

FAIRFIELD PARKS AND RECREATION BOARD  
MINUTES  
February 19, 2019  
**DRAFT**

The monthly meeting of the Fairfield Parks and Recreation Board was conducted on Tuesday, February 19, 2019 at the Fairfield Community Arts Center. Chairman Doug Meece called the meeting to order at 6:00 PM. Board Members in attendance were: Doug Meece, Craig Keller, Don Carpenter, Gwen Ritchie, Dale Paullus and Christine Zboril. Staff members in attendance were Tiphonie Howard, Parks and Recreation Director; Bob Schappacher, Parks/Facilities Manager; Brad Williams, Operations Coordinator; Heidi Schiller, Arts and Programs Manager and Cyndi Kreke, Board Secretary. Audience members in attendance were: Cincinnati Off-Road Alliance representative, Alex Maier and Fairfield Optimist Representatives, Ron Jackups, Jeff Monnin and Earl Leonard.

**SPECIAL PRESENTATIONS & CITIZEN COMMENTS:**

Chairman Doug Meece welcomed the audience members to the meeting.

Fairfield Optimist member, Ron Jackups, reviewed with the Parks Board a presentation from the Fairfield Optimist Club, the Fairfield Soccer Association, the Fairfield Optimist Soccer Club and the Mid-American Soccer Classic detailing the partnership of the four organizations and how they implement the City of Fairfield's soccer program. Currently there is a 20 year agreement between the City and the Fairfield Optimist Club signed in 2014 that allows for use and development of City property for the benefit of Fairfield soccer.

After the presentation, there was a brief question and answer discussion. Doug Meece, Parks and Recreation Board Chairman, inquired about the capacity of the parking lot at the soccer fields. Mr. Jackups said the lot would hold 100 to 120 vehicles. The Board thanked the organizations for their hard work and dedication to the City of Fairfield.

Mr. Jackups encouraged the Fairfield Parks and Recreation Board members to attend the "Ron Chasteen Field and Fishing Day" that will be held in April of 2019. This event is extremely popular with Fairfield Optimist Club hosting 500 special education students, educators and staff with the help of senior volunteers from the Fairfield High School.

**APPROVAL OF MINUTES:**

Chairman Doug Meece requested a motion to approve the Parks and Recreation Board meeting minutes from January 15, 2018. A motion was made and seconded and the January 2019 minutes were approved as written.

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

**Planning Commission:** Dale Paullus reported that the request for an Asian Grocery store to be located next to the Walgreens on Pleasant Avenue was denied by the Planning Commission and City Council. Mr. Paullus informed the Board that a conditional use permit was issued to Bargas to remain open until 1:00am. The Planning Commission implemented rezoning issues for 4235 Muhlhauser Road.

**Environmental Commission:** Gwen Ritchie informed the Board that the Chairman of the Environmental Commission was retiring.

Ms. Ritchie stated that currently two members of the Environmental Commission, Vivian Paul and Donna Wilson, were participating the Tree City Academy program. Part of the Tree City Academy is to participate in a planting program. Ms. Paul and Ms. Wilson would like permission from the Parks Board to do soil samples at the site of the new dog park. After taking the samples, they would devise a planting plan for the site. A motion was made and seconded by the Board to grant said permission. The motion was passed unanimously.

**Cultural Arts Advisory Commission:** Heidi Schiller reported for the CAAC. Ms. Schiller stated there were three positions up for election on the commission. Ms. Schiller also informed the Board that an Art Gallery application was approved for the year 2020.

**School Board Report:** Christine Zboril related to the Board that there was a “Daddy Daughter Dance” being held Saturday, February, 23, 2019 at the Fairfield High School. ACT tests are happening this week. The show choir has an event on March 16, 2019.

**Golf Course Ad Hoc Committee:** Doug Meece stated that the remodeling at the Fairfield Greens South Trace Golf Course is near completion. The carpet is being installed this week and the course hopes to be ready to open on March 1, 2019. Mr. Meece informed the Board that the meeting of the Parks Board will be held at the South Trace golf course on March 19, 2019.

**City Council Report:** Council Member Craig Keller informed the Board that the City Council was in the process of electing the new members for the Boards and Commissions.

#### **REPORT FROM THE DIRECTOR: Updates from The Director**

Tiphonie Howard explained that the weather conditions are still hindering the construction at the dog park site. However, the behind the scenes work is ongoing.

Everything has been finalized and the City now owns the 5 acres of the Law property.

An offer has been made to Brittany Theilman for the Community Events Coordinator position within the Parks Department. Ms. Theilman will be starting with the City on March 4, 2019.

Ray Bulach, currently a maintenance worker laborer with the Public Works Department, will be transferring to Park Maintenance on March 18, 2019.

There are (5) interviews being held next week to fill the Greenskeeper position. We hope to have this position filled by mid-March.

Training has been completed and the Parks Department has gone live with the new Parks software at the office. Marsh Lake and the South Trace Golf Course will also be using the new software when they open in March.

Dave Hartman, Golf Professional, will be retiring at the end of April. His last day at work will be March 14<sup>th</sup>.

Huffman Deed: After reviewing the deed from the Huffman property, Ms. Howard informed the Board that it does contain language for land use for golf programs that are educational. Ms. Howard stated that we can look into adding something to the Capital Improvement Program and/or pursue grants next year for this purpose.

#### **OLD BUSINESS:**

Resolutions: 2019-01 thru 2019-05 (Fees and Charges)

Resolution: 2019-06 (Parks Board Rules and Regulations)

Staff explained the 2019 changes in the fees and charges resolutions with the Board. There were no changes in the Rules and Regulations resolution for 2019. After discussion, Resolutions 2019-1 (Aquatic

Center), 2019-2 (North and South Trace Golf Courses), 2019-3 (Parks Facility and Shelter Rentals), 2019-4 (Marsh Fishing Lake), 2019-5 (Community Arts Center Facility Rentals), 2019-6 (Parks Rules and Regulations) were passed unanimously.

**NEW BUSINESS:**

The interviews for the applicants for the Environmental Commission and the Cultural Arts Advisory Committee will be held immediately following the Parks Board meeting on March 19, 2019 at the South Trace golf course.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

A motion for adjournment was made and seconded. The Parks and Recreation Board meeting adjourned at 7:15 PM.

**MEETING SCHEDULE:**

The next regular meeting of the Parks and Recreation Board is scheduled for Tuesday, March 19, 2019, 6:00 PM, at the Fairfield Greens South Trace Golf Course, 2200 John Gray Road, Fairfield OH.

Cyndi A Kreke  
Board Secretary