

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, SEPTEMBER 7, 2023, 8:30 A.M.
COMMISSIONERS MEETING ROOM, BASEMENT**

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial 1-301-715-8592 or 1-646-876-9923 and enter meeting number 966 3545 3323 and enter the meeting passcode 423423.*

MEETING CALLED TO ORDER:

ROLL CALL:

- Joe Keller, President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Chuck Gojmerac, Member
- Frank Kopriva, Member
- Bill Sell, Member
- Melissa Harpster, Commissioner's Office
- Amy Webster, Liaison Commissioner
- Paul Shaffer, Public Works
- Jim Pooler, Building and Grounds/Maintenance
- Others

OLD BUSINESS:

Approval of Meeting Minutes of August 3, 2023:

- Motion Second

Approval of Financial Report for the month of August 2023:

- Motion Second

DCNR Grant:

- The second draw down of DCNR grant funds, in the total amount of \$84,800.00 was received. The county can request a final payment in the amount of \$22,750.00 once the project is deemed complete.
- The Board of Commissioners approved Change Order #1 received from John Claar Excavating, Inc., in the total increased amount of \$1,420.48, for pavement repair at the edge of the parking lot, and a no cost substantial completion date extension from August 9, 2023 to August 18, 2023.
- The Board of Commissioners approved Contractor's Application for Payment #2, in the total amount of \$75,550.68 received from John Claar Excavating.
- Received Contractor's Application for Payment #3, in the total amount of \$9,310.01 from John Claar Excavating, Inc., however we have not yet received their Maintenance Bond.
- Certificate of Substantial Completion received from John Claar Excavating, Inc.
- The Board of Commissioners approved Change Order #1 received from Stelco, Inc., for a no cost substantial completion date extension from August 9, 2023 to August 18, 2023.
- The Board of Commissioners approved Contractor's Application for Payment #2, in the total amount of \$22,590.67 received from Stelco, for electric Contract #2, for the Valley View Park Amphitheatre Project for payment.
- Received Contractor's Application #3, (final work billing) in the total amount of \$6,326.19, and #4 (retainage), in the total amount of \$6,239.45, and Maintenance Bond from Stelco. In addition, we received Operation and Maintenance documents for the electrical components.
- Certificate of Substantial Completing received from Stelco.
- Discussion concerning waterline installation at the amphitheater prior to DCNR giving final approval that the waterline installation could be an added scope of work. DCNR concerns are being able to make all the materials and labor eligible because under the grant terms the labor to install the waterline and materials for the project would need to meet DCNR's competitive bidding policy. Cheri at DCNR requested a budget for the materials and labor of the county workers' hourly rates and fringe benefits in order to determine what procurement can be accepted for the materials to be eligible.

- Has the requested budget been sent to Cheri? If so, is the waterline project eligible under DCNR?
- Discussion concerning the need for approval of a quote received from Hilltop Precast for the purchase of a fire-ring(s), in the amount of \$120.00/each for the waterline installation at the amphitheater. Finance and Purchasing will not approve the requisition request for a PO for the fire-ring(s) until DCNR provides final approval that the waterline installation is a valid project since we have already asked DCNR to consider this as an added project under the grant.
- Updated cost estimate for roadway repair work.

Water Leak Repair at Pavilion 1:

- Update.

Streambank Stabilization:

- Status of the one remaining area that needs stabilized.

Footbridge Replacement:

The cost estimate for replacement of the footbridge is \$25,000.00. The county will provide the equipment, labor, management, etc. to complete the footbridge replacement project.

Lawn Tractor:

Status on obtaining quotes for the replacement the park's lawn tractor.

Soccer Field:

The Board of Commissioners approved the request received from Great Commission School for the use of the soccer fields at Valley View Park from 3 pm until games end on August 24 and 29; September 5, 7, 8, 12, 19; and October 2, 2023. The appropriate COI and Endorsements were received and approved by Solicitor Karn.

Security Camera Quotes:

See email from Purchasing with concerns on this project.

NEW BUSINESS:

Valley View Park Staffing:

See attached email from Nicole Hemminger, Chief Clerk.

VALLEY VIEW PARK ISSUES/CONCERNS:

Amount of water bill for the month of July 2023 (assuming the usage increase was due to the water leak at pavilion 1). Will the Water Authority provide a "discount" or reduction in the total amount of the bill since there was a leak, and the excessive amount used was not due to actual use?

Concerns regarding trash not being removed from the pavilions in a timely manner, pavilions not being marked as reserved, parked closed when it should be open, etc.

ADJOURN:

- Motion Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, AUGUST 3, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE BASEMENT**

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MEETING CALLED TO ORDER:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

- Joe Keller, President
- Fred Miller, Member
- Phil Ricco, Member
- Bill Sell, Member

Members Absent:

- Chuck Gojmerac, Vice-President
- Galen Bickel, Secretary
- Frank Kopriva, Member

Others Present:

Melissa Harpster (Commissioners Office), Paul Shaffer (Public Works), and Jim Pooler (Building and Grounds/Maintenance).

Others Absent:

Commissioner Amy Webster

OLD BUSINESS:

Approval of Minutes:

President Keller called for corrections or changes to the meeting minutes of July 6, 2023. **There were no corrections or changes noted.**

Motion by Fred Miller, seconded by Phil Ricco, and unanimously approved to accept the minutes as prepared.

Approval of Financial Report for the months of July 2023:

President Keller called for the Financial Report.

Melissa Harpster presented the Financial Report for the months of July 2023. **There were no comments noted.**

Motion by Fred Miller, seconded by Phil Ricco, and unanimously approved to accept the financial report as prepared.

DCNR Grant:

President Keller stated that the county received the first day payment from DCNR in the amount of \$113,750.00 and that a second draw request was submitted to the county in the amount of \$84,800.00. He stated that once the project is completed, the county could request the final payment in the amount of \$22,750.00.

President Keller provided the board with the updated project report prepared by Adam Long and submitted to DCNR.

President Keller presented discussion concerning the waterline installation to the amphitheater prior to DCNR giving final approval that the waterline installation could be an added scope of work due to DCNR concerns in being able to make all of the materials and labor eligible. Under the grant terms, the labor to install the waterline and materials for the project would need to meet DCNR's competitive bidding policy. He stated Cheri at DCNR requested a budget for the materials and labor of county workers' hourly rates and fringe benefits in order for her to determine what procurement could be accepted for the materials to be eligible under the grant terms.

President Keller stated that Paul and Jim would need to provide Adam Long with the workers' hourly rates and fringe benefits so that he could prepare the request budget for submission to DCNR.

Melissa Harpster stated that Jim Pooler requested a purchase order for the purchase of a fire-ring needed to complete the waterline installation at the amphitheater. She stated that Finance and Purchasing would not approve the requisition request until DCNR provides final approval that the waterline installation is a valid project under the grant terms.

President Keller stated that the updated cost estimate for the roadway repair work is \$300,000.00. He stated that \$75,000.00 of the county's 2017 bond funds were originally allocated for the roadway repair work, but the allocation of funds was rescinded when the roadway repair work was added into the DCNR grant project.

Water Leak Repair at Pavilion 1:

Melissa Harpster stated that there is currently an open PO with LB Water in the amount of \$1,212.00.

Gate Painting/Repair:

Jim Pooler stated that the painting/repair project is completed.

Hiring of Head Groundskeeper:

Paul Shaffer stated that no further recruitment would occur for this park season. Try again in 2024.

Discussion followed regarding the Assistant Groundskeeper's position.

Streambank Stabilization Project:

Paul Shaffer stated that there is only one area left to stabilize.

Footbridge Replacement:

President Keller stated that the estimated cost for materials only to replace the bridge is \$25,000.00. He stated that the county would need to provide the equipment, labor, management, etc. Melissa Harpster stated that she would include the bridge replacement into the 2024 fixed asset budget.

Park Bench:

Paul Shaffer stated that the park bench is at the park where the donor requested it to be placed.

Playground Mulch:

Paul Shaffer stated that the mulch was purchased at Beck's and spread at the playground.

AYSO:

Melissa Harpster stated that the county did receive AYSO's certificate of insurance and endorsement and that Solicitor Karn approved the documents.

Lawn Tractor:

Paul Shaffer stated that the lawn tractors water pump needed replaced in the amount of \$216.52. He stated that Melissa Harpster should include \$15,000.00 into the 2024 fixed asset budget for the purchase of a new lawn tractor for the park.

NEW BUSINESS:

Soccer Field:

President Keller requested approval for Great Commission School to use the soccer fields at Valley View Park from 3 pm until game end times on August 24 and 29; September 5, 7, 8, 12, 19; and October 2, pending receipt of their certificate of insurance and endorsement.

Motion by Fred Miller, seconded by Bill Sell and unanimously approved to recommend the request to the Board of Commissioners for approval.

2024 Budget Preparation:

Melissa Harpster stated that she would need to receive any fixed asset expenditure amounts for 2024 for entry into MUNIS as soon as possible. She stated the expenditure budget needs entered into MUNIS during the period of August 1 and August 31, 2023.

Discussion followed.

VALLEY VIEW PARK ISSUES/CONCERNS:

President Keller called for issues or concerns pertaining to Valley View Park.

President Keller stated that a Change Order from John Claar is requested for pavement repair due to the asphalt being broken up during construction.

Discussion followed.

Motion by Phil Ricco, seconded by Fred Miller and unanimously approved the Change Order for extra paving in the amount of \$2,000.00.

Paul Shaffer requested an allocation of park and rec reserve account funds in the amount of \$100.00 for the purchase of tractor tires.

Motion by Phil Ricco, seconded by Bill Sell and unanimously approved an allocation of park and rec reserve account funds for the purchase of tractor tires in the amount of \$100.00.

Paul Shaffer stated that there are issues with getting people to leave the park at closing time, issues with people using blow ups such as bounce houses, people camping inside the park overnight, etc.

Discussed the possibility of purchasing and installing security cameras.

Motion by Fred Miller, seconded by Phil Ricco and unanimously approved an allocation of park and rec reserve account funds in the amount not to exceed \$10,000.00 and to obtain three quotes for the purchase and installation of security cameras at Valley View Park.

President Keller suggested planning a ribbon cutting ceremony at the amphitheater sometime mid-September. Melissa Harpster stated that President Keller coordinate this with Nicole and Allison in the Commissioner's Office.

Discussion followed.

ADJOURN:

With no further business to discuss, President Keller called for a motion to adjourn the meeting.

Motion by Fred Miller, seconded by Bill Sell and unanimously approved to adjourn the meeting.