

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, FEBRUARY 2, 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:

ROLL CALL:

- Joe Keller, President
- Tim Hite, Vice-President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Chuck Gojmerac, Member
- Frank Kopriva, 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 January 5, 2023

- Motion Second

Approval of Financial Report for the month of January 2023

- Motion Second

DCNR Grant

- Addendums 1 and 3 to the bid specs for the general and electrical construction.
- Bid opening 1 pm, February 3, 2023 for general and electrical construction.
- Request acceptance of the bids received at the Commissioners Meeting on February 7, 2023 for review, award or rejection in accordance to county code thereafter.
- Can an updated project timeline be drafted and provided to the advisory board members and the commissioner's office?

Items on backburner

- New park sign to be installed.
- Trail signs to be installed.
- One-1 hazardous tree to be removed.
- Remaining streambank stabilization projects to be completed.
- Repair of water leak prior to park opening on May 1.
- Hiring of Head Groundskeeper and Assistant Groundskeeper prior to April 1.

Pavilion Online Reservation System

- Continued discussion regarding moving to an online reservation system for pavilion rentals.
- Formation of a sub-committee for this project.

NEW BUSINESS

VALLEY VIEW PARK ISSUES/CONCERNS

- Drone flying in or over the park.

ADJOURN

- Motion Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, JANUARY 5, 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
- Tim Hite, Vice-President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Chuck Gojmerac, Member
- Frank Kopriva, Member

Others Present:

Melissa Harpster (Commissioner's Office), Amy Webster (Liaison Commissioner), Paul Shaffer (Public Works), Jim Pooler (Building and Grounds/Maintenance), Michaels Dempsie (GIS), Heather Rininger (Records Management) and Don Weakland (IT).

OLD BUSINESS:

Approval of Minutes:

President Keller called for corrections or changes to the meeting minutes of December 1, 2022. There were no corrections or changes noted.

Motion by Tim Hite, seconded by Phil Riccio and unanimously approved to accept the minutes as prepared.

Approval of Financial Report for the month of December 2022:

President Keller called for the Financial Report.

Melissa Harpster presented the Financial Report for the month of December 2022. There were no comments noted.

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

Park Sign Replacement:

President Keller stated the sign was ordered through Jack White for an early spring 2023 installation.

Trail Signs:

Paul Shaffer stated that the trail signs would be installed early spring 2023.

Hazardous Tree Removal:

President Keller stated that the one-1 remaining hazardous tree would be removed by April 2023.

Streambank Stabilization Project:

Paul Shaffer stated that one-1 bank has been stabilized, and that there are several more that need to be done, and that he would coordinate those with Donna Fisher at the Conservation District.

DCNR Grant:

President Keller stated that an invitation to bid for the general and electrical construction contracts would be run in the newspaper on January 9 and January 16 with bids being accepted until 1 pm on February 3, 2023.

Water Leak:

Jim Pooler stated that the leak would be repaired prior to the park opening on May 1.

Open Groundskeeper Positions:

Paul Shaffer stated that a request to recreate the two-2 positions was submitted to HR for placement on the next Salary Board Agenda.

NEW BUSINESS:**Pavilion Online Reservation:**

Melissa Harpster stated that Chief Clerk Hemminger requested that the Advisory Board coordinate moving to an online reservation system for pavilion rentals. The current reservation process is too time consuming. Ideally, she would like us to move to a total online reservation system, eliminating phone calls and walk-in pavilion rentals. The interested renter should be able to view a calendar of available dates and available pavilions for rent, they should be able to complete an online reservation and secure the reservation by making an online payment. Chief Clerk Hemminger would like to have an online system in place for the 2023 season if at all feasible.

Michaela Dempsie stated that GIS could assist with placing information regarding pavilion rental on the county's website, such as rental information, and monthly calendars with available days and the pavilions available for rent. However, online payment would not be an option.

Heather Rininger provided information on a system called CivicPlus.

Don Weakland stated that the board should consider if a system is budget feasible, that is uses a 3rd party online processor, cloud option for payment processing, and must be a reservation and payment system.

Discussion followed.

Motion by Tim Hite, seconded by Phil Riccio and unanimously approved to recommend that Chief Clerk Hemminger attend the February meeting to further discuss the switch to an online reservation system.

VALLEY VIEW PARK ISSUES/CONCERNS:

Jim Pooler requested that the board consider authorizing an allocation of Park and Recreation Reserve Account Funds to update the soap dispensers, paper towel dispensers, etc. in the restrooms at the park.

Discussion followed.

Motion by Tim Hite, seconded by Chuck Gojmerac and unanimously approved to request an allocation of Park and Recreation Reserve Account Funds in an amount not to exceed \$1,200.00 to update the soap dispensers, paper towel dispensers, etc.

Paul Shaffer requested that the board consider authorizing an allocation of Park and Recreation Reserve Account Funds to paint the gates, etc. at the park.

Discussion followed.

Motion by Tim Hite, seconded by Fred Miller and unanimously approved to request an allocation of Park and Recreation Reserve Account Funds in an amount not to exceed \$750.00 for painting supplies.

ADJOURN:

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

Motion by Phil Riccio, seconded by Chuck Gojmerac and unanimously approved t