

Parks, Recreation, and Shade Tree Advisory Board

Minutes of Tuesday, May 22, 2018

A meeting of the Parks, Recreation, and Shade Tree Advisory Board was held on Tuesday, May 22, 2018, at the Plymouth Township Community Center. Present were Board members Kim Pennington, Jason Sugalski, Jennifer Dow, Neal Clark, and Barbara Thompson; Parks and Recreation Director Karen Franck; and Board Secretary Rosemary Winterbottom. Board members Patti Trask and Brian Renneisen were not in attendance.

1. REVIEW/APPROVAL OF MINUTES FOR TUESDAY, APRIL 24, 2018

A motion to approve the minutes of the April 24, 2018, meeting was made by Jason Sugalski. This motion was seconded by Barbara Thompson and unanimously approved.

2. ACKNOWLEDGEMENT OF GUESTS AND VISITORS

There were no guests or visitors in attendance.

3. DISCUSSION OF PACKET MATERIALS

The monthly report for April-2018 was reviewed. Karen Franck stated that the sale of passes was slightly increased. Silver Sneakers members have been requesting the addition of a Friday class, and Karen has been trying to have in-house personnel certified to conduct this Friday class. Karen also noted that an additional Silver Sneakers class has been added on Monday (there are now three classes on Monday).

4. OLD BUSINESS

A. General Department

1. Parks, Recreation and Open Space Plan (PROS Plan)
  - a. Consultant Meetings Update – Ken Ballard, Ann Toole

Karen Franck stated that meetings with the consultants (Ken Ballard and Ann Toole) are going very well. Meetings were held with Community Center staff members and the staff provided some valuable input. Task Force groups will be developed to include a Technology Task Force, as well as Public Image, Customer Service, and Marketing groups. An additional area to be developed will include health-oriented issues and topics.

Kim Pennington suggested looking into a Key FOB type of system for users of the Community Center, which would eliminate wait times to check-in and also eliminate the paper wristbands. Karen noted that Consultant Ken Ballard had suggested something similar, possibly a wristband type of system.

b. Parks Board Meeting – July 22

Karen Franck explained that Consultant Ann Toole will be present for the regularly scheduled Board meeting on July 22, 2018. The regular agenda will be limited for this meeting, so that the majority of the meeting can be devoted to discussions with Ann Toole. Karen questioned the Board on areas that can be improved upon, and the following were suggested:

- walking club;
- knitting/crocheting group;
- fitness trainers;
- outside vendors in the Lobby area; and
- marial arts demonstrations in the Lobby area.

Karen asked that any further suggestions be e-mailed to her.

2. Council Recognition for Employees

Karen Franck reported that three Community Center staff employees will be recognized at the June 11, 2018, Plymouth Township Council Meeting. The three employees (Shawn Mazei, Regina Rotenburry, and James Dailey) were responsible for saving the life of a person who suffered a heart attack in the Fitness Center.

B. Community Center/CC Park

1. Rooftop Unit Installation

Karen reported that a majority of the rooftop units have been installed, and are up and running. The remainder of the installations should be completed shortly.

C. Parks and Maintenance

Karen Franck reported that the parks staff are working to catch-up on work that has been delayed due to the recent rainy weather. Karen stated that the staff is doing an excellent job of trying to keep up.

## D. Wetherill Park

### 1. Barn Entrance Area – Grant Applications

Karen explained that the estimated cost for the barn entrance area (now referred to as the Courtyard area) is estimated at approximately \$96,000. One grant application has already been submitted to Lowe's for this project. If received, the Lowe's grant would be in the amount of \$25,000. Karen is still working on a second grant application, the Greenway and Trails Grant.

### 2. Streambank Stabilization Grant

Karen Franck is working on the grant application for this project, which needs to be submitted by 5/31/18. Karen explained that this would be a natural streambank stabilization project. The awarding of this grant would be made in the Fall.

### 3. Pavilion Rentals

Karen noted that there have been many rentals of the pavilion at Harriet Wetherill Park for parties, etc. Karen stated that the pavilion is proving to be a very popular rental area.

## E. Programming

### 1. Summer Camp Preparation and Carnival

Karen reported that preparations for summer camp are going well. A mini-carnival to be held in front of the Community Center is planned this year. The event will include games and a small bounce house. Members of the Teen Camp will assist in running this mini-carnival.

### 2. Pre-School Afternoon Camp -- Certification

Karen explained that certification for this program is still being worked, but that she feels that the process is almost complete. The program will be held in the afternoon. Some children have already been registered for the program.

### 3. Plymouth Township Day

Plymouth Township Day is scheduled for June 2, 2018, from 11 AM to 3 PM. Approximately 60 vendors have registered for the event, which will be the largest number of vendors ever. Wristbands for the events can be purchased in advance,

or on the day of the event. Zip Line, face painting, and caricatures are not included in the wristband price.

#### 4. Summer Promotions

Summer promotions include a College Pass (3 months for \$75), as well as a Splash and Slide Special (unlimited swimming for one month – \$75 for a family of four, \$10 each additional person in the family).

#### 5. NEW BUSINESS

No items were discussed.

#### 6. MISCELLANEOUS

No items were discussed.

#### ADJOURNMENT:

A motion for adjournment was made Barbara Thompson and seconded by Jason Sugalski. The next meeting of the Board is scheduled for Tuesday, July 22, 2018.

Respectfully submitted,

Rosemary Winterbottom  
Rosemary Winterbottom, Secretary