



Liberty Township Parks Committee
Minutes
October 24, 2017
Location: Township Building 6400 Princeton Road

Park Committee Members: V. Michel Price, President | Kurt Feldmann, Vice President | Maureen Mowl, Secretary | Ron Aylward, Treasurer | Laurie Ballenger | Chuck Holliday | Dave Lintner | Bill Walker | Rick Plummer, Parks Liaison |

I. Call to Order: Michel called to order at 6:30pm

II. Pledge of Allegiance led by Michel Price

- **Mission & Mission Statement**

III. Roll Call

- Michel Price, Laurie Ballenger, Ron Aylward, Maureen Mowl, Rick Plummer, Dave Lintner, Chuck Holliday, Bill Walker
- Absent: Kurt Feldmann

IV. Introduction of Guests: No guests

V. Resignation of Kurt Feldmann

- Trustees are planning to do something for his 12 years of service on the Parks Committee.
- Kind words were spoken about Kurt and how he will be missed by members of the Parks Committee.

VI. Ratify September Minutes (9/26/2017)

- Allen Park - strike part about “restrooms can never exist at this park due to funding stipulations”
 - Motion: Laurie
 - Second: Ron

VII. Quarterly Treasury Report

- Submitted - still have Lowes card for \$168.44 - We still have 13 buddy cards remaining. Deposited \$110.00 from buddy cards after Fall Festival.
 - Ron to transfer Lowes gift card to Dave Lintner to use for nursery or Allen Park butterfly garden

VIII. Committee Officer Nominations & Seat Count

- Laurie Ballenger nominates Maureen Mowl as secretary and Maureen Mowl accepts
- Ron volunteers to stay on as treasurer for 2018
- Chuck Holliday nominates Laurie Ballenger for Vice President and Laurie Ballenger accepts
- Laurie Ballenger & Chuck Holliday nominate Michel Price for President and Michel Price accepts
 - Voting to occur next month
- Motion for renewal of four members (Chuck Holliday, Laurie Ballenger, Ron Aylward, Michel Price, and Bill Walker) up for renewal
- Motion: Maureen Mowl
- Second: Dave Lintner
- All in favor
 - Maureen will ask Christy to put Facebook “blurb” for new Parks Committee Members - 5 open slots

IX. Activities Report/Informational Packet

- **Discuss/ Any questions**
 - Rick Plummer presented a GPS map of Cherokee and Turnbridge neighborhood - fixed the bridge again and working on potential path out at this location. Planning to mow but not a finished mow in all areas.
 - Chuck Holliday points out that this may be a good location for future Feecon location for honeysuckle
 - Rick Plummer to get information on how to name an unnamed tributary from township
 - Fort Liberty Playland concern by Maureen Mowl
 - Continuing to look at replacing parts. Rick does not have anything as far as capital projects for parks. Rick will bring up to township trustees. Question posed: What is the lifespan of Leather & Associates playgrounds?
 - Maureen Mowl asks president to put on agenda for next meeting to discuss further
 - Concern about Allen Park gazebo brought up by Laurie Ballenger

- Allen Park gazebo has been washed and sealed but needs future maintenance and should be put on list of ongoing maintenance
- Ron Aylward asks about Liberty Park parking lot
 - Rick said that we are waiting on drainage diagram to get back before we can begin. It's going to be expensive but needs to have drainage. It is progressing.
- Is everybody okay with "committee informational packet"?
 - Rick will talk to township to get computer information display information to Maureen Mowl so we can have better meeting productivity
 - Proposed deadlines
 - Send out draft agenda 7 days prior to meeting.
 - Friday noon any changes to agenda will be sent to Michel. Final agenda will be sent to group Friday evening.
 - Informational items should be sent to Michel
 - Will look at Robert's Rules & Martha Rules to talk about in November - agenda item
- **Park Reviews suggestions/proposals**
 - Recommendations: Year round assessments
 - Dudley Memorial for November
 - Sunday November 5th - 1p Dudley Memorial walk through
 - Have review turned in by November 15th
 - Side discussion: Wilhelmenia - questions regarding parks levy to be discussed at a later meeting.

X. Continuing Park Business

- **MOMS Update**
 - Update on idea behind fencing - same design at Fort Liberty Playland Tot Lots area. - Full support from committee on design.
 - Chuck Holliday has routers and templates MOMS Club can use. He offered to help route the pieces. Need space for pieces.

XI. Open Discussion

- Kyle Dombrowski to present to trustees on November 7th to put in benches & work on kiosk at Dudley Woods.

- Junior Hikers to go onto agenda for next month - need recommendations for paths and volunteers to lead hikes.
- November 28th will be elections. Bring something to eat in November.
- Maureen Mowl will create gmail for internal use to keep documentation related to Parks Committee.

XII. Adjournment: Meeting adjourned 8:22pm

- Bill Walker moves
- Ron Aylward seconds

XIII. After meeting discussions

Informational Packet

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[Gregory Cabin cradle](#)

Treasurer Report



Liberty Township Parks Fund <i>Fund Statement: January 1, 2017 - October 5, 2017</i>	Ms. Kristen Bitonte Liberty Township 7162 Liberty Centre Dr. Suite A Liberty Twp., OH 45069																																																									
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Marketing Report

October 2017

SUMMARY

1. Miami2Miami Connection
 - a. Press release regarding the collaborative effort was posted in the News Flash section of the website. - Facebook post about Miami2Miami was published on 10/6 - Tweet was sent on 10/6

2. Additional media posts
 - a. Park spotlight about the Maud Hughes Incline was published on Facebook and tweet was sent on 10/12.

Looking Ahead to November & December

1. Continuing promotion and/or new promotion of the following items:
2. Would love to showcase the changing of seasons/holidays at the parks. If any committee members have any good photography of the parks during the holiday season (snowy images, beautiful sunrise/sunsets), please pass along.

Liberty Township Parks Update

Submitted 10/19/2017

Allen Park

The meadow at the along the west property line of the park was mowed as well as the park property on the south edge of the park. Repairs to gazebo railing and spindles completed.

Cherokee Park

Mapping of the proposed paved connector path from the Turnbridge subdivision was completed on 10/18 with the help of the zoning department and the use of the new Trimble GPS device. The bid packet for construction of the paved path and necessary bridges is currently being assembled and should be ready soon. Based on the timing the actual construction may not begin until spring of 2018.

Ft. Liberty Playland

Repairs were made to the gutters on shelter #1 that had been pulled away from the roof. Water fountains are scheduled to be turned off and winterized during the week of 11/6 or sooner weather permitting.

Dudley Woods Park

Have a final approval meeting on Friday 10/20 with Boy Scout Kyle Debrowski regarding his project design and presentation to the Liberty Township Board of Trustees at the 11/7 meeting. Paving of Hankins Road is done and the park is open.

Dudley Memorial Park

Installation of the new poly park entrance sign is underway and should be completed no later than Monday 10/23. Placement of the new sign closer to Yankee Road will present a better park

and entrance identification and will complete the process of upgrading all township park signs throughout the township.

Liberty Park

The Township is early discussions with the YMCA regarding paving of the gravel parking lot. I will keep the committee updated on this matter as we move forward. Resurfacing of the existing paved path was included in the preliminary township paving contract for 2018.

General Information from President of Committee

Please see the following..

There has been some confusion on how our meetings should be conducted, I have spoken with the Township, and they have provided me with guidance/ guidelines for our Parks Committee meetings to follow. Please see the following and we can discuss during our October 24 meeting if need be.

Only time a motion and vote is required is if the committee is presenting something to the Township/Trustees for their approval. Which would consist of a motion/ discussion/ then vote.

Every other item discussed in the meeting can be agreed upon per the members. If a member asks for an item to be voted on than the committee will conduct a vote.

We are a committee not a board so we should not follow Robert's Rules of Order. I'm hoping that this may help any confusion that has occurred.

I also think we need to discuss not using the wording "Consent Agenda". This is only used in a board setting and, once again, we are not a board. I suggest calling it "Activities Report/Informational Packet" or something to that respect, if we decide to keep doing this. So that is the question for the committee to think about for the next meeting. Is it beneficial or would member's rather discuss things at the meetings. We can continue to email information beforehand and have it on the agenda or just continue emailing and discuss if needed.

Park Review Proposals

I would also like to discuss reviews on the parks, we will be continuing the reviews but we have a few suggestions from members.

Proposal 1

One suggestion is to continue the reviews each month with the schedule as follows: (the parks are in alphabetical order)

Park Review Schedule 2017/2018

November 2017- Cherokee Park

December 2017- Dudley Memorial (Review will be due January meeting)

January 2018- Ft. Liberty Playland

February 2018- Liberty Park

March 2018- Maud Hughes Incline

April 2018- Reserves Park

May 2018- Wetlands

June 2018- Wilhelmina

July 2018- MillCreek Preserves

Continue doing top 5 on the current form, things that do not apply simply put NA. Have group tours or individual tours for each park. The forms would need to be turned in 5 days before the park's meeting. By continuing the reviews during the fall/winter months would allow us to set up workday/cleanup days in the spring of 2018.

Proposal 2:

Park Evaluation Proposal(s)

Proposal two:

I recommend that we utilize a condensed version of the Master Plan Evaluation Tool.

[Online Version New Tool Recommendation](#)

[PDF Version](#)

Rationale:

The master plan evaluation tool seems excessive for what we are trying to do and a lot of the information is not applicable. I think it would be easier to use the recommended tool above in

regards to submissions. This tool allows you to choose the top three problem areas in each section of the master plan and give feedback. Important to note that you do not have to pick the top three areas - if you only have 1 issue within a specific area you can write about it - or if you have no issues within a category, just keep moving on. At this point we are only giving our top five issues overall but taking the time to fill out a lot of other information on the evaluation form.

Proposal Three:

I recommend a subcommittee is formed to produce and evaluate current master plan evaluation tool to make it fit the needs of the committee. It would be the subcommittee's goal to have an action in place for approval by April 2018.

Rationale:

Our main focus as a parks committee is to provide feedback to the township and trustees on what needs to be improved upon in the parks. Having a subcommittee focused on the tool that we are using makes sense if others agree the master tool is too cumbersome.

*** These proposals were typed up with the hopes that everyone would get a chance to review so we can discuss, make changes if necessary and vote on the change in our approach for next year.

Proposal 4

Proposal:

Parks Committee members will review 6 parks each year. Park review will occur during the months of April to October. Members will be asked to submit a monthly evaluation of the designated park to the President by the 20th of each month. This can be submitted online or in person based on preference. There will be an optional meeting at the designated park that month on the 2nd Tuesday at 6:30pm for park members who may have less familiarity with the park. Park members who cannot make this optional meeting but are unfamiliar with park

information are responsible to set up another time with park committee member prior to the 20th of the month on their own time. The monthly meeting (last Tuesday of the month) will occur at the conference room to discuss the tabulated results of reviews as a discussion point.

Rationale:

I believe that we will much more efficient at discussing business and evaluating parks if we focus on the parks during the month and continue to have our meetings at 6400 Princeton Road. Having an optional meeting the 2nd Tuesday allows those unfamiliar with parks or those familiar to get out and see them again to specifically focus on the area in mind. I also feel that if can possibly combine with Michel's recommended meet and greet we can also have park patron suggestions added to the list that we discuss and submit to the township. I believe that if we do a trial run of this format for 2018 we will be able to evaluate more parks than in 2017 and hopefully have more productive meetings overall when other topics come up.

*** This proposal was typed up with the hopes that everyone would get a chance to review so we can discuss, make changes if necessary and vote on the change in our approach for next year.

Gregory Cabin cradle

Please see the following cradle that has been donated to the Parks for our historical cabin Gregory Cabin at Dudley Woods. I sent Chuck the picture to make sure that this piece would be historically correct for the cabin. In is in Oxford, OH..so field trip anyone???

