAFF	\$2,294.83
		<b>Total \$2,294.83</b>
212.500.5211 Training		
		<b>Total \$0.00</b>
212.500.5212 Insurance		
		<b>Total \$0.00</b>
212.500.5214 Lighting Service/AEP - Parks		
		\$1,747.87
		<b>Total \$1,747.87</b>
212.500.5300 Incidentals/Supplies - Parks		
		<b>Total \$0.00</b>
212.500.5302 Program/Advertising		
	Refreshing 90.9	\$250.00
		<b>Total \$250.00</b>
212.500.5305 Fuel		
		<b>Total \$0.00</b>
212.500.5306 Utilities - Parks		
		\$1,438.86
		<b>Total \$1,438.86</b>
212.500.5402 Refunds		
		<b>Total \$0.00</b>
212.500.5406 Real Estate Tax		
		<b>Total \$0.00</b>
212.500.5409 Physicals/Screenings		
		<b>Total \$0.00</b>

212.500.5630 Equipment - Parks

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Total **\$0.00**

**Total - Payroll/Facilities \$103,731.10**

212.501.5214 Lighting Service/AEP - Pools

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\$321.97

Total **\$321.97**

212.501.5300 Incidentals/Supplies - Pool

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Total **\$0.00**

212.501.5306 Utilities - Pools

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\$131.50

Total **\$131.50**

212.501.5320 Pool Chemicals & Systems

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Total **\$0.00**

212.501.5321 Concession Supplies - Pools

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Total **\$0.00**

212.501.5408 Licenses/Fees Pools

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Total **\$0.00**

**Total - Pools \$453.47**

212.502.5200 Telephone - Seniors

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Total **\$0.00**

212.502.5203 Contract Labor - Seniors

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Bonnie Clark	\$143.00
Elite Carpet	\$625.00
April Hewitt	\$220.00
Pam Markenson	\$157.50
Patricia Reid	\$542.66
Mary Roe	\$40.00
Mary C. Rose Walker	\$94.50

	Total	<b>\$1,822.66</b>
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212.502.5208 Maint/Building - Seniors		
	Total	<b>\$0.00</b>
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212.502.5214 Lighting Service/AEP - Seniors		\$81.52
	Total	<b>\$81.52</b>
<hr/>		
212.502.5300 Incidentals/Supplies - Seniors		
	Total	<b>\$0.00</b>
<hr/>		
212.502.5306 Utilities - Seniors		\$1,401.50
	Total	<b>\$1,401.50</b>
		<b>Total - Seniors</b>
		<b>\$3,305.68</b>

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212.503.5203 Contract Labor - Recreation		
	Total	<b>\$0.00</b>
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212.503.5300 Incidentals/Supplies - Recreation		
		\$140.00
		\$77.49
	Total	<b>\$217.49</b>
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212.504.5203 Contract Labor OE		
		\$300.00
		\$62.50
		\$25.00
		\$25.00
		\$25.00
		\$25.00
		\$25.00
		\$25.00
	Total	<b>\$512.50</b>
		<b>Total - Recreation</b>
		<b>\$729.99</b>

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315.502.5609 Olivedale Rec. Center		
		\$2,525.00
	Total	<b>\$2,525.00</b>

<b>Department Total</b>	<b>\$110,995.27</b>
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Exhibit C  
Lancaster Board of Park Commissioners  
Departmental Updates  
Monthly Meeting  
February 13th, 2019  
3:30 pm

**Departmental Updates**

**Projects & Facilities**

- Continued Painting of Pool and Rising Shelter House Furniture
- Continued Repairs and Maintenance to Mowers, Tractors, Vehicles, and Equipment
- Signed Contract with CentiMark Roofing For Tiki Pool Bath House Roof
- Repairs to Olivedale Following Fire Suppression Pipe Break
- Rebuilt lights on Tiki Pool Deck, Acid/Chlorine line replacement, Storage Area improved
- Snow/Ice removal in Parks

**Programs & Events**

- Corn Hole Started February 4<sup>th</sup> at Alley Park. 6 Teams Registered
- Soccer Registrations – deadline Feb 13<sup>th</sup> update on number of participants/sponsors/referees/coaches
- Run/Walk Club starting April 1<sup>st</sup>. 8 weeks Mondays/Wednesdays 6:00 p.m. on Bike Trail
- Registration opening for Adult Co-Ed Softball. Deadline April 1<sup>st</sup>. to register teams
- Pool employee job bid to open in March
- Discuss changing price from \$4.50 to \$5.00 at Tiki and \$3.50 to \$4.00 at Miller

**Olivedale**

- Suppression pipe break and clean up.
- Hosted a tax seminar w/Tim Oatney 2-6
- AARP has volunteers at OD on Monday's to prepare taxes
- 2 dances this month. Nostalgics 2-9 and Alexander Bros. 2-23
- Purchased 15 pieces of equipment from DC Fitness with funds from Bainter trust.
- Plans are in motion to expand the Wellness area to the entire lower level of OD

**Alley Park Outdoor Education & Events**

- February 16<sup>th</sup> Programs – “Women and Power Tools” and “Hoot of a Time”
- Preschoolers in the Park and Homeschool Adventures continue with an average of 10 participants per class.
- Schools are actively scheduling Road Shows and Field Trips for remainder of winter and into the spring.
- Spring and Summer Camp Registration Booklet is available to begin taking registrations.
- Maple Tapping Festival (and Pancake Breakfast) is scheduled for March 9th



## **Superintendents Notes**

- The purchase of more than 20 pieces of equipment from DC Fit.
- Re-branding of the basement of Olivedale Park, The Lancaster Parks and Recreation Health and Fitness Center.
- Renovation will include new colors and a fresh look, all of the existing meeting rooms will move to the other side of the building, billiards rooms and ping-pong will also move to other areas of the building. These moves will turn the entire basement into a health and fitness center.
- Mirrors and other equipment came from Fitness firm in Canal Winchester.
- Community Pass is continuing to develop our software for the parks.
- The water break at Olivedale was handled in professional, cost effective manner, credit to the parks staff for the job that done.

## Exhibit D

### GOALS FOR THIS DEPARTMENT OVER THE PAST 12 MONTHS 2018

1. Create the Olivedale Park Activity Center and a new form of revenue for the parks system, Done/in the works
2. Obtain/reclaim the artifacts from the 1987 archeological dig that took place on top of Mt. Pleasant and display them for the community. These artifacts have been in private individuals hands for more than 30 years. Done, in a showcase in the parks office
3. Grant and development plans for the extension of the bike path north from Ety Road to Collins Road. No movement yet
4. Continued work on the development of the Hunter Park all access playground. Install in 2019
5. Plan for the development of the baseball/softball diamonds at the Merrill Bowers Property. Property coming to the parks in the next 60 days
6. Continued work on the relocation and development of the soccer fields at Ety Road. Not a feasible location.
7. Develop new recreation programs and increase participation in our existing programs. Done and ongoing
8. Develop plans to renovate the Rising Park Shelter House. Next 3 to five years

### GOALS FOR THIS DEPARTMENT OVER THE NEXT 12 MONTHS 2019

- A. Continue the renovation of Olivedale Park, health and fitness center and meals on wheels side.
- B. Apply for grants and funding to extend the bike path to Collins Road.
- C. Continue to look for programming and event opportunities to create revenue.
- D. Plan for the development of the baseball/softball diamonds at the Merrill Bowers Property.
- E. Development of a dog park in one of the city parks.
- F. Complete the Hunter Park playground.

### OTHER ACCOMPLISHMENTS OF THIS DEPARTMENT OVER THE PAST 12 MONTHS 2018

1. Restocked Lake Loretta with feeder fish.
2. Retired a 20+ year Recreation Supervisor.
3. Put out a new and improved Parks Guide.
4. Planted a bee and butterfly habitat, purchased bees and produced honey.
5. Mt Pleasant lighting project installed.
6. Adult kickball became a parks program.
7. Introduced 4 year olds into our soccer program.
8. Awards from DDL and United Way.
9. Mural was painted along the bike path.
10. Graduated three city employees from Tree Commission Academy.
11. Dive in movies and teen dances at Miller Pool.
12. Purchased spin bikes and started spin classes.
13. Scavenger hunts from the radio program.
14. Tractor show pancake breakfast at the fairgrounds.

15. Reduced rates on pool passes for service organizations.
16. Hosted Great Ohio Bike Adventure.
17. Successful summer camps.
18. Broke every record with swimming pools since 2006.
19. Record number of teams in soccer program.
20. Frontier Players event at Alley Park celebrating 40 years.
21. Solar system painted on the bike trail near Lancaster High School
22. Indoor Cornhole league at Alley Park.
23. Climbing wall at Miller Pool.
24. Shade structures at Miller Pool.
25. Renovation of the first floor of the parks house.
26. Alley Park deck replacement.

#### **IN THE COMING MONTHS**

1. We will open Lancaster Parks and Recreation Health and Fitness Center, a 35 and over community and revenue source in the basement of Olivedale Park.
2. 3 on 3 basketball will be introduced into Lancaster Parks Summer Program.
3. We will make another attempt to bring back Bowling Camp and Adult Flag Football.
4. Addition of the all accessible multi-generational playground.
5. Credit cards and new software for the parks staff to use.
6. Purchase of three used trucks, two from gas department and from storm water department.



Lancaster Parks and Recreation

1507 East Main Street

Lancaster, Ohio 43130

January 31, 2019

To Park Board

This is a brief summary of improvement projects that have taken place in the Lancaster parks over the past three years.

• Miller pool, pool house renovation	\$30,000.00	2017
• Miller pool, rock climbing wall and shade structures	\$32,000.00	2018
• Miller pool, filter system	\$12,000.00	2016
• Tiki pool, resurface slide	\$42,000.00	2016
• Tiki pool, bath house renovation	\$ 9,000.00	2016
• Tiki pool, filter system	\$12,000.00	2017
• Olivedale pool, Heating system	\$62,000.00	2017
• Olivedale pool, filter and infrared system	\$17,000.00	2018
• Rising Park , tennis court resurface	\$42,000.00	2016
• New playgrounds, Lanreco and Glassco	\$45,000.00	2018
• Park House renovations	\$30,000.00	2018
• Mt Pleasant Lighting	\$62,000.00	2018
• Planting of trees	\$37,500.00	2017/2018
• Built a portable stage	\$90,000.00	2017
• Granite benches	\$ 5,000.00	2017
• Alley park, New deck	\$22,000.00	2018
• Alley park, A/V system and security system	\$ 8,000.00	2017
• Olivedale park, new equipment in wellness center	\$21,000.00	2017/2018
• Eagles nest disk golf course, expansion and improvements	\$10,000.00	2017

The following is a brief summary of the project we can expect to complete in the next 5 years.

• Olivedale renovation, meals on wheels side	\$50,000.00	2019
• Olivedale, fire and security	\$32,000.00	2019
• Veterans square upgrades	\$17,000.00	2019

• Parks software	\$ 8,500.00	2019
• Alley park, covered bridge roof	\$17,000.00	2019
• Alley park, Spillway	\$90,000.00	2022
• Olivedale, parking lot	\$110,000.00	2020
• Rising park, shelter house	\$100,000.00	2022
• Rising park, Roadway	\$120,000.00	2021
• Maher park, tennis courts	\$ 32,000.00	2020
• Skate Park, move location	\$ 15,000.00	2021
• Hunter park, renovate park building	\$ 20,000.00	2020
• Hunter park, all accessible playground	\$300,000.00	2019
• Hunter park, new maintenance building	\$500,000.00	2023
• Soccer complex, move to new location	\$300,000.00	2023
• Bowers Park, new baseball/softball fields	\$250,000.00	2020
• Bike path, extend to Collins Road	\$750,000.00	2022
• Dog park	\$ 10,000.00	2020

If have any question concerning the above projects please let me know.

Thank you

Sincerely

Michael Tharp

Superintendent, Lancaster Parks and Recreation