

FAIRFIELD PARKS AND RECREATION BOARD

MINUTES

February 16, 2021

The monthly meeting of the Fairfield Parks and Recreation Board occurred on Tuesday, February 16, 2021 at the Fairfield Community Arts Center. Vice Chair, Gwen Ritchie called the meeting to order at 6:09pm. The Parks Board Members in attendance were Gwen Ritchie, Scott Clark, Don Carpenter and Craig Keller. A motion was made by Ms. Ritchie to excuse members Doug Meece, Leslie Besl and Paul Assum. The motion was seconded and board members Doug Meece, Leslie Besl and Paul Assum were excused. Staff members in attendance: Tiphonie Howard, Parks Director; Brad Williams, Recreation Superintendent and Cyndi Kreke, Board Secretary.

**SPECIAL PRESENTATIONS & CITIZEN COMMENTS:**

Director Tiphonie Howard introduced Scott Clark to the Board. Mr. Clark is the newly appointed member to the Parks Board by the School Board. Ms. Howard asked Mr. Clark to give a brief synopsis about his background. The Board members welcomed Mr. Clark to the Board.

**REQUEST FOR EXECUTIVE SESSION:**

None

**APPROVAL OF MINUTES:**

The minutes from the Parks and Recreation Board meeting held on Tuesday, January 5, 2021 were presented for approval. A motion was made by Gwen Ritchie and seconded to approve the January 2021 minutes. The motion passed unanimously and the January meeting minutes were approved as written.

**REPORT OF OTHER BOARDS & COMMISSIONS / AD HOC COMMITTEES:**

**Planning Commission:**

Gwen Ritchie stated that the last Planning Commission meeting was cancelled. Ms. Ritchie did inform the Board that at the previous meeting a request was granted for an Auto Repair location.

**Environmental Commission:**

Don Carpenter reported that the last meeting held by the Environmental Commission was a virtual Zoom meeting. Two major issues were discussed at said meeting. The first was the City of Fairfield did receive the Tree City Award and the second was the Environmental Commission would be participating at the Farmers Market this year. The Commission will be handing out five different species of trees to the public.

**Cultural Arts Advisory Commission:**

Director Howard reported for Paul Assum, who was not present at the meeting. Ms. Howard informed the Board members that the only event held this month was the gallery opening of "The Colored Pencil" exhibit. Ms. Howard encouraged the members to stop by the gallery and view the exhibit.

**School Board Report:**

Scott Clark complimented the Fairfield Schools on how they have handled the recent COVID situation. Mr. Clark stated that the Superintendent, Billy Smith, recently gave a State of the Schools Address that was very informative. The report is available online for viewing.

**Golf Course Ad Hoc Committee:**

None

**City Council Report:**

None

**REPORT FROM THE DIRECTOR:**

Ms. Howard explained that this Saturday, the two open positions on the Parks Board would be determined by City Council. In March, following a brief meeting of the Parks Board, the Board will be conducting the interviews of candidates applying to the Environmental Commission and the Cultural Arts Advisory Commission. Director Howard distributed packets containing the information for the Commission interviews.

**\*note: Leslie Besl entered the meeting at 6:25pm.\***

Director Howard discussed with the Board the future position of Secretary to the Board. Currently, that position is held by Cyndi Kreke, Clerk II for the Parks Department. Ms. Kreke informed Ms. Howard that upon her retirement within the near future, she would like to transition a staff member into the position. The position is voted on by the Parks Board members. Ms. Howard explained to the Board the benefits of having this position held by a staff member. The recommendation of Ms. Kreke and Ms. Howard is that the Board consider this option and it will be addressed at the reorganization meeting in April.

The property acquisition (map distributed) for the property on Groh Lane and River Road is moving forward. The City has entered into a purchase agreement with the homeowner and a grant has been submitted. By mid-March, the City should get the results of the status of the grant. Ms. Howard explained the plans and directed the Board to view the map. Buildings currently on the property will be demolished. The new path would be 10 to 12 feet wide. New trees will be planted. The idea is to bring the property back to its natural state. This parcel acquisition has the support of all departments and helps provide the connection in the future to Marsh Park.

Ms. Howard readdressed with the Board the idea of the "Friends of the Park Foundation". After discussions with the Assistant City Manager, Scott Timmer and the Legal Counselor, Steve Wolterman, it was suggested that the Parks partner with the Fairfield Community Foundation and the fund go through the Community foundation at a management fee of 4% of donations. This would be a new fund managed and operated through the Community Foundation. The Parks Board would be in charge of the campaign for the usage of the fund donations. By going through the Foundation, it would alleviate the staffing and need for officers. Ms. Howard got the blessing of the Board to continue investigating this route.

A survey was conducted at the end of the year for the golf course. Of the responses received, overall the ratings were very good. The areas where improvements were suggested, the department was already in the process of addressing.

The Harbin Park renovations were presented for discussion. The City received the State grant for \$550,000.00 for the Pavilion and \$150,000.00 for the trail loop with the City responsible to match \$550,000.00. This is the first time the City has been awarded a State grant. The grant needs to be used within 18 months of being received. In her opinion, Ms. Howard feels the original plans she inherited need to be revisited. Staff is currently re-evaluating the plans, keeping in mind the Community input from seven years ago, and working with Brandstetter Carroll on updated versions. It is apparent that updates are needed in the parks, especially the Harbin Park playground area and the shelters. A survey is currently being conducted with the primary focus being Harbin Park. The survey focuses on what is wanted in our parks and how the public views our parks. The revisited plans will be presented to Parks Board for their approval.

A discussion followed on the Capital Improvement Program as to what the priorities should be and how they can be accomplished.

Ms. Howard distributed for review the 2020 Parks Goals Update to the Board members. She explained what is included in the report and encouraged the Board members to review the information included.

Fees & Charges for 2021: Two minor changes are included in the Fees and Charges for 2021.  
Golf South Trace only: 18 holes with a cart went from up two dollars  
Elisha Morgan Mansion: removed 100.00 alcohol waiver fee (fee now built into the regular cost

The Marsh Lake fishing fee is waived again for this year due to the continuation of the COVID pandemic. This is a temporary decision that can be reevaluated at any time. No resolution needs to be made for this decision. No official vote needs to be made.

Brad Williams, Recreation Superintendent, updated the Board on the CAPRA process. This year, the process will be virtual. Mr. Williams informed the Board on the standards that the Department has to meet. Mr. Williams distributed information to the Board members documenting these standards. Staff is currently gathering all the data to ensure we are meeting the requirements.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Resolutions 2021-02 through 2021-07: Fees & Charges / Rules and Regulations

All following Resolutions were presented and a roll call vote was taken on each. All resolutions were approved unanimously.

Resolution 2021-02: Fairfield Aquatic Center Fees & Charges

Resolution 2021-03: Fairfield Greens Golf Course Fees & Charges

Resolution 2021-04: Parks and Recreation Facility Rentals Fees & Charges

Resolution 2021-05: Thomas O Marsh Fees & Charges

Resolution 2021-06: Fairfield Community Arts Center Fees & Charges

Resolution 2021-07: Rules and Regulations

Scott Clark stated that the Rotary would not be holding their Annual Fundraising Auction again this year due to the COVID restrictions. In its place, the Rotary is hosting a Fundraiser Golf Outing at the Fairfield Greens Golf Course. About 130 teams will be involved. Mr. Clark wanted to thank the Parks Department for allowing the Rotary to hold this event.

**MEETING SCHEDULE:**

The next scheduled meeting of the Parks and Recreation Board is scheduled for Tuesday, March 16, 2021 at the Fairfield Community Arts Center. The meeting will commence at 6:00pm.

**ADJOURNMENT:**

The Parks Board meeting adjourned at 7:48pm.

Cyndi A Kreke,  
Board Secretary