

City of Pataskala Parks and Recreation Department Council Report
Lenier Crawford, Parks Manager



Administrative

- Held a special park meeting to discuss the following:
 - Eagle Scout Project Policy is attached
 - Parks and Recreation for profit contracts with outside business or organizations
 - Discuss direction for park concepts plans with OHM: Karr Park, Citizens and Foundation
 - **Hiring is complete for the 2 seasonal maintenance positions:**
 - **Brian Puskac**
 - **Logan Cochran**
 - Attended Ohio University for the career and internship fair: With the transition of the pool this year and the growth and awareness of parks and recreation activities in the community I found myself looking for interns who could help grow the department in various ways and continue initiatives that have begun this year:
 - **Jill Poulson: Recommendation from Parks Board to accept as a unpaid intern for the Parks and Recreation Department. This will be written up for the second meeting in March**
 - Resume is attached: She would be a great fit to help develop the health and wellness component of the parks and recreation department by offering education to the community as well as local business as a part of their wellness programming for employees.
 - Program Planning
 - The Movement:
 - Camp Counselor experience. Developing a healthy kids camp in the summer could be a great asset to the community which would include healthy snacks, activities etc.
 - **Sarah Shoeb: Recommendation from Parks Board to accept a paid intern for a paid position. \$3,500. This will written up for the second meeting in March**
 - Resume attached: Sarah would be a great asset to have this spring/summer at the pool as we begin to transition from PRA to City. Review Resume
 - Pool Operators License
 - Life Guard
 - Camp Counselor
- News:
 - I will be taking the Aquatic Facility Course and Test March 28-29.
 -
- Project Updates
 - **Liberty Park**

- We will be using HULL for bid packaging service. Awaiting proposal. We are anticipating putting the job out to bid the April.
- Nature Play Area: I have met with Steve Brown with Metro Parks and we discussed the possibility of using their Landscape Architect plans for some of the amenities that have in their nature playgrounds.
 - **Our mission for this project is to maximize what we can add to the park. Scott Haines and I will be meeting at the site to walk the property and use the concept plan created by OHM to produce construction plans that will be used during the bidding process.**
- **Foundation Park bathroom improvements:** See attached quote
 - Bathroom updates will take place the first week in March. We will add new partitions to the bathrooms, refinish the walls and paint them. New bathroom fixtures will be added to each as well.
- **Foundation Park Holding Tank CIP: See attached quotes for viewing**
 - Working with EC Babbert: Quote attached in report. Full installation with plumbing will most likely be completed by Ventura Brothers. They will coordinate with the contractor to set a date to drop the holding tank into place.
 - Waiting for Ventura Brother revised quote. Once I receive and review we will coordinate to schedule install 2-3rd week in March. Work must be completed prior to start of soccer practices March 17th.
 - Waiting for CS Electric for a quote to install the high-water alarm
 - Waiting on quote for restoration from Quality Yard and Maintenance
- **Foundation Park Softball Diamond:**
 - Concrete pads will be installed by mid-March.
- **Upcoming Events:**
 - Check out the website calendar (Working on placing all parks and recreation events online for the community) Adding this is crucial and will give our residents direction
 - Easter Egg Hunt April 13th @ Foundation Park
 - Healthy Kids Day April 27th hosted by the YMCA: Foundation Park

Future planning and thoughts for the Parks and Recreation Dept.:

1. Outdoor education classes offered by the city will include the following.
 - Passport to fishing program: **Brightwater Anglers Derby (June 22nd)**
2. Licking County Recycling: Reached out and will be working with outreach coordinator for programs etc. at our local activities and events.

PATASKALA PARKS AND RECREATION EAGLE SCOUT PROJECT POLICY

February 5, 2019

Location: Pataskala, Ohio

Agency: Pataskala Parks and Recreation Department

I. STATEMENT OF NEED

The Parks and Recreation Department receives requests annually for Eagle Scout volunteer projects and there is a need to establish general guidelines and policies for Boys Scouts of America and Scouts of America, Eagle Scout Projects under the guidance of the City of Pataskala, Parks & Recreation Department to ensure proper planning, budgeting, and appropriateness of projects within the Pataskala Parks System.

II. AUTHORITY AND RESPONSIBILITY

The Pataskala Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities. Additional approvals are required by Buildings and Grounds Committee and City Council. Eagle Scout is required to obtain all three approvals prior to start of project.

III. STATEMENT OF PHILOSOPHY

The philosophy of Pataskala's Park Board is that Eagle Scout Service Projects are valuable and an important part of incorporating community involvement, personal and professional growth, and overall good citizenship to participating scouts. Pataskala Parks & Recreation is pleased to participate with the Boy Scouts of America and Scouts of America in accommodating useful and worthwhile Eagle Scout projects.

IV. EAGLE SCOUT PROJECT GUIDELINES

Requirements

For a Scout to receive an Eagle Scout Award Project with the Department, the Scout must meet the following requirements:

- The Eagle Scout Candidate has read the City of Pataskala – Eagle Scout Project Guidelines and the Eagle Scout Leadership Service Project Workbook thoroughly.
- The Eagle Scout Candidate has allowed a minimum of **six months** to the project completion deadline. (The City of Pataskala does not accept projects with "emergency" deadlines due to a Scout's impending 18th birthday.)
- The Eagle Scout Candidate is prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parents or adult troop leaders are required to accompany the Scout during all City meetings and as needed meetings with the Park Manager.
- The Eagle Scout Candidate is prepared to present himself/herself in a professional manner in communications (phone calls, meetings, e-mails, etc.) with the City Staff.
- The project chosen (or contemplated) is of a scope and level that can be accomplished by the Eagle Scout Candidate.
- If the Eagle Scout Candidate is willing and able to comply with the City of Pataskala's requirements, the Scout may proceed to the process below.

Project Selection

The Scout must initiate a Project Selection meeting with City Staff to present their proposal or discuss City Project Ideas.

- Eagle Scout Award Projects are available through the following means:
 1. Staff Generated Projects: Pataskala Parks & Recreation maintains a list of appropriate and approved projects designated as Eagle Scout Award Projects.
 2. Scout Proposal: The Department welcomes and encourages project proposals from individual Scouts. The feasibility of proposals will be judged on a case-by-case basis, to determine if the project is a benefit to the Department and the community and meets Department standards.

- The Eagle Scout Candidate makes a visit to the sites considered and decides which project, if any, the Scout would like to pursue.
- If the Eagle Scout Candidate chooses a City of Pataskala park project, the Scout arranges for a meeting with the City Staff to meet at the site and talk about project details.
- The Scout must read and sign the Department of Parks & Recreation Eagle Scout Award Project Policy. Department staff will review this policy with the Scout to address any question's the Scout may have regarding the Department's expectations.

Process

- Upon selection of a project within a City Park, the Scout must make an official request to the Pataskala Park Board outlining the project and basic time frame of the project.
- The Eagle Scout Candidate prepares the necessary paperwork to get the project approved through the troop and scout office. It is the responsibility of the scout to make arrangements with City Staff to obtain any necessary approvals.
- The Eagle Scout Candidate determines the source of funding for the project.
- The Eagle Scout Candidate does any necessary research to learn about the type of work for the project.
- The Eagle Scout Candidate finalizes the plan for the project and presents to the Pataskala Park Board, the Buildings and Ground Committee, and City Council get final approval of the project.
- The Eagle Scout Candidate notifies the City Staff two weeks in advance of the first work day to arrange for a final walk through at the site. At the final walk through, the location for material delivery should be determined, construction locations flagged, and last-minute questions answered.

Project Completion

For a Scout to successfully complete the Eagle Scout Award Project, the following conditions apply:

- The Scout and all volunteers must sign a City of Pataskala Volunteer Waiver prior to project commencement. Volunteers who do not sign the waiver will not be allowed to participate.
- It is the responsibility of the Scout to make appropriate schedule adjustments in the event of work day cancellations or if necessary, postponements occur. Notification to City Staff is required for any schedule adjustments.
- The Scout must show quality leadership skills in planning and directing the project, including:
 1. Ensuring that the Department's tools and facilities are respected and materials are used in a proficient, conservative manner.
 2. Maintaining a focus on the quality of work being done, ensuring a high-end product.
 3. The Scout must conduct themselves as a representative of the City of Pataskala at all times. It is the Scout's responsibility to assure that the Scout and their volunteers are

courteous in contacts with the public and perform their duties in a prompt, safe, and reliable manner.

The Eagle Scout Candidate must notify the City Staff that the Scout has completed the project and schedule a completed project walk through. If the Eagle Scout Candidate has complied with the City's procedures and has successfully completed the project, the City Staff will "sign off" on any paperwork that is required of the Eagle Scout Candidate at this meeting.

Congratulations! You have completed your Eagle Scout Leadership Service Project. Good luck at your review board!

Project Cancellation

Reasons a Boy Scout may not successfully complete an Eagle Scout Award Project with Pataskala Parks & Recreation includes the following:

- Project does not get completed in the time allotted. Exceptions may be made for extenuating circumstances such as an extreme weather event, death in the family, etc.
- The quality of work on the Scout's project does not meet the Department's standards as defined in the project.
- The Scout or volunteer s disrespect the Department's property, personnel or members of the community.
- The Scout does not take the initiative and lead the project to completion.

Eagle Scout Project Application

This policy outlines and signature confirms the Scout is informed of all rules and regulations associated with an Eagle Scout Award Project. If the Scout, or members of the volunteer group, chooses not to follow the rules and regulations, the Department staff reserves the option of ceasing operations on the project.

I have read and understand the above Eagle Scout Award Project Policy, and will do my best to adhere to the Rules and Regulations set for therein. If, or my volunteers, do not follow the outlined rules, Pataskala Parks & Recreation has the right to cease operations, resulting in the unsuccessful completion of my project.

DATE: _____

NAME OF SCOUT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

TROOP LEADER: _____

TROOP LEADER PHONE NUMBER: _____

TROOP NUMBER: _____

SCOUT SIGNATURE: _____

SCOUT PROJECT DESCRIPTION:

Product Quotation

*On Target for Quality Precast Concrete
Products And Waste Water Treatment
Systems*



February 26, 2019

Attention:	Estimator
Job Name:	Foundation Park
Location:	Pataskala
Company:	

QUAN.	ID	DESCRIPTION	Unit Price	Extension
1	HT-1500	1500 Gallon Non-Traffic Rated	\$1,683.00	\$1,683.00
1	OTHER	7/8" Dia. x 2" deep @ 9" O.C. drilled holes around base including #4 12x12x12 Z bar's	\$1,500.00	\$1,500.00
1	PANEL	Custom alarm panel	\$1,859.00	\$1,859.00
	POL-R-12	24" ID x 12" Plastic Riser	42.75/ea.	
	POL-3008	24" ID x 6" Plastic Riser	22.88/ea.	
	POL-RC	24' Plastic lid	33.95/ea.	
	CS-102	1/2" X 21' Mastic	\$4.00	\$0.00
	GR	Grade Rings (per inch)	\$9.00	\$0.00
	DELIVERY	Pataskala	\$0.00	\$0.00
Sales Tax Not Included				
SUBTOTAL:				\$5,042.00
Interceptor is delivered to the job site & unloaded				

Terms: (With approved credit)

Net Due 30 Days From Date of Invoice

1. Quoted prices are firm for 30 days. Subject to repricing for planset revisions.
2. Unless otherwise stated, all materials are quoted delivered and unloaded at the jobsite. Setting to be done by others.
3. Interceptors are delivered to the job site and set in customer's prepared excavation, if accessible with our trucks. One hour is allotted for setting, additional time is \$95.00/hour.
4. If the site is not accessible with our trucks, the interceptor (or tank) shall be set off and the setting shall be the responsibility of the customer. Any lifting or handling equipment left at the job site shall be signed for by the customer and shall be returned within 24 hours. Additional charges will be added to the invoice for the cost of any lifting equipment not returned promptly.
5. Unit prices are theoretical values based on the lump sum cost and do not represent the value of any individual structure.
6. Unless otherwise stated, cast iron access cover, mechanical components, pipe, epoxy coating/liner and sales tax are NOT included in the quoted price.
7. Authorization for repairs must be obtained from this office prior to any action or remedy. No consideration is given without prior authorization.

Thank you,

Joe Bowie
 Joe Bowie
 E.C. Babbert Inc.
 7415 Diley Rd. NW
 Canal Winchester, Ohio 43110
 (614) 837-8444

15193 Hall Rd
Mount Vernon, OH 43050
(614) 579-6592
JOSHUAREMODELINGETC@GMAIL.COM



ADDRESS
Lenier Crawford

ESTIMATE # 1192
DATE 02/27/2019
EXPIRATION DATE 02/27/2019

ACTIVITY	QUANTITY	RATE	AMOUNT
Labor Install partitions	2	300.00	600.00
Labor Patch any drywall necessary, then paint bathrooms ceilings and walls 2 coats	2	200.00	400.00
Labor Install vinyl baseboard in bathrooms	2	75.00	150.00
Labor Paint the bathrooms doors both sides 2 coats	2	75.00	150.00

TOTAL **\$1,300.00**

Accepted By

Accepted Date

ARCHITECTS. ENGINEERS. PLANNERS.



February 26, 2019

Lenier Crawford, Parks and Recreation Manager
City of Pataskala
621 W. Broad Street
Pataskala, Ohio 43062

RE: Pataskala Park Concepts

Dear Mr. Crawford,

The following is the scope of services for the conceptual design of improvements for Karr Park, Citizens Park & Foundation Park. OHM will develop the concepts based off previous conversations with City staff and the Pataskala Comprehensive Plan maintenance and capital improvement goals.

PROJECT SCOPE OF SERVICES

Task One: Park Concepts

OHM will create one plan view concept of the proposed improvements with supporting character images of the design intent for each park. The concept will be delivered to City staff for their use in public meetings to obtain feedback from residents on the proposed improvements. Following the meeting, OHM will develop a final concept based on the public comments and City's requested changes. A cost estimate will be created for the improvements at Karr Park only.

Deliverables:

- One conceptual design including:
 - Computer and/or hand rendered plan view concept (1 plan view rendering per park)
 - Character image board (1 character image board per park)
- Meeting with City staff to present conceptual designs (1 meeting)
- Surveys based on conceptual designs that will gather information from the public; OHM to assist the City of Pataskala with the survey only. The City of Pataskala will provide the content, administer and evaluate the results.
- Develop final design concept plans (3) with supporting character images (1 plan view rendering, and 1 character image board per park)
- Prepare Preliminary cost estimate based on final concept plan for Karr Park improvements only.
- Client conference call to present final design concept plans and cost estimate (1 conference call) if needed.

FEE

We propose to complete the above scope of services for the following lump sum fee plus direct project expenses for printing, courier, photos, etc.

Proposed Lump Sum Design Fee: \$7,500



Additional Services:

If services beyond this scope are required we can perform these on an hourly basis in addition to the fee or at a negotiated sum at your request, such as, additional revisions or meetings.

ANTICIPATED SCHEDULE

Based upon receiving authorization to proceed by February 22nd, we anticipate the following work schedule.

Preparation of Concept Plan & Character Images	March 4 thru March 15
Client Meeting	Week of March 18
Public Meeting/Survey (Client Managed)	Week of March 25 thru April 5
Client Conference Call	April 8
Preparation of Final Concept Plan, Images, & Cost Estimate	April 8 thru April 26
Client Conference Call	Week of April 29

AUTHORIZATION

If you find this proposal to be acceptable, please provide OHM Advisors with authorization to proceed by signing below and returning a copy of the signed proposal. We appreciate the opportunity to provide the City of Pataskala with this proposal and look forward to working with the City.

Sincerely,
OHM Advisors



Josh Helms, Senior Designer

Pataskala Park Concepts

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

Jill Poulson

6345 Riverstone Drive, Columbus OH 43228 | (614) 634-0410 | jp749614@ohio.edu

Education

Ohio University Athens, Ohio

College of Health and Sciences Professions

Degree: Bachelor Science of Health

Major: Community and Public Health

Minor: Environmental Health

Anticipated Graduation Date: May 2019

Hilliard Bradley High School Hilliard, Ohio

May 2015

Work Experience

Kids On Campus Alexander, Ohio

September 2018 – Present

Team Leader

- Implemented programs to help further the child's education
- Ran fitness programs and taught children about healthy lifestyles

Hilliard YMCA Sports Camp Hilliard, Ohio

May 2017 – August 2018

Camp Counselor

- Lead a small group (15 kids) in daily games and activities
- Handled large group games and activities of children aged 5-11
- Participated in daily team meetings

Related Coursework

- Community Health and Epidemiology
- Environmental Health and Safety
- Introduction to Public Health
- Grant Writing -*
- Environmental Risk Communication
- Program Planning I and II
- Climate Change and Public Health*
- Health Behavior Theory *

Activities/Volunteer

Alpha Omicron Pi Sorority Athens, Ohio

August 2015 - Present

- Held the Recruitment Guide position for the Women's Panhellenic Association
- Philanthropy- Juvenile Arthritis Foundation- Strike out Arthritis charity dodgeball event

Eta Sigma Gamma Athens, Ohio

August 2018 - Present

- National Health Education Honorary Fraternity
- Community Service Fraternity

Live Healthy Appalachia Athens, Ohio

August 2018 - Present

- * • Created curriculum for Live Healthy Kids program
- Implemented Live Healthy Kids program
- Volunteered monthly with Athens County School District

