



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, March 26, 2019 6:30 pm
Agenda
Saratoga Springs Recreation Center

Attendance

Public Comment

1. Discussion and Vote: February 26, 2019 Minutes
2. Discussion and Vote: Tennis Partnership with the YMCA
3. Discussion and Vote: Baseball Clinic Co-Sponsor with Saratoga American Legion Stampede
4. Discussion and Vote: Softball Clinic Co-Sponsor with Saratoga Miss Softball
5. Discussion and Vote: Camp Saradac Safety Plan 6. Discussion and Vote: Camp Saradac Programs and Field Trips
7. Discussion and Vote: NYS Saratoga Spa State Park application
8. Discussion and Vote: NYS State Park Permit
9. Discussion and Vote: Recreation User Agreements
10. Discussion and Vote: Recreation Fees Updates
11. Discussion and Vote: Program Supplies and Equipment
12. Discussion and Vote: Stewart's Holiday Match Donation
13. Discussion and Vote: Friends of Recreation Donation
14. Discussion: NYS DOH Camp Renewal Permit
15. Discussion: Field User Group Meeting – March 26, 2019 – 5:30pm
16. Discussion: Spring Ice Update
17. Discussion: Ice Rink Meeting – April 3, 2019 – 5:00 pm
18. Discussion: School Capital Projects
19. Discussion: Establishment of Advertising Standards
20. Discussion: Recreation Master Plan Update
21. Discussion: Annual Report Update
22. Discussion: General Budget
23. Discussion: Directors Report
24. Discussion: Program Report

Adjournment - Next Meeting – Tuesday, April 30, 2019 - 6:30 pm. The Recreation Commission will be meeting on the last Tuesday of the month on 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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Recreation Commission Meeting Tuesday, March 26, 2019 6:30 pm Minutes Saratoga Springs Recreation Center

Attendance – Derrick Legall, Alphonse Lambert, Robert Manasier, Cheryl Smith, and Michelle Merola. John Hirliman

Public Comment – No one spoke at Public Comment.

1. Discussion and Vote: February 26, 2019 Minutes – **The motion to accept the February 26, 2019 minutes was made by Michelle Merola and seconded by Cheryl Smith. The motion was approved by voice vote.**

2. Discussion and Vote: Tennis Partnership with the YMCA.

3. Discussion and Vote: Baseball Clinic Co-Sponsor with Saratoga American Legion Stampede

4. Discussion and Vote: Softball Clinic Co-Sponsor with Saratoga Miss Softball

Each clinic the Rec. Department co-sponsors with the organization. In lieu of Revenue, the YMCA will be using the 3 East Side Tennis Courts for one-week, West Side Tennis Courts for one-week and Veteran's Memorial Park Tennis Courts for one week from 9am-4pm. The Saratoga American Legion Stampede, and the Saratoga Miss Softball will split the revenue 50/50 after expenses. The balance will be used as a credit for Field Fees. At the end of the season, the organization can be paid the balance or roll the credit over to the next year. Derrick Legall asked how will notify the Public be notified regarding the use of the Courts. The June 1st – mid July a sign will go up to promote the Tennis clinic. The information will also be on the website. **The motion to approve the Co-Sponsorship agreements with YMCA, Saratoga American Legion Stampede, and Saratoga Miss Softball was made by Robert Manasier and seconded by Cheryl Smith. The motion was approved by voice vote.**

5. Discussion and Vote: Camp Saradac Safety Plan – The Recreation Commission discussed the Camp Saradac Safety Plan. The City's Health Officer and Medical Director will be the offsite Health Director. The onsite Health Director designees will be the Camp Directors, Waterfront (Aquatics) Director, Assistant Director, and Head Counselors. Camp Saradac will be held at St. Clement's School. The Safety Plan was updated with that location. The Programs, field trips, registration form, hand book and DOH information was updated. The Recreation Commission will allow the Recreation Department to make changes as necessary under the supervision of the Risk and Safety Director in compliance with NYS Department of Health. **The motion to accept the 2019 Camp Safety Plan was made by Cheryl Smith and seconded by Michele Merola. The motion was approved by voice vote.**



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6. Discussion and Vote: Camp Saradac Programs and Field Trips – The Recreation Commission discussed the Camp Saradac programs and field trips. **The motion to approve the Camp Saradac Programs and Field trips was made by Alphonse Lambert and seconded by Robert Manasier. The motion was approved by voice vote.**

7. Discussion and Vote: NYS Saratoga Spa State Park application – The NYS Saratoga Spa State Park application for the City's Running program was discussed. **The motion to approve the NYS Saratoga Spa State Park was made by Cheryl Smith and seconded by Michele Merola. The motion was approved by voice vote.**

8. Discussion and Vote: NYS State Park Permit – The NYS State Park Permit for Saratoga Spa State Park and Moreau Lake State Park was discussed. Camp Saradac will have field trips to both the Peerless Pool and Moreau Lake. **The motion to approve the NYS State Park Permit was made by Robert Manasier and seconded by Cheryl Smith. The motion was approved by voice vote.**

9. Discussion and Vote: Recreation User Agreements – The Recreation Commission discussed the Field User Agreement and the Field User agreements with the Saratoga Little League, Saratoga – Wilton Baseball, Saratoga Pop Warner and Saratoga Miss Softball. The DPW information is in the agreement. The new parking violations will be enforced. 1st offence warning, 2nd offence \$50 fine and 3rd offense – termination and additional fees. Requests must be put in writing. DPW requested the sign language be more defined. Section 18 was added with DPW contact information. Groups will be able to contact DPW directly nights/weekends if needed. Section C has been added for groups with concession stands such as Saratoga Springs Little League, Saratoga Wilton Baseball, Saratoga Miss Softball and Saratoga Pop Warner. Alphonse Lambert asked about having L screens on the fields. John Hirliman explained that the groups bring their own equipment. The verbiage was not in the agreement. The language will be added back in after speaking with Risk and Safety. **The motion to approve the Field User Agreement templates was made by Michelle Merola and seconded by Cheryl Smith. The motion was approved by voice vote.**

10. Discussion and Vote: Recreation Fees Updates – The Recreation Department was recommending Spring Rates effective 4/1/19 \$165.00/hour City and \$185.00/hour Non-City and effective 7/1/19 \$175.00/hour City and \$195.00/hour Non-City and Parking violation \$50+ for field fees and changing Port-A-John fees from \$45 each to Varies. The amount of the port-a-john changes based on the vendor and tournament needs. **The motion to approve the Updated Recreation fees was made by Michelle Merola and seconded by Cheryl Smith. The motion was approved by voice vote.**



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11. Discussion and Vote: Program Supplies and Equipment – The Recreation Commission discussed needed program supplies and equipment. The four needed Soccer goals are \$224.00 each. Skates are needed at the Ice Rink requesting up to \$1,499.00 to purchase ice skates. **The motion to approve purchasing Soccer goals and Ice Skates was made by Cheryl Smith and seconded by Michelle Merola. The motion was approved by voice vote.**

12. Discussion and Vote: Stewart’s Holiday Match Donation – The Stewart’s Holiday Match donated \$5,500.00 for Veteran’s Memorial Park Scoreboard and scholarships. **The motion to accept the \$5,500.00 from Stewart’s Holiday Match was made by Cheryl Smith and seconded by Robert Manasier. The motion was approved by voice vote.**

13. Discussion and Vote: Friends of Recreation Donation – Friends of Recreation will be sending a check for 4 swings including installation in the amount of \$7,339.64 for the East Side Rec. Derrick Legall asked if they would be going to West Side. John Hirliman explained that a \$200,000.00 playground went to the West Side. **The motion to accept the swings & installation valued \$7,339.64 was made by Michelle Merola and seconded by Cheryl Smith. The motion was approved by voice vote.**

14. Discussion: NYS DOH Camp Renewal Permit – The NYS DOH Camp renewal paperwork has not been received. It will be submitted to the City Council on April 16, 2019. It will be submitted to the State sixty days prior to the start of Camp Saradac.

15. Discussion: Field User Group Meeting – March 26, 2019 – 5:30pm – Saratoga Springs Little League, Greenfield Yellow Jackets, Saratoga Pop Warner, Saratoga Lightning, and Saratoga MSBL met with the Recreation Department and DPW today. Michael Veitch from DPW was in attendance. The groups went over the new field user agreement. The groups and the Recreation Commission appreciated DPW’s support.

16. Discussion: Spring Ice Update – The Ice Rink will be open for Spring Monday-Thursday 4-9pm and Saturdays 9am-12:30pm. DPW will consider special requests as needed.

17. Discussion: Ice Rink Meeting – April 3, 2019 – 5:00 pm – The Recreation Department will be meeting with Saratoga Youth Hockey, Saratoga Figure Skating Club, Saratoga Winter Club, Skidmore and Saratoga Springs High School. Tournaments and Special Events will be discussed.

18. Discussion: School Capital Projects –The Administrative Director-Recreation explained the breakdown of \$40,000.00 in projects. The project list will be going to the School District Facility Committee. **The motion to accept the \$40,000.00 in School Capital Projects was made by Cheryl Smith and seconded by Robert Manasier. The motion was approved by voice vote.**



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19. Discussion: Establishment of Advertising Standards – DPW was looking guidance on the advertising standards. The Recreation Commission members will submit ideas to the Director.

20. Discussion: Recreation Master Plan Update - The Recreation Master Plan was discussed.

21. Discussion: Annual Report Update – The Recreation Commission discussed the 2018 year. The Report will be reviewed at the upcoming Recreation Commission meeting.

22. Discussion: General Budget – The 2018 Expenses were reduced. The Administrative Director-Recreation explained to the Recreation Commission regarding the insurance company reimbursement.

23. Discussion: Directors Report – The City Hall should be finished in the Fall of 2019. The Department has revamped the program statistics report. The goal for soccer is 450 participants. Camp Saradac has over 80 campers signed up. The goal is 200 campers. The Volleyball clinic will be held at St. Clement’s and Basketball will be held at Caroline Street School. Softball clinic will be run by Saratoga Miss Softball and the Tennis program will be run by the YMCA. The Firecracker baseball showcase will be on East Side and Veterans Memorial Park from July 18-July 20. The Ice Rink will be open on a limited basis this Spring. DPW has agreed with Finance on the funding needed resulting in Saratoga Spring Figure Skating club and few others getting all the ice they needed. Zero bids were received for the Vending Machine bid. The Department will need to get three quotes.

24. Discussion: Program Report – The Program Statistics were discussed during the Director’s Report.

Adjournment - The motion to adjourn was made by Cheryl Smith and seconded by Michelle Merola. The motion was approved by voice vote.

The next meeting will be on Tuesday, April 30, 2019 at 6:30 pm at the Saratoga Springs Recreation Center.

Respectfully Submitted,

Kathleen Lanfear