Hiram Village Recreation & Park Board

4th Annual Report to the Hiram Village Council

Submitted for February 14th, 2017

The Hiram Recreation & Park Board met nine (9) of the twelve (12) months in 2016. A summary of Park Board related activities for 2016 follows. Chris Szell served as Park Board Chairperson with members Sam Bixler and Susan Merrill. Mr. James McGee, Village Administrator was also typically in attendance as was Ms. Wendelin Taylor (official recorder). Guests in attendance at our regularly scheduled meetings included: Mr. Joe Bodnar (Aquila Architectural Group); Mr. Tom Wadkins (Village Council President); Sergeant Brian Gregory (Hiram Police); and Mr. Tim Kasper (Hiram Twp CEAC).

Monthly Park Board meetings were held the Friday following each monthly Council meeting. This schedule is expected to continue for 2017.

**Hiram School Park (Bancroft Road)**

2016 began with thank you notes being distributed to all the volunteers who helped with the installation of the split rail fence in November 2015.

The Park Board hired surveyor Cliff McGuire to survey and mark the corners of the northern dogleg of the Hiram School Park. Much of the on-site work in 2016 was largely provided by Village Administrator, James McGee and his staff. Work included grading following drainage pipe improvements installed in 2015. In addition, the ballfield backstop located in the northwest corner of the property was removed in preparation for the installation of a prairie/meadow.

In March and April 2016, discussions began with Mr. Joe Bodnar of Aquila Architectural Group about how the Park Board begins the bid process for redevelopment of the Hiram School Park property. Meanwhile, park board members worked to nail down contracts with Ohio Prairie Nursery and GameTime. The Village entered into a contract with Aquila in June 2016 to provide a) site plans for submission to Hiram Village Planning and Zoning Department; and b) construction documents necessary for a public bid/construction. The cost of this contract was $9,900. As a result of this additional cost to the project, project scope was modified with NatureWorks to remove the trail equipment from the site plans.
On July 23rd, the Park Board organized and held a community garage sale in conjunction with Hiram Police’s Food Drive and Pet Adoption event. The sale was successful in raising about $473.25 with 7 vendor sites sold, 8 home sites, and donations provided by five individuals.

In August, the Park Board took site design plans prepared by Aquila to the Village Planning and Zoning Commission. Planning and Zoning approved the plans for the Hiram School Park. Village Council had some discussion around fall heights and the safety of the play structures in addition to insurance concerns. Fall heights of the equipment expected to be installed do not exceed 8 feet and meet the ASTM standards for playground safety. This is consistent with equipment already installed at the Village’s Jagow Play Park. Furthermore, GameTime carries more than $50 million dollars of liability insurance and it was determined that the Hiram School park would be an additional rider to the Village’s current insurance policy adding about $100 per year to its insurance premium.

In September, Tim Kasper, approached the park board on behalf of the Hiram Township CEAC committee. He was looking for park board support for Township efforts to connect the Township’s newly acquired property located on SR82 with the Jagow Park and other Village amenities. The Park Board indicated it would support such endeavors. At this time, no additional communications regarding such efforts have taken place.

In November, two bids were received to re-develop the Hiram School Park. One was significantly higher than budgeted and the proposal provided by Terreri and Sons was at least within 10% of our estimate of probable costs. The Park Board continued to meet regularly through the end of the year with Mr. Tom Joseph (Terreri and Sons) and Joe Bodnar (Aquila) to discuss what cost saving measures could be accomplished. Ultimately, it was decided we would achieve 42% cost savings by taking the following steps:

- Reduce the size of the gazebo from 30’ to 27’ (savings = $3,800)
- Remove one piece of GameTime play equipment (savings = $4,642)
- Remove parking lot improvements from the scope of work (savings = $18,000)
- Remove the trail equipment from the overall scope (savings = $6,883)

The Finance Committee was updated at its January 31, 2017 meeting that the Park Board would like to proceed under the following financial scenario and will be approaching council to pass legislation to proceed with a contract with Terreri and Sons.

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<th>Total Revenues</th>
<th>$166,401</th>
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<tr>
<td>Phase I</td>
<td>($17,825)</td>
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<tr>
<td>Phase I -- Terreri</td>
<td>($85,200)</td>
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<tr>
<td>Phase II -- Play Structure</td>
<td>($107,641)</td>
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<tr>
<td><strong>Village Cash Required</strong></td>
<td>($44,265)</td>
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**As of the submittal of this report, it was determined that the advertisement for bids did not run for the required 2 weeks. Subsequently, a new advertisement requesting bids will have to run for two weeks. The Park Board is hopeful that acceptance of a bid contract could be approved by Council in March 2017.**
Village Council passed three resolutions in 2016 concerning the Park Board, including:

- Resolution 2016-22 – authorizing a contract with Ohio Prairie Nursery (June 2016, emergency)
- Resolution 2016-23 – authorizing a contract with GameTime for playground equipment (August 2016, three readings)
- Resolution 2016-24 – authorizing a contract with Aquila Architectural Group for architectural/Engineering design services for a proposed gazebo and associated park improvements (June 2016, emergency)

**Plans for 2017**

During 2017, the goal is to see full implementation of the plans for the Hiram School Park. As of January 16, 2017, Joe Bodnar provided a letter recommending Daniel A. Terreri & Sons, Inc. based upon a negotiated bid of $85,200 and pursuant to conducting a public bid period, receiving bids and opening them publicly, then verifying the bid contents, and holding direct interviews and negation meetings with the Apparent Low Bidder.

The Park Board intended legislation to be brought before Village Council at its February 14, 2017 meeting to enter into the appropriate contract with Daniel A Terreri & Sons, Inc. Unfortunately it was determined that the advertisement for bids did not run for the required 2 weeks. Subsequently, a new advertisement requesting bids will have to run for two weeks. The Park Board is hopeful that acceptance of a bid contract could be approved by Council in March 2017.

In addition, the Park Board expects legislation to be approved on February 14 allowing the Park Board to seek grant funds from the Portage Foundation to help pay for parking improvements which it has removed from Terreri’s scope of work for 2017. Finally, the Park Board will work with the Village Fiscal Officer to seek reimbursement from NatureWorks/Land and Water Conservation Fund for partial repayment of funds expended to date totaling $54,258.

**Elmer Jagow Play Park**

Improvements at the Jagow Park in 2016 included laying 20 yards of mulch placed around the playground equipment as well as putting down new clay on the ballfield. The ballfield saw consistent use in 2016.

**Plans for 2017**

Looking forward to 2017, the Park Board intends to build and install a third park bench, add new clay to the ball field and re-install the 2nd grill that collapsed during 2016.

**Grants Update**

The only outstanding grant which the Park Board was waiting to hear was the Recreational Trails grant submitted for a total of $11,650 in the April 2016 funding round. We were unsuccessful in securing this grant largely due to the fact that too much of the budget was allocated to parking improvements and not enough to trail improvements.
In February, the Park Board submitted its first reimbursement of funds to NatureWorks in the amount of $2,101.95. These funds were then received sometime between April and May of 2016. This was our only 2016 funds reimbursement.


During 2017, it is expected that the Park Board will spend down the funds appropriated to the Land and Water and NatureWorks grants as well as expend all of its Portage Foundation and Hiram Community Trust funds. Subsequently, reports will be due to the Portage Foundation; Hiram Community Trust; NatureWorks; and LWCF granting agencies. Village Council should expect a request from the Park Board to re-appropriate funds associated with the Park Board and these grants at their March 2017 meeting, including:

- Hiram Community Trust funds totaling $ 4,875.00
- Portage Foundation funds totaling $ 712.46
- Private Donations totaling $ 473.25
- NatureWorks totaling $40,283.00
- Land and Water $ 779.00

The Park Board also plans to submit the following grant requests in 2017. Portage Foundation (Feb. 15, 2017); NatureWorks (May 01, 2017); and Hiram Community Trust (April/May 2017).

**Financials**

On December 22, 2014 the Village was awarded $50,139 from NatureWorks.

On April 16, 2015 the Village was awarded $2,000 from the Portage Foundation.

On May 14, 2015 the Village was awarded $4,875 from the Hiram Community Trust.

On July 24, 2015 the Village was awarded $108,779 from the Land and Water Conservation Fund.

Additional funds available come from private donations provided by Village Residents totaling $125 and from the July 23, 2017 Community Garage Sale totaling $473.25. Please remember that both the NatureWorks and Land and Water grants are reimbursement grants.

Provided in Attachment A is a summary of Revenues and Expenditures in 2016. Please note that the Park Board will seek funds totaling $46,470 to be re-appropriated for 2017 from the General Fund in order to be spent down during the 2017 calendar year.
The Recreation and Park Board would like to thank the residents of Hiram who made private contributions toward the development of the new Hiram School Park and to all those who participated in the July Community Garage Sale. In addition, members of the board would like to thank James McGee and his staff for their continued help; Susan Skrovan and Wendelin Taylor for their assistance and direction; as well as the Mayor and Council’s continued support.

Finally, Mayor Bertrand re-appointed Chris Szell to a three year term on the Recreation & Park Board; his term is set to expire August 2018. This year, the Mayor should take steps to re-appoint Sam Bixler and Susan Merrill. Unfortunately, Susan may decline as she has personal plans to move away from our community. Thus the Park Board will need to find a replacement member to fill her term. We thank Susan for her commitment to the board and to our community.

Attachments included:

- Attachment A: Hiram School Park Cash Flow Budget

Respectfully Submitted,

\[Signature\]

Chris Szell, Chairman

Susan Merrill, Member

Sam Bixler, Member
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<th>REVENUES</th>
<th>EXPENDITURES</th>
<th>TOTAL EXPENDITURES</th>
<th>Funds to be Appropriated 2017</th>
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<td>$108,779</td>
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