



Recreation & Parks Department Report January 2012

- Ten (10) groups used the Hughes Center during December for a total of 169 hours. Events included the annual PACA Christmas arts and crafts show, the Junior Cyclone's football banquet and Christmas parties for ANO and Booth Janitorial. PACA will move their arts and crafts show in 2012 to the first weekend in November.
- The Parks Commission met December 13. Several topics were discussed during the thirty minute meeting. The minutes are attached.
- The department had three incidents of vandalism in the month of December. The incidents included ground damage at the soccer complex, illegal dumping at disc golf and criminal mischief to the Winter Wonderland light display at Pleasant View Park.
- The department held a safety meeting on December 20. The topic was the annual review of the department's hazard communication program.
- The City of Russellville presented the annual Christmas Parade on December 1. The parade had many beautiful floats this year. Noah's Ark was selected as the grand prize winner; St. John's Catholic School PTO was first in the non-profit division with Branded by Christ Cowboy Church placing second and Hector Assembly of God in third place. Commercial winners were Honda of Russellville in first, Hogwild Family Fun Center in second and Russellville Family Clinic in third place. Santa's Choice went to the Bost Adult Development Center. A special thanks to the many city employees who volunteered in the staging area.
- The Winter Wonderland drive through light display opened to the public on December 2 and was open Friday and Saturday nights in December. The display was opened ten days for the public to enjoy.
- Caddis Fly Fishing Club, the Arkansas Game and Fish Commission and our parks department put on Trout Day 2011 at Pleasant View Park pond. This year's event was a huge success with over 200 people there and everyone had a good time. The pond will continue to be stocked for the months of December, January, February and March. Get out and catch a mess of trout, in Russellville. You do need a fishing license and trout permit to fish the pond and all game and fish regulation apply.
- The gymnasium floor was refinished on December 12 – 16 by Lee's Gym Floor Coatings of Russellville. We will be looking at a complete stripping, refinish and restriping of the lines in 2013.
- The director's office at the Hughes Center was painted and redesigned in December. The new painted walls are easier on the eyes and the rearranged office furniture utilizes the work area better.
- Financial statements for summer softball and fall softball were completed and distributed to the commissioners. Both programs are in the black; however additional funds are needed to cover the cost of operations. The new lights at Shiloh are using more power and all products being used for maintenance have increased in price. The use fee per game per field will increase from \$12.00 to \$15.00 in 2012.
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- Fence repairs were made and new six foot fence was added around the electric transformers at Field 4 at Hickey Park. This will make the area look better, safer for park patrons and keep people from jumping the fence.
- Rip rap was added to the creek bank where the new roadway was completed at Hickey Park. This will help assist us with erosion control from the run off at the new parking lot.
- Work was done at Illinois Bayou Park on the field that was burned during the spring fires and harvested by the Corps. It included burning brush piles, planting grass, erosion control and general cleanup.
- The maintenance room at the Hughes Center was caulked, painted and the cabinets were repaired. The lighter color brightens up the room, is safer and makes it easier to see everything.
- Several items were sold at the city auction on December 10. Items included 22 six foot tables, five metal halite light fixtures, some leaf blowers and exercise equipment.
- First Baptist Church of Russellville held a 5K run on December 31 at the soccer complex trail. The event was very well attended and seemed to be a success. The park was left in very good condition when they finished. We hope this is an event that will continue.

RUSSELLVILLE RECREATION AND PARKS COMMISSION
Minutes from Monthly Meeting
December 13, 2011

Present: Marvin Collier, Mayor Bill Eaton, Mack Hollis, Steve Olson
Absent: Andy Hatley, Mike Johnston, Chloe Lieblong, Mark Tripp
Person Recording: Kelli Nealy
Guests: Ron Knost, Mark Freeman-RV Leader, Adam Sweeney-The Courier

The meeting was called to order at 12:05pm.

Marvin Collier made a motion to accept the minutes from the September meeting. Steve Olson seconded the motion, and the motion passed.

New Business

A. R.H.S. Program Agreement-Russellville High School enters into a program agreement each year for use of Hickey Park for their softball and baseball programs. In the past, RHS has paid an hourly fee for use of the ball field lights. RHS begins using Hickey Park in January; however RYBA does not begin their season until mid March. After a discussion with RHS Athletic Director Jim Dickerson, RHS agrees to pay the entire utility bill until RYBA begins their season. After the RYBA season begins, RHS agrees to pay 1/3 of the Entergy demand charge plus the hourly light fee. Marvin Collier made a motion to change the 2012 program agreement with RHS to state they would be responsible for payment of the utility bills until RYBA begins their season at which time they would begin paying the hourly light fee. Steve Olson seconded the motion, and the motion passed.

B. Game Fees at Pleasant View Park & Shiloh Park-Changing the field lighting at Pleasant View Park and Shiloh Park from recreational level lighting to tournament level lighting has resulted in an increase in the electric bills at both parks. In addition, other expenses such as sand, dirt, and field marking paint have continued to increase. The department currently charges \$12.00 per game for the various groups/leagues that use the facilities. This fee has remained the same for eight years. A recommendation was made to increase the fee to \$15.00 per game to cover the increase in expenditures. Steve Olson made a motion in favor of increasing the fee to \$15.00 per game. Marvin Collier seconded the motion, and the motion passed.

C. Continuation of Capital Projects-The commission was given a list of capital improvement projects that have been completed, as well as projects requested but not yet completed. A recommendation was made to hold a public hearing to receive input regarding recreational needs and requests. After the public meeting, the commission will formulate a list to be presented to the city council showing the department's intent to continue the one cent sales tax.

D. 2012 Hickey Pool Schedule-The commission was informed that the pool budget for 2012 is based on the pool being open seven days per week instead of being closed every Tuesday. The hours of operation will be 12:30pm to 7:00pm each day. In the past, the majority of pool maintenance and cleaning was performed on Tuesday of each week. Beginning in 2012, parks staff will do maintenance each morning, and a lifeguard will work from 11:00am to 12:30pm daily to perform cleaning duties.

E. One Year Extension of the Concession Agreement at Pleasant View Park and Shiloh Park-In 2009, the department entered into an agreement with J & J Food Service to operate the concession at Pleasant View Park and Shiloh Park. The agreement states that the lease may be extended no more than two additional years if the vendor is in good standing. Although the agreement should be re-bid in 2012, a recommendation was made to extend the agreement with J & J Food Service an additional year. When bids were accepted in 2009, J & J Food Service was the only company that bid on operating the concession. Mayor Bill Eaton made a motion in favor of the one year extension. Steve Olson seconded the motion, and the motion passed.

General Update

A. Monthly Report-The commissioners received a copy of the department's monthly report. In addition, copies of 2011 financial statements for M.J. Hickey Pool, Adult Summer Softball, and Adult Fall Softball were distributed. The commission was informed that 45 years ago on December 14, 1966 the Russellville Parks Department was established.

B. Upcoming Events-A schedule of upcoming events was given to the commissioners.

C. Presentation-A commemorative clock was presented to Steve Olson in recognition of his commitment, service, and dedication to the parks department. His term on the commission will expire at the end of this year.

D. Future Agenda Items- 2012 Program Agreements

The meeting adjourned at 12.35pm.