

# **Parks and Recreation Board Meeting**

**Monday March 7, 2022**

**Call to Order and Roll Call**-Kim Pearson

**Present:** Kim Pearson, Ann Kloc, Justin Bastin, Branden Williams

**Absent:** Susie Highley, Catherine Witsman

**Also Present:** Tonya Galbraith, Ryan Crum, Niki Jones, Melissa Dragoo (Fortville-Vernon Township Library)

**January 10, 2022, Meeting Minutes –**

The board will approve the January 10, 2022, meeting minutes at the next meeting on May 9<sup>th</sup>, 2022.

**Parks Master Plan - Ryan Crum**

Mr. Crum explained the edits and omissions being made to the Parks Master Plan before submitting it to the State of Indiana Department of Natural Resources. The goal is to adopt the plan so that it can be turned back into the State to meet the deadline for submittal.

A motion was made by Mr. Bastin to adopt the Parks Master Plan as presented contingent upon staff making final edits and submitting before the April deadline.

Ms. Kloc seconded and passed 3/0

Mr. Crum presented written comments regarding the Parks and Recreation Master plan from resident Rick Smigielski.

**Storywalk – Niki Jones and Melissa Dragoo**

Ms. Jones presented the Storywalk idea to incorporate into McCordsville parks. StoryWalk is a fun way to combine fitness and literacy within the community. Along a walking path, you will come to posts which contain 2-page spreads of a picture book and by the time you have come full-circle, you will have read a book in its entirety. Ms. Jones gave ideas as to which parks it could be incorporated into and the types of display posts to choose from (moveable realtor-type sign displays and permanent metal displays) along with quotes from various vendors.

Ms. Dragoo of the Fortville-Vernon Township Library stated that they would like to partner with the Parks Board to help provide the books, lamination, supplies and supplemental activities and prizes that could encourage residents to participate in the Storywalk and to visit the library. She explained that the rotation of the books could be seasonal and that the staff at the library could put together a list of books ahead of time to submit to the Parks Board for approval.

Mr. Williams suggested a pilot program using the temporary realtor-type signs first to see what the overall public reaction may be before investing in the more permanent signs and offering sponsorships from local businesses and adding their business information at the bottom of the sign. Ms. Pearson added that this would be a good idea since it could be mobile to move to different locations to see where it would work the best. Ms. Kloc suggested that Old School Park would be a good location since the playground and ball parks are there and already draw families.

Mr. Bastin and Ms. Pearson explained that purchasing the realtor-type signs from the local sign vendor, AMS Signs would be a good idea and to purchase a few extra signs for replacements if needed.

Ms. Jones added that if the Storywalk idea is successful at Old School Park, it may be a good idea to install the more permanent displays along the open green space at McCord Square once it is built to encourage residents to enjoy the town center and provide foot traffic to the retail stores.

Ms. Jones will be in touch with AMS Signs to provide an invoice with details regarding the realtor-type signs to send to the members of the Parks and Recreation Board for approval. The signs will be displayed at Old School Park.

#### **Park Department and Tax Rate Discussion – Branden Williams**

Mr. Williams stated that during the retreat, Town Council discussed future staffing. As the town acquires more park land in the future, there will be a need for someone to take care of the parks and additional park land. This position would need to be decided in regard to whether it should be part time, full time, a director, or management type position that would create a new department and how the Town would pay for a department.

Mr. Williams explained that the Parks Board can implement a tax rate that is within the current tax rate. It wouldn't be asking for more money from residents, it would be a redistribution of the current tax collection and put it into the Parks budget. He suggested to seek advice from Town Council on the direction and budget.

Ms. Galbraith added that the Parks and Recreation department is currently funded by the Cigarette Tax and because of our growth that we should be getting more from that fund. She suggested to find a sustainable funding source.

Ms. Pearson suggested that now is the time be proactive, so not to have to catch up in the future.

Ms. Galbraith added she would contact the Indiana Parks and Recreation Association's for input and advice on establishing a department.

Mr. Williams stated that it would need to go through Town Council for establishing a park tax rate.

Ms. Kloc made a motion to recommend to Town Council to levy park funds at an appropriate park tax rate.

Mr. Bastin seconded and passed 3/0.

#### **Chuck Lehman As-Needed contract and Impact Fee Update contract – Tonya Galbraith**

Ms. Galbraith presented two contracts from Chuck Lehman.

The first contract is the As-Needed services, in which he would only charge when the Town uses his services. This is a general services as-needed contract and not to exceed \$2000 from March through December.

Mr. Bastin made a motion to accept the Chuck Lehman As-Needed contract as presented.

Ms. Kloc seconded and passed 3/0.

The second contract is the Impact-fee Update Contract. The amount is for \$23,500 and Mr. Lehman is suggesting that the work involved in updating the Recreation Impact Fee be started early due to our growth.

Mr. Williams suggested that many factors can change within a year with land acquisitions and town needs. The Parks and Recreation department may then have a budget in place by that time.

The board discussed the pros and cons of signing the contract now versus signing it a year later at the deadline. It was decided to revisit signing the contract at the next Parks Board meeting on May 9<sup>th</sup>.

**Events-** Tonya Galbraith and Niki Jones

**Easter Egg Hunt:**

Mr. Williams stated that he could not reach Pastor Jones of McCordsville Church since it was mentioned at the previous meeting that they might host the Egg Hunt event at Town Hall.

Ms. Jones explained that if the church has declined to host the event that she had started preliminary planning the Easter Egg Hunt event as some residents have called inquiring if the event was going to take place. She asked for volunteers to assist with stuffing eggs, hiding eggs, directing the multiple age groups out in the fields, someone to dress in the Easter bunny costume, assistance with lines for photos with the Easter bunny, face painting and serving refreshments.

Ms. Kloc advised that she would be in contact with Heidi Leroy through Harvest Church since they were looking for volunteer opportunities within the community. Ms. Galbraith also offered volunteer contacts.

The board agreed to have Ms. Jones carry out the plans with the Easter Egg Hunt event and to ask for volunteers. The event will be held at Town Hall Park on Saturday, April 16<sup>th</sup> at 12pm-2pm.

**5K:**

Ms. Jones solicited six quotes from race event coordinators, with two responses with quotes. She recommended RaceMaker Productions to coordinate the 5K as they offered all inclusive packages and other services that were otherwise outsourced in the past.

Ms. Galbraith asked the board to set a date, which was decided on Saturday, August 13<sup>th</sup>, 2022.

Ms. Galbraith asked that we reach out to RaceMaker Productions to have a representative attend the next Parks and Recreation Board meeting to discuss supplemental services that we may like to add and ask for any advice or ideas they would be willing to offer to make our event a success.

Mr. Bastin made a motion to have Ms. Jones pursue a contract with RaceMaker Productions for the 5K on August 13<sup>th</sup> with a meeting to discuss further additional services as needed.

Ms. Kloc seconded and passed 3/0

### **Old Business**

#### **Impact Fee Revenue update – Ryan Crum**

Ryan stated we are at \$29,000 collected this year so far and collections have slowed.

#### **ADA Swing Update – Niki Jones**

Ms. Jones explained that the ADA swing (which was funded from the Building A Brighter McCordsville Fund) was ordered for Old School Park on February 14<sup>th</sup> with a turn around time of 8-10 weeks, which gives an ETA of April. The swing was ordered in the burgundy color so that it would match the current playground equipment.

Ms. Kloc asked if a regular swing would need to be removed to accommodate the ADA swing. Mr. Williams said that he believed one of the regular swings would need to be removed to allow for the installation of the ADA swing. Mr. Bastin added that it should be installed in the position closest to the path. A connecting path will need to be installed so that it is wheelchair accessible.

### **New Business**

#### **Electronic Meetings Policy – Tonya Galbraith**

Ms. Galbraith presented the Electronic Meetings Policy that sets parameters to use electronic communication in place of meetings in case of emergency pandemic situations.

Mr. Bastin made a motion to adopt the Electronic Meeting Policy. Ms. Kloc seconded and passed 3/0.

#### **HCCF Match Day – Tonya Galbraith**

Ms. Galbraith explained that Ms. Jones attended the informational meeting regarding Match Day. It consists of a tele-thon type fundraiser for not-for-profits. HCCF would match any donations that the Town would collect. The concern for participating in this Match Day grant opportunity is that the Town would not be able to participate in other HCCF grant opportunities later in the year.

After further discussion, the board decided not to participate in the HCCF Match Day for 2022.

Ms. Galbraith asked Ms. Jones to research having signs made that could be displayed next to the items that were funded by the Building a Brighter McCordsville Fund, such as the ADA swing, barbeque grill at Town Hall Park, Wifi at Town Hall Park, etc.

#### **Presentation to Ms. Galbraith – Ann Kloc**

Ms. Kloc presented Ms. Galbraith a gift on behalf of the Parks and Recreation Board in recognition of her service to the Town of McCordsville in honor of her retirement. Mr. Williams added his gratitude on behalf of the Town that without Ms. Galbraith, there would be no Parks and Recreation department, no Planning and Building department, no 5K and so many other things that everyone enjoys.

The board discussed having a Grand Re-Opening or Open House at Old School Park in the Spring to showcase the improvements of the park, playground, introduce Storywalk, dedication of the ADA swing and possibly having the Kona Ice truck and a food truck available.

**Next Meeting - May 9, 2022**

**Adjourn**

Motion to adjourn was made by Mr. Bastin. Ms. Kloc seconded and passed 3/0.



**Minutes Approval**

These minutes approved this 9<sup>th</sup> day of May 2022.

Kim Pearson

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Parks and Recreation Board President

Attest: Niki Jones

Niki Jones, Office Coordinator