

PARKS COMMISSION AGENDA

**September 5, 2017 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of June 6, 2017
2. Events:
 - a) Rescheduled Outdoor Movie Nights
 - i) Saturday, September 9, 7:30 PM – Grease; Stephen Decatur Park
 - ii) Saturday, September 30, 7:00 PM - Sandlot; Henry Park
 - iii) Saturday, October 7, 7:00 PM - Back to the Future; Stephen Decatur Park
 - b) Fall Just Walk – Saturday, November 11
3. Updates on Ongoing Projects:
 - a) Edible Forest
 - b) Henry Park Permanent Restrooms
 - c) Tennis Courts
4. Berlin Youth Program Update
5. Other

MINUTES – PARKS COMMISSION
June 6, 2017

The meeting of the Parks Commission for Tuesday, June 6, 2017 was called to order at 5:30 PM. Parks Commission members Chair Mike Wiley, Patricia Dufendach, Bruce Hyder and Sarah Hooper were present as well as Administrative Services Director Mary Bohlen and Project Coordinator David Deutsch. Commission member Loretta Brown-Briddell was absent.

Mr. Wiley moved to approve the minutes as written. Mr. Hyder noted that his name was incorrect in the first paragraph. The Minutes of May 2, 2017 were unanimously approved as corrected.

Mr. Deutsch provided an update on the Berlin Falls project. He noted that the water quality report, structural analysis report and environmental report were all due within the month. All of these reports would be considered in the decision making process for the development plan for the project. Mr. Deutsch noted that Mayor Williams intended to form a committee to work on the development of the project. Discussion followed regarding how the environmental report would be used. Mr. Deutsch indicated that, as with the water quality and structural analysis, the report would provide information about the environmental aspects of the property to be taken into consideration in development. Discussion continued with Mr. Deutsch noting that, even with the development of an overall plan, aspects of the development would have to be undertaken over time. He noted that there had been discussion regarding the possibility of working with the YMCA and that he has met with state and county representatives and personnel. Ms. Dufendach provided Mr. Deutsch with contact information of a citizen with parks experience who might serve on such a committee as mentioned above. Mr. Deutsch noted that the Get Ramped event had gone well though had a low turnout. Brief discussion followed regarding how they might attract more participants. Mr. Deutsch encouraged the Commission members to contact him at any time with questions or comments.

Ms. Amanda Chaffee of Worcester Youth and Family had joined the meeting during the previous discussion. Mr. Mike Wiley left the meeting in progress following Mr. Deutsch's discussion.

Ms. Bohlen reviewed two Ordinances scheduled for first reading at the June 12, 2017 Mayor and Council Meeting*. She noted that the first of the two, No. 2017-03, amended several sections of Chapter 22 of the Town Code on Parks and, as per the Town Attorney's instruction, the entire Chapter was included in the Ordinance, rather than just the sections being amended; this would provide context for the changes. Ms. Bohlen reviewed each change as it appeared in the Ordinance, noting that several were simply editorial, whereas others were intended to address the changing needs of the Town as regards Parks. The second Ordinance, No. 2017-04 amended Chapter 32 of the Town Code on Vehicles and Traffic, specifically eliminating language prohibiting the operation of bicycles in the parks and replacing it with language that allows, but governs the use. Ms. Dufendach expressed concerns that the Parks Commission continue to be involved in reviewing decisions made regarding the Parks and making recommendation to the Mayor and Council. Ms. Bohlen indicated that that would continue to be the case, however, it was sometimes impractical and that the Mayor and Council would always have the final authority. Mr. Jack Orris suggested that the proposed language for the definition of Special Event in Ordinance 2017-03 be amended to designate personnel of the Town of Berlin in the final sentence. Ms. Bohlen indicated that she would change that prior to it going to the Mayor and Council.

Discussion followed regarding upcoming events. Discussion of what craft to offer at National Night Out followed and Ms. Chaffee suggested picture frames. Ms. Bohlen indicated that she would have a craft ready. Discussion regarding the possibility of a horseshoe and/or cornhole tournament during National Night Out followed; Ms.

Bohlen indicated that she would pass the suggestion along to the Police Department. Ms. Dufendach indicated that it would be nice if the Town were to provide horseshoes on an ongoing basis. Ms. Bohlen indicated that there was currently no way to offer an equipment loan program; she suggested that the library might be asked for assistance.

Ms. Dufendach provided an update on the Edible forest noting that the students had added space and removed undesirable plants, as well as planting more vegetables and fruit trees. The wildflower area is also doing well.

Ms. Bohlen provided an update on the Henry Park Permanent Restrooms, noting that she hoped to have a delivery estimate before the end of the week, and the tennis courts project. The engineer was amending the project specifications and would list some items as optional in an effort to bring the budget in line with the original estimates. Ultimately, the project would probably go out to bid, after which, a determination would need to be made as to whether or not to continue.

Ms. Chaffee provided an update on the Youth Program, noting that Thursday, June 22nd was the planned kick-off event with the program start date scheduled for July 5th. They hoped to work with the Police Department again this year for a trip to Jolly Roger. Ms. Chaffee also noted that Worcester Youth would be handling the children's party at the upcoming Maryland Municipal League Convention.

Ms. Bohlen noted that, as the next regularly scheduled meeting date was July 4th, unless some pressing business came up, the meeting would be cancelled. She also reminded the Board that the August Meeting date would fall on the same date as National Night Out, so the next meeting would likely be the September Meeting.

Ms. Dufendach noted that it appeared that four-wheel drive vehicles were still going on the Berlin Falls property⁶ and asked that the Parks Commission be included in the before-tour for August's Jeep Jam.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:25 PM.

*Due to agenda constraints, the Ordinances were presented for first reading at the June 26, 2017 Mayor and Council Meeting.

Respectfully Submitted,

Mary T. Bohlen
Administrative Services Director
Liaison to the Parks Commission

410-641-1333
410-641-4880 (FAX)



Arnold R. Downing
Chief of Police

Berlin Police Department

10 WILLIAM STREET
BERLIN, MARYLAND 21811

August 4, 2017

Berlin Parks Commission
10 William Street
Berlin, MD 21811

Dear Berlin Parks Commission,

The purpose of this letter is to express our appreciation for your assistance at the 2017 Town of Berlin National Night Out. Approximately, one thousand (1,000) individuals participated in this year's event, with great community support from over thirty (30) partners. The National Night Out was an extreme success this year, because of great coordination, excellent teamwork, and the special participation of organizations such as yours. Thanks for your dedication and service to the community and for being the caretakers of our beautiful parks.

Sincerely,

A handwritten signature in black ink, appearing to read "Arnold R. Downing".

Arnold R. Downing
Chief of Police