

## Porter Park Board

February 19, 2008

**Call to order:** 7:01 pm

### **Pledge of Allegiance**

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

**Approval of Minutes:** Patty Raffin made a motion to approve the minutes of the January 17, 2008 Park Board Meeting. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried.

**Consideration of Claims:** Patty Raffin made a motion to approve the budget expenditure report from January 17, 2008 to February 19, 2008 for \$622.52 as written. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried.

**Petition and Comments from the Floor:** Ann Kalbe representing the Porter United Methodist Church asked the Park Board to use the Millennium Gazebo in Hawthorne Park on Easter Sunday morning (March 23, 2008) for their annual Sunrise Service at no charge. Rondi Wightman made a motion to allow the Porter United Methodist Church to use the Gazebo for their Sunrise Service on Easter morning at no charge but must sign a Gazebo Rental Contract and pay a \$50 refundable Security Deposit. Patty Raffin seconded the motion. The vote was 3 to 0 in favor. Motion carried.

**Park Superintendent's Report:** Jim Miller reported he found one problem at Dune Meadows Park as he was doing his routine Park Property checks. One neighbor was directing his sump pump discharge onto the Park grounds. Jim filed a complaint with the CEO and this neighbor got a letter telling him to move it giving him one week to comply. The problem has been corrected.

The tile floors in the Community Center have been burnished. Jim Miller said he is having trouble keeping a mirror finish on the floors because the wax is soft. This wax was donated so after it is used; a better wax will be purchased.

Jim Miller asked the Park Board for approval to refinish the Community Center hard wood floor. The floor is refinished every two years. Jim gave the Park Board two bids to clean, abrade, and put one coat of Polyurethane on the floor. Hultman Flooring who has been doing the work for years bid \$430. Rolland's Hard Wood Floors bid \$675. Patty Raffin made a motion to approve the hiring of Hultman Flooring to refinish the hard wood floor of the Community Center for the total cost of \$430. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor.

The work on the Concession Building has come to a stop for now. Jim said his Community Service worker who was been putting in his time by working on the building is finished. Jim said he is at a stopping point right now and plans to wait for warmer weather to continue.

The Park's snow removal is being done as needed.

The dead tree on Rankin Street that the Park Board approved for removal has been taken out with no problems. There is a stump left that will have to be removed.

Stephen's Property Update: Town Lawyer Patrick Lyp said the Deed to this property has not been recorded. One owner of the land had their portion in a Land Trust. Now a quick deed needs to be signed before the Stephen's Property can be officially given to the Porter Park Department. Jim will take care of this matter.

Repairs to GMC Truck: After the Ejector Pump was installed by Arnell; the Truck was taken back to Deans Tire. There they found a small leak in the fuel line and a coolant seal leak. The problem was fixed and the Truck runs fine now.

Iron Triangle Development (Porter Trails): Jim Miller gave the Park Board an overview of the proposed five acre Park in this new 190 home development which is located at the northeast corner of Wood Street and South Mineral Springs Road, north of the CSX Railroad. After a discussion, the Park Board set a date and time to go to the site and walk the grounds.

Park Department Telephone: Since the Town of Porter is switching from Verizon to Comcast for their phone service, the Park Board discussed the advantages and disadvantages of switching their phone. Jim will be attending a meeting soon to hear about the details from Comcast.

"Windows to the Wetlands": Jim Miller asked the Park Board on behalf of John Beckman who was unable to be present, for approval to apply for an Environmental Challenge Fund Grant. The deadline for this grant which is given by NiSource, the parent company of NIPSCO is the end of this month (February 2008). Mr. Beckman would be going through a non-profit channeling agency, Porter County Community Foundation. Jim explained that this work will be minimally invasive and all done with hand tools. The roots of undesirable plants will be removed on the hillside north of Ackerman Drive in Hawthorne Park and Native Plants will be planted. There will be no cost to the Park Department. Zathoe Sexton expressed a concern about these plans conflicting with the Orchard Pedestrian Way hike/bike trail that is being planned through Hawthorne Park. Jim said there would be no conflict. Patty Raffin said this area is very dark. It would be a good idea to place one strategically placed light in that area. Jim said he would look into this possibility. Patty Raffin made a motion to allow John Beckman to apply for a Grant to improve the hillside intermediate area between Hawthorne Park and the Wetlands north of Ackerman Drive in Hawthorne Park. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried.

**Park Administrator's Report:** Stephanie Miller gave the Park Board the Minutes of the January 17, 2008 Park Board Meeting and the Income Statement for January 2008.

Stephanie reported that the Park Department received a \$100 donation from Rondi Wightman to be spent on the Park's 2008 Halloween Party. Patty Raffin made a motion to put the \$100 donated by Rondi Wightman into the Park Donation Line Item #219 001 365 to be earmarked for the Park's 2008 Halloween Party. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried.

## **Old Business:**

### **Porter Cove Park:**

Porter Cove Homeowner's Association Meeting: Jim Miller, Becky Maranto and Patty Raffin attended the Porter Cove Homeowners Association's Annual Meeting at the Hawthorne Park Community Center on Feb. 4, 2008. Becky Maranto talked to the residents about lighting options at Porter Cove Park to deter vandalism. Jim Miller said he explained to the Association that the Park Department wants to work with the homeowners to solve the vandalism problems at Porter Cove Park. He explained light options including high pressure sodium, and flood lights with the option of a motion sensor. He presented costs for a contractor to install them. A few

days after the meeting he was asked to send the group via email pictures of lighting examples which he did. Jim suggested a minimum of three poles to the Park Board. That would cost the Park Department \$45 to \$60 a month for three to four poles with a light intensity of 250 watts. Patty Raffin suggested that maybe the Porter Cove Homeowners Association would consider helping with this cost. The Association will be invited to the next Park Board Meeting to discuss this matter further.

**Hass & Associates:** The Park Board discussed the very high cost to fix the drainage problem at Porter Cove Park if Hass & Associates were involved. Jim Miller showed the Park Board pictures that he took showing standing water at the Park. Zathoe Sexton and Jim Miller will attend the next Storm Water Board Meeting on Feb.26, 2008 to ask them for help with this drainage problem.

**Festival Rental Form:** The Park Board briefly discussed rental costs for the August festivals that are held annually at Hawthorne Park which include the Chesterton Art Fair and The Taste of Porter. 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 - Survey:** The Park Board and Park Superintendent discussed and agreed upon the revised copy 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 surveys will be available for Porter Residents to fill out at Porter Town Hall, Hageman Library, and the Town of Porter website. The deadline for the survey to be returned is May 31, 2008.

**Duneland Diamond and State Park Little League:** Jim Miller showed the Park Board the paper work that Town Lawyer Patrick Lyp had approved last year and will present for signing this year by these two Baseball Leagues. Jim Miller said he received some paperwork from State Park but nothing so far from Duneland Diamond. Jim said he will contact both groups to ask them to turn in all their paperwork ASAP and also attend the next Park Board Meeting on March 18<sup>th</sup> for final approval. Both groups plan to start using the Hawthorne Park Baseball Field as of April 1, 2008.

**Community Center Re-Key and Key Box:** Jim Miller reported that the Community Center has been re-keyed and a key drop box has been installed in the hallway of the Community Center. Stephanie Miller presented for approval a new paragraph for the Community Center Rental Form to reflect the change in the key policy for the Community Center. After reviewing and changing the wording of this paragraph, Patty Raffin made a motion to adopt the new paragraph and enter it into the Community Center Rental Form effective immediately. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried. Rondi Wightman made a motion for Stephanie Miller to be able to use this paragraph in an addendum form for Community Center Contacts that are already signed. Patty Raffin seconded the motion. The vote was 3 to 0 in favor. Motion Carried.

**Re-open of Rankin Street:** Jim Miller talked to Brenda Brueckheimer from the Street Department about Rankin Street. She said that Rankin Street was abandoned a long time ago. Where the street ends there is a curb and a drain that would need to be moved. Patty Raffin suggested speed bumps and fences. Town Council President Bill Sexton suggested opening this area as a parking lot not a street. Jim said that this parking lot would have to be one way because

there is not enough room for a car to turn around at the end and come back out the way it went in. The Park Board agreed that this would be very expensive but will put it on their wish list.

**New Business:**

**Easter Egg Hunt – March 15, 2008:** Stephanie Miller asked the Park Board if plastic eggs can be used at their annual Easter Egg Hunt instead of real eggs this year because the cost of eggs has gone up dramatically. Jewel Food Store in Chesterton would like to accommodate the Park Department by donating the plastic eggs. The Park Board discussed how the eggs could be filled and possibly reused again next year. Rondi Wightman will receive a donation of Hot Chocolate from Starbucks in Valparaiso to bring to the hunt. Stephanie is still working on putting the hunt together and plans on getting donations for all of the prizes. The Park Board and others will be at the hunt at 8:30am to help hide eggs and serve refreshments inside the Community Center after the Hunt. The Easter Egg Hunt will start at 10:00am sharp on the grounds of Hawthorne Park for children ages 1 thru 9.

**Executive Session:** Zathoe Sexton told the Park Board that she needs to set an Executive Session for Park Board Members only to discuss things in the Employee Manual and how it affects Jim and Stephanie Miller as Park employees. The Park Board decided to meet next month one hour before the Park Board Meeting on March 18<sup>th</sup> at 6pm.

**Park Board Member Comments:** None

**Next Meeting:** The next scheduled Park Board meeting will be on Tuesday, March 18, 2008 at 7pm in the Hawthorne Park Community Center.

**Meeting Adjourned:** A motion to adjourn the Porter Park Board Meeting at 8:31pm was made by Patty Raffin. Rondi Wightman seconded the motion. The vote was 3 to 0 in favor. Motion carried.

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President

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Vice President

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Member

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Member

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