



# 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, January 29, 2019  
5:30 pm  
Agenda  
Saratoga Springs Recreation Center

### Attendance

### Public Comment

1. Discussion and Vote: November 27, 2018 & December 11, 2018 Minutes
2. Discussion and Vote: Saratoga Casino Holdings, LLC Contract
3. Discussion and Vote: Tennis Partnership with YMCA
4. Discussion and Vote: 2019 Part-time/Seasonal Personnel Rates
5. Discussion and Vote: Soccer Sponsorships
6. Discussion and Vote: Vending Machines
7. Discussion: General Budget
8. Discussion: Directors Report
9. Discussion: Program Report

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

The Recreation Commission will be meeting on the last Tuesday of the month on March 26, 2019, 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.



# 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, January 29, 2019 5:30 pm Minutes Saratoga Springs Recreation Center

Attendance – Amy Smith, Alphonse Lambert, Derrick Legall, John Dowd and Michelle Merola.  
Staff – John Hirliman.

The Saratoga Springs Recreation Commission meeting was called to order at 5:36 pm by Derrick Legall.

John Hirliman announced that the City Attorney's office emailed a request for the Commission members annual disclosure form. Please return it to the City Attorney's office if you have not already.

#### Public Comment –

Bart Bergbom, President of the Saratoga Springs Figures Skating Club, spoke to the Recreation Commission requesting on behalf of the Saratoga Springs Figure Skating Club to open the Ice Rink in the Spring. He has a daughter who skates in the Saratoga Springs Figure Skating Club. Troy and Scotia-Glenville rinks will be closed. Clifton Park is still open. There is a need for the Ice Rink to be open. He came to find out the process, wanted to get onto the agenda and he knows that he will need to speak to DPW for this request to work.

Bart Bergbom said the club is looking for 10 hours a week on Mondays, Tuesdays and Saturdays. They will adjust to make it work. They are looking at approx. \$1,500.00/week - \$6,000.00/month. There are other groups looking for ice. He does not need both rinks just one sheet. The Club would go down to Scotia-Glenville in April. They will be closed. The skaters will skate year-round.

The meeting with DPW is the priority. Bart Bergbom asked if he needed to bring additional people when meeting with DPW.

#### 1. Discussion and Vote: November 27, 2018 & December 11, 2018 Minutes

The Recreation Commission reviewed the November 27, 2018 and December 11, 2018 minutes.

**The motion to approve the November 27, 2018 and December 11, 2018 minutes was made by Michelle Merola and seconded by Amy Smith. The motion was approved by voice vote.**

#### 2. Discussion and Vote: Saratoga Casino Holdings, LLC Contract

The Saratoga Casino Holdings LLC through George W. "Skip" Carlson, Vice President, had each year allowed the Saratoga Springs Recreation Department permission to utilize their fields for our Soccer program. The 2019 Soccer program will utilize this space again this year Monday-Friday and on Saturdays. During the Saturday blackout dates/times the Saratoga Casino Holdings LLC had also given the program permission to utilize the Sundays. The City of Saratoga Springs will provide them with the annual Certificate of Insurance for the use of the fields. The Department of Public Works mows and lines these fields as well as takes care of garbage removal/port-a-johns for the soccer program.

**The motion to approve the annual Saratoga Casino Holdings, LLC contract was made by Amy Smith and seconded by Alphonse Lambert. The agreement will go to the City Council. The motion was approved by voice vote.**



# 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

### 3. Discussion and Vote: Tennis Partnership with YMCA

John Hirliman reached out to the YMCA to potentially partnering with our Tennis Clinic. They offered to run our tennis clinic in exchange for using East Side Tennis Courts for their summer Camp. They didn't have specific times and dates yet but they indicated it would not be every day. We also would not be their home base or only location.

The Saratoga Springs Recreation Commission discussed the tennis proposal. In lieu of the previous 50/50 split, when Roland LeBlanc ran the clinic, YMCA was looking for Court space. Their camps run 8am-4:15pm from 7/1-8/23. John Hirliman announced that tennis court repairs in conjunction with the Great Outdoors project will not be completed in 2019. Alphonse Lambert mentioned that East Side Rec. courts are busy in the Mornings. East Side Rec. courts have pickleball on 5 of the courts Monday, Wednesday and Friday mornings from 9am-11:30am. The public utilizes the courts throughout the day. Derrick Legall mentioned that the West Side Courts are busy in the afternoons. There are 4 courts at Veterans Memorial Park, 3 courts at West Side Rec, and 6 Courts at East Side Rec. The Recreation Commission wanted John Hirliman to negotiate with the YMCA. One option discussed was one day a week. A schedule for the Summer would be posted at the Courts. John Hirliman explained that the YMCA wants to go to different places, i.e. State Park, City Parks, etc. John Hirliman mentioned that there was a \$10/hour court rate. The rate was not used. The Department has reserved Tennis Courts for Schools for their Gym classes. Derrick Legall liked the rotating of the courts not just at East Side Rec. John Hirliman will get more specifics from the YMCA on their needs. When scheduling at East Side Rec, Amy Smith recommended Tuesday and/or Thursday to avoid pickleball or start later. John Hirliman explained the pickleball courts are only at East Side Rec.

**The motion to co-sponsor Saratoga Springs Recreation Tennis Clinic with the YMCA allowing the YMCA Tennis Court space once a week at various City Courts throughout the Summer was made by Amy Smith and seconded by Michelle Merola. The motion was approved by voice vote.**

Discussion: The Director was directed to negotiate with the YMCA. The final terms and agreement will be reviewed.



# 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

### 4. Discussion and Vote: 2019 Part time/Seasonal Personnel Rates

#### Saratoga Springs Recreation Department Part Time / Seasonal Hourly Personnel and Referee Rates 2019

Any new Part Time/Seasonal Hourly employee will be paid the approved 2019 starting hourly rate effective 2/01/19.  
Please Note: If any employee's current rate exceeds the proposed rate, the employee will receive their current 2018 rate.

Job Class	Job Location	Job Title	Program	Hourly Rate	2019 Rate for 2019 Hire	2019 Rate for 2018 Hire	2019 Rate for 2017 Hire	2019 Rate for 2016 Hire	2019 Rate for 2015 Hire or Prior yrs		
					Proposed Year 1	Proposed Year 2	Proposed Year 3+	Proposed Year 4+	Proposed Year 5+		
2500	1350	Camp Saratoga Director	Camp Saratoga	Hourly	\$18.85	\$19.85	\$20.85	\$21.85	\$22.85		
2507	1350	Nurse (Health Dir)	Camp Saratoga	Hourly	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00		
2501	1350	Camp Saratoga Assistant Directors	Camp Saratoga	Hourly	\$15.10	\$15.35	\$15.60	\$15.85	\$16.10		
2503	1350	w/MSLE/CP	Camp Saratoga	Hourly	\$18.10	\$18.35	\$18.60	\$18.85	\$19.10		
2502	1350	Water (Aquatics) Director	Camp Saratoga	Hourly	\$15.00	\$15.00	\$17.00	\$18.00	\$19.00		
2001	1350	Camp Saratoga Counselor	Camp Saratoga	Hourly	\$11.10	\$11.15	\$11.40	\$11.65	\$11.90		
2509	1350	w/MSLE/CP	Camp Saratoga	Hourly	\$14.10	\$14.15	\$14.40	\$14.65	\$14.90		
2000	1350	Head Counselor	Camp Saratoga	Hourly	\$11.90	\$12.10	\$12.35	\$12.60	\$12.85		
2007	1350	Head Counselor w/MSLE/CP	Camp Saratoga	Hourly	\$14.90	\$15.10	\$15.35	\$15.60	\$15.85		
2544	1350	School Bus Driver	No longer will be employed by the City. The drivers were will be contracted through the School District.								
*Contractors/CP (Health Safety Director, LP - Lifeguard)											
2023	1380	Youth Parkers	Youth Parking	Hourly	\$11.10	\$11.15	\$11.40	\$11.65	\$11.90		
2021	1380	Youth Parker Supervisor	Youth Parking	Hourly	\$12.80	\$12.85	\$13.10	\$13.35	\$13.60		
2022	1380	Youth Parker Coordinator	Youth Parking	Hourly	\$18.95	\$17.95	\$18.95	\$19.95	\$20.95		
2583	1320/00/15/05	Recreation Assistant	Ice Rink/All	Hourly	\$11.10	\$11.15	\$11.40	\$11.65	\$11.90		
2582	1320/00/15/05	Recreation Leader	Ice Rink/All	Hourly	\$11.65	\$11.90	\$12.15	\$12.40	\$12.65		
2581	1320/00	Recreation Specialist	Ice Rink	Hourly	\$16.85	\$17.85	\$18.85	\$19.85	\$20.85		
2630	1320/00/15/05	Recreation Specialist	Level I	Ice Rink/All	Hourly	\$12.35	\$12.60	\$12.85	\$13.10		
# of participants:											
2031	1365	Recreation Specialist	Level II	0-20	All	Hourly	\$16.85	\$17.85	\$18.85		
2032	1365	Recreation Specialist	Level III	21-40	All	Hourly	\$17.85	\$18.85	\$19.85		
2033	1365	Recreation Specialist	Level IV	41-80	All	Hourly	\$18.85	\$19.85	\$20.85		
2034	1365	Recreation Specialist	Level V	81-100	All	Hourly	\$19.85	\$20.85	\$21.85		
2035	1365	Recreation Specialist	Level VI	81-100	All	Hourly	\$20.85	\$21.85	\$22.85		
2036	1365	Recreation Specialist	Level VII	over 100	All	Hourly	\$21.85	\$22.85	\$23.85		
**The hourly rate is based on the number of participants in the clinic or program from last year. New programs receive the 200 hourly rate.											
2010	1315	Cleaner	Rec Center	Hourly	\$11.85	\$11.90	\$12.15	\$12.40	\$12.65		
2050	1310	Program Coordinator-Provisional	All	Hourly	\$14.00	n/a	n/a	n/a	n/a		
<b>Independent Contractor - per Game</b>											
		Referee/Official	Soccer - Non-Certified	Game	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00		
		Referee/Official	Soccer - Certified	Game	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00		
		Referee/Official	Basketball - Non Certified	Game	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00		
		Referee/Official	Basketball - Certified	Game	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00		

Year 1 - Employee hired in 2019  
Year 2 - Employee hired in 2018  
Year 3 - Employee hired in 2017  
Year 4 - Employee hired in 2016  
Year 5 - Employee hired prior to 2015  
Any break in service of 24 months or more will void the original date of hire and the date of rehire shall be used.

The 2019 Part time/Seasonal Personnel Rates were reviewed and discussed by the Recreation Commission in 2018. There was no quorum at the December meeting. The starting Recreation Assistant rate will start at \$11.10/hour and 2<sup>nd</sup> year rate will be \$11.15/hour. **The motion to approve the previously discussed 2019 Part time/Seasonal and Referee rates was made by Amy Smith and seconded by John Dowd. The City Council approved the rates. The motion was approved by voice vote.**

### 5. Discussion and Vote: Soccer Sponsorships

John Hirliman had been approached over the years about offering a chance for businesses to sponsor our soccer program like they do for basketball. He would like to hear the Commission's thoughts on it.

The Department could run it like our basketball sponsorship program or could make it different. There are two Soccer seasons – Spring and Fall. There are 38-40 teams. John Hirliman mentioned that the Department would be competing with the other organizations, such as Miss Softball & Little League, for sponsors. Michelle Merola said that would be a lot of work to get that many sponsors. It would be difficult to cover a team by team sponsor. Derrick Legall explained that there is currently a letter that is sent out to the Basketball sponsor. The Department receives \$3,800.00 in sponsorships. The Basketball referees are paid \$20.00 non-certified/\$35.00 certified and Soccer referees are paid \$15.00 non-certified/\$20.00 certified per game.

Amy Smith requested developing an overarching plan for sponsors and donations. The Recreation Commission discussed Saratoga Casino Hotel as a sponsor. **The motion to not run a team by team sponsorship program for Spring and Fall Soccer was made Michelle Merola and seconded by Amy Smith. The motion was approved by voice vote.**



# 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

### 6. Discussion and Vote: Vending Machines

John Hirliman needed to do a new RFP for the Rec Center vending machine. He was thinking about doing machines at all our facilities but would like to discuss a few topics with the Commission first. The Recreation Commission reviewed the Director's draft RFP. The Recreation Commission discussed various locations including Recreation Center, Veterans' Memorial Park, West Side Rec., East Side Rec., Waterfront, and Ice Rinks. The last time the Department did a quote, some machines were broken into or vandalized at the parks. Saratoga Youth Hockey currently supplies the machines at the Ice Rinks. John Hirliman explained that the Saratoga Youth Hockey does not pay for the concession stand. John Dowd asked what the group was paying. John Dowd said if Saratoga Youth Hockey was not pay for it (concession stand - \$450.00 to \$600.00/month), the City should take over the machines. The machines at the Recreation Center were discussed. John Hirliman explained that during tournaments the machines were blocked when a group would rent the entire facility. They could not be shut down. The groups would charge more than the machine prices. Amy Smith wanted the RFP for vending machines.

**The motion to RFP the vending machines for Recreation facilities was made by John Dowd and seconded by Michelle Merola. The motion was approved by voice vote.**

### 7. Discussion: General Budget

The Recreation Commission received the 2015-2018 Expense and Revenue December Actuals. The 2019 budget was adopted in November 2018. From Year to Date Actuals December 2017 to 2018, the overall expenses are down \$170,000.00 and overall revenue was up \$41,000.00. The utility expenses were transferred out to the Solar Park. Utilities are down. The Camp Saradac expenses and revenue were up. Saratoga Springs Ice Rink (Weibel) revenue was down. The compressors went down and lost approximately \$9,000.00 in revenue. Gifts and Donations increased from \$5,250.00 to \$7,101.28. The Gifts and Donations included Stewart's Holiday Match \$5,000.00, Saratoga YMCA \$400.00, Community Foundation (Friends of Recreation) \$1,601.28 and John Boyd \$100.00 (25<sup>th</sup> Ice Rink Anniversary). January and February 2019 Revenue/Expenses will be included in Period 13 2018.

### 8. Discussion: Directors Report - The monthly Director's report was designed to update the Recreation Commission on the activities the Recreation Department is working on.

Recreation Center Update: After submitting the loss of revenue report the insurance company was requesting back-up documentation supporting our request. This information will be pulled together and sent to the insurance company on Monday, January 28. There had not been an updated time line regarding the construction of City Hall.

Spring Registration including Intro to Ice Skating, Spring Soccer, Tee Ball, Boxing and Jr Sluggers was now open. The Recreation Department had two new programs, Adult Soccer and Adult Boxing, starting this spring. Our Tee Ball program will be at Division Street Elementary School and the Jr. Sluggers will be held at Spa Catholic High School. Volleyball started at the YMCA. The YMCA had been great to work with and very accommodating.

Summer Camp registration was gearing up. The Recreation Department had some of the marketing hitting next week including post cards to all last year's campers and will be in the Saratoga Today Camp Guide. The Administrative Director recently met with St Clement's School to discuss the arrangements for summer camp. In addition, he had decided to go back to 5 to 12 year old for our camp ages. Even though the 13-15 group had participants, the Director felt that it really wasn't a good fit for those kids in our camp. The ages of the campers were too close to the ages of our counselors and the activities were difficult to gear toward that age group. Those campers would benefit more different camps such as a traditional camp setting that offered archery and/or canoeing or from a specialized camp like science or engineering camp.



# 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](http://www.SaratogaRec.com)

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

The Administrative Director was reaching out to the Schools to securing gym space for the Summer. He hopes to have this completed by the end of February.

The Playground Initiative had been continuing but at a slower pace than expected. Recently, the Administrative Director polled some people on the type of playgrounds they like and learned a little more about the current playground options that he hopes to share with the commission soon. In the next couple of months, the Administrative Director will be pushing to finalize a design at Veterans Memorial Park with budget figures so the Department can seek the funding. MaxGalaxy Upgrade, the cloud version of Max Enterprise which was the Department's current registration and facility management program, was denied. The City and Max Galaxy couldn't agree. The Department will be writing an RFP.

Due to gym space, the Basketball program's schedule was forced to change from its traditional format of scattered practices to weeknight practices and weekend games. Although the number of games didn't change the perception of 1 game on Saturday and 1 practice during the week made a few coaches questioned the number of Games. The Department always strives to have 12 to 13 games and that is what each team is still getting.

The final school capital project couldn't be completed in 2018 but the Director hopes to have it started first thing in the spring. The project is to cut out the infield of the Jim King Diamond. For 2019, the Director has decided to reach out to the primary users of East and West parks to hear what capital projects they are looking for. The Administrative Director has received the following input.

- a. The Saratoga Springs High School would like:
    - i. Jim King Diamond-
      1. 6 piece mound that is constructed of fiberglass and turf to allow for zero maintenance and proper playing dimensions.  
<https://beaconathletics.com/store/game-practice/perfect-mound-adult-10-slope/>
      2. The infield should be skinned, graded, and have new grass or sod installed
    - ii. East Side Big Field- Install field armor batter boxes.
    - iii. Inflatable In Motion Air turtle backstop. This "turtle" inflates and reduces the wear and tear to the grass and eventually turf that will be installed by not having to drag the large metal piece of equipment across the field everyday. <http://www.inmotionair.net/sports/inflatable-batting-cage/>
  - b. The Saratoga/Wilton Youth Baseball organization would like the following at East Side:
    - i. Infield Clay
    - ii. Cutting the Jim King infield to accommodate Cal Ripken Majors infield
    - iii. Cutting out and enlarging the warning track on the Majors field and adding clay.
    - iv. Fixing the gates entering the fields as several are broken or do not function appropriately.
    - v. Adding bleachers to both the Minors and Majors field
  - c. The Saratoga Little League would like the following at West Side:
    - i. Infield Clay
    - ii. New dugouts on the Tee Ball Field that are above the water level
9. Discussion: Program Report - The Winter program numbers were down from 2017 741 to 2018 532. Fall Program numbers were down 2017 527 to 2018 488. The Administrative Director-Recreation recapped the 2018-2019 Basketball Season.

Adjournment - The motion to adjourn the Recreation Commission meeting at 6:41 p.m. was made by John Dowd and seconded by Alphonse Lambert. The motion was approved by voice vote. The next meeting will be Tuesday, February 26, 2019 at 6:30 pm.

Respectfully submitted,

Kathleen Lanfear

2019-01-29 Saratoga Springs Recreation Commission Minutes

Page 6 of 6