

Porter Park Board

March 19, 2007

February 2007 Meeting: The February 20, 2007 Park Board Meeting was cancelled due to illness.

Pledge of Allegiance

Call to order: 7:05 pm

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

Election of Park Board Vice President for 2007: Rondi Wightman made a motion to nominate Becky Maranto as Vice President of the Porter Park Board for 2007 starting March 20, 2007. Patty Raffin seconded the motion. All were in favor.

Approval of Minutes: Becky Maranto made a motion to approve the minutes of the January 16, 2007 Park Board Meeting with one correction. Rondi Wightman seconded the motion. All were in favor. Patty Raffin did not vote because she was not present at the January 16, 2007 meeting.

Consideration of Claims: Patty Raffin made a motion to approve the claims submitted from January 17, 2007 to February 19, 2007. Rondi Wightman seconded the motion. All were in favor.

Patty Raffin made a motion to approve the claims submitted from February 20, 2007 to March 19, 2007 with the exception to the amount spent on Kerosene from \$34.50 to \$34.80. Becky Maranto seconded the motion. All were in favor.

Petition and Comments from the Floor: Anna Kalbe representing the Porter United Methodist Church asked the Park Board to use the Millennium Gazebo on Easter Sunday (April 8, 2007) from 7am to 8am for their Easter Sunrise Service free of charge (\$75.00 value). Anna explained that their Church used it last year and they don't serve any food or drink. Patty Raffin made a motion to allow the Porter United Methodist Church to use the Gazebo on Easter Sunday for their Sunrise Service free of charge but will require a signed Gazebo Rental Agreement and a refundable \$50.00 Security Deposit. Becky Maranto seconded the motion. All were in favor.

Tera Garcia representing Opportunity Enterprises of Valparaiso who serves the Developmentally Disabled Community in Porter, La Porte, and Lake Counties asked the Park Board to use the Back Hall and Kitchen of the Community Center plus the West Shelter at a discount for their annual picnic on Saturday, September 15, 2007 from 10am to 4pm. Terra explained that OE will have approximately 100 or their residents attend the picnic and plans on serving food and soft drinks but no alcohol. OE would like to have their DJ outside in the West Shelter but said that their music will not be loud. Patty Raffin made a motion to allow Opportunity Enterprises to rent the Back Hall and Kitchen of the Community Center at half price (\$138.00 instead of \$275.00) and also rent the West Shelter at full price (\$50.00) for their annual picnic on September 15, 2007. Becky Maranto seconded the motion. All were in favor.

Sarah Rausch representing the Dunes Arts Foundation Inc. asked the Park Board to use the Back Hall and Kitchen of the Community Center on Friday, May 25, 2007 from 7pm to Midnight

for their Red and White Ball. Sarah explained that this formal event is a fundraiser for the Dunes Summer Theater but they can pay full price for the use of the facility. They plan to sell tickets for the event, serve hors d'oeuvres, provide music, sell alcohol, and have an auction with approximately 80 people in attendance. They would like to use their own guard (Lieutenant of Porter County) who would be donating his time for the fundraiser. Zathoe Sexton explained that the Arts Foundation would have to use a licensed bartender and get permission from the Alcohol Commission to sell alcohol plus file the proper excise tax paperwork. Zathoe also explained that they would also have to have a permit for the auction. Sarah said that the Arts Foundation would file all the necessary paperwork needed for the selling of alcohol but decided not to have an auction due to the lengthy paperwork and time involved to get the proper permit. Patty Raffin told the group that their guard would need to talk to Todd Allen from the Porter Police Department about how the Security Guard job is handled at the Community Center. Becky Maranto made a motion to allow the Dunes Arts Foundation to rent the Back Hall and Kitchen for their fundraiser on May 25, 2007 at full price, sell tickets after the proper paperwork is filed, use their own Security Guard after he is briefed by Todd Allen of the Porter Police Department, and sell alcohol after the proper paperwork is completed. Patty Raffin seconded the motion. All were in favor.

Park Superintendent's Report: Park Property and grounds have been checked. Vandalism was discovered at Porter Cove Park during a routine property check on Friday, March 9, 2007. Electrical outlet covers in the shelter and on an electrical pedestal were broken. Also there was a considerable amount of paint ball markings on play ground equipment and structures. A report was filed with the Porter Clerk treasurer and the Porter Police Department. The damage was estimated at \$300.00

The ice storm on February 24, 2007 caused trees to drop many branches throughout Hawthorne Park. Some of the debris had to be removed immediately because of a wedding taking place in the Gazebo on March 3, 2007. Since then, the other piles have been picked up and hauled to the pole barn where they will eventually be chipped. Community Service help was used for 75% of the labor needed to clean up the Park Grounds.

With a wedding rehearsal taking place in the Gazebo on March 2nd during a snow storm, and the wedding itself taking place on March 3rd, the walkway to the Gazebo had to be shoveled and salted. The parking lot was also cleaned and salted for the procession up to the Gazebo.

Jim Miller said "I attended a Municipal Codification Meeting on Monday, February 26, 2007. I told David Beach, the Code Attorney, that the Park Board hasn't had a chance to meet and discuss any changes."

Jim Miller said "I also attended a Risk Management Meeting on January 25, 2007 and March 8, 2007. The Town of Porter Accident Review Board was established. This group includes department heads and/or designees to discuss risk management situations. This is supposed to help improve work conditions and to hopefully avoid future accidents. We will be meeting once a month or possibly once every two months."

Park equipment is being serviced and worked on.

Andrew Bailey, a High School Senior from Porter is working on his Eagle Scout Project for the Porter Park Department. He is building 10 picnic tables for Hawthorne Park according to specifications and should have them done by Memorial Day Weekend.

A thank you note was sent to Signature Graphics for donating the signage applied to both sides of the new Park Truck.

Nutri-Lawn has offered to donate their services to install an irrigation system at the ball field in Hawthorne Park. They would only be charging for the parts. This would be a savings of over \$1,000 in labor costs. They need to provide a certificate of insurance but can the contractor's fee be waived for them? Zathoe Sexton said no. They must have a Contractors license to work in the

Town of Porter. Nutri-Lawn already does work in the Town of Porter so they need to get a license anyway.

The Fire extinguishers are checked monthly. This year all the units need to be inspected and serviced as a part of a six year maintenance program. Costs are expected to be around \$200.00. This does not have to be done right now, we have some time, but it does need to be done this year.

Jim Miller said "My Pesticide Applicator License Status was changed from "For Hire" to "Public Business" so that I can do the Governmental applications with no charge for the license."

Baby Changing Station Prices: It would cost \$445.70 for two vertical units plus shipping. Vertical Units would fit better in the bathrooms at the Community Center.

Credit Money: Can the Park borrow Credit Money? It would be a Town Council decision. Can the borrowed Credit money to be used for normal operating expenses? Jim Miller will find out. After looking at the Park Fund Report, the Park can only operate until the middle of May without any tax draws. Zathoe Sexton said that this is also a Town Council issue. The Town Council needs to provide the funds for all the departments to run.

Park Administrator's Report: Stephanie Miller gave the Park Board the minutes of the January 2007 Park Board Meeting, the Income Statement for January and February of 2007, and the newest version of the Community Center Rental Form after changes were made.

Plans for the Easter Egg Hunt scheduled for Saturday, March 31, 2007 at 10am in Hawthorne Park are coming along nicely. American Legion Post 503 will help as they do every year by putting money amounts on some eggs, helping us hide the eggs, and handing out candy. Jewel Food Store will be donating 90 dozen eggs. Girl Scout Troup 82 will be coloring the eggs on the Thursday before the Hunt. Rondi Wightman has arranged with Starbucks of Valparaiso to donate Hot Chocolate and Coffee. Jeff Miller will donate his time to be our Easter Bunny again this year.

On June 9, 2007 there is a rental in the Back Hall of the Community Center. This party would like to expand to the front room of the Community Center after the other Party who has the Front Lounge rented for the day leaves at approximately 7:30pm. They are willing to pay for the Front Lounge but would like a discount since they will only be using it for a few hours as opposed to all day. Patty Raffin made a motion to allow the party that has rented the Back Hall on June 9, 2007 to rent the Front Lounge for half price and use it only after the party that has rented the Front Lounge for the day has left, which would be at approximately 7:30pm. Rondi Wightman seconded the motion. All were in favor.

Old Business: Dune Meadows Park: Jim Miller told the Park Board that the playground equipment was installed on January 17, 18, & 19th. There is only one issue right now and that is with the neighbor who is draining his water through his sump pump hose onto the Park Property. The Porter Building Commissioner plans to talk to the people that live there to tell them they must move their hose to drain toward the drainage easement.

Dune Meadows Pond: Jim Miller told the Park Board that he finally found the person that can help him with this. Harvey Nix from the Soil and Water Conservation Department in Valparaiso has previous experience with contractors doing similar work with cleaning up ponds. Harvey suggests not to use a boat or barge but instead drain the pond and dry it out, then excavate to achieve the slopes that we are looking for, and the conditions we want for creating a fish habitat. If that is how we do it than we have to be careful how the pond is drained. It will be a process that we will have to be very cautious doing. Jim gave Harvey a depth survey and a contour survey. They will come up with some kind of ball park figure so that we know what we are dealing with. Anything we do will need to be contingent up approval from Wendy Athens who

owns one third of the pond. The Park will probably need to get a grant to complete this project. It will be too costly for the Park Department to afford on its own.

Food Pantry Refrigerator: Nothing to report at this time.

Drainage around Memorial: Jim Miller told the Park Board that the drainage project around the Memorial is scheduled to be done by Rudy Sutton this Wednesday, March 20, 2007.

Paving: Jim Miller told the Park Board that Hawthorne Park is still at the bottom of the list of importance when it comes to paving.

Rental Contract Update: Stephanie Miller made the changes in the Rental Contract that the Park Board discussed at last months meeting. The changes were made in the Due Date for Rent Payments and the Cancellation Policy. A final copy was given to the Park Board for approval.

Festival Permit: Zathoe Sexton reviewed the Festival Rental Form that is taking shape with the Park Board and Jim and Stephanie Miller. Everyone will take this form home and write down more ideas and suggestions to be discussed at next months Park Board Meeting.

5 Year Plan: The Park Board decided unanimously to have a Workshop to discuss the 5 Year Plan, Wish List, and other improvements to Porter Parks. It will be held at the Hawthorne Park Community Center on April 14, 2007 at 9:00am.

Rebuilding Together: Rebuilding Together will be held on Saturday, April 28, 2007. Jim Miller told the Park Board that this year RT will be providing all the labor needed to spread Fibar underneath the Playground Equipment at Hawthorne Park and Porter Cove Park. RT will also water seal all the treated lumber used for Playground Equipment in Hawthorne Park and Porter Cove Park plus the Gazebo in Hawthorne Park. It will cost \$3,000 for a minimum of 200 yards of Fibar and \$300 for 25 gallons of water seal. Town Council President Bill Sexton offered to get the water seal donated. That offer was very much appreciated by the Park Board because funds are very low right now. The Park Board is trying to think of a way to pay for the Fibar so that Rebuilding Together can plan the day at both Parks. Becky Maranto will talk to the Porter Cove Homeowners Association to see if they can help.

Thank You Notes: Rondi Wightman told the Park Board that she would talk to her sister about the thank you notes that will be included in the deposit return envelope that goes back to the Renter following their use of a facility at Hawthorne Park or Porter Cove Park. Rondi will let us know at the next meeting if her talented sister can help with an attractive picture of the Park for the cover of the Thank You Notes.

New Business: New Hawthorne Trees: Bill and Zathoe Sexton have decided to donate six new Hawthorne Trees (thornless variety) to Hawthorne Park. Three of the trees will be planted in memory of their family members. Jim Miller said that these Hawthorne Trees are seven feet tall, 1¾ inches in diameter, and will cost \$99.00 each. All six trees will be planted at the east end of Hawthorne Park. The Park Board, Jim and Stephanie thanked Bill and Zathoe for their generous contribution.

Girl Scouts: Rondi Wightman told the Park Board that there are approximately 13 Girl Scouts who are in 8th grade that would like to work at Hawthorne Park for 65 hours each to earn a badge. Jim Miller said that he would be able to find something for them to do. The Girl Scout Leader will be contacting Jim to discuss the possible work that these girls can do.

Meeting Adjourned: A motion to adjourn the Park Board Meeting at 9:28 pm was made by Becky Maranto. Patty Raffin seconded the motion. All were in favor.

President

Vice President

Member

Member

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