

MINUTES OF LONG'S PARK COMMISSION JULY 16, 2015

The regular quarterly meeting of the Long's Park Commission was held on Thursday, July 16, 2015, 1:00 P.M., in the Second Floor Conference Room at 120 North Duke Street.

Members Present: Mayor J. Richard Gray, Chairman; E. William Andrews; William Hager*
Charlotte Katzenmoyer; Dave Schwanger; David Wauls
Members Absent: Eloise Aurand, Patrick Hopkins
Guests: Bill Wright, Amphitheater Foundation; Diana Hurlburt, Latin American
Alliance; Jaime E. Zabala, Latin American Alliance; Messala Tapia, Latin
American Alliance; Bruce DeBord, Morgan Stanley Smith Barney
Staff: Sgt. Philip Berkheiser, Donna Jessup, Barbara Humble

* As of July 1st, Mr. Hager is the President of the Sertoma Club, replacing Mr. Kirkham on the Commission

CALL TO ORDER: Mayor Gray called the meeting to order at 1:00 p.m.

Mayor Gray welcomed Mr. Hager and on the behalf of the Commission thanked the Sertoma Club for their continued support and contributions to the Park.

APPROVAL OF THE APRIL MINUTES

The Minutes of the April 16, 2015 meeting were approved as submitted on a motion by Mr. Schwanger, seconded by Ms. Katzenmoyer.

FINANCIAL REPORT

- Morgan Stanley Smith Barney Report

Mr. DeBord distributed and reviewed the Long's Park Commission "Portfolio Review" (copy filed with Minutes), showing an Ending Value of \$391,007 as of 07/14/15, with a Total Net Return of 8.0% for the Period 04/22/09 (inception) to 07/14/15 and a Total Net Return of 2.2% Year-To-Date.

The Morgan Stanley Smith Barney Report was accepted as presented on a motion by Mr. Andrews, seconded by Mr. Wauls.

- Long's Park Financial Report

The Long's Park Financial Report, as provided by Mr. Hopkins, was reviewed by Mr. Andrews. As of June 30, 2015 the fund balance of \$185,577.21 with (\$24,712.88) deficiency of Revenues over Expenses (copy filed with Minutes).

There was discussion on paying down the cash deficit (\$199,763.38) as had been done in the past with the selling of Investments. Mr. Andrews, City Controller, will review recommendations to reduce the deficit with Mr. Hopkins for future consideration by the Commission.

The City of Lancaster Long's Park Financial Report was accepted as presented on a motion by Mr. Andrews, seconded by Mr. Schwanger.

OPERATIONS MANAGER'S REPORT

Ms. Jessup discussed the following items:

- **Fourth of July Concert:** Crown raised 100+ trees in the areas where the fireworks are set off. Staff spent several days sprucing up the park for the fireworks celebration. Following the event, there were areas of grass that were brown due to attendees using tarps instead of blankets. Also, a couch was left in the park.
- **Parent Magazine Family Fun Festival** was held on Saturday, 6/27. Attendance was down due to heavy rain.
- **Vision Corps – Cool Camp** provided 12 volunteers to help with mulching around play structures and picking up branches.
- **KidsPlace:** continue to make repairs, with the help of the City carpenter.
- **Maintenance:** 30 sections of split rail fencing has been replaced; daily cleaning of bathrooms, pavilions and grassy areas; began applying a coat of solid wood stain to all wooden picnic tables throughout the park; mulched 160 DCNR grant trees that were planted last year.
- **Amphitheater:** worked with Morris Maintenance Co. to strip wax and reseal the floor in the dressing room; City Facilities staff installed new toilet partitions, soap dispensers and toilet paper holders in the public rest.
- **Petting Farm:** veterinarian checked on the 2 llamas, gave first shots to 2 baby goats and removed their horns when they were 7 days old. On 6/3 USDA conducted a routine “surprise” inspection, giving a score of 100%.
- There has been an issue with homeless individuals setting up tents in the park. Police have been notified and are checking the park after hours.
- Staff recently noticed large RV's dumping sewage into the Park manholes. They will monitor this type of activity and notify Police should they see it again. This could be considered theft of services and depending on the time of day, a trespassing violation. This activity may also be in violation of the City's sewer ordinance and Ms. Jessup will report/discuss with Ms. Volkay-Hilditch, Wastewater Operations Manger.

Ms. Katzenmoyer circulated copies of the Lancaster County Pet Magazine Summer 2015 issue, which had an article on the Long's Parks Petting Farm.

OLD BUSINESS:

- **Activity Permit Application – A.S.E./City 2 City Talent Showcase, 7/10/15**

The Commission had tabled this request at their April meeting, pending receipt of a revised application to reflect a change in the date of the event. A revised application has not been submitted. **On a motion by Mr. Andrews; seconded by Mr. Wauls, this item was taken off the table. This Application was unanimously denied on a motion by Mr. Andrews, seconded by Mr. Wauls.**

- **Activity Permit Application: Festival Latino, Revised 10/10/2015**

At the July Commission meeting, this item was tentatively approved to reserve the revised date of October 10, 2015 and pending further discussion with Ms. Jessup, receipt of a revised application and review of security coverage.

Three Members of the Latin American Alliance attended today's meeting. Mr. Zabala addressed the Commission and thanked them for the opportunity to present details of their event:

- They have submitted a revised application changing the date requested to October 10, 2015.
- They have spoken with Ms. Jessup and have received an estimated cost from her for clean-up and other expenses (i.e., rest room maintenance and supplies, staff coverage, etc.).
- There has been discussion with Sgt. Berkheiser regarding estimated attendance numbers and safety issues.
- They met with Park City administration to notify them of the event and Park City had no issues and were appreciative that they had been contacted.
- They have set a fee of \$100 for food vendors to participate in this event and \$75 for other vendors. Their proposal to the Commission would be to give these fees to the Commission in lieu of the 15% commission on gross sales as required under the Park Guidelines. Also, they desire that this event be a cultural exchange with sharing of music, dance and food; and they have invited a Native American group to share in this event. This group would also have food and craft items for purchase.

EXECUTIVE SESSION

At 1:35 p.m., on a motion by Ms. Katzenmoyer; seconded by Mr. Andrews, the Commission went into Executive Session to review the Park Guidelines. Mr. Andrews moved to exit Executive Session at 1:43, seconded by Ms. Katzenmoyer.

- **Activity Permit Application: Festival Latino, Revised 10/10/2015 (Continued)**

Mr. Andrews moved to approve the Permit Application on the basis that all Park Guidelines will be followed and that 15% of gross sales, exempting CD's sold by the musicians from the 15% commission, will be collected from each vendor as prescribed in the Guidelines and charges will be applied for clean up in excess of the normal estimated maintenance charges; seconded by Mr. Wauls; unanimously approved; and so ordered.

It is the responsibility of the sponsor to track gross receipts from all vendors, collect the 15% commission and submit it to the Commission. Ms. Jessup will designate someone from her staff to collect the commission at the end of the event.

NEW BUSINESS:

- **Activity Permit Application: 2016 Lancaster March for Babies, 05/01/16**

A Permit Application was received from March of Dimes of Central Pennsylvania to hold their 2016 March for Babies event at the Park on Sunday, May 1, 2016, 8:30 a.m. – 4:00 p.m. **Ms. Katzenmoyer moved to approve the Application; seconded by Mr. Andrews; unanimously approved; and so ordered.**

- **Activity Permit Application: Columbia Missions 5 K Run/Walk, 09/26/15**

A Permit Application was received from Hugo & Becky Morales, Family Life Community Church, to hold a 5K Run/Walk for a Columbia Missions Library Project on Saturday, September 26, 2015. Participants will be pre-registered and no monies will be collected at the Park on the day of the event. **Ms. Katzenmoyer moved to approve the Application; seconded by Mr. Andrews; unanimously approved; and so ordered.**

ADDITIONAL BUSINESS

On behalf of the Amphitheater Foundation, Mr. Wauls had several items to present:

- Mr. Wauls recognized that High Foundation had paid for the painting of the amphitheater rest rooms and partitions. He also reported the Wickersham Construction will be doing a analysis of the facility – top to bottom – to assess the condition of the building.
- **Religious Activities:** Requested the Commission's view on religious activities in the park in consideration of a few recent incidents: (1) the Foundation learned of a religious program taking place on the amphitheater stage from a newspaper article; (2) during one of the Sunday concerts, a gentleman stood and began preaching – what action can the Foundation take to address this type of interruption.

The Park Guidelines apply to the sponsor's request for an activity and the Guidelines do not allow for openly soliciting converts to a religion and therefore, such an activity would not be approved by the Commission. However, once an activity is approved, as is the concert series sponsored by the Foundation, the sponsor's rules then apply to their specific event. If the Foundation finds that such behavior is interfering with the attendees of their event/concert, the Commission concurred that the Police could be called for disturbance of the event. However, they did not think that distribution of pamphlets, etc. can be prohibited.

- **Alcohol Policy:** The Foundation has been approached by a sponsor of their concert series with a request to serve alcohol. The alcohol service (craft beer, possibly wine) would be a ticketed event confined to a pavilion and would not be open to the entire audience. The Foundation would not want to police the service but it would be the responsibility of the sponsor and it would have to be a very controlled environment. The Foundation Board will continue to discuss this request but at the present time, there is not a consensus on this issue by the Board. Would the Commission be open to considering this request if, upon further evaluation, the Foundation would recommend it to the Commission?

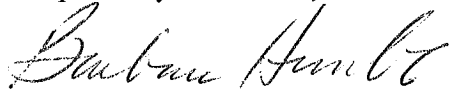
There is a "No Alcohol Policy" contained in the Park Guidelines and the Commission would have concerns of setting a precedence, managing/controlling the service and liability coverage. However, the Commission would be willing to consider an exception to the Guidelines should the Foundation Board formerly present it to the Commission.

It was recommended that the Foundation contact L.O.O.P. as they have had a similar set up at Binns Park and could offer insight on issues and control of limited alcohol service.

ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Mr. Andrews; seconded by Mr. Schwanger.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Barbara Humble".

Barbara Humble
Recording Secretary