Park and Recreation Commission

Andrew Cota, Chairman

Beverly Moran
James Benanto
Ronald Sill
James Butler Sr.
Bruce Sill
John Bittmann

Minutes

(meeting recorded)

Monthly meeting: Monday September 9, 2019 in City Hall.

Meeting was called to order at 7:00 p.m.

By roll call, members present: Andrew Cota, James Benanto, Ronald Sill, James Butler Sr., Bruce Sill and John Bittmann. Beverly Moran was excused.

Parks and Recreation Director Dennis O'Connell and Athletic Director Matthew Bradshaw were present. Also present was Ken Marcucio.

ADDITIONS OR DELETIONS TO THE AGENDA:
Without objection the agenda was accepted as presented.

APPROVAL OF MINUTES:
MOTION made by James Butler Sr. and second by John Bittmann. Move to accept the meeting minutes of August 12, 2019, as written. Motion carried unanimously.

PUBLIC PORTION:
John Sonsini of 323 Hawthorne Ave. stated that he had donated a part of his land toward the new football facility. Now, his property is a shambles and he has reached out numerous times but there has been no response. Appointments were scheduled but they were no shows. He does not know where to turn. He has bent over backwards to accommodate the project. A fence was taken down and he understood in the plans that there would be trees in a buffer zone between the properties. That is not what is there now.

Mr. Cota indicated that there will be an Athletic Complex Building Committee meeting tomorrow night at City Hall at 7:30 pm.

CORRESPONDENCES:
Nothing was presented.

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DIRECTOR REPORTS:
Mr. O'Connell reported that the new facility is moving forward. The custodial supervisor position has been filled by Jose Figerola who has also been involved with Pop Warner. The position is for up to 20 hours per week. The custodian position has been filled by Tom Lionetti. The position is for up to 10 hours per week. Both were present this evening and they have already been receiving training on the new facility.

Members understood when the budget was being developed that the staffing would be scheduled as per need. During some times of year they would be working more as the facility is more active at that time. When the facility is in an off-season time, the need would be far less.

Mr. Cota indicated that the Board of Alderman have determined the staffing needs for the start of the use and once the actual needs are determined the operations can be discussed and possibly modified.

Training is being provided by the contractors with all participants attending the presentations. Parks & Recreation, the Athletic Department and Public Works have all been very receptive to this training.

The first home football game is scheduled for September 20th. As of today the press box and bleachers are not ready. The football field has not yet been turned over to the City and no games can be played until that is accomplished. Mr. O'Connell is hopeful that the certificate of occupancy for the field house will be issued on September 12th and this will allow him to start familiarizing the staff with the building and also to bring in custodial supplies to ready the facility for the opening. He and appropriate staff will be meeting with Musco, the lighting contractor, to learn how to manage the lighting system.

Mr. O'Connell noted that the Pop Warner season is underway. There is one football team and five cheerleading squads.

High School Athletic Director's Report: Mr. Bradshaw indicated that the fall programs are underway and anxious to utilize the new facility. He and coaching staff have been going over training of the new facility functions. He has prepared a detailed list to reference for the functions of the facility. He is working on the scheduling of the use. The parking plan is being developed with the reserved areas likely planned for the officials and the concession stand staff. It was questioned whether Osbornedale Park would be available for parking. Mr. Bradshaw will research the suggestion.

NEW or OTHER BUSINESS:
Update on the Football/Baseball/Field house Committees
Mr. Cota distributed modifications of the job descriptions that have been reviewed by the Board of Alderman and the Corporation Counsel (attached). The Field House and Baseball Field Building Committee has a meeting scheduled for September 10th at 5:30 p.m. and the Athletic Complex Building Committee is scheduled for September 10th at 7:30 p.m. The Board of Alderman meets on September 12th at 7:00 p.m.

It was questioned whether an AED unit has been placed at the facility. This will be checked with the location being noted for the staff.

MOTION by Bruce Sill and second by Ronald Sill. Move to adjourn the meeting at 8:04 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

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These minutes are subject to the Commission's approval at their next scheduled meeting.

Reviewed by Corporation Counsel

PAYDEN FIELD HOUSE
CUSTODIAN SUPERVISOR / CUSTODIAN POSITIONS

Position: CUSTODIAN SUPERVISOR

This is a part-time position and is an "at will" position. A successful candidate will be expected to have flexibility in schedule and work up to twenty (20) hours per week. Some evening and weekend work may be required.

Pay Scale / Wages:

There are no benefits provided to this position. The successful candidate for the Custodian Supervisor position will be compensated at an hourly rate of $18.60 and be expected to work up to twenty (20) hours per week.

Qualifications and skills

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed but are not intended to reflect all duties performed. A successful candidate should expect to perform other related similar duties.

1. Ability to manage personnel under his/her supervision.
2. High degree of professionalism (Must have interpersonal skills).
3. Inventory skill.
4. Ability to lift up to 50 pounds.
5. Perform all custodial duties when required.
6. Know and understand cleaning chemicals and use.
7. Able to use cleaning equipment.
8. Have some basic mechanical skills, minor repairs.
9. Ability to train subordinates.
10. CPR and AED certified

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Job Description: *See section below entitled "Job Description: Supervisor and Custodian Responsibilities and Duties."*

Position: CUSTODIAN

This is a part-time position and is an "at will" position. A successful candidate will be expected to have flexibility in schedule and work up to twenty (20) hours per week. Some evening and weekend work may be required.

Pay Scale / Wages:

There are no benefits provided to this position. The successful candidate for the Custodian Supervisor position will be compensated at an hourly rate of $15.50 and be expected to work up to twenty (20) hours per week.

Qualifications and skills

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed but are not intended to reflect all duties performed. A successful candidate should expect to perform other related similar duties.

1. Ability to follow direction.
2. Must have interpersonal skills.
3. Ability to lift up to 50 pounds.
4. Know and understand cleaning chemicals and use.
5. Able to use cleaning equipment
6. Have some basic mechanical skills, minor repairs.

7. Schedule and arrange for outside services to be rendered at building.
8. CPR and AED certified

Job Description: Supervisor and Custodian Responsibilities and Duties: A Supervisor and Custodian will be responsible for the following duties:

1. Be familiar with cleaning supplies and equipment.
2. Use cleaning supplies and equipment to keep interior of the building looking clean and professional.
3. Respond to repairs and fix or obtain professional assistance, with all necessary prior approvals, when necessary.
4. Maintain a library of user manuals for all mechanicals, fixtures, OSHA data sheets.
5. Maintain an inventory, including identification, photos and serial numbers when available.
6. Adhere to the company safety policies.
7. Familiarize self with all building Emergency Management plans.
8. Manage all lighting including emergency lighting.
9. Be able to assist Emergency personnel with the building layout.
10. Perform routine cleaning tasks based on a schedule created by the facility management Supervisor or Parks and Recreation Director.
11. Adjust schedule to perform additional projects that may from time to time be required: i.e. Stripping and waxing.
12. Report any abnormal occurrences, repairs and incidents to supervisor who in turn will report same to Parks and Recreation Director.

Consider Also

1. Arriving at least a half hour before a scheduled event to prepare the field house for its scheduled use.

2. Perform all required safety checks of the field house and report any safety concerns to the Parks and Recreation Director.

3. Attendant must be flexible and willing to complete all tasks that are assigned by Parks and Recreation Director related to the management and operation of the Field House.

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Reviewed by Corporation Counsel and subject to Board of Alderman review and acceptance

PAYDEN FIELD HOUSE ATTENDANT

Position: Attendant – Part-Time

Qualifications and skills: Individuals in this position should possess good interpersonal skills and with the ability to direct and advise people in a clear and concise manner. Individuals must engage professionally with the public, understand the goals of objectives of the City concerning the use of the Field House and be CPR and AED (Defibrillator) certified.

Pay Scale / Wages: There are no benefits provided to this position. The successful candidate for the Attendant position will be compensated at an hourly rate of $_____ and be expected to work up to twenty (20) hours per week.

Job Description: The Attendant will be responsible for the following duties:

1. Take Direction from Park and Recreation Director or his designee.
2. Adjust schedule to perform additional duties requested by Park and Recreation Director or his designee.
3. Act as a liaison on behalf of the City when requested and directed to do so.
4. Be present and observant during any event within the building when assigned.
5. Relay to users of the building pertinent information.
6. Manage heating/Air conditioning during events.
7. Manage outside field lights when assigned to do so.
8. Familiarize self with all of the Emergency Management Plans.
9. Direct and advise the public during an emergency.

CONSIDER ALSO

1. Arriving at least a half hour before a scheduled event to prepare the field house for its scheduled use.
2. Perform all required safety checks of the field house and report any safety concerns to the Parks and Recreation Director.
3. Attendant must be flexible and willing to complete all tasks that are assigned by Parks and Recreation Director related to the management and operation of the Field House.

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