



Centre Region Council of Governments  
**CENTRE REGION PARKS AND RECREATION BOARD**  
**CENTRE REGIONAL RECREATION AUTHORITY**

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton*

## **Regular Meeting Agenda**

for Thursday, 21 April 2011, 12:15 PM

*NOTE LOCATION:* The Spring Creek Education Bldg at Millbrook Marsh Nature Center

### **I. CALL TO ORDER and ROLL CALL** by Ms. Sue Mascolo, Chair

- |                            |               |                                |                       |
|----------------------------|---------------|--------------------------------|-----------------------|
| • Ms. Sue Mascolo, Chair   | Ferguson Twp. | • Mr. Roy Harpster, Vice-Chair | Harris Twp.           |
| • Ms. Kathy Matason, Sec.  | College Twp.  | • Ms. Donna Conway, Treas.     | State College Borough |
| • Donna M. Ricketts, D.Ed. | SCASD         | • Mr. Chris Hurley             | Patton Twp.           |

### **II. COMMENTS FROM THE PUBLIC** for any item not on the agenda (up to 3 min./person)

### **III. APPROVAL OF MINUTES**

The draft minutes from the 24 Mar 2011 Regular Meeting are attached for review & action.

*(Attachment # 1)*

**(ACTION)**

### **IV. VOUCHER REPORTS** - March

*(Attachment # 2)*

**(ACTION)**

### **V. COMMITTEE REPORTS**

#### **• Municipal Committee & Member Updates:**

State College Borough

College Twp.

SCASD

Patton Twp.

Harris Twp.

Ferguson Twp.

#### **• Millbrook Marsh Nature Center Advisory Committee:** Ms. Matason

The committee did not meet; their next (quarterly) meeting will be in June.

#### **• COG Parks Capital Committee:** Mr. Woodhead & Mr. Harpster

The committee did not meet in April, but joint efforts in March resolved the following items:

! The proposed Hess Field Master Site Plan (approved),

! The proposed amendment to the Oak Hall Regional Park Master Site Plan (approved),

! The facilities proposed for the Phase 1 development at Oak Hall & Whitehall Road parklands (approved).

! The proposed Regional Park Development Timeline (approved).

A copy of the executed resolution for those actions is attached. *(Attachment # 3)*

### **VI. COMMUNICATIONS**

A. The \$10,000 bequest to the Centre Region Senior Center from the Jane E. Gackenbach Estate in memory of Mr. Fred H. Mahey has been received. The Director's letter of thanks is attached. At a

future Board meeting staff will submit for Board consideration the proposals requested by senior center patrons. (Attachment # 4)

B. The annual distribution from the endowments at the Centre County Community Foundation were received in early-April. As planned, these funds were deposited to assist with operating expenses:

- \$2,797.00 Millbrook Marsh Nature Center Fund
- \$903.00 Fred & Anita Coombs Fund for Millbrook Marsh Nature Center
- \$508.50 Rbt. & Marjorie Manning Fund for the State College Area Municipal Band.

C. On 12 Apr 2011, the Wal-Mart Foundation presented a \$500 grant to the CRRA for Millbrook Marsh Nature Center on behalf of the PSU students involved in planning the 2011 Earth Day Birthday event.

## VII. STAFF REPORTS

### A. Director's Report: Mr. Woodhead

- Activity Report for March (Attachment # 5)
- John Hess Softball Field Complex: Update on the Safety Renovations  
Fencing, safety netting, backstops, dugouts, ADA paths, electric service, water service, headquarters bldg., signs, etc. - and the weather!
- Municipal Park Ordinance Updates Proposed:  
(1) Firearms in the parks; (2) Permits for r/c or string-controlled model aircraft.
- Young Lungs at Play: At the COG General Forum on 25 April, the municipalities will officially consider approving the "Young Lungs At Play" to apply to their municipal parks, per the approved CRRA resolution.
- Parks Supervisor and Staff Assistant (Park Operations): Recruitment update
- Summer 2011 "Active Guide" to be published on Sunday, 1 May 2011: Ms. Lee
- 2011 Centre County Senior Games: Ms. Shawley (Attachment #6 - Brochure)

### B. Supervisor Highlights

Ms. Beth Lee	Mr. Todd Roth	Mr. Greg Roth / Mr. Ted Weaver
Mr. Jeff Hall	Ms. Virginia Shawley	Ms. Molly Hetrick

## VIII. ACTION ITEMS

### A. PORTABLE TOILET RENTALS & SERVICE for 22 months (*rebid*)

Staff will report on the results of the rebid (w/ sealed bids) for the Portable Toilet Service Contract (1 May 2011 through 28 Feb. 2013) at 32 park sites. Since the bid deadline is 11 AM on Monday 18 Apr 2011, staff expects to present at the meeting a report on the bid results and a staff recommendation. The following bid prices were requested:

Portable Toilet Units	Monthly Fee per Unit to provide/ service approx. 583 toilet unit months w/ 1 service per week, except that all units placed at the Hess Field Complex shall include servicing up to 2 times per week.	Per unit per month	\$
Hand-wash station at Hess	Per Month for 4-mo. /yr. as specified.	Per unit per month	\$
Special Event Toilet Units	To provide & service extra portable toilet units for up to 7 days per unit, as requested.	Per unit	\$
Extra Servicing	As requested for the contracted units.	Per site	\$

Gang Trailer at Hess	Monthly Fee per Unit price to provide & service one trailer-mounted, free-standing, multiple-toilet structure with integrated holding tank at the John Hess Softball Field Complex for 1 June through 31 August in 2011 and 2012 (3 months per year, 6 months total).	Per month	\$
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Staff expects to recommend the following motion for consideration:

*“That the Authority award the contract to provide and service the portable units as ordered by CRPR staff to (Company to be determined) at the specified unit prices.” (ACTION)*

**B. VENDING MACHINE SERVICES for 2011 at 3 sites**

Staff will report on the results of the Request for Proposals for Vending Machine Services for Summer 2011 at Park Forest Pool, Welch Pool and the Hess Field Complex. Since the proposal deadline is 11 AM on Monday 18 Apr 2011, staff expects to present at the meeting a report on the proposals and a staff recommendation. The following specific payment amounts were requested:

Proposed Monthly Utility Reimbursement to the CRRA for utility / recycling / trash service expenses (May-Sep pending site). See specs for the other submittals required.	Lump Sum per month	\$_____
Proposed Percentage of Gross Sales that will be provided to the CRRA (May-Sep pending site). See specs for the other submittals required.	% per month	____%

Staff expects to recommend the following motion for consideration:

*“That the Authority award a license to provide and service the vending machines to (Company to be determined) according to the terms and conditions specified in the proposal documents.” (ACTION)*

**C. MOBILE “SNACK & FOOD CONCESSION” SERVICES for 2011 at 3 sites**

Staff will report on the results of the Request for Proposals for these services for Summer 2011 at Park Forest Pool, Welch Pool and the Hess Field Complex. Since the proposal deadline is 11 AM on Monday 18 Apr 2011, staff expects to present at the meeting a report on the proposals and a staff recommendation. The following specific payment amounts were requested:

Proposed Utility Reimbursement to the CRRA for utility / recycling / trash service expenses at all 3 locations for the 5 month period. See specifications.	Lump Sum per month	\$_____
Proposed Percentage of Gross Sales for all 3 sites that will be provided to the CRRA. See specifications for other info required with bids.	% per month	____%

Staff expects to recommend the following motion for consideration:

*“That the Authority award a license to provide Mobile “Snack & Food Concession Services” to (Companies to be determined) according to the terms and conditions specified in the proposal documents.” (ACTION)*

**D. REGIONAL PARKS FINANCING:** Mr. Joe Viglione, COG Finance Officer

Based upon the recommendations of the COG Finance Committee, the Authority is asked to proceed with financing the \$7,5 million necessary to construct the specified Phase 1 improvements at Oak Hall Regional Park and at Whitehall Road Regional Park. The loan closing process will be identical to the 2008 Pool Renewal Financing Meeting. As with the pool renewals, it is proposed

that the Authority incur the debt and then the five participating municipalities will guarantee the repayments using the Modified COG Formula. The following documents are attached for discussion:

- Attachment #7A. Overview of the Phase 1 Projects
- Attachment #7B. The Mechanics of Regional Parks Borrowing
- Attachment #7C. Comparison of Debt Service Costs (loan vs. bonds)

Mr. Viglione will review the documents and answer any questions from the Board.

**ACTION SET THE SPECIAL MEETING:** In order to jointly approve all the necessary loan documents, the following motion is recommended:

*“That the Authority hold a Special Meeting at 7:30 PM on Monday, 25 April 2011, in the COG Building Forum Room to consider action on the financing documents and to conduct any other business that may come before the Board.”* (ACTION)

**E. PARK FOREST POOL RENEWAL**

1. Ms. Kisslak will review the Finance Summary on the project, which remains within the authorized budget of \$3.2 million. (Attachment #8 - available at meeting)
2. Two Change Orders have been prepared related to adding an Ultraviolet Light Filter for the tot pool, as provided in the original plans. The two Change Orders total \$36,964.07. After careful consideration, staff recommends that these Change Orders be declined. (ACTION)

**F. WELCH POOL RENEWAL**

1. Ms. Kisslak will review the Finance Summary on the project, which remains within the authorized budget of \$5.4 million. (Attachment #9A - available at meeting)
2. To assist with estimating the final project costs, the current “Change Order Log” for the Welch Pool contracts is attached for review. (Attachment #9B)
3. Change Order Endorsements Requested (previously signed by the Director): (Attachments #9C-D-E)

# PC-09	\$1,266.57	Plumbing: reroute the vertical piping on the 2 pool boilers.
# PC-10	\$984.89	Plumbing: extend piping to the reoriented pool filters.
# SP-03	<u>\$2,785.81</u>	Swimming Pool: delete handrail, add rope & floats, add concrete plastered base a play feature slide runout.
TOTAL	\$5,037.27	(ACTION)
4. Action to decline the proposed Change Order for \$3,549.41 to light (with LED fixtures) the 5 “Welch” letters to face Westerly Parkway. Staff recommends that the letters not be lighted, since this cost would not enhance the mission of the pool. (ACTION)

## **G. SPRING CREEK EDUCATION BUILDING PROJECT**

1. Ms. Kisslak will review the Finance Summary on the project, which remains within the planned budget. *(Attachment #10A - available at meeting)*
2. To assist with estimating the final project costs, the current “Change Order Log” for the project contracts is attached for review. *(Attachment #10B)*  
Mr. Woodhead will outline the remaining tasks on this project.
3. Change Order Endorsement Requested (previously signed by the Director):  
# G-05            \$481.35            General: paint sprinkler piping & the basement knee wall.            *(Attachment #10C)*    **(ACTION)**
4. APArchitects has submitted letters of request for reimbursements for extra services provided:  
12 Apr 2011: \$2,790.00 for work by the Ling Partnership on items related to the PA DCNR grant requirements. *(Attachment #10D)*  
14 Apr 2011: \$21,352.50 for work by APArchitects, the Ling Partnership and ELA Group Inc. on items related to preparing and submitting the LEED Certification documents. *(Attachment #10E)*  
Board action on these requests will be delayed until the May meeting so that the focus can remain on completing the project and evaluating the project budget. The requests are provided at this meeting for review only.

## **IX. OTHER BUSINESS**            (As needed)

## **X. REVIEW FUTURE AGENDA ITEMS**

- Consider any final Change Orders for Welch Pool and Spring Creek Educ. Bldg.
- Hess Field / Regional Park Leases & Operational Agreements
- Work with the COG Parks Capital Committee to seek consulting proposals for the Phase 1 projects at Oak Hall and Whitehall Road Regional Parks
- Update the Board Bylaws & the MMNC Adv. Comm. Bylaws
- Prepare a “Park Memorial Policy”

## **XI. ADJOURNMENT**            **(ACTION)**

### **FUTURE MEETING SCHEDULES:**

- COG Parks Capital Comm. Regular Meeting on Thur. 12 May 2011, 12:15 PM, COG Forum Rm
- CRRA Board:
  - Special Meeting on Mon. 25 Apr 2011, 7:30 PM, COG Forum Room to act on the Regional Park Finance Agreements (in conjunction with the COG General Forum).
  - Regular Meeting on Thur. 26 May 2011 at Welch Pool (with parking arrangements)
    - 12:15 PM:    Media Tour & School Board Tour
    - 12:45 PM:    Regular Meeting (under Sunbrella #2)

### **Attachments:**

- |                                     |                                |
|-------------------------------------|--------------------------------|
| 1.    March Meeting Summary (Draft) | 6.    Sr. Games Brochure       |
| 2.    March Voucher Report          | 7A-C. Reg. Parks Financing     |
| 3.    COG Regional Parks Resolution | 8.    Park Forest Pool Project |
| 4.    Gackenbach Bequest Letter     | 9A-E. Welch Pool Project       |
| 5.    March Activity Report         | 10A-E. Nature Center Project   |