



City of Saratoga Springs

RECREATION COMMISSION

15 Vanderbilt Avenue, Saratoga Springs, New York 12866

518-587-3550 x2300 Fax 518-584-1748

www.SaratogaRec.com

Derrick LeGall
Recreation Commission Chair
Alphonse Lambert
Amy Smith
Robert Manasier
Cheryl Smith
John Dowd
Michelle Merola

Recreation Commission Meeting

Tuesday, February 26, 2019

6:30 pm

Agenda

Saratoga Springs Recreation Center

Attendance

Public Comment

1. Discussion and Vote: January 29, 2019 Minutes
2. Discussion and Vote: Tennis Partnership with YMCA
3. Discussion and Vote: Accept the 25th Anniversary Ice Rink Donations
4. Discussion and Vote: Shirt Quote and Orders
5. Discussion and Vote: NYS RPS Rec. Summit 2019 – Lake Placid
6. Discussion and Vote: Saratoga Springs Firefighters Hockey Game Request
7. Announcement: Field User Group Meeting - March 26, 2019 5:30pm
8. Discussion: Recreation Master Plan
9. Discussion: General Budget
10. Discussion: Directors Report
11. Discussion: Program Report
12. Discussion and Vote: Veteran's Memorial Park Fencing

Added At Meeting- Executive Session – North Side Rec.

Adjournment - Next Meeting – Tuesday, March 26, 2019 - 6:30 pm.

The Recreation Commission will be meeting on the last Tuesday of the month on April 30, 2019, May 28, 2019, June 25, 2019, July 30, 2019, September 24, 2019, and October 2019 at the Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866. The Budget workshop is on July 23, 2019. Other meeting dates are November 19, 2019 and December 10, 2019.



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Minutes

Saratoga Springs Recreation Center

Attendance – John Dowd, Amy Smith, Michele Merola & Cheryl Smith.
John Hirliman, Administrative Director-Recreation

Public Comment – There was no public comment.

1. Discussion and Vote: January 29, 2019 Minutes – **The motion to approve the January 29, 2019 minutes was made by Amy Smith and seconded by Michele Merola. The motion was approved by voice vote.**
2. Discussion and Vote: Tennis Partnership with YMCA – The Tennis Partnership with the YMCA was discussed. The Administrative Director-Recreation recommended to the Recreation Commission in exchange for running the City's one week Tennis clinic, the YMCA would use one week at the East Side Rec. (3 courts) 9-4pm, one week at the Veterans Memorial Park (4 courts), and one week at the West Side Rec. (3 courts). The YMCA does not have transportation for individual days and they were looking to have the parents go to the same site during one week. Their rain dates will be at the Wilton YMCA. The Administrative Director said with using three courts at East Side Rec., the other three courts will be open to the public and for pickleball. If there are complaints this year, the Department will reevaluate next year. The YMCA would like to put up a banner at the East Side Rec. Tennis Courts. The proposal was tabled.
3. Discussion and Vote: Accept the 25th Anniversary Ice Rink Donations - **The motion to accept the 25th anniversary Ice Rink donations was made by Amy Smith and seconded by Cheryl Smith. The motion was approved by voice vote.**
Discussion: John Boyd donated \$100, Advantage Press donated invitations valued \$250.00 and programs valued \$300.00, Stewarts Shops donated 2 Make Your Own Sundae kits valued \$138.00, Barrel House valued \$250.00, and Electic Songs, Linda Terricola, DJ, value \$150.00. Thank you cards will be sent out.
4. Discussion and Vote: Shirt Quote and Orders -
The motion to approve the Shirt quote and orders was made by Michele Merola and seconded by Amy Smith. The motion was approved by voice vote.
Discussion: The prices went up. The Fusion Graphix Inc prices were Item 1.Soccer League T-Shirt 50/50-Jerzees 29M -10 Bus. Day-\$6.13 each; 2. Soccer League Coach T-Shirt 50/50-J 29M-10 Bus. Day-\$4.32 each; 3. Summer Clinics 50/50 T-Shirt-J 29M-10 Bus. Day-\$4.07 each; 4. Camp Saradac Campers 50/50 T-Shirt-J 29M-10 Bus. Day-\$4.07 each; 5. Camp Saradac Counselors 50/50 T-Shirt-J 29M-10 Bus. Day-\$4.32 each; 6. Camp Saradac Directors Sports Collar-ST640-10 Bus. Day-\$16.10 each; 7. Summer Basketball Jersey (reversible)-A4 NF1270-10 Bus. Day-\$11.10 each; 8. Youth Parking Staff T-Shirt 50/50-10 Bus. Day-\$4.32 each; 9. DPW Short Sleeve T-Shirt 50/50-J 29M-10 Bus. Day-\$4.14 each; & 10. DPW Long Sleeve T-Shirt 50/50-10 Bus. Day-\$6.85 each.



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5. Discussion and Vote: NYS RPS Rec. Summit 2019 – Lake Placid - **The motion to approve to pay for two staff to go to the NYS RPS Rec. Summit was made by Amy Smith and seconded by Michele Merola. The motion was approved by voice vote.** Discussion: The estimated expenses will be up to \$1,200.00. There is \$500.00 in the Education Line and \$210.00 in travel. The department will be transferring anything additional from the Recreation Expense Overtime line. The Rec. Summit will be held in Lake Placid. The Program Coordinator and the Administrative Director-Recreation will be going to the Summit. There should be over 100 in attendance.
6. Discussion and Vote: Saratoga Springs Firefighters Hockey Game Request – **The motion to approve the Saratoga Springs Firefighter Hockey game request was made by John Dowd and seconded by Michele Merola. The motion was approved by voice vote.** Discussion: The Saratoga Springs Firefighters will be playing the County Sheriffs team on March 9, 2019, 6:30-8:30pm. That same day is the St. Baldrick's event downtown. There is a request to ask the board to waive the fees for that game so they can donate the funds to contribute to the St Baldrick's event for cancer in children. The Ice Time value of the event is \$ 330.00. The request will be going to the City Council.
7. Announcement: Field User Group Meeting - March 26, 2019 5:30pm – The Field User Group meeting will be held on March 26, 2019 5:30pm at the Recreation Center immediately prior to the Recreation Commission meeting. The Administrative Director-Recreation is updating the license agreement for field. Michael Veitch from DPW gave the Director feedback. John Dowd appreciated there will be a point of reference for nights and weekends and the groups will know what they can and cannot do.
8. Discussion: Recreation Master Plan-The draft was back. The Administrative Director-Recreation had concerns about the plan. The recommendations were vaguely written. It was lacking information. John Dowd said the draft was too generic and nothing flows. The inventory of the parks was in three sections. The Administrative Director said that the program analysis was word for word from the 2017 annual report. There was no analysis. There was one paragraph for DPW. The draft did mention that DPW was understaffed but no specifics. The issue and recommendations did not really fit. Amy Smith asked is it because the person left or is this what the company was giving the City? John Dowd said the draft was a boiler plate. Amy Smith said the Plan was supposed to be a working document that the City/Staff could use with specific numbers. Amy Smith said she wanted to get something useful out of the plan. John Hirliman said that information in the plan is info the Department knows we need to get done but it does not say how and why. The information did not change from the original. The Administrative Director-Recreation, Mike Sharp, Deputy Commissioner of Finance, and Robert Manasier will be setting a up a conference call with GreenPlay.
9. Discussion: General Budget – The Recreation Commission discussed the MUNIS reports. The Administrative Director-Recreation reported that the 2018 overall revenue will be less than \$14,000.00 under budget. The Departments saved over \$140,000.00 in expenses. The Utility lines showed the biggest savings. The Department requested \$25,000.00 from the Insurance Company. The Department will be going back to the City for a budget amendment for the Recreation Software. Amy Smith asked about the Computer Lab. She would like the lab completed.



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10. Discussion: Directors Report – The Administrative Director-Recreation gave his Director’s Report. The monthly Director’s report was designed to update the Commission on the activities the Recreation Department is working on. Recreation Center Update: The timeline had remained the same, Fall of 2019. The automatic doors timer had been changed. The gymnasium doors were having issues. The parking lot was being worked on. It needed to be accepted by the City Council. The playground grading will be fixed. Amy Smith asked about storage. Spring Intro to Ice skating registration was extremely positive with over 125 skaters signed up. Last year the Department had 114 and the program was for 4 weeks. This year, the program is 6 weeks long. Summer Camp registration started Monday, February 25th. We are close to finalizing the contract with St. Clement’s School and finalizing the 2019 field trip program. The Department was expecting big numbers for this year so we will be monitoring the registrations. Our Basketball playoffs were great and the staff did an outstanding job working around all the scheduling conflicts. The Department was meeting with the Firecracker baseball showcase to potentially be a host site for their baseball tournament in mid-July. It would be approximately 24-26 games hosted between East Side and Veterans Memorial Park. The program Coordinator and Administrative Director-Recreation will be attending the Rotary Club and Lion’s club luncheon and present the Recreation Department’s offerings while also thanking them for their Basketball sponsorships this past winter. Spring Ice Rink Opening may potentially open this spring Monday-Thursday 4-9pm and Saturday 9am-12pm. The Administrative Director-Recreation was working with DPW to open on a limited basis to accommodate a few of our groups. We hope to announce the hours, if we were able to staff it, this week. The Department worked on partnering with Saratoga Miss Softball and the YMCA to offer clinics this summer. These items will come to the Recreation Commission for a vote soon. The Vending Machine Bid had gone out to bid and the RFP for online software will be out within a few days.
11. Discussion: Program Report-The Administrative Director-Recreation gave the program report. The Junior Sluggers and Tiny T’ball program will begin next week. The Summer brochure will be out in the next couple of weeks.
12. Discussion and Vote: Veteran’s Memorial Park Fencing – Saratoga Miss Softball was requesting temporary fencing for fields 3 & 4. Last year, temporary fencing was used on field 1 & 2. Saratoga Miss Softball will work with DPW. **The motion to approve the Saratoga Springs Miss Softball request was made by Michele Merola and seconded by Amy Smith. The motion was approved by voice vote.**
Discussion: John Dowd said that he would work with DPW regarding the setting up in April, weed whacking and taking down the fences in October.

Added to the Meeting -

Executive Session –The Recreation Commission went into executive session regarding North Side Rec. The Commission was updated. No decisions were made.

Adjournment – The meeting adjourned at 8:00pm. The next meeting will be on Tuesday, March 26, 2019 - 6:30pm with the Field User Group meeting at 5:30pm at the Saratoga Springs Recreation Center.

Respectfully submitted,

Kathleen Lanfear