

A PENNSYLVANIA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
PEER-TO-PEER TECHNICAL ASSISTANCE PROJECT

CLINTON COUNTY
RECREATION STUDY

FINAL REPORT

By
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Peer Consultant

June 2001 to August 2002

Clinton County Recreation Study

May, 2001

The Pennsylvania Department of Conservation and Natural Resources (DCNR) Bureau of Recreation and Conservation operates a peer-to-peer program, where recreation and parks professionals serve as "peers" on a short term basis to provide communities with technical assistance. The peers are selected based on their knowledge and experience in recreation and parks. Bill Burdett is the peer who coordinated this project for DCNR. He serves as the Township Manager for Loyalsock Township, and was their Director of Parks and Recreation.

Acknowledgments

Thank you to everyone who participated or assisted in the completion of this project, especially the Clinton County Commissioners and Study Committee.

Commissioner Dan Vilello
Commissioner Bud Yost
Commissioner Rusty Bottorf
Jack Bailey, City of Lock Haven / Keystone Central School District
Lenny Long, Lock Haven University (LHU)
Mike Dobler, Clinton County Recreation Authority
Amy Laprolia, Clinton County Tourist Promotion Agency (TPA).
Maria Gentzyel, West Clinton County Recreation Authority
Bob Rolley, Woodward Township Recreation Board

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Executive Summary / Study Purpose

EXECUTIVE SUMMARY / STUDY PURPOSE

In the spring of 2001, the Clinton County Commissioners applied to DCNR's Bureau of Recreation and Conservation for technical assistance in the form of a Peer to Peer Grant Project. Their intent was to contract with a local recreation professional to research how Clinton County could leverage more money for recreation and parks, as well as explore the feasibility of hiring a full time recreation professional to serve the County's needs. The Commissioners felt that they could get much better use of their limited funding by taking advantage of grants and other funding sources. Currently they do not pursue these options on a regular basis.

On May 9, an initial meeting with the Clinton County Commissioners, DCNR Bureau of Recreation Staff, and myself was scheduled to discuss the application and to review the Peer to Peer Program process. Everyone in attendance agreed that a Peer Study would provide the Commissioners with the information needed to make more informed decisions concerning the County's funding for recreation and parks. In the weeks that followed, contracts were signed and a Scope of Work was approved. On June 14th the first Clinton County Peer Meeting was held, a Study Group was established, and meeting dates were set.

The volunteer study group met monthly from July of 2001 through February of 2002, and carried out the approved Scope of Work under the guidance of the Peer, and County's Professional staff. The attached report covers the details of the public participation process, the issues that Clinton County is faced with, and recommendations for future action.

There were four areas the Study Committee focused on throughout the study. They are listed as follows.

1. Explore what facilities and programs are currently available in Clinton County.
2. Explore both existing, and possible future funding for parks and recreation services in Clinton County.
3. Research the feasibility of hiring a full time parks and recreation professional.
4. Seek public input concerning existing services, current issues facing the growth of parks and recreation, and recommendations for the future.

Throughout the process numerous issues surfaced with respect to recreational services in the study area. Eight issues were identified that currently hinder the advancement of parks and recreation services in Clinton County.

1. Lack of Funding - Municipal and County budgets in Clinton County are very lean. Grant writing and fund raising are almost non existent. It is recommended that the Clinton County Commissioners apply to DCNR for a Circuit Rider grant, and hire a parks and recreation coordinator who would be

responsible for fund raising and grant writing. The new position would also be tasked with creating new program opportunities that would raise money to help offset costs. It is further recommended that the Clinton County Commissioners establish a Revenue Management Plan to assist them in meeting their goal of leveraging more funding for Clinton County.

2. Lack of Planning - Due to other county planning needs, there is no one specifically responsible for parks and recreation planning in Clinton County. The current work load in the planning office prohibits parks and recreation planning from becoming a priority. It is recommended that the Clinton County Commissioners hire a parks and recreation coordinator to fill this need. If someone new can not be hired, then it is recommended that the Commissioners budget additional funds to assist communities with site plans, engineering, or professional consulting. It is further recommended that the Clinton County Commissioners appoint an advisory Parks and Recreation Board to assist with planning and prioritizing the county's efforts.
3. Lack of Cooperation / Coordination - The municipalities, agencies, and public officials in Clinton County need to work together due to the counties rural nature and tax base. It is recommended that Clinton County, Lock Haven, and Keystone Central School District officials meet regularly to discuss working together on a variety of issues, including recreation and quality of life. A volunteer Parks and Recreation Board with representation from a variety of agencies and municipalities would also help to promote countywide cooperation.
4. Lack of Staffing - Again, there is no one on the County staff who deals with parks development or recreation programs on a daily basis. When grant opportunities present themselves, it is hard to take advantage due to lack of staff and technical support. It is recommended that the Clinton County Commissioners hire a full time Parks and Recreation Coordinator.
5. Lack of Maintenance - Numerous park areas in Clinton County have deficiencies which could create liability concerns for the local municipality. In some instances park areas have been neglected and left to decay, in other areas parks were built incorrectly. It is recommended that a complete safety audit be completed for all park areas in Clinton County. This task should be done by a certified playground safety inspector. Clinton County should also formulate an annual parks inspection tour to document hazards and maintenance concerns. A prioritized list of concerns and needs should be developed to assist with planning and budgeting.
6. Lack of Programming - The City of Lock Haven in cooperation with the Keystone Central School District offer and fund the majority of community programs in Clinton County. The County is lacking in "For Profit" programs

that could be used to offset the costs of a recreation department. It is recommended that the Clinton County Commissioners appoint a volunteer Parks and Recreation Board and hire a Parks and Recreation Coordinator who would be responsible to review program offerings, and make recommendations to meet current needs, trends, and possible new revenue sources.

7. The Economy - Many of the issues the Study Committee discussed relate directly to the economy in Clinton County. It is very difficult for communities to find money to develop parks, programs, and staff. It is recommended that the municipalities in Clinton County work together to share equipment and expertise to take advantage of economies of scale. Encourage grass roots efforts such as "Friends of Your Town Park". Take advantage of grants programs when eligible to leverage state and federal monies to make local dollars go further. Fully utilize all available local resources such as L.H.U. interns and volunteers. Take advantage of the Hotel Tax which can be used for recreation. Continue to work with the Clinton County Tourist Promotion Agency to promote events, programs, and especially the quality of life in Clinton County. Improving the parks and recreation services will no doubt improve the quality of life. The importance of quality of life is well documented as a top priority to prospective businesses who are looking to expand or relocate. Clinton County should market this asset and try to improve on it.
8. Community Perception - Many rural and older residents do not realize how much better their communities parks and recreation services could be. Many people have nothing to compare their level of service to, and may not believe a change is needed, especially if it is going to cost more. Any change in the provision of parks and recreation services will need a tremendous amount of positive promotion. It is recommended that the Clinton County Commissioners get other community and municipal leaders involved to assist in promoting the benefits of parks and recreation.

Clinton County Demographics

CLINTON COUNTY DEMOGRAPHICS

For the purposes of this study, and the fact that the study area is so large, some general statistical information about Clinton County has been provided. The scope of work associated with this study concentrates on community recreation opportunities, and does not go into great detail on many of the counties state owned facilities or offerings.

Clinton County is an exceptionally beautiful county located in the "Big Woods" region of Central Pennsylvania. The counties land area is 901 square miles, of which 80% is forested. Approximately 60% of the county is public land in the form of state forest, state parks, state game lands, and other land holdings. Clinton County is very rural in character.

There are 29 municipalities in Clinton County, of which there is one third class city, 21 townships, and 7 boroughs. There is one major school district (Keystone Central), and one charter school. Avis Borough attends the Jersey Shore School District in Lycoming County. The major population areas are the greater Lock Haven area, and east along the West Branch of the Susquehanna River. Much of the northern portions of the county are very sparsely populated, and made up of mostly state forest and cabin lands.

Outdoor recreation opportunities abound in Clinton County largely due to the large tracts of mountainous public lands, and state parks. Camping, fishing, backpacking, biking, canoeing, hunting, snowmobiling, cross country skiing, hang gliding, and scenic drives are a few of the more popular destinations in the county.

The newest, and most dynamic recreational resource in Clinton County is the newly developed river resource in and around the City of Lock Haven. A recent flood control project necessitated the construction of a levee along the west branch of the Susquehanna river. As part of the project, plans were made for a lighted river walk, public beach area, amphitheater, floating stage, and bath house facilities. On the opposite side of the river, and due to flood way buyouts, Woodward Township developed their own river park, with a multi use recreation area, river lot rentals, and boat launch. Nearly all of these developments are connected, and have been very well received by the public.

Attached are the highlights from the 2000 Census Bureau.

| | |
|----------------------------------------------|--------------------|
| * Population in 2000 | 37,914 |
| * Persons under 5 | 5.4% |
| * Persons under 18 | 21.5% |
| * Persons 65 and over | 16.8% |
| * High school graduates, persons 25 and over | 17,028 |
| * College graduates, persons 25 and over | 2,738 |
| * Households in 2000 | 14,773 |
| * Persons per household in 2000 | 2.42 |
| * Median household money income in 1997 | \$30,139 |
| * Persons below poverty in 1997 | 13.7% |
| * Federal funds and grants in 1999 | \$171,010 |
| * Land Area in 2000 | 891 (square miles) |
| * Persons per square mile in 2000 | 42.6 |

Scope of Work

PROPOSED SCOPE OF WORK PEER TO PEER PROJECT

Introduction: All work will be completed for the County Commissioners. Research will be acquired through study committee meetings, key person interviews and consultant research. The final report will provide findings and recommendations for the future direction of the County's recreational and park offerings.

- A. Inventory current facilities and programs available.
 - 1. Facilities
 - a. Identify all County and Municipal recreational facilities.
 - b. Visit all major park and recreational facilities in the County and assess their general condition.
 - c. Note any publically owned areas that could be used to expand recreation and park facilities.
 - d. Discuss facilities with Study Committee.
 - 2. Services
 - a. Identify all public and private recreational offerings (including special events) and the agency currently responsible for running them.
 - b. Examine the balance of recreational programs currently provided by age, gender, location, program type, etc., to determine areas of strength and weaknesses. Identify areas for expansion of recreational services/programs.
 - c. Discuss services with Study Committee.
- B. Explore funding for recreation and parks programs
 - 1. Assess County funding for current and past years.
 - 2. Identify projects funded and benefits received.
 - 3. Assess other Municipal budgets to determine their current investment in recreation and parks.
 - 4. Identify grants and other sources of funding available for development of recreation and park facilities and programs.
 - 5. Evaluate revenues, management and current organizational structure of Bells Springs Golf Authority, West Clinton Recreation Authority Woodward Township Recreation Commission, and the Mill Hall swimming pool, and make recommendations.

- C. Research the feasibility of creating a full time Recreation and Parks position.
1. Identify the benefits to the County and the municipalities served by having a Recreation and Park professional.
 2. Provide a draft budget for creating a Park and Recreation position
 3. Develop a job description.
- Phase 2 - If determined Park and Recreation position is necessary
1. Provide assistance in advertising position, interviewing and hiring.
 2. Decide on office location, clerical support, computer/office equipment, etc.
- D. Seek public input concerning Recreation and Park areas and Community programs.
1. Conduct 15 - 20 key person interviews to determine the recreational needs and interest of county citizens and identify levels of support for creating a county recreation and park position. The peer will work with the study committee to determine who will be selected for these interviews.
 2. Form and attend six to eight study committee meetings, typically held monthly.
 - a. Study Committee will assist consultant with County history, answers to programmatic questions and directions from the local community.
 - b. Seven to Ten study committee members should be appointed by the County Commissioners, and should be a cross section of the community representing a variety of agencies.
- E. Final Report: The final report will consist of a table of contents, a summary of recommendations, a collection of products from each section and an appendix with examples of appropriate materials. The consultant will provide ten copies of the draft final report to the study committee and one copy to DCNR. The consultant will provide fifteen copies of the final report to the study committee and three copies to DCNR.

Clinton County Peer Study
Time Line

June 2001 - Finalize agreement, select study committee

July - Identify key people for interviews, finalize study committee.

Aug./Sept. - Inventory facilities / programs.

Oct./Nov./Dec. - Explore funding / management, conduct key people interviews,
and finalize inventory of facilities.

2002

Jan./Feb. - Research the feasibility of a full time recreation and parks position.

March/April - Final Report / recommendations / conclusions.

May/June - Follow up assistance to Commissioners, as needed.

Public Participation

Clinton County Peer Study - Phone List

| Name | Agency | Phone/Fax | E-Mail |
|----------------|-------------------|----------------------------|--------------------------------------------------------------------|
| Tim Holladay | Clinton Planning | 893-4082 / 893-4122 | thollada@cub.kcnet.org |
| Bud Yost | Commissioners | 893-4133 / 893-4041 | budyost@cub.kcnet.org |
| Rusty Bottorf | Commissioners | 893-4112 / 893-4041 | dbottorf@cub.kcnet.org |
| Dan Vilello | Commissioners | 893-4000 / 893-4041 | dvilello@cub.kcnet.org |
| Jack Bailey | Lock Haven City | 893-5650 / 893-5905 | |
| Maria Gentzyl | West Clinton Rec. | 923-0433 / 923-1805 | |
| Mike Doebler | Golf Authority | 893-4017 / 893-4126 | mdoebler@cub.kcnet |
| Bob Rolley | Woodward Rec. | 748-6791 / 748-1544 | |
| Richard Bowman | Lamar Twp. | 726-4707 / 726-3004 | |
| Amy Laproala | Clinton TPA | 748-5782 / 893-0433 | lapriola@cub.kcnet.org |
| Bill Burdett | Loyalsock Twp. | 323-6151 / 323-1437 | |
| Lenny Long | L.H.U. | 893-2573 / 893-2711 | |
| Ted Jodun | Mill Hall | 726-6178(H) 748-6066(W) | |

Clinton County Peer to Peer Meeting

6/14/01 - 4:00 P.M.

Minutes

- I. The meeting convened at 4:00 P.M. in the Clinton County Commissioners meeting room. Those in attendance were as follows: Bud Yost, Tim Holladay, Dan Vilello, Mike Doebler, and Bill Burdett.

- II Burdett handed out agendas, and a draft contract for the peer to peer project. Attendees reviewed the scope of work, time lines, budget, and contract. Vilello recommended Woodward Township Recreation Commission be added to the scope under B-5. All agreed, and Burdett will ad. Holliday recommends the contract be added to the June, 20th County Commissioners meeting - All agreed.

- II Burdett explained the role of the Study Committee, and asked the County Commissioners to select 7 - 10 people to serve on the committee. A list of possible members were discussed. Burdett will produce a form letter for the Commissioners to use to recruit members.

- IV Burdett discussed "Key People" interviews as part of the project. Forms were given to all in attendance. Burdett requested each person make a list of approximately 20 people who they feel should be interviewed. Forms should be returned at our July meeting.

- V. A tentative Study Committee meeting date was set for the second Monday of each month at 4:30 PM. This date may need revised after the complete study committee is assembled.

- VI. Meeting adjourned at 5:00 PM. Next meeting July, 9th at 4:30 PM.

Clinton County Peer to Peer Study Committee
July 9th - 4:30 PM
Minutes

- I. Meeting called to order at 4:30 PM. Those in attendance were Commissioners Bottorf and Yost, Tim Holliday, Jack Baily, Maria Gentzyl, Mike Doebler, Mark Bridges, Bob Rolley, Richard Bowman Jr., Amy Laproala, and Bill Burdett.
- II. Commissioners Bottorf and Yost welcomed all Study Committee members. Burdett made introductions.
- III. Burdett passed around a phone list for all committee members to sign(attached).
- IV. Handout provided - Role of the Study Committee. Burdett reviewed.
- V. Handout provided - Ground rules for Study Committee. Burdett reviewed.
- VI. Burdett distributed the project scope of work and reviewed for the benefit of all the new members.
- VII. Burdett explained the purpose of Key People Interviews in relation to the study. Forms were handed out with instructions for each member to list as many key people as they could think of. Bill would like to begin interviews before our next study committee meeting.
- VIII. Tasks - Burdett requested financial information from the County and from Woodward Township. This will help us in beginning to review the current financial commitment to parks and recreation for those two agencies. Bill also requested each agency begin to think about the facility inventory, and that he will need help in locating the many rural recreation areas in Clinton County. Bill explained that it would be a great time savings if he could conduct site visits and key people interviews together (where appropriate).
- IX. Discussion - A very positive discussion followed concerning the need for a full time recreation and parks coordinator, or grants writer in Clinton County.

Commissioner Bottorf began the discussion by explaining the County's reason for applying for the peer study grant. Clinton County spends approximately \$100,000 on recreation related activities each year, but not in any particular format. Rusty feels we can better use those funds to leverage outside monies to benefit all the communities in Clinton County.

Burdett agreed and explained how the grant process worked in Pennsylvania. Bill stated that many rural counties do not get their share of grant funds simply because they do not apply. The application process is somewhat complicated if you have never done it before. DCNR is working to simplify the process and to educate communities to take advantage of their programs and assistance.

Gentzyl commented that her agency could use any grant assistance possible.

Bowman commented that Lamar Township received a RIRA Grant for their ball park. The paperwork and other requirements are very timely, and that a full time coordinator to assist with grants is necessary.

Rolly agreed that the process is difficult and that volunteer groups such as Woodward Township Recreation Commission need help.

Burdett explained that grants can be written under contract through an outside agency such as SEDA-COG. Baily feels that a outside contractor, or part time person would work for grants. He commented that he knew of someone who may be interested in doing that on a part time basis. Bill stated that under this type of arrangement, all you are getting is someone to write grants. It seems to me that Clinton County may need someone to be involved in the overall planning of the Counties Rec/Park efforts in relation to development of new facilities, as well as rehabilitation of existing facilities. This type of position could provide guidance and assistance on an annual basis, formulate capitol projects planning for our communities, and then apply for grants. This person would not necessarily be involved in the recreational offerings at each site. Jack agreed that this would be very beneficial to the county. Bill ended the discussion by stating that we will further discuss this topic as part of the project's scope of work.

- X. Future meeting schedule - It was determined that the second Monday at 4:30 PM would be a good time for everyone to meet. Next meeting August 13 at 4:30 PM.

Clinton County Peer to Peer Study Committee
August 13th - 4:30 PM
Minutes

- I. Meeting called to order at 4:30 PM. Those in attendance were Commissioner Bottorf, Tim Holliday, Jack Bailey, Bob Rolley, Amy Laproala, Ray Walizer, Skip Erb, and Bill Burdett.
- II. The list of key people in Clinton County was finalized. Burdett will begin interviewing in the upcoming months. Burdett noted that due to the large area being studied, the list is very long with 24 key people named. This is the first county wide peer study the PA DCNR has ever funded.
- III. The committee participated in a mapping exercise. The recreation areas in each township were reviewed and plotted on a large Clinton County map. Jack Bailey presented a list of all City of Lock Haven Park areas. Bob Rollie presented the same for Woodward Township. Burdett will use this information to assist him in the facility inventory.
- IV. Questions/Concerns: Tim Holliday noted that there were some errors on the phone list. The corrections were noted and a new phone list will be distributed at our next meeting.
- V. Meeting adjourned at 5:28 PM.

Clinton County Peer Study
Minutes - 10/8/01 - 4:00PM

- I. Meeting called to order. Those in attendance were Commissioner Yost, Tim Holladay, Bob Rolley, Mike Doebler, Amy Lapriola, Mary Rae, Maria Gentzler, and Bill Burdett.
- II. Burdett introduced Mary Rae, a Recreation Major who will be attending study meetings as a part of her course work at L.H.U. The committee welcomed Mary.
- III. Burdett distributed the updated phone list.
- IV. Interviews and Site Visits: Burdett reported that facility visits and Key People Interviews are going well. He has visited most of the park areas with the exception of those in Lock Haven and Renovo. Most all park and community representatives have been very helpful, and are very much in favor of the County's Study. Lock Haven Site Visits are scheduled for 10/18/01. Burdett will meet Jack Bailey (Recreation Director) and Rich Marcinkevage (City Manager) at 9:00 A.M. at City Hall. Burdett and Gentzyl (Director of West Clinton County Rec. Authority) are scheduled to visit sites in the Renovo area on 10/25/01 at 1:30 P.M.

Burdett reported that the project's scope does not include an in depth evaluation of the equipment located in the park areas, but does ask to assess the general condition of the park. In some areas the general condition is not very good. Burdett noted that due to the large number of parks he did not have time to conduct a thorough assessment, but did recommend a complete playground safety audit. Funding is available through DCNR for such a safety audit, and would help prioritize play areas that need attention and greatly reduce our communities liability. It may also help when applying for rehabilitation grants because an unsafe condition should receive a higher priority. If there are a number of areas that need rehabilitated, we may be able to repair them all under one application. DCNR has recently funded numerous small projects in a particular region under one grant package.

Lapriola noted that this would be good, but what if our request is not funded, or if a particular community did not want to participate. Could the County, or the Community be sued? Burdett noted that if an evaluation of play areas is conducted, and a certified playground safety inspector points out specific safety hazards in a play area, and no corrective action is taken, then yes the community may be sued. In some instances the corrective action may be as simple as enlarging the safety surface, or "fall zone", in other areas it may be recommended that certain pieces of equipment be removed immediately. Everybody felt this may create problems and may effect the outcomes of the peer study due to increased risk a study may have on our communities. Many of the small rural towns in Clinton County can't afford to be rehabilitating their park. Burdett noted that

ethically we need to have this conversation because none of us want to see someone get hurt. He also stated that this area, liability reduction, is a key role of any parks and recreation staff person.

- V. Lock Haven Skateboard Park: Burdett informed all that the City of Lock Haven is applying to DCNR for grant funding to rehabilitate Hoberman Park, and add a new skateboard park. He urged all to support their efforts as this is the only facility of its type in Clinton County. A letter of support from the county, or any other community would benefit the City's efforts. Burdett reminded all that most parks are used by people from a variety of local municipalities and gave examples. The Woodward Township Boat Launch is the only ramp from Renovo to McElhattan. Belles Springs Golf Course is our only public golf area. The walking trail amphitheater and beach area associated with the dike/levee improvements are visited daily from residents from probably most of our local municipalities. It is apparent that this area/region must continue to work together and improve existing relations. A full time parks and recreation staff person would work to reduce duplication of services, as well as garnish support for each individual communities specific projects. Park Planning would be a definite responsibility of a park/rec person if one were hired.

Burdett presented Rolley with an update for green way funding through DCNR. Rolley informed Burdett on their site inspection of Woodward Townships Parks that they would like to connect their two river parks with a green way trail. This source of funding, as well as Penn Dot Enhancement funds and possibly CDBG funds could be used for such a project. This type of planning and coordination with various agencies could be the responsibility of a new park/rec person.

Burdett asked Holladay if he knew of any other communities in Clinton county that were applying for any other park improvements through DCNR. Holladay stated that Castanea approached him recently about assistance for a playground improvement grant. They are discouraged with the application process, and are not clear on what to do about a site plan. They wanted to apply last year for the same project, but did not want to front the money for a site plan. Burdett presented all with a copy of DCNR's new grants assistance manual. There are numerous local peers who have recently completed park projects in the north-central region, as well as all the DCNR contact information. The publication was a result of the north-central PA region stakeholders meetings.

In closing Burdett noted that many of the discussions from this afternoons meeting make it apparent that the evidence is mounting for the need for a full time park and recreation professional in Clinton county.

- IV. Meeting adjourned at 5:04 P.M.

Clinton County Peer Study Committee
November 19th - 4:30 PM
Minutes

- I. Meeting called to order. Those in attendance were Tim Holladay, Carl Russell, Lenny Long, Mary Rae, Bill Burdett, and Lori Kieffer Yeich.
- II. Burdett introduced our guest Lori Kieffer Yeich. Lori is the North Central Regional Recreation Advisor for the Pennsylvania Department of Conservation and Natural Resources. Lori spoke to one of Lenny Longs recreation classes at L.H.U. this afternoon, and met with representatives from the County and the City of Lock Haven prior to this meeting. Site visits to Lock Haven's Hoberman Park, and Castenea Township's park were also conducted as both municipalities have applied to DCNR for financial assistance concerning park improvements. Everyone welcomed Lori to Clinton County.
- III. The Benefits of a full time Parks and Recreation Employee: Kieffer Yeich showed a NRPA video promoting the benefits of Parks and Recreation services. She gave a presentation on the Benefits of having a full time Parks and Recreation Professional, and began a discussion with the committee on how a full time person could assist Clinton County and its communities. There were numerous positive reasons, and benefits for a full time recreation department discussed. Everyone agreed that Clinton County would benefit and the conversation turned to how would a recreation department be structured if the County were to decide to start one. Keiffer Yeich suggested a County wide department similar to Lancaster County's. The department would be responsible for all park developments, programs and maintenance. All program revenues would be used to offset the cost of the department. She also explained about DCNR's Circuit Rider program, where communities receive financial assistance to hire a full time parks and recreation professional. Long agreed that this type of department is what Clinton County needs and likened it to Blair County's (Altoona) new recreation department. He also commented that the City and School District are already working together to fund summer recreation programs, which could be revised and restructured to be part of a county wide system of parks and recreation. Burdett commented that all the discussions with the study committee and with the commissioners to date have been of a different type of department. A Recreation and Parks Coordinator who would handle grant applications, park planning, fund raising, special events, green ways, and related park/rec issues. Such a person would act as a liaison between the municipalities and the county, and work to help coordinate the county's efforts to improve Clinton County's parks, recreation areas, and recreational offerings. Holladay felt that if the Commissioners were to hire a park/rec professional, it would be a coordinator's position, and that it was never the intention of Clinton County to get involved in operating existing programs. Burdett

noted that there are a multitude of ways to structure a department, and can be any combination of agencies, municipalities, and the county. As we move forward with the peer study, and acquire more information, the County Commissioners will need to decide if they want a department, and how it will be structured. Unfortunately, none of the Commissioners were able to attend this meeting.

- IV. DCNR Workshop: Kieffer Yeich reported that she has acquired grant funding from the Pennsylvania Recreation and Parks Society to hold a "Benefits of Recreation and Parks" workshop somewhere in her region. A benefits workshop was one of the outcomes of the Northcentral region stakeholders meetings. She has chosen Clinton County for the program due to the County's current Peer Study and interest in Parks and Recreation. An outline of the program was handed out for input/ideas.
- V. Adjournment: The meeting adjourned at 5:50 PM.

Clinton County Peer Study Committee
January 14th - 4:30 PM

- I. Meeting called to order. Those in attendance were Commissioners Vilello and Yost, Tim Holladay, Bill Burdett, Jack Bailey, Bob Rolley, Mike Doebler, and Ron Lucas. Ron is the newly appointed Club Pro/ Manager for the Belles Springs Golf Course. Everyone welcomed Ron to the area and to the Peer meeting. The West Clinton County Recreation Authority faxed Burdett that they would not be able to have a representative at the meeting.
- II. November Minutes: Burdett reviewed the November meeting minutes with the committee. There were no additions or corrections. Burdett also notified the committee that DCNR and PRPS are working on a Benefits of Parks and Recreation workshop in Clinton County for April 9th, and Tim and Bill are working on the planning of the event with Lori Kieffer Yeich.
- III. Program Offerings: Burdett reported that he and Mary Rae (LHU Student) have accumulated program information from all the Public Recreation providers in Clinton County. Their findings are that most existing programs are youth related (ages 5 - 14), and are youth sports programs. There are very few adult programs, and even fewer senior programs. Burdett reported that this is typical, especially in areas without a regional recreation person.

Burdett then began a discussion on program offerings, and what new and exciting things would the committee members like to see in Clinton County. Burdett began by stating that with the local river resource, there should be a course on canoeing/kayaking offered. Many people would like to try these activities, and may purchase their own equipment if they have the opportunity to try it first. Rolley agreed, and offered that he felt that there should also be a boater registration program offered. The Coast Guard auxiliary could run such a workshop as a courtesy. Ron Lucas suggested that he would like to see a program where tourists could golf at Belles Springs, then canoe/kayak/bike a local scenic trail, then stay in a bed and breakfast as a package deal. Lapriola agreed that this would be good for tourism and the group discussed the success of a similar program in the Wellsboro area. Mike Doebler suggested that a trick shot artist could come to Belles Springs as a fund raiser, and that the Belles Springs Recreation area could be used for frisbee golf or winter programs (sledding/cross country skiing). Burdett questioned Doebler about running golf tournaments at Bells Springs and the proceeds going to help offset the cost of a recreation coordinator. Doebler stated that they would love to help in that way, and would even assist in running the event to ensure its success. Belles Springs will help the county, and their recreational efforts any way they can. Vilello felt that a sand volleyball tournament would be great at Woodward Township's River Park, and could be used as a fund-raiser. Rolley suggested a decathlon of lifetime sports. Burdett

then read a list of offerings he felt would work well here, and wouldn't cost a lot of money to organize. They are: Senior Theater, Golf tune up, tennis tune up, youth open gym, 35 and over mens basketball, co-ed volleyball open gym, craft fairs, bus trips, photography instruction, fly fishing instruction, nature camp, earth day program, arbor day program, walking/wellness program, nutrition program, fishing derby (youth)/fishing tournament (adult), lighted sledding hill, ice skating instruction, skateboarding, cross country ski instruction, sailing, snorkeling, and teen pool/dance parties. Burdett noted that all of the above could easily be offered with someone to organize them, and not only would they bring in revenues to offset a coordinators salary, but they would also greatly improve the regions quality of life.

IV. Hiring a Rec/Park employee. What are the costs?

Burdett distributed a handout and reviewed an outline of typical expenses, revenues, and benefits associated with such a new hire (attached). Burdett was instructed to contact Cathy Conrad, County Personal Manager, to acquire facts and figures associated with Clinton County Employees.

V. Project Update: Burdett reviewed the scope of work and outlined the tasks remaining in the study. He noted that we only need one more public meeting for discussion, and then a final meeting in May to review the Final Report (update attached).

February 11, 2002 - 4:30 meeting to discuss Rec/Park Coordinator, Department Structure, and Recreation and Parks Grant Funding.

March/April 2002 - Peer will work on preparation of Final Report.

May 2002 - Peer will present Final Report to County Commissioners, Peer Study Group, and DCNR.

June through September: "Phase 2 of Scope of Work" - If Commissioners decide to hire a Recreation Coordinator, Peer will assist in interviewing and hiring the new employee.

VI. Meeting adjourned at 5:45 PM.

February Minutes
2/11/02

- I. Meeting called to order at 4:35 P.M. Those in attendance were Commissioners Vilello and Yost, Tim Holladay, Jack Bailey, Mike Doebler, Amy Lapriola, Rick Emert, and Bill Burdett.
- II. The January Meeting Minutes were read and approved.
- III. The Cost of a Recreation and Parks Coordinator, Part 2. Burdett distributed and reviewed a handout concerning actual costs that would be incurred by Clinton County should they choose to hire a full time Recreation and Parks Coordinator (attached). Burdett reported that he met with the County's Personal Director to get actual costs for benefits and rates for a new hire. A lengthy discussion on how DCNR's Circuit Rider Program works followed. Burdett offered to assist the County with the application, if they choose to apply. Emert questioned the taxes in the proposed budget. FICA taxes were not in the budget, and would be an additional expense to the county. Burdett noted the comment, and will make the correction for the final report.
- IV. Department Structure. Burdett provided two possible organizational structures based on the study groups meetings (attached). Everyone in attendance felt example b would be the best structure for a new department in Clinton County. Burdett noted that if the County chooses to begin here, the department may eventually grow and evolve to example a.
- V. Grant Funding. Burdett provided a handout on possible funding sources available to Clinton County. A new Park and Recreation Coordinator would be responsible for continuously searching for money to improve Clinton Counties Recreation areas.
- VI. Burdett provided the committee with an invitation to DCNR's "Benefits of Parks and Recreation Workshop" to be held at Lock Haven University on April 9th. Everyone is encouraged to attend, and should RSVP to PRPS.
- VII. Meeting adjourned at 5:40 PM.

Key People Interview List

| AGENCY | CONTACT PERSON | PHONE |
|---------------------------|-------------------|----------|
| City of Lock Haven | Rich Marcinkavage | 893-5901 |
| Lock Haven Recreation | Jack Bailey | 893-5650 |
| Central Mountain School | | 893-4900 |
| LHU Recreation Department | Lenny Long | 893-2573 |
| West Branch Soccer | Lenny Long | Same |
| County Rec Authority | Mike Doebler | 893-4017 |
| County Planning | Tim Holladay | 893-4082 |
| YMCA | Carol Matheney | 748-6727 |
| County TPA | Amy Laprolia | 748-5782 |
| County Conservation Dist. | Mary Ann Bower | 726-3798 |
| West Clinton Rec. Auth. | Maria Gentzyel | 923-0433 |
| Renovo | Jack Hanabic | |
| Mill Hall | Ted Jodun | 726-6178 |
| Mill Hall(pool) | Howard Brumgard | 726-4821 |
| Woodward Township | Bob Rolley | 326-1551 |
| Woodward Township | Craig Yarnell | 748-6871 |
| Flemington | Charlie Peters | 726-4066 |
| Lamar Twp. | Richard Bowman | 726-4912 |

Key People Interviews - Questions and responses

1. What makes your community a good place to live?

The excellent quality of life was the #1 response to this question. Below is a list of other responses concerning the Clinton County Community. All are very positive.

- Rural character.
- Little development pressure.
- Nice parks and recreational services.
- Excellent fire protection.
- Good utilities at a reasonable cost.
- Safe community (2).
- Small community with lots of support.
- Quality schools.
- Cost of living (2).
- Quiet.
- Good environment to raise family.
- Tranquil, peaceful, and beautiful.
- Friendly people (2).
- Low crime
- Outdoor recreation (2).
- Nearness to State Parks and Lands.
- The River.

2. What do you like about your communities parks and recreation services? Dislikes?

Likes

- Family parks for all ages.
- Good summer rec. program (2).
- The parks are very nice.
- Variety of locations.
- River resource (4).
- Beach / Levee / Riverwalk.
- Easy access to River.
- Nice setting, beauty.
- Belles Springs Golf Course.
- Facilities are improving.
- Lots of family picnic areas.

Dislikes

- Older parks need upgraded.
- Need more teen programs.
- Maintenance issues.
- Lack of volunteers.
- Lack of professional assistance.
- Restrooms are not clean.
- Not enough access to river Swimming.
- Programs are generic, nothing special.
- People are not progressive.
- Not enough meeting places for teens.

3. What age groups seem best served? Least served?

Overwhelmingly, the response was that elementary aged children are the best served, and seniors are least served. Teens' were also a common response for least served.

Most served

- Ages 6 to 12 (11 responses).
- Ages 8 to 16
- Elementary to High School aged.

Least served

- Senior Citizens (8 responses).
- Teens (5 responses).
- Ages 50 and over.

4. What additions or changes could improve local recreational or park opportunities?

- A professional recreation employee.
- Skate park.
- More swim team.
- No changes needed.
- Additional boat launch.
- River activity's committee.
- More teen programs.
- Bald Eagle Greenway Park.
- Connect river parks with trails.
- More access to state facilities, and a more user friendly attitude.
- New mind set needed to change attitudes
- Improve the quality of life.
- More youth golf.
- Indoor multi use facility.
- Senior recreation center.
- Arts Council.
- Additional bike opportunities.
- Movies and skating in Renovo.
- Additional 9 hole golf course.
- Tennis and swimming at golf course.

5. What key issues are facing the condition and growth of parks and recreation opportunities in your community?

Funding was by far the most common response, but we got numerous other interesting comments.

- Money (6).
- Lack of professional assistance.
- Lack of planning.
- Partnerships needed.
- Lack of time and volunteers.
- Liability / safety (2).
- Provincial way of thinking.
- County assistance.
- Recreation Commission needed (2).
- The economy (3).
- Maintenance issues.
- Need new and progressive mind set.
- Lack of infrastructure.

6. How do you feel about the possibilities of cooperating with the school district, and other municipalities in providing parks and recreation services?

- Wonderful idea.
- Cooperation would be nice.
- We need a regional approach.
- We already do cooperate.
- Concerned with loss of control.
- Yes, good idea, and we already have some cooperative efforts.
- Good idea, L.H.U. also.
- Sounds good, but skeptical of the outcome.
- Not sure it would work, things' OK the way they are.
- Large tracts of state lands and facilities lessen the need for a regional approach.

7. What types of duplication of program opportunities are in your area?

There does not seem to be much duplication in the county.

- N/A (7)
- Baseball.
- Swim lessons.
- Youth Soccer.
- Fitness facilities and programs.
- Bingo.
- Special Event scheduling.

8. Do you feel your community gets its fair share of funding for parks and recreation services? How about grants?

- I don't know (3).
- Yes, from county and state.
- Funding OK, but not enough grants.
- Not enough local money for grants.
- Yes from local and state.
- No, grants are very difficult to administer.
- Yes, from community, but not enough grants.
- Grants are OK, but we have trouble funding the day to day operations.

9. Do you feel your community would benefit by a regional rec./park coordinator?

Nearly all of the responses were yes, but there was some skepticism as to whether it would work in Clinton County.

- Yes (8)
- Yes, but individual will need excellent people skills to pull it off.
- Yes, for the County, but no for the City. They already have one.
- Yes, but concerned if it will work (2).
- No, we need a grant writer.
- I do not know.

10. Comments/suggestions from interview.

- The county may want to consider making money available for engineering work, and site plans instead of funding a full time position.
- The City of Lock Haven will cooperate any way they can, but does not want to be involved in a new department.
- We need more conservation programs.
- We need more warm water fishing opportunities, and better river access.
- YMCA is available to help, and may have office space available if needed.
- Coordinator could greatly help increase recreational opportunities for the T.P.A.
- Belles Springs is a tremendous asset to the county, but we need more golf options. Tee times are hard to get.
- Any new employee would need to have extremely strong people skills to survive in Clinton County.

Agencies and Programs

FACILITY INVENTORY SUMMARY

As part of the study I was tasked with visiting all the park areas in Clinton County. When we wrote the scope of work for this project I had no idea how many park areas there were in the county. I visited 45 park areas, and numerous other areas noted for possible future development. The large number of sites made it difficult to do a detailed inventory of every area, as this was a very time consuming task. I was also asked to assess the park areas general condition. State Parks and lands were not looked at for the purposes of this study.

The park areas visited ranged from small tot lots to large regional recreation areas. Many were relatively small areas owned by the counties more rural communities. This is important to note that almost all but the most rural townships have a park area, and all the boroughs have at least one park area. Most of these areas are not developed to meet their full potential, but what's important is that the lands have been designated as park lands. Due to the size of Clinton County I have broken the inventory down into 3 regions.

- Region #1 West Clinton County - Renovo, South Renovo, Leidy Township, Noyles Township and Chapman Township.

- Region #2 The Greater Lock Haven Area - Lock Haven, Woodward Township, Flemington, Mill Hall, Castanea, Colebrook Township, and Allison Township.

- Region #3 Southern and Eastern Clinton County - Beech Creek Township, Lamar Township, Porter Township, Loganton Borough, Crawford Township, Wayne Township, Woolrich, Pine Creek Township, Avis Borough, and Dunnstable Township.

While I was making site visits, I viewed numerous areas that have design or maintenance deficiencies in the park areas. Due to the limited scope of work outlined in this project, I was not asked, and could not complete a playground safety audit for the 45 park areas. I have notified both DCNR and The Clinton County Commissioners that I am recommending a complete playground safety audit for all of Clinton County. I informed the county planning department and commissioners of grant programs available for this task, and my comments are noted in our meeting minutes.

AREA #1 - WEST CLINTON COUNTY

Renovo:

1. 16th Street Park.
Facilities - Basketball court, playground equipment, pavilion, and restrooms.
Programs - Summer Recreation Program, Concerts in the park.
Notes - Deficiencies noted.
2. Memorial Park.
Facilities - Baseball fields (2), Basketball, playground, trail, storage area, and located on Paddy Run, a native trout stream.
Notes - Deficiencies noted. Northernmost part of park appears abandoned.

South Renovo:

3. South Renovo Park.
Facilities - Assorted playground equipment, pavilion, basketball, and located next to Borough Building.
Programs - Summer Recreation Program.
Notes - Very well groomed, some deficiencies noted.

Noyes Township:

4. Durrys Run Park
Facilities - Swings, picnic table, sand box, open grass area, and fence.
Notes - Deficiencies noted.

North Bend:

5. North Bend Park
Facilities - Softball, basketball, playground, pavilion, and football/soccer field.
Notes - Adjacent to volunteer fire company building.

West Clinton County Recreation Authority:

6. Community Center
Facilities - Indoor pool, locker rooms, fitness center, free weight room, bowling alley, computer room, gymnasium, kitchen, restrooms, and office.
Programs - A wide variety of programs are offered and are outlined in the program section of this study.
Notes - This is a beautiful facility located in the Renovo Borough. It serves the entire West Clinton County region. The facility has been recently renovated.

Western Clinton County is extremely rural. I would estimate that between 85% and 95% is State Forest or State Park Lands. There are three state parks in this region. They are Kettle Creek, Hyner Run, and Bucktail State Park. There is a public beach at Kettle Creek, and a public pool at Hyner Run. Many outdoor recreational pursuits are enjoyed on the state facilities.

AREA #2 - THE GREATER LOCK HAVEN AREA

Lock Haven:

Lock Haven is the only community in the study area with a Recreation and Parks Director (12 month part time). They have a combination of full and part time staff involved in maintenance, and programming.

7. Hoberman Park
Facilities - Playground, tennis courts (4), Little League Baseball field, concessions area, basketball, and parking.
Programs - Summer Recreation Program, Little League Baseball
Notes - New play equipment has recently been added, as well as lighting. The park is located near several high density housing developments, and gets a lot of use. A DCNR grant has been awarded to convert a portion of the tennis area to a skateboard park. Some deficiencies noted.
8. Canal Park
Facilities - Monument, canal stones, lighted walkway, passive recreation area.
Notes - This park is a National Historic registered site.
9. City Beach
Facilities - Supervised sand swimming area, Susquehanna River, changing facilities, restrooms, pavilion, benches, lifeguard station, and loudspeaker.
Notes - This is a highly used facility and is free of charge. It was built in 1995 as part of the levee project. The levee walking trail passes by the beach making it an even nicer facility due to the added recreational resource, and easy accessibility. This facility appears very well maintained.
10. River Walk
Facilities - The river walk is not really a park area, but is an extremely important regional recreational resource that has been recently added in Lock Haven. It runs the length of Lock Haven, with trail heads at L.H.U. and at Memorial Park. There is an amphitheater located on the river walk with a floating stage on the river. The summer concerts held there are very popular for walkers and boaters alike.
11. Cannon Park

Facilities - Passive park area with historical memorial. Cannons and walkway.
Notes - Well maintained.

12. Hanna Park

Facilities - Playground, basketball, tennis, pavilions, benches, storage area, restrooms, parking, wooded, and a nice view of the river.

Programs - Summer Recreation Program, many family reunions.

13. Triangle Park

Facilities - Fountain, gazebo, shrubs, flowers, green space, flag display, and benches.

Notes - This mini park is a passive area. Concerts are held at the gazebo. The green space is needed in the downtown commercial district. Very well kept.

14. Hammermill park

Facilities - Little League Baseball facility, pavilion, playground, concessions, and parking.

Notes - This is one of Lock Havens Little League Baseball facilities.

15. Taggart Memorial Park

Facilities - Girls Softball, Senior Little League, and batting cages.

Notes - Central Mountain High School J.V. Baseball plays here.

16. Kistler Playground

Facility - Tot lot playground owned by the Keystone Central School District.

17. Eberhart Playground

Facility - Tot lot playground

18. Peddie Park

Facilities - 70 acres, softball fields (2), restrooms, football field, soccer field, concessions, storage, and river front property.

Notes - This park hosts the area adult softball leagues. The park is located in Allison Township, but is owned by the City of Lock haven. This is a very nice area with room to grow. The river resource has not yet been developed, and a trail system could possibly be connected to the river walk at Lock Haven University.

Castanea Township:

19. Memorial Park

Facilities - Trail head for river walk, large trees with shade, and picnic pavilion.

Notes - Located on the river at the west end of the Great Island.

20. Castanea Township Park

Facilities - Playground, basketball, picnic area, storage, and Municipal Building

Programs - Summer Recreation Program.

Notes - The Township has recently been awarded a grant from DCNR to add more playground equipment. This is a nice community park.

21. Baseball fields
Facilities - Little League facilities along Bald Eagle Creek.

Woodward Township:

22. Riverview Park
Facilities - 46 boat docks, pavilion, sand volleyball, playground, walking trail, ice rink, horseshoes, and restrooms. This park was flood way buyout directly across the Susquehanna River from the Lock Haven Beach. This is a relatively new park, and was funded in part through grants from DCNR, the Clinton County Recreation Authority, and the Clinton County Commissioners. The park contains a large grassy area, which is planned for future park development. A basketball court, additional playground facilities, additional trails, and a visually impaired walking trail are planned for this park. This is a regional park area.
Notes - This is a very nice park area and is well used. It is managed by the Woodward Township Recreation Commission. They have a lot of good ideas for the future of the park, but lack the resources to continue development. A utility easement connects this area with the West Branch Soccer Fields. This park is also only ½ mile from the Woodward Township Boat Launch. It would be nice to see all three facilities connected by trail.
23. Lockport Boat Launch
Facilities - Boat launch, restrooms, pavilion, parking, Vietnam War Memorial, and Woodward Township Sign. The Veterans Bridge connects this park to Lock Haven, to the river walk, to the amphitheater, and to the City Beach. There is a sidewalk on the bridge.
Programs - The Jaycees annual Boat Regatta and Boat Races are held here. This event is on both sides of the river, and is the Lock Haven's area's signature special event. This event draws boaters from all over the United States. The Boat Launch is heavily used, and is the only launch above the Lock Haven Dam all the way to Hyner. Due to the fact that it is the only access, it is truly a regional facility. A pedestrian trail could be built from the boat access to Riverview Park. A narrow Penndot road connects the two, and would need widened. This park was also flood way buyout property.
24. Woodward Township Park
Facilities - Remnants of various playground equipment. This park area has been abandoned.
Notes - Deficiencies noted. Woodward Township needs to decide what to do with this area. The Recreation Commission has been focusing on the two river parks, and not maintained this area.

25. West Branch Soccer / Lock Haven University Stover Field
Facilities - 8 Soccer fields with multiple instructional areas, picnic pavilion, storage, restrooms, concessions, football, field hockey, L.H.U. baseball complex.
Notes - This is a tremendous regional asset. This facility met many community needs concerning athletic field shortages. It was designed well and built right. The property is owned and maintained by L.H.U. and the West Branch Soccer Club. This facility is also located on the Susquehanna River flood plain.

Colebrook Township:

26. Farrandsville Community Park
Facilities - Pavilion, tennis, basketball, storage, ice rink, and restrooms. A trail leads along Lick Run adjacent to the park. The park is located behind the Colebrook Township Building. Across the road is a Iron Furnace.
Notes - Lick Run is a designated Wild River in Pennsylvania, and is an excellent trout fishery, and the Iron Furnace is on Pennsylvania's List of Historic Places. Farrandsville is a major point of access for the large tracts of state land in Clinton County. Numerous forestry roads begin in Farrandsville including the Graham Road, the Carrier Road, and the Hazard Road. These roads are used by hunters, fisherman, hikers, mountain bikers, and for recreational drives. There are tremendous walking / biking trail head opportunities here.

Mill Hall Borough:

27. Mill Hall Community Park
Facilities - Mill Hall Pool, Senior League Field, tennis courts (2), picnic pavilions (4), playground, walking trail, festival area, Barbeque pit, horseshoes, soccer field, restrooms, parking, and parks storage area. The park is protected by a small levee. On top of the levee is a nice trail leading along Fishing Creek, which is a well known trout fishery.
Notes - This is a beautiful community park area, that gets a lot of use. The swimming pool is a regional asset, and is one of only two public pools in the county. The pavilions host many family reunions, which are complimented by the pool complex and other amenities. The entire park is very well maintained. The tennis courts are not being used, and could be redeveloped for another use.

28. Central Mountain West School Playground
Facilities - Pavilion, basketball, playground, and tennis.
Notes - This facility is owned by the school district.

Flemington:

29. Grove Community Park
Facilities - Large playground areas, picnic pavilions (2), tennis, basketball, horseshoes, and baseball field.

Programs - Summer Recreation Program.

Notes - This is a nice park area in a residential area.

This region is the major population area in Clinton County There is a good disbursement of park areas throughout the region. While conducting the inventory, I realized that the Lock Haven area has a high density of parks. There is great potential for the additional development, or expansion of these existing facilities. The Greater Lock Haven Area is also very fortunate to have 7 parks or public recreational facilities on the Susquehanna River. Due to the Lock Haven Levee Project, virtually all of the river front property is owned by a municipality. This is a wonderful community asset. The following areas should be considered for future recreational developments in Region #2.

- Explore a pedestrian trail connecting Peddie Park to the river walk near L.H.U.
- Explore developing the river resource at Peddie Park. Boat access, nature trails, picnic areas, etc.
- Explore extending the river walk from Memorial Park to the Castanea Fire Hall.
- Continue to develop the river parks in Woodward Township as a regional effort.
- Explore connecting Woodward's Boat Launch to their Riverview Park, and Riverview to the West Branch Soccer facility.
- Explore the development of the Hammermill property located on Bald Eagle Creek in Allison Township. This area would make a great park area and would open access to the Bald Eagle Creek and Canal. Facilities to be developed could be green way related trails, boat access, picnic areas, and environmental interpretation area.
- Explore a bike trail from Farrandsville to Hyner, along the river.

Many of the trail connections recommended should be listed in the current green way study that is being completed for Clinton, Lycoming, and Union Counties. The trail links noted would connect Lock Haven with many of the surrounding municipalities, as well as numerous park area could be destinations on the trail network.

REGION #3 - SOUTHERN AND EASTERN CLINTON COUNTY

Beech Creek Borough:

30. Beech Creek Park

Facilities - Baseball (2), soccer, basketball, tennis, pavilion, sand volleyball, swings, Beech Creek Municipal Building, and Volunteer Fire Company Social Hall. Across the street is the Blane Kunes baseball park, which has 2 additional Little League Fields.

Notes - This park is well used and has a lot of community pride. It is very centrally located in the community. This area has lots of potential, but currently lacks

planning. The park has been left relatively open, and could easily be improved. An abandoned rail line borders the park, and could be a future recreational resource.

Lamar Township:

31. Belles Springs Golf Course
Facilities - 18 hole golf course, putting green, and driving range. A detailed evaluation has been completed and is part of this study.
Notes - This facility is owned and operated by the Clinton County Recreation Authority.
32. Belles Springs Park
Facilities - Beautiful area with spring fed trout pond located on the banks of Fishing Creek , playground, pavilion, grills, horseshoes, volleyball, baseball practice area, parking, and bridge over spring. Pond feeds water to the golf course. The courses maintenance barn is located here as well.
Notes - This is one of the most picturesque park areas in Central Pennsylvania. It seems to be one of Clinton County's best kept secrets as it is underutilized. The facility is well maintained by the Golf Course staff. Some deficiencies noted.
33. Long Run Park
Facilities - Tennis (2), basketball, pavilions (4), horseshoes, sand volleyball, playground, baseball field, concessions area, pond, and ice skating. Long Run borders the park area.
Notes - This park is well designed and well built. Approximately 60% of the area is open and active area's, and approximately 40% is wooded and passive. The park was funded in part by DCNR.
34. Lamar Township School / Rote:
Facilities - Basketball, Baseball, and some play equipment.
Notes - Deficiencies noted. The area is not properly maintained.

Porter Township:

35. Porter Township Park
Facilities - Ball fields, pavillions, and playground.

Logan Township:

36. Lions Club Park
Facilities - Playground, picnic area.

Loganton Borough:

37. Loganton Park
Facilities - School Playground.

Wayne Township:

38. Allan Gardner Memorial Park
Facilities - Boat launch access to Susquehanna River, pavilion, pit toilet, and parking.
Notes - This park is owned and maintained through a cooperative agreement between the Pa Fish and Boat Commission Wayne Township. The park provides good river access to an area that previously had none. The fishing on the river has been improving in recent years.
39. Wayne Township Park
Facilities - Pavilions (3), baseball, basketball, tennis, and play equipment.
Notes - Equipment is not spaced properly, deficiencies noted.

Avis Borough:

40. Avis Borough Park
Facilities - Baseball, pavilion, concessions, tennis, basketball, and playground.
Notes - This is a well used park with a lot of community pride. Facility was not planned properly, with equipment jammed into spaces not appropriate.
Deficiencies noted.
41. Avis School Playground
Facilities - Bike path leading from residential areas to school, playground, baseball, basketball, and volleyball.
Notes - This is a nice open area. Deficiencies noted.

South Avis Borough:

42. South Avis Park
Facilities - Baseball, playground, batting cage, concessions stand, and practice field.
Notes - Deficiencies noted.

Pine Creek Township / Woolrich:

43. Woolrich Park
Facilities - Outstanding white oak forested park area. Pavilions (3), scattered play

equipment, stone trails, log cabin meeting area, storage areas, Little and Senior League fields, and soccer / multi use field.

Woolrich Pool

The pool is located on the other side of Park Avenue from the park. It is one of 3 outdoor public pools in the county, but has recently closed due to maintenance issues. There is a bathhouse, and outside the pool area there is a basketball and tennis court areas. Chatham Run borders the park, and the Mid State Trail runs through the park.

Notes - The park is located next to the Woolrich Mill Outlet Store which is a regional attraction. This is a regional park area. Deficiencies noted.

44. Woolrich School

Facilities - Abandoned. Facilities included basketball, tennis, and limited play equipment.

Notes - The entire facility is in deplorable condition and overgrown with weeds.

Dunnstable Township:

45. Dixie Weise Memorial Park

Facilities - Pavilions (2), bridge over Plum Run, pit toilets, basketball, baseball, well water, playground, sand box, and horseshoes.

Notes - Nice park area in beautiful location. Deficiencies noted.

The southern section of this region is a future growth area for Clinton County. County Planners are working on infrastructure improvements in this area. There will need to be more recreational facilities added as the area develops. Clinton County should plan for recreational opportunities as part of the process. The following areas should be considered for future park development.

- The Rt. 64 corridor from Mill Hall to the Center County Line.
- Belles Springs Park.
- The Avis Elementary School.
- Beech Creek Park.

Loganton

Programs Offered

- Summer Recreation Program (kids)
- AYSO Soccer

Special Events

- Valleywide
- Good Old Days

Age/ Gender

- Males and Females, all ages

Area Served

- Sugar Valley

Facilities/ Equipment

- School Playground

Fees

- None

Agencies in Cooperation

- Keystone Central School District
- Historical Society
- Keystone Central Summer Recreation Program

Woolrich Community Center

Programs Offered

- Men's bowling
- Women's Volleyball
- Youth Bowling
- Senior Citizens Night
- Senior King Club
- Open Bowling
- Open Gym
- Game Room
- Bible Study Classes

Special Events

- Homecoming
- Banquet Rentals

Age/ Gender

- Males and Females, all ages
- Senior Citizen Programs

Area Served

- Woolrich

Facilities/ Equipment

- Gymnasium
- Bowling Alley
- Meeting Rooms

Fees

- \$100 for membership to Fellowship Hall

Agencies in Cooperation

- None

Clinton County Conservation District

Programs Offered

- Conservation Summer Camp
- Sixth Grade Conservation Field Day
- Public Workshops on Water Quality
- Environmental Education for Schools
- Workshops on Erosion Control

Special Events

- Farm City Banquet
- County Enviro-thon

Age/ Gender

- Males and Females, all ages
- Families

Area Served

- Entire County

Facilities/ Equipment

- Keystone Central Environmental Education Center (Mackeyville)
- Public Buildings
- County Fairgrounds

Fees

- Camps
- Farm City Banquet

Agencies in Cooperation

- School District
- Federal Agencies
- Local Agencies
- State Agencies

Lock Haven Recreation

Programs Offered

- Summer Recreation Program for Kids
- Public Beach
- ASA Softball
- Little League Baseball
- Senior League Baseball
- Girls Softball
- Pop Warner Football
- AYSO Soccer

Special Events

- River Walk
- Labor Day Regatta (Jaycees)
- Summer Concert Series
- Halloween at Triangle Park
- Halloween Parade
- Candle Ceremony on the Dike
- Christmas Parade
- AIDS Walk
- Fly-In at Piper Airfield
- Easter Egg Hunt

Age/ Gender

- Males and Females, all ages

Area Served

- Lock Haven
- Surrounding Communities

Facilities/ Equipment

- Beach
- 6 Parks (playground equipment, playing fields, picnic areas, courts, benches)
- Skate Park (under construction)

Fees

- Sport Leagues

Agencies in Cooperation

- Keystone Central School District
- AYSO
- ASA
- Pop Warner
- Little/Senior League Baseball
- Girls Softball
- Lock Haven Jaycees

Mill Hall Community Park & Pool

Programs Offered

- Little League Baseball
- AYSO Soccer
- Open Swim
- Swimming Lessons
- Swim Team
- Summer Recreation Program (kids)

Special Events

- Kiwanis Club BBQ
- Reunions
- Craft Fair
- Civil War Reenactment
- Kiwanis Outdoor Show
- Opening Day (pool)
- Party Rentals (pool)

Age/ Gender

- Males and Females, all ages

Areas Served

- Mill Hall
- Salona
- Lock Haven
- Bald Eagle Township

Facilities/ Equipment

- Park (pavilions, playing fields, playground, horseshoe pits, volleyball, courts, walking path)
- Pool (locker rooms, concession stand, wading pool)

Fees

- Donations Only for Park
- Fee to Use Pool
- Swim Lessons
- Pool Rentals

Agencies in Cooperation

- Keystone Central School District
- County Commissioners
- Keystone Central Summer Recreation Program

***West Clinton County Recreation & Fitness Center
(Renovo)***

Programs Offered

- Bingo
- Aquacise
- Volleyball
- Basketball
- Aerobics
- Bowling
- Cardio Room
- Free Weights
- Funtime/ Freetime
- Computer Literacy Courses
- Kiddies Klub
- Open/ Lap Swims

Special Events

- Halloween Party
- Dances
- Christmas Craft Show
- Fall Foliage Banquet/ Festival
- Softball Tournament
- Community Health Outreach
- Fruit Basket and Flower Sales (6)
- Taste Supper
- Duck Derby
- Window Decorating
- Cow Pucky
- Hoop Shoots
- Party Rentals

Age/ Gender

- Males and Females, all ages
- Families

Areas Served

- 5-7 Townships

Facilities/ Equipment

- Gymnasium
- Pool
- Locker Rooms
- Cardio Room
- Multi-purpose Room
- Bowling Alley
- Free Weight Room

Fees

- 6 Month Family Membership \$180
- 6 Month Couple Membership \$150
- 6 Month Adult Membership \$120
- 6 Month Senior/ Student Membership \$90
- Dances
- Aerobics
- Aquacize
- Gym Rentals

Agencies in Cooperation

- Special Olympics
- ASA
- United Way
- Rotary Club
- Boy Scouts
- Midget Basketball
- School District
- Knights of Columbus
- Elks Club
- Tobacco Coalition
- Renovo Borough
- Clinton County Commissioners

Lock Haven YMCA

Programs Offered

- Lap/ Fitness Swimming
- Recreational Swims
- Open Gym
- Swimming Lessons
- Swim Teams
- Weight Training
- Gymnastics
- Cheerleading
- Karate
- Basketball Leagues
- Volleyball Leagues
- Badminton League
- Child Care
- Babysitting Certification
- Youth Rifle Marksmanship
- Indoor Rock Climbing
- Personal Training
- Home Decoration Workshops

Special Events

- Dive-In Saturday Nights
- Annual YMCA/ Pepsi Halloween Party
- Athletic & Running Shoe Clinic
- Party Rentals
- YMCA 5K Race

Age/ Gender

- Males and Females, all ages

Areas Served

- Lock Haven and surrounding communities

Facilities/ Equipment

- Pool
- Locker Rooms
- Climbing Wall
- Gymnasium
- Free Weight Room

- Cardio Room
- Gymnastics Studio
- Multi-purpose Rooms
- Aerobics Room
- Indoor Rock Climbing Wall

Fees

- Various Memberships
- Swim Lessons
- Personal Training
- Aerobics
- Gymnastics
- Swim Teams
- Karate
- Leagues
- Day Care
- Workshops
- Dive-In

Agencies in Cooperation

- B*B* Aquatics
- Lock Haven University
- Keystone Central School District

West Branch Soccer

Programs Offered

- PA West Soccer (affiliate of USYSA)
- AYSO Soccer
- Fall Leagues
- Spring Leagues

Special Events

- Tournaments
- West Branch Soccer Camp

Age/ Gender

- Males and Females, 9-19

Areas Served

- Lock Haven and surrounding areas

Facilities/ Equipment

- 13 Acres
- 4 Full Size Game Fields
- Storage Shed
- Pavilion
- Concession Stand (contracted out to LHU International Studies)

Fees

- \$50 to be member per season/ per player
- \$60 non-member per season/ per player
- \$25 family membership for a year (extra)

Agencies in Cooperation

- Lock Haven University
- AYSO
- USYSA

Lock Haven University

Programs Offered

- Athletic Camps (Basketball, Tennis, Wrestling, Football, Martial Arts, Field Hockey, Volleyball, Softball)
- Elderhostel Program
- Computer Classes

Special Events

- Job Fairs
- Open Houses
- Art Shows
- Musical Concerts
- Convocation
- Athletic Events
- Seminars
- Conventions
- Homecoming (Parade & 5K Race)

Age/ Gender

- Males and Females, 5- senior citizen

Area Served

- Lock Haven and surrounding area

Facilities/ Equipment

- Pool
- Playing Fields
- Stadium with Artificial Surface & Track
- Gymnasiums
- Field House
- Concert Hall
- Hall of Flags
- Meeting Rooms
- Locker Rooms
- Property near West Branch Soccer

Fees

- Camps
- Athletic Events

- Musical Shows

Agencies in Cooperation

- Keystone Central School District
- West Branch Soccer
- NCAA, PIAA, PSAC

American Youth Soccer Organization
(AYSO)

AYSO is a nationwide non-profit organization that develops and delivers quality youth soccer programs in a fun, family environment based on AYSO's Five Philosophies:

Everyone Plays -- At least half of every game

Open Registration -- AYSO has sign-ups, not try-outs. As long as there is space on a team, every child who signs up will play.

Balanced Teams -- Skilled/talented players are evenly distributed among all teams in a league to promote balanced competition.

Positive Coaching -- AYSO believes in building soccer skills and self-worth through encouragement and teaching.

Good Sportsmanship -- AYSO has active programs to promote positive behavior on the fields and on the sidelines.

Pop Warner Football

More than 350,000 boys and girls, 35,000 coaches, and 750,000 parents and friends are a part of Pop Warner. More than 3+ million volunteers and supporters nationwide follow Pop Warner. Pop Warner Little Scholars is the oldest and largest youth football, cheerleading, and dance organization in the United States.

Pop Warner's participants range in ages 5 to 15. Girls are allowed to play football and boys can be cheerleaders. Flag and tackle football, cheerleading, and dance programs can be found in over forty states as well as Germany, Mexico, Russia, and Japan.

Pop Warner is the only national youth sports organization emphasizing academic excellence. Athletes must demonstrate satisfactory classroom progress each year before they are allowed to compete. Pop Warner recognizes first and second team Academic All-American Scholar/ Athletes, and provides scholarships for higher education on a yearly basis.

Pop Warner is the oldest established Coaching Education & Instruction Program among any national youth organizations. Keeping the programs safe and fun for all participants is one of the highest priorities. Pop Warner operates under the national youth football program rulebook, to assure safety and consistency.

High School football and cheerleading coaches rely on Pop Warner athletes as the ones who have had the proper training in the fundamentals in their sport. These scholar/athletes are the ones who show discipline, teamwork, and strong leadership in all levels of their sport.

Amateur Softball Association

(ASA)

The ASA is a volunteer driven, non-profit organization and was founded in 1933 and has evolved into the strongest softball organization in the country. The ASA has many important responsibilities as the national governing body of softball in the United States, including regulating competition to insure fairness and equal opportunity to the millions of players who annually play the sport.

When the ASA entered the softball picture in 1933, the sport was in a state of confusion with no unified set of playing rules and no national governing body to provide guidance and stability. The ASA adopted softball's first universally accepted rules of play.

The ASA has become one of the nation's largest and fastest growing sports organizations and now sanctions competition in every state through a network of 96 state and metro associations. The association has grown to over 250,000 teams, representing a membership of more than four million.

Little League Baseball

Approximately 3,000,000 children all over the world enjoy playing little league. Adult volunteers in the community provide the Little League program on the local level. These volunteers give their time freely to provide a healthy and wholesome, family oriented activity for the children in their community.

Little League is the world's largest organized youth sports program that is designed for children ages 9 to 12. Also included is Tee Ball (ages 5-8) and Minor League (ages 7-12). Little League uses a 60-foot diamond with the pitching distance at 46 feet.

Little League features full tournament play including the Little League World Series in Williamsport, PA.

Senior League Baseball

Senior League Baseball is a division of the Little League Baseball Program. It was officially inaugurated in 1961 to continue to provide baseball activity within the framework of the local league. Senior League utilizes a 90-foot diamond and a full range of tournament play, including a Senior League World Series.

Woolrich Community Park & Pool

Programs Offered

- Little League Baseball
- Swimming Lessons
- Open Swims

Special Events

- Party Rentals (pool)

Ages/ Gender

- Males and Females; all ages

Area Served

- Woolrich

Facilities/ Equipment

- Playing Fields (baseball, softball, basketball court, tennis courts, playground, horseshoe pits)
- 3 Pavilions
- Pool (locker rooms)

Fees

- Pavilion Rentals
- Swimming Lessons
- Fee to use Pool
- Pool Rentals

Agencies in Cooperation

Grove Community Park (Flemington)

Programs Offered

- Summer Recreation Program (kids)
- Little League Baseball
- Senior League Baseball

Special Events

- None

Age/ Gender

- Males and Females; All Ages

Area Served

- Flemington and Surrounding Communities

Facilities/ Equipment

- Tennis and Basketball Courts
- Baseball Field
- 2 Pavilions
- Horseshoe Pits
- Playground Equipment

Fees

- Rental Fee for Pavilions

Agencies in Cooperation

- Keystone Central Summer Recreation Program

Lamar Municipal Park

Programs Offered

- Little League Baseball
- Senior League Baseball

Special Events

- Flea Market

Ages/ Gender

- Males and Females; All Ages

Area Served

- Lamar Township

Facilities/ Equipment

- Tennis and Basketball Courts
- Volleyball Area
- Horseshoe Pits
- Ice Skating Pond (winter)
- Playground Equipment
- Pavilion

Fees

Agencies in Cooperation

Renovo

Programs Offered

- Summer Recreation Program
- Little League Baseball
- Senior League Baseball

Special Events

- Concert Series

Age/ Gender

- Males and Females; All Ages

Area Served

- Renovo and Immediate Surrounding Areas

Facilities/ Equipment

- 3 Parks (Memorial, 8th Street, Renovo Community)
- Playground Equipment
- Baseball Fields
- Pavilions
- Basketball Courts

Fees

- Pavilion Rentals

Agencies in Cooperation

- Keystone Central Summer Recreation Program.

Woodward Township

Programs Offered

NONE

Special Events

- Riverfest
- Labor Day Regatta (Lock Haven Jaycees)

Age/ Gender

- Males and Females; adults

Area Served

- Clinton County

Facilities/ Equipment

- 2 Pavilions
- Boat Launch & Surrounding Area

Fees

- Pavilion Rentals

Agencies in Cooperation

- Lock Haven Jaycees
- Area Fire Companies

Facility Evaluations

As part of the project, I was asked to meet with numerous recreation agencies in Clinton County. They are the Clinton County Recreation Authority, the Mill Hall Pool, Woodward Township Recreation Commission, and the West Clinton Recreation Authority. I was asked to evaluate the revenues, management, and organizational structure of each.

1. Clinton County Recreation Authority:

I met with Authority members in July of 2001, and began by asking the board members about their role in providing recreation to Clinton County. It was explained to me that the role of the Clinton County Recreation Authority is to operate, organize, and oversee the operations of the Bells Springs Golf Course and grounds. Some members of the board feel they are not responsible for providing recreation in any other area of the county, although they have cooperated on numerous occasions. It was further explained that some years ago, a previous set of County Commissioners told them they were not to be involved in anything other than the golf course. I was hopeful the Recreation Authorities responsibilities could be expanded to be a more regional organization, but since the interview I have changed my opinion. For a countywide recreation agency to be effective, the board members will need to want to be there and to be dedicated to the recreation departments mission. The authority members I interviewed claim that nobody on the board was asked to do anything other than manage the golf course, and I don't believe they are interested in overseeing a county recreation department. It seems inappropriate to ask a group of very dedicated golf volunteers to change their role. The County Commissioners stated that the newer authority members appointed have been informed that they may need to get involved in more than just the golf course. I believe certain members of the authority will resist any change. The Clinton County Recreation Authority name currently seems to be a misnomer. In the future, if they only deal with the golf course, they may want to consider being renamed the Bells Springs Golf Authority.

The facilities at Belles Springs are immaculate. The Authority members and staff have done an outstanding job of providing a top quality public golf course at a very reasonable price. The Clinton County Commissioners and residents should be very proud of the work that the Authority has done. Clinton County is very fortunate that the course does not request and is not a financial burden on them. The course consists of an 18 hole championship golf course, driving range, putting green, pro shop, club house, restaurant, bar, and numerous storage areas. Adjacent to the course and on the banks of Fishing Creek, is a beautiful park area known as the Belles Springs Recreation Area.

Financially, the Clinton County Recreation Authority is in excellent shape. Their current debt load is less than \$350,000. I had the opportunity to discuss revenues and expenses with several board members. Belles Springs is the only public course in Clinton County, and it shows. The course is very busy with both walk in's, and annual members. This is the basis for the majority of their revenues. Other revenue centers are the restaurant, bar, tournaments, and the driving range. Pro Shop and golf lessons income is the pro's, and helps to supplement his salary. Memberships and daily fees are cheap and could be raised slightly and still be well under other public courses. Non Clinton County residents could also be charged a higher rate for membership and for greens fees.

The Clinton County Recreation Authority has given financial contributions to various agencies in the County over the years. They currently give \$5000 per year to the County Commissioners for recreation. As long as Belles Springs is in a good financial situation, and have funded all their own capitol projects needs, I feel they should continue to cooperate with whoever may need assistance.

2. The Mill Hall Pool:

The Mill Hall Pool is a community pool located in Mill Hall Borough Park. The pool is easily accessible from all major population area's in the county, and is one of only two public pools in Clinton County. The other is in Woolrich, which does not compete for the same swimmers as it is 10+ miles away. The City of Lock Haven runs its public beach which is free of charge. The beach does compete with the pool as it is only 3+/- miles away.

The facilities appear to be well maintained, although I did not get the opportunity to tour the facility. The individual who was to take me through, did not show up for the meeting. I did interview a borough Councilman, who indicated that the pool runs well now, but will need renovated in the near future. We talked about DCNR's grants programs which they have explored. The feasibility study seemed to be a major obstacle to the Borough officials. There also seemed to be a lack of trust for any outside agency, and even for me asking questions about their facility. I requested financials, but was not successful at getting them. I also suggested DCNR's Technical Assistance Programs, which I explained could fund a feasibility study.

From my interview I did learn that the pool has a very good seasonal management team, who is responsible for the day to day operations of the facility. Their management comes from the Mill Hall Borough Council. A "Friends of the Mill Hall Pool" program was established to help raise money to offset pool costs. This seems to be a very successful program as it has been indicated to me that they usually finish the year with revenues exceeding expenses. In North Central Pennsylvania a break even operation is usually the goal. Actually producing revenues on a regular basis is not common. The Clinton County Commissioners donate annually to the Friends program, and without their help the pool would probably run a deficit balance.

3. Woodward Township Recreation Commission:

The Woodward Township Recreation Commission was established in 1995. They have been busy developing two major park areas, both of which are located along the river. These facilities have been a major part of a large investment in recreation along the river in the Lock Haven Area. Woodward's facilities include a public boat launch with ample parking and restroom facilities, and just up the road a park area with a pavilion, playground, sand volleyball, walking trail, and river lot rentals. Both sites have the potential for more facilities, and lots of programming opportunities. Woodward Township is directly across the river from Lock Haven, and is connected by the Veterans Bridge, which has a pedestrian trail leading to Woodward's Park areas. The Lock Haven side has a very popular walking trail along the top of their levee, and a public beach and amphitheater with floating stage all in close proximity to Woodward's parks. All of these facilities are used by people from all over Clinton County, and should be programmed regionally. Woodward Township also owns another park area which they have recently abandoned due to maintenance priorities.

The Organizational structure for Woodward Township Recreation is very simple. It consists of the Woodward Township supervisors, and the Recreation commission members. There is no staff except for the townships maintenance department who handles all areas of maintenance in the township. With the exception of maintenance, everything else is done by volunteers. The park area's are managed by the recreation commission, under the direction of the township supervisors. I would recommend that the township supervisors appoint a seasonal park manager from their maintenance crews to oversee the maintenance of the parks. This would not increase costs because the appointee would already be on payroll, but would result in a better maintenance of the parks. Many times if you don't have someone specifically assigned and committed to park maintenance, the final product is substandard.

The Woodward township Recreation Commission is financially challenged. They do a good job of organizing a number of fund raisers each year, but it is not enough. They do not have enough sources of revenue to properly operate and maintain their park areas. The good news is that their parks are very popular, and if they could get some help with programming, there are a lot of fund-raising programs that could be held in their parks. They should reevaluate any current source of revenues to see if they are getting enough money for the service (River lots, pavilion rentals, park rentals, etc). Both the boat launch, and the river park are regional attractions. They are a county wide resource, yet they are funded only by Woodward Township. A county wide Recreation Department would greatly benefit Woodward Township. There are several large special events held in their parks annually, the largest being the Labor Day Boat Regatta. The Recreation Commission gets no revenues for the park use at this event. The commission should require at least a nominal fee for the maintenance to prep the parks for the events, and to clean up after they are over. They should also try to piggyback on these events and identify ways to make money (concessions, camp site rentals, parking, launching fee, etc.) Politically this may create some problems because traditionally the volunteer fire company has gotten all the revenues from the event. I would recommend working together with the fire company, and explaining the financial situation of the commission. Hopefully by identifying new revenue sources, and not competing with their traditional fund raisers, the commission can

generate some new funding.

Grants should be explored to connect Woodward Township's two park areas along the river. A narrow Pendot road with poor site distance connects the two parks, and is dangerous to pedestrians. A pedestrian trail could be built with Pendots cooperation. The roadway would need widened to accommodate the trail. This project would benefit both the park areas, and Pendot.

I am not an advocate of selling park areas, but if you are not going to maintain an area, then it becomes an additional liability. The abandoned recreation area on Rt 664 owned by Woodward Township could be sold, and the proceeds used to further develop the two river parks. If it is kept, then the Township should maintain it.

4. The West Clinton County Recreation Authority:

Located in Renovo, the West Branch Recreation Authority serves the extremely rural Western most portions of the county. They are located in the old Y.M.C.A. building, which has been recently renovated. The Authority is tasked with providing facilities and programs to Renovo, and surrounding areas. The facility contains a gymnasium, locker rooms, aerobics room, weight room, computer room, swimming pool, bowling alley, kitchen, meeting rooms, and office. The majority of the authorities activities take place in this facility. Program offering are surprisingly varied, with something for every age from youth to senior.

The organizational structure consists of the Authority members serving as the board, and a limited part time staff. Every position is only funded part time including the executive director. The director is only paid for a 10 hour week even though she may work 30. The remainder of the program and support staff is either part time or volunteer.

The West Clinton Recreation Authority is in financial crisis. They are struggling for monies to support operational costs, and have a serious cash flow problem. They have been successful at obtaining funds for renovations, but there is little to no funding for operation costs. The Authority is reliant on the Clinton County Community Development Block Grant Program, the Clinton County United Way, and a local gas company. They also conduct a very creative and aggressive fund-raising campaign every year. The problem is that due to economic factors, there isn't much money to raise in Renovo.

The recreational facility is very well run, and very well maintained. The programs offered are meeting a necessary need in the Renovo area. Renovo is an isolated community in the rural mountains of North Central Pennsylvania. Without the West Clinton County Recreation Authority and their programs, there would be large unmet community need.

Issues / Recommendations Action Plan

ISSUES RELATED TO RECREATION SERVICES IN CLINTON COUNTY

1. Lack of funding for recreation and parks.
2. Lack of planning for recreation and parks projects.
3. Lack of cooperation / coordination of efforts.
4. Lack of qualified staff and staff time.
5. Inadequate maintenance of existing facilities.
6. Lack of programming for certain populations.
7. The economy / tax base is poor.
8. The perception that recreation and parks is not a necessary public service.

ISSUES FURTHER DEFINED / RECOMMENDATIONS

1. **LACK OF FUNDING:** Clinton County has struggled for years to adequately fund recreation and parks. County, City, and Municipal budgets are very lean, and unfortunately are not very creative with respect to raising funds. Grant writing is almost non-existent due to staffing limitations. The City of Lock Haven is the county leader in grant writing, and also has a substantial Community Development Block Grant allocation, a portion of which is used for their park areas. Renovo also gets Block Grant funds. The rest of the county gets little assistance.

RECOMMENDATION: Actively pursue grants for park acquisitions, developments, and improvements. Organize fund-raises to offset the cost of a professional recreation and parks department. Take advantage of DCNR's Circuit Rider Program to hire a coordinator who would be skilled in fund raising methods. Create an annual county recreation budget with specific line items and funding appropriations. Organize and conduct programs that are money makers, and use proceeds for projects.

2. **LACK OF PLANNING:** Both Clinton County and the City of Lock Haven have a professional planning department. Lock Haven also has a professional city engineer, which the county does not have. Many grant applications require a park plan sealed by a professional engineer, which has created problems with the county's grant writing efforts. Small municipalities do not have the "up front" money needed to produce a plan, and the county does not have the staff, or funding to do it for them. There is also a general lack of staff time available for park related issues. This is not the fault of the Clinton County Planning Department as they are extremely busy working on the many other tasks they are responsible for. There is just no one who has park planning and development as a top priority in Clinton County.

RECOMMENDATION: Establish a volunteer Parks and Recreation Board to meet monthly to help organize and plan for the county's needs. Evaluate the recreation areas in the county, and produce a priority list of needs for each area. Produce a multi-year capital projects list and budget for grant writers and fund raisers to use. Take advantage of DCNR's park and open space planning programs. Find some money to make available to the small municipalities to get their projects designed, so they can take advantage of grants programs. If Clinton County decides not to hire a Coordinator, they should identify someone at the county level who has the time to organize these efforts.

3. **LACK OF COOPERATION / COORDINATION OF EFFORTS:** Although there have been some good recent examples of cooperative efforts, Clinton County has a history of not working together. Municipalities, agencies, and public officials need to work together due to the county's rural nature, and shrinking tax base.

RECOMMENDATION: Municipal leaders need to work together to take advantage of economies of scale. The County, City, and School District should meet informally and regularly to discuss a variety of issues, including recreation, and figure out ways to resolve problems together. Consider an alliance of municipalities formed to help each other deal with improving the quality of life in Clinton County. Form a Parks and Recreation Board with volunteer members from a variety of municipalities with a variety of expertise. Hire a full time Recreation and Parks Coordinator to help pull it all together. The study committee felt that Clinton County should not pursue taking over or competing with the City of Lock Haven's current recreation program. The City's programs are not revenue producers, and the County's budget is tight enough. City officials have indicated that they are also not interested in giving up their programs. The County Commissioners should work together with the City to offer more programs and expand offerings that can produce revenues. The Keystone Central School District should also be involved, as their facilities would be needed for additional programming.

4. **LACK OF QUALIFIED STAFF AND STAFF TIME:** Clinton County Government is not over staffed. The County Planning Department has been tasked with most park related development issued, but their planning workloads take most of their time. Since there is not a staff person who works specifically on parks and recreation related issues, it is at least a second or third priority for the planning staff. The same holds true for grant writing and fund raising. The City of Lock Haven has a seasonal Recreation Director who deals mostly with programs, but does spend some time working on new development. The smaller communities in Clinton County are floundering due to lack of knowledge and technical support.

RECOMMENDATION: Hire a full time employee to coordinate all the recreational development and activities in the county.

5. **LACK OF MAINTENANCE / UPKEEP OF FACILITIES:** The golden rule of park areas is that if you can not maintain it, then do not build it. Most of the park areas in the county are in good condition, but there are numerous parks that are in deplorable condition, and several that appear to be totally abandoned. At most sites with deficiencies, the problems were not very costly to fix, but were neglected to the point of decay. In other cases, recreation areas were built incorrectly. Both of these situations create safety and funding issues.

RECOMMENDATION: Have a certified playground safety inspector do a complete audit of all recreation areas. Formulate an annual park inspection tour with staff and recreation board members. Document hazards and maintenance concerns and create a prioritized list of recommended improvements.

6. **LACK OF PROGRAMMING:** There seems to be a status que attitude concerning recreation programs in the county. Things change slowly and some of the programs are

not very dynamic. Most public programs are free, or offered very inexpensively. There should also be a mix of "for profit" programs to help off set the costs of the freebies. Many small communities do not have any programs, and rely on the City and School District for their needs. This is a good example of a long standing cooperative agreement between the two organizations. More could be done utilizing school's in the winter months, and funding could be generated for more programs. There are very little program offerings for senior citizens.

RECOMMENDATION: Programs should be evaluated annually, and revised to meet current needs, trends, and opportunities. A County Recreation Board would be a likely group to evaluate the counties offerings.

7. **THE ECONOMY / TAX BASE:** Many of the above mentioned issues are related to the economy in Clinton County. It is very difficult for the communities to find the funds to develop programs, parks, staff, and to maintain existing facilities.

RECOMMENDATION: Encourage grass roots efforts such as volunteer "Friends of Your Town Park", to help with maintenance and fund-raising tasks. Continue to support the Clinton County Tourist Promotion Agency as tourism is a large source of income to the county. Also work with the Economic Development agencies to promote the counties wonderful quality of life. A comprehensive recreation and parks program is an effective revitalization tool.

8. **PERCEPTION OF NECESSARY PUBLIC SERVICE:** Many rural and older residents do not realize how much better their communities parks and recreation program could be. They have nothing to compare their level of service to and they may not believe these services are needed, because they never had them before.

RECOMMENDATION: Any change in the provision of parks and recreation services will need a tremendous amount of positive promotion. Get community leaders involved, and get them behind your efforts. Survey residents for program requests, or additions to park facilities. Hire a qualified parks and recreation professional to guide the changes, and appoint a volunteer board to provide continuous public input.

Additional Facility Recommendations

During the numerous site visits made as part of this study, a variety of areas were identified as possible future park lands, and several existing park areas have been identified as areas that could be expanded.

I am recommending the following areas to be looked at for future park developments.

- Stelly's Pond, located near the Renovo medical center, could be a future passive park area in western Clinton County.
- Peddie Park, located near Lock Haven. A pedestrian trail connecting this park to the River Walk near Lock Haven University.
- Memorial Park, located near Lock Haven. Explore connecting the existing River Walk from Memorial Park to Castanea.
- Woodward Township. Explore connecting the boat launch with Riverview Park. Also, explore connecting Riverview Park with the West Branch Soccer Club facilities. A utility easement currently runs between the two, and may be a possible future trail site.
- Hammermill property located on the Bald Eagle Creek in Allison Township. This area would make a great park area and would open access to the Bald Eagle Creek and Canal. Facilities to be developed could be green way related trails, boat access, picnic areas, and environmental interpretation areas.
- Sproul State Forest near Farrandsville. Explore developing a bike trail connecting Farrandsville with Hyner along the river. Nearly all the property is owned by the State, and would make a great bikeway. A series of roadways currently exist.
- The Route 64 corridor from Mill Hall to the Center County Line is a future growth area for Clinton County. County planners should start looking for additional park areas now, before the area develops.

I am recommending the following existing park areas for possible future expansion.

- Peddie Park. This area should be looked at to develop an additional river resource in the Lock Haven Area. Picnic pavilions / areas, nature trails, and a canoe access would be great here.
- Woodward Township Parks. Continue to develop these parks as regional parks.
- Belles Springs Park. This is a beautiful park and can be expanded. This park is located in a future growth area of the county.
- Avis Elementary School. This school does have some playground equipment now, and could be developed into a very nice park area. The school is currently surrounded by a large open field.
- Beech Creek Park. This is currently a well used community park area that could be redeveloped to greater serve the Beech Creek area.

Action Plan

1. 9/02 - The Clinton County Commissioners should meet with City of Lock Haven officials, Keystone Central School District officials, community leaders, as well as other municipal officials to discuss regional recreation issues, and to garner support.
2. 9/02 Apply to DCNR's Circuit Rider Program for a full time Parks and Recreation Coordinator.
3. 10/02 - The Clinton County Commissioners should include funding in their 2003 annual budget package for the possible hire of a new Recreation and Parks Coordinator.
4. 10/02 - The Clinton County Commissioners should piggyback on DCNR's successful training workshop at Lock Haven University, and hold a public meeting to gain support for a countywide recreation department in Clinton County. Use all available media to promote the effort, and to advertise the benefits.
5. 11/02 - Appoint an advisory County Parks and Recreation Board. Members to be appointed by the Clinton County Commissioners, and should have representatives from a variety of agencies, municipalities, and expertise. There should be at least one representative from the Keystone Central School Board, and one member representing the City of Lock Haven. The Board should finalize the Recreation Coordinators Job Description.
6. 12/02 - The newly appointed board should establish a realistic, and specific budget for spending to include Circuit Rider match, and associated costs. Include costs associated with start up of office, and clerical assistance. Identify all sources of revenue to offset the costs of the department. The Clinton County Commissioners should find funding to help with design issues, and grants research. Develop a management action plan for spending.
7. 1 /03 - Form a search committee comprised of County Staff, and Parks and Recreation Board members to advertise, search, and interview qualified applicants.
8. 4/03 - Hire the first Clinton County Parks and Recreation Coordinator.

Appendices

History of Clinton County Funding for Parks and Recreation
1996 -2001

The following information was provided by the Clinton County Commissioners office. It is the annual investment in parks and recreation for the years 1996 through 2001.

| | |
|------|----------|
| 1996 | \$8,500 |
| 1997 | \$45,000 |
| 1998 | \$14,307 |
| 1999 | \$67,531 |
| 2000 | \$37,500 |
| 2001 | \$23,500 |

County records show that the investment varies from year to year with no consistency. The low was in 1996, with only \$8500 being spent, to a high of \$67,531 in 1999. The pre-meeting and numerous discussions at peer study meetings led the group to believe the county spent approximately \$100,000 per year. It seems they give annually to a number of agencies throughout the county from CDBG, and other accounts. Those dollars do not show in their recreation budget, but were added to the counties \$100,000 estimate. It is important to note that those annual contributions should be evaluated by the county annually, and also prior to any change in recreation services in Clinton County.

The procedure for being funded by the county is simply to submit a letter of request with a brief description of the project and amount needed. This process is extremely simple for the applicants, and for the county, although it shows a lack of planning on the county's part. Requests trickle in throughout the year, and the commissioners decide whether or not they want to contribute and for how much. I have recommended a spending plan as part of this study. The proposed plan would give the county the needed structure to fairly allocate funds on an annual basis. A volunteer recreation board would rank all applicants and make recommendations to the county for funding.

Evaluation of benefits to Clinton County for dollars spent 1996 -2001.

The following is the counties recreation and park spending broken into six general categories. They are ball field improvements, river enhancements, recreation programs, culture / heritage, playground improvements / accessibility, and the swimming pool. All county spending within the 1996 through 2001 time frame falls into one of these six areas. The categories are ranked in order of the amount spent in the study period.

1. Swimming Pool - The Friends of the Mill Hall Swimming Pool received \$41,000 for operating costs of the Mill Hall Pool.
2. Cultural activities / Local heritage - Also received \$41,000 for a variety of activities and events.
3. River Enhancements - This category consists of various improvements to river parks and related recreational activities. \$32,138.
4. Recreation Programs - This category is an annual donation for the operation of the City of Lock Haven / Keystone Central School District Summer Youth Program. \$27,000.
5. Ball Fields - The Commissioners have made many small donations for various improvements to the ball fields in Clinton County. \$18,200.
6. Playgrounds / Handicapped Accessibility - This area has received the least amount of funding over the study period. \$10,500. A small amount of the River Enhancements funding went for playgrounds.

The Clinton County Commissioners have funded a wide variety of projects and events in Clinton County which should be commended. Most of the dollars spent did not leverage any additional funds, which is unfortunate. The recommended Management Action Plan would help in this area. As discussed in the peer study meetings, and in the facility inventory, many play areas in the county need attention. The amount of funding spent over the 6 year study period on playgrounds is very low.

SUGGESTED REVENUE MANAGEMENT PLAN
For
CLINTON COUNTY PARKS AND RECREATIONAL FUNDING

A Revenue Management Plan is needed in Clinton County to help the County meet its goal of leveraging more money for its parks and recreation areas. Currently there is no spending plan in place for the Counties \$100,000 +/- recreation budget. Currently there isn't any outside funding leveraged for the Counties investment. Requests for County funding trickle in throughout the year and it has been the County Commissioners discretion as to who gets what. This is a very ineffective way to distribute public funds.

Clinton County should:

- Actively pursue funding for recreation and parks. This should be done through a variety of methods: Grants, Fund raisers, Program fees, Event sponsorships, etc.
- Establish a formalized application process for funding requests (attached).
- Establish an application deadline for municipalities requesting funding. Any applications received after the deadline will not be considered until the next year.
- Establish a scoring system to rank applicants. The highest scores get funded first.
- Appoint a volunteer / advisory park and rec board to formalize the spending plan, help acquire funding, review applications for financial assistance, rank applications , and make recommendations to the Commissioners.
- Hire a full time Park and Rec. Coordinator. He/She would be tasked with overseeing the entire process.

Staff responsibilities:

- Advertise program.
- Assist communities with application.
- Assist communities with the planning process.
- Review applications with committee.
- Rank applications according to established policy.
- Determine eligibility for funding.
- Recommend successful applicants to Commissioners.
- Research other funding sources for county and applicant.
- Continuously search for funding sources for Clinton County.
- Manage funding under established county policy.
- Keep complete project records for all spending, projects and applications.
- Act as a Liaison between the communities and the County.

Application Instructions

- A. Please read instructions completely before filling out application.
- B. All projects must provide county benefit, and the program must be open to the public.
- C. The application must be fully completed or they will be returned.
- D. Only municipalities and established authorities are eligible to apply.
- E. Applicants must provide a minimum of 25% of the total project budget. This does not mean the County will fund the other 75%. The county's will earmark 25% of the total cost to successful projects, and then apply for the remaining 50% through a variety of grant programs. Keep in mind that County funding is limited.

Example: Based on a \$20,000 project cost, the breakdown would be as follows.

\$5,000 provided by applicant (25%).

\$5,000 earmarked by Clinton County(25%).

\$10,000 applied for by County on municipalities behalf.

- F. All answers should be given in the space provided. One additional page should be added to give a detailed project description.
- G. All applications should also attach a 3" by 5" photo of the proposed project location.
- H. The Clinton County Commissioners are not obligated to fund every application, and reserve the right to reject any or all applicants.
- I. Application deadline _____.

Suggested Application / Questions

1. Name of Applicant _____
Contact person / title _____
Phone Number _____
Fax or e-mail _____
2. What is the population of your municipality (2000 Census). _____
3. Previous county funding. Have you ever received financial assistance from the County Commissioners before? What project? How much money?
4. How will the project benefit the residents of Clinton County?
5. Why do you need financial assistance?
6. Who will maintain the property if monies are awarded? How?
7. Provide a estimated project budget in the space provided.

| | Item | Cost |
|----|------------|---------------------------------------------|
| a. | Design | \$ _____ |
| b. | Equipment | \$ _____ |
| b. | Materials | \$ _____ |
| c. | Labor | \$ _____ |
| d. | Other | \$ _____ |
| e. | Other | \$ _____ |
| | Total Cost | \$ _____ X 25% = \$ _____ Applicants Share. |

8. Is the 25% Applicants Share available, or are you planning on raising it? How?
9. Project description. On an attached page, explain what it is you want to do, and how long it will take you to do it. Please confine your answers to one page.

Suggested Scoring Criteria

1. Project Benefit - (0-10 points) How well does the proposed project meet Clinton County's residents recreational needs.

2. Cost Benefit - (0-5 points) Population served divided by funding requested.

$$\begin{array}{rcl} \text{Benefit} & = & \text{Population Served} \underline{\hspace{2cm}}. \\ \text{Cost} & = & \text{Amount Requested} \underline{\hspace{2cm}}. \\ \text{Ratio} & = & \underline{\hspace{2cm}}. \end{array}$$

3. Unmet Need - (0-5 points) Does the project provide an unmet need in the County?

4. Previous Funding - (0-5 points) In the past five years, has applicant received County funding before and how much.

5. Maintenance ready - (0-5 points) Does the applicant have the skills, equipment, and funding in place to maintain their facilities.

THIS DOCUMENT WAS PREPARED AS A DISCUSSION ITEM AT OUR JANUARY PEER STUDY MEETING. AN EXAMPLE BUDGET WAS REVISED AND IS ALSO ATTACHED. THE BUDGET SHOWS MORE ACCURATE COSTS BASED ON ESTABLISHED CLINTON COUNTY PERSONAL POLICY.

What is the cost of a Rec/Park Employee?

The following is a breakdown of expenses, revenues, and benefits that may be associated with the new hire of a Recreation and Parks Coordinator. This document is for discussion purposes only, and is based on a starting salary of \$30,000.

Clinton County is eligible for DCNR's Circuit Rider Grant Program. The program is a four year entitlement to successful applicants for the new hire of a recreation professional. The grant funding is for salary and training expenses only. The percentage of funding decreases over a four year period: Year #1 = 100%, Year #2 = 75%, Year #3 = 50%, and Year #4 = 25%. If Clinton County decides to hire a rec/park employee, I would recommend that you take advantage of this program.

The following is a budget showing expenses associated with such a new employee. The example budget is designed to meet the County goal of leveraging more grant funds. Typically, a Recreation Coordinator will always bring in grant funds in excess of his/her expense. The figures are estimates, and the employer would need to determine items such as salary, benefit package, health coverage, clerical assistance, etc.

| | Year 1 | Year 2 | Year 3 | Year 4 |
|----------------------|----------|----------|----------|----------|
| Coordinator's Salary | \$30,000 | \$32,000 | \$34,000 | \$36,000 |
| Benefits | \$7,000 | \$7,000 | \$7,500 | \$7,500 |
| Training | \$2,000 | \$2,000 | \$1,000 | \$1,000 |
| FICA | \$2,300 | \$2,500 | \$2,600 | \$2,700 |

| | | | | |
|---------|----------|----------|----------|----------|
| Mileage | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| Total | \$43,300 | \$45,500 | \$47,100 | \$49,200 |

Year #1 Budget Expenses

| | |
|---------------------------------------------------|-----------|
| Coordinator | \$ 43,300 |
| * Capitol improvements/donations (Match money) | \$135,000 |
| Office expense/clerical | \$ 5,000 |
| Total Expenses | \$183,300 |

Year #1 Budget - Revenues

| | |
|-----------------------------------|----------|
| DCNR Circuit Rider Grant | \$31,000 |
| * State development grants(50\50) | \$60,000 |
| Fund raising/donations | \$3,000 |
| Miscellaneous income | \$5,000 |
| Total revenues | \$99,000 |
| Year #1 actual expenses | \$84,300 |

This first example shows that for an actual cost of \$84,300, Clinton County would receive the following benefit:

- \$15,000 donated to local agencies for assistance.
- \$120,000 in direct capitol improvements to parks and recreation areas in Clinton County (\$60,000 from DCNR, \$60,000 from local government).
- Meet county goal of leveraging more grant money.
- The addition of a new full time county employee who can assist in office coverage and other areas depending on their experience.
- Improved coordination of County efforts/more efficient results on \$.
- Liaison between municipalities and Commissioners.
- Coordinator will free other county staff time so they can concentrate on their specific responsibilities, instead of park/rec issues.

***** Peer observation: Currently Clinton County spends \$100,000+/- on recreation related activities and services each year. Year #1 actual expense is considerably lower, with a much higher return on your investment.

Year #2 expenses

| | |
|--------------------------------|-----------|
| Coordinator | \$45,500 |
| Capitol Improvements/donations | \$135,000 |
| Office Expense/clerical | \$5,000 |

| | |
|---------------|-----------|
| Total expense | \$185,500 |
|---------------|-----------|

Year #2 revenues

| | |
|--------------------------|----------|
| DCNR Circuit Rider Grant | \$25,000 |
| State development Grants | \$60,000 |
| Fund raising/donations | \$3,000 |
| Miscellaneous Income | \$5,000 |

| | |
|---------------|----------|
| Total Revenue | \$93,000 |
|---------------|----------|

| | |
|----------------|----------|
| Actual Expense | \$92,500 |
|----------------|----------|

Year #3 expenses

| | |
|----------------------------------|-----------|
| Coordinator Salary | \$47,100 |
| * Capitol Improvements/donations | \$120,000 |
| Office expense/Clerical | \$5,000 |

| | |
|---------------|-----------|
| Total Expense | \$172,100 |
|---------------|-----------|

Year #3 revenues

| | |
|--------------------------|----------|
| DCNR Circuit Rider Grant | \$17,000 |
| State development Grants | \$60,000 |
| Fund raising/donations | \$ 3,000 |
| Miscellaneous Income | \$ 5,000 |

| | |
|----------------|----------|
| Total Revenues | \$85,000 |
|----------------|----------|

| | |
|-----------------|----------|
| Actual Expenses | \$87,100 |
|-----------------|----------|

* By this time the coordinator will be beginning to establish him/herself within the community. A formalized county program for recreational improvements will be in place. Coordinator will be oriented to local flavor, and other local funding sources such as foundations, CDBG, and possible corporate sponsors. At this point Commissioners will have leveraged an estimated \$200,000 for Clinton County's recreational facilities.

Year #4 expenses

| | |
|--------------------------------|-----------|
| Coordinator Salary | \$49,200 |
| Capitol Improvements/donations | \$100,000 |
| Office/Clerical | \$ 7,500 |
| Total Expense | \$156,000 |

Year #4 Revenues

| | |
|--------------------------|----------|
| DCNR Circuit Rider Grant | \$9,000 |
| State development Grants | \$60,000 |
| Fund raising/Donations | \$10,000 |
| Miscellaneous Income | \$5,000 |
| Total Revenues | \$84,000 |
| Actual expense | \$72,000 |

By the end of year #4 the Coordinator should be well established in the community, and be a valuable asset to the County. In addition to all the benefits mentioned above, the Clinton County Communities will also have less exposure to liability on their public facilities, greater community coordination of efforts, an efficient use of limited funding, and most important an improved quality of life for their residents.

Example Budget

Clinton County Recreation and Parks Coordinator

Peer recommends Coordinator be hired at Clinton County Governments Grade 13, Step 1 as a starting salary for Recreation Coordinator. The budget example shows Step # 1 starting at \$27,403. Years 2,3, and 4 are also based on established Clinton County personnel policy.

| | Year #1 | Year #2 | Year #3 | Year#4 |
|-----------------------|-----------------|-----------------|-----------------|-----------------|
| Salary | \$27,403 | \$29,504 | \$31,706 | \$34,014 |
| Health Coverage | 3,048 | 3,048 | 3,250 | 3,400 |
| F.I.C.A | 2,096 | 2,257 | 2,425 | 2,602 |
| Life/Disability | 325 | 325 | 350 | 350 |
| Training | 2,000 | 2,000 | 1,000 | 1,000 |
| PRPS Membership | 50 | 50 | 75 | 75 |
| Phone/Long distance | 700 | 700 | 700 | 700 |
| Cell Phone | 150 | 150 | 150 | 150 |
| Postage | 500 | 500 | 500 | 500 |
| Advertising | 1,000 | 1,000 | 1,000 | 1,000 |
| Mileage | 1,000 | 1,000 | 1,000 | 1,000 |
| Office/Grant supplies | 750 | 750 | 750 | 750 |
| Payroll processing | 250 | 250 | 250 | 250 |
| Office equipment | 3,500 | | | |
| Total | \$42,772 | \$41,534 | \$43,156 | \$45,791 |
| Less Grant | 28,403 | 23,128 | 15,853 | 8,504 |
| ***Cost | \$14,369 | \$18,406 | \$27,303 | \$37,287 |

***Actual Cost of Coordinator will vary depending on program income and fund raisers.

These revenues will help to offset costs, as was discussed at our January meeting. I would recommend that fund-raising be part of the Coordinators job description. Realistic goals could be set annually during your budget meetings. Example: Year #1 - \$1,000, Year #2 - \$2,500, Year #3 - \$4,000, Year #4 - \$5,000.

CLINTON COUNTY RECREATION AND PARKS COORDINATOR

JOB DESCRIPTION

SUPERVISION: Clinton County Commissioners.

HOURS OF WORK: The Coordinator will work a 40 hour work week, with occasional weekend or holiday work required.

PLACE OF WORK: The Coordinator will be based in the Clinton County Commissioners office building on Main St. in Lock Haven, but may be required to conduct field work in any municipality in the county.

GENERAL DESCRIPTION: The position entails the coordination and oversight of Clinton County's efforts at expanding and improving recreational offerings and park facilities for the residents of Clinton County.

DUTIES AND RESPONSIBILITIES:

1. Act as a liaison between the Clinton County Commissioners and local municipalities concerning park related projects and programs.
2. Recommend planning, design, and construction of recreational facilities under the direction of the County Commissioners.
3. Continuously search for grant funding, and write grant proposals.
4. Work within the community to develop fund raisers and special events to help offset the cost of the department.
5. Implement a management action plan for county spending, and local match requirements for funding requests.
6. Coordinate county planning efforts with respect to existing and developing parks, green way, and open space plans.
7. Work with local municipalities to facilitate development of local park areas, improvements, and special events.
8. Serve as the technical advisor for parks related issues within Clinton County.
9. Works with other county agencies to coordinate other projects and efforts.
10. Establish and maintain cooperative working relations with all community agencies, both government and private.
11. Evaluate all public recreation areas within the county for safety concerns, and make recommendations for improvements.
12. Establish a volunteer advisory Parks and Recreation Board to give input and direction from the community.
13. Establish administrative procedures to operate an effective organization.
14. Prepare an annual budget and submit to County Commissioners for approval.
15. Prepare an annual work plan and submit to County Commissioners for approval.

16. Develop short and long range goals and objectives to meet Clinton Counties recreational needs.
17. Direct the expenditure of funds in accordance with approved budget, and collect and manage revenues generated by fund raisers and grants.
18. Maintain complete and accurate records of all department activities, services, finances, personnel, and property.
19. Oversee a public relations program utilizing all available media to promote services, programs, and developments within the department.
20. Study and keep informed of developments in the recreation field.
21. Prepare and issue special reports.
22. Represent the county at speaking engagements.
23. Posses and maintain an appropriate and professional appearance and attitude on the job.
24. Posses a current drivers license, and be willing to use personal vehicle for travel.

QUALIFICATIONS:

1. Graduation from a 4 year college with a bachelors degree in recreation and parks.
2. Must possess 3 years of progressively responsible management experience in recreation and parks.
3. Ability as a public speaker.
4. Knowledge of budgets and accounting.
5. Capacity for cooperation with borough, township, city, school district, county authority's, elected officials, and the public.
6. Knowledge of grant writing procedures, and the variety of funding sources available pertaining to parks and recreation and community development.
7. Thorough knowledge of the principals, practices, and methods of parks planning.
8. Must possess or be willing to obtain certification for playground safety inspector.
9. Ability to communicate both orally and in writing.
10. Ability to exercise professional and administrative judgement in planning and carrying out the county's objectives.
11. Considerable knowledge of public relations.
12. Initiative and creative with respect to planning, cooperating, promoting, and funding public projects.
13. Knowledge of service and civic groups, and the ability to establish and maintain an effective working relationship with them.

The statements contained herein reflect general duties as necessary to describe the principal functions of this position, the level of knowledge and skills typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Organizational Structure example #1

Residents of Clinton County

Clinton County Commissioners

County Recreation
Commission(advisory)

County Recreation Coordinator

Program Staff / Volunteers

Organizational Structure example #2

Residents of Clinton County

Clinton County Commissioners

County Recreation Commission (advisory)

County Recreation Coordinator

Belles Springs
Golf Authority

Director

Staff

West Clinton
Rec. Authority

Director

Staff

Volunteers

Program Coordinator

Program Staff

Volunteers

Maintenance

Staff