



OXFORD RECREATION BOARD AGENDA:

September 14, 2026

Oxford Municipal Building, Second Floor Conference Room, 15 South College Ave. Oxford,
OH 45056

12:30 PM

Roll Call

Approval of Agenda

1. Approval of the Agenda for the September 14, 2026 Meeting of the Oxford Recreation Board

Approval of Minutes

1. Approval of the Minutes from July 13, 2026, Meeting of the Oxford Recreation Board.

Old Business

1. Skate Park Design Concept and Survey Results
2. Park Master Plan Project Update
3. City Wide Event Permitting

New Business

1. State Capital Grant

Report

1. Parks and Recreation Administrative Report
2. Recreation Board Member Administrative Report

Adjournment



MINUTES
OXFORD RECREATION BOARD
OXFORD MUNICIPAL BUILDING, SECOND FLOOR CONFERENCE ROOM,
15 SOUTH COLLEGE AVE, OXFORD, OH 45056
MONDAY, JULY 13, 2026 AT 12:30 PM

Roll Call

Call to Order

The Oxford Recreation Board was called to order by Mr. Smith on Monday, July 13, 2026 at 12:34pm.

Roll Call

Members in attendance were: Adam Biessel; Roxanne Ornelas and Jacob Young

Members absent were: Sarah Meaney and Jake Richardson

Staff members present were: Chad Smith

Guest Visitors: none

Approval of Agenda

1. Approval of the Agenda for July 13, 2026, Oxford Recreation Board Meeting

Motion to Approve

(Voice Vote) 1st Ms. Ornelas 2nd Mr. Young

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

1. Approval of the Minutes from June 8, 2026, Meeting of the Oxford Recreation Board

Motion to Approve

(Voice Vote) 1st Ms. Ornelas 2nd Mr. Biessel

AYE # 3

NAY # 0

ABS # 0

Public Comment

no public comment

Old Business

1. Park Master Plan Progress Update

Mr. Smith gave the parks master plan progress update. Currently keeping this item on the agenda as we go along, since each month there are always some things to update on. PROS is done with the survey, both the mail-in survey as well as the pinpoint survey that was available through the website. Mr. Smith advised from his last check-in with PROS, they were contractually obligated to have 250 responses but were really impressed that they had received 263 responses and how quickly they received them. PROS said that shows a lot about community interest and engagement. The 263 mail in surveys that were brought in went through ETC, who is the data entry firm PROS partnered with for the surveying.

Mr. Smith noted we kept the pinpoint online survey active through July 4th because we really wanted to try to get the last few surveys completed during Freedom Festival. We had sidewalk boards set up trying to get more people to do the survey at the event and we landed at 110-115 participant responses, and that was great. Again, PROS has been very impressed with the amount of interest we had for both surveys. They are currently in the process of compiling all the information and will be presenting the findings of those surveys here in the next month or so. In terms of a timeline, they'll do an initial presentation on the findings and then be back in late fall to do another follow-up, with some of the focus groups. When they get updates, we'll try to get something on the calendar. Then they'll get ready to present to City Council in November/December, so he's really excited to see what designs are going to look like and what some of their findings will be.

2. 2027 Capital Budget Request Update

Mr. Smith gave an update on the 2027 Capital budget request. Mr. Smith stated CIP budget for all city departments was due last week and he submitted his. Every department will submit several projects and it's kind of how the general fund is looking as to what gets approved and currently the general fund does not have much money in it now, as it has in the past. Mr. Smith advised a lot of money has been encumbered, so TBD on what all gets funded. However, Mr. Smith stated he asked for a variety of things which he had discussed with the Rec Board previously.

Mr. Smith noted one thing specifically that was in their work session with City Council, that the Rec Board had recommended, was having some funds in next year's capital budget or post parks master plan for concept designs, renderings, and survey work to try to be proactive for future projects that will come out of the master plan. Mr. Smith said what he did was submit that specifically, and he would like to call it the preliminary work for parks master plan improvements, adding he asked for \$75,000 in 2027 and he asked for \$50,000 in 2028. He added with some rough quotes and estimates he's seen he thought that would be sufficient and anticipates doing lots of concept designs after this master plan.

Mr. Smith stated and then, with the new building, hopefully, we're getting a little more in depth with more architects renderings also, and he did submit that in his CIP and that will remain to be seen if it is funded.

Mr. Smith noted while on the topic, other things that were staff initiated as well as council goal initiated, other projects, that he put in the CIP focuses on a lot of shelter rehab, even though I don't have the parks master plan in hand, next year when I do the CIP, i'll be reading that as the road map as to what needs done next. But knowing that, even without a master plan in hand he knows that we have two shelters that need some TLC, Leonard Howell is one and also the one at the TRI. So he put in for new roofs and rehabbing of the TRI shelter and at Leonard Howell he put in for a connecting sidewalk to make it ADA accessible. Mr. Biessel stated he thought we were going to move the Leonard Howell shelter. Mr. Smith advised he looked at that too and unfortunately, and very recently, within the last couple of years, they had run water out to the shelter and put in a new water fountain and new concrete, so he felt like it would be cost prohibitive to tear all that up and now just blow through the budget. Mr. Smith stated he thinks optimally, it would have been rebuilt, but for now, he's asking to connect it with an ADA accessible trail or ADA accessible sidewalk, and then let's re-roof it. Mr. Smith has seen this in other agencies he's worked for where they put in a drop ceiling in the shelter and then that way you don't get the wasp and bird nests creating messes. If we could put in a drop ceiling in all of them and put new metal roofs on them, he'd like those metal roofs to be of a certain branding and create a standard color for all the parks and make it identifiable. Mr. Young said and give it a little longer shelf life also. Mr. Smith agreed and said shelter rehab is a big one.

Mr. Smith advised he also has the Aquatic Center expansion, which would include pushing the fence out, increasing green space, adding some cabanas at the aquatic center. Adding all that would be very beneficial and needs to happen.

Mr. Smith said in the area of playground improvements, he put in for another playground, TBD on which one, that goes through a community development block grant and he put that in his CIP request as well. Then we could determine if it's going to be one at Leonard Howell, the TRI or potentially the big one at the community park. Mr. Biessel thinks the one at OCP would be the one people would be most happy about. Mr. Smith agreed, noting that's going to be a bigger ticket item. Mr. Young stated yes, you're looking at \$90 - \$100,000, which we've been really lucky getting the grants but that's a lot. Mr. Smith said yes, it's an incredible opportunity to use that grant and then bring some other grants to kind of get a bigger budget.

Mr. Smith said then there's an annual CIP request, where we do \$30,000 for Aquatic Center repair and that's like painting the pool and recoating the slides, improving the pumps and motors, it's like annual capital cost that we have to endure and also the same with the playground repair. You have to put in a chunk of money just to keep them functional and keep them safe. Mr. Young said no leaks this year? Mr. Smith noted all clear, no small leaks this year or anything. No issues this year, it's all been going well.

Mr. Smith said another thing capital wise to mention is the state capital grant, we were awarded this and the governor signed off on the biennium state capital improvement program and we got \$250,000 for the synthetic turf field. We asked for \$1,000,000 right, and the idea was to do one of the baseball fields in all synthetic, but now we have a quarter of the cost. We've gone back to the supplier Motz, which is kind of the industry leader for those types of fields and had some

really productive conversations with them saying, hey, you know what could you do if we did an infield only conversion? Mr. Smith said Mr. VanWinkle was still happy with that and it would still give us the flexibility we're looking for. So there is a chance we can get that and they're going to be sending us a new quote. Adding we could also get some cost benefit if we did it a certain time of the year, not their busy season, so we're looking at maybe drawing that price down, so he put it in his CIP with an asterix-grant funded, and then potential to bring in more grants or maybe some naming rights to kind of get it going. Mr. Smith noted a back up plan would be maybe do a mini pitch or a batting cage with those funds. Adding we can build a great batting cage with that, but that will be determined on whatever state agency holds the grant and then they'll let you know how flexible they can be. Mr. Young stated and then there is a timeline associated with it also. Mr. Smith said yes, you have to get it within 2 years before the next biennium state budget. Mr. Smith added he's looking forward to learning more about the CIP budget for next year and beyond.

3. Skate Park Design Concept

Mr. Smith advised the skate park design concept public meeting is Thursday at the TRI at 5:30pm. There will be representatives from American Ramp Company there. This is a public meeting so American Ramp will have designs to share for our new concrete skate park. They will take input and feedback and then they'll try to develop that into the design they did. They did send him a sneak peak of what they were looking at and he thought it was interesting because they sent it showing additional phases, with phase 2 and phase 3. However, they know our budget is only \$225,000, so phase one is going to be relatively small and I told him we need a sidewalk to connecting to this as part of the phase, so it'll be interesting to see what they come back with. The location, we're pretty sure it's going in the north-west corner like we discussed at the TRI off Fairfield Road. Mr. Smith stated even phase one, will still be 10 times better than what we had. They'll have the rail, a couple half pipes and a couple like dips, so he thinks people are still going to really enjoy it. It will be smaller now but we could have an opportunity for future phases if we have the space. Hope to get a good turn out this Thursday night.

Mr. Biessel noted he was listening to a podcast who was interviewing Tony Hawk and he was talking about how he started the Tony Hawk project. Mr. Biessel said they've given out funding to over 600 skate parks across the country. He looked it up, and they're capped at \$25,000 but maybe there's opportunity there for like phase 2 or maybe build a shade structure or something like that. Mr. Biessel said once you do phase one it let's people know, oh they're genuine and they're serious about this skate park. Mr. Smith said he would look into Skate Park projects Tony Hawk.

New Business

1. Citywide Event Permitting Transition

Mr. Smith advised on the city wide permitting transition. This is a big switch, historically, if you were a person or organization that wanted to do an event in Oxford, you would do an application

for a right of way and it would go through the city building. Since the term right of way is the same verbiage that is used for construction companies that need a right of way to close a street, it made the distinction between construction permits and event permits to get mixed together. Mr. Smith suggested that the event permitting side should live at Parks and Recreation, since that is what we do. We are currently working on that transition and we're using our reservation system which is called Recdesk, which we use for all the Parks and Rec reservations and all registrations. We've challenged RecDesk to kind of update their processes. They're currently launching an app which will help us tremendously and make things for our customers and families so much easier when registering. We're currently pretty old school, so having this new app will be very nice.

Mr. Smith said because of this transition, it really reinforced the need to update our reservation system, same provider, but kind of let them up their game a little bit. As we launch this on August first, every event application that comes to the city will come through Parks and Recreation. Mr. Smith noted we probably see around 75 event requests a year, so he's hoping to streamline the process for the user and make it a little easier and then for us to have some oversight on it too.

Mr. Smith advised with this transition he's posted a position for a communications coordinator that will be a full time permanent position, that is currently listed on the city job board. We have a full time employee Darlene Hacker who has been a long time receptionist at the TRI who is retiring in November, so not filling her position but rather posting the new communications position will then be the one to oversee not just the event permitting on the back end of things but will also kind of oversee our departments marketing, social media presence, website updates and help streamline the way we communicate internally and externally to the public which is most important. Mr. Smith noted he's really looking forward to the event transition and then with this new employee will be onboarding hopefully in the next few months.

Report

1. Parks and Recreation Administrative Report

Mr. Smith noted the pickle ball courts are wrapping up this week. They were out there today doing the second coat of color coding and then they'll be back to do the nets. We're probably a week out from being able to have those open.

Mr. Smith stated Freedom Fest is behind us, that was Thursday July 2nd. It was a hot hot day, but we had great attendance as predicted. People came rolling in a little later and was really busy around 7:30pm. We did have our typical shut down of every parking lot and Kay Ranch drive was full. Gates were closed and that's a good barometer that it was a sell out so to speak. The band was really well received, "My Brother's Keeper", they had a following and those guys were great and were fairly well known. Very talented like Bluegrass, little American folk music.

Mr. Smith said it was also great to partner with the Daughters of the American Revolution and the Miami Center for Civics Culture and Society taking turns reading passages from the Declaration of Independence, which Mr. Smith thought was a cool touch. Adding, Mayor Smith

and Vice Mayor French joined us in the readings. We've received nothing but positive feedback from everyone and we made the best of the hot weather.

2. Recreation Board Member Administrative Reports

Mr. Young followed up about the area on the OATS trail in need of repair. Mr. Smith advised that had been turned over to Facilities Maintenance for follow up.

Mr. Biessel gave a report from a university perspective, stating Miami has made significant progress on their two recreation facilities. They have turf down by Millett and as he understands it, the Millett fields will be open as well as the chestnut fields by the time students get back, which is six weeks from now. The only thing he thinks will not be open by the time students arrive is the outdoor fitness area. The general gist is the replacement recreational field areas will be open by the time they get back. Mr. Biessel attended a meeting that morning regarding the arena and noted there will be some other ancillary buildings that are really starting to kick off on part of the big quad there. Mr. Smith said that's an aggressive timeline. Mr. Biessel agreed adding then the arena will open in the fall of 2028. Mr. Biessel stated the campus planning committee which he is on, is then working on what is the rest of the quad look like because there's essentially 4 areas of the arena, one will likely be a hotel, another an overflow building and then something else.

Adjournment

Motion to Adjourn - Mr. Smith adjourned the meeting at 1:12pm
(Voice Vote) 1st Ms. Ornelas 2nd Mr, Young
AYE # 3
NAY # 0
ABS # 0