

Porter Park Board

January 17, 2008

Call to order: 7:07 pm

Pledge of Allegiance

Becky Maranto's Reappointment: Zathoe Sexton welcomed Becky Maranto back for another four year term on the Porter Park Board. The Porter Town Council recently reappointed her.

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

Election of Officers: Becky Maranto made a motion to nominate Zathoe Sexton as Park Board President for 2008. Rondi Wightman seconded the motion. Becky Maranto made a motion to close the nominations for Park Board President. Patty Raffin seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Patty Raffin made a motion to nominate Becky Maranto as Park Board Vice President for 2008. Rondi Wightman seconded the motion. Patty Raffin made a motion to close the nominations for Park Board Vice President. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Reappointment of Park Superintendent: Becky Maranto made a motion to reappoint Jim Miller as Porter Park Superintendent. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried. Jim Miller accepted the reappointment.

Reappointment of Park Administrator: Rondi Wightman made a motion to reappoint Stephanie Miller as Porter Park Administrator. Becky Maranto seconded the motion. The vote was 4 to 0 in favor. Motion carried. Stephanie Miller accepted the reappointment.

Reappointment of Park Board Secretary: Patty Raffin made a motion to reappoint Stephanie Miller as Porter Park Board Secretary. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Stephanie Miller accepted the reappointment.

Approval of Minutes: Patty Raffin made a motion to approve the minutes of the October 16, 2007 Park Board Meeting. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Patty Raffin made a motion to approve the minutes of the November 20, 2007 Park Board Meeting. Becky Maranto seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Becky Maranto made a motion to approve the minutes of the December 18, 2007 Park Board Meeting. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Consideration of Claims: Becky Maranto made a motion to approve the budget expenditure report from December 18, 2007 to January 17, 2008 for \$595.23 as written. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Petition and Comments from the Floor: Don Seller representing the Duneland Diamond Baseball League asked the Park Board for use of the Hawthorne Park Ball Field for the 2008 Baseball Season. Audra Peterson representing State Park Little League also asked the Park Board for use of the Hawthorne Park Ball Field for the 2008 Baseball Season for their Junior/Senior Division. Both groups are requesting

use of the field April 1st to July 15th 2008, Monday thru Friday from 3pm to 8pm and Saturday's from 8am to 5pm. Audra Peterson from State Park Little League asked to use the Hawthorne Park concession stand also and offered to pay up to \$3,000 toward the renovation of the concession stand and baseball field. She also said their group would help maintain the field through the season. Zathoe Sexton asked for a compromise between the two groups so that both can use the field. Patty Raffin said there is room for both groups so the field can be used to the max if a schedule can be worked out. Becky Maranto made a motion to allow Duneland Diamond Baseball League as well as State Park Little League use of the Baseball Field at Hawthorne Park during the 2008 Baseball season upon the condition of scheduling not conflicting and all necessary paperwork turned in. Patty Raffin seconded the motion. A discussion followed about liability insurance policies, player insurance policies, rosters, a contract between the group and the Park, schedules, release forms and phone numbers that need to be turned in before the season can start. The vote was 4 to 0 in favor. Motion passed. Both groups went into the back room of the Community Center to work their schedules out between them. When they were done, the following agreement was made: Duneland Diamond would use the field on Monday, Wednesday, and split Saturday's. State Park Little League would use the field on Tuesday, Thursday, Friday, and split Saturday's. On Saturday, 2pm would be the split time on rotation with early and late games between both leagues. The Park Board approved of this compromise.

Missing Community Center Key: Assistant Porter Police Chief Todd Allen talked with the Park Board about a solution to the missing key issue that he and Police Chief Jamie Spanier had discussed. He suggested that when the key is picked up by a Community Center renter with a copy of their rental form at the Porter Police Station, a photo copy of their Drivers License be taken at that time and held for the day. At the end of the rental function, the renter would then lock the doors of the Community Center themselves, drop the key in a drop box located inside the Center and then leave and let the doors lock behind them. If a Security Guard is required at the function, he/she would then check to make sure the doors are locked and proceed to leave with the renters. Jim or Stephanie Miller would then check the key box the next morning and return the key to the Police Station. At that time the photo copy of the renter would be shredded. The keys will be numbered to help identify the exact key the renter uses in case there are two functions taking place in the Center at the same time. If the key is not put in the drop box by the renter, the Porter Police Dept. will help the Park Department track it down and the renter's security deposit will not be returned. Patty Raffin made a motion to accept this new return key policy as explained by Asst. Chief Todd Allen. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Park Superintendent's Report: There are no problems to report this month during the routine Park property and grounds check.

Work continues on the Concession Building near the Ball Field at Hawthorne Park. We are about half way through repairing the windows which include the wooden trim. The roof has already been done. We still have the fascia and the soffit that needs to be repaired. The upper floor needs to be replaced altogether and the lower floor needs some work. Everything also needs to be painted. Last year we painted the outside but it needs another coat. Hopefully we can get the logo on the building in time for Porter's Sesquicentennial Celebration in July. The Ball Field needs some material and work also.

All the tile floors in the Community Center have been stripped and waxed. The floor vent covers and ducts have been cleaned out. The hallway and bathroom vent covers have been painted. There are other vent covers that need to be replaced. All the chairs in the Center have been checked for repairs, cleaned, and inventoried.

In the last few weeks we have had a lot of snow and rain. With all the flooding that has been occurring, this is the first time Jim said he saw the Bridge in Hawthorne Park under water. Town Council President Bill Sexton was concerned about damage to the bridge and called the Porter Fire Department to the site to pump out the water. The Fire Department came with a tanker and pumped out 1,250 gallons of

water a minute for three hours for a total of 250,000 gallons. This brought the water level down to a few inches above the walking surface of the bridge. By morning the level was under the bridge.

Porter Cove Drainage: Hass and Associates have given Jim Miller and the Park Board a plan along with a cost for engineering to alleviate the water drainage problems at Porter Cove Park. The Park Board will consider all the options.

Stephen's Property Deed Update: Town Lawyer Patrick Lyp said that the deed has been recorded. The property now belongs to the Porter Park Department. Jim will check to make sure a copy of the deed is sent to Porter Town Hall for their records.

Repairs to 1997 GMC Dump Truck: The truck first went to Dean's for a fuel lift module to get fuel flow which cost \$254. It was determined that the problem was the injector pump. The truck was then taken to Arnell's to have a fuel pump installed free of charge because it was still under warranty.

Jim Miller said he filled out the application for assistance from Rebuild Together. He asked for help with two projects. Waterproofing of the Playground Equipment (treated lumber), and insulating the Pole Barn located at the east end of Hawthorne Park.

Part of a Hawthorne Tree located at the east end of Hawthorne Park fell over. These are old multi trunk trees that the Park is loosing. The new Hawthorne Trees that have been planted are single trunk trees which will eliminate the rot problem where the trunk splits. Zathoe Sexton asked Jim if he can locate more Hawthorne Trees. Jim said he will call around to locate more.

Jim Miller asked the Park Board to carry over five vacation days into 2008 that he did not take in 2007. Becky Maranto made a motion to allow Jim Miller to carry over five vacation days from 2007 to 2008. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Jim Miller said there was a repair made on the Park's ExMark Mower. The spring under the seat was broken. The ExMark Mower Dealer requires the purchase of a new seat because they don't sell that part. Instead of buying a new seat at \$250 Jim said he had a Community Service Worker fabricate a new spring out of steel at no charge to the Park. The seat is fixed now.

Jim Miller said if the Park is going to allow two leagues to use the Hawthorne Park Ball Field they really need the extra parking at the old abandoned Rankin Street. We have a lot of issues to address if we use this as a one way street with parking. Jim will talk to Brenda Brueckheimer from the Street Department to find out how the Park can pursue this option.

Jim Miller told the Park Board that in the past, the Park Department gave the Porter Clerk Treasurer one box of computer paper a year for its use of the large Sharp Copier at Town Hall. This year the Clerk Treasurer asked for two boxes. After a discussion the Park Board agreed to give the Clerk Treasurer two boxes of computer paper this year which would cost about \$60.

Park Administrator's Report: Stephanie Miller gave the Park Board the year end reports which consists of the following: December 2007 Income Statement, December 2007 Park Board Minutes, 2007 Calendar of Rentals, 2007 and 2006 Income Rental Overview, 2007 and 2006 List of Free Rentals, and 2007 Park Board Member Attendance Sheet. The total income that the Park Department generated for the Town of Porter in 2007 from all its rental facilities totaled \$33,345.

Stephanie Miller reported that a \$50 donation was given to the Park Department for the Porter Express Christmas Party in December of 2007 from Santiago's Restaurant. This brings the total of donations for the Christmas Party to \$750. Patty Raffin made a motion to place this \$50 donation into the Park Department's Donations Line Item earmarked for the Porter Express Christmas Party. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

The Park Board discussed the advantages of having a separate Line Item under the Park Donations Line Item especially earmarked for the Park Department's Parties for children. This will be discussed further at the next meeting.

Stephanie Miller reported that the Easter Egg Hunt will be early this year on Saturday, March 15, 2008. Stephanie said she is starting to arrange everything for the event now.

Stephanie informed the Park Board that Tom Zachary passed away yesterday (1-16-07) and his family would like to have an after wake dinner at the Community Center on Thursday, Jan. 24th from 5pm to

8pm. The family is asking the Park Board to wave the requirement for a Security Guard since this is a solemn event with no alcohol. Zathoe Sexton removed herself as Park Board President and asked Becky Maranto to take over momentarily so Zathoe can make a motion. Zathoe Sexton made a motion to not only wave the requirement of a security guard for Tom Zachary's after wake dinner at the Community Center on Jan. 24, 2008 but to also allow his family to use the building at half price because of his service to the American Legion and our Community. Patty Raffin seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Old Business:

Festival Rental Form: Zathoe Sexton told the Park Board she will work on the new Festival Rental Form and have it ready for the next meeting.

Five Year Plan: Zathoe Sexton handed out to the Park Board and Park Superintendent a draft of the Five Year Plan Survey that the Park Board plans on using to question the residents of Porter about the future of their Parks and Park Department. The Park Board will look over the survey and make changes and additions as necessary. In the near future, this survey will be online and distributed to Porter Town Hall and the Library for residents of Porter to fill out.

2008 Budget Reallocation/Resolution: Patty Raffin made a motion to approve Resolution PB2008-01 in the amount of \$150,968.00. Rondi Wightman seconded the motion. The vote was 4 to 0 in favor. Motion carried.

Wish List: Zathoe Sexton told the Park Board that they should be looking at and updating the Park's Wish List.

New Business: None

Park Board Members Comments: None

Next Meeting: The next scheduled Park Board meeting will be on Tuesday, February 19, 2008 at 7pm in the Hawthorne Park Community Center.

Meeting Adjourned: A motion to adjourn the Porter Park Board Meeting at 9:12pm was made by Becky Maranto. Patty Raffin seconded the motion. The vote was 4 to 0 in favor. Motion carried.

President

Vice President

Member

Member

Minutes taken and prepared by the Porter Park Board's Secretary Stephanie Miller.