

## MINUTES OF PARK BOARD MEETING

June 7, 2012

Present: Todd Kirsten, Jean Miranda, Hyeseon Kim, Yvonne Smith, Township Manager Susan Steele and Jason Fralick.

The Meeting was called to order by the Chair, Todd Kirsten at 7:32 P.M.

Meeting minutes from January 11, 2012, March 1, 2012 and April 5, 2012 were reviewed and approved.

### **New Business**

#### **Pavilion Users Agreement**

The Board discussed a draft of a Pavilion Users Agreement document. A copy of the Centre Region Parks & Recreation (CRPR) pavilion rental process information was reviewed as a basis for the discussion. The following items were discussed:

- Persons may reserve a pavilion in Halfmoon Township but not the entire park. Persons wishing to reserve a field may do so through a separate reservation process if the field is not already reserved by another group. The Township Building may also be reserved. It was noted that the Township Building is the only Township facility for which a fee is charged for reservations.
- A group reserving a pavilion through the process would have sole right to the use of the facility.
- Picnic tables should be maintained in the vicinity of the pavilion during the use by a reserving group and should be returned to their original location under the pavilion when the group is finished.
- Gas or other grills would be permitted provided that all other rules were followed. No open fires will be permitted with the exception of special requests by groups using the fire circle at the Township Park.
- All park rules apply to pavilion reservations.
- No deposit should be required for a pavilion reservation; however, a nominal (\$20), non-refundable reservation fee would be assessed. A group may reschedule an event without a fee to an open date in the event of inclement weather.
- The process should be kept fairly basic without many prohibitions. Common sense and courtesy should be followed by all users of the park system.

Mr. Kirsten will forward an edited draft pavilion users agreement for review by the Board.

#### **Summer Park Program**

Mrs. Steele presented a brief update on the status of the Summer Parks Program. Approximately 12 children have been registered for the program to date. The program will be evaluated during this season and changes may be necessary for 2013 due to budget constraints. The Park Board should be prepared to discuss options and recommendations at the August meeting.

#### **Manager's Report**

Mrs. Steel also reported that a variety of options for portable toilet facilities was under consideration at the park facilities. An ADA accessible unit may be considered.

New benches and trash cans have been installed in the park. A rope has been installed delineating the center parking aisle at the Township Building lot to assist with parking during large events.

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The next Park Board meeting was scheduled for July 5, 2012; however, unless there is an immediate need for a meeting, it will be cancelled.

The meeting adjourned at 9:06 p.m.

Respectfully Submitted:

Jason A. Fralick