



# Parks Department Board Report

## April 14th, 2015 (reporting on March)

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### Administrative Update

- RecPro update: The system has had some bugs (but doesn't all technology?! ) but the developers at RecPro have been working extremely diligently to ensure that they get worked out for us! We are now live with shelter reservations, park program registrations, and summer camp registrations!
- This month, a plan was put into effect that would place the vehicles in both Fire and Parks on a 5-year rotation. There were discussions this month about how that would all play out and as a result, the original 5 year capital project as presented was altered (although 2015 was not impacted by this, I just wanted to inform the Board of the change for future reference). The new 5 year capital improvements budget was moved forward to Jeff Peters.
- We have a standing relationship with Carpenter Realtors as a result of them using our Pavilion Center for meetings. In an attempt to reach out to a new market for advertising, I have emailed a contact here a copy of our newsletter. The idea was that along with the other materials provided in open-houses and house showings about things like utilities, schools, etc. our Park newsletter would also be left at the houses for those who are either new to the community or live here but might not receive it. We are always trying to find new avenues for marketing!
- This month a large series of letters to be sent to local pet related and pet friendly locations were created and will be sent out during the month of April to attempt to secure Paw Park Banner Advertisers.
- Began the process of identifying needs for the summer camp program and altered the sponsorship opportunities for camp. I have been and will continue to send out the sponsorship letters to organizations in the community but will also be filling out official requests for funding from IU West and Hendricks Regional Health again this year as one of the two of them has been our flagship sponsor in the past. We are also hoping to be able to provide camper sponsorships this year – where organizations or individuals can choose to sponsor a deserving (and in need) camper for a week of summer camp. This is something we did last summer as a result of having funding with IU West Hospital but would like to continue to make it a staple with camp.
- Completed the final TED Grant paperwork from our previously awarded grant. Our events coordinator came up with a great idea of seeking funding through them to create a video of the Park and of the Pavilion Center to showcase on our website showing off our facilities! We will apply for the next round of funding to attempt to complete this task!
- I have been in discussion with individuals at the Indiana Pacers Bikeshare to get ideas about how this would work as a project at our Park! As we look to expand our trails over the next two years, I believe there will be an increase in the amount of people running, walking and biking through our Park. It would be my goal to provide an onsite bike rental much like downtown Indy's so that individuals can come into our Park as the starting point, rent a bike, head up to

Avon and down to Plainfield all without having to pack their bike into their car or ride along US 36 which is not a very bike friendly street! I have a grant in mind to apply for to seeking funding to cover this project, the DeeDee Daniel grant and will apply for that when it seems appropriate to move forward but doing a lot of the assessment of whether it is feasible first!

- I have been in contact with the American Cancer Association to see what we can do about getting this years' "Making Strides" event to be held at the Park and to list us as a sponsor for the event. At last conversation, it was looking positive and we would receive quite a bit of exposure in exchange for allowing them to use the site. This is still in the negotiation process but moving along. This would be great exposure for us and would add to our activities which we have lined up for October in honor of Breast Cancer Awareness Month!

## Events

- Marni and I have spent time talking about implementing a checklist for events held in the Park. This checklist would help to ensure that we identify the details necessary to ensure the programs in the Park go off without a hitch (or as close to as possible) and also would serve as a platform from which to start should we host the program in future years. This checklist has been implemented and Marni worked and is continuing to work to integrate it into each activity we have coming up for the Park!
- Programs held in March update:
  - **Tyke Hike** – Total attendance for this event this month was 14 individuals attending to participate in an indoor activity and then also to go outdoors on an interpretive walk with Marni!



Figure 2 Tyke Hike March



Figure 1 Tyke Hike March

- **Rampage Run** – (Description from website which I would invite you to check out, we were a sponsor for the event <http://dashnbash.com/rampagerun/>): "Rampage Run utilizes differing terrain and distances to create three courses that allow athletes of all abilities to compete on a level playing field. Top trail runners will not only be racing amongst each other, but will face off against intermediate runners, and even beginners! Each athlete chooses one of three options when registering for the race: Novice, Intermediate, or Expert. The course you race on race day will be based on your choice, so choose wisely. Everyone will start together and whoever finishes first wins the race! We know many of you would love to beat your wife, husband, father, mother, children, neighbor, or teammate-but you're just not at their level. Now is your chance to compete

for all the Rampage Run Glory, in good spirits of course! This will be a fun race with a great twist challenging athletes of all abilities. Grab your buds and join us at Washington Park in Avon, Indiana for The Rampage Run.” There were a total of 38 registered participants and 36 showed up on the surprise 17 degree morning!

- Family Film – “Willy Wonka and the Chocolate Factory” There was some above and beyond planning that went into the showing of this movie in an attempt to see if we could create some extra draw. Marni created candy bar wrappers, one of which would contain a “Golden Ticket” and could be turned in for an awesome gift basket full of food that would rot your teeth, just like in the movie! We had a whopping total of 7 individuals that showed up. It has been advertised in every imaginable location that directly targets the group we believe would attend. We are going to do away with this activity and focus on a different way to get people back into the Park for this type of thing. Think “scary movie festival” on the barn for Halloween ☺
- Future Program Planning
  - In an attempt to connect with the Senior population in the community, Marni and I will be meeting with the director of OASIS, which is a national nonprofit educational organization designed to enhance the quality of life for adults age 50 and older. They conduct exercise programs, classes, volunteer opportunities to teach classes, and provide intergenerational programs. Marni made a great connection with this entity who is going to turn out to be what we believe is a great partner in our efforts to connect seniors to park related activities but also us to their facility!
  - Concert by the Creek – As a reminder, the event will be held on June 19<sup>th</sup> at 7pm here in the Park. The concert is a joint production between Washington Township Park and Avon Parks & Recreation Department! We have completed the contract with Blonde Entertainment (with both Don Hodson and Tom Klein having signed off) for this event for “Toy Factory” to perform. The idea is that in pooling our money and resources we can provide for the community one large concert this year with food and beverages and a FANTASTIC band that already has its own following and reputation! Three Pints Microbrewery will be onsite to serve beer. Avon Park has provided services like these before with great success. For the board’s peace of mind in re: to legality: Indiana Code 7.1-5-8-6B provides an exception which allows for the sale of alcohol at music/concert events. I have talked in great depth with Bloomington Parks & Recreation about this (as they do it at a lot of their events) and it has also been a topic that Indiana Parks & Recreation Association (of which I am Central District Chair) has recently covered in great depth and helps to provide recommendations about. We will be providing a tent from Hoosier Tent to keep a defined area for alcohol sales (required by law) and we will also be bringing out 3 Hendricks County Sheriff’s to supervise the event (not required by law but is Park practice). While also not required by law but still staying within Park practices, Three Pints is current on all of their alcohol permits and certificates of insurance and will provide for the event. In addition to beer, food will be served by Avon American Legion 145. They are a non-profit so no additional permits are required with the Health Department; we have had extensive conversations about those items without contact there as neither Marni nor myself was really up to date on those requirements! It should be a fantastic event and we’re really very excited to be working

on this with Avon and to be able to put on a larger scale event like this for the community!

- Sensory Santa (December Event) – ABA Therapy has committed to sponsoring the Sensory Santa event in December (dollar amount not yet substantiated).
- Hendricks Senior Center would like to help with the recruiting of volunteers for various park events.
- Earth Day volunteers will be on-site to do waterway cleanup and we are looking to expand on that project but more details will be included in the May report.
- They will be adding our park events to their bi-monthly magazine and the Avon/Danville Saver Gator coupon book will be doing the same (both free of charge).

## **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!

3/02/15 – Insanity/PiYo Class, ~25

3/03/15 – Carpenter Realtor’s Meeting, ~20

3/07/15 – Wedding Ceremony & Reception, 175, Self-Catered, Cleaning Package and Linens

3/09/15 – Insanity/PiYo Class, ~25

3/10/15 – Tyke Hike, Park Program

3/10/15 – Ed Jones Meeting, ~15, No Catering

3/10/15 – Twp. Board Meeting

3/12/15 – Funeral, 80, Self-Catered

3/13/15 – HRH Brunch, 35, Self-Catered, Linens

3/14/15 – Wedding Ceremony & Reception, 25, Green Street

3/16/15 – Insanity/PiYo Class, ~25

3/17/15 – Carpenter Realtor’s Meeting, ~20

3/17/15 – Elite Cheer Banquet, 300, Self-Catered

3/18/15 – Avon Boys Bball Banquet, 145, Self-Catered

3/20/15 – Family Film Series, Park Program

3/21/15 – Birthday Party, 40, Self-Catered

3/24/15 – Tyke Hike, Park Program

3/24/15 – Co-Alliance Meeting, 15, No Catering

3/24/15 – Twp. Board Workshop

3/27/15 – Wedding Rehearsal, No Catering

3/28/15 – Wedding Ceremony & Reception, 130, Self-Catered Food with MCL Bar Service

3/30/15 – Insanity/PiYo Class, ~25

## **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:
  - Received and replaced the swings in the upper playground of the Park
  - Cleanup was performed at the cemeteries to cut back some trees that needed it and to pick up brush and debris from the winter months

- Mulch was ordered and is ready to be applied in the Park – hoping to get it done before we begin to mow but will be working in quite a bit of other pre-summer tasks as well!
- Established the list of items to be completed before the very busy seasons starts – Steve will be assigning deadlines to the tasks as well as assigning tasks to particular individuals.
- They have lined up the repair of the irrigation system to be completed in April.

**March 2015 Total Labor Hours**

Sum of Labor Hours		
Craft	Location	Total
Chemical Treatment	Maintenance Area	0.5
Chemical Treatment Total		0.5
Equipment Maintenance	Maintenance Area	8.75
	Vehicles/Equipment	6
Equipment Maintenance Total		14.75
Event Setup	Pavilion Center	30.75
Event Setup Total		30.75
Fence Repair	Upper Park	6
Fence Repair Total		6
Floor Care	Pavilion Center	1
Floor Care Total		1
General Maintenance	Maintenance Area	7
	Pavilion Center	5.5
	Vehicles/Equipment	6
General Maintenance Total		18.5
Housekeeping	Maintenance Area	9
	Pavilion Center	25.5
	Paw Park	1
	Upper Park	9
Housekeeping Total		44.5
Inspections	Trail System	1
Inspections Total		1
Landscaping	Cemeteries	4.5
	Lower Park	2
	Upper Park	11.5
Landscaping Total		18
Miscellaneous	Cemeteries	0.5
	Maintenance Area	32
	Pavilion Center	1
	Upper Park	7
Miscellaneous Total		40.5
Playground	Upper Park	4
Playground Total		4
Snow Removal	Maintenance Area	29
	Upper Park	16.5
Snow Removal Total		45.5
Tree Services	Cemeteries	5
	Lower Park	1
Tree Services Total		6
Vehicle Maintenance	Maintenance Area	5.5
Vehicle Maintenance Total		5.5
<b>Grand Total</b>		<b>236.5</b>

