

Park and Recreation Commission

Andrew Cota, Chairman

Beverly Moran
James Benanto
Ronald Sill
James Butler Sr.
Bruce Sill
John Bittmann

Minutes

(meeting recorded)

Monthly meeting: Monday April 8, 2019 in City Hall.

Meeting was called to order at 7:00 p.m.

By roll call, members present: Andrew Cota, James Butler Sr., Bruce Sill and John Bittmann. Ronald Sill and James Benanto arrived at 7:45 p.m. Beverly Moran was excused.

Parks and Recreation Director Dennis O'Connell and Athletic Director Matthew Bradshaw were present.

ADDITIONS OR DELETIONS TO THE AGENDA:

Nothing was presented.

APPROVAL OF MINUTES:

MOTION made by James Butler Sr. and second by John Bittmann. Move to accept the meeting minutes of March 11, 2019, as written. Motion carried unanimously.

PUBLIC PORTION:

Kimberly Tovar, Pop Warner president, was present to find out if their program will be playing on the new field this upcoming season. Mr. O'Connell noted that it would be best for their first part of the season to try to schedule for away games. He indicated that any scheduling will have to be coordinated with the High School programs.

Ms. Tovar noted that prior to the start of school the Pop Warner cheerleaders generally practiced on the softball field prior to moving into the High School in September. She questioned if they will have access to a field for practice. She asked if Bradley School could be used if the Ryan Complex was unavailable. Mr. Cota anticipates that the baseball field should be ready. Mr. Bradshaw noted that the school soccer and football programs will be practicing and playing in the fall making the new fields very busy.

Ms. Tovar questioned if there will be space in the new J.R. Payden field house for Pop Warner. Mr. O'Connell that there was space designated for them and he would research that further for her. It was noted that the concession stand should continue for Pop Warner and the Booster Club just the same as with the past arrangement. Pop Warner will continue to have their area in the Little League field house.

CORRESPONDENCES:

Nothing was presented.

NEW or OTHER BUSINESS:

Discussion of 2019-2020 Parks and Recreation Department Budget.

Members and Mr. O'Connell reviewed the budget as presented. As the Director will be adding to his duties with the new field house, it has been budgeted for an increase. Other wages remain the same as last year although it was suggested in past discussions to have suggested raises considered consistent with city union employee increases under negotiated contracts. Storage containers have been included for the various programs and equipment and the intent is to purchase storage sheds for the Ryan Complex. Mr. Cota indicated that the new expenditures for the new field house and fields have been estimated to the best that could be determined. There is a question whether there will be a sewer usage

fee charged. It has not been applied in previous years. The mechanicals in the new building will all be new and should fall under warranty but funds were suggested for possible service maintenance contracts or for recommended preventative maintenance and care. As this is the first year, it was suggested that additional funding be requested to be put in reserve in the special working balance for any unanticipated costs.

PARKS AND RECREATION BUDGET REQUEST FOR 2019-2020

DEPT. LINE ITEM	DESCRIPTION		PROPOSEDBUDGET 2019-2020
5100-110-0110	PARKS DIRECTOR WAGES		\$24,600.00
5100-110-0111	SUPERVISORS		\$72,964.00
5100-110-0112	ATTENDANTS		\$13,570.00
5100-110-0114	LIFEGUARDS		\$10,352.00
5100-110-0115	BLDG MAINTENANCE WAGES		\$15,912.00
5100-140-0141	PLAYGROUND WAGES		\$9,893.00
5100-270-0278	WITEK PARK MAINTENANCE		\$10,000.00
5100-330-0330	EQUIPMENT MAINTENANCE		\$25,000.00
	Repair field maintenance equipment	\$ 3,000.00	
	Building repairs, grounds maintenance	\$ 3,000.00	
	Boiler/HVAC/Plumbing	\$ 5,500.00	
	Pool/Spa filter maintenance	\$ 3,500.00	
	DVCC Health club systems	\$ 1,500.00	
	Gymnasium floor	\$ 2,000.00	
	Glass/doors repair or replacement, locks	\$ 1,000.00	
	Fence maintenance/repair	\$ 2,000.00	
	Pool deck maintenance	\$ 2,000.00	
	Health club workout equipment repair	\$ 1,500.00	
5100-330-0331	BLDG & FIELD SUPPLIES		\$22,000.00
	Portable toilets	\$ 1,800.00	
	Water cooler	\$ 1,200.00	
	Pool supplies	\$ 6,500.00	
	Storage containers	\$ 2,500.00	
	Misc. building, cleaning supplies and equipment	\$ 4,000.00	
	Locker room/bathroom paper goods supplies	\$ 2,000.00	
	Field maintenance supplies, chemicals, fertilizer, field clay and top soil	\$ 1,500.00	
	Electrical supplies	\$ 1,000.00	
	Field paint	\$ 1,500.00	
5100-330-0332	OFFICE SUPPLIES		\$4,100.00
	Telephone service, computer service	\$ 2,100.00	
	alarm system	\$ 500.00	
	office supplies	\$ 1,500.00	

5100-330-0333	RECREATION EQUIPMENT		\$4,250.00
	Signs	\$ 500.00	
	Sporting equipment, goals	\$ 1,750.00	
	Music system, tables and chairs	\$ 1,000.00	
	Technology computer related equipment	\$ 1,000.00	
5100-390-0111	DERBY COLT BASEBALL (BABE RUTH)		\$1.00
5100-390-0007	GIRLS SOFTBALL		\$1.00
5100-390-0009	SOCCER		\$3,000.00
5100-3900010	LITTLE LEAGUE		\$8,000.00
5100-390-0011	POP WARNER		\$9,500.00
5100-390-0012	WRESTLING		\$1.00
5100-390-0013	PLAYGROUND SUPPLIES		\$2,000.00
5100-390-0016	GIRLS SOFTBALL 14-18		\$1,200.00
5100-480-0484	YOUTH BASKETBALL		\$7,500.00
YEARLY REGULAR BUDGET TOTAL			\$243,844.00
5100-000-0000	FIELD HOUSE SUPERVISOR WAGE (20 hrs per wk @ \$ 18.60)		\$19,344.00
5100-000-0000	FIELD CUSTODIAN WAGE (20 hrs per wk @ \$15.60)		\$16,224.00
5100-000-0000	FIELD HOUSE ATTENDANT (20 hrs per wk @ \$10.88)		\$11,316.00
5100-000-0000	EQUIPMENT MAINTENANCE		\$5,000.00
	Mechanicals maintenance	\$ 1,000.00	
	Exercise, weight rm equipment maintenance	\$ 1,000.00	
	Kitchen equipment maintenance	\$ 1,000.00	
	door locks	\$ 500.00	
	grounds upkeep	\$ 1,500.00	
5100-000-0000	BLDG & FIELD SUPPLIES		\$5,000.00
	Storage container maintenance	\$ 1,000.00	
	Misc. building/cleaning supplies and equipment	\$ 2,500.00	
	Locker room/bathroom paper goods supplies	\$ 1,500.00	
5100-000-0000	INTERNET AND PHONE LINES		\$4,525.00
5100-000-0000	OFFICE SUPPLIES		\$2,000.00
5100-000-0000	HVAC AND MECHANICAL SERVICE CONTRACTS		\$1,000.00
51000-000-0000	WATER		\$2,000.00
5100-000-0000	GAS		\$15,000.00
SUB TOTAL PAYDEN/RYAN			\$81,409.00

TOTAL BUDGET PARKS AND RECS + PAYDEN/Ryan COMPLEX			\$325,253.00
3700-440-0442 RYAN FIELD CAPITAL			\$10,000.00
GRAND TOTAL INCLUDING \$10,000.00 Capital			\$335,253.00
REQUEST TO HAVE FUNDS IN SPECIAL WORKING BALANCE FOR ANY UNANTICIPATED EXPENSES DURING THE FIRST YEAR			\$10,000.00

MOTION by John Bittmann and second by Bruce Sill. Move to approve the Parks and Recreation Department budget for 2019 to 2020, as presented with the additional request for the special working balance funding of \$10,000 to be set aside for any unforeseen expenditures. Motion carried unanimously.

DIRECTOR REPORTS:

Parks & Recreation Director’s Report: Mr. O’Connell reported that Little League is underway. Youth Soccer is scheduled to start April 11th at Witek Park. He is working on improvements to the Little League field house with the intent to possibly add vinyl siding if funds permit.

As the new fields are progressing, Mr. O’Connell is working on final details. He will be approaching the Board of Apportionment and Taxation for a transfer within the budget so as to purchase the storage sheds at Ryan Field Complex. He stressed that it needs to be coordinated with the installation of the turf as delivery of the materials must be achieved prior to the installation of the turf. It was noted that no vehicles will be allowed to cross the new track or turf for fear of damage.

Mr. Butler questioned whether the lights at Bradley School have been inspected and serviced. Mr. O’Connell indicated that with the age of the equipment the light output does diminish but he was unaware of any outages or adverse conditions at this time.

High School Athletic Director’s Report: Mr. Bradshaw indicated that he is between seasons.

As the football schedule is planned well in advance of the season, Mr. Bradshaw will start looking at the fall schedule taking into account the new facilities but also alternatives should construction be delayed. All are in anticipation that the new fields will be ready soon and play can begin. The baseball season will be over prior to the completion of the new baseball field.

NEW or OTHER BUSINESS:

Update on the Football/Baseball/Field house Committees

As mentioned earlier, the fields are progressing well. The Maintenance Sub-Committee has reviewed many policies that will be forwarded to the Board of Alderman Operations and Policy Sub-Committee for their consideration.

Drafts of the following policies and procedures:

- General Operating Procedures – The purpose is to define the authority and oversight of the field house with special attention to the occupancy rules for juveniles as it pertains to their safety.
- Field House Fire Alarm Policy – Details for the notifications and authorized personnel in case of emergency.
- Intruder Plan
- Severe Weather Plan

- Parking at Ryan Field and Parking Policy – The parking plan details are still being reviewed.
- Payden Banquet Hall Policy
- Field House Custodian (creation of position(s) and job description)
- Field House Attendant (creation of position(s) and job description)
- Field House Flow Chart

Mr. Bruce Sill questioned whether the weight room would be opened to the public. Mr. Benanto indicated that a qualified supervisor would be recommended if consideration was given to broadening the use of the facility. Mr. Bradshaw noted that the coaches do have trainers overseeing the facility whenever the student athletes are utilizing the equipment.

MOTION by James Butler Sr. and second by Ron Sill. Move to adjourn the meeting at 8:22 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

These minutes are subject to the Commission's approval at their next scheduled meeting.