

Attendance:

Jon Hale Tom Stoughton Mayor Kuhn SSD Martin Mike Tharp Greg Russell

Meeting called to order at 4P.

Motion by Hale, 2nd by Stoughton to excuse Chairman Groff, passed by voice.

Old Business

1. Resurface of Rising Park tennis courts was completed.
2. Maintenance repairs on the downtown fountain are complete. Fountain is operational.

New Business

1. Upcoming Park Levy – 5-Year renewal discussion:

Discussion centered on what the renewal rate would be. Mike led the discussion with active participation by all focused on the current .15 rate and a new rate of .20. This committee encouraged the city administration to develop a public/private committee to discuss city capital improvement projects that should be presented to the city residents for consideration in the near future. Included in the project list, but not limited to, were development and build of I.J. Collins Park on Ety Road; rehabilitation of Miller and Tiki Pools; development of a summertime “sprinkle/splash park”; new and rehabilitated fire stations, new or renovation of City Hall; and any other capital project in need of discussion and development. Based on discussion that the city administration would develop a capital plan inclusive of park needs, Mike felt a renewal of the current .15 rate for 5-years would be appropriate.

2. HVAC Units at Olivedale:

Mike presented the proposals for the replacement of the 2 HVAC units at Olivedale. Unit 1 will be replaced at a cost of \$18,000 and Unit 2 will be replaced at a cost of \$42,300. The city 320 Improvement Fund will cover half the cost with the Park Fund paying the other half.

3. Alley Park H2O Project:

The Lancaster Tractor Club is going to cover the cost of installing water service to the Sugar Shack, log cabin, and restrooms at Alley Park. Project scope has been completed and Parks team will align with the club to complete the work.

4. Tree Commission Fund Use:

Mike presented a discussion about the \$90,000 allocation the Tree Commission receives to remove trees as warranted. Today it is completely reactive and expensive to contract with tree services to remove damaged trees. Mike proposed that using part of the city funding to hire an arborist that can do tree maintenance and some removal as a part of a full-time job would be a better use of some of the monies allocated to the tree commission. The remainder of the monies would be used for the removal of trees that are too large for city removal. Mike feels it would be money better spent with more productivity of those monies. The committee and administration agreed and discussed when the logical time would be to move forward with this type of arrangement.

5. Administrative Notes:

Mike indicated that 2 FTE's had left in the past 3 months and the 2 FTE's have been hired to replace them. Brad Palmer and Brent Siders are the new full-time park team members. This leaves 1 FTE and 1 part-time position still open at this time.

Mike indicated that the Park Board will accept 2.18 acres of land behind Menards from the Wilcox Development to be used for the bike trail.

Mike discussed the County Land Bank is being the foreclosure process of 30+ acres at Ety/Collins in a flood plain that could be used for bike trail purposes if given to the city. The city parks would accept this donation.

Executive Session

At 514P committee member Hale, seconded by committee member Stoughton asked to go into an executive session to discuss legal matters concerning real estate. Both Hale and Stoughton voted yes to enter into the executive session. The executive session ended at 521P.

At 522P committee member Hale, seconded by committee member Stoughton asked to return to the regular order of business. Both Hale and Stoughton voted yes to return to the regular order of business.

Future Meetings

Next meeting is Thursday, September 22, 2016, 4PM at the Park Office. Committee member Stoughton has indicated that he will bringing a cream pie made by the wonderful staff at Tiki Lanes.

Final 2016 meeting is Thursday, December 22, 2016, 4PM at the Park Office. No mention of pie was discussed for this meeting.

Adjournment

At 522P committee member Hale, seconded by committee member Stoughton offered a motion to adjourn. Motion carried.

Respectfully submitted,



Tom Stoughton

July 18, 2016

7/18/16

Notes for Lancaster Parks and Recreation Department and Lancaster Tree Commission

1. Meeting to Order

Committee Assignments: Randy Groff – Chair, Jon Hale, Tom Stoughton

2. Guests

3. Old Business

- a. New part-time person will start in the parks office April, 4th 2016, Amber Thimmes, replaces Stephanie Tharp
- b. Parks and Recreation (as off 3/01/2016, unencumbered)
 - i. Current Fund Balance \$ 426,244.71
- c. Tree Commission (as of 3/01/2016)
 - i. Balance for Trimming, Removal and Replacement \$ 72,954.00
- d. Balance for Ash Tree Removal & Replacement \$ 10,000.00
- e. Olivedale
 - i. Annual Membership Meeting, Registration 9:30/10:30, March 30th
 - ii. Waffle Breakfast Thursdays, 8 to 10 am, (ongoing event)
 - iii. Vascular screening April, 28th 11 / 2 – cost \$20.00 by apt. only
 - iv. Volunteers Lunch, April 29th, 10:30 am, Hollywood Red Carpet Theme
 - v. Arbor Day Tree Planting, April 29th, 2:00 pm at Olivedale
- f. Spring Break Camp at Alley Park, March 24/25 and 28/29, Rock and Roll w/Nature Nerds
- g. Goslin Nature Center Opens, April 3rd – October, 1: 00 to 4:00 pm
- h. Alley Park – Saturday in the park program continues
- i. Youth soccer program is underway
- j. Men's and mixed adult softball leagues about to start, registration deadline April 8th
- k** Before we meet again we will have opened Miller and Tiki Swimming Pools
- l. Inspections, Pruning, and Hazard Removals
 - i. Ash tree removal – 10 (see attached)
 - ii. Other Tree removal – 6 (see Attached)
 - iii. Re-plant 14 trees at River Valley Highlands – (see attached)
 - iv. Plant 11 trees at River Valley Highlands – (see attached)
 - v. Downtown tree wells – plant 3 Service Berry – (see attached)
Plant 3 Honey Locust – (see attached)
Move 2 Honey Locust – (see attached)
- m. We will be accepting our 35th year in a row Tree City USA Award, April 21st.
- n. The Arbor Day Celebration at Olivedale will commemorate the past six park superintendents in the past 107 years with a tree and a plaque
- o. Ongoing issue with city sidewalks and city trees
 - i. Damage to sidewalk and sidewalk safety
 - ii. Removal of trees and the damage to our urban forest and canopy
 - iii. Rerouting of sidewalk to save the tree and other methods
- p. Our tree loss vs our tree planting
- q. Update of Tree Commission site, information and permits

Greg Kussie II
Kuhn/Martin
Hale
Tharp.

- r. Repair and gel-coat of Tiki slide \$45,000.00 (April)
- s. Entered into an agreement with Meals on Wheels for expansion of the Olivedale building, this pending funding approval (Park Board)
- t. Purchased new auto-scrubber for Olivedale, purchase by Olivedale Board \$ 3,200.00 (complete)
- u. Resurface of Olivedale pool floor, by Olivedale Board \$ 4,000.00 (complete)
- v. Replaced small condensing unit at Olivedale, \$ 4,300.00 complete (LPRD)
- w. Dectron unit, swimming pool area heating, getting quotes, 40 / 60 thousand, Olivedale Board will help in some manner
- x. Large meeting room unit, (20 ton unit) operating at 10 tons and could go anytime, getting quotes
- y. Soundproofing downstairs Olivedale, \$ 3,500.00 complete (LPRD)
- z. Resurface of Rising Park tennis courts \$ 30,000.00
- aa. Disc golf course at Alley Park underway, Lancaster Disc Golf Association
- bb. New water line from the lodge to the front of Alley Park to accommodate restroom renovations, water taps throughout and water fountain
- cc. Painting of the fountain in Fountain Square, quotes and time frame coming
- dd. Dam modifications to Lake Loretta at Alley Park, ongoing over the next few years
- ee. Replacing flashing lights on bike path /road intersection, joint venture with LDOT, LPRD, City of Lancaster and possibly Friends of Parks.
- ff. Park levy
 - i. Renewal vs permanent
 - ii. Present .15 vs increase
 - iii. 5 year vs 10 year
 - iv. Maintain present or grow
- gg. I.J. Collins Park (Ety Road), baseball, softball, soccer, football (undeveloped)
- hh. Wacker Park (Sheridan Drive), walking/hiking trails, fishing and other activities (undeveloped)
- ii. Miller Pool and the loss of revenue vs water/sprinkle park
- jj. Tiki Pool, showing signs of age
- kk. Last phase of the bike path, behind Carnival Foods to OUL Campus

4. Administrative Items

- We have had two full time employees leave in the past three months
- We have hired two full time employees in the past three months
 - Brad Palmer, part time at Alley Park to full time main crew.
 - Brent Siders, full time
- This still leaves one full time and one part time position open.

5. Facilities/Projects

- HVAC units at Olivedale
- Tractor Club to install water lines at Alley Park

6. Other

- Tree Commission, better utilization of funds. ✓
- Further thoughts on I.J. Collins Park

DS30
+2.3
18.1K

H2O at Sugar Shack
long cabin, about
restrooms

SPIC
1.1K
-
1.1K

no other...

7. New Business

- a. Land behind Menards, Wilcox Development, Park Board to accept land, 2.18 acres, bike trail
- b. Land between Ety and Collins Road, Fairfield County land bank to start foreclosure, 30+ acres, bike trail
- c. ~~Possible purchase and move of the Parks and Recreation Department.~~

8. Levy

- Renew or increase

Renew

9. Committee/Council Member items

10. Next Meeting September 22, 4PM @ Park Office

with Tim

11. Future Meeting December 22, 2016

12. Adjourn

Exec Session 514th

to discuss real estate

521 - Reg order of bus. 52!

522 - Adjourn

-
- Talked about different approach re: Tree commission monies
Hire arborist to manage tree population / use remaining for large tree removal.





PROPOSAL/CONTRACT

DATE: MAY 23, 2016

**PROPOSAL SUBMITTED TO:
LANCASTER PARKS & RECREATION
ATTN: MIKE
1507 E. MAIN STREET
LANCASTER, OHIO 43130**

**JOB LOCATION:
20 TON TRANE HVAC UNIT
253 BOVING ROAD
LANCASTER, OHIO**

PHONE: 740-808-2650

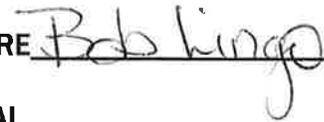
WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

PROVIDE AND INSTALL TO THE EXISTING DUCT WORK, GAS, ELECTRIC AND CONTROL A TRANE YSD240F3RLA0000 WITH ECONOMIZER. LANCASTER PARKS IS TO PROVIDE THE CRANE. WE WILL TRANSPORT THE UNIT TO AND FROM. THERE IS A FIVE YEAR WARRANTY ON COMPRESSOR AND HEAT EXCHANGER WITH ONE YEAR ON PARTS AND LABOR.

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF: EIGHTEEN THOUSAND DOLLARS (\$18,000.00) WITH PAYMENT TO BE MADE AS FOLLOWS: ARRANGEMENTS TO BE MADE UPON ACCEPTANCE OF CONTRACT

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER, ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTION OF THE UNDERSIGNED.

AUTHORIZED SIGNATURE



ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT TO BE MADE AS OUTLINED ABOVE. CONTRACT MUST BE PAID IN FULL BEFORE ANY WARRANTY WORK WILL BE ADDRESSED.

ACCEPTED BY: SIGNATURE _____

DATE: _____ SIGNATURE _____

PROPOSAL/CONTRACT

DATE: MAY 23, 2016

**PROPOSAL SUBMITTED TO:
LANCASTER PARKS & RECREATION
ATTN: MIKE
1507 E. MAIN STREET
LANCASTER, OHIO 43130**

**JOB LOCATION:
DEHUMIDIFICATION-POOL
253 BOVING ROAD
LANCASTER, OHIO**

PHONE: 740-808-2650

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

REMOVING THE WALL BEHIND THE EXISTING DECTRON UNIT AND THE THREE WINDOWS. MOVE THE UNITS AROUND SO YOUR FRONT LOADER CAN TAKE THE UNITS THROUGH THE WINDOW. CUT MAIN WATER LINE AND PUT BACK TOGETHER AFTER THE UNIT IS IN THE MECHANIC ROOM. RECONNECT UNIT BACK UP TO THE EXISTING DUCT WORK, WATER LINES AND ELECTRIC. PUT BACK WALL AND WINDOWS. WALL IS DONE IN DRYWALL NOW; WE WILL GO BACK WITH A CEMENT BOARD AND NEW TILE. COLOR WILL NOT MATCH THE EXISTING, SO WE WILL NEED TO MAKE UP WHAT COLORS YOU WANT. DECTRON SAID A DS-020 WOULD BE BIG ENOUGH TO DO WHAT YOU ARE DOING WITH A DS-040. WE HAVE PRICED A DS-040 AND A DS-030. IF YOU WANT A DS-020 PRICE LET US KNOW. STANDARD MANUFACTURER WARRANTY ON EQUIPMENT WITH ONE YEAR ON THE LABOR BY FRANKLIN HEATING.

DS-030 WOULD BE \$42,300.00
DS-040 WOULD BE \$50,150.00

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS-COMplete IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF: AS STATED ABOVE WITH PAYMENT TO BE MADE AS FOLLOWS: ARRANGEMENTS TO BE MADE UPON ACCEPTANCE OF CONTRACT

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER, ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTION OF THE UNDERSIGNED.

AUTHORIZED SIGNATURE Bob Lingo

**LANCASTER PARKS & RECREATION PROPOSAL
PAGE TWO**

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT TO BE MADE AS OUTLINED ABOVE. CONTRACT MUST BE PAID IN FULL BEFORE ANY WARRANTY WORK WILL BE ADDRESSED.

ACCEPTED BY: SIGNATURE _____

DATE: _____ SIGNATURE _____

Account	Description	Revised app...	MTD Expense...	YTD Expense...	Unexpended....	Encumbrance...	Unencumbered...	% Used
212.500.5101	SALARIES/ADMIN PARK	251,161.57	8,990.70	108,261.28	142,900.29	0.00	142,900.29	49.42
212.500.5102	SALARIES/STAFF PARK	633,952.50	25,066.35	222,927.52	411,024.98	0.00	411,024.98	47.09
212.500.5103	OVERTIME-PARKS & RE	2,000.00	0.00	46.13	1,953.87	0.00	1,953.87	0.00
212.500.5104	RETIRE - PARKS AND	52,700.00	0.00	51,259.49	1,440.51	0.00	1,440.51	2.31
212.500.5105	SICK LEAVE BUYOUT -	5,000.00	0.00	999.85	4,000.15	0.00	4,000.15	97.27
212.500.5150	PERs - PARKS AND RE	129,013.76	12,948.56	53,991.39	75,022.37	0.00	75,022.37	20.00
212.500.5152	HEALTH INSURANCE -	243,100.00	0.00	96,569.00	146,531.00	0.00	146,531.00	41.85
212.500.5153	MEDICARE - PARKS AN	12,561.82	469.09	4,251.79	8,310.03	0.00	8,310.03	44.21
212.500.5154	UNIFORM ALLOWANCE -	2,000.00	0.00	933.33	1,066.67	0.00	1,066.67	33.85
212.500.5155	WORKERS COMPENSATIO	22,026.15	0.00	8,018.81	14,007.34	0.00	14,007.34	42.00
212.500.5158	UNEMPLOYMENT COMPEN	3,000.00	0.00	2,397.46	602.54	0.00	602.54	36.41
212.500.5200	TELEPHONE - PARKS A	17,000.00	53.86	4,337.08	12,662.92	2,062.92	10,600.00	79.92
212.500.5201	AUDIT EXPENSE - PAR	800.00	0.00	0.00	800.00	0.00	800.00	0.00
212.500.5203	CONTRACT LABOR-PARK	40,000.00	243.00	9,733.73	30,266.27	5,771.27	24,495.00	38.76
212.500.5208	MAINTENANCE BUILDIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.500.5211	TRAINING - PARKS AN	2,000.00	0.00	11.00	1,989.00	0.50	1,988.50	13.75
212.500.5212	INSURANCE - PARKS A	22,100.00	0.00	21,956.00	144.00	0.00	144.00	99.35
212.500.5214	LIGHTING SERVICE -	35,000.00	0.00	9,151.02	25,848.98	5,848.98	20,000.00	42.86
212.500.5238	REIMB INFO SERVICES	23,450.00	0.00	5,862.50	17,587.50	0.00	17,587.50	25.00
212.500.5300	INCIDENTALS AND SUP	125,000.00	0.00	43,568.49	81,431.51	24,463.51	56,968.00	54.43
212.500.5305	FUEL - PARKS AND RE	42,490.00	0.00	8,216.82	34,273.18	0.00	34,273.18	19.34
212.500.5306	UTILITIES - PARKS A	12,000.00	0.00	5,449.22	6,550.78	1,050.78	5,500.00	54.17
212.500.5400	TRAVEL EXPENSE - PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.500.5402	REFUNDS - PARKS AN	3,500.00	525.00	2,455.00	1,045.00	0.00	1,045.00	70.14
212.500.5406	REAL ESTATE TAX - P	1,435.00	0.00	1,434.94	0.06	0.06	0.00	100.00
212.500.5409	MEDICAL/PHYSICALS/D	1,750.00	0.00	275.00	1,475.00	325.00	1,150.00	34.29
212.500.5609	PARKS IMPROVEMENTS	21,640.00	0.00	21,640.00	0.00	1,000.00	20,640.00	4.62
212.500.5630	EQUIPMENT - PARKS A	23,000.00	0.00	20,214.11	2,785.89	0.00	2,785.89	87.89
212.500.5631	EQUIPMENT/LEASE - P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.500.5901	TRANS/BOND RETIREME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.500.5912	TRANS/IMPROVEMENT F	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.501.5203	CONTRACT LABOR - PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.501.5214	LIGHTING SERVICE -	5,000.00	0.00	1,071.06	3,928.94	428.94	3,500.00	30.00
212.501.5300	INCIDENTALS AND SUP	13,360.00	0.00	6,499.55	6,860.45	6,000.45	860.00	93.56
212.501.5306	UTILITIES - PARKS S	5,000.00	0.00	557.50	4,442.50	442.50	4,000.00	20.00
212.501.5320	POOL CHEMICALS & SY	15,000.00	0.00	0.00	15,000.00	6,000.00	9,000.00	40.00
212.501.5321	CONCESSION SUPPLIES	15,000.00	0.00	0.00	15,000.00	5,800.00	9,200.00	38.67
212.501.5321	PERMITS/FEES/FESTIV	2,775.00	0.00	2,773.00	2.00	2.00	0.00	100.00
212.502.5200	TELEPHONE - SENIOR	6,000.00	0.00	1,251.57	4,748.43	748.43	4,000.00	33.33
212.502.5203	CONTRACT LABOR - SE	55,000.00	0.00	23,990.21	31,009.79	15,317.79	15,692.00	71.18
212.502.5208	MAINT BUILD/GROUNDS	15,000.00	0.00	4,588.38	10,411.62	3,571.87	6,839.75	54.40
212.502.5214	LIGHTING SERVICE -	40,000.00	0.00	16,042.65	23,957.35	3,957.35	20,000.00	50.00
212.502.5300	INCIDENTALS AND SUP	25,000.00	0.00	8,330.81	16,669.19	7,454.19	9,215.00	63.14
212.502.5306	UTILITIES - SENIOR	10,000.00	0.00	2,982.00	7,018.00	1,018.00	6,000.00	40.00
212.503.5203	CONTRACT LABOR	75,000.00	0.00	20,852.81	54,147.19	11,019.29	43,127.90	42.50
212.503.5300	INCIDENTALS-ARB-SUP	55,000.00	66.26	18,214.43	36,785.57	5,866.57	30,919.00	43.78
** 212 PARKS AND RECREATION FUND		2,064,815.80	48,362.82	789,474.93	1,275,340.87	109,175.07	1,166,165.80	23
***		2,064,815.80	48,362.82	789,474.93	1,275,340.87	109,175.07	1,166,165.80	16