

Town of Wheatland New York Recreation Commission Meeting Minutes January 17, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held January 17, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Jenny Smith
Cheryl Marginean
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Shelly Gorino
Edd Kuhn
Scott Birnie
Lisa Wasson, Town Board Liaison

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the November meeting with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of November 15, 2018, and Lisa Bates seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$35.96 – Wegmans – Parade of Lights
- \$40.86 – Walmart – Bingo
- \$31.23 – Walmart – Parade of Lights
- \$300.00 – Helen Bilak – Instructor Fees
- \$65.57 – Amazon – Swimming
- \$341.04 – Wheatland Chili School District – Custodial Coverage
- \$75.00 – Christine Destounis – Instructor Fees
- \$250.00 – BRL Entertainment – DJ Service (Sweetheart Dance)
- \$696.31 – The PinPoint Group - Office Equipment (ThinkPad)
- \$240.00 – Katherine Merritt – Instructor Fees
- \$400.00 – Lourdes Roa – Instructor Fees
- \$51.78 – Wegmans - Festival of Lights
- \$56.93 – Wegmans – Festival of Lights
- \$51.80 – American Red Cross – CPR Masks
- \$99.96 – Dick's Sporting Goods – Basketballs
- \$82.42 – Joann's – Parade of Lights
- \$46.76 – Aldi's – Parade of Lights
- \$49.49 – Amazon – Office Supplies

2. WINTER PROGRAM UPDATE

- All programs are up and running except swimming (starting week of 2/25)
- Vinyasa Yoga has 5 participants
- 10 people attended the indoor walking program
- No registrations as of yet for the Fitness Center
- Candy Bar Bingo is scheduled for tomorrow evening, should be a good turnout.

3. WINTER PROGRAM PROPOSALS

- Zumba – 1 night /week for 6 week session for 1 hour - \$60 Tuesdays 6pm – 7pm starting February 26th. (Min. of 5 people required)
- Zumba Kids – 1 night / week for 6 week session for 45 min. - \$50 Wednesdays 3 – 3:45 starting February 27th. (Min. of 5 people required)

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- Aqua Fitness – 1 night /week for 6 week session 7pm-8pm \$60 starting March 14th. (Min. of 5 people required)

Mark asked for approval for the new winter program proposals:

Resolution- Cheryl Marginean made the motion to approve the 2019 Proposed Winter Programs. Lisa Bates 2nd the motion. The motion was approved by unanimous vote of the Commission.

- Shanna and the Commission had a discussion and acknowledged interest to work with the Senior Center on future opportunities to try to get more Seniors involved in Recreation and the Senior Center.
- The Commission also discussed how to reach the 0 – 4 age group. Bounced some ideas around. It was suggested to take a look at other area Recreation Departments to see what they offer and what we can bring to Wheatland.
- Sweetheart Dance – Shanna is all set for the Sweetheart Dance, confirmed the DJ at \$250, the budget for the Sweetheart Dance is \$600.
- Discussed format for the Recreation Flyer. Shanna is running out of space, it is difficult keeping it to one page. She will try some different options.

E. . Old Business

1. **2018 HALL OF FAME**

Our nominees all received their certificates. Katie Andres accepted the Wells certificate, Glenn Sickles received his certificate at the Festival of Lights and The Pearson's accepted the certificate on behalf of the T J Miller and will be sending the certificate to the Millers. Mark showed the Commission the pictures of those accepting the awards.

F. New Business

1. **QUAD CHART**

- Mark Turner reviewed the quad chart with the Commission (attached at the end of this report).

2. **ADDITIONAL NEW BUSINESS**

A plan of action was set forth for some action items for 2019:

- **Recreation Program Portfolio** – Review, update/decide if we want to continue or eliminate individual programs. Discuss in June, Budget in July.
- **Community Hall of Fame** – discuss adding another section with some criteria for "Volunteers of Distinction". Discuss in March.

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- **Charitable Donations and Recreation Programs** - Discuss charitable donations policy and events that honor residents. Discuss in May.
- **Parks Planning** – Per the Town's strategic plan that the Recreation Commission will potentially explore master planning for recreation associated with our local parks, including all Parks within the Town of Wheatland (Town, Village, County, State). Parks outside the responsibility of the Town would involve suggestions, recommendations and/or partnerships with the responsible bodies.
- **Recreation Department Guidebook** – Review updates in February or March.

G. Other Business

1. NEXT REGULAR MEETING

- The next regular meeting will be scheduled for February 21, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

- There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:55 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



*A Distinctive
Small Town Experience
for active lifestyles*

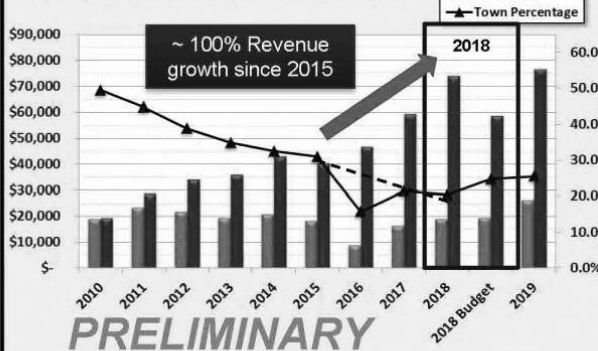
Programs - Key Status & Plans

- Fall Program updates (parade of lights)
- Winter program updates
 - Status updates
 - Program proposals
 - Sweetheart Dance
- 2018 financial review in Feb meeting

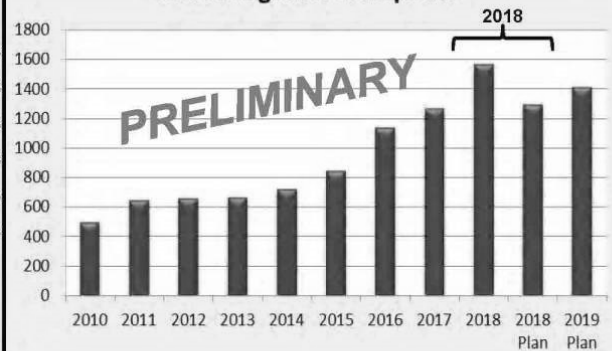
Strategic Initiatives

- Wheatland Community HoF inductions
- 2019 strategic topics
 - Recreation portfolio review / update
 - Department Guidebook review / update
 - Community HoF: Volunteers of Distinction
 - Trail Town assessment
 - Explore potential Parks recreation planning

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

January 2019

Town of Wheatland New York Recreation Commission Meeting Minutes February 21, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held February 21, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Shelly Gorino
Cheryl Marginean
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Jenny Smith
Edd Kuhn
Scott Birnie
Lisa Wasson, Town Board Liaison

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the January meeting with suggested changes. Cheryl Marginean made a motion to approve the meeting minutes of January 17, 2019 as corrected, and Lisa Bates seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

Chuck Hazelton, Highway Superintendent

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$172.54 – Wegmans – Sweetheart Dance
- \$41.46 – Wegmans – Sweetheart Dance
- \$144.61 – Walmart – Sweetheart Dance
- \$450.00 – J-B Sportswear – Wheatland Rec. T-shirts
- \$130.00 – Linda Allen – Refund for Gentle Yoga & Water Walking
- \$27.13 – Walmart – Candy Bar BINGO
- \$15.99 – Amazon – Office Supplies

2. WINTER PROGRAM UPDATE

- All swim programs currently up and running
- Yoga classes are doing well
- Starting new session of Indoor Soccer in March, we had (1) make up date due to weather.
- Men's Basketball has also started
- The Sweetheart Dance had 262 attendees

3. UPCOMING PROGRAMS/EVENTS

- **Summer Camp** - Shanna discussed the possibility of having 3 half day programs the last three days of school. The camp schedule is different this year due to the regents tests. Shanna is thinking of having a program with after care on June 24, 25 & 26th that runs from 11:30am – 1pm. Thursday & Friday will be regular camp schedule. The last day of camp will be Friday August 2nd this year. We will look into pricing in March.
- **Easter Egg Hunt** - will be on Saturday April 13th at Johnson Park. The Legion will be providing Hot Dogs, Chips and Beverage, The Magic Guy will be providing a Magic Show and the Friends of the Greenway are providing the eggs for the Egg Hunt. After the Egg Hunt and lunch participants will have the opportunity to walk the Greenway with the Easter Bunny.
- **I Love My Parks Day** - is May 4th. More information will be forthcoming.

E. . Old Business

1. 2018 RECREATION FINANCIAL REPORT

Mark discussed the 2018 Financial Report. The Recreation Department managed a net income within \$100 of the baseline revenue. Revenue was up 24% over last year. Record numbers from Summer Camp and updated fees helped offset some unplanned expenses such as a new lap top, donating all proceeds from the 5K Race and Labor Costs for training employees.

F. New Business

1. QUAD CHART

- Mark Turner reviewed the quad chart with the Commission (attached at the end of this report).

2. ADDITIONAL NEW BUSINESS

- Shanna went through the Recreation Guide Book and made some minor changes. The changes were reviewed by the Commission. The changes are on Shanna's copy of her Guide Book.
- Mark stated that we will look at the Trail Town Assessment Review next month.

G. Other Business

1. NEXT REGULAR MEETING

- The next regular meeting will be scheduled for March 21, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

- There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:45 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



*A Distinctive
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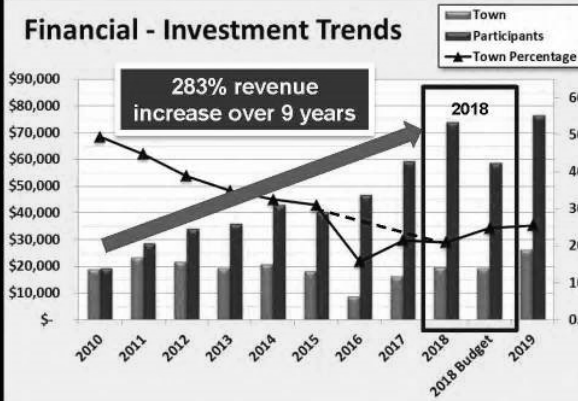
Programs - Key Status & Plans

- Winter program updates
 - Sweetheart Dance had 262 participants
- Spring programs plans
 - Easter Party plans & partnerships
- Summer Camp schedule update
- 2018 financial performance review

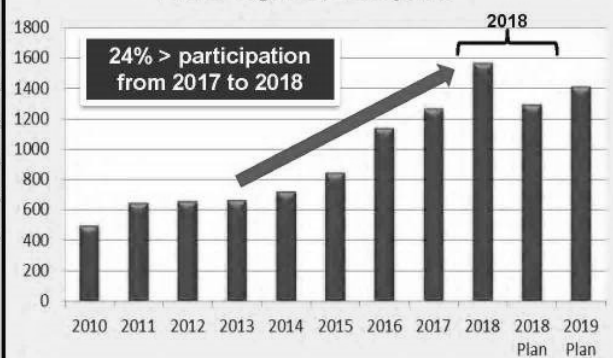
Strategic Initiatives

- Completed Department Guidebook update and review (revision 1.3)

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

February 2019

Town of Wheatland New York Recreation Commission Meeting Minutes March 21, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held March 21, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Shelly Gorino
Jenny Smith
Lisa Wasson, Town Board Liaison
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Cheryl Marginean
Edd Kuhn
Scott Birnie

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the February meeting. Shelly Gorino made a motion to approve the meeting minutes of February 21, 2019, and Jenny Smith seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$37.80 – Square Shop – Credit Card Reader
- \$20.88 – Shanna Fraser – Mileage
- \$240.00 – Kathy Merritt – Yoga Instructor
- \$42.66 – Amazon – Recreation Supplies
- \$5.01 – Amazon – Recreation Supplies
- \$24.50 – Snapfish – Sweetheart Dance
- \$53.20 – Amazon – Office Supplies
- \$27.60 -Amazon – Soccer Ball for Indoor Soccer
- \$540.00 – Collamer-Jones Karate, Inc. – Karate Instructor
- \$100.89 – Amazon – Office Supplies
- \$200.00 – American Red Cross – Lifeguard Training
- \$9.19 – Amazon - REFUND

2. WINTER PROGRAM UPDATE

- All running, coming to an end.

3. UPCOMING PROGRAMS/EVENTS

- **Spring Program Proposals**
 - Gentle Yoga
 - Vinyasa Yoga
 - Total Body Conditioning
 - Group Swim Lessons
 - 1x1 Swim Lessons
 - Swim Lesson Prep
 - Parent & Child Swim
 - Stroke Refinement
 - Water Walking
 - Zumba
 - Youth After School Karate
 - Aqua Fitness
 - Adult Basketball
 - Spring Craft Day

Town of Wheatland Recreation Commission Meeting Minutes

- **Program Fees** - for Spring programs were increased slightly from the baseline budget which was submitted to the Town Board last summer to accommodate an added 2.75% cost of credit card usage.

Resolution - Jenny Smith made the motion to approve the 2019 Proposed Spring Programs with the updated fees. Shelly Gorino 2nd the motion. The motion was approved by unanimous vote of the Commission.

- **Spring Craft Day** - on Monday April 8th from 9am-3:30. Wheatland Chili School District is off that day. The day will start at Johnson Park with games & crafts then after lunch move to the Senior Center for Candy Bar BINGO. Fee: \$20 with a target of 45 participants.
- **Easter Party** - April 13th Johnson Park from 11am – 2pm. Easter Egg Hunt, Magic Guy, Hot Dogs provided by the Legion. The Friends of the Genesee Valley Greenway will also have a guided tour with the Easter Bunny on the Greenway at Canawaugus Park.
- **Arbor Day** - May 4th 9am – Park Clean Up and Planting at Canawaugus Park with the Friends of the Genesee Valley Greenway then moving to Johnson Park with the Forestry Board at 11am with a Planting Session and a Scavenger Hunt. Food to be provided for participants.
- **Summer Fun Day** - June 21, 24 & 25 will be Theme Days from 11:30am – 5pm at Johnson Park. There will be a different theme each day - \$50 for all three days / 60-80 participants. **Summer Camp** – June 26 – August 2. Camp is usually 29 days this year it will be 27 days. Fees for camp will be kept the same as last year - \$198 for 9am-1pm. 130 maximum participants. Charges for before care - \$105, \$136 for after care. The fees cover the cost of training and the credit card charges.
Resolution – Shelly Gorino made the motion to approve the Summer Programs. Jenny Smith 2nd the motion. The motion was approved by unanimous vote of the Commission.
- **5K Race** – The event will be moved to August 24th. We will talk about proceeds at the next meeting.

E. . Old Business

1. RECREATION MISSION

Mark went over the Commission's Mission Statement from the approved By-Laws including linkages with the previous version of the By-Laws, and the Town/Village Comprehensive Plan. Below is a summary of the key objectives from the Recreation Commission Mission Statement. The presented material is included at the end of these minutes for reference.

- 1. Facilitating the successful planning and execution of Town sponsored and cooperative leisure time events, activities and services.*
- 2. Providing guidance for the ongoing development of a portfolio of programs.*
- 3. Actively helping market the vision and values of the Town that promotes the Wheatland community.*
- 4. Facilitating broad community engagement.*
- 5. Providing leadership in defining, promoting and realizing the vision for Town of Wheatland sponsored enhanced quality of life experiences,*

For further reference:

The Town/Village Comprehensive Plan – Is intended to provide decision making guidance and identify/provide constraints & recommendations.

Town of Wheatland 2030 Strategic Plan – is a road map to realize the vision for planning and execution. Strategic direction/objectives/action plans.

2. COMMUNITY HALL OF FAME

- Start the 2019 nomination process with the Town's Summer Newsletter targeted for launch in May. The nomination period will close in September as was done in 2018.

F. New Business

1. QUAD CHART

- Mark Turner reviewed the quad chart with the Commission (attached at the end of this report).

2. ADDITIONAL NEW BUSINESS

- **Greenway Trail** – Mark reviewed a preliminary Town Trail Assessment Form he had prepared with the Commission. This form is a questionnaire to help understand how prepared our community might be for consideration as a "Trail Town" for outdoor recreation. Mark plans to submit to the Friends of the Genesee Valley Greenway (FOGVG) for their general consideration. The

Town of Wheatland Recreation Commission Meeting Minutes

content is informal in nature and does not represent any official content related to the Town Wheatland.

G. Other Business

1. NEXT REGULAR MEETING

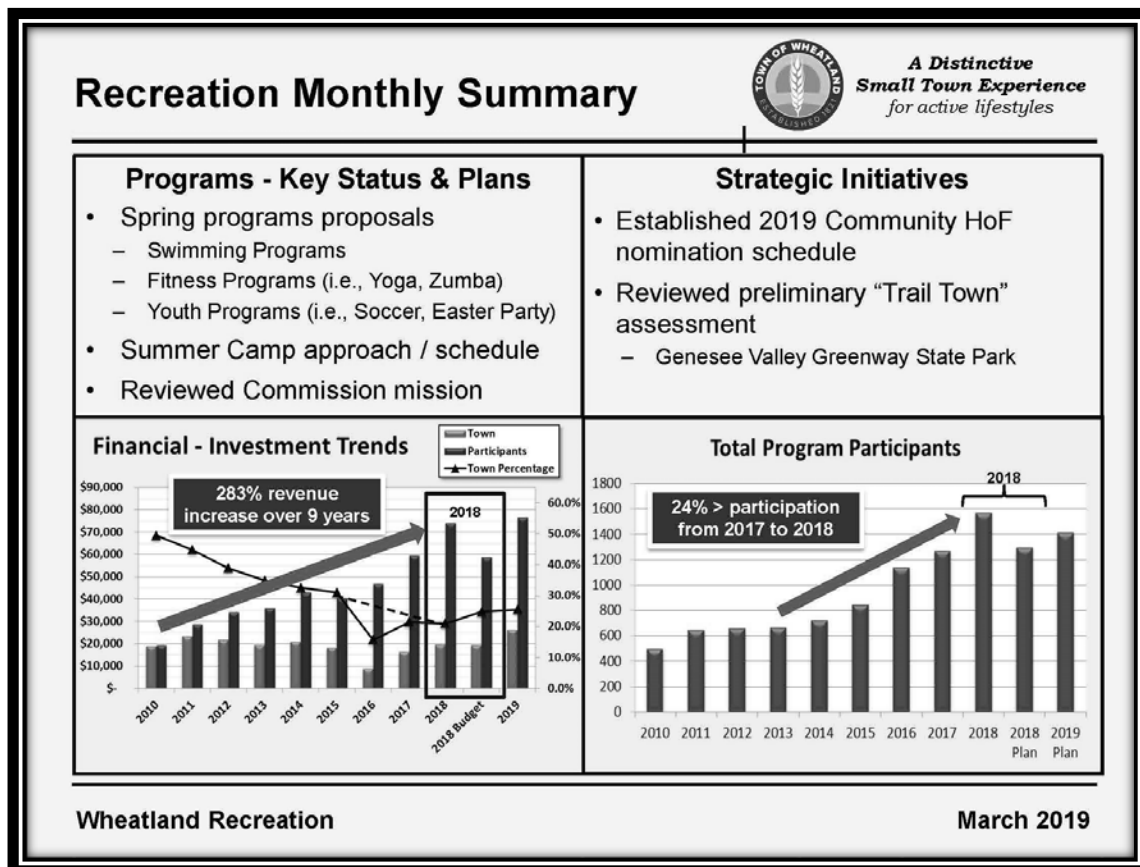
- The next regular meeting will be scheduled for April 18, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

- There being no further business, Jenny Smith made a motion to adjourn the meeting at approximately 8:30 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary



Town of Wheatland Recreation Commission Meeting Minutes

Recreation Commission By-Laws Mission Statement

January 26, 2004

The WRCC shall provide suitable recreational and leisure time activities as desired by the Town of Wheatland residents. The WRCC shall be responsible for the administration and execution of recreation and cultural programs for the Town of Wheatland Residents.

The WRCC shall furnish and operate playgrounds, recreation centers and other recreation areas and facilities owned or controlled by the Town of Wheatland and/or Village of Scottsville. These activities may be conducted on properties under the Commission's control, on public property with the consent of the authorities thereof, and on private property with the consent of the owners thereof. The WRCC shall develop and execute a plan for future recreation/cultural programs and facilities.

This plan shall be aligned with the Town of Wheatland Master plan.

Development, review and approval of strategic objectives that are aligned with the strategic framework defined within this document, the **Town of Wheatland Master Plan** and relevant Town strategic objectives and operating plans.

Recreation Commission By-Laws Mission Statement

Revision 3.0 June 4, 2015

The Commission shall work in close cooperation with the Town of Wheatland Recreation Department, providing strategic direction and operational guidance that **balance the enhanced quality of life needs and desires of the community with the strategic objectives and annual operating plans of the Wheatland Town Government**, including:

1. Facilitating the successful planning and execution of Town sponsored and cooperative leisure time events, activities and services that deliver pleasurable, fun and enriching experiences for participants while at the same time nurturing participants' health and well-being.
2. Providing guidance for the ongoing development of a portfolio of Town sponsored enhanced quality of life programs that address the most comprehensive possible demographics of the Wheatland community.
3. Actively helping market the vision and values of the Town that promote the Wheatland community as an abundantly desirable place to live, work and visit, while emphasizing the values and benefits of the **Town's local amenities (i.e., community infrastructure, parks, natural resources)**.
4. Facilitating broad community engagement through the application of appropriate and effective communications methods and techniques to connect across the breadth of the Town of Wheatland stakeholder base, comprising: residents, potential residents, businesses, employees, suppliers, visitors, and other Municipal Government and organization representatives.
5. **Providing leadership in defining, promoting and realizing the vision for Town of Wheatland sponsored enhanced quality of life experiences, including the evolution of local amenities and related Town provided infrastructure.**

New

New

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Recreation Related Excerpts from Town of Wheatland; Village of Scottsville Comprehensive Plan 2004 - 2024

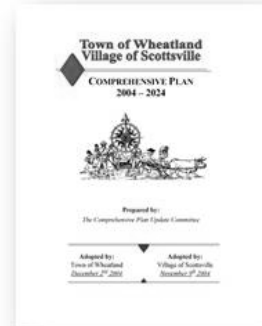
December 2, 2004 (November 9 2004)

1. **Create an integrated system of parks and recreational facilities throughout the community**, including undeveloped open space as one component, with linkages as feasible between state, county, town and village facilities such as pathways, stream corridors, trails and utility rights-of-way. **Recognize recreation as a community need, and an asset worth developing; Promote recreation as a way of life in the community, including a method of promoting commerce, and plan for community funded recreation improvements and facilities such as wide highway shoulders for bicycling, multi-purpose trails for hiking, pedestrian links between parks and recreation areas, and improved access to fishing spots.**
 - policy of maintaining adequate recreation facilities once constructed, and budget annually for upkeep.
 - Utilize the development review process to make developers aware of local recreation resources and require that their proposals include access to existing recreation areas where feasible and offer new recreation opportunities.....
 - Maintain an awareness of potential land sales with imminent recreation potential and consider land acquisition when necessary to gain control over key recreational resources, especially water access
 - **Promote private investment in recreation facilities** so as to obtain services for the community while deferring the municipal expenses associated with construction and maintenance of public recreation facilities.
2. studies should include a survey of available athletic fields and playground equipment using recognized standards provided by groups such as the New York State Recreation and Parks Society (NYSRPS.)
3. Consider construction and/or rehabilitation of facilities that make use of the resources spread throughout the town. **Such facilities include parks, bicycle routes and/or trails that link our many resources, athletic fields, recreation facilities**, and any other civic facilities that interest the general public.
4. Establish a common marketing theme that all merchants can build upon, such as "tourism, art, historic exploration, great place to live and work, and/or recreation,"
5. For Canawaugus Park, it is recommended that special consideration be given to providing a physical link between the Greenway (regional park patrons) and the village business district (potential provider of services needed by regional park patrons,) providing special trailhead attractions such as creek access points, comfort facilities, additional trail spur connection opportunities, historic interpretive facilities or other features specifically designed to draw the recreational users to the immediate village downtown area as a trip origin or destination.

Plan Alignment

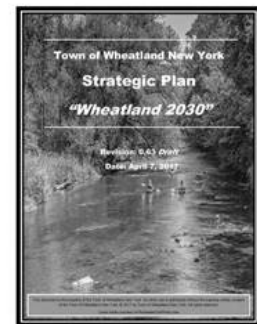
- **Town & Village Comprehensive Plan**

- NYS law compliant ; 20 years from 2004 to 2024.
- Blueprint for protection, growth and development.
 - Intended to provide decision making guidance, identify provide constraints and recommendations.
- Significant content still valid and referenced today.



- **Wheatland 2030 Strategic Plan**

- Defines today's baseline environment for Town population characteristics, lifestyles, assets).
- Defines Town vision, Gov't mission, core values.
- Defines "roadmap" to realize established vision strategic framework for planning/execution.
 - Strategic directions; objectives, strategies, action plans.
- Leverages/augments applicable Comp Plan content.



Town of Wheatland New York Recreation Commission Meeting Minutes

April 18, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held April 18, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Cheryl Marginean
Jenny Smith
Lisa Wasson, Town Board Liaison
Mark Turner, Recreation Commission Chairperson (also Recording Secretary)
Shanna Fraser, Recreation Coordinator

ABSENT:

Shelly Gorino
Edd Kuhn
Scott Birnie
Lisa Bates

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the March meeting. Jenny Smith made a motion to approve the meeting minutes of March 21, 2019, and Cheryl Marginean seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$ 640.00 – Lourdes Roa (Gentle Yoga, Winter Session)
- \$ 240.00 – Kathy Merritt (Vinyasa Yoga, Winter Session)
- \$ 136.28 – Walmart (Easter Party)
- \$ 7.96 – JoAnn (Spring Craft Day)
- \$ 17.48 – JoAnn (Easter Party)
- \$ 100.00 – Walmart (Summer Fun Day Camp)
- \$ 69.31 – Walmart (Spring Craft Day)
- \$ 27.00 – Dollar Tree (Easter Party)
- \$ 150.00 – Cheryl Belcher (Zumba, Winter Session)

2. SPRING PROGRAM UPDATE

- **Easter Party** ~ 390 participants (children & adults) at Johnson Park in Scottsville; 40 participants in the follow-on Greenway walk with a State Park Guide; American Legion cooked 290 hot dogs; 2000 plastic eggs were used for the Easter Egg Hunt; 600 more eggs used for the Greenway walk; There was a magician at Johnson Park, crafts and games. Wheatland Recreation was the primary coordinator for this event and partnered with the Scottsville American Legion and Genesee Valley Greenway State Park.

3. SUMMER FUN DAY CAMP; BEFORE/AFTER CARE PROGRAMS PROPOSALS

- Summer Fun Day Camp and Before/After Care programs schedules were updated based on changes to the Wheatland-Chili School calendar, programs will run as in the past: a 6-week program minus 4th of July day (29 days total).
- The targeted number of participants remains at 125 from the 2019 program plan baseline with the maximum capped at 130 (driven by building capacity).
- Proposed program fees were previously updated for 2019 to reflect additional labor costs for NYS and Monroe County required training in conjunction with new credit card fees, additional fee updates were incorporated to cover the two added days from the school schedule change. Fees for these programs are expected to be reviewed and approved by the Wheatland Town Board.

Town of Wheatland Recreation Commission Meeting Minutes

- Program cost ratios are within the targeted ranges for these programs as established in the annual baseline plan (Summer Camp program effectively break a financial even with included department overheads; Before / After Care programs delivering small net profit with same overheads). These programs continue to reflect significant value to the community as compared to other types of youth camp programs in the region.

Resolution – Cheryl Marginean made a motion to approve the proposed 2019 Summer Camp and Before / After Car programs with fees as amended during the meeting, Jenny Smith seconded the motion. The motion was approved by unanimous vote of the Commission.

E. Old Business

1. **Q1 FINANCIAL REVIEW**

Mark Turner presented the financial results from the Winter Period (2019 first quarter) for Commission review. Highlights include:

- 552 participants, record for Winter Period.
- Q1 programs aggregate cost ratio a bit higher than planned (less net profit than planned) primarily due to a few programs with lower participation than planned (continued to run programs with objective of maintaining continuity, will focus on participation growth for these programs in coming periods).
- Overall forecast for 2019 financial performance continues to be in line with baseline plans.

F. New Business

1. **COMMUNITY HALL OF FAME – “VOLUNTEERS OF DISTINCTION”**

Mark Turner presented a preliminary proposal for the addition of a new community recognition of citizens as part of the existing Wheatland Community Hall of Fame, called “*Volunteers of Distinction*”. Highlights include:

- Volunteers are defined as people who freely give time, effort and talent to a community need, cause or organization without compensation (i.e., getting paid).
- “*Volunteers of Distinction*” is defined as citizens who have made positive contributions through *demonstrated excellence* as volunteers in support of the Town of Wheatland community (not just associated with the Town Government).

Town of Wheatland Recreation Commission Meeting Minutes

- There will be a formal nomination, evaluation, selection and recognition process similar to the Community Hall of Fame processes, albeit with a different set of criteria and a different level of recognition.
- Volunteers of Distinction will be operated on an annual cadence in conjunction with the Community Hall of Fame cadence.
- There are no costs anticipated to the Town in support of this activity.

Commission consensus for Mark Turner to present the proposal as a recommendation to the Wheatland Town Board.

2. RURAL ECONOMIC DEVELOPMENT INNOVATION (REDI) INITIATIVE

- Mark Turner shared preliminary information regarding a recently submitted REDI application to the United States Department of Agriculture (USDA) supported by Wheatland in conjunction with other communities in the Genesee Valley Region (including across five counties in Western New York). The fundamental premise of this strategic initiative would be to facilitate sustainable regional economic growth while maintaining small town and natural environments through a network of communities and opportunities linked to outdoor recreation and tourism.
- The purpose of sharing this information with the Recreation Commission was to provide context for potential future considerations regarding outdoor recreation in our community (i.e., assessing needs, identifying opportunities), which is aligned with the defined objectives of the Recreation Commission. Clearly this would require significant collaboration between multiple organizations within the Town Government and across the Wheatland community at large. There are no actions planned or required by the Recreation Commission at this time.

3. TOWN BOARD REPORT

- Mark Turner reviewed the Town Board Report in the form of a quad chart with the Commission; updates were incorporated based on the discussion, including depicting Town investment levels on the financial trends graph as negative numbers and showing YTD participant numbers on the program participation graph in conjunction with the remaining forecast (report is attached at the end of these meeting minutes).

G. Other Business

1. MARKETING AND ADVERTISING

Lisa Wasson suggested developing marketing material that could be used across multiple media in promoting the many very successful events offered by Wheatland Recreation (i.e., Easter Party). The media would ideally include newspapers with broad distribution such as the Rochester Democrat & Chronicle. Mark Turner mentioned that this concept is aligned with the objectives and strategies defined in the Town of Wheatland strategic plan. A branding manifesto is under development and review which is intended to be used as the basis for this type of marketing collateral.

The consensus of the Commission is that this is a great idea and will be considered for implementation in the near future. In addition, an article is planned for the upcoming Summer Town Newsletter describing the history, evolution and current offerings of the Summer Fun Day Camp program.

2. NEXT REGULAR MEETING

The next regular meeting will be scheduled for May 16, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

3. ADJOURNMENT

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 9:00 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Mark Turner

Recreation Commission Chairman

Recreation Monthly Summary



*A Distinctive
Small Town Experience
for active lifestyles*

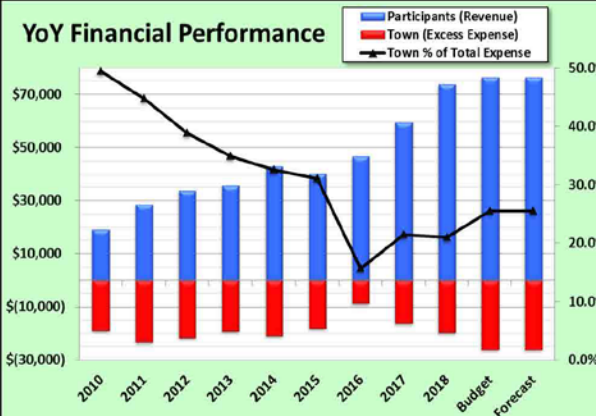
Programs - Key Status & Plans

- Easter Party record participation
 - ~390 participants (children & adults)
- Summer Camp Programs proposals
 - Reviewed & approved
- Reviewed Q1 financial performance
 - Higher Q1 C/R (less net); Year on track

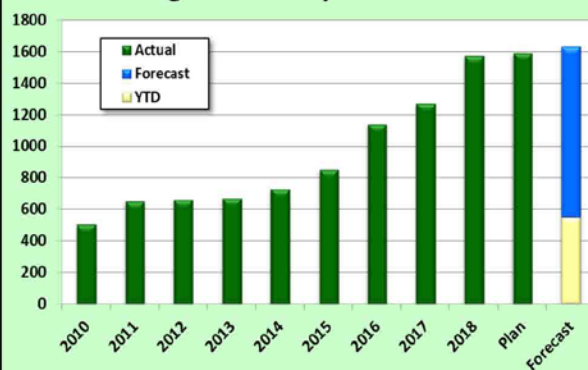
Strategic Initiatives

- Reviewed “Volunteers of Distinction” proposal, updated with comments.
- Reviewed recent USDA REDI Application
 - Potential future considerations associated with outdoor recreation in our community; no actions planned or required at current.

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

April 2019

Town of Wheatland New York Recreation Commission Meeting Minutes

May 16, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held May 16, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Cheryl Marginean
Edd Kuhn
Lisa Wasson, Town Board Liaison
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Scott Birnie
Shelly Gorino
Jenny Smith

Mark Turner called the meeting to order at 7:00 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the April meeting. Cheryl Marginean made a motion to approve the meeting minutes of April 18, 2019, and Edd Kuhn seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$34.86 – Wegmans – Easter Party
- \$25.00 – Dollar Tree – Easter Party
- \$60.00 – Tina Verno Stevens – Aqua Fitness Instructor
- \$500.00 – Helen Bilak – Aerobics Instructor
- \$49.49 – Amazon – Office Supplies
- \$23.98 – Office Depot – Office Supplies
- \$53.20 – Amazon – Office Supplies
- \$12.91 – Walmart – Recreation Binders
- \$17.76 – Walmart – General Office Supplies
- \$1.15 – Post Office – Office Supplies
- \$14.56 – Walmart -Office Supplies
- \$300.00 – Jade Pottery – Camp Field Trip
- \$480.00 – Raider Lanes – Camp Field Trip Deposit
- \$540.00 - Collamer-Jones Karate - Instructor Fee
- \$31.94 – Amazon - REFUND

2. PROGRAM UPDATE

- Planning for summer camp. Working on getting counselors hired and trained
- Shanna went over this year's Field Trips with camp. One field trip (Red Wings) will include the senior group. Shanna will also ask the traveling senior group if they would like to attend.
- Shanna is looking for a semi-permanent shelter for camp registration. The tent that was used last year has ripped. Lisa Wasson suggested contacting the Boy Scouts to see if they would like to do it as a project.
- The contract with Spirit Timing for the 5K has been confirmed.
- Looking into getting Snapology -Pokemania and MadScience for additional programs after camp has ended. (last two weeks in August).
- Recreation Department representation will be at the Farmer's Market on June 5th promoting Summer Camp and additional Recreation Programs.

3. UPCOMING PROGRAMS/EVENTS

- Summer Program Proposals
 - Spill Painting with Seniors
 - Outdoor Movie Night
 - Educational Hike on the Greenway
 - Tennis Instruction
- The Commission entertained the motion to approve the above Summer Programs.

Resolution – Edd Kuhn made the motion to approve the 2019 Proposed Summer Programs. Cheryl Marginean 2nd the motion. The motion was approved by unanimous vote of the Commission.

E. . Old Business

1. COMMUNITY HALL OF FAME

- Mark reviewed the updated the Community Hall of Fame Guidebook to incorporate the previously discussed concept for a new level of community recognition associated with community volunteerism, known as: **Volunteers of Distinction**. A volunteer is defined as someone who freely gives time, effort and talent to a community need, cause or organization without compensation (i.e., getting paid). A “Volunteer of Distinction” is defined as a citizen who has made positive contributions through demonstrated excellence as a volunteer in support of the Town of Wheatland community.
- The Community Hall of Fame Guidebook now includes the Volunteers of Distinction operating process, including: process cadence, candidate nominations, candidate evaluation, candidate selection and recognition.

Resolution – Cheryl Marginean made the motion to approve the changes and additions to the Hall of Fame Guide Book. Edd Kuhn 2nd the motion. The motion was approved by unanimous vote of the Commission.

2. 5K RACE

- The Commission discussed retaining some level of the net profits from the 5K race for recreation programs.
- Recommended was a 40%/40%/20% split between the honoree charitable donations and recreation programs. Mark will discuss this recommendation with the Town Board.

F. New Business

1. QUAD CHART

- Mark Turner reviewed the quad chart with the Commission (attached at the end of this report).

G. Other Business

1. NEXT REGULAR MEETING

- The next regular meeting will be scheduled for June 20, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

- There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:30 P.M. The vote was unanimous, the motion was carried and the meeting was adjourned.

Respectfully submitted,

Lisa Bates

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



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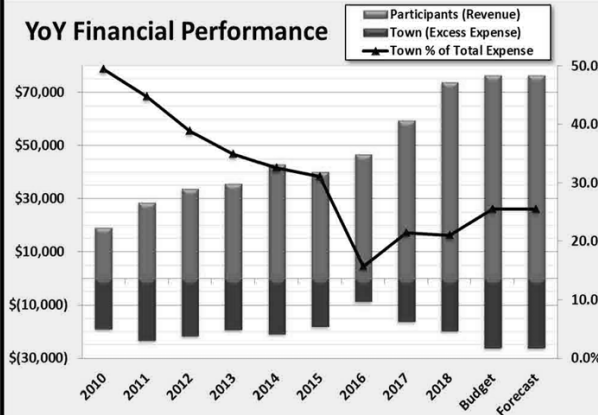
Programs - Key Status & Plans

- Summer camp program preparation
 - County camp documentation complete
 - Staff hiring in progress; field trip plans
- Summer program proposals
 - Movie night; Intro to tennis
 - Greenway education walk

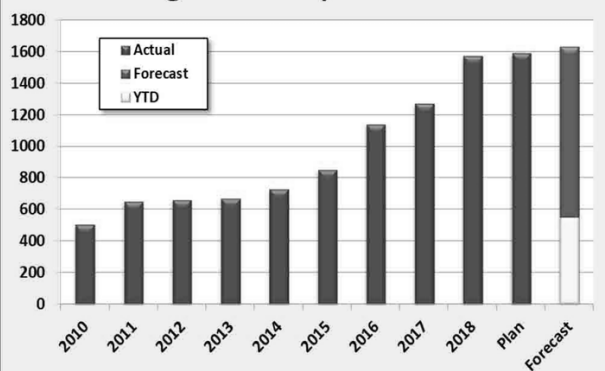
Strategic Initiatives

- Reviewed and approved Community Hall of Fame Guidebook V2.0 with “Volunteers of Distinction”.
- 5K Race donations recommendation for TB consideration.

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

May 2019

Town of Wheatland New York Recreation Commission Meeting Minutes June 20, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held June 20, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Cheryl Marginean
Edd Kuhn
Jenny Smith
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Scott Birnie
Shelly Gorino
Lisa Wasson, Town Board Liaison

Mark Turner called the meeting to order at 7:00 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the May meeting. Cheryl Marginean made a motion to approve the meeting minutes of May 16, 2019, and Edd Kuhn seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

- \$14.39 – Amazon – Summer Camp
- \$1.90 – Post Office – Recreation
- \$23.05 – Dollar General – Farmers Market
- \$27.50 – Post Office – 5K Mailing
- \$14.99 – Amazon – Recreation
- \$34.01 – Amazon – Recreation equipment
- \$324.85 – Michaels – Summer Camp
- \$382.67 – CNY and Syracuse FunFlick – Recreation
- \$540.00 – Collamer – Jones Karate, Inc. – Instructor Fee
- \$150.00 – Cheryl Belcher – Zumba Instructor Fee
- \$240.00 – Kathy Merritt – Vinyasa Yoga Instructor Fee

2. PROGRAM UPDATE

- Outdoor Movie with FunFix coming up tomorrow. Movie will be **How to Train Your Dragon**. FunFix is easy to work with. They run the movie and do the concessions. A Recreation Assistant will be present to collect the money.
- Summer Camp starts up Monday. Waiting for NYMER to publish the NYS Training information. 113 kids are registered and field trips are all lined up.
- The contract is signed with the school to lease the buses for field trips.
- Received an update from the Monroe County Health Dept. Immunizations are not required but strongly suggested. We have 2 children that are not immunized. Shanna has spoke to the counselors regarding signs of measles.
- Participant and sponsorship letters have gone out. Shanna received word from Lynne Skivington that the money from Jill Skivington Jackett proceeds will go to the Wheatland Chili Drama Club.

3. UPCOMING PROGRAMS/EVENTS

Shanna discussed some possible upcoming programs for the summer/fall.

- **MadScience** – Week of August 19th Monday – Friday 9am – 1pm, 15 kids max/7 minimum, Our cost is \$90 per child, we would charge \$125.
- **Snapology – Robotics Workshop** kids 7-14 age group, 20 kids max/5 minimum August 21st 6pm-7:30pm in the senior center. Our cost is \$10 per child, we would charge \$15.
- **Snapology- After School Program** – kids ages 5-14, 8 week program on Thursdays, starting 9/19 from 3:05 – 4:05pm. 20 kids max/5 minimum. Our cost \$80 per child, we would charge \$105.

E. . Old Business

1. 5K RACE

- We will discuss more at the July meeting

F. New Business

1. QUAD CHART

- Mark Turner reviewed the quad chart with the Commission (attached at the end of this report).
- Shanna and Mark are wrapping up Spring Financials.

G. Other Business

1. NEXT REGULAR MEETING

- The next regular meeting will be scheduled for July 25, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

- There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:45 P.M. The vote was unanimous, the motion was carried and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



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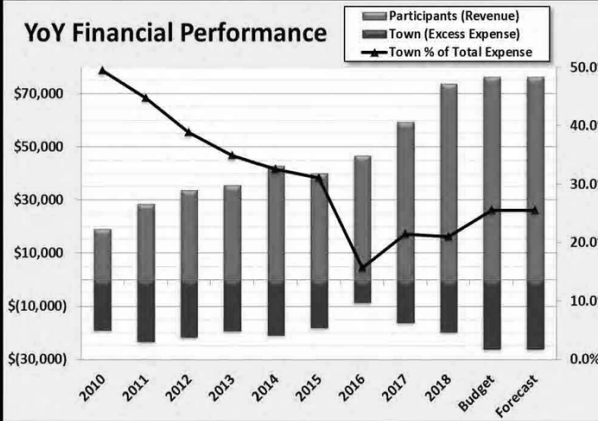
Programs - Key Status & Plans

- Summer program updates
 - Summer Camp: 113 registrations
 - 5K Race:
 - Schools Out Celebration:
 - Movie Night:
- Robotics Workshop

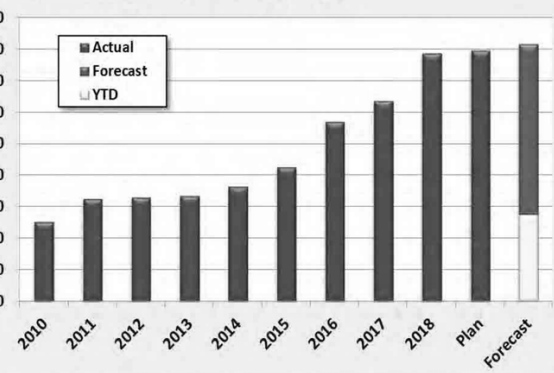
Strategic Initiatives

- 5K Race donations recommendation for TB consideration (tabled until July).

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

June 2019



Town of Wheatland New York Recreation Commission Meeting Agenda July 18, 2019

A. MEETING CALL TO ORDER

B. APPROVAL OF MEETING MINUTES

1. Recreation Commission meeting minutes of June 20, 2019.

C. PUBLIC BEFORE THE COMMISSION

D. RECREATION DEPARTMENT REPORT

1. Expense voucher review and approval
2. Summer Program Updates
3. Fall Program Proposals

E. OLD BUSINESS

1. 5K Race financial approach

F. NEW BUSINESS

1. Town Board Report

G. OTHER BUSINESS

1. Next Meeting: Scheduled for August 15, 2019 7PM Wheatland Municipal Building.
2. Adjournment

Town of Wheatland New York Recreation Commission Meeting Minutes August 15, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held August 15, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Jenny Smith
Mark Turner, Recreation Commission Chairperson
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Edd Kuhn
Cheryl Marginean
Scott Birnie
Shelly Gorino
Lisa Wasson, Town Board Liaison

Mark Turner called the meeting to order at 7:10 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the June meeting. Jenny Smith made a motion to approve the meeting minutes of June 20, 2019, and Lisa Bates seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. **EXPENSES:**

- \$350.00 – Helen Bilak – Total Body Conditioning
- \$70.06 – Shanna Fraser – Mileage
- \$19.75 – Dollar General – Camp
- \$24.75 – Dollar General – Camp
- \$8.50 – Dollar General – Spill Art
- \$15.00 – Shanna Fraser – Recreation
- \$28.95 – Shanna Fraser – Camp Supplies
- \$193.75 – J-B Sportswear – Camp Staff T-shirts
- \$61.97 – Amazon – Camp Supplies
- \$5.99 – Amazon – Camp Supplies
- \$24.40 – Dollar General – Camp Supplies
- \$11.90 – Dollar General – Recreation
- \$681.00 – Seneca Park Zoo – Field Trip
- \$552.00 – Darlene Zoricak – Camp Event
- \$89.21 – Crown Awards – 5K
- \$228.00 – Jade Pottery – Field Trip

Refund - \$45.31 – Walmart – Camp Supplies

Refund - \$78.00 Raider Lanes – Field Trip

2. **PROGRAM UPDATE**

- **5K** – 149 Registrations. CooperVision is a sponsor this year and is bringing a large amount of participants. Shanna has set up a Promo Code for Athletic Teams they will receive a \$10 discount.

Resolution: Jenny Smith made a motion to approve the \$10 discount for teams at the 5K. Lisa Bates 2nd the motion. The motion was carried.

- **Community Night** – This year Community Night will be on Thursday September 19th at the TJ Connor Welcome Back Picnic. The same participants will be invited, there is more traffic at the picnic, hoping this will be a better option vs. having it at the Senior Center.

3. **NEW PROGRAM PROPOSALS**

- **Jr Scientist Program-** Target is 11 participants – 11 Participants are signed up. Program will be staffed by Laurie and Shanna. Mad Science charges \$90 Wheatland Recreation will charge \$130 to cover labor charges.

Resolution: Lisa Bates made the motion to approve the Jr Science Program, Jenny Smith 2nd the motion. The motion was carried.

- **Spill Art Program** – Target is 11 participants - Darlene charges \$8, Wheatland Recreation to charge \$20
- **Greenway Hike** - \$1.00 National Heritage Trust – Wheatland Recreation to charge - \$2.00
- **Ty Chi** – (Seniors) Target is 20 people/Minimum 6 16 sessions. \$22
- **WACC** (Wheatland Afternoon Creative Club) Target – 10 students. Wednesdays for 6 weeks. \$45.00

Resolution- Lisa Bates made a motion to approve the new program proposals. Jenny Smith 2nd the motion. The motion was carried.

4. **FALL PROGRAMS**

Flag Football	Gentle Yoga
Adult Basketball	Vinyasa Yoga
Total Body Conditioning	Youth & Adult Soccer
Open Swim	Stroke Refinement
Parent/Child Swim	Group Swim
Private Swim Lessons	Swim Lesson Prep
Lap Swim	Water Walking
Zumba	Youth Karate
Aqua Fitness	Adult Basketball
Adult Spill Art	

Resolution- Jenny Smith made a motion to approve the upcoming Fall Programs. Lisa Bates 2nd the motion, the motion was carried.

E. . Old Business

1. **5K RACE**

- We will discuss more at the September meeting

2. COMMUNITY HALL OF FAME

- The Commission decided that we will leave #8 as is in the Community Hall of Fame Criteria for Consideration.

F. New Business

1. QUAD CHART

Mark Turner did a 2019 Financial Review and reviewed the quad chart with the Commission (attached at the end of this report).

2. 2020 BUDGET

Mark Turner went over 2020 Proposed Budget Fees. There was concern regarding the price of camp. We will re-visit the price of camp prior to the start of the program based upon if we are able to accept sponsorship or if the town decides to invest in the program.

G. Other Business

NEXT REGULAR MEETING

The next regular meeting will be scheduled for Tuesday September 17, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

ADJOURNMENT

There being no further business, Lisa Bates made a motion to adjourn the meeting at approximately 9:00 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



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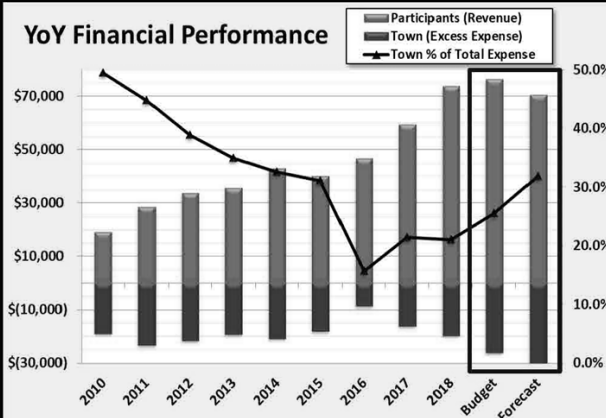
Programs - Key Status & Plans

- Fall Program Proposals approved
- 2019 financial review
 - Forecast \$ 6700 net lower than plan
 - 37% > labor for summer camp
- 2020 proposed budget review
 - Aligned 2019 labor w/ updated fees

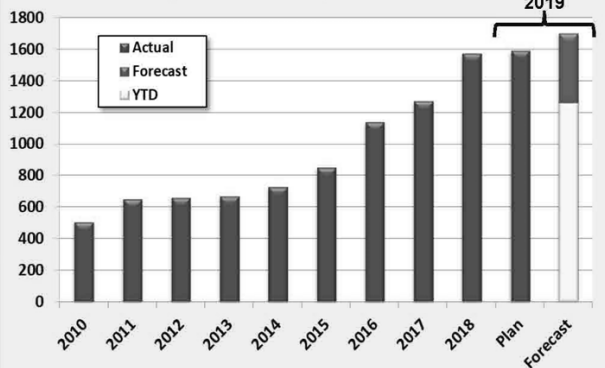
Strategic Initiatives

- Electronic reminder or HoF and VoD nominations (closes on 19-Sep).

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

August 2019

Town of Wheatland New York Recreation Commission Meeting Minutes September 17, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held September 17, 2019 at 7:00 P.M. in Meeting Room A of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Edd Kuhn
Cheryl Marginean
Scott Birnie
Shelly Gorino
Lisa Wasson, Town Board Liaison
Shanna Fraser, Recreation Coordinator
Lisa Bates, Recording Secretary

ABSENT:

Mark Turner, Recreation Commission Chairperson
Jenny Smith

Edd Kuhn called the meeting to order at 7:00 P.M.

B. Approval of Minutes

Resolution. The approval of the August meeting minutes was tabled until our next meeting due to lack of quorum.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. **EXPENSES**

- \$168.00 – Gary Kaminska – Bus Driver (Zoo & Frontier Field)
- \$30.00 – Advertising -FB for 5K
- \$28.65 – WACC – Supplies
- \$436.50 – Patrick Bynes – 5K (Timing Service)
- \$1147.50 – J-B Sportswear – Tshirts
- \$98.59 – Wegmans – 5K

2. **PROGRAM UPDATE**

- **5K** – There was a great turn out this year. We are donating \$1800 to the Mike Skivington Memorial Fund and \$1800 to the Wheatland Chili Drama Club. The Town Board will be approving the donations at the next Town Board Meeting. This is the last year that the race will be held under Recreation. The Town Comptroller has stated that it is not okay to get money and then donate it back out. Shanna is looking into the Sports Booster Club taking over the race. Shanna will keep us updated.
- **Community Night** – This year Community Night will be on Thursday September 19th at the TJ Connor Welcome Back Picnic. The same participants will be invited, there is more traffic at the picnic, hoping this will be a better option vs. having it at the Senior Center.
- **Fall Registration** – Fall registration is currently going on. Flag Football is coming in strong with currently 25 participants.
- **Jr Scientist Program-** Mad Science – Looking to possibly do a Friday or after school program. Target is 11 participants

E. Old Business

1. PRICES FOR 2019 FALL PROGRAM

The prices for the 2019 Fall program were increased by \$1-\$2 at the last meeting. Due to the deadline to get the flyer out the board was unable to approve the increase in charges so the prices were not increased.

There was a long discussion on raising the cost of camp. Many of the commissioners questioned the big jump in price on camp and the rising prices of programs. Shannan explained the cost of minimum wage and the number of counselors we need. There was much discussion in trying to think of ways to keep the prices down. Lisa Bates is going to research prices of camps and programs in the area. We will discuss the price of camp more in future meetings.

F. New Business

There was no new business.

G. Other Business

Next Regular Meeting

The next regular meeting will be scheduled for Tuesday October 17, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:40 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Town of Wheatland New York Recreation Commission Meeting Minutes October 17, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held October 17, 2019 at 7:20 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Edd Kuhn
Cheryl Marginean
Scott Birnie
Lisa Bates, Recording Secretary

Mark Turner, Recreation Commission Chairperson

ABSENT:

Shelly Gorino
Jenny Smith
Lisa Wasson, Town Board Liaison
Shanna Fraser, Recreation Coordinator

Mark Turner called the meeting to order at 7:25 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the August meeting with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of the August 15, '2019 meeting and Edd Kuhn seconded, there were 3 abstentions and the motion was carried.

Resolution. The Commission reviewed the minutes of the September meeting with no changes suggested. Scott Birnie made a motion to approve the meeting minutes of the September 17, '2019 meeting, and Cheryl Marginean seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Lisa Bates for Shanna Fraser

1. EXPENSES

- \$540.00 – Collamer-Jones Karate – Program Fee
- \$33.98 – Amazon – Flag Football Supplies
- \$39.88 – Walmart – Flag Football Supplies
- \$34.59 – Walmart – Spill Art Supplies
- \$352.00 – J-B Sportswear – Flag Football Shirts
- \$990.00 – Mad Science of WNY – Program Fee
- \$216.00 – Darlene Zoricak – Program Fee
- \$16.47 – Wegmans – WACC

2. PROGRAM UPDATE

- **Fall Program Participation**– The Commission discussed the Fall Program participation numbers. Some highlights – Flag Football – 26 participants, Indoor Youth Soccer 35, Wheatland Afternoon Creativity Club -18, Adult Spill Art - 18
- **Program Proposals** – Looking to add two programs to the Late Fall Programs Flyer –
 - **Winter Holiday Fun Program** – activities for children 5-13 to be held at TJ Connor during the holiday recess. Children will partake in games & crafts from 9am-3pm. Will need to bring lunch & snack each day. Minimum 25/Maximum 50 participants \$85.00 12/30, 12/31, 1/2 & 1/3.
 - **Swipe Art Class** – Painting with a swipe method. Wheatland Recreation to supply canvas. Minimum 5/Maximum 10 participants. Fee of \$20.00 Date scheduled for 11/1.

Resolution- Edd Kuhn made the motion to approve the Winter Holiday Fun Program & Swipe Art into the Late Fall Programs schedule. Scott Bernie seconded the motion. The motion was approved by unanimous vote of the Commission.

E. Old Business

There was no old business

F. New Business

There was no new business.

G. Other Business

Next Regular Meeting

The next regular meeting will be scheduled for Thursday, November 21, 2019 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:40 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



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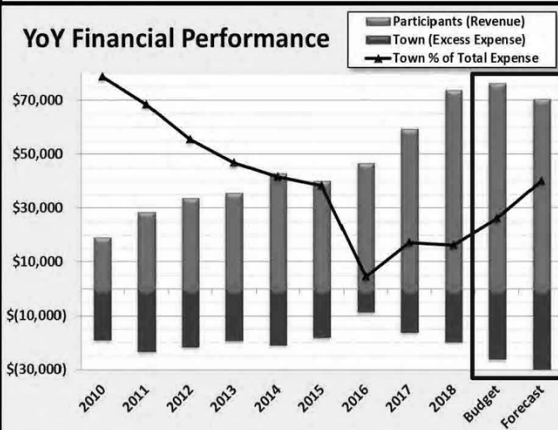
Programs - Key Status & Plans

- Fall Programs all ongoing, various extensions planned
- New Fall program proposals approved:
 - Winter holiday fund program
 - Splash Art Class program

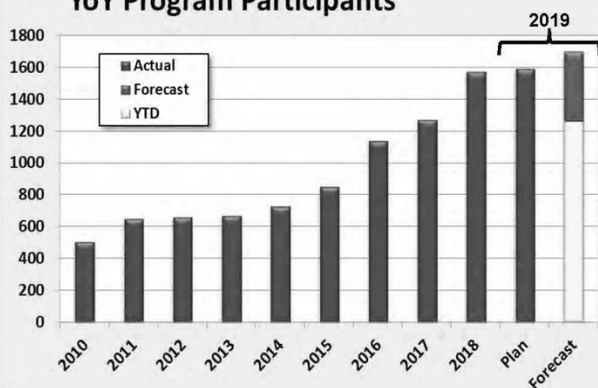
Strategic Initiatives

- Completed Hall of Fame and Volunteers of Distinction evaluations and selections.

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

October 2019

Town of Wheatland New York Recreation Commission Meeting Minutes November 21, 2019

A. Meeting Call to Order

Recreation Commission Meeting was held November 21, 2019 at 7:00 P.M. in Meeting Room A of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Cheryl Marginean
Scott Birnie
Shelly Gorino
Lisa Bates, Recording Secretary
Shanna Fraser, Recreation Coordinator
Mark Turner, Recreation Commission Chairperson

ABSENT:

Edd Kuhn
Jenny Smith
Lisa Wasson, Town Board Liaison

Mark Turner called the meeting to order at 7:00 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the October meeting with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of the October 21, 2019 meeting, and Scott Birnie seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSES

- \$39.00 – Dollar Tree – WACC Recreation
- \$33.46 – JoAnn – WACC Recreation
- \$220.00 – Tina Stevens – Instructor Fees
- \$2,380.00 – SeaBreeze – Summer Camp
- \$400.00 – Lourdes Roa – Instructor Fees
- \$150.00 – Cheryl Belcher – Instructor Fees
- \$195.17 – Daffie's Pizza & Tavern – Flag Football
- \$36.10 – Dollar General – Recreation
- \$2,105.49 – Mike Skivington Memorial Fund – 5K
- \$2,105.49 – Wheatland Chili Drama Club – 5K
- \$39.95 – Amazon – Salute to Excellence
- \$275.00 – Helen Bilak – Instructor Fees
- \$101.98 – Amazon – Recreation
- \$240.00 – Kathy Merritt – Instructor Fees
- \$135.61 – Crown Awards - Community Hall of Fame
- \$13.10 – Post Office - Postage

2. PROGRAM UPDATE – FALLSUMMARY

Overall we had good participation this past fall.

- **FLAG FOOTBALL -** Great turn out - 26 participants this year
- **SWIM PROGRAMS –** Swimming programs did much better, added 3 volunteers this year
- **YOUTH INDOOR SOCCER -** This program continues to come in strong – 36 participants this past session.
- **AFTER CARE CRAFT CLASS –** This seems to be a new favorite – 18 students were enrolled for this past program.
- **KARATE -** Karate was down 8 participants from past years.

3. **WINTER 2020 PROGRAM PROPOSALS**

Shanna is proposing to add the following programs into the 2020 Winter program session.

- **POKEMANIA – SNAPOLOGY**

Science program at TJ offered for 8wks on Thursday afternoons from 3-3:55pm 1/16- 3/12 . Target is 12 participants, Max is 20. \$80/child. Wheatland Rec to charge \$90.

Resolution- Scott Bernie made the motion to approve the Pokemania – Snapology program into the 2020 Winter Programs schedule. Shelly Gorino seconded the motion. The motion was approved by unanimous vote of the Commission.

- **SCIENCE TECHNOLOGY ENGINEERING & MATH VARIETY PROGRAM**

Program to be offered at TJ over February break. Tuesday 2/18 – Friday 2/21 9am -12noon for ages 6-14. Target 16 participants, Max is 20. \$110/child. Wheatland Rec to charge \$120.

Resolution- Cheryl Marginean made the motion to approve the Science Tech Eng. & Math Variety program into the 2020 Winter Programs schedule. Scott Bernie seconded the motion. The motion was approved by unanimous vote of the Commission.

- **WINTER HOLIDAY FUN PROGRAM-**

Shanna would like to amend the Winter Holiday Fun Program. Would like to offer a \$25 daily rate in addition to the \$85 weekly rate. This would give parents more of an option.

Resolution- Shelly Gorino made the motion to amend the Winter Holiday Fun Program fee to support a daily rate. Cheryl Marginean seconded the motion. The motion was approved by unanimous vote of the Commission.

- **WINTER PROGRAMS**

Mark Turner went over the 2020 Winter Program Schedule & Fees.

Resolution- Cheryl Marginean made the motion to approve the 2020 Winter Program Schedule and Fees. Scott Birnie seconded the motion. The motion was approved by unanimous vote of the Commission.

E. Old Business

1. SQUARE FEE CHARGES

The credit card fees for the chip dip are going up.

Currents charges - 2.75% Dip / 2.9% for \$0.30 invoice

2020 charges - 2.6% + \$0.10 for Dip / 2.9% + \$0.30 for invoice

To sum it up - for 30 registration fees charged at an average fee of \$50, the new chip dip rate will cost us \$0.75 more than it did before. Bottom line is that this charge is negligible to our cost structure.

F. New Business

Mark Turner reviewed the Town Board Report and Quad Chart with the Commission.

G. Other Business

Next Regular Meeting

The next regular meeting will be scheduled for Thursday January 16, 2020 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:55 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



*A Distinctive
Small Town Experience
for active lifestyles*

Programs - Key Status & Plans

- Fall Programs Status
 - Late Fall programs started
 - New Creative Club program successful
- Winter programs reviewed, approved
 - Full slate of standard programs
 - New STEM, Pokemania programs

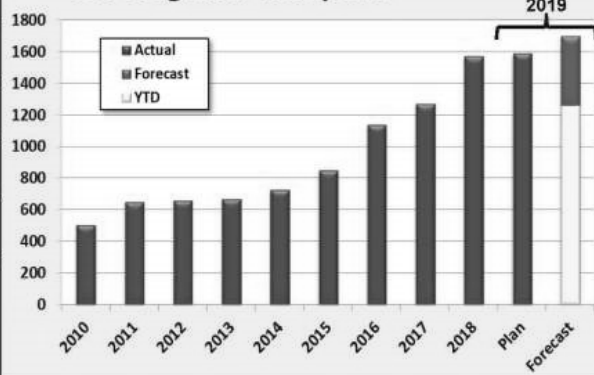
Strategic Initiatives

- Community Hall of Fame
 - Letters sent to CHoF 2019 inductees
 - Plaques ordered
 - VoD letters and certificates completed and sent to those selected

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

November 2019