

**CITY OF DELAWARE
PARKS AND RECREATION ADVISORY BOARD
CITY COUNCIL CHAMBERS
CITY HALL
1 SOUTH SANDUSKY STREET
7:00 P.M.**

AGENDA

AUGUST 16, 2016

1. ROLL CALL
2. APPROVAL of Motion Summary for the meeting held July 19, 2016 as recorded and transcribed.
3. PUBLIC COMMENTS
4. CONSIDERATION of Delaware Cricket Club Request
5. UPDATE of YMCA Recreation Services
6. DISCUSSION of Upcoming Programs and Events
7. UPDATE of Parks Activities
8. RECONSIDERATION of Parks and Facilities Naming and Dedication Policy
9. DISCUSSION and Recommendation Regarding the Vacation of Riverview Park
10. DISCUSSION and RECOMMENDATION of HVGC Advisory Committee
11. DISCUSSION of Play Equipment for Lexington Glen Park
12. DISCUSSION and RECOMMENDATION on Shelter Rentals
13. DISCUSSION on Field Usage Fees
14. STAFF COMMENTS
15. MEMBERS COMMENTS
16. ADJOURNMENT

PARKS AND RECREATION ADVISORY BOARD
MOTION SUMMARY
July 19, 2016

ITEM 1. Roll Call

Chairwoman Lash called the meeting to order at 7:00 p.m.

Members Present: Joshua Bricker, Cassie Cunningham, Nicole LaMar, Angela McWhinney, Matt Polites, Lucas Ratliff, Vice-Chairwoman Dianna Hibinger and Chairwoman Allyson Lash

Members Absent: Councilmember Kyle Rohrer

City Staff Present: Linda Mathews, Customer Service City Liaison and Ted Miller, Parks and Natural Resource Director

YMCA Staff Present: Jeremy Byers, Associate Executive Director

Motion to Excuse: Mr. Polites moved to excuse Councilmember Rohrer, seconded by Ms. LaMar. Motion approved by an 8-0 vote.

ITEM 2. APPROVAL of the Motion Summary for the meeting held April 19, 2016 as recorded and transcribed.

Motion: Mr. Bricker moved to approve the Motion Summary for the meeting held April 19, 2016 as recorded and transcribed, seconded by Mr. Polites. Motion approved by an 8-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. UPDATE of YMCA Recreation Services

Mr. Byers provided information on the upcoming fall season programs.

Mr. Bricker requested information regarding the status on the youth golf class cancellation.

ITEM 5. UPDATE of Parks Activities

Mr. Miller provided an update on the turf at Veterans Park. Discussion was held on the temperature of the turf.

ITEM 6. UPDATE of Bike Master Plan

Mr. Miller provided an update on the Bike Master Plan.

ITEM 7. DISCUSSION and RECOMMENDATION of the Renaming Policy

Mr. Miller presented to the Advisory Board proposed recommendations on renaming parks. Discussion was held over the recommendations, and how to receive public input on any potential changes.

Mr. Polites recommended that included in the recommendations it state "if the application is rejected by City Council the application will return to the Park & Recreation Advisory Board for submission of a new name". The Advisory Board also recommended changes to the number to reflect 6.5.

Motion: Mr. Polites recommended to Council the Renaming Policy presented along with recommended changes, seconded by Mr. Ratliff. Motion approved by an 8-0 vote.

ITEM 8. DISCUSSION of Parks and Recreation Advisory Board Meeting Format

Mr. Miller discussed the previous sub-committee meeting that was held in May, in which most of the information was repeated. Chairwoman Lash expressed her preference to not break into sub-committees and meet on a monthly basis as a whole board. There was no concern voiced by the Advisory Board to discontinue sub-committees.

ITEM 9. DISCUSSION AND RECOMMENDATION of Sub-Committees

a. YMCA Advisory Committee

Mr. Miller discussed the recommendation to form a new YMCA Advisory Committee with a few members of the Parks and Recreation Advisory Board. Discussion was held on the preference for YMCA to not provide recent updates, but to allow for input from the Advisory Board on their current and upcoming program plans.

The Advisory Board recommended that the discussion of future YMCA programming be discussed at the Parks and Recreation Advisory Board meeting to allow for all members of the board to provide input to staff.

b. HVGC Advisory Committee

Mr. Miller discussed the need to include input from the Advisory Board, along with staff from Hidden Valley, and possible members of the golf course.

Mr. Bricker and Mr. Ratliff volunteered to serve on a HVGC Advisory Committee.

ITEM 10. DISCUSSION AND RECOMMENDATION of Boardman Art Garden Concepts

Mr. Miller reviewed conceptual plans. Mr. Bricker requested that all sports groups that utilize the field currently be notified of the potential park to allow for a new location to be found.

ITEM 11. UPDATE on Hayes Memorial

Mr. Miller provided an update on plan reviews and discussed projected cost and timeline of project.

Ms. McWhinney voiced a concern regarding the legacy of President Hayes.

ITEM 12. DISCUSSION and RECOMMENDATION of the Ross Street Mural

ITEM 13. STAFF COMMENTS

Mr. Miller provided an update regarding the request for cricket field. Mr. Miller provided information on the size of the field in reference to current available locations.

ITEM 14. MEMBERS COMMENTS

Vice-Chairwoman Hibinger voiced a concern on potential day camps and counselors using tennis nets for kickball and misuse of equipment.

Mr. Polites voiced a concern regarding security at Mingo.

Mr. Bricker discussed feedback received regarding the overcrowding of Mingo Pool and the use of the pool by various day camps. Mr. Bricker requested information on the potential plans for a second pool and membership increases.

Ms. McWhinney voiced a concern regarding the use of tobacco at city parks. Ms. Mathews provided information on past discussions on enforcement.

Ms. Cunningham provided information on portable pitches for a cricket field.

ITEM 15. ADJOURNMENT

Motion: Vice-Chairwoman Hibinger moved to adjourn the Parks and Recreation meeting, seconded by Mr. Polites. The meeting adjourned at 8:33 p.m.

Allyson Lash, Chairwoman

Elaine McCloskey, Clerk

ITEM 5



YMCA/Recreation Services

Recreation programs listed below are now coordinated through the YMCA

Youth Programs/Classes

- A. Summer Sports Camps are complete. Each week a different sports camp was offered. As the summer progressed, registration numbers generally increased, and in the final week registration numbers were the highest of the summer.
- B. Fall Youth Soccer and Flag Football registration is open. Games for each league will begin the weekend of September 10-11th and will run through mid-late October. All practices and games will be held at the YMCA.
- C. Fall Youth Tennis Lessons are open for registration. Lessons will run weekly from August 26 - October 21. Summer Tennis Lessons were successful, with 86 participants between 4 and 13 years of age. Several lesson periods included 9 or more participants.
- D. Fall Session I sports classes begin August 15. Among the classes offered will be: basketball, soccer, volleyball, gymnastics. Registration is ongoing. Gymnastics and soccer, in particular, are filling up fast.
- E. On the horizon, youth basketball (K-2) leagues will begin in October. This program has been a huge success in the past.
- F. Mingo Day Camp finishes 8/12/16
- G. The 1st ever Youth Fire Academy was a huge hit with 9 participants. The program was held at the Liberty St. Station.
- H. The 2nd Youth Police Academy doubled its participation numbers to 18.

Adult Programs/Classes

- A. Diabetes Prevention Program: Participants learn about healthy eating and increasing their physical activity, with the goal of reducing their body weight by 7% and increasing their physical activity to 150 minutes per week.
- B. The Livestrong Program is now accepting applications. This program focuses on helping survivors heal and reclaim their life.
- C. Delay the Disease, a program for people with Parkinson's is now up and running. Classes are offered Monday, Wednesday and Friday from 1-2 pm.
- D. We will have adult beginner swim lessons over at Mingo in June and Adult intermediate swim lessons at the YMCA in July.
- E. The Y is organizing a volunteer group for the Iron Man Triathlon. Contact Roger Hanafin to join or for more info.

Adult Sports Programs

- A. Summer Softball season is almost complete. Postponed games from early in the season have been played, and post-season tournaments are currently in progress. Men's leagues are finished. Co-Rec leagues will conclude August 14, weather permitting.
- B. Fall Softball Leagues for both Men and Co-Rec teams are now open for registration. We expect to reach 8 teams per league.
- C. Tennis Lessons are offered on Friday evenings in the early Fall Session. Registration is now open.
- D. Open volleyball (Mondays) and basketball (Mondays and Wednesdays) remains popular among both members and guests.
- E. Soccer leagues are planned for the Fall Session. Last year brought 8 teams to the league in its first year. Games will be 5 on 5, and most likely will be played at the YMCA fields Thursday evenings.

Special Events

A. Jack Florance Swimming Pool will be transitioning into its post-season hours. We will be only open on the weekends starting August 17th. We will also be having our annual Doggie swim on Saturday, September 10th from 9:00A-11:00A. \$5 per every furry friend - all proceeds goes to our Water Safety Campaign.

B. Dave Staley Adult and Youth Triathlon was July 9th and a success with 123 participants! 70 Adults 53 Youth!

C. Last Movies @ Mingo returns is August 19. 8:15PM by the playground, Original Willy Wonka.

ITEM 7

Parks Monthly Report

Projects

- Veterans Spray and Play has been busy every day. Staff has met with contractors on the artificial turf and it has been addressed. Staff will continue to monitor and have contractor make any corrections to issues. Meeting is scheduled in September to meet with contractor to determine steps to prevent anymore issues.

Parks

- Responded to 13 Customer Service Request
- Daily trash pickup in all parks-478 hours
- Landscaping beds-66 hours
- Park Mowing (Includes Travel)-451 hours
- Ball Field Maintenance-149.5 hours
- General Park Maintenance-190 hours
- ROW Mowing-222 hours

Forestry

- Responded to 36 Customer Service Request
- Reviewed plans
- General Tree maintenance-396.5 hours

Oak Grove Cemetery

- Performed 6 Internments
- Funeral Prep-23 hours
- Special Projects-9.5 hours
- Tree Maintenance-10 hours
- Mowing-293 hours
- Weed Eating-135 hours
- Foundations-11.5 hours

Hidden Valley Golf Course

- Open 411 hours
- Sold 3 Memberships
- Sold 14 Punch Cards
- Rounds Played-Memberships 784 rounds
Punch Cards 174 rounds
Regular Paid 2012 rounds

ITEM 8

CITY OF DELAWARE
PARKS AND NATURAL RESOURCES
POLICIES AND PROCEDURES
PARK AND FACILITIES NAMING AND DEDICATION POLICY

1.0 POLICY:

- 1.1 It is the policy of the City of Delaware, Parks and Natural Resources to name newly acquired or developed or as-yet unnamed parks (or portions of park as described below) and recreation facilities, after following the procedures outlined herebelow.
- 1.2 Parks may name significant portions of an otherwise named park, such as a fountain, playfield, pavilion, skate area, or playground.
- 1.3 When naming any park or portion of a park, Parks will comply with the procedures set forth herein.

2.0 PURPOSE OF POLICY:

- 2.1 The purpose of the park and facilities naming and dedication policy is to provide a clear process for naming and dedicating parks and facilities owned and managed by the Parks and Natural Resources Department.
- 2.2 Ensure that parks and recreational areas are easily identified and located.
- 2.3 Ensure that names given are consistent with the values and characteristics of the City of Delaware.
- 2.4 Assure the quality of the title/name, so that it will serve the purpose of the city in a permanent manner.
- 2.5 Encourage public participation and input in order to fully represent the best interest of the area affected.
- 2.6 Encourage and recognize the dedication of lands, or donations by individuals or groups.

3.0 DEFINITIONS:

- 3.1 Parks and Recreation Advisory Board (PRAB) – a citizen board created by the city Charter to advise the Parks and Natural Resources Director, the Mayor, the City Manager, City Council and other city departments with respect to park and natural resource matters.
- 3.2 Parks and Recreation Facilities – all properties and facilities in the park and recreation system of the City under ownership, management and/or control of the City of Delaware Parks and Natural Resources.

4.0 RESPONSIBILITY:

- 4.1 The Parks and Recreation Advisory Board is authorized to establish criteria and procedures to be followed in selecting names to be submitted to City Council.

5.0 PROCEDURES:

- 5.1 Staff, city residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc. for presentation to the Parks and Natural Resources Director for consideration by the Parks and Recreation Advisory Board. Recommendations need to describe in detail why the candidate merits such recognition. The Parks and Natural Resources Director will provide staff support.

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- 5.2 The Parks and Natural Resources Department will use the media, community groups, notification to those who have participated in community meetings relating to the development and or acquisition of the park site, and appropriate signage to solicit suggestions for names from organizations and individuals. The Parks and Natural Resources Department will acknowledge and record for consideration all suggestions, solicited or not.
- 5.3 After considering the names and applying the criteria set forth in 6.0 below, the Parks and Natural Resources Director shall forward naming recommendations to the Parks and Recreation Advisory Board Chair, and provide the historical or other supportive information as appropriate to justify the recommendations.
- 5.4 The Parks and Recreation Advisory Board shall consider all requests and submit a formal recommendation for names deemed worthy of consideration to the City Manager and City Council.
- 5.5 The City Council will allow for public input and comment.
- 5.6 The City Council will confirm park, recreation areas, and facility names by resolution.
- 5.7 The City Council has final approval and may reject any naming or renaming request. If City Council rejects naming or renaming request the application will return to the Park & Recreation Advisory Board for submission of a new name.

6.0 CRITERIA:

- 6.1 To avoid duplication, confusing similarity, or inappropriateness, the PRAB, in considering name suggestions, will review existing park and facility names in the park system.
- 6.2 In naming a park or facility, the PRAB will consider geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.
- 6.3 In naming community centers and other facilities, the PRAB will give considerable weight to the names that reflect the geographic location that gives identity to the community.
- 6.4 Parks and recreation facilities may be named for a person subject to the following conditions: the person must be deceased for a minimum of three years, and the person must have made a significant positive contribution to parks, recreation, or culture in the community without which the park/facility may not exist, or in which the individual's contributions enhanced a program or facility in an extraordinary way. The City will bear the cost of the sign, plaque or monument indicating the name of the individual for whom the facility is named.
- 6.5 As a general rule, portions of a park or recreation facility will not have a name other than that of the entire facility. The Committee may consider exceptions in cases where, as a revenue or fundraising opportunity, a nomination is submitted to name a room within a community center after a corporate sponsor or in cases where an area within a park is distinctive enough, in the view of the Committee, to merit its own name.

Comment [DS1]: I think you really need to beef up when/what criteria corporate sponsorship is allowed and the process by which they are chosen. If they are paying us, we may want to do it as a bid opportunity,

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- 6.6 When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- 6.8 Because temporary “working” designations tend to be retained, the Parks and Natural Resources Director will carry out the naming process for a new park facility as early as possible after its acquisition or development. Facilities will bear number designations until the naming process results in adoption of a name.

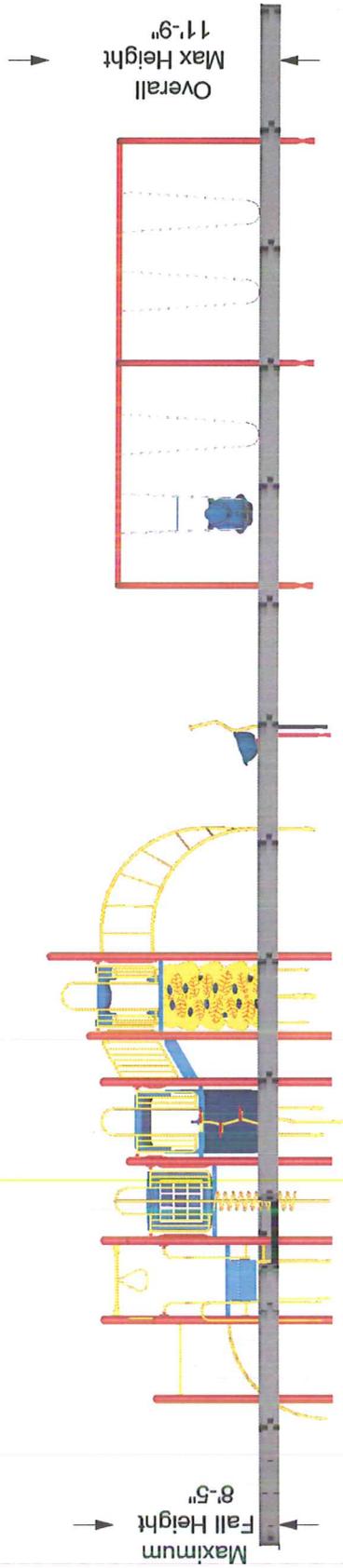
7.0 EXCLUSIONS

- 7.1 Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
- 7.2 The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

8.0 RENAMING

- 8.1 The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.
- 8.2 The same criteria and procedures will apply to renaming an existing park or facility.

ITEM 11



The protective surfacing for this design must accommodate the critical fall height.



May 24, 2016

SERIES: Basics, Nucleus
 ELEVATION PLAN
 DRAWN BY: John Uelmen

Lexington Glen
 56 Providence Lane
 Delaware, OH 43015

Snider Recreation, Inc.
 127-93593-1



Burke

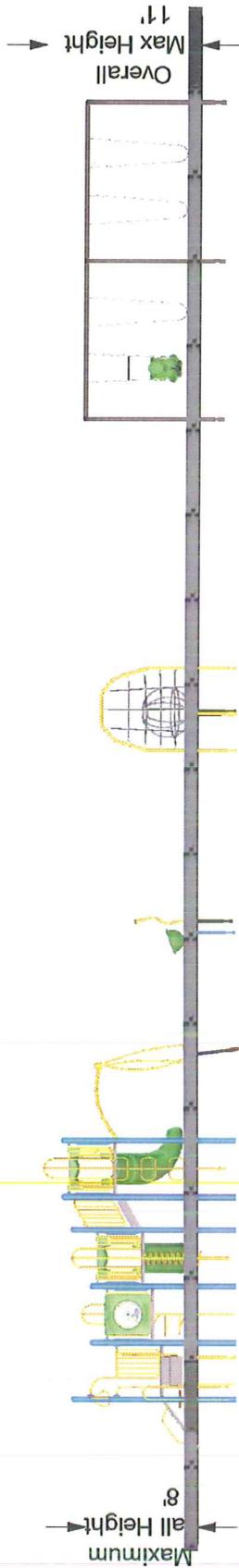
May 24, 2016

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ISOMETRIC PLAN
DRAWN BY: John Uelmen

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56 Providence Lane
Delaware, OH 43015

Snider Recreation, Inc.
127-93593-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



The protective surfacing for this design must accommodate the critical fall height.



May 24, 2016

SERIES: Basics, Intensity, Nucleus

ELEVATION PLAN

DRAWN BY: John Uelmen

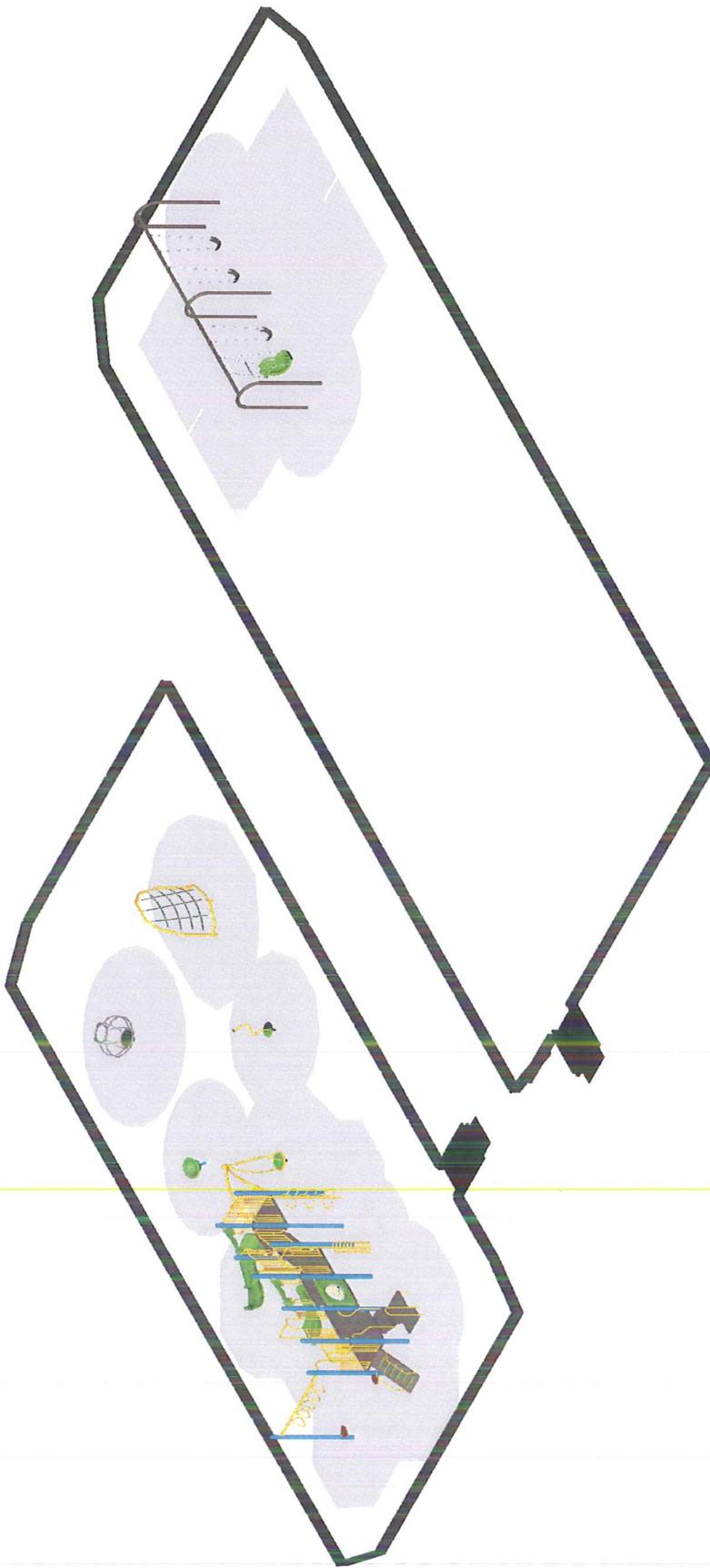
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127-93595-1



Burke

May 24, 2016

SERIES: Basics, Intensity, Nucleus

ISOMETRIC PLAN

DRAWN BY: John Uelmen

Lexington Glen

56 Providence Lane

Delaware, OH 43015

Snider Recreation, Inc.

127-93595-1



MEMORANDUM

TO: Parks Advisory Board
 FROM: Ted Miller, Parks and Natural Resources Director
 DATE: 8.9.16
 RE: Parks and Natural Resources –Shelter Rental Policy

Our proposal moving forward would be the following:

1. Investigate the online registration and determine how fast we can get a new system up and running. Matt has already reached out to the YMCA IT department to see if they have an existing system they can adapt for our use or what it would take to write new software for renting our shelters. Matt is expecting an answer (yes or no) and a time frame (how long to be up and running) in the next couple days, their IT department has not committed to when they will have an answer but Matt will be checking with them every couple days knowing the urgency of this issue. If the YMCA IT dept. is unable to supply a solution we have reached out to Active Network, a software company that specializes in public event and activity management. We will set up a demo for them to present what they can provide to meet our needs.
2. Propose the two block rental for the spray and play shelter for the remainder of the year, starting on September 6, after Labor Day weekend. Chris would begin renting the shelter out in the two proposed blocks for any reservations taken after Labor Day weekend.
3. Proposed a new fee schedule for recommendation to City Council. The new fee schedule could be :

	Spray & Play shelter	Mingo 3 season shelter	All other shelters
Weekend (resident/non resident) -	\$60/\$80	\$60/\$80	\$50/\$70
Week day (resident/non resident)-	\$40/\$60	\$40/\$60	\$20/\$30

This is only a suggestion and is comparable to other parks in the area, please see attached rental comparison. With the limited rentals after Labor Day and to provide a smooth transition the new fee schedule would be proposed for the beginning of 2017.

4. Begin the two block rental for all shelters in 2017. This will require some adjustments from Parks & Recreation Staff and possibly the addition of a second shift to provide service and maintenance, primarily on weekends.
5. Require a \$50 dollar deposit for all shelter rentals to insure it is cleaned up when they leave. Staff would be present when they are checking out to verify.

Shelter / Facility Rental Comparison

	Corporate / non resident	Times	Minimum	Deposit
Delaware				
Shelter houses				
weekends	\$15 per hr	dusk to dawn		
weekday	\$15 per hr	dusk to dawn		
Mingo 3 season shelter				
weekends	\$20 per hr (\$100 per day)	dusk to dawn		
weekday	\$15 per hr (\$75 per day)	dusk to dawn		
Spray and Play				
weekends	\$150 per day			
weekday	\$75 per day			
Indoor (Hillborn Room)	\$20 per hr			
Dublin				
Shelter Houses	\$5 per hr		2 hours	\$100
Pavillion	\$12.50 per hr	11:00 am- 5:00 pm	2 hours	\$100
Preservation Parks				
Shelter Houses	\$15 per hour (\$20 add. hour)		4 hours	\$45
Indoor	\$20 per hour (\$20 add. Hour)	9 a- 8 p summer per 9 a-7 p winter	4 hours	\$75
Gahanna - fee variance based on specific shelter				
Shelter Houses				
Weekends Apr-Oct	\$7.50 per hr-\$35 per hr	10 a- 2 p per 4 p-8 p	4 hours	\$100
Weekday Apr-Oct	\$5 per hr-7.50 per hr	10 a- 2 p per 4 p-8 p	4 hours	\$100
Weekends Nov-Mar	\$5 per hr-7.50 per hr	10 a- 2 p per 4 p-8 p	4 hours	\$100
Westerville				
	\$25 donation requested			\$25.00
	\$25 donation requested	9:00 am-8:00 pm summer		\$25.00
		9:00 am-7:00 pm winter		
New Albany				
Thompson Pavillion	\$10 per hour	8:00 am- dusk	2 hours	none
Wexner Pavillion	\$30 per hour (\$300 cap)	8:00 am- dusk	2 hours	\$40