

Porter Park Board

January 16, 2007

Pledge of Allegiance

Call to order: 7:02 pm

Roll Call: Park Board Members Present: President - Zathoe Sexton, Member – Rondi Wightman, Member - Becky Maranto. Also present: Park Superintendent Jim Miller and Park Administrator Stephanie Miller. Vice President Patty Raffin was absent.

Welcome Back: Zathoe Sexton welcomed Rondi Wightman back on the Park Board. Rondi's term was up in 2006 but expressed a desire to stay on the Park Board. The Porter Town Council recently appointed Rondi Wightman for another four year term.

Election of Officers for 2007: Rondi Wightman nominated Zathoe Sexton for President. Becky Maranto seconded the motion. All were in favor.

Due to the absence of Patty Raffin, the Park Board decided to wait until next months Park Board Meeting to vote on the position of Vice President.

Becky Maranto made a motion to reappoint Jim Miller as Park Superintendent. Rondi Wightman seconded the motion. All were in favor.

Rondi Wightman made a motion to reappoint Stephanie Miller as Park Board Secretary. Becky Maranto seconded the motion. All were in favor.

Approval of Minutes: Becky Maranto made a motion to approve the minutes of the December 19, 2006 Park Board Meeting. Rondi Wightman seconded the motion. All were in favor.

Consideration of Claims: Rondi Wightman made a motion to approve the claims submitted from December 19, 2006 to January 16, 2007 for \$554.69. Becky Maranto seconded the motion. All were in favor.

Petition and Comments from the Floor: Joan Upton representing the "Supporters of the Military" asked the Park Board if they can hold a Candle Light Vigil at Hawthorne Park on March 20, 2007. This vigil will be held in memory of the 3,000 plus men and women that gave their lives serving our country in Iraq and Afghanistan. It will be held around the War Memorial at Hawthorne Park using glow sticks at dusk for about one hour. Joan said that she is hoping that around 200 people will attend. Zathoe Sexton told Joan that she would need an Assembly Permit from the Town of Porter which would include proof of insurance coverage for the event. Becky Maranto made a motion to approve this Candle Light Vigil to be held on March 20, 2007 at Hawthorne Park once the Assembly Permit and insurance paperwork are received from the Porter Police Chief. This vote will be placed via email. Rondi Wightman seconded the motion. All were in favor.

Park Superintendent's Report: Routine building and park property checks have been made. No problems were found.

The tile floors have been spray buffed and burnished in the Community Center.

Jim said that he is filling out an application for "Rebuilding Together" in hopes that they can help water proof the treated lumber and spread 100 yards of engineered fiber in the Porter Parks. They helped us do this big job two years ago and I am hoping that they will look at our application and agree to come help us again this year. The Park Department will pay for all the materials used.

All the chairs have been checked and repaired that are in circulation at the Community Center. We have 185 chairs currently that are in circulation and 25 that are being repaired. Our table inventory is 21 with 4 in repair. We need a few more tables so that we can have enough for maximum capacity in the Community Center. We also have a few tables that are bowed and some with damaged corners beyond repair. I would like approval to purchase 5 eight foot tables from Dunes Office Supply for \$98.50 each. This is a close out price because normally they would cost \$238.00. Rondi Wightman made a motion to approve the purchase of three 8 foot tables and offered to donate the money needed for the additional two tables. Becky Maranto seconded the motion. All were in favor. The Park Board, Jim and Stephanie thanked Rondi for her generosity. Jim said that he puts rubber tips on the legs of each eight foot table yearly to prevent renters from dragging them and leaving marks on the floor. He puts felt tips on the 6 round tables for the same reason.

Jim Miller told the Park Board that the light fixture in the Gazebo has been cleaned and the lamp has been replaced. I put a 70 watt bulb in there which is the same as before but it looks brighter.

Jim Miller turned in a sheet documenting the time he puts in and the work he is doing as Park Superintendent. He was asked to do this by the Park Board now that he is full time.

Jim Miller said, "I kept track of all the hours that all the employees have done in 2006 at the Park. I divided it on this sheet between working in the building, grounds work, and Arts and Crafts. We have \$11,000 in the 2007 line item for wages and we will probably use every bit of that since I am full time and plan on doing a lot more work."

The State Board of Accounts and our appropriation numbers are now the same. This will make it easier to go back and forth between our budget and the appropriation sheet. This also helps Town Hall with their accounting.

Jim Miller showed the Park Board a picture of a truck with signage on the side as an example of what the 2006 white Park Truck would look like with the signage on it. Jim chose the signage to be done in a hunter green color and it will say "Town of / Porter / Park Dept." Signature Graphics has offered to donate the signage and apply it free of charge to both sides of the new Park Truck. Rondi Wightman made a motion to allow the signage to be applied to the sides of the new Park Truck saying "Town of / Porter / Park Dept." Becky Maranto seconded the motion. All were in favor. The Park Board asked Stephanie to send out a thank you note to Signature Graphics.

Park Administrator's Report: Stephanie Miller gave the Park Board several year end statements. First was the minutes of the Park Board Meeting held on December 19, 2006.

Next she gave them the Park's Rental Income Statement for December 2006 which shows a year end income total of \$26,737.50. Then Stephanie gave the Park Board a Year End Income Total Sheet reflecting income totals from the year 2000 thru 2006. Lastly she gave them a calendar of the 2006 year that shows all the rentals, meetings, and activities that took place throughout the whole year in the Community Center, Gazebo, Shelters and Grounds of Hawthorne Park and Porter Cove Park.

Rondi Wightman suggested that a Thank You note of some kind be placed in the deposit return envelope that is sent back to the renter after their rental date so that there would be not only a check in the envelope but also a Thank You by the Park Department when the renter receives it. Rondi said that she would ask her sister to put together something with a picture of the Park on it. The Park Board, Jim and Stephanie liked this idea and will look into having these inserts made and used in the near future.

Old Business: Dune Meadows Park: Jim Miller told the Park Board that the new playground equipment for Dune Meadows Park is ready to be installed but hasn't been yet due to bad weather. The equipment should be installed in the next couple of days as the weather clears.

Dune Meadows Pond: Jim Miller told the Park Board that he will begin contacting some people and get a feel for what it will cost to clean up the pond. We have the acreage and the depth criteria to help contractors calculate a cost for the pond clean up. We will see what kind of figures they can come up with.

Food Pantry Refrigerator: Rondi Wightman told the Park Board that she will contact Tom Leisure to see where he stands with the donation of the refrigerator.

Drainage Around Memorial: Jim Miller said that he has been told the drainage repair around the War Memorial will happen soon. Rudy Sutton has been busy with an emergency repair in Chesterton. When he is done he should be free to take care of the Park.

Paving: Jim Miller told the Park Board that the Park Department is last on the list for any kind of paving. That is why I asked last year to get put on the list because sooner or later the parking lot in Hawthorne Park will have to get done. Hopefully by 2008 it will get paved.

Rental Contract Update: Stephanie Miller told the Park Board that the Town Lawyer, Patrick Lyp emailed her back and approved the use of the new clause to the Community Center Rental Form. The new clause reads as follows: ADDITIONS: Any items such as tables, chairs, large or unusual decorations, etc. that the Renter would like to bring into or around the Community Center must be approved in advance by the Park Administrator and or Park Board. Stephanie now has the Park Board's permission to add this clause to the Community Center Rental Form.

Festival Permit: Zathoe Sexton asked for input from the Park Board and Jim and Stephanie for the new Festival Permit Rental Form that is taking shape. Stephanie told

her that she and Jim have gone over it and have some suggestions. Stephanie will write them all down and give a copy to Zathoe at the next Town Council Meeting.

2006 Budget Re-allocations: Jim Miller told the Park Board that line item OASI and Park Office Supplies was short because another payroll was done after the transfers were completed at the Park Board Meeting on December 19, 2006. Jim Miller had to make some transfers and took \$150.00 out of Park Wages and \$250.00 out of Gas/ Electric to cover the OASI shortage. Jim also transferred \$5.00 from the Park Building line item to cover the Park Office Supplies shortage. Becky Maranto made a motion to approve the budget transfers. Rondi Wightman seconded the motion. All were in favor.

Policy on Rental Cancellations: The Park Board discussed changing the cancellation policy and payment due policy of the Community Center Rental Form. After Stephanie gave the Park Board an example of what some nearby halls are requiring, the Park Board decided on the following. If the Renter cancels their rental request before 60 days prior to the rental date, the Renter will be reimbursed their Security Deposit minus a \$20 Administrative fee. The entire amount of the Security Deposit will be forfeited if cancellation occurs less than 60 days prior but more than 30 days prior to the rental date. If the Renter cancels their Rental Request within 30 days of the rental date, the Renter forfeits their entire Security Deposit and Rental Fee. Cancellations due to extreme circumstances such as death will be considered by the Park Board. The rent payment for Community Center Rentals will now be due 6 weeks prior to the rental date.

New Business: Senior Citizen Center: The Park Board discussed the possible rental of the Hawthorne Park Community Center during the daytime on the weekdays. The Community Center is an official Senior Citizen Center during that time but is not always full. The Park Board decided to look into this possibility further.

Amend Park Board Meeting Minutes of Nov.21, 2006: Becky Maranto made a motion to amend the minutes of the November 21, 2006 Park Board Meeting to reflect Jim Miller's full time status start date as December 26, 2006 instead of January 1, 2007. Rondi Wightman seconded the motion. All were in favor.

5 Year Plan: Zathoe Sexton said that the Park Board and Jim Miller need to look at the 5 Year Plan because it is coming up. Jim said that the last one was done in 2003. Zathoe said that we need to work on it this year even though we have a meager budget.

CEDIT Money: There is \$10,850.00 balance left in the 2006 CEDIT money. There was a discussion about remodeling the Community Center bathrooms with this money. There was a consensus by the Park Board to wait until this Fall to see how much money is left in the fund report. If the Park does not have enough money in the fund report, then the Park will consider borrowing from CEDIT money for operating expenses. Rondi Wightman made a motion to explore the possibility of using the 2006 CEDIT money for operating expenses if needed. Becky Maranto seconded the motion. All were in favor.

Stephanie Miller told the Park Board that baby changing stations are needed in the Community Center bathrooms. Becky Maranto asked Jim Miller to check into the prices and specs of these stations.

Park Board Member's Comments: The Park Board told Park Superintendent Jim Miller that since he is now full time, it is required that he attend all Town Council Meetings and Risk Management Meetings. Jim agreed to do both.

Meeting Adjourned: A motion to adjourn the Park Board Meeting at 9:13 pm was made by Becky Maranto. Rondi Wightman seconded the motion. All were in favor.

President

Vice President

Member

Member

Minutes taken and report prepared by: Park Secretary – Stephanie Miller