



# 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

March 4, 2020

6:30 pm

Saratoga Springs Recreation Center

#### Attendance

#### Public Comment

1. Discussion and Vote: Naming the Recreation Center Recommendation
2. Discussion and Vote: Recreation Commission Minutes
3. Discussion and Vote: Saratoga Springs Casino Hotel Agreement – Soccer Fields
4. Discussion and Vote: Printed Shirt Quote
5. Discussion and Vote: Recommend the Award of Bid 2019-41 Skate Park Consulting & Design Services to Pillar Design Studios
6. Discussion and Vote: Co Sponsored Programs & Agreements
7. Discussion and Vote: Saratoga Springs Lions Club \$915.00 Camp Scholarship
8. Discussion and Vote: Election – Vice and Chair
9. Discussion and Vote: Field License Agreement 2020
10. Discussion and Vote: Ice Rink Agreement 2020-2021
11. Discussion and Vote: School Capital request
12. Discussion and Vote: Approve 3 staff to attend the annual New York State Recreation and Parks Society conference, up to \$2,500.00.
13. Announcement: Field User Meeting –March 31, 2020-5:30pm
14. Announcement: Alfred Z. Solomon Trust \$4,575.00 Camp Scholarships
15. Announcement: Annual Funding Requests
16. Discussion: Saratoga Youth Hockey Request to use the City's Music Room for a Skate Sharpening Machine
17. Discussion: Playground Update
18. Discussion: Capture Point – Community Pass Update
19. Discussion: Outdoor Batting Cage protocol
20. Discussion: Recreation Master Plan
21. Discussion: General Budget
22. Discussion: Facility Report
23. Discussion: Directors Report
24. Discussion: Program Report
25. Discussion and Vote: Skate Park T-Shirt Design
26. Discussion and Vote: Tri-City Valley Cats
27. Discussion and Vote: George and Martha Parker - \$2,000.00 Camp Scholarships

#### Executive Session: Personnel

Adjournment - Next Meeting – Field User Meeting: Tuesday, March 31, 2020 5:30 PM, & Tuesday, March 31, 2020 - 6:30 pm at the Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866.

2020 Meeting dates: Tuesday, April 28, 2020 6:30 PM, Tuesday, May 26, 2020 6:30 PM, Tuesday, June 30, 2020 6:30 PM, Budget Workshop Tuesday, July 21, 2020 6:30 PM, Tuesday, July 28, 2020 6:30 PM, No August Meeting, Tuesday, September 29, 2020 6:30 PM, Tuesday, October 27, 2020 6:30 PM, \*3rd Tuesday\* Tuesday, November 17, 2020 6:30PM, and, \*2nd Tuesday\* Tuesday, December 08, 2020 6:30 PM.



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Recreation Commission Meeting

March 4, 2020

6:30 pm

Saratoga Springs Recreation Center

Attendance – Derrick Legall, Amy Smith, Alphonse Lambert, John Dowd, and Michelle Merola.  
John Hirliman, Guests: Commissioner Madigan

The Saratoga Springs Recreation Commission meeting was called to order at 6:46 p.m. by Derrick Legall, Chairman.

Public Comment – There was no public comment.

1. Discussion and Vote: Naming the Recreation Center Recommendation – Commissioner Madigan spoke to the Recreation Commission. She recommended naming the Recreation Center, the Scott Johnson Recreation Center. August 17, 2018 City Hall relocated to the Recreation Center. The former Mayor was instrumental in getting the Recreation Center built dealing with Lawsuits, the neighbors, etc. The Recreation Center was a great accomplishment. When the Recreation Center reopens in conjunction with the 10 year anniversary, the Commissioner was recommending having a dedication ceremony. Derrick Legall stated that the Recreation Center was a god sent. The former Mayor stuck to his guns to get this building built. Amy Smith asked if he knew. The Recreation Center has been used for temporary shelter during the Woodlawn fire. Alphonse Lambert stated that Scott Johnson had a vision for the Recreation Center and if it were not for him it would not have been built. The original plan for the building was bigger but had to be scaled back. He did what was right for the City. He believed it was the right thing to do having the Recreation Center close to the terrace. Derrick Legall on behalf of the Recreation Commission thanked the Commissioner for attending the meeting.

**The motion to recommend renaming the Saratoga Springs Recreation Center to the Scott Johnson Recreation Center was made by Alphonse Lambert and seconded by Amy Smith.** Discussion: The Naming of the Recreation Center was discussed. Once the new name is approved by City Council, a new sign will need to be designed. **Ayes all approved.**

2. Discussion and Vote: Recreation Commission Minutes – The January and February Recreation Commission meetings were cancelled. **The motion to accept the December 10, 2019 minutes was made by Amy Smith and seconded Michelle Merola. Ayes Approved.**

3. Discussion and Vote: Saratoga Springs Casino Hotel Agreement – Soccer Fields – **The motion to approve the Saratoga Springs Casino Hotel agreement for the Soccer fields was made by Amy Smith and seconded by John Dowd.** Discussion: The Commission thanked the Saratoga Casino and Skip Carlson for their continued donation of the soccer fields. The Department would not be able to provide soccer for the over 800 players. The City will provide an insurance certificate. DPW will maintain the facility during the soccer seasons. A fence will be requested to block an area so no one will fall into the area. **Ayes approved.**



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4. Discussion and Vote: Printed Shirt Quote – **The motion to approve Front 9 as the Printed Shirt vendor was made by Amy Smith and seconded by Derrick Legall.** Discussion: Front 9 was the lowest overall bidder. The Representative is in Ballston Spa, NY. **Ayes approved.**
  
5. Discussion and Vote: Recommend the Award of Bid 2019-41 Skate Park Consulting & Design Services to Pillar Design Studios – **The motion to recommend the Award of Bid 2019-41 Skate Park Consulting & Design Services to Pillar Design Studios was made by Derrick Legall and seconded by Alphonse Lambert.** Discussion: There were 3 bidders. The Skate Park Project was discussed. Construction should be in Fall 2021. The funds were from 2018 Surplus and from the School District. **Ayes approved.**
  
6. Discussion and Vote: Co-Sponsored Programs & Agreements – The Recreation Department was requesting approval of the Baseball, Softball, Tennis, Bowling and Cooking agreements. **The motion to approve the Co-sponsored agreements was made by Amy Smith and seconded by Michelle Merola.** Discussion: I'm the Chef will receive 90% of the revenue, Saratoga Miss Softball, American Legion Baseball and Saratoga Strike Zone will be a 50/50 split, the field users will use it towards their field bill and the YMCA will be using the four Veterans Memorial Park Tennis courts in lieu of payment. **Ayes approved.**
  
7. Discussion and Vote: Saratoga Springs Lions Club \$915.00 Camp Scholarship – **The motion to accept the Saratoga Springs Lions club donation of \$915.00 towards Camp Scholarships was made by Amy Smith and seconded by Derrick Legall. Ayes Approved.**
  
8. Discussion and Vote: Election – Vice and Chair – The Election was tabled to later in the meeting.
  
9. Discussion and Vote: Field License Agreement 2020 – **The motion to recommend the 2020 Field License agreements was made by Derrick Legall and seconded by John Dowd.** Discussion: This is a template. **Ayes Approved.**
  
10. Discussion and Vote: Ice Rink Agreement 2020-2021 - **The motion to recommend the 2020-2021 Ice Rink agreements was made by Amy Smith and seconded by John Dowd.** Discussion: This is a template. The cancellation policy was changed from 10 business days to 14 days to be clearer. **Ayes Approved.**
  
11. Discussion and Vote: School Capital request - **The motion to recommend the 2020 East Side and West Side School Capital projects was made by John Dowd and seconded by Amy Smith.** Discussion: John Hirliman spoke with DPW regarding the School Capital request. The Recreation Department emailed the School Capital request for West Side Big Field Renovations for \$17,000.00 and for West Side Tee Ball Dug Outs for \$23,000.00. No metal cleats will be allowed on the new pitching mound. The East Side Rec. has the same mound. Derrick Legall requested that the netting be put back up. It was hanging. **Ayes Approved.**



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12. Discussion and Vote: Approve 3 staff to attend the annual New York State Recreation and Parks Society conference, up to \$2,500.00. - **The motion to approve up to \$2,500.00 for staff to attend the Annual New York State Recreation and Parks Society conference was made by Amy Smith and seconded by Alphonse Lambert.** Discussion: The Recreation Commission discussed sending staff to the conference. The Conference will be in Westchester. John Hirliman stated that next year the Conference will be in Saratoga Springs. **Ayes Approved.**

13. Announcement: Field User Meeting –March 31, 2020-5:30pm – The field user meeting will be on Tuesday, March 31, 2020 at 5:30pm prior to the Recreation Commission meeting. The Recreation Department and the field users will cover Community Pass usage, Our Facilities, Usage Policies, Scheduling, Fields Fees, Usage of Lights, Season Dates, Field Responsibilities- city, Field Responsibilities- users, and the Great Outdoors Project. The Recreation Commission discussed the new Community Pass system. Community Pass gave the Department a demo still. The Department will be having the facilities training.

14. Announcement: Alfred Z. Solomon Trust \$4,575.00 Camp Scholarships – The Recreation Department was proud to announce that the Alfred Z. Solomon Charitable Trust donated \$4,575.00 grant towards Camp Scholarships. The funds should help campers in need attend camp. This is the first year receiving funding.

15. Announcement: Annual Funding Requests – The Saratoga Springs Recreation Department will request funds from the following organizations: Community Development Block Grant - deadline 1/31/2020, Hawley Foundation Application - deadline 3/1/2020, Stewarts Holiday Match - deadline 1/31/2020, WGY Christmas Wish - deadline 1/31/2020, Soroptimist International of Saratoga County – deadline 1/31/2020, Saratoga County Children’s Committee Saratoga Springs Lions Club, Saratoga Springs Rotary Club, Saratoga Wilton Elks Club #161 Saratoga Springs, Principessa Elena Society, Saratoga National Bank, Adirondack Trust Company Community Fund – begins April 1, Alfred Z. Solomon Trust – deadline November 2020, Saratoga County Youth Bureau/NYS OCFS, and the Saratoga Springs Friends of Recreation. The funds are primarily requested for Camp Scholarships. They do not require matching funds. The Department will apply for playground and program supply funding.

16. Discussion: Saratoga Youth Hockey Request to use the City’s Music Room for a Skate Sharpening Machine – Derrick Legall was concerned about the safety of the public and staff while having the skate machine in the outer office near the PA system. John Dowd asked if the Saratoga Youth Hockey will be renting the space. He wanted to make sure that the machine was covered and locked as other groups utilize the area. He did not want anyone to get hurt on the machine. If the City agrees, then there should be a written agreement. John Dowd and Derrick Legall was concerned about injury. John Hirliman explained that Saratoga Youth Hockey will be getting a locked cart. The Music Room is not a Pro Shop.



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17. Discussion: Playground Update – The Recreation Commission discussed the Veterans Memorial Park playground. The Recreation Department will need to locate additional funding. John Hirliman showed the Veterans Memorial Park playground. It was being recommended to be completed in three phases. The project will need \$300,000.00.

18. Discussion: Capture Point – Community Pass Update – The Online Registration has increased registration in programs such as Volleyball and Boxing. There were waiting lists started for Boxing and Volleyball. Capture Point was still working on the MUNIS report. Amy Smith asked if the City verification had to be only once. John Hirliman explained yes. Partial payments must be made at the Recreation Center. John Hirliman spoke to Community Pass. The League and Facility Scheduling training should be completed prior to the March 31, 2020 Field user meeting. Participants can sign up for Rec. Cards.

19. Discussion: Outdoor Batting Cage protocol – The Recreation Commission discussed the outdoor batting cage procedures. The Saratoga-Wilton wanted to keep the East Side Rec. batting cages open to the public. The School District does not want locks on the gates. They do not want a child getting locked in the batting cage. Saratoga Springs Little League requested locking the West Side Batting Cage. John Dowd and Alphonse Lambert were requesting locking the Veterans Memorial Park batting cages. The School District wanted it to be a public space. The City's batting Cage at Veterans Memorial Park was for public use. Derrick Legall was concerned about safety. Usage currently runs on a first come, first served basis. Derrick Legall wanted user groups to have priority usage. There was concern about vandalism including people cutting up the nets. The Recreation Commission was concerned that the public do not bring their own A and L screens. The ball could hit them. Alphonse Lambert recommended the Batting Cages be used for User Groups only. Amy Smith recommended having a sign-up sheet for the Batting Cages. John Hirliman will speak to Risk and Safety. John Dowd recommended that the cages be locked, and individuals/groups could sign up to use it and the City would have to open them for the user.

Discussion and Vote: Election – Vice and Chair – **The motion to elect Derrick Legall as Chair and John Dowd as Vice Chair was made by Amy Smith and seconded by Alphonse Lambert. Ayes Approved.**

20. Discussion: Recreation Master Plan – The Recreation Commission discussed the Master Plan. The Commission wanted to allocate a portion of each meeting to discuss the Master plan items.

21. Discussion: General Budget – The Recreation Commission discussed the General budget reports and the Capital budget projects.

22. Discussion: Facility Report – John Hirliman gave the facility report.



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23. Discussion: Directors Report – John Hirliman gave the Director’s report. The monthly Director’s report is designed to update you on the activities the Recreation Department is working on. 1. Recreation Center Update: June 1st is the estimated date that the Gym will be reopened. 2. On January 13th, we officially went live with our new online registration system. We have seen a tremendous boost to our program registrations just in the first few weeks. 87% of all registrations have happened online. Online camp registration will be available to City Residents starting Feb 24th and Non Residents starting Mar 16th . 3. The basketball season ended with Championship Saturday on Feb 8th. Although there were several logistical challenges with the schedule, our coaches and families were extremely positive and helpful throughout the season from helping us set up the gym to lowering the hoops. 4. The department has been fully focused on releasing to the public our summer program offering earlier than ever. Traditionally, the summer program brochure is out April 1 but this year we plan to have the brochure available by Feb 29th. We hope the earlier marketing will make planning for the summer easier for families. 5. On February 26th, Putnam Place with Saratoga Living Magazine is hosting a 40th anniversary Miracle on Ice event. \$25 of the ticket price will be going to the Recreation Department for ice rink improvements. Tickets and information for the event can be found here: <https://www.eventbrite.com/e/saratoga-celebrates-miracle-on-icetickets-93102641507> 6. The City has awarded the skate park bid to Pillar Design. We hopefully will begin working with Pillar Design in later March so that we can develop a schedule for the Recreation Commission. 7. We are trying to work with the Elks Club to help promote their annual fishing derby on Father’s day as well as develop a fishing clinic at the Waterfront Park. We are in the early stages but hope to have more to discuss at the meeting. 8. East Side recreation Park will be closed starting March 13th and is scheduled to reopen in Mid October. DPW and I have been meeting with the School district to discuss logistics and public communication. 9. Saratoga Financial Services has offered to purchase two new scoreboards for our softball fields at Veterans Memorial Park. I am working with Saratoga Miss Softball on the design. We hope to have the scoreboards donated and installed by Mid April. 10. There has been no update regarding the outdoor pickleball courts proposed for East Side Recreation Park.
24. Discussion: Program Report – John Hirliman gave the Program Report.
25. Discussion and Vote: Skate Park T-Shirt Design – **The motion to approve the Skate Park T-shirt Design proposal was made by John Dowd and seconded by Amy Smith. Ayes Approved.**
26. Discussion and Vote: Tri-City Valley Cats - **The motion to approve the Tri-City Valley Cats agreement for Camp Saradac was made by Amy Smith and seconded by Alphonse Lambert.** Discussion: Camp Saradac had previously gone to Joe Bruno Stadium to see the Tri-City Valley Cats. **Ayes Approved.**
27. Discussion and Vote: George and Martha Parker - \$2,000.00 Camp Scholarships – **The motion to accept the \$2,000.00 Camp Scholarship donation from George and Martha Parker was made by Amy Smith and seconded by John Dowd.** Discussion: The Recreation Commission appreciated the donation. **Ayes approved.**





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Executive Session: Personnel – At 8:10 p.m., the Recreation Commission went into Executive Session.

Adjournment – The motion to adjourn was made at 8:16 p.m. by Amy Smith and seconded by John Dowd. The next Meeting will be a Field User Meeting: Tuesday, March 31, 2020 5:30 p.m. and the Recreation Commission meeting, Tuesday, March 31, 2020 - 6:30 p.m. at the Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866.

Upcoming 2020 Meeting dates will be Tuesday, April 28, 2020 6:30 PM, Tuesday, May 26, 2020 6:30 PM, Tuesday, June 30, 2020 6:30 PM, Budget Workshop Tuesday, July 21, 2020 6:30 PM, Tuesday, July 28, 2020 6:30 PM, No August Meeting, Tuesday, September 29, 2020 6:30 PM, Tuesday, October 27, 2020 6:30 PM, \*3rd Tuesday\* Tuesday, November 17, 2020 6:30PM, and, \*2nd Tuesday\* Tuesday, December 08, 2020 6:30 PM.

Respectfully submitted,

Kathleen Lanfear