



# Parks Department Board Report

## March 10, 2015 (reporting on February)

---

### Administrative Update

- I facilitated a meeting between myself and the maintenance and administrative Park staff met at the end of the month in February to do some pre-strategic meeting planning. As a staff, we came up with a Park Mission Statement, Vision Statement, and set of core values and definitions (see your packet for the information). I have never been more proud to work with a group of individuals than I was during this process. We, together, combined a lot of different ideals and visions to come to a collaborative starting point for our Department strategic plan. We met with Kate to specifically outline the Park goals and objectives to keep in line with those established by the Township in the overall Township Master Plan. That meeting also went very well, and we look forward to finding the best process for ensuring each individual plays a part in completing those objectives and that it remains well documented for others to view as we move forward.
- RecPro update: A lot of time and effort has gone into getting RecPro to be fully functional for the first time since I've been onboard! The system is rebuilt and we are moving to online registration and shelter reservations. Currently, the Park has not offered any online registrations or reservations and we are trying to move to be more in line with other park departments in terms of offering our customers some ease of participation. The online features include: reserving our picnic shelters & gazebo, registering for summer camp, and registering for all of our programs. I have updated our website to be able to direct people to the registration portal easily and without worry about navigation difficulty so the change should be pretty seamless. The hope is to be able to move our daytime meeting reservations to online as well, but that is going to take some internal discussions about process first.
- Stephani Massa and I both attended the Great Lakes Park Training Institute at the end of February. The training is the longest running Park training in the nation and was held at Pokagon State Park in Angola Indiana. At the training, we both took away a diverse set of ideas to bring back with us to the Park and it has spawned some conversations about the future of the Park and where we should be heading. The conference covered topics that ranged from winter maintenance, to program ideas, to management philosophies, to the best ways to collect data to express the "value" of the property each entity manages. I look forward to implementing some new ideas and having some candid conversations with the Trustee about the Park Department which I believe will be all positive for the community!

### Events

- Monthly program update:
  - Tyke Hike which is geared towards pre-school age kiddos and their caregiver to provide a daytime activity out in the Park. The idea is that it is educational but also provides physical activity for all involved. The program will differ in topics and will not always be outside but will always fall on a reoccurring date each month. This event was held twice

this month, there were 2 kids that attended the first, and while 3 families registered for the second, it was the day of the winter storm warning and 0 were in attendance.

- Painting in the Park (Winter) – Melissa Cain is a local artist who operates an art studio in Danville who will be providing a painting class in the Park all four seasons. Each session will have a different theme – this is the equivalent to wine and canvas, just without the wine so that it is family friendly! We had 7 participants attend this event, and all thought it was a very positive event to attend! We hope to be able to provide them on the back patio for the next two sessions if the weather cooperates!
- Second Sunday for Seniors - The decision to postpone the Second Sunday with Seniors program is allowing us more time to do research how best to service this population. Intern April Harris and I went to Village of Avon and talked with their Program Coordinator about how to reach their guests and how we may partner with them. I (Marni) felt it was worthwhile and it also gave April a different perspective on event planning (she will be pursuing this as her major in college). We will be meeting with the Hendricks County Senior Center staff in the near future to discuss the same. We have made a good connection with OASIS of Indianapolis and hope to have their orchestra play in the Amphitheatre sometime this summer.
- Terri, Nikki and Marni met to decide details of a joint concert in the summer; this concert will happen on June 19<sup>th</sup> at 7pm. Toy Factory is whom we have chosen via a broker named Blonde Entertainment aka Lisa Sauce. The American Legion of Avon will service picnic style food as a fundraiser and the parks will share in the advertising and marketing costs. Since this the only headliner concert for this year, we decided on the title “Concert by the Creek”.
- We held a Family Film Series event and the event had a turnout of 7 individuals. This event continues to be unpredictable however we are noticing that this is an event we need to evaluate the existence of moving forward. We are thinking about only doing it a couple times a year and changing the audience. We are planning a scary movie marathon on the barn for October!
- Insanity and PiYo classes continued in the Park Pavilion on Monday evenings.

## **Pavilion Center Update**

- Each month as a new addition to the board report, will be a breakdown of the events rented through the Pavilion Center. In addition to it be a revenue generator for the Park, it is also a great resource for our community to use and become familiar with. We are proud of the venue and the diversity of events that take place here, and want to share them with you!

2/01/15 – FD Retirement Party, 75-100, Self-Catered

2/02/15 – Insanity/Piyo, 30, Park Sponsored Program

2/03/15 – Carpenter Realtors, 25

2/05/15 – Park Strategic Planning Meeting, 6

2/07/15 – Baby Shower, 50, Self-Catered

2/09/15 – Insanity/Piyo, 30, Park Sponsored Program

2/10/15 – Tyke Hike, Park Sponsored Program

2/10/15 – Twp. Board Meeting

2/13/15 – Quincenara Set-Up, 35

2/14/15 – Quincenara, 150, Self-Catered, Linen Rental  
2/15/15 – Winter Paint Party, Park Sponsored Program  
2/15/15 – Baby Shower, 30, Self-Catered  
2/16/15 – Insanity/Piyo, 30, Park Sponsored Program  
2/17/15 – Carpenter Realtors, 25  
2/17/15 – Cancer Connection Meeting  
2/18/15 – Co-Alliance Mentor Training, 25, Self-Catered  
2/20/15 – Family Film Series, Park Sponsored Event  
2/21/15 – Pack 324 Banquet, 150, Self-Catered  
2/23/15 – Insanity/Piyo, 30, Park Sponsored Program  
2/24/15 – Tyke Hike, Park Sponsored Program  
2/24/15 – Kingsway Meeting, 3  
2/26/15 – Co-Alliance Coaches Training, 35, Self-Catered  
2/28/15 – Project Angel, 275, Self-Catered, Linen Rental

## **Maintenance Update**

- Please see attached document detailing the breakdown of labor hours for the current month. Some of the major maintenance related items are identified below:
  - Submitted estimates to Trustee for approval in regards to purchasing multiple recreation items that are needed to ensure the safety, function and aesthetics of our Park are kept up! All items were pre-budgeted for in the 2015 budget. Items include the 16 mats underneath the slides and swings (and any other drop-off points from elevated elements on the playground) on the upper playground, 3 large grills to replace those in the large and small shelter, and replacement swings for the swing set on the upper playground.
  - As you know we had a couple of snow storms this month, so as usual, the maintenance team worked together flawlessly to ensure all stations, Headquarters and Park were kept clear! As a random aside, I have been instructed on how to snow plow in the event that we need it as I had never done it before! Our maintenance staff is not just good at what they do, but they're also great instructors 😊



Washington Township Parks & Recreation Department  
Strategic Planning Meeting  
1/23/15

**Values Statement:** Washington Township Parks & Recreation Department believes that both personal and professional values play a fundamental role in a departments' culture. There are several basic characteristics of a successfully driven organization: shared mission and vision, strong inherent core values and culture, ethical practices, and ethical leadership. In order to move forward successfully and in the best interest of the community we serve, it is important that all employees are aware of, accept and integrate the department's values into all decisions and behaviors. The core values identified and defined below are intended to clarify how the parks department will conduct its activities to achieve the department's mission and vision.

**Values: *Diversity, Creativity, Family, Efficiency, Helpfulness, Adventure, and Growth***

*Diversity* – The inclusion of and respect for a variety of cultures, lifestyles and individuals with varying abilities.

*Creativity* – Being imaginative and innovative so as to possess the ability to create rather than imitate.

*Family* – Being with family to enjoy both quality and quantity of time.

*Efficiency* – Producing results in a timely manner with minimal waste, expense or unnecessary effort.

*Helpfulness* – A willingness to help others; improving society.

*Adventure* – New and challenging experiences; participation in exciting undertakings or enterprises.

*Growth* – Investing in lifelong learning, personal development, and self-education.

**Vision Statement: *“Providing diverse opportunity for adventure.”***

**Mission Statement: *The mission of Washington Township Parks & Recreation Department is to grow the legacy of service to our community with:***

- *Spontaneous and structured play providing family and personal growth*
- *Creative and responsible promotion of healthy lifestyles*
- *Good stewardship of the environment and historic structures*
- *Helpful, efficient and empowered employees*

## February 2015 Total Labor Hours

Sum of Labor Hours		
Craft	Location	Total
Equipment Maintenance	Maintenance Area	3.5
Equipment Maintenance Total		3.5
Event Setup	Pavilion Center	50
Event Setup Total		50
Facilities Maintenance	Pavilion Center	1.5
Facilities Maintenance Total		1.5
Fence Repair	Upper Park	5
Fence Repair Total		5
General Maintenance	Maintenance Area	4.5
	Pavilion Center	1.5
	Upper Park	9
	Vehicles/Equipment	1
General Maintenance Total		16
Grass Cutting	Cemeteries	0
	Lower Park	2
Grass Cutting Total		2
Grounds	Lower Park	3
Grounds Total		3
Housekeeping	Maintenance Area	6.5
	Pavilion Center	24.5
	Paw Park	1
	Undeveloped Acres	1.5
	Upper Park	41
Housekeeping Total		74.5
Inspections	Trail System	2.5
Inspections Total		2.5
Miscellaneous	Maintenance Area	83.5
	Pavilion Center	8
Miscellaneous Total		91.5
Plumbing	Lower Park	7
	Maintenance Area	4
Plumbing Total		11
Snow Removal	Lower Park	1
	Maintenance Area	43
	Pavilion Center	12
	Paw Park	3
	Upper Park	1
Snow Removal Total		60
Tree Services	Lower Park	2.5
Tree Services Total		2.5
Water Quality	Upper Park	5
Water Quality Total		5
<b>Grand Total</b>		<b>328</b>