



Town of Speedway
Parks and Recreation Board

Meeting of March 20, 2017
Minutes

Attendance

Board Members

Mark Chastain
Melanie Heaviland
Matt Lievertz
Denny Pelley

Town Employees

Leann Sewell
Mike Smith

Guests

Don Owens, Speedway Junior Baseball Softball

Minutes

1. Call Meeting to Order
 - a. The meeting was called to order by Matt Lievertz at 6:00pm.
2. Attendance and Determination of Quorum
 - a. Attendance was taken and quorum was determined with four members present.
3. Adoption of Agenda
 - a. The agenda was provided before the meeting. Melanie Heaviland motioned to adopt the agenda. Denny Pelley made a second. The agenda was adopted by a vote of 4-0.
4. Approval of Minutes
 - a. The minutes of the February meeting were approved as presented.
5. Guests
 - a. Don Owens – Speedway Junior Baseball Softball
 - i. Don was present to sign the annual Use Permit & License Agreement and to provide all required documentation stipulated in the agreement. He noted that Steve Bishop, the President of the group, was not able to attend the meeting to sign the agreement. Steve will coordinate with the Program Director to come in, sign both original copies of the agreement and receive the copy that SJBS will keep for their records.
 - ii. Don updated the board on the activities of the league so far this season. The boys' baseball division will run 3 leagues for the 2017 season: 4 teams in PNut (t-ball), 4 teams in Rookie (coach pitch), 3 teams in Minors, and 4 teams in Majors. There will be 2 teams each per age level for the girls' softball league.

- iii. Opening Day is Saturday, April 8th with a parade along 15th Street from Worth Avenue to the municipal lot behind Town Hall. SJBS has already petitioned and received approval from the Town Council for the road closure.
- iv. Don reported that 2 seasons ago SJBS split off from the Eagledale partnership and obtained their own Little League charter. This has been a positive change as the relationship with the Little League national organization gives the local charter access to resources like free background screenings. They are very happy with the decision to be an independent charter.

6. Reports of Officers

a. Parks Supervisor – Mike Smith

- i. Mike reported that the new lawnmower was on order and should be received in the next 2 weeks. He will make the official transfer of inventory to the Street Department of the old, 2006 mower once the new one has been received.
- ii. The full-time, year round facilities position that was requested in the 2017 budget has been given approval to start the hiring process. Mike will work with Wendell to offer the position to a current part-time staff member who has been a good, reliable employee for the past two summers.
- iii. Mike informed the board that he ordered the yearly order of trashcan liners. He said that this order goes over the \$500 limit that has been established for requiring board approval but that this has been the process to order this particular supply for a while now. Matt Lievertz suggested that it would be a good idea to double check before making large purchases like this order closer to year-end to make sure the cash flow in the department account will not be negatively affected. Mark Chastain asked about the trash hauling and dumpster costs the department is charged from Ray's. Wendell Walters manages that aspect of facilities so Mark will need to follow up with him to get an answer to his question.
- iv. Mike and the staff are working on getting the restrooms at both parks open earlier than usual due to the unseasonably warm weather. Normally they are not opened until the month of April, but Mike was confident the crew would get everything opened and ready for use before the end of March.
- v. The seasonal facility staff has started working on weekends 2 weeks ago and will continue to start incrementally through April 1st. There will be 4 people on staff as of April 1st.

b. Parks Programs Director – Leann Sewell

- i. Leann presented a written report before the meeting that went over several topics related to operations and programming. There were two specific areas that she wanted the board to discuss and make decisions about this evening.
- ii. Leann presented the revised proposal from I am GIS to create a GIS program for the parks properties. She suggested that the board table the vote on going forward with contracting the work until the April meeting because the money for the work will need to be identified in the current budget appropriations. Denny Pelley moved to table the vote on the I am GIS contract and Melanie Heaviland seconded the motion. It was approved 4-0.

iii. Leann presented a fee schedule for the summer camp programs and asked that the board vote to approve it. The fee schedule is as follows: Early Bird Registration -- \$20/activity/participant for residents and \$25/activity/participant for non-residents; Regular Registration -- \$25/activity/participant for residents and \$30/activity/participant for non-residents; and Late Registration -- \$30/activity/participant for residents and \$35/activity/participant for non-residents. This fee structure is consistent with activity fees in the past and should provide enough revenue to offset the program expense that remains after the subsidy the STS provides. Melanie Heaviland made a motion to approve the fee schedule. Mark Chastain made a second and the fees were approved by 4-0 vote.

1. Summer Camp programs related: The board brought up the conversation of the hiring practice for student workers that was discussed at the February meeting. Denny Pelley volunteered to speak with Mr. Bennett about opening up the application process for student workers and will report back at the April meeting.

7. Reports of Standing Committees

a. Facilities Committee

i. Mark Chastain echoed Mike Smith's report regarding the approval of the full-time facility position. He was informed that it was approved as of March 8th.

b. Finance Committee

i. There was no report. Leann mentioned sending suggestions for financial strategies to the committee but the members did not receive it. It was sent during a technical issue with the Town's email server. Leann will resend so it can be discussed at the April meeting.

8. Special Orders

a. There were no special orders.

9. Unfinished Business & General Orders

a. Review of Monthly Claims

i. There were no questions or discussions over the monthly claims for February 2017.

b. Increase communication with Town Council

i. Matt Lievertz and Mark Chastain will be meeting with the Town Council at some point in the near future to discuss the role and duties of the Parks Board. Matt stated that he hoped to get a direction from the council as to what they want the board to be actively doing. Additionally, he hopes the meeting will result in a better understanding of topics the council would like to be consulted on in the future before the board makes a decision. Both are hopeful the increased communication will be positive and helpful.

10. New Business

a. Request for Leonard Park & Shelters – Relay for Life

i. The coordinators of Speedway Relay for Life sent a formal request for use of the a portion of the park and the shelters for the annual event in June. In the past the Parks Department has facilitated and paid for the rental of equipment to provide additional power to the participants.

- ii. Based on the written request, the board decided they needed to speak directly with the organizers to address three specific issues: driving/parking vehicles on the grass, the power equipment rental, and the noise of after-hours activities related to the event.
- iii. The board instructed the Program Director to send a written response to the organizers informing them of the need to attend the April meeting to further discuss the issues outlined above. The written response should indicate that the Parks Department does not intend to facilitate or pay for the power equipment rental this year and going forward. The board wanted to inform RFL they will need to hire a properly licensed electrician to run all power connections.

11. Good of the Order

- a. Denny Pelley reported that he'd had a conversation with someone related to the School Board and found out there will be a new Girls' Basketball coach starting in the fall. He thought this might be a good opportunity to talk with STS and the School Board about the involvement of the new coach with the Junior Basketball program since the outgoing coach did not have a similar level of engagement that the Boys' Varsity coach has with the boys' basketball program. It was decided that the Program Director would draft a letter for board review that may be sent to the school board asking to open a dialog about this issue and how it could be addressed with the new hire.

12. Announcements

- a. There is a Special Session of the Parks Board on Tuesday, April 4th to vote on a Resolution approving the Master Plan

13. Adjournment

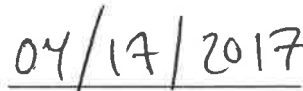
- a. Mark Chastain made a motion to adjourn. Denny Pelley seconded. Motion passed 4-0. The meeting was adjourned at 8:17pm.

The next meeting will be held Monday, April 17th at 6:00pm at the Speedway Town Annex offices located at 5620 Crawfordsville Road, Suite M.

Approval of Minutes



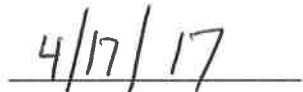
 Signature



 Date



 Signature



 Date