



WILLISTOWN TOWNSHIP PARKS AND RECREATION

MINUTES 11-16-2021 7 PM

MEETING LOCATION: COXE MEMORIAL CAMPUS, 688 SUGARTOWN ROAD, MALVERN, PA 19355

Members in Attendance: Chair: Brad DeHart, Bob Kacergis; Ken Lehr; Bill Unrath; Grace Frain

Absent: Bernadette Downey, Vice Chair; and, Denise VanValkenburgh

Staff: Mary Hundt, Parks & Recreation Director

Administration

New Business

October, 2021 Minutes for Approval

Bob motioned; Ken seconded; all were in favor. Bill abstained as absent.

2022 Budget Update: Capital Expenditure

Mary reviewed the Okehocking Garrett Farmhouse wall reconstruction project with the Board and noted substantial difference in cost from original number attained for 2020 budget request purposes. Mary discussed the issue with the Township Manager and Finance Director. She reallocated the project to 2022 and submitted the updated cost in the 2022 Parks & Recreation budget request.

Planning

Old Business

Comp Plan Update

Mary heard back from Bill and Brad on her request for feedback from on the first four chapters of the comprehensive plan and reported that she incorporated their comments. (Note: She received their comments back in August, and is just reporting now as there hasn't been a Board meeting since then.)

Potential Parkland Acquisition Update

Mary reported that the Board of Supervisors will formally approve the project expenditure and Memorandum of Understanding between Willistown Township and Willistown Conservation Trust at their public meeting on Monday, November 22. Settlement is scheduled for Monday, November 29. The Trust invited the Township to send a representative to settlement, and Mary will attend.

Potential Dog Park Group (AKA, in no official capacity, "Willistown Barks & Rec Committee") Follow-Up Discussion

The Board and Barks & Rec reviewed and discussed the two attached documents. Items were noted for follow up at the January Board meeting.

Old Business

None

New Business

None

Public Comment

None

Adjournment

Grace motioned; Bill seconded; all were in favor.

Next Meeting: The December 2021 Board meeting has been cancelled in lieu of the annual Parks & Rec Board Christmas Holiday dinner party. Regularly scheduled meetings are held the third Tuesday of the month at 7PM at the Coxe Memorial Campus, 688 Sugartown Road, Malvern. Please enter through the back door. All meetings are open to the public.

Respectfully submitted, Mary N. Hundt, Recording Secretary



Willistown Parks & Recreation

Dog Park Group (AKA, *for fun and not in an official committee capacity "Willistown Barks & Rec Committee"*)

Notes From Parks & Rec Board Meeting 10-19-2021

By Mary Hundt, Director of Parks & Recreation 10-26-2021

1. Lewes Unleashed Research (cross reference to 3 below): Using Lewes as a model because Pam is familiar with it; it comprises approximately 6 acres; has a 501(c)3 structure that the group is considering; land is owned how many people does it serve during the season and off season?
 - a. Obtain drawings showing their fencing plan;
 - b. confirm # of acres of park, # of acres for each fenced in area
 - c. H2O: Did they drill a well or public water?
 - d. Costs
 - i. Fencing
 - ii. Fob system
 - iii. Water supply
 - iv. Was everything paid for by Lewes Unleashed?
 - v. Maintenance: City or Lewes Unleashed?
 1. Grounds: There is precedence with Chester Valley Little League who makes improvements to the Mill Park ball fields and dug outs, etc. and the Township maintains the grass and mulch.
 2. Fencing
 3. Fobs
 4. Water
 - vi. City covers the following costs/activities:
 1. Water:
 - a. Rita Reves Park is on public water, so a hook up may be possible. The Township pays for the water supply to Mill Park and the Willistown Troop 78 Scout Cabin that was built on Township land adjacent to Mill Park.
 - b. Drill a well
 2. Other
2. Explore options for key fob entries
 - a. Capabilities and process for resetting for annual renewals
 - b. Capabilities and process for shutting off when membership expires or to close out a bad actor
 - c. Longevity of fob
3. Model Park Research

Find model parks of similar size (6 acres); similar location (suburb large city); and similar situation: government owned land with Friends group 501(c)3 or just Friends group, if possible. (It is our understanding that the P&R Board can not have a "sub-committee" per the Municipalities Planning Code, yet a Friends group works.

 - a. Friends group
 - i. 501(c)3 or
 - ii. Volunteer organization
 1. If volunteer who manages?
 2. What is communication and decision making structure?
 - b. Volunteers
 - i. Which entity is responsible for day to day engagement and oversight?
 - ii. Protocols/practices/guidance

- iii. Purpose
 - 1. Monitoring
 - 2. Events
 - a. Clean ups (what is done here/)
 - b. Gatherings? Halloween Howls, trainings, adopt a dog events, etc.?
- c. relationship with governmental entity
 - i. management; governance; administration for each entity
 - ii. samples of legal agreements, MOUs, etc.
- d. membership
 - i. registration and renewal process/procedure & format (fob, etc?)
 - ii. ID members by leash/collar tag/none
 - iii. Limited/Cap number; First come first served; wait list?
 - iv. One annual renewal date (not from date of registration/membership)
 - v. Page on government website
 - 1. Link to membership and payment and description administered by: (proposing Willistown)
 - 2. Willistown Unleashed administer payment and membership
 - vi. Proceeds
 - 1. What are proceeds used for?
 - 2. Where do they go? Friends or Government
 - 3. (Does the Township want the proceeds?)
 - vii. Administration
 - 1. Registration
 - 2. Payment
 - 3. Fob (or whatnot) distribution/mailing
- e. rules used by other dog parks
- f. member agreements/pledges used by other dog parks to:
 - i. control behavior
 - ii. liability
 - iii. identify park leadership structure; whom to report issues to; etc.
 - iv. clarify distinction between Friends group and Township as landowner
 - v. Here is a link to the Willistown Community Garden Pledge, which has become extensive over the years. I have a members meeting and everyone reads a little bit of it out loud, lol. The leadership team here are considered volunteers.
<https://www.willistown.pa.us/DocumentCenter/View/258/Willistown-Community-Garden-BLANK-Pledge?bidId=>
 - vi. Waiver of liability (name both Friends group and Township):
 - 1. Sample waivers
 - 2. administer through electronic membership registration?
- g. Monitoring
 - i. Which entity is responsible/who does it?
 - ii. Protocols/practices
 - iii. Fliers or info links on behaviors of threatened dogs, etc.
- h. Insurance
 - i. Friends group
 - ii. Government
 - iii. I have emailed a list of questions to the Township's insurance carrier and requested a call for next week. I am off end of this week and Monday.

DATE: 11/9/2021
 TO: Willistown Township Parks and Recreation Committee
 FR: Willistown Barks & Rec Committee
 RE: Follow-up to meeting of 10/19/2021

Thank you again for allowing us to present our ideas for a canine off-leash recreational area in Willistown Township. We have done some research and are pleased to present answers to some of the questions posed by the committee. We look forward to continuing our plans for the Barks & Rec!

We used the Lewes Unleashed Dog Park as a major informational resource for our planning, as the park is a similar size to the area that Willistown Twp. is proposing for the unleashed dog recreation area. We put together the following spreadsheet that addresses many of the questions posed, and also have the following information for planning purposes:

- The City of Lewes, DE (as of 2020) has a population of 3,600 full time residents. There are 13,000 residential properties. As of January 2021, Lewes Unleashed limited membership to 1,100 households because of capacity concerns.
- The Lewes Unleashed park committee began work with 6 individuals in 2012 that did presentations and proposals to the City of Lewes DE to access city land and services. They grew to 9-10 members of the planning committee, formed a 501(c)3 and began fundraising efforts with local residents and businesses. They raised approximately \$250,000 prior to opening in 2016, which paid for everything with no support from the City.
- 3 years ago, they started using volunteers to monitor to park, but the volunteers felt it became confrontational, so now they use peer pressure and signage to keep animals and owners in compliance. The biggest problem they have is owners not paying attention to their dogs.
- They initially had to pay to lease the land from the City, but now it is donated, since the park has become a source of pride and attraction for the City. However, the committee pays for all maintenance. The City does provide trash pick-up on a daily basis and cleans out the trash cans. They also refill the poop bag stands.

Item/Description	Purchase cost	Installation Cost	Annual Maintenance Cost	Notes
5" chain link fencing	\$30k	incl	none	
Shade structures/30'x30'2	\$6k	\$6k	none, but covers taken off for winter	
Frost free water hydrant	\$1.5k	\$7-10k to connect to Lewes City water main	unsure of monthly water bill	
Security/membership fob system	\$10k	incl	\$1100/month for wifi and tie back to database	Fob company provides data on all usage, including individuals
Trash cans	provided by city			must be washed weekly!
Parking area (@30 spots)	n/a	\$5k		cloth and gravel

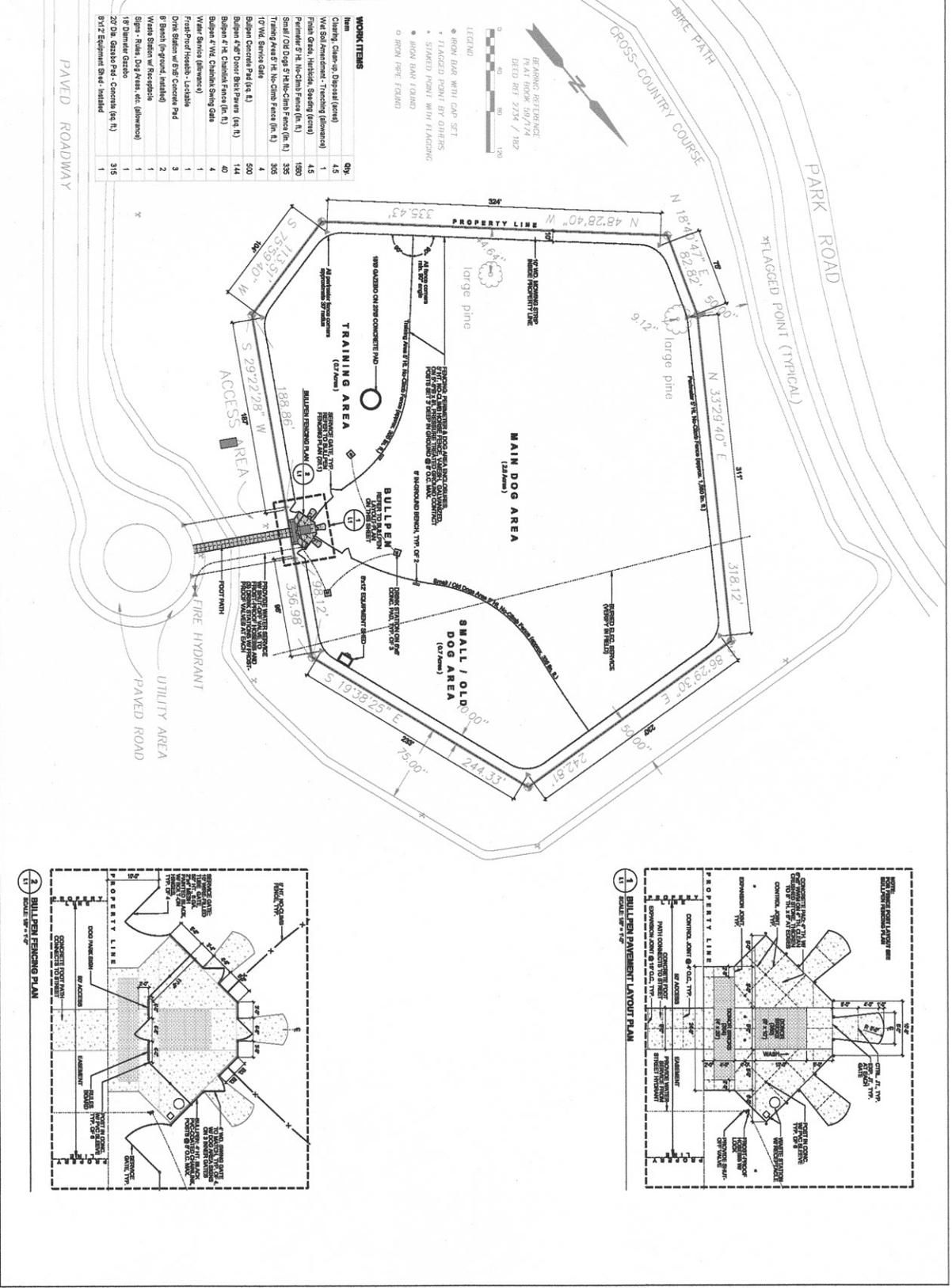
Database & Email server			\$1500/month	occasional software upgrades
Poop Bag Dispensers/8	\$1,600	One pole and the rest are tied to fencing.		
Poop bags refills			\$3k annually	
Membership fees	\$60 annual		\$66,600 annual revenue. Membership dues paid September 1 each year	Closed membership at 1,100 members

Rules and Regulations:

Please enter link for Lewes Unleashed Dog Park Rules: lewesunleashed.org

Please enter link for West Goshen Robert E. Lambert Park: westgoshen.org

We suggest adding rules to our park that will require owners to provide proof of licensure and dog vaccination, including kennel cough, before they are issued their membership key fobs.



LEVES UNSHELVED DOG PARK
 11777 Leves Road, Houston, TX 77057
 Phone: (281) 252-8888

LANDSCAPE ARCHITECTS
 KODNICK ROBINSON
 LANDSCAPE ARCHITECTS, L.P.
 11777 Leves Road, Houston, TX 77057
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Layout Plan

Scale: 1/8" = 1'-0"

L1