



Parks Department Board Report

January 12, 2014

Administrative Update

- Website – Will be able to provide a live demo and will be helping Karen Hendershot with the Fire Department's webpage as well.
- 5-year Master Plan – Draft of RFP equivalent to produce a company who will facilitate the Master Plan process with the Township. Dan submitted an inquiry email to two individuals whose names he was provided from Maggie Hoernemann.
- Have been training our new Special Programs Coordinator, Marni Crabtree-Davison on admin duties as well as beginning the Park programming responsibilities.
- Extending a request for advertising space on the Paw Park fence – as the banners that were up there have expired associated fees for advertising. Hoping to get more sponsorships out of the space – the old banners have been removed but stored for future use or pick-up by the entities.
- Will be submitting for a Community Foundation grant – most likely in regards to the Learning Garden project we're hoping to build/promote.

Community Outreach

- "Story Trail" – Created a map with identified locations of wayside installation & scope of work – re-submitting for Township Board Approval with amended changes based on January's board meeting.
- Working with Master Gardeners to develop a plan for a Learning Garden. We will be meeting again to discuss potential locations within the Park, funding opportunities (grants and donations), timeline and learning objectives (sessions) next Thursday, 2/13/14. The educational sessions would be free to members of the community.
- Working with Karen Hendershot to identify days and times which we'll be able to host her as a certified instructor for Insanity classes in the Pavilion Center. The classes would be offered to the public for free as they would utilize Karen's workday hours and our room at the Pavilion which is free during the day.

Events

- Winter Olympics 2014 Brown Bag Lunch in the Aspen Room at the Pavilion Center! We have provided visitors with a Google calendar which shows them all the times and events on each of the days the Olympics will be going on. We'll provide concessions during the Olympics and all of the proceeds will be donated to the Hendricks County Special Olympics. We will provide activities on certain days as well which will help to entertain the kiddos .. and grown ups!
- We have met with the organizer of the Optimist Club Sponsored Easter Egg Hunt which will take place April 19th from 10am-12pm (pending approval with their board). We have relocated the event this year upon previous input to the top of the park away from the hill. We hope to help make this event larger and will be playing a bit more of an active role in the event during the

planning process. We have promoted the idea of approaching Project Angel to do concessions in an attempt to help an additional organization by filling a need at this event.

- We have a minimum of two events occurring in each month from January to December for 2014 and are looking to expand those numbers to include events with Avon Town Hall Park, Danville Parks and Recreation, and physical fitness classes hosted in the Pavilion Center.
- Began working with the organizer of the event Misty Eyes Jamboree which will be taking place at the top of the Park on Sat May 17, 2014. We will be simply providing the location for the event and support in terms of marking off areas if need be. The event will be paying us to use the facility and a damage deposit – but we will not have any greater involvement as of yet.

Maintenance Update

- Snow, Plow, Snow, Plow, Repeat – The maintenance staff has done an OUTSTANDING job of keeping the stations, headquarters and Park open for employees and members of the community. With all vehicles functioning and in our possession the team is acting as a well-oiled machine!
- Will be participating in a webinar on Tuesday 2/11/14 with Vermont Systems who will be providing us with the program MainTrac which we will use to track maintenance and asset information in the Park. I have pared down the included products and will be ordering those items that are necessary for the first year – we can build upon the program with additional “modules” as need be at any time in the future.
- Have been dedicating time in between snows to be sure that our HVAC system is functioning properly (we had to have a tech come out but it was luckily just a frozen pipe!), facilities such as the maintenance barns and Pavilion Center are being kept up by way of cleaning, equipment is being maintained to attempt to decrease the harsh winter weather wear, and planning upcoming maintenance projects that will help to maintain all of the above and remaining park.

