

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
March 2017**

The monthly meeting for the Upper Macungie Township Recreation Board was held on March 30, 2017 at the Upper Macungie Township building. The following Recreation Board members were present: Dave Kentner, April Navarra, Andrea Russell, Katie Shade, and Karla Trumbauer. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi-Matula; Jason Schweyer from Keystone Consulting Engineers. Stephanie Rauch-Mannino and Brian Kresge were absent. Andrea Scott was also in attendance.

Dave called the meeting to order at 7:11 PM. He asked all present to join him in the Pledge of Allegiance to the Flag of the United States of America.

Stephanie motioned via email to approve the minutes from December and January, Andrea seconded. All voted yes, with the exception of Katie, who abstained.

PUBLIC COMMENT

Dax Funderburk - Farmers Market proposal for Grange Park – Dax is the founder and manager for Trexlertown farmers market, currently at velodrome. They are under agreement with the Velodrome until the end of 2017, with an option to extend to 2018. The market runs Saturday morning 9-1, and has been steadily growing; currently at 30 vendors. They may have up to 1000 people attending on a given weekend; most customers live within 2 miles.

They currently pay highest fee for a market site in the LV - \$2000/year. The market runs from 2nd Sat in May through Thanksgiving, then they also have a winter market that runs approx. twice per month. Overall, they run approx 37-38 weekends per year. In addition to vendors, they have community programs and would like to expand, but are constrained by space and budget. They are looking for a community partner as they grow. Anyone participating the market is required to have liability insurance, including vendors and programs (little farmers, organizations, LV zoo, etc.). They are a 501.c5 or 6 (not 3) – farming co-op status. Legal entity established as a nonprofit.

Andrea asked about cars – Dax estimated approx. 300 cars over the 4 hours the market is open. They have never had a situation that the farmer's market has overflowed the main lot. When other events are occurring, there are logistical concerns and the events actually deter farmers market customers. Most customers come and get what they need and then leave. Dave brought up the potential conflict of scheduling games and events at the Velodrome – multiple permits given at the same time by the county. Dax brought up that their agreement is with the Velodrome, not the county, so they too are surprised some weekends.

Dax is looking to see if there is a level of interest with the township starting the weekend after Labor Day through Thanksgiving, do winter market and start the normal market next year. The market is focused on local and trying to engage with the community. Majority of vendors are within 15 miles. Could be a good opportunity to collaborate with other events as well.

Grange seems to make the most sense logistically and has adequate space for what they are looking to do. Dave brought up that most programs at Grange are in the morning, so there would be logistical and parking concerns. Sports take up most of the fields and weekends. Dax would prefer to have a location where vendors can work from their vehicles. Andrea suggested Rt 100 park. Dax's concern is that it's outside of the nucleus of where the customer base is.

Dax asked about how large the overlap is for sports bc there is flexibility in the time for the market. Sports start all at different times. Dave coordinates all the sports schedules. Karla indicated it would be nice if there were ways to bring other non-sports programs into the parks. There was discussion that they may need to have parking attendants if there is a need to facilitate parking. Dax indicated that everything is vendor or owner contained (including electricity), so if that's needed, they would coordinate that. They would also need access to bathrooms. Overall, they would just need support (cooperative support) and space – 5000-7500 sq ft space. They require vendors to use sandbags, no stakes allowed (25lbs each – 100lbs). When they leave, they strive to make it look like they weren't there.

Dave suggested they walk the area to determine where the best location may be. Andrea noted we (the township) can't enter into this agreement lightly because they're a business, and we need to make sure there is a commitment if we do this. Karla asked about the notice required for the contractual requirement. Dax would like a couple months to prepare for transition. Drop dead would be some time in early June to ensure they can transition properly. Dave will reach out to Dax to do a walk through to determine if it will work logistically. Biggest day has traditionally been the opening day in May.

We would need to check on the status of 501c.5-6 to see what the limitations are and what the charge would be and what other markets pay for fees. We would need to make sure that the agreement addresses any needs for space, parking, attendants, etc.

Katie recommended that we notify Attny Schantz that this can be coming up – Lynn will send to Supervisors for awareness. We will need to spend some time to understand what we would be committing to with the agreements that he has with vendors. Andrea Scott indicated that there will be some food truck regulations coming down through the county that we may need to consider.

REPORTS (need updates from Lynn)

Community Programs Scheduled

Hippity Hoppity – Lower attendance (28), approx. \$140; \$13 in concessions. Would like to look at potentially changing what we do for the holiday shows.

BBall – starting

Vball – Rich indicated there might be someone involved that would be interested in managing

Pickleball – officially starting in April – we may have very light refreshments, brief talk about pickleball, free round robin. Lynn will be on honeymoon 18-27, will need volunteers for programs/events during that time. Jim can't be there, so Bret will run it.

Laurie Moore – same day as meeting, may need to move to the Independent park meeting room. Lynn will advertise moving the location and let supervisors know.

Move 5k to unfinished business

Movies – Petes Dragon, Fantastic Beasts, Moana. Oakes Fegley could potentially attend or skype in. Moana – will check to see if Dewayne Johnson can do something.

Family fishing is July 8 – Apple Pond

Kids Noon Years – start talking next month

Proposed/New

Sportsfest Proposal – Sportsfest is outgrowing their current location, and would like to have just a couple sports at Grange. Supervisors are interested in doing this. Jim and Lynn met with them (Sportsfest) at Grange to see what would work. The space is adequate, but still need to check electric needs. The sports that would be planned for Grange are Flag football, ultimate frisbee, grass volleyball, disc golf, potentially hurling(?) The organization is offering \$1000/day over 2 days 7/15-16. There are possible long term benefits to allowing Sportsfest to use Grange Park. There would not be any vendors or concessions, but they would need access to the concession stand as “office space” and access to bathrooms and dumpsters. There was discussion around concerns of the reputation of Sportsfest and asking for a damage deposit to repair fields, a contract including stipulations for clean-up, coverage of additional needs or costs would be the responsibility of Sportsfest. It was suggested it could be a trial year, to see what condition this type of usage leaves the park. The fee for the extent of usage was thought to be too low. The Sportsfest board and the Board of Supervisors would need to negotiate fees and structure going forward. We would need to know parking requirements. Dave K. was going to go to Grange to see if we can even truly accommodate the amount of space they are looking for. The recreation board is not comfortable approving this proposal as it stands given the potential impact on the park and fields. The board recommends a higher fee, and a contract with protective stipulations such as a damage deposit, garbage pickup, and additional needs/costs such as electric would be the responsibility of Sportsfest. The fields will endure heavy usage during what is normally a “resting” period. Knowing the true size of event or number of participants could help determine if the fields can recover from this and remain functional when fall sports start in August. The board recommends the SportsFest organization and the Board of Supervisors discuss a more adequate fee, and protective contract to prior to the Recreation Board consider allowing this type of usage.

As more people ask for use of Grange, we may want to have a formal fee/tournament structure and standard stipulations and usage requirements for these things.

Dog Park Sectioning – would like a separate area for small dogs/large dogs. Jim will get an estimate for what it would cost to set up fencing to determine if Friends should pay for this, or if we would like township to pay for it.

Lemonade in the parks – Would like to do this, but need to pick dates and get volunteers – will pick dates next month and discuss definite plan. We can potentially get donations from supermarkets. Another idea was providing popsicles/frozen lemonade.

UNFINISHED BUSINESS

Kite Day

Pocono kites went to Independent Park – They liked that there were no power lines, but no also pavilions. Katie is waiting to hear when he wants to go to Grange. This event will most

likely will be in fall.

Splash Park Opening Day

Still TBD. Contractor should start work next week and be done by 5/12, then township will do remaining work. Need to coordinate when that will be done. Andrea Scott suggested having a grand opening later, and allow for attendance prior to that whenever it's open. If we do it later we aren't contingent on when they're done.

Discounted fee for 501c – voted via email; decided to keep fee consistent with other charities.

RECREATION BOARD APPLICANTS - Toney Horst, Kevin Scott, Bret Spangler, Todd Johnson, Jennifer Szukics

A vote was held for the two open positions – Jennifer and Bret received the most votes. Stephanie and Brian voted via email.

NEW BUSINESS

No other discussion

OTHER BUSINESS – need updates from Lynn

Independent Park Community Center rental update – March 2017 - 7 bookings - **\$4030**

Upper Macungie Township Recreation fund balance

Friends of Upper Macungie Parks and Recreation, Inc. fund balance

Park and Grant updates – Design plans for Grange in progress; Bville pedestrian bridge permitting underway.

Community Center – There will be an article in the April newsletter – background, research, estimated costs, revenue, recommendation, etc. Survey will be included, and will be online. Hardcopy will be in newsletter with paid return postage. **Can we provide incentives/prize drawings for filling out the online survey? Andrea provided free tickets to Dutch Springs. Can we do a free Pavillion rental, etc? Would require email addresses from respondents.**

ADJOURNMENT

A motion was made at 9:42PM by Andrea and seconded by April to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for April 27, 2017 at 7:00 PM at the Independent Park Community Center building.

Dave Kentner, Chairman

UMT Parks and Recreation Board