

THE MINUTES OF THE PUBLIC RECREATION COMMISSION
May 20, 2025

The regular meeting of the Public Recreation Commission was held with the following Commissioners present: Messrs. O'Callaghan, Lee, and West Mmes. Rich and Bolton Staff in attendance: Mmes. Williams, Shoecraft, Swift, Sanders, Cossins, Webb, Riggins, Jones, Messrs. Betts, Harris, Heyl, Higby, Benjamin, Elliott, Ford, Nabaran,

Commissioner Pat O'Callaghan, Jr. called the meeting to order at 4:02 pm

PRESENTATION

P-Card Improvement Plan

INTRODUCTIONS

Salissou Nabaran – Computer Systems Analyst - **Promotion**

Aji Awa Saho, Accountant

Keith Dixon – Community Center Director

Donna Mitchell-Griffin – Community Center Director

Michael Elliott – Laborer

RETIREMENTS

Dan Hamberg – Accountant

PROGRAM HIGHLIGHTS

Summer in Cincy presentation

MINUTES

Commissioner O'Callaghan called for a motion to approve the minutes of the Regular Board Meeting on March 18, 2025. Commissioner Rich motioned to accept the minutes, and Commissioner Lee seconded; the motion carried.

The minutes of the Regular Board Meeting on April 15, 2025, were unable to be approved due to a lack of quorum. The minutes will be filed for the rest of the commission meetings as a record.

Commissioner O'Callaghan called for a motion to approve the minutes of the Special Meeting on April 21, 2025. Commissioner Bolton motioned to accept the minutes, and Commissioner Rich seconded; the motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

None

TEAM HIGHLIGHTS

None

DIRECTORS REPORT

HUMAN RESOURCES

April Jones provided an update on the vacancy report. There are currently only 12 full-time vacancies

FINANCE UPDATE

Jeanette Shoecraft provided an update on the current financial reports.

RECREATION OPERATIONS UPDATE

Dave Harris didn't provide an update since the Rec Ops provided a presentation. Thanked the entire team for all the work

CLIMATE ASSESSMENT UPDATE

Dave Harris provided a report on the climate assessment. One more steering committee meeting. A full summary and report will be projected to be distributed in the next few weeks, and the agency will report at the June meeting.

Y2WK UPDATE

Tim Heyl provided an update on the Y2WK program. Received federal funding and can proceed with the summer hiring. The program will be scaled back slightly. The program typically hires 160 youths but will hire 120 this year. Police and Fire also had to trim their budget and hire fewer participants this year.

CAPRA ACCREDITATION UPDATE

Tim Heyl provided an update on the CAPRA accreditation. CRC has been reaccredited again for another 5 years. CRC passed 150 out of 154 standards. We are already working on the processes and goals for the next accreditation process.

PLANNING AND ENGINEERING - CAPITAL PROJECTS (UPDATE)

Dan Jones updated the Commission on the major capital projects underway currently:

Projects Completed:

- CRC worked with the RCF to install a synthetic turf infield at the Madisonville Recreation Complex baseball field. A site master plan was developed by CRC staff. The goal was to have it ready for the 2025 season. **UPDATE:** The RCF is provided \$150,000 for the project. Phase one of this project will install fencing and the turf infield. The contract was approved 12/10/25. The synthetic turf infield is complete. A grand opening took place on 4/23/25. The renovated ballfield is getting a lot of use.
- As part of the 2024-2025 capital budgets, new playgrounds and added amenities at several sites are being planned. **UPDATE:** CRC is working from the six-year capital plan

and CBR's to design and install the new playground and added amenities. Playgrounds at Hirsch (replacement of vandalized equipment), Camp Washington (additions and replacement) and Haven (replacement) Recreation Areas are complete.

Projects Under Construction:

- 2022-24 Projects from the Recreation Special Activities Fund 323 for the purpose of providing resources (\$1.5M) for improvements and renovations to recreation centers and outdoor recreation areas, security camera upgrades and installations at various sites and signage upgrades at various locations: \$700k is budgeted for CRC center requested improvement projects. \$350k is budgeted for security system improvements and \$450k for signage throughout all CRC sites. The Planning and Development Division completed a signage inventory at each CRC site. New sign designs, created by CRC P&D staff, have been approved. ETS requested the scope be changed to install the same type of camera system as CPD. **UPDATE:** Remaining funds are being used to finish up the signage projects and continue with the security cameras. The camera projects are in progress.
- As part of the 2024-25 capital budgets, improvements at various tennis and sport court hard surfaces improvements are being planned for 2025-26. **UPDATE:** Sport courts at Daniels, Madisonville, Hartwell, Evanston, Mt. Airy and Schwarz are being scheduled for 2025-26. We expect over \$600k of sport court improvements will be made in 2025-26. The basketball court renovations at Daniels and Turkey Ridge have started. Since the city term contract has been eliminated, all future projects of this type will need to be bid out through the city procurement system. This will increase the project schedule significantly. A proposed design to convert one of the Hartwell basketball courts to a hard surface futsal court is planned, this was requested by the community
- CRC is working with FCC on their next proposed CRC mini pitch turf soccer field. Lunken Playfield was selected as the last site; this was the seventh CRC field installed. The FCC contractor completed the field December 4, 2023. The grand opening was held on 12/7/2023. **UPDATE:** CRC will make site, drainage, and parking lot improvements. CRC has worked with FCC since 10/2024, to convert the asphalt surface at Hartwell to synthetic turf, funding and the contract was approved 3/2025. The installation may not take place until August due to delays in getting a contract approved. FCC has stated there are more mini pitches they want to install in the near future.
- The CRC Golf Division transferred funds from the unappropriated surplus of Recreation Department's Municipal Golf Enterprise Fund 105 to be used for the completion of the cart path improvements and various other projects that have come up. **UPDATE:** The cart path work at Glenview is complete. Several roof improvements are needed. Other repair projects that need to be done: back flows, pressure regulators and fire hydrant issues at Reeves and Avon. Asphalt repairs at California and Reeves are being planned.

Projects in DEI and Purchasing:

- As part of the golf division funding proposal, a new Neumann clubhouse is being proposed. A proposed design and layout was developed by CRC staff. The RFP for the

design-build contract is in progress. The current proposal is to construct a new clubhouse onsite and keep the existing one open until the new is complete. Funds to budget these projects were approved 9/5/24. **UPDATE:** RFP bid documents have been created by CRC P&D. The DEI goals as of now are MBE 20% and WBE 13.5%. The RFP was submitted to purchasing on 3/3/25. The existing clubhouse will be demolished after the new one is in use.

- The Walnut Hills neighborhood area has been chosen as the **2025 RCF/P&G** makeover site. Improvements at Bush Recreation Center, Ashland Recreation Area and Owls Nest are being proposed. **UPDATE:** Weekly meetings are taking place to develop the project scope. CRC has developed a master plan for Ashland. This was approved by the Park Board. The event day is scheduled for 7/24/2025. Prep work is starting at Ashland. A turf infield will be installed at Owls Nest and several improvements at the Bush Recreation center. Waiting on the ordinance and contract approvals to start work.

Projects in Design:

- As part of the capital budget, design work for ADA access to the Riverside Sports Complex boat ramp restrooms, a new boat dock and connecting walking loop is in progress. The renovation is being designed by CRC staff. CRC did not receive the grant, ODNR recommends applying for it again when available. An RFP is in progress for the design work. The existing rolling dock is no longer usable, a new one has been constructed. The new rolling boat dock is complete and installed. **UPDATE:** With the grant being denied, the process to hire an A/E firm is in progress.
- As part of the golf division funding proposal, California Golf Clubhouse restrooms and kitchen renovations are being planned. **UPDATE:** An A/E firm has been hired to start the restroom renovation design. The design is 95% complete. This work will be bid out.
- The new OTR (Findlay) Recreation Center, to be installed at the new Findlay Recreation Area is being planned by 3CDC. CRC was part of the design committee. The building design has been completed. Full site renovation of Grant Recreation Area is also being planned. The boxing group will be moving out of the OTR site. **UPDATE:** Real-estate is proposing to consolidate the parcels at Findlay and Grant recreation areas to proceed with the projects. 3CDC has stated construction of the new recreation center will start in 2025. CR-73-2024 is asking for sale of the OTR Rec Center and then demolish the boxing area (old pool area). The OTR recreation center is scheduled to be vacated by CRC by 5/28/25. CRC has requested the Grant playground be relocated to Hanna.
- Duke and CRC are working on a plan to relocate a storage structure and the gas pumps at California Golf course. Duke regulations do not allow these structures below the high voltage transmission lines. **UPDATE:** Meeting held 6/26/24 onsite. Duke will provide the funding for the relocation. CRC to coordinate the work. Plans are in progress.

COMMISSION BOARD COMMITTEE AND SUBCOMMITTEES:

BUDGET AND FINANCE UPDATE

O'Callaghan and Rich provided an update. The committee reviewed the budget, the P-card improvement plan, and the presentation. The finance department is working on hiring more staff to account for retirements. CRF is working on getting financial support to relieve Jeanette of those duties.

GOVERNANCE AND POLICY COMMITTEE UPDATE

The committee met this month and has a few policies to be approved at the meeting tonight.

OLD BUSINESS

7.a None Currently

NEW BUSINESS

8.a Recommended Action

Board Approval

Background

Board approval for CRC Policy Update: HR – 6: Employment of Family Members
Commissioner O'Callaghan called for a motion to approve CRC Policy Update: HR – 6.
Commissioner Rich made the motion to approve the policy, Commissioner West seconded; the motion carried.

8.b Recommended Action

Board Approval

Background

Board approval for CRC Policy Update: HR – 7: Control of Absenteeism
Commissioner O'Callaghan called for a motion to approve the CRC Policy Update: HR – 7.
Commissioner Lee made the motion to approve the motion. Commissioner West seconded; the motion carried.

8.c Recommended Action

Board Approval

Background

Board approval for CRC Policy Update: HR – 25: Family members & other non-employee visits
Commissioner O'Callaghan called for a motion to approve CRC Policy Update: HR – 25.
Commissioner Rich made the motion to approve the policy, Commissioner West seconded; the motion carried.

8.d Recommended Action

Board Approval

Background

Board approval for CRC Policy Update: ORG – 2: Organizational Chart

Commissioner O’Callaghan called for a motion to approve the CRC Policy Update: ORG – 2. Commissioner Lee made the motion to approve the motion. Commissioner West seconded; the motion carried.

8.e Recommended Action

Board Information

Background

Board review of Immigration and Customs Enforcement SOP.

8.f Recommended Action

Board Approval

Background

Board approval of Schmidt Sports Complex Lease with Ingage Properties LLC

Commissioner O’Callaghan called for a motion to approve the Schmidt Sports Complex Lease. Commissioner Lee made the motion to approve the motion. Commissioner West seconded; the motion carried.

Meeting adjourned at 5:31 PM

NEXT COMMISSION MEETING

The next meeting of the Public Recreation Commission will be held on June 17, 2025, at CRC Main Office.

Pat O’Callaghan, Jr., President

Daniel E. Betts, Director

/ss Minutes prepared by Sonya Swift