

FAIRFIELD CITY COUNCIL

FAIRFIELD PARKS AND RECREATION BOARD

JOINT MEETING MINUTES

DECEMBER 8, 2014

The joint meeting of the Fairfield City Council and the Parks and Recreation Board was conducted on Monday, December 8, 2014 at the Fairfield Municipal Building, Conference Room A, as part of the City Council/City Manager Briefing. Mayor Steve Miller called the meeting to order at 6:00 PM. City Council Members in attendance were: Adam Jones, Marty Judd, Chad Oberson, Debbie Pennington, Terry Senger, Mike Snyder, and Bill Woeste. Board Members in attendance were: Craig Keller, Doug Meece, Debbie Pennington, Bob Myron, Billy Smith, and Rodney Spencer. Parks staff members in attendance were: James Bell, Parks and Recreation Director, Heidi Schiller, Arts and Programs Manager; Bob Schappacher, Parks and Facilities Manager; and Brad Williams, Parks Operations Coordinator. City Staff members in attendance were: Arthur Pizzano, City Manager; Mark Wendling, Assistant City Manager, John Clemmons, Law Director; Tim Bachman, Development Services Director; David Butsch, Public Works Director, Carol Mayhall, Human Resources Manager; Greg Kathman, Economic Development Manager; and Alisha Wilson, Clerk of Council. Also in attendance were: Stephen Wolter and Jeremy Hackerd from the Indiana University/Eppley Institute for Parks and Public Lands; Jon Granville and Kelly Barkley from MetroParks of Butler County; Don Hassler, Resident; Sue Kieswetter, Cincinnati Enquirer; and Eric Robinette, Hamilton Journal News.

Mr. Pizzano and Mr. Bell introduced the representatives from the Indiana University/Eppley Institute for Parks and Public Lands; Stephen Wolter, Executive Director and Jeremy Hackerd, Project Manager. Mr. Wolter gave a brief introduction of the Eppley Institute and its previous relationships with the City of Fairfield. The Eppley Institute and/or its predecessor, Indiana University, had conducted needs assessments and/or parks plans for the City in 1989, 1999 and 2003; and Mr. Wolter commented that many of the items identified in the previous plans had come to fruition. Mr. Wolter introduced Mr. Hackerd, who proceeded to present the Eppley Institute's findings in relation to the Comprehensive Parks and Recreation Master Plan project. Mr. Hackerd reported that the goals and the objectives of the project comprised five different components: 1) Create a Comprehensive Parks and Recreation Master Plan that will guide the Parks and Recreation Department for the next 10 years. 2) Position the Parks and Recreation Department's goals within the context of the City's 20 Year Comprehensive Plan. 3) Engage residents and stakeholders through interviews, survey, and public meetings to register their input for the plan. 4) Complete a needs assessment that ensures the City is providing an appropriate level of service for its facilities to its residents, and 5) fulfill the requirement for the CAPRA agency accreditation process. Mr. Hackerd explained the Community Engagement Plan which included a public website, the statistically valid survey, the anecdotal survey, the internal and external stakeholder interviews and the public open house forums. Mr. Hackerd reviewed the Needs Assessment process which included benchmarking against other CAPRA and/or comparable agencies, a condition assessment of the facilities and a Level of Service (LOS) analysis. Mr. Hackerd reviewed the five community vision and goals from the strategic frameworks for the final plan and had become apparent from the study: 1) Taking Care of What we Have, 2) Improving and Expanding Trails and Connections, 3) Continued Advancement of Arts and Entertainments, 4) Advancing Partnerships, and 5) Youth and Senior Engagement and Activity. Mr. Hackerd concluded his presentation with the proposed action plan for implementation of the initiatives.

Mayor Miller thanked Mr. Hackerd and Mr. Wolter for the presentation and opened the floor for questions from City Council and/or the Parks and Recreation Board. Council Member Oberson asked Jim

Bell who would be responsible within the Parks and Recreation Department for the annual review of the Master Plan. Mr. Bell stated that the plan would be reviewed annually as part of the Department's accreditation process and updated as needed. At this time, a specific staff person had not been assigned the particular duty. Council Member Oberson asked Stephen Wolter how the Department rated in cost recovery comparable measures. Mr. Wolter stated that the department was higher than 50% in recovery which was in the same range as the other benchmarked communities. Council Member Woeste asked if there would be additional surveying to ascertain if the plan's goals and objectives were being met. Mr. Wolter and Mr. Bell answered that additional surveying by the Eppley Institute was not part of the project, but the department has on-going evaluation as part of its action plan.

Mayor Miller adjourned the City Council/City Manager Briefing at 6:50 PM.

FAIRFIELD PARKS AND RECREATION BOARD

MEETING MINUTES

DECEMBER 8, 2014

The monthly meeting of the Fairfield Parks and Recreation Board was conducted Monday, December 8, 2014, at the Fairfield Municipal Building. Chair Doug Meece called the meeting to order at 6:55 PM. Board Members in attendance were: Doug Meece, Bob Myron, Craig Keller and Rodney Spencer. Board Member Debbie Pennington was excused to attend the City Council meeting; and Bob Breen and Billy Smith were also excused. Staff members in attendance were: James Bell, Parks and Recreation Director; Heidi Schiller, Arts and Programs Manager; Bob Schappacher, Parks and Facilities Manager; and Brad Williams, Parks Operations Coordinator.

Also in attendance were Stephen Wolter and Jeremy Hackerd from the Indiana University/Eppley Institute for Parks and Public Lands.

COMMENTS FROM THE AUDIENCE: None

MINUTES FROM THE PREVIOUS MEETING: The November 2014 meeting minutes were approved as written.

REPORT FROM THE DIRECTOR:

Comprehensive Parks and Recreation Master Plan: The Board thanked Stephen Wolter and Jeremy Hackerd for the Master Plan presentation. Rodney Spencer commented that it would be important to continually update the community on the progress of the master plan's goals and objectives. Articles in the tri-annual newsletter and updates on the department's website were viable options.

REPORTS OF AD HOC COMMITTEES:

City Council Update: No report

Planning Commission Update: Bob Myron reported that at the next meeting of the Planning Commission, the Commission will be discussing a 119 Senior Housing Unit Development on Patterson Boulevard.

Environmental Commission Update: Rodney Spencer reported that the Environmental Commission continued their discussion of the recent joint meeting with the City of Hamilton's Tree Advisory Board. The two committees will meet jointly again in May, 2015. The EC discussed the continued ash tree removal at the golf courses and the parks; and its members that are attending the ODNR Tree Commission Academy.

Cultural Arts Advisory Commission Update: Heidi Schiller reported that at the last CAAC meeting the commission discussed the 2015-2016 season and reviewed tapes, videos, bios, etc., of possible acts and/or entertainment.

OLD BUSINESS: Doug Meece and Brad Williams updated the Board that the Golf Ad Hoc Committee would be meeting quarterly; the next meeting would be in March 2015.

NEW BUSINESS: None

COMMENTS FROM THE AUDIENCE: None

EXECUTIVE SESSION: None

The meeting was adjourned at 7:13 PM. The next regular meeting of the Board is scheduled to be held on Tuesday, January 20, 2015, at the Community Arts Center.

Cyndi A. Kreke,
Secretary