

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, JULY 6, 2023, 8:30 A.M.
COMMISSIONERS MEETING ROOM, BASEMENT**

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 May 4, 2023 and June 1, 2023:

- Motion Second

Approval of Financial Report for the month of May and June 2023:

- Motion Second

DCNR Grant:

- DCNR is to be releasing the first draw of grant funds.
- The Commissioners approved the Stelco Change Order for conduit. Signed Change Order sent to Adam Long at Keller Engineers for final execution with Stelco.
- Request for approval of Application for Payment #1 received from Stelco, in the amount of \$27,238.17.
Motion Second
- Request for approval of Application for Payment #1 received from John Claar Excavating, in the amount of \$101,339.59.
Motion Second
- Construction update.
- Discussion concerning need for updated estimate for Valley View road project.

Trail Signs Installation:

- Update.

Water Leak Repair at Pavilion 1:

- Update.
- Request for authorization of a "not to exceed" dollar amount for water repairs at Valley View Park to reimburse the County for expended funds for repair.
Motion Second (Not to Exceed Amount _____)

Gate Painting/Repair:

- Update.

Hiring of Head Groundskeeper:

- Update.

Items on backburner:

- Status of working with Donna Fisher on remaining streambank stabilization projects.
- Status of footbridge replacement.

NEW BUSINESS:

CBRC Summer Kids Camp:

Request for approval of payment of an invoice received from CBRC for the Summer Kids Camp conducted at Valley View Park, in the total amount of \$4,500.00. (The Commissioners previously approved the allocation of Park and Rec reserve account funds.)

Motion Second

Lawn Tractor:

Discussion concerning the need to purchase a new lawn tractor for the park prior to the 2024 season.

Playground Mulch:

I am currently working with Becks Landscaping to obtain playground mulch. The Commissioners approved an allocation of Park and Rec reserve account funds for this purchase. (See email enclosed in your meeting packet.)

Park Bench:

The park bench in memory of Nellie Westover Barry donated by Mr. Francis L. Barry, Jr., is ordered. At least a six plus week delivery time. Working with The Awards Man for the purchase of a bench plaque.

AYSO:

- Discussion concerning the need for AYSO to submit all required insurance certificates and endorsements prior to their expiration on July 1. To date they have only supplied a certificate of insurance. Emails sent to Samantha Rogers requesting the required needed endorsements. Last email sent to her on June 28.
- Discussion concerning request received from Great Commission School to work with AYSO for use of the soccer fields as they did last year to conduct their home soccer games. (See email enclosed in your packet for reference)

VALLEY VIEW PARK ISSUES/CONCERNS:

ADJOURN:

- Motion Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, MAY 4, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE BASEMENT**

Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#

MEETING CALLED TO ORDER:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

- Joe Keller, President
- Chuck Gojmerac, Vice-President
- Galen Bickel, Secretary
- Phil Ricco, Member
- Frank Kopriva, Member

Members Absent:

- Fred Miller, Member
- Bill Sell, Member

Others Present:

Melissa Harpster (Commissioner's Office), Amy Webster, (Commissioner) and Jim Pooler (Public Works/Building Maintenance).

Others Absent:

Paul Shaffer (Public Works/Highway).

OLD BUSINESS:

Approval of Minutes:

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

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

Approval of Financial Report for the month of April 2023:

President Keller called for the Financial Report.

Melissa Harpster presented the Financial Report for the month of Mach 2023. There were no comments noted.

Motion by Chuck Gojmerac, seconded by Galen Bickel, and unanimously approved to accept the financial report as prepared.

CBRC:

Joe Keller requested approval of an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$4,500.00 to conduct the CBRC summer playground program at Valley View Park June 12, 2023 through July 7, 2023 (with the exception of July 4, 2023) from 9:00 a.m. to 3:00 p.m., maximum of 50 participants with two-2 leaders.

President Keller stated that he spoke with Mike Hofer and the program is structured the same as prior year programs conducted at Valley View Park.

Discussion followed.

Motion by Phil Ricco, seconded by Chuck Gojmerac and unanimously approved to recommend that the Commissioners approve the allocation request.

DCNR Grant:

President Keller stated that construction began May 1, 2023. He stated that June 1, 2023 is the delivery date of the amphitheater. He stated that amphitheater construction is scheduled for completion by August 9, 2023.

President Keller stated he would ask Adam Long to prepare an updated project timeline for the board of commissioners.

Park Sign Replacement:

Melissa Harpster stated that Jack White installed the new park entrance sign.

Trail Signs:

Melissa Harpster stated that Paul Shaffer and Grant Wills completed a walk of the trails and determined where the signs should be placed as soon as the May Election process is completed.

Water Leak:

Jim Pooler stated that when repairing the original water leak it was determined that there is yet another leak between pavilions 4 and 5. He request that the board consider an additional allocation of Park and Reserve Account Funds, in an amount not to exceed \$1,000.00 for the additional water leak repairs.

Discussion followed.

Motion by Galen Bickel, seconded by Chuck Gojmerac and unanimously approved to request an allocation of Park and Recreation Reserve Account #035 Funds in an amount not to exceed \$1,000.00 for additional water leak repairs.

Gate Repair and Painting of Gates:

Jim Pooler stated that neither project is completed.

Groundskeeper Positions:

Jim Pooler stated that he thought there was one-1 individual to begin employment near the end of May.

Streambank Stabilization Project:

Joe Keller stated that Paul Shaffer is coordinating the project with Donna Fisher at the Conservation District.

Footbridge:

Joe Keller stated that per Donna Fisher a General Permit is not needed to replace the footbridge since the area is under 100 acres. He stated that his office would prepare a waiver for the bridge, detail for abutments, bridge deck and rail. County work forces will replace the bridge as time permits.

Pavilion Online Reservation:

Melissa Harpster stated that the online pavilion reservation system seems to be working beautifully with no issues or complaints noted.

NEW BUSINESS:

Election of Officers for 2023/2024:

Motion by Phil Ricco, seconded by Galen Bickel and unanimously approved to reappoint Joe Keller President.

Motion by Phil Ricco, seconded by Galen Bickel and unanimously approved to appoint Chuck Gojmerac Vice-President filling the expired term of Tim Hite.

Motion by Phil Ricco, seconded by Chuck Gojmerac and unanimously approved to reappoint Galen Bickel Secretary.

VALLEY VIEW PARK ISSUES/CONCERNS:

Melissa Harpster asked Jim Pooler if there was a need for playground mulch or ballfield sand.

Discussion followed.

Motion by Phil Ricco, seconded by Galen Bickel and unanimously approved to request an allocation of Park and Recreation Reserve Account Funds #035, in an amount not to exceed \$2,000.00 for playground mulch and ballfield sand.

Joe Keller stated that he received an invoice from George Henry in the amount of \$500.00 for removal of the one-1 hazardous tree that was missed during the initial tree removal project.

He stated that he would see that the county received the invoice for payment processing.

Discussion followed.

ADJOURN:

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

Motion by Galen Bickel, seconded by Chuck Gojmerac and unanimously approved to adjourn the meeting.

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, JUNE 1, 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
- Phil Ricco, Member

Members Absent:

- Chuck Gojmerac, Vice-President
- Galen Bickel, Secretary
- Fred Miller, Member
- Frank Kopriva, Member
- Bill Sell, Member

Non-Quorum present, therefore, the remainder of the meeting will be held with discussion only.

Others Present:

Melissa Harpster (Commissioner's Office), Jim Pooler (Public Works/Building Maintenance), Paul Shaffer (Public Works/Highway).

Others Absent:

Commissioner Webster.

Non-quorum, therefore, the remainder of the meeting will be held conducted with discussion only.

OLD BUSINESS:

Approval of May 4, 2023 Meeting Minutes:

No action taken due to non-quorum.

Approval of Financial Report for the month of May 2023:

No action taken due to non-quorum.

DCNR Grant:

Construction Update:

- President Keller presented discussion concerning the following items:
- Pouring cement slab.
- Beginning to set up the amphitheater around June 15 or 16.
- Road project will require obtaining an updated estimate.
- Roadway near soccer fields break up material.

Trail Signs:

Paul Shaffer stated that the posts are installed with the exception of near the amphitheater. Mr. Shaffer stated that work installing the signs would begin on June 2.

Water Leak:

Jim Pooler stated that the water leak repair is completed.

Gate Repair and Painting of Gates:

Jim Pooler stated that neither project is completed.

Groundskeeper Positions:

Paul Shaffer stated that interviews for the head groundskeeper position is ongoing; however, the assistant groundskeeper position is filled.

Streambank Stabilization Project:

Joe Keller stated that Paul Shaffer is coordinating the project with the Conservation District.

Footbridge:

Joe Keller stated a general permit is not required since the area is under 100 acres. Discussion followed regarding using left over materials from the trail sign project on the footbridge replacement project.

Pavillon Online Reservation:

Melissa Harpster stated that the online pavilion reservation system seems to be working beautifully with no issues or complaints noted.

NEW BUSINESS:

Nothing to discuss.

VALLEY VIEW PARK ISSUES/CONCERNS:

Paul Shaffer provided two-2 estimates for a new lawn tractor for the park. Mr. Shaffer recommended that the park's tractor be replaced prior to the 2024 season.

Paul Shaffer presented discussion concerning the need to purchase hedge trimmers.

ADJOURN:

With no further business to discuss, the meeting adjourned.