

# **PARKS & RECREATION BOARD MEETING**

December 12, 2017

The regular meeting of the Parks & Recreation Advisory Board was called to order at Peace Hall at 7:00am on Tuesday, December 12, 2017. Board Members David Schrader, Carolyn Marlowe, Joy Phillips, Greg Giordano, Elizabeth Giordano, Justin Billings and staff liaison Elaine Smith were in attendance.

The November 14, 2017 minutes were unanimously approved.

## **OLD BUSINESS:**

- Public Works will be reminded to mark the stairs at Peace Hall and install a handrail.
- Take Holiday Photo (later in meeting) – KC will take a Holiday Photo and also one for the new brochure.
- Renewals for Board Members – Dave, Greg, and Joy have been approved. Thank you for your willingness to serve on the Board.
- Drive-In Movie – Joy, Dave, and Dana were judges; there were 44 cars; the Library assisted in making the cars. The cars were above and beyond what was expected; some had doors that opened and closed, lights that worked; some children dressed in theme costume; one car was three sections to form a bus. The parents were eager to have the event again. The event was packed; very successful. Next time, we will mark the parking spots and have more light. Thank you for the great idea to have the event.
- Start of Construction Date/Frances Avenue Restrooms – We have January 8<sup>th</sup> as the start date on the Frances Ave. restrooms. A Port-O-Let will be put there, so the Park will stay open. The funds are coming from a Community Development Block Grant (not City funds). It is expected to be done under-budget; leftover funds will be used to build an ADA sidewalk to connect the restrooms to the shelter.
- Special Event Guidelines – (will be discussed last)
- RAC Construction – New update on deadline is February, 2018; the glass for the Fitness Center is special ordered and the top piece is heavy and must be placed using a crane. An ADA sidewalk to exit the building is required, but can't be poured until after the glass has been installed (the crane would break the new sidewalk). This is expected to be completed the first week of February.

## NEW BUSINESS:

- Toys for Tots Volunteers – Our distribution site has time slots scheduled to serve 200 people per hour from 8am-6pm; we could use some more volunteers to assist with shopping, or at the registration table on the day of event. For the week leading up to it, we could use help sorting toys and marking out UPC codes. Gym B will be full of toys; Elves take them shopping and assist taking toys to the car (parents only). Law Enforcement will be present. Some bicycles will also be available. Dave has been assisting with unloading toys as we get them.
- Open House/Recreation & Aquatic Center – We are changing the date from mid-January to a later date (Elaine wants to discuss with the C. M.). There are two huge events in February, and members do not want the gymnasium closed too often. We also have to wait to move the Fitness Center until the front is open to the public. *\*After some discussion, the Advisory Board recommends that the Open House dates be in April or May; closer to the Summer months, when it is thought to be a better time to do a Membership Drive.*
- The City is being pounded for funding for these Special events at Sims Park; the PD and other services associated cost \$ (discussion at Council meeting last night). Dave & Joy commented that some of the events make a large profit, and yet still ask the City for more money.

## SPECIAL EVENTS

- Winter Art Stroll – December 16<sup>th</sup>: 6-8pm – The event will be held this Saturday at Sims Park; 1,000 pieces of artwork will be hung along the River Walk, the Holiday Cards will be displayed there, and some Choral groups may sing in front of the amphitheater stage. The Quilters will have a cookie-decorating booth, and the Library will have a craft-making table.
- Family Movie Night – December 16<sup>th</sup> at Sims Park - A movie short (Mickey's Christmas Carol) will be shown before the regular movie (Grinch).
- Toys for Tots Event at RAC – set-up begins December 16<sup>th</sup> – toys will be loaded into Gym B and sorted; UPC Codes marked out; during the week.
- Annual 20%off Memberships Drive begins December 18<sup>th</sup> – We are now able to process auto-pay on annual memberships. Gift boxes will be prepared with a t-shirt, calendar, and gift card. The Membership Drive continues through January 14<sup>th</sup>.
- *\*KC came to take the photos for Holiday Card and Program Guide.*

- Toys for Tots Event at RAC – December 23<sup>rd</sup> – We can use some help on December 23<sup>rd</sup>; at the registration desk, as a shopper, even if it's only 2-4 hours-whatever you are able to do.

#### OLD BUSINESS (continued)

- Special Event Guidelines – Revised Draft (distributed to each member & discussion) – Events need to be managed regarding public safety, protecting and maintaining the parks, and attracting families. (Review and discussion of talking points last month, and input from Special Event team meeting last week was put together and distributed). The Board recommended the suggested guidelines, as discussed (see attachment) go before City Council for consideration.

#### VOX POP

The next meeting will be held on Tuesday, January 9<sup>th</sup> at 7:00am at Peace Hall.

The meeting was then adjourned at 8:25am.

Respectfully submitted,

*Carolyn Marlowe*

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P & R Adv. Bd. Secretary

CM: dcf