



Gates Recreation and Parks Commission Meeting October 9, 2018



Those in attendance:

| | | |
|----------------|----------------|--------------|
| Commissioners: | Rhoda Ride | Rob Keister |
| | Eileen Andrews | Steve Murphy |
| | Brom Bianchi | John Unson |
| Director: | Dan Hoock | |
| Liaison: | Chris DiPonzio | |
| Absent: | Greg Westbrook | |

The meeting was called to order promptly at 6:30 PM by Rhoda Ride.

The minutes from the June meeting were reviewed. A motion was made by Eileen Andrews and seconded by Steve Murphy, to accept the June minutes. The vote was unanimous to accept the minutes as written. (Please note, the September 11, 2018 meeting was cancelled, which is why the June minutes are being approved at the October meeting.)

Financial Report:

Several questions were raised by the Commission concerning the financial reports. They included the following:

- Rhoda Ride asked for clarification concerning line item: A7020.100 - Wages & Salary - Recreation Staff Seasonal listed salary. Dan Hoock stated he needed to clarify where the monies were paid for the vehicle driver as it is listed under line item A7620.100 also. He will have the clarification by the next meeting.
- Rhoda Ride inquired as to the almost 248% of the budgeted monies spent on the GAP program line A7310.437. Dan Hoock explained that it possibly included monies spent for the inflatables used for the Summer Celebration program and also the bathrooms rented for that event. He will verify this for the Commission.
- Rhoda Ride asked for an explanation of the title listed under the 7610.100 section of the budget. Has this changed? Dan Hoock will follow up and get clarification of this. He is not aware of any title changes.
- Rhoda Ride inquired as to line item A7620.437 - Volunteer Recognition and as why it indicated 201.46% spent out of the budgeted amount. She explained the Commission costs for this event were minimal (e.g. gifts for attendees, refreshments and gifts for the GC Baseball Team for assisting at the Easter Egg Hunt) and are not represented correctly on this budget sheet. A brief discussion followed. Dan Hoock will investigate to see if other monies were incorrectly credited to this line item and make the appropriate adjustments on the next budget sheet printed.
- A question was raised pertaining to the expenses of STAR camp. It has exceeded the budgeted monies in several of the accounts where it is listed. Discussion followed. John Unson suggested the \$835 listed earlier in the year might be to cover the licensing charges for the shows performed. More clarification was asked related as to where and how these monies were spent.
- John Unson questioned why the secretarial salary (A7020.100) was zeroed out for the months of July, August and September? Dan Hoock said he just noticed that mistake and it will be correctly printed for the November meeting.
- Rob Keister pointed out on the August column total cell, the width needs to be expanded to reflect the numbers. Currently, it is just showing hashtags. Dan Hoock will address that and reformat that cell.
- Discussion then turned to the formatting, back-to-back printing and color selections used for the financial report. Many ideas and suggestions were made. Dan Hoock will take these suggestions and utilize them in upcoming budgetary printouts.
- Brom Bianchi inquired as the large amount of money spent listed under line item A7140.485 Equipment. Dan Hoock explained the final payment was made on the Memorial Park Band Shell and the final ground work (cement work) was completed also. Brom also inquired as the monies spent for "camp supplies." Dan explained that those monies were spent on staff shirts and equipment. It was listed under miscellaneous expenses. Discussion followed as to clarifying specific expenses that have been "grouped" under the miscellaneous expenses. This needs to have more clarification and list the specifics the monies have been spent on.
- The question was raised concerning line item A7310.437 GAP program expenses. These expenses have exceeded what the budgeted amount was, so consideration of increasing that budget line for 2019 was recommended. Also, clarification of what those monies were spent on would be helpful. Dan Hoock will follow up on this.

There was no vote taken to accept the financial report at this time.

Correspondence:

Eileen Andrews shared that Greg Westbrook is scheduled for surgery on 10/18 and will be recuperating from his surgery for 6-8 weeks. Rhoda Ride will keep the Commission updated on Greg's progress after the surgery is completed.

Evaluation of Past Programs:

Rhoda Ride asked everyone to review the listings of past programming. Several programs were cancelled due to low enrollment. Dan Hoock shared the Gates Public Library is willing to share its movie licensing rights with the Department, which will save the Department from purchasing its own license. A brief discussion followed concerning this offer.

Rob Keister inquired about the Sports Camp program. His concern pertained to the use of golf balls on the soccer field area. He felt it was dangerous to the soccer players if they inadvertently stepped on a golf ball that might not have been picked up. Discussion followed. Dan Hoock shared that Snag Golf was played with larger balls and bigger clubs (which had been donated by the YMCA.) Dan will follow up and make sure all the balls are accounted for. Brom Bianchi shared the school doesn't allow any golf practice on their athletic fields for the same concern that Rob raised. John Unson asked if posted signage might be considered to help to say no golf practice allowed. Discussion followed. Dan will follow up with the leaders of that specific camp.

A question was raised by Chris DiPonzio concerning the registration list of children for the summer STAR camp program. Dan Hoock shared that 58 children had applied to participate. John Unson suggested that since this program is well supported by the community that consideration be given to increasing the number of shows that are produced, or have two casts, one that would perform as understudies for the one show, and the take the lead for the next. Discussion followed. Rhoda Ride mentioned that out of 52 children participating, there were only 12 speaking roles. Possibly by offering understudy/lead opportunities as suggested by John Unson, this would allow more active participation. Discussion followed on these ideas. Dan Hoock mentioned the school district has indicated this program can use their auditorium next summer for its presentation.

Old Business:

Rhoda Ride shared the decision to purchase new shirts for the Commission members, and also the renaming of Westgate Park would be put on hold until 2019 to be brought up for discussion. These two items are tabled until 2019.

Summer Celebration was the next item to be discussed. Dan Hoock referenced the recap of this program that was included in the information packet. Highlights of this conversation are as follows:

- Rob Keister inquired why there were games of chance held at this event when the Commission has specifically said they wanted this to be a community family event, without gambling. Eileen Andrews added to this comment by saying the suggestion to hold a casino night, or other adult gaming night at a separate time, had been suggested at that same meeting, yet it occurred at the Summer Celebration. Dan Hoock explained the Open Door Mission was given the space at this event, and they ran it. No monies from the Department supported this, and no profit was made by it. Discussion continued briefly on this topic. Again, the Commission reiterated that at family events it is not appropriate to have gambling options offered.

Other input heard concerning this event included the following:

- a. the entire event was spread out too far around the park area, so it was difficult for some community members to walk from one area to the next.
- b. the timeline for the event should be re-examined. Too early for some, and the majority of people come for the fireworks.
- c. appeared to be fewer food vendors, possibly more should be considered with a wider variety of offerings.
- d. more tables are needed for the convenience of people to sit and eat.
- e. parking continues to be a concern, more study on this should be done.
- f. the concern of having emergency vehicles being able to enter/leave was raised. This needs to be seriously considered before there is an emergency.
- g. the attendance appeared to be lighter this year, possibly due to timing of the event, weather, etc.
- h. since many people come just for the fireworks, maybe it should be considered to have them synced with music.
- i. more seating/tent options should be considered.
- j. by changing the timeline, fewer bands would need to be considered, so it would save monies spent.
- k. clean up of the park went well the next day.
- l. the consideration of widening the connecting walkway between Lions and Memorial park was mentioned as a possibility. This might help with congestion and traffic flow.
- m. the use of golf carts was helpful.

At the November Commission meeting, Dan Hoock will bring a map of the grounds of Memorial park to review and discuss what options might be considered for next years event.

New Business:

Dan Hoock shared the information about the upcoming Halloween party (scheduled for Friday, October 26 at 6:30PM.) Everyone is invited to participate in this event. Stacie Paris will be coordinating this event. The following Commissioners indicated they will be attending: Rhoda Ride, Steve Murphy and Rob Keister.

Dan Hoock shared the Tree Lighting ceremony will be held on Saturday, December 1 at 5PM. Rhoda Ride asked about the entertainment being offered and suggested that contact be made with the GC School choral and band directors to see if their groups might be available to perform. This not only would be great entertainment, but it would more community oriented. Dan will follow up on this request. Dan also asked for help with refreshments for this event.

Dan Hoock shared the proposed rental fee for Department facilities/parks/etc. for 2019. The information was reviewed by the Commissioners. Steve Murphy asked if the Rec Pro computer program was working well for tracking this information since initially there had been some problems. Dan explained the program was working fine and information was readily available to review. No further input was given on this fee schedule.

Dan Hoock mentioned the Department website has had some changes made to it, and encouraged everyone to check it out. He mentioned the site now is more "readable" and easier to maneuver around. The Commissioners will give their input related to these updates at the November meeting.

Rhoda Ride brought up the ongoing project of updating the Commission Policy Manual and asked for input from the members of the Commission on the best way to do this project. Several ideas were shared on how this could be done. The decision was made that each Commissioner will review the manual independently, and bring their suggested changes to upcoming meetings. At each upcoming meeting, a specific amount of time will be dedicated to address the manual updates. All agreed this should work.

Miscellaneous:

Rhoda Ride asked Chris DiPonzio for input on the changes that are being made for Town leadership. Chris shared what the process will be for selection of a new Town Supervisor and the proposed timeline that things should be occurring.

Good of the Order:

John Unson: Nothing at this time.

Dan Hoock: Shared the "Fairy Garden" event held at Westgate Park was a big success with good attendance.

Brom Bianchi: Raised a concern about the liability of the Wegman Rd. Park being used for overflow parking for a private event held in that neighborhood. Discussion followed. If this event should occur again, the Gates Police need to be involved.

Valerie Young: Nothing at this time.

Eileen Andrews: Nothing at this time.

Rhoda Ride: Nothing at this time.

Rob Keister: Nothing at this time.

Chris DiPonzio: Shared that a Boy Scout Eagle project to create dugouts was done very well. They look great!

A motion was made by John Unson and seconded by Eileen Andrews the meeting be adjourned. The meeting was adjourned at 8:04 PM. The next meeting is scheduled for Tuesday, November 13 at 6:30 PM at the Department conference room.

Respectfully Submitted,

Valerie Young
Recording Secretary