

## FAIRFIELD PARKS AND RECREATION BOARD

### MINUTES

THURSDAY, JANUARY 23, 2014

The monthly meeting of the Fairfield Parks and Recreation Board was conducted on Thursday, January 23, 2014 at the Fairfield Community Arts Center. Chair Doug Meece called the meeting to order at 6:02 PM. Board Members in attendance were: Doug Meece, Bob Myron, Bob Breen, Rodney Spencer and Debbie Pennington. Board member, Billy Smith, was excused from the meeting. Staff members in attendance were: James Bell, Parks and Recreation Director; Bob Schappacher, Facilities/Operations Manager; Brad Williams, Operations Coordinator and Cyndi Kreke, Secretary.

#### COMMENTS FROM THE AUDIENCE:

The Board welcomed its newest member, City Council Representative Debbie Pennington. Mrs. Pennington replaces Mr. Terry Senger, who was assigned the City Council's Finance Committee's Chairmanship for 2014.

Jim Bell reported that out-going Parks and Recreation Board members, Terry Senger and Marty Judd, were unable to attend this evening's meeting due to work commitments. It was suggested that the Chairman present the out-going Board members with the appreciation plaques at an upcoming council meeting, since both out-going members are seated councilmen. The Board concurred and Mr. Meece will attend the January 27<sup>th</sup> City Council meeting and make the presentation.

Jim Bell stated that he had been contacted by Mr. Troy Goslin, FYAA President and Mr. Goslin would be unable to attend this evening's meeting due to illness. Mr. Goslin planned to attend the February Board meeting to give the year-end report for FYAA (Youth Football).

Jim Bell thanked the Board for rescheduling their meeting from January 21, 2014, due to the inclement weather.

#### MINUTES FROM THE PREVIOUS MEETING:

The November 2013 meeting minutes were approved as written. Due to lack of a quorum, there was no December 2013 meeting minutes to approve.

#### REPORT FROM THE DIRECTOR:

**Operations Revenue/Expense/Metrics Report:** Jim Bell stated that the year-end financials were not yet available; therefore the financial portion of the year-end operations report was not available.

**2014 Fees/Charges:** Jim Bell and Brad Williams reviewed the proposed 2014 fees/charges as related to the Fairfield Aquatic Center, the Fairfield Greens Golf Courses, the Parks Facilities Rentals, the Marsh Park Fishing Lake and the Fairfield Community Arts Center. Staff recommended that the all fees/charges remain at the 2013 rates. Resolution 2014-01 through Resolution 2014-05 would be introduced under New Business to reflect the 2014 rate structure.

**Comprehensive Master Plan Proposals Review:** Jim Bell stated that this project has been identified by the City of Fairfield in its Capital Improvement Program; and will be used as the primary planning document to guide the Parks and Recreation Department over the course of the next 10 years. The document will be

used in conjunction with the City of Fairfield's 20 Year Comprehensive Plan (2009); and will build upon the findings of the Senior Adult Recreation Needs Assessment (2003), the Cultural Arts Center Feasibility Study (2000), the Parks and Recreation Needs Assessment (1999) and the Parks and Recreation Needs Assessment (1989).

The scope of services, for the Comprehensive Parks and Recreation Master Plan, will include these components:

- A. Recreation Demand, Supply and Needs Analysis – Research recreation use within the City of Fairfield, research existing supply of public and non-public recreation facilities within the City of Fairfield, and analyze/compare the demand and supply of recreation of recreation facilities within the City. Determine the recreation needs for the next 10 years and incorporate Recreation Demand and Needs Analysis Section in the Comprehensive Park and Recreation Master Plan.
- B. Parks and Facilities Needs Assessment – Perform site inspections of City of Fairfield parks/facilities and assess current conditions and provide recommendations for enhancements or improvements; including undeveloped properties under the jurisdiction of the Parks and Recreation Department. Provide potential and possibilities for providing linkages between parks/facilities.
- C. Community Survey – Conduct community survey work to attain information that reflects residents' wants/needs for programming and facilities; as described in A and B above.
- D. Master Plan – Will consist of the above components and be used as the strategic document to provide for the short, intermediate and long-range recreation, parks and facility development.

An RFQ was solicited from five (5) local/regional universities and two (2) regional parks and recreation consultant firms; the RFQ deadline was December 9, 2013; the RFQ stated a not-to-exceed project cost estimate of \$30,000.00. The Eppley Institute was the sole responder and an interview was conducted on January 8, 2014. The Eppley Institute is nationally recognized as a leader in recreational research and the City has used the services of the Institute on several occasions to administer two (2) comprehensive Community Recreation Needs Assessment study (1989 and 1999) and the Senior Recreational Needs Assessment Study (2003).

It was staff recommendation that the Eppley Institute be retained for the Comprehensive Recreation and Parks Master Plan; and at the Board's pleasure Resolution 2014-06 would be introduced under New Business to reflect the professional services agreement.

The Board questioned when the study would begin and finish; Jim Bell stated that the Eppley Institute would begin in the spring and finish by year's end.

**Aquatic Center Renovation Bid Review:** Jim Bell reviewed how the renovation project got to this point; as the Board recalls that during the 2013 start-up of the aquatic center, the pool experienced a water loss problem and dropped approximately 12" in a 24 hour period. The problem was found within the recirculation (return) system and a series of temporary repairs were implemented to allow for the aquatic center to open. Following the close of the season, Brandstetter Carroll, Inc., the original architects/engineers for the Fairfield Aquatic Center, were retained to prepare biddable drawings/specifications to renovate the facility. All the renovations are within the physical shell of the pool, the mechanical systems and/or underground piping. The renovation include a PVC liner of the pool shell, replacement of the stainless steel gutter boxes, deck drain replacements, pool floor joint replacements, welding of all stainless steel seams (pool wall, gutters, recirculation returns, etc.), main

drain lining, pool gutter grating replacement, wading pool filter replacement, the termination of a supply line.

The bids for the project were opened on January 13, 2014, and Shamrock Enterprises was selected as the lowest and best bidder. The project estimate was \$271,000.00; and Shamrock Enterprises bid was \$230,083.00. The specifications were designed so that the renovations would not interrupt the pool season.

The architect and staff reviewed the bids and the recommendation of the architect was to accept Shamrock Enterprises' bid. Shamrock Enterprises has worked with both the architect and the city on numerous aquatic projects, including the Spray Ground project and both have had good experiences with the bidder.

Jim Bell reminded the Board that in its 2013-2017 Capital Improvement Program upgrades at the Fairfield Aquatic Center were identified; including the PVC liner, but the CIP did not anticipate the needed repairs of the stainless steel gutters, returns, shell, etc., when the 2013-2017 CIP was submitted. It would be necessary that the Board and staff when reviewing the 2014-2018 CIP prioritize other projects in order to provide funds for this project.

It was staff recommendation that Shamrock Enterprises be retained for the Aquatic Center Renovation Project; and at the Board's pleasure Resolution 2014-07 would be introduced under New Business to reflect the construction agreement.

**Parks and Recreation Board Policies / Procedures and Rules / Regulations Review:** The Board reviewed its Policies/Procedures and its Rules/Regulations and concurred that no changes were needed at this time. Under New Business, Resolution 2014-08 would be introduced to reflect the 2014 Parks and Recreation Board Policies/Procedures and Rules/Regulations.

Rodney Spencer questioned the rules/regulations regarding abandoning animals; specifically in Harbin Park, since there is signage posted at Harbin Park regarding that infraction. Jim Bell stated that that issue is addressed in the Codified Ordinances of the City of Fairfield; therefore a specific parks' rule/regulation was not necessary; since the codified ordinances supersede the parks' rules/regulations.

**2012-2016 Strategic Plan Review:** Brad Williams updated the Board on the progress of the 2012-2016 Strategic Plan; stating that the genesis of the plan begins with City Council's goals and objectives, then filters down departmentally, divisionally, etc. The five priorities of the plan include: Enhance the Quality of Life for all Citizens; Maintain and Enhance City Parks and Recreation Facilities; Administer the Parks and Recreation Department in a Cost Effective; Operationally Efficient and Professional Manner; Preserve and Manage Natural, Historic and Cultural Resources; and Educate the Public on the Benefits of Parks and Recreation. Each priority then has a series of goals and objectives to meet that priority; and that the plan is a five year plan and not all goals and objectives are accomplished in a given calendar year.

The Board questioned how certain priorities are quantitatively measurable; such as Quality of Life? Other Board members stated that that was a philosophical question and some items could not be broken down into metrics.

Mr. Bell stated that staff would prepare a report prior to the next Board meeting, outlining accomplishments under each priority to highlight the progress. Mr. Bell commented that the strategic plan, the master plan, needs assessment, etc., all worked in concert with each other, and once the master plan was updated then the reviews would be presented together.

**CAPRA Update:** Brad Williams updated the Board on the CAPRA accreditation process; that the Department was scheduled for its visit from the CAPRA accreditation team in July 2014 and then the CAPRA accreditation team would make its recommendation to the CAPRA Board at the NRPA National Congress in October 2014.

Jim Bell stated that with the accreditation process; the January Board meetings may become relatively lengthy since it is necessary that the Board annually review all their processes.

#### **REPORTS OF AD HOC COMMITTEES:**

**City Council Update:** Mrs. Debbie Pennington reported that City Council had held its first meeting of the year, with the new City Council, on January 13, 2014.

**Planning Commission Update:** Mr. Bob Myron reported that the Planning Commission's January agenda included discussions on a conditional usage review of the Mi Hacienda Restaurant/Bar and a fencing issue and/or violation in the Stockton Station subdivision.

**Environmental Commission Update:** Mr. Rodney Spencer reported that the EC had discussed the Honor Grove in Creekside Park's donor plaque and the selection of trees for the Home Expo give-away.

**Cultural Arts Advisory Commission Update:** Mr. Bob Breen stated that the last CAAC meeting was cancelled due to lack of quorum.

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

**Resolution 2014 – 01:** It was moved and seconded that Resolution 2013-01 be accepted in regards to the 2014 fees/charges at the Fairfield Aquatic Center. The resolution passed unanimously.

**Resolution 2014 – 02:** It was moved and seconded that Resolution 2014-02 be accepted in regards to the 2014 fees/charges at the Fairfield Greens Golf Courses. The resolution passed unanimously.

**Resolution 2014 – 03:** It was moved and seconded that Resolution 2014-03 be accepted in regards to the 2014 fees/charges for the rental fees associated with the shelter houses, the Phalen Center, and the Morgan Mansion. The resolution passed unanimously.

**Resolution 2014 – 04:** It was moved and seconded that Resolution 2014-04 be accepted in regards to the 2014 fees/charges for the Marsh Park Fishing Lake. The resolution passed unanimously.

**Resolution 2014 – 05:** It was moved and seconded that Resolution 2014-05 be accepted in regards to the 2014 fees/charges for the Fairfield Community Arts Center. The resolution passed unanimously.

**Resolution 2014 – 06:** It was moved and seconded that City Manager is authorized to enter into a professional services agreement with Eppley Institute for Parks and Public Lands, Indiana University for the Comprehensive Park and Recreation Master Plan in accordance with the proposal on file in the office of the City Manager. The resolution passed unanimously.

**Resolution 2014 – 07:** It was moved and seconded that City Manager is authorized to enter into an agreement with Robert P. O'Brien Enterprises, Inc., DBA Shamrock Enterprises for the Fairfield Aquatic Center Renovation Project in accordance with the bids on file in the office of the City Manager. The resolution passed unanimously.

**Resolution 2014 – 08:** It was moved and seconded that Resolution 2014-08 be accepted in regards to the 2014 Parks and Recreation Board's Policies and Procedures. The resolution passed unanimously.

**COMMENTS FROM THE AUDIENCE:** None

**EXECUTIVE SESSION:** None

The Board adjourned the meeting at PM. The next regular meeting of the Board is scheduled to be held on Tuesday, February 18, 2013, at 6:00 PM, at the Fairfield Community Arts Center.

Cyndi A. Kreke,  
Secretary