

Wednesday, August 14, 2024  
6:30 pm  
Lower-Level Meeting Room

**CALL TO ORDER**

Meeting was called to order by Chair Christ at 6:33pm.

**Members Present:**

Sean Caine                       Caroline O'Donnell  
 Lindsey Christ                       Craig Smith  
 Mary Duchi                       Allison Thomas  
 Brian Noble

**Staff Present:**

Parks & Recreation Director Debbie McLaughlin  
 Administrative Assistant Brooke Bowman

**Other Staff Present:** Parks & Forestry Superintendent Sam Simmons, Park Development & Arts Superintendent Jeff Anderson, Recreation Superintendent Matt Leber, Community Center Manager T.J. Putnam, Recreation Supervisor Geoff Dew, Recreation Supervisor Darcy Baxter

**APPROVAL OF MEETING MINUTES**

Motion to approve minutes of the Parks & Recreation Advisory Board from the April 10, 2024, meeting.

**Motioned:** Caine

**Seconded:** O'Donnell

**Board Discussion:** None

**Voting Aye:** Caine, Christ, O'Donnell, Smith, Thomas

**Abstain:** None

**Motion Passed**

**AGENDA ITEM- Introduction of New Staff**

Recreation Superintendent Matt Leber introduced new Recreation Supervisors Geoff Dew and Darcy Baxter to the Board. Additionally, Parks and Forestry Superintendent Sam Simmons announced the recent hiring of Brett Foster as the new Landscape Supervisor.

**ACTION/DISCUSSION ITEMS- ONGOING BUSINESS**

### **AGENDA ITEM- Bob Crane Community Center Update**

Mr. Anderson presented a PowerPoint update to the Board on the Bob Crane Community Center, including photos of the building. Mr. Anderson provided details on the newly installed solar panels on the center's roof and highlighted the addition of a lobby screen to display real-time energy savings. The solar panels are expected to contribute 10-15% of the center's estimated annual energy consumption.

Director McLaughlin proceeded with the presentation giving a recap on the community engagement focus groups that were held along with the senior center information sessions. Director McLaughlin reviewed the key findings from the various community engagement sessions and went over these from the PowerPoint presentation.

Community Center Manager T.J. Putnam then presented proposed holiday hours, indicating that the center will be closed on Easter, July 4th, Thanksgiving, and Christmas Day. Adjusted hours will be in effect on New Year's Day, Memorial Day, and Labor Day. Normal operating hours will be maintained on Martin Luther King Jr. Day, Presidents Day, Juneteenth, and Veterans Day. Mr. Putnam then shared age-specific requirements for each area of the Community Center.

Director McLaughlin outlined next steps for the Community Center, which include the launch of a new website, rental processes and caterer requests, employment opportunities, and procurement of startup supplies. (Attached hereto and incorporated in as exhibit A).

### **AGENDA ITEM- Capital Improvement Project Updates**

Mr. Anderson provided updates on several Capital Improvement Projects:

- Northam Park Tennis Courts: The project is on schedule and is expected to be completed by the end of this year, accompanied by project images on the PowerPoint. The asphalt is in and paved for the pickleball courts and a section of the new path.
- Devon Toddler Feature Engagement. Results from the survey were shared and reviewed on the PowerPoint. The most important activity based on the survey was shallow open water for children under 5. (Attached hereto and incorporated in as exhibit A).

### **ACTION/DISCUSSION ITEMS- NEW BUSINESS**

#### **AGENDA ITEM- Comprehensive Plan Update**

Director McLaughlin gave an update on a few highlights from the Comprehensive Plan including the history of the plan, process, and the key accomplishments in parks, facilities, programming, operations, finance and overall. Director McLaughlin reviewed the next steps for the plan. (Attached hereto and incorporated in as exhibit B).

#### **AGENDA ITEM- Recreation Division Update**

Recreation Superintendent Matt Leber reported on the following areas of the Recreation Division:

- **Tennis:** Operations continued during the construction period with minimal issues, there were 1,857 court reservations.

- **Aquatics:** The season saw 77,280 pool visits. The Department staff taught lessons this year after several years of contractual instruction. This year there were 618 participants in 154 sessions offered.
- **Summer Day Camp:** A total of 328 campers attended this year at 3 camp sites. Future considerations include a fourth camp location and age-based divisions.
- **Safety Town:** Participation included 441 individuals.
- **Recreation Programming:** Around 579 Various programs were offered with 6,366 participants.
- **Recreation Events:** Successful events included Movie in the Parks, Spring Fling, and Family Camp Out.
- **Play UA:** In 2024, the program assisted 47 families with \$11,792.25 in financial aid provided.
- **Community Athletics:** The program served 16 organizations with over 5,000 participants. (Attached hereto and incorporated in as exhibit A).

#### **AGENDA ITEM- Parks & Forestry Update**

Parks & Forestry Superintendent Sam Simmons reported on several items:

- **Northam Park:** The playground slides have been replaced but will remain closed for one week to replace the poured rubber surface. The athletic fields at Northam Park are now open.
- **Thompson Park:** Diamond 4 now features a permanent outfield fence instead of a temporary one. New bocce ball courts are being added. (Attached hereto and incorporated in as exhibit A).

#### **ACTION/DISCUSSION ITEMS- Updates & Reports**

##### **AGENDA ITEM- Directors Report**

Director McLaughlin continued the Directors Report with the following item:

- Proposal of changing the October Board meeting from October 9<sup>th</sup> to later in the month so Jeff can bring an update on the Devon toddler pool and the Fancyburg master plan. Board members were in agreement and moved the meeting to October 28<sup>th</sup>.

Board Chair Christ asked for a **Motion** to excuse Mary Duchi and Brian Noble from the August 14, 2024, Parks & Recreation Advisory Board meeting.

**Motioned:** Smith

**Seconded:** Thomas

**Voting Aye:** Caine, Christ, O'Donnell, Smith, Thomas

**Abstain:** None

**Motion Passed**

##### **AGENDA ITEM- Board Member Comments and Setting Future Agenda Items**

- Board member Smith brought up having the Atkion Club attend a board meeting to give a presentation to PRAB. Director McLaughlin stated the December PRAB meeting would be the best time.

**ADJOURNMENT**

**Motioned:** O'Donnell

**Seconded:** Caine

**Voting Aye:** Caine, Christ, O'Donnell, Smith, Thomas

**Abstain:** None

**Motion Passed**

**Meeting was adjourned at 8:31 pm**

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**Chairperson**

**ATTEST:** \_\_\_\_\_  
**Secretary**

# Parks & Recreation Advisory Board

08/12/2024

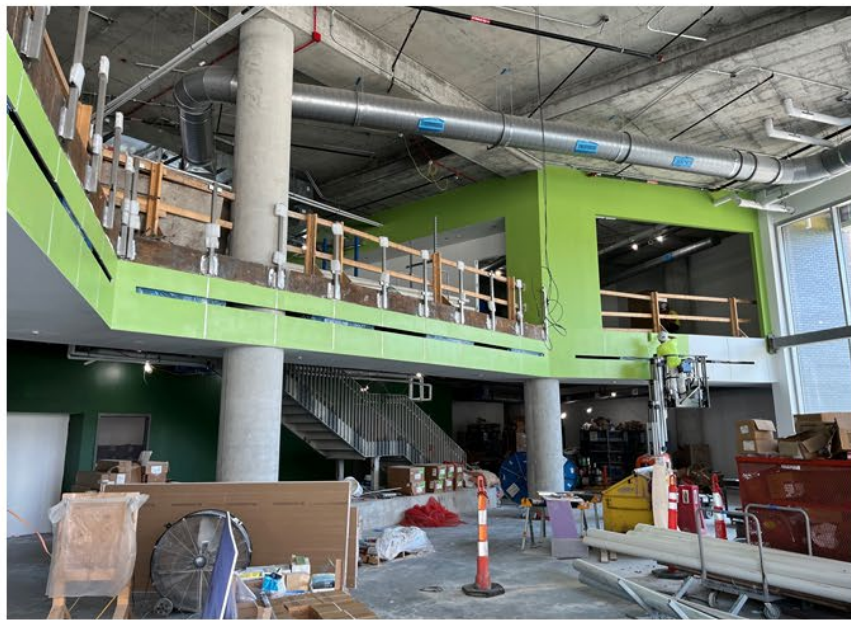
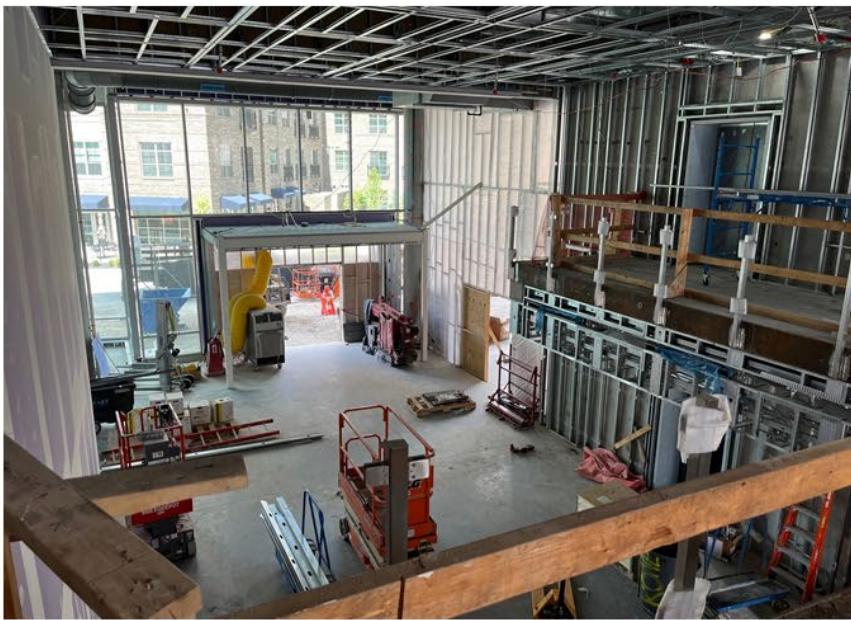
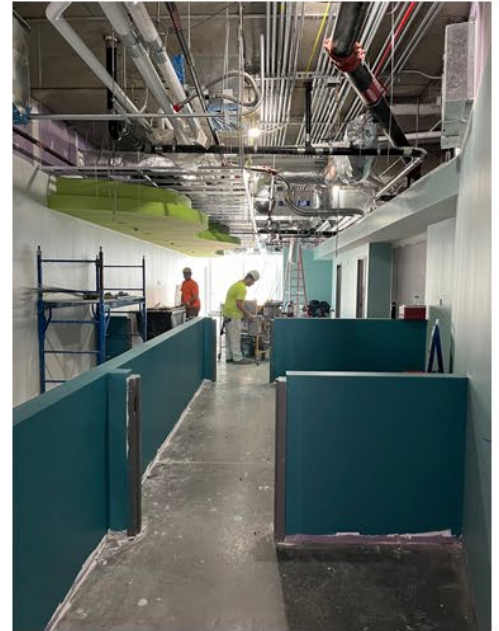


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# Bob Crane Community Center Update



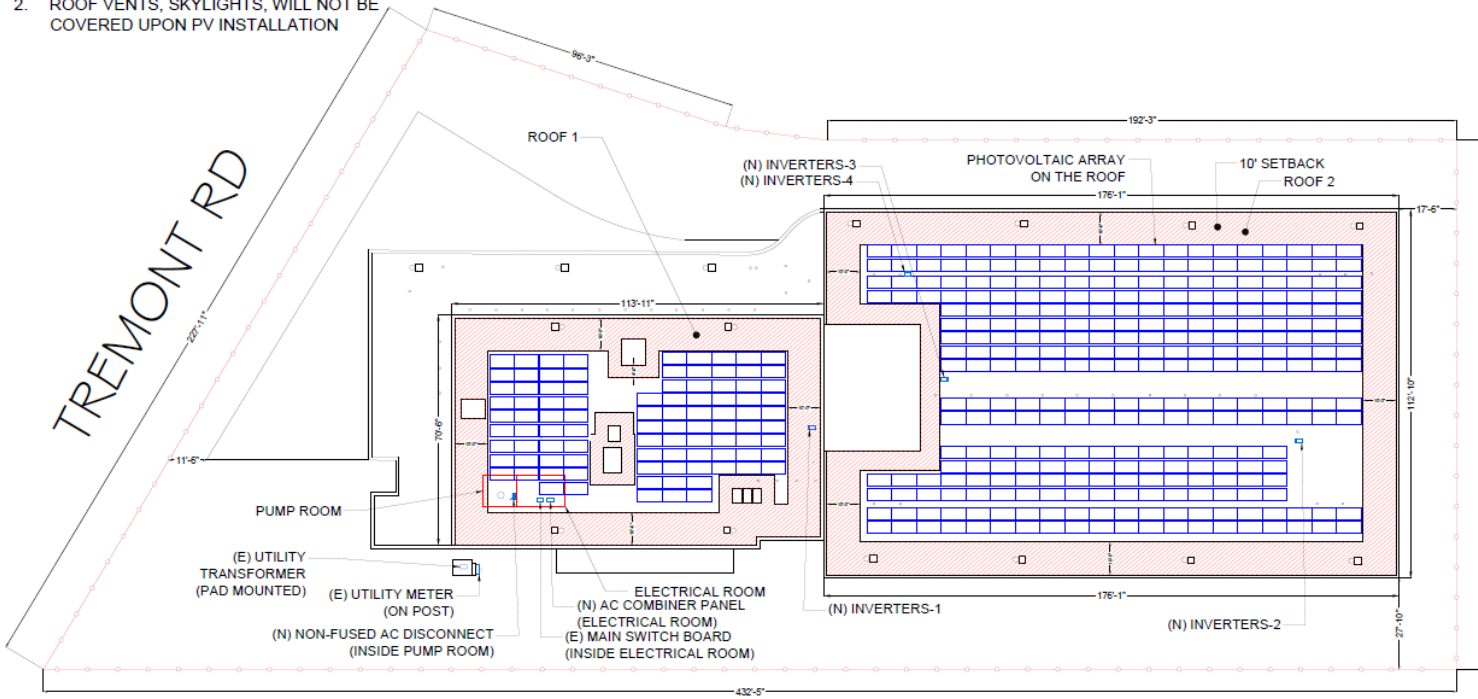
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## NOTES:

1. ALL CONSTRUCTION / INSTALLATION IS TO COMPLY WITH THE FOLLOWING: ALL DIMENSIONS ARE APPROXIMATE
2. ROOF VENTS, SKYLIGHTS, WILL NOT BE COVERED UPON PV INSTALLATION

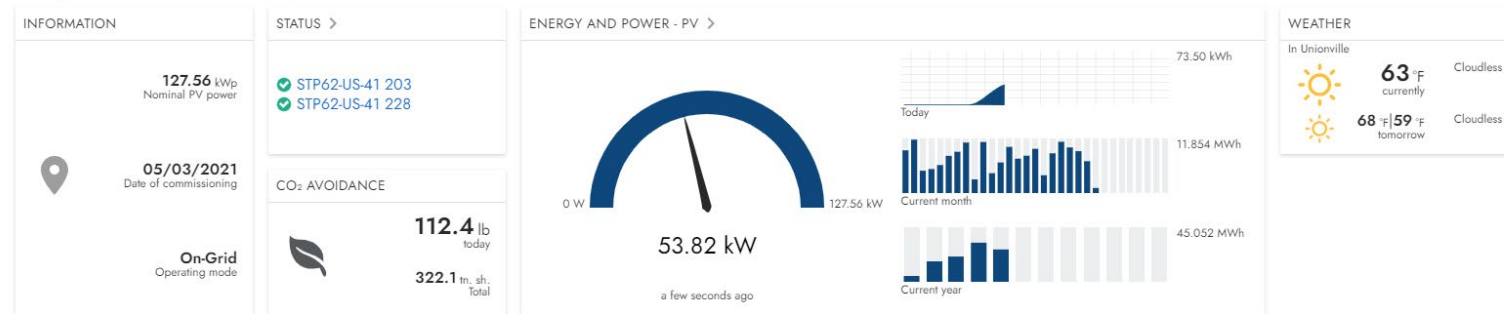


## Solar Array

Annual Energy Generated in kWh – 288,100

- Will provide 10-15% of Estimated Annual Total Energy Consumption
- 8.5 year return on investment
- Estimated Carbon Offset is 215 Metric/Tons/Year
- Equivalent to the CO2 produced by 550,00 miles driven by an average gas power vehicle

## Dashboard Truckmen



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# Community Engagement

## Focus Groups

- Adaptive Recreation
- Aquatics
- Arts, Music & Dance
- Businesses
- Teens (including at high school)
- Education & Enrichment
- Fitness & Wellness
- Operations
- Sports

## Senior Center Info. Sessions

- Monthly Sessions
- Current Services
  - Programs
  - Social Activities
- Transition to Community Center
  - Senior Advisory Council
  - Programs and Operations
- Community Center Updates
  - Activity spaces, floor plan
  - Parking



# Key Findings

## **Aquatics**

- Lap lane – reservation vs drop-in, time limits
- Swim lesson – structure, time of day, indoor option for program
- Consider noise when scheduling various uses

## **Fitness & Wellness – Adults / Seniors**

- Class registration structure
- Childcare schedule, access

## **Fitness & Wellness – Youth**

- Youth active play – structured and non-structured
- Early programs for preschool
- Like the indoor playground



# Key Findings

## Programs

- Very diverse array of program interests
- Multi-generational offerings within family and general attendees
- Plan for days school is out (early dismissal, Prof. Dev. Days)

## E-Sports

- Teens - Need for high-speed gaming access
- Adults/Seniors - Desire to play

## Adaptive

- Better define Department services and use of Therapeutic Recreation
- Work with parents on needs, interests and priorities for recreation programs
- Improve awareness of existing programs



# Key Findings

## Fees

- Questions on Youth and Access
- Interest in continuation of Silver Sneakers and Renew Active
- Financial Assistance (PLAY UA) availability and criteria

## Overall

- High interest in the facility, excitement for it to open
- Shared experiences – what works, what doesn't



# BCCC Holiday Hours

## **Closed**

Easter, 4th of July, Thanksgiving, Christmas Day

## **Adjusted: 8 am – Noon**

New Year's Day, Memorial Day, Labor Day

## **Adjusted: 5:30 am – 2 pm**

\*Christmas Eve, \*New Year's Eve

\*open 8 am – 2 pm if day lands on a Saturday or Sunday

## **Normal: 5:30 am – 10:00 pm**

Martin Luther King, Jr. Day, President's Day, \*Juneteenth, \*Veteran's Day

\*open 8 am – 8 pm if day lands on a Saturday or Sunday



# Holiday Hours Comparison

## New Year's Day:

UA- Adjusted  
Westerville- Closed  
Dublin- Adjusted  
Worthington- Adjusted

## MLK Day:

UA- Normal  
Westerville- Adjusted  
Dublin- Normal  
Worthington- Closed

## President's Day:

UA- Normal  
Westerville- Normal  
Dublin- Normal  
Worthington- Normal

## Memorial Day:

UA- Adjusted  
Westerville- Adjusted  
Dublin- Adjusted  
Worthington- Closed

## Juneteenth:

UA- Normal  
Westerville- Normal  
Dublin- Normal  
Worthington- Normal

## 4th of July:

UA- Closed  
Westerville- Closed  
Dublin- Adjusted  
Worthington- Closed

## Labor Day:

UA- Adjusted  
Westerville- Adjusted  
Dublin- Closed  
Worthington- Closed

## Veteran's Day:

UA- Normal  
Westerville- Normal  
Dublin- Normal  
Worthington- Normal

## Day Before & After

### Thanksgiving:

UA- Normal  
Westerville- Adjusted  
Dublin- Normal  
Worthington- Normal

## Thanksgiving:

UA- Closed  
Westerville- Closed  
Dublin- Adjusted  
Worthington- Adjusted

## Christmas Eve:

UA- Adjusted  
Westerville- Adjusted  
Dublin- Adjusted  
Worthington- Adjusted

## New Year's Eve:

UA- Adjusted  
Westerville- Adjusted  
Dublin- Adjusted  
Worthington- Adjusted



# Ages

	Building, Gym, Pool	Track	Fitness Equipment and Classes
Dublin	10	13	16
Westerville	10	14	14
Worthington	8	10	16
<b>UA</b>	<p><b>10</b></p> <p>Age 9 and under, when directly supervised by a responsible individual</p>	<p><b>13</b></p> <p>Age 8-12, when directly supervised by a parent or guardian.</p>	<p><b>16</b></p> <p>Age 12-15, when directly supervised by a parent or guardian or after passing Junior Fitness Orientation Program</p>



# Next Steps

## Website - Operations

- <https://communitycenter.upperarlingtonoh.gov/>

## Rentals

- Caterer Request for Proposals
- Discount for reservations made in 2024

## Employment

- Creating job descriptions
- Initiate recruitment late 2024
- Hire @ 120 part-time employees

## Start-Up Supplies

- Created list by program space
- Initiate procurement late 2024



# Capital Improvement Project Updates





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# Devon Toddler Feature

## Most Important Activities (based on ranking as a 4 or 5)

Shallow Open Water for Children Under 5 – 88%

Shaded Lounging Areas – 85%

Age-Appropriate Splash Features – 70%

## Middle Important Activities (based on ranking as a 4 or 5)

Zero Entry Access to Water – 66%

Area for children under 5 that is separate from the main pool – 61%

Ground Level Spray Features – 47%

## Least Important Activities (based on ranking as a 4 or 5)

Open Deck Space – 39%

Table Based Water Play – 37%

Open Grass Area – 35%

Area for Children Under 5 that is connected to the main pool – 33%

Sunny Lounging Areas – 31%



# Recreation Updates



# Tennis

Members:	<u>2024</u>	<u>2023</u>
Residents:	217	380
Non-Residents:	101	155
Total:	318	535

Operations: May 4-August 4  
Court Reservations: 1,857



# Aquatics

Members:	<u>2024</u>	<u>2023 (Includes Combo)</u>
Residents:	6,919	7,210
Non-Residents:	565	557
Total:	7,484	7,767

Membership Visits: 59,610  
Daily Visits: 17,670  
Total Visits: 77,280  
Swim Lesson Sessions: 154  
Swim Lesson Participants: 618



# Summer Day Camp

Sites: 3

Campers: 328

Future Plans

- Considering a 4th Camp location (partnership with schools)
- Considering dividing locations by age



# Safety Town

Participants: 441



# Recreation Programming

Programs Implemented: 579

Participants: 6,366



# Recreation Events

## Spring Fling

Movie In The Park



Family Camp Out



# Play UA

2024

Families Served: 47

Aid Given: \$11,792.25

Funds Collected: \$12,031

Fund Balance: \$12,083.29

Aquatics Passes and Swim Lessons: \$9,000+



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# Community Athletics

Organizations Served: 16

Spring/Summer Participants: 5,000+

## Diamond Use

Total Uses: 1,506

Games: 710

## Grass Field Use

Games: 254 Soccer games, plus  
Northwest Kiwanis Rec Program (4  
Saturdays and Sundays), UA Lacrosse



# Parks & Forestry Updates



# Northam Park Playground



# Thompson Park



# Thompson Park



# Access to the Bob Crane Community Center

- **Free Access**
  - Entrance lobby, playground and café
- **Membership or Daily Admission**
  - Access to the facility: fitness equipment, pool, gym, game tables, walking track, social areas
- **Fee Based Services**
  - Childcare, e-sports, private rentals
- **Program Fees**
  - Instructor-led programs require advance registration



# Community Center Hours

## **Community Center**

- Monday-Friday: 5:30 am-10 pm
- Saturday & Sunday: 8 am-8 pm

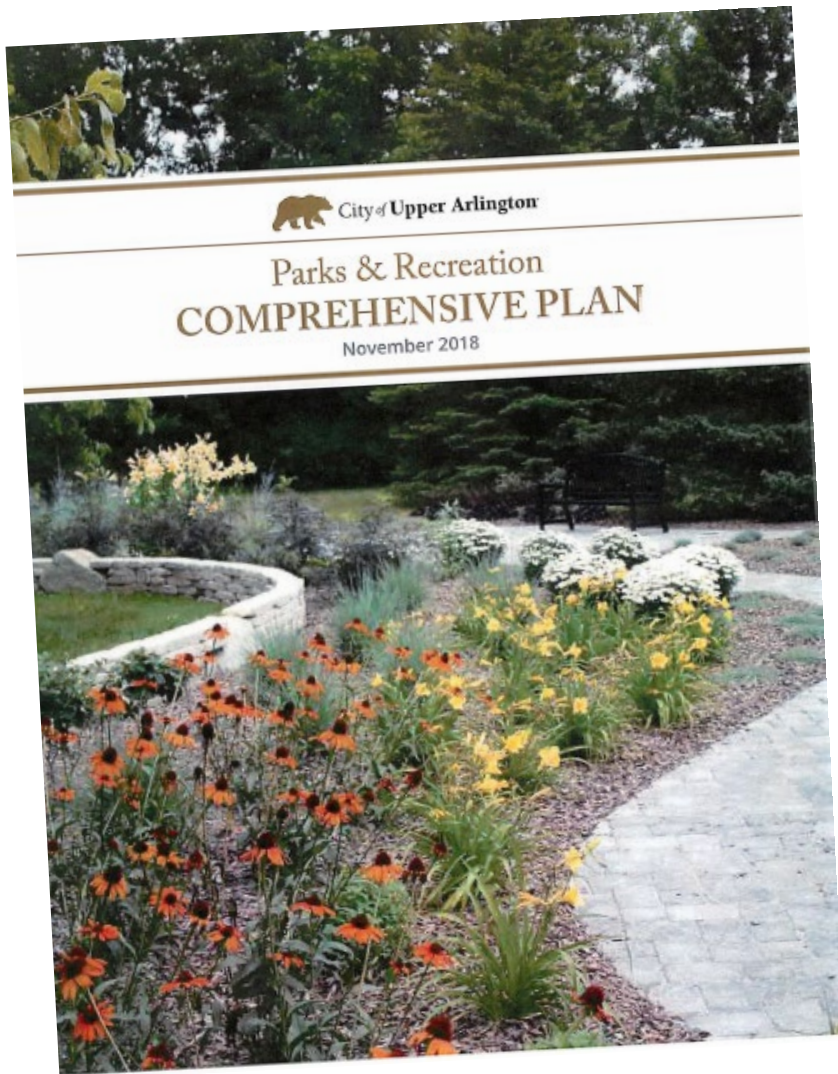
## **Child Care**

- Monday-Friday: 8 am-1 pm, 4-8 pm
- Saturday: 8 am-Noon
- Sunday: Closed

## **E-Sports**

- Monday-Friday: 3:30-8 pm
- Saturday & Sunday: 10:30 am-4:30 pm





# Parks & Recreation Comprehensive Plan 5-year Update



# History

- Conducted July 2017 – November 2018
- Accepted by Council – November 2018
- Extensive Community Engagement
- Established benchmarks and priorities for Park Improvements
- Categorized parks as pocket, neighborhood, community and specialty
- Identified priorities for key Recreation Programs
- Serves to Guide operations and decision making
- Action Plan with Goals, Strategies and Tactics to shape intentional and thorough processes



# Five-Year Update Process

- Internal update of progress, accomplishments, and open tasks
- Identify next steps to continue pursuit of process refinement
- Celebrate staff efforts on accomplishments in conjunction with daily operations



# Key Accomplishments - Parks



- Develop Capital Improvement Programs to address Plan priorities
- Created components of Parks Maintenance Management Plan
- Northam Park Vision Plan and phased implementation
- Replaced several playgrounds
- Developed Park Furnishings Design Standards
- Collaborated on bike connectivity
- Naturalized Area Plan
- Expansion of park paths
- Forestry Services process modifications



# Key Accomplishments - Facilities

- Community Center
  - Conduct Feasibility Study
  - Design, construction and operating plans
- Devon Pool
  - Service Building replacement and Mechanical Building renovation, plan for Toddler Pool replacement
- Plan for shelter upgrades for programs including year-round restrooms
- Athletic Field Usage Policy
  - TeamUp scheduling
- Athletic Turf Management Plan
- Upgrade Sunny 95 Park - 3132 Family Sport Court



# Key Accomplishments - Programming



- Recreation Program Plan
  - Established core program areas
  - Develop key performance indicators to evaluate programs
- Created an Instructor Handbook
- Arts & Culture Master Plan
- Developed partnership agreements with sports organizations, community organizations at events
- Conduct information sessions with Senior Center members and general focus group discussions on BCCC operations



# Key Accomplishments – Operations

- Develop Department Brand to create awareness of services
- Asset management tracking
  - Street tree inventory, GIS parks assets, Service Requests
- Art Collection Policies
  - Acquisition, Maintenance
- Determine appropriate mix of staff and contractors for parks, forestry and horticulture maintenance
- Adjusted full-time staff compliment and pay grades
  - Added 5 full-time (2 parks, 3 community center)
  - Upgraded 3 positions from part-time to full-time
- Upgrade Equipment for operational efficiency
- Discuss Department initiatives, costs of services and desired outcomes with City Council and Parks & Recreation Advisory Board, Cultural Arts Commission and Tree Commission



# Key Accomplishments – Finance



- Developed financial strategies for development and operations of the Bob Crane Community Center
- Collaborated with Community Foundation and community partners for funding on projects
- PLAY UA Financial Assistance Program
- Established Cost recovery goals for facilities and programs
- Established budgets for UA Performing Series and Labor Day Arts Festival
- Initiated annual fee adjustments for pools and tennis
- Adjusted fees for facility rentals incorporating peak and non-peak rates
- Athletic Facility Use Policy established per participant fees



# Key Accomplishments - Overall

- Action Plan consists of 5 focus areas with 18 goals and 83 tactics specifying methods to modify our approach to services
- **Status of the 83 tactics**
  - 35 (42%) Completed
  - 34 (41%) In Progress
  - 8 (10%) Modified Approach or No Longer Applicable
  - 6 (7%) Not Started



# Next Steps – Parks & Facilities



- Completion Parks Maintenance Management Plan
- Utilize asset management system to plan and track work, guide asset life-cycle and replacements
- Update Urban Forestry Master Plan
- Incorporate art installations in capital plan
- Continue to upgrade parks, furnishings, signage



# Next Steps – Programming, Operations & Finance

- Development of operating plans for Bob Crane Community Center
- Completion Recreation Program Plan
- Establish business/marketing plans
- Utilize program metrics to evaluate services, programs and fees
- Develop a volunteer program
- Identify potential partners for projects or services



# Next Steps – Overall Plan



- Prioritize remaining action items and develop timelines
- Develop review schedule for newly established Plans and Policies
- Plan for new Parks & Recreation Comprehensive Plan in conjunction with City Master Plan process in 2026
  - Reestablish community priorities
    - Opening of Bob Crane Community Center
    - Several park improvements
  - Identify challenges and opportunities and position Department to address

