

Parks and Recreation Board

November 18, 2025

Meeting Minutes

CALL TO ORDER AT 5:00 PM

Chairman Culley called the meeting to order.

Pledge of Allegiance

The meeting began with the Pledge of Allegiance.

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

Motion made by Vice Chair Gouse to approve the minutes from October 21, 2025, second by Board Member Seitz. Motion carried.

OLD BUSINESS

Discussion on the fee schedule

Manager Schwartz brought up the fee schedule for parks and recreation facilities for review before the upcoming deadline. He reminded the board that they should consider any changes they might want to make to pavilion rental fees, ball field rentals, and whether to maintain the per season rate or switch to individual day rates.

Chairman Culley recalled that the previous consensus was to leave fees unchanged while focusing on upgrading the park facilities. He opened the floor for any suggested changes to the current fee schedule.

Board Member Seitz suggested removing the concession stand rental fee, but Manager Schwartz clarified that it made sense to keep it on the schedule even if the Events Committee was currently using it, as circumstances might change.

The Board discussed the current baseball field rental fee of \$300 per season versus the daily rate of \$25. Board Member Rittle provided context on comparable rates elsewhere, noting that private facilities often charge several hundred dollars per month (potentially \$1,200-1,500 per season), while publicly owned facilities typically charge \$300-500 per season. The Board discussed possibly charging different rates for private versus nonprofit organizations.

After thorough discussion, the Board concluded that the current baseball field rental rates might be significantly underpriced. Considering the maintenance costs and the recent \$300,000 investment in improving the Dolan

Park baseball field, they considered raising the season rental fee to \$450-500. Manager Schwartz agreed to have the Administrative Assistant gather data on average field usage per season to better inform pricing decisions at the next meeting.

Discuss details of the 5K race for 2026

Board Member Rittle presented a framework for planning the 5K race, which included logistics such as:

- Water stations
- Timing systems
- Start/finish gate setup
- Parking considerations
- Course marking
- Volunteer recruitment and coordination
- Check-in and registration procedures
- Security

The Board tentatively settled on a date of November 7, 2026, which falls between Halloween and Thanksgiving, avoiding conflicts with most seasonal sports. Board Member Rittle emphasized the need to begin marketing efforts immediately and suggested forming a dedicated committee for the event.

Manager Schwartz advised that a formal budget proposal would be needed for presentation to the Board of Supervisors. Board Member Rittle agreed to prepare this for the next meeting along with more detailed plans after consulting with the Events Committee.

NEW BUSINESS

Motion to approve a recommendation to the Board of Supervisors for the \$20,000 park equipment allocation

Manager Schwartz explained the need for a dedicated allocation for park equipment, noting that the township currently lacks specific funds designated for replacing and adding items like picnic tables (including ADA-compliant ones), park benches, and waste receptacles. He cited a recent example where they were short on picnic tables for pavilion rentals.

The Board agreed this allocation would provide flexibility to address equipment needs throughout the year without having to seek special funding for each small purchase.

Motion made by Board Member Seitz to approve recommendation to the Board of Supervisors for a \$20,000 park equipment allocation, second by Vice Chair Gouse. Motion carried.

Manager Schwartz clarified that unused funds would roll over but would need to be reallocated the following year.

Motion to approve a recommendation to the Board of Supervisors for the 2026 meeting dates calendar

Manager Schwartz suggested changing the regular meeting day from Tuesday to another day of the week to avoid conflicts with Board of Supervisors' meetings and township workshops. After discussion about members' schedules, the Board settled on the second Thursday of each month at 5:00 PM.

Motion made by Board Member Seitz to approve a recommendation to the Board of Supervisors for the 2026 meeting dates calendar, scheduling meetings for the second Thursday of each month, second by Board Member Rittle. Motion carried.

Discussion on the year-end park evaluation

Manager Schwartz explained that the year-end park evaluation should focus on smaller maintenance items and improvements that could be addressed with the newly allocated equipment budget. He suggested board members inspect the parks to identify needs such as mulch replacement, tree planting, picnic table repairs/replacements, grills, and waste receptacles.

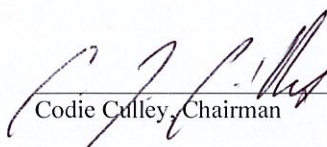
Chairman Culley proposed that members visit parks individually or in small groups to compile a list of needed repairs and improvements, with special attention to items that could be addressed during the winter months. Manger Schwartz noted that this approach would help the highway crew plan their work during slower periods, such as refurbishing picnic tables with metal legs from Dolan Park.

The Board agreed to complete these evaluations before the next meeting.

ADJOURNMENT

Motion made by Chairman Culley to adjourn the meeting, second by Board Member Rittle. Motion carried.

Respectfully Submitted,


Codie Culley, Chairman

