



Parks Department Board Report

May 10, 2016 (reporting on April)

Administrative Update

- Summer Camp registration has already begun and we have been getting several applications in from new and previous camp counselors. We are excited to announce that this year we will be going on our first field trip in the month of July to the Pepsi Coliseum. Alex Price has accepted the position of Camp Director and will begin working on preparations for camp. Alex has been with us for three years now and we are happy to have her. IU Health West has agreed to again be the sponsor for our Kid's Camp this year. They will be sponsoring \$750.
- We have extended an offer for our Seasonal Grounds Maintenance position. This person will work May 13 – September 9. We have been advertising for our open positions and hope to have one more hired before June.
- Our phone system is officially up and running and we are very happy with the results. The system has features that include faxing, conference calling, and call forwarding. Give us a call!
- Spectrum Print and Marketing has won the bid for our Summer/Fall Recreation Guide. We will be working close with them to have the Recreation Guide ready to go by the beginning of June.
- This month I had the opportunity to meet with all of the Park Directors in Hendricks County. We have decided to do quarterly meetings each year where we discuss what we have going on in our individual towns and how we can work together for programming and projects. We also discussed having a specific project that brings all of the parks together each year. I think by us all working together we can help to improve parks in Hendricks County.
- We have received 2 quotes for the repaving of the upper park and I am just waiting on one more to get the project started. We plan to begin the repaving at the end of May.
- Our volunteer Day was a great success this year. A special thank you to the Township and the Fire Department for all of their help. We were able to spread mulch and plant flowers in the lower park and at the front entrance. We look forward to expanding and doing more next year.

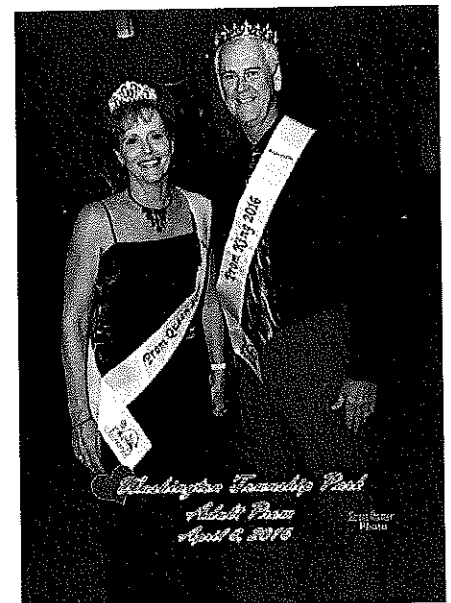
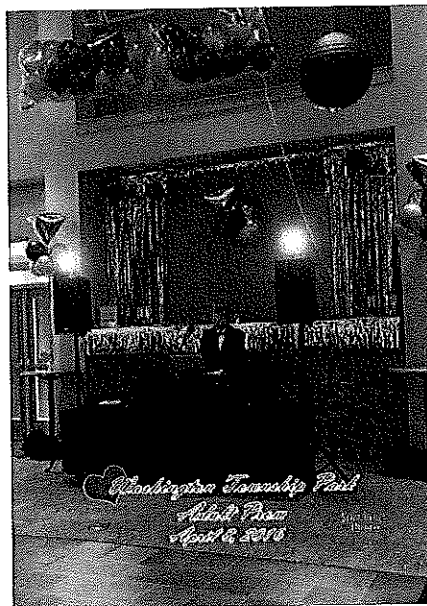
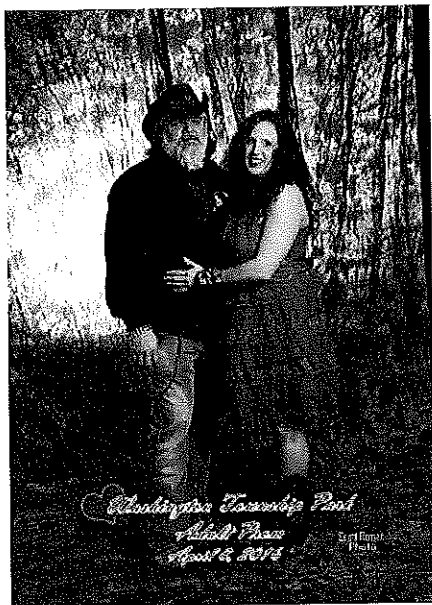
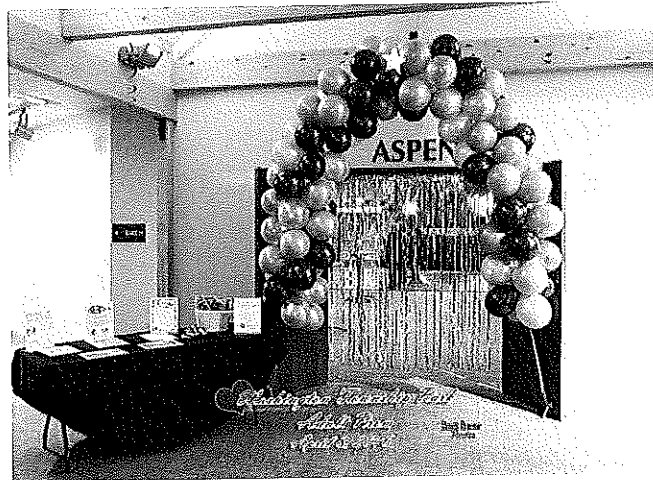
Events

Programs Held:

- **Adult Prom**
 - 04/08/2016
 - 8pm – 11pm
 - Pavilion Center, All 3 Rooms
 - \$45/couple, must be 21+

We had a total of 60 people in attendance. Everyone came in their formal wear. Party City donated \$500 worth of decorations for this event. Brian Whitis with 'Brian Whitis Music, Lighting, and MC' played songs from all eras keeping everyone on the dance floor. BMO Harris sponsored

the Can Koozies for all prom guests to take home. Eric Shorts, owner of Indy's Bar Service, made sure everyone had a cold beverage at all times. Premier Party Rentals was here with a Photo booth for everyone to use at will. Scott Romer was onsite taking the traditional prom pictures of each couple for a small fee.



- Fish Fryday
 - 04/22/2016
 - 6pm - 9pm
 - Upper Park
 - Free to the public

We had approximately 250 people in attendance. The American Legion was onsite serving up Deep Fried Fish, Baked Beans, Coleslaw, and a drink of choice for a small fee. We had 12 kids entered into the Fishing Completion for Quickest Catch, Longest Fish, and Heaviest Fish. There

were 9 winners overall, 3 in each category. We had Carnival games with prizes for the kids to play at will. Southern Country was the band that provided entertainment for the evening. Although the weather was not the greatest, everyone came out and had a wonderful time.



- **Fairy Adventures**
 - 04/27/2016
 - 6:30pm - 7:30pm
 - Upper Park, Small Shelter
 - Free to the public

Unfortunately Fairy Adventures was cancelled due to weather. We are currently planning on a future date with our Fairy. We had lots of feedback on this event which is why we wanted to reschedule.

Future Program Planning:

- **Cookies and Canvas**
 - 05/18/2016
 - 6pm - 9pm
 - Pavilion Center; Birch Room
 - \$35 per child
- **Adult Bingo**
 - 05/26/2016
 - 6pm - 9pm
 - Pavilion Center; Aspen Room
 - \$10 per person

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!

4/1/16 – Spring Break Camp
4/1/16 – Celebration of Life, 100, SAHM's Catering, Park Linens
4/4/16 – Insanity/Piyo Class, Park Sponsored
4/5/16 – Carpenter Realtors Meeting, ~25
4/7/16 – Pulte Group Meeting, 30
4/8/16 – Adult Prom, ~60, Park Event
4/9/16 – Reception, 250, Self-Catered, Linens
4/10/16 – Birthday Party, 50
4/11/16 – Insanity/Piyo Class, Park Sponsored
4/12/16 – Board Meeting, ~20
4/13/16 – ACST Swim Team Banquet, 140, Self-Catered
4/14/16 – Rage Athletics Banquet, 50, Self, Park Linens
4/15/16 – Reception Set-Up
4/16/16 – Reception, 180, Self-Catered,
4/17/16 – Birthday Party, 50
4/18/16 – Olive Garden Manager's Meeting, ~10
4/18/16 – Insanity/Piyo Class, Park Sponsored
4/18/16 – Station Hill HOA Meeting, ~15
4/19/16 – Carpenter Realtors Meeting, ~25
4/22/16 – Wedding Set-Up and Rehearsal
4/23/16 – Wedding Ceremony & Reception, 105, Piper's Catering, LGI Linens, Park Outdoor
Chairs
4/24/16 – Wedding Ceremony & Reception, 272, Self-Catered
4/25/16 – Building Committee Meeting, ~5
4/25/16 – Insanity/Piyo Class, Park Sponsored
4/26/16 – Carpenter Realtors Meeting, ~25
4/28/16 – Hearing, ~15

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:
 - April was the beginning of our mowing season and we are in full swing.
 - We have already begun mowing the cemeteries.
 - We cut down trees on Whipple Ln, on the other side of Whipple bridge and trails
 - We filled up the vending machines for the first time of the year.
 - Helped in the preparations for the Volunteer Day.
 - Assist DNR with fish stocking.
 - We have been working on the pond fountain. We tried putting it in and found that the cable kept tripping the breakers. We got Frye Electric in here to check for any breaks in the cord. We are still working to come up with a solution.

- The volleyball net is now up.
- We opened up the drinking fountain in the upper park.
- The upper pond was draining rapidly. After some research we found that the spillway needed repairs to it.
- We are working to repair the Aspen projector screen.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD (2016)	YTD (2015)	Total (2015)
61.63	Pavilion Center Rental Revenue	\$8,233.24	\$11,633.05	\$1,302.91	\$8,266.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,437.28	\$10,297.53	\$142,503.37
53	Shelter Rental	\$300.00	\$350.00	\$1,450.00	\$3,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,150.00	\$750.00	\$12,685.00
42	Paw Park Membership	\$370.00	\$400.00	\$1,760.00	\$1,835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,965.00	\$11,147.00	\$11,147.00
47	Camp Registration Revenue	\$0.00	\$1,275.00	\$1,592.50	\$1,470.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,337.50	\$0.00	\$34,053.00
59	Catering Revenue	\$1,263.60	\$1,515.50	\$766.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,547.42	\$323.99	\$13,770.11
68	Cleaning Contract	\$200.00	\$200.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$4,400.00
65	Linens Rental Revenue	\$1,330.00	\$493.00	\$1,316.75	\$893.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,973.25	\$75.00	\$6,530.00
46	Park Event Fees	\$70.00	\$1,035.50	\$281.50	\$196.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,585.50	\$0.00	\$850.00
50	Craft Fair Booth Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105.00
49	Public Education Course Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$735.00
62	Pavilion Center Class Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67	Event Concessions Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	Vending Machine Revenue	\$0.00	\$0.00	\$116.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.20	\$0.00	\$3,043.00
89	Miscellaneous Receipts Revenue														
	Damage Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Property Rental Revenue	\$0.00	\$11,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,250.00	\$0.00	\$11,250.00
	Restitution/Vandalism	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
28	Parks & Recreation Donations/Sponsorships	\$0.00	\$0.00	\$750.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00	\$0.00	\$500.00
32	Federal & State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS	\$11,766.84	\$28,132.05	\$18,453.66	\$20,739.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,112.15	\$11,636.42	\$242,581.48

8411 Parks & Recreation Receipts (\$125,000.00)

[illegible]

Memo

To: Township Board
From: Lora Lacey
Date: May 2, 2016
Re: Banning Engineers Agreement of Services

In the 5 year Capital Plan we have budgeted to have Banning Engineers complete a Master Plan for the Pecar Property. The following document is an agreement for the provision of limited professional engineering services with Banning Engineers for the completion of the Master Plan. We will be signing this document to move forward with our 4 year phase matrix. We plan to have this document completed by mid July.

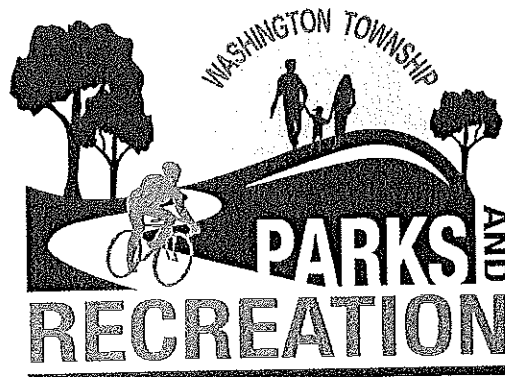


Washington Township Park

Pecar Property

Board Update

5/10/16



I. 2016 Plan for Property

Below is the progress that has been made on the Pecar Property since the April 12th Board Meeting. Also, attached to this packet is a Memo to the board informing them that we will be moving forward with starting the Master Plan of the Pecar Property.

a. Meeting with Avon Community School Corporation

I met with Dr. Hoernemann, and her two Asst. Superintendents on Thursday, April 14th about our future plans for the Pecar Property. They were extremely excited about the project. We talked about what this facility could provide that the Outdoor Learning Center could not. As part of the science curriculum with the state there are a certain amount of projects that the students have to conduct. I will be working with Dr. McMahon and Jennifer Davies to identify what projects can be conducted on the new property and what projects can be done at the Outdoor Learning Center. I have asked them to write us a letter of support for the project and Dr. Hoernemann said they would be happy to write the letter as soon as they bring it to the board. They will be getting us the letter of support before June 1st.

b. Meeting with the Neighbors

We will be holding a meeting with the neighbors of the Pecar Property on Thursday, May 5 from 6 – 7pm. We have invited them to discuss the future concepts of the Pecar Property. Jeff Banning with Banning Engineers will be attending this meeting. This will be the neighbor's opportunity to discuss their concerns or get answers to any possible changes they may have. We will have an update on that meeting at the May 10th Board Meeting.

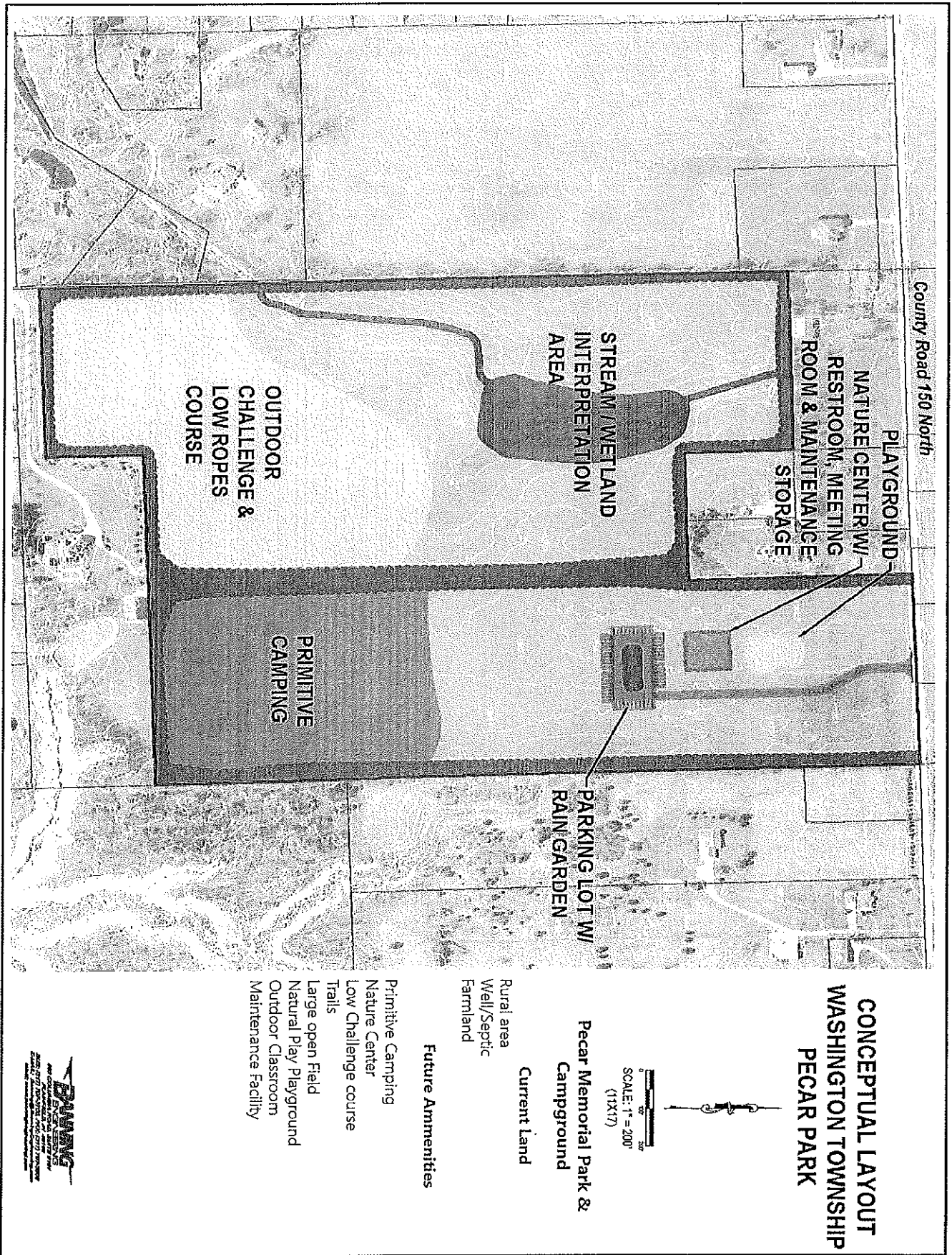
c. Public Meeting

On Tuesday May 17th we will be holding a public meeting for the future Concepts of the Pecar property. This will be the public's chance to voice their concerns or ask questions about the property. The meeting will be from 6 – 7pm at the Pavilion Center. After that meeting we will send out a press release and put the concepts on the website.

II. 5 year Phase Matrix

Pecar Park and Camp Grounds			
Phase 0	Beginning	Date	Fees
	Master Plan	2016	\$7,500
	Planting Trees	2016	-
Phase 1	Design	Date	Fees
	Architectural	2017	\$100,000
	Engineering	2017	\$55,000
	Fees	2017	\$15,000
Phase 2	Grounds	Date	Fees
	Parking Lot	2018	\$100,000
	Driveway	2018	\$100,000
	Septic/Well	2018	\$100,000
Phase 3	Building	Date	Fees
	Building	2019-2020	\$900,000
	Amenities	2019-2020	\$250,000
Extra			
	Contingency		\$250,000
Total			\$1,877,500

III. Concept for Public Review





Banning Engineering, P.C. • 853 Columbia Road, Suite 101 • Plainfield, IN 46168
Phone: (317) 707-3700 • Fax: (317) 707-3800 • E-mail: banning@banning-eng.com

An Agreement for the Provision of Limited Professional Engineering Services

Civil Engineer ("BE"): Banning Engineering, P.C.
853 Columbia Road, Suite 101
Plainfield, IN 46168

Client: Washington Township Park
311 Production Drive
Avon, IN 46123

Attn: Lora Lacey
Phone: (317) 745-0785
Email: llacey@avonfd.org

Date: 4/07/16 Expected Time Frame: _____ Project No. (Admin) 16008

Project Name: Pecar Park – Master Plan BE Project Manager: Jeffrey Banning, PE

Project Location: Approximate location 5200 CR 150 North Total Acreage: _____

City/Town: Avon County: Hendricks Section: 33 Township: 16N Range: 1E

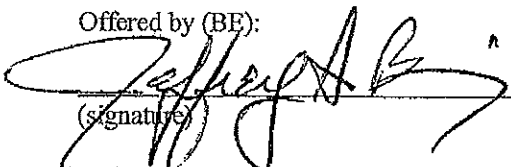
Scope of Services ("Services"):

Master Plan Services for Pecar Park

- Meet with planning team, discuss proposed facilities, and future needs. Provide a concept drawings.
- Include a basic concept space plan from Architect.
- Meet with planning team, discuss created plan, and discuss potential revisions/additions to the plan. Concept drawing for Informational/Planning meeting.
- Help facilitate Informational/Planning meeting with local citizens and interested groups.
- Meet with planning team and finalize master plan.
- Unveil final plan.

Cost: **\$7,500**

Offered by (BE):


(signature) _____
Jeffrey Banning, PE
(printed name/title)

4/7/16
(date)

Accepted by (Client):

(signature) _____ (date)

(printed name/title)

(for)

It has been requested by our errors and omissions insurance carrier that we receive a signed contract for all work we perform. This also includes any preliminary work for a Project. The attached terms and conditions along with the scope and cost above constitute an integrated Agreement. Therefore, we need you to provide the requested information by completing this form. Our receipt of the signed agreement will represent the Client's notice to proceed, approval and assent to these terms. This proposal is valid for sixty (60) days from the date listed above.