

Thorntown Park Board Meeting Minutes

April 25, 2022 – 6:00 PM

Location: City Hall

Attendance: Derek Babcock, MJ Fairfield, Lisa Vitaniemi, Leslie Doctor

Guest: Wes Mikesell

President Derek Babcock called the meeting to order at 6:02 PM.

Official welcome to Leslie Doctor as our newest board member

Summer Program Discussion

Guest West Mikesell described the summer program he proposed. The board had previously decided to contract with Wes to run a program during the months of June and July for children ages 3rd-6th grade to include a variety of activities not all athletic.

Derek Babcock moved that we pay Wes \$1,000 at the end of June and \$1,000 at the end of July. MJ Fairfield seconded the motion. Motion carried.

Wes signed an agreement as an independent contractor (attached to these minutes) and a consent to background check. Derek will have the police department run the background check.

The board agreed to allow Wes to recruit two high school students to assist. He will present the names to the board for approval and consents will be given to be signed by parents.

There was a discussion about advertising the program and registration. Wes indicated that he had previously discussed the program with the Thorntown Elementary administration and feels we will have no issue publicizing through the school. Registration will be conducted at the first session with a parental sign in with consent, liability waiver and emergency contact information gathered.

We would also like to partner with the library in some way to promote each other's program. There was a discussion that maybe on rainy days the kids could meet at the library and play board games. Derek, as president, appointed MJ as the liaison for this program. MJ will contact the library to discuss coordination.

Derek Babcock made a motion to allow Lisa Vitaniemi to purchase up to \$500 in supplies needed for the program. MJ seconded the motion. Lisa will order the supplies and they will be kept in the garage at the park.

Derek mentioned that the lock on the garage needs replaced since it is extremely difficult to use. He made a motion to replace the lock. Leslie Doctor seconded. Lisa made a motion to allow Derek to spend up to \$50 for a new lock and keys. Leslie seconded.

MJ also offered to contact Shawn McClintock, town council member, about Gator Aid donations. After the meeting MJ reported that Shawn will provide. Lisa will provide water bottles for any children who don't like Gator Aid.

Approval of Minutes

MJ Fairfield moved to approve the minutes of the March 28 meeting. Derek Babcock seconded. Minutes approved. Lisa will provide signed copies of the minutes to Koren Gray for the Town Council.

Town Council Update

Lisa attended the April 18 meeting of the Town Council and reported to the board the only things that affects the board is the possibility of a new housing addition to the town. Derek indicated that he would like to get additional information from consultant Dax Norton regarding the possibility of added in park tax to all new builds.

Old/Continuing Business

Review of Park Clean Up Day and Trail Clean Up Day – It was agreed that both days were very successful and although we didn't get done all that we wanted to; it was a great start. The next clean up day is scheduled for May 21. Lisa will create a flyer and advertise on Facebook. The list of projects will be continued from the last date. In addition, benches from the garage will be placed along the trail and by the American Legion flower garden.

Derek will check on delivery of the pea gravel and playground mulch so that anyone can work on it as they have time. Derek will take down the remaining pole in the tennis court area that needs to be removed. Derek will also follow up with McLain tree removal and spray paint the stumps that need removal to make more noticeable. Derek will also install the signs on the bridge.

MJ will go down and work on mulch, power washing and painting the restroom building as time permits. Derek did deliver another load of donated mulch.

Lisa will forward contact information about girl scouts planting flowers to Leslie. Leslie will coordinate that project.

Park Fence – Lisa advised that she has talked with Amy Nooning, town attorney about a letter to the neighbors about future damages. She will follow up with Amy

Art Project/Trail Signs – Derek advised that he attended a phone conference regarding the new trail signs being installed and that they will be uniform throughout the county. Lisa asked about the possibility of adding a sign at the south trailhead with a map displaying how to proceed from the south trailhead to the north trailhead. Derek indicated the he could inquire from the Foundation. Lisa reminded the board that the art project will not begin until after Zionsville's is complete.

Cameras – Derek is still working on installing the camera software to his computer. He also advised that he is working on a policy and procedures handbook.

Easter Egg Hunt – Lisa advised that the Easter egg hosted by Knights of Pythias was a huge success with lots of children in attendance.

Master Plan – Lisa advised that she and Dax are continuing to work on the master plan and the first draft should be completed soon.

Little League – MJ advised that Little League has begun. They will be using the diamonds Monday-Thursday evenings and Saturdays. They have conducted spring clean up, started lawn care on the fields and have not had any issues to report.

Chuck & Trudy Wyant – Chuck and Trudy have begun opening the restrooms daily. Lisa has inquired about supplies. The only supplies needed at this time is toilet bowl cleaner. Lisa will order. Derek will discuss the vehicle sign with them.

Tennis Courts – The tennis courts are in need of repairing. Dax waiting on response from company – no update tonight.

Spring Clean Up Day – We would still like to thank the volunteers – will talk with Dax about Indy Pro Graphics banner next time.

Financial

No financial report was given, but Lisa advised that the only monies spent were for sand and the signs for the bridge. Chuck's salary will be coming out now as well.

New Business

Pickleball net and Volleyball net – Derek will contact the Utility Department about putting up the pickleball and volleyball nets for the season.

Park Assessment – Lisa advised that the Town Council agreed to pay the \$350 for the CRG Park Assessment. Dax forwarded an invoice and will contact CRG to arrange.

Bench on the Trail – Lisa advised she did talk to the lady inquiring about a bench donation. After looking up the costs and offering to use one from the garage on the trail, it was decided to go ahead with that plan at this time.

501c3 Foundation – Lisa advised that she and Dax have been working on the articles of incorporation to begin the process of forming a foundation. The articles should be filed this week. Lisa made a motion that the park board members become the incorporators. Derek seconded. Motion carried. Derek moved that the Park Board pay the \$50 filing fee. MJ seconded. Motion carried. Lisa will get a check from Koren. Lisa advised that after becoming a corporation it will be necessary to elect offices, hold an annual meeting and file required annual paperwork.

Events hosted by other organizations in the park – It was decided that the park reservations are first come first served policy. Lisa will talk with Koren inquiring who to contact to define liability with other groups hosting events.

Trail discussion – The Board discussed inquiring about an ordinance to not allow unauthorized vehicles on the trail. Derek did not find a town ordinance about it. Lisa inquired about how far the property goes on the trail and our responsibility to clean up. Down the sides on the north end there is a lot of trash we need to clean up.

There was also discussion about placing trail cams along the trails. Derek advised that a good camera would cost between \$150-\$200 then have a monthly subscription to allow real-time data. It was decided to wait until fall to see our financial position and revisit this topic then. For now, the police department does police the trail.

Ongoing park issues/maintenance. There was a discussion about a recent notification received through email about a broken swing. It was decided that if an email comes through with something that needs immediate attention that we send a text to all board members to make sure it gets addressed.

Posting Notices of Board meetings – There was a discussion about legal requirements for posting board meetings that should include the newspaper. Lisa will talk with Koren about the process and follow up.

Priority Lists – Lisa asked each member to bring a priority list to the next meeting for improvements to the park and trail. The lists will be combined with the CRG Assessment and merged to create a master priority list to use for grants and plans.

Upcoming Festivals and Meetings – Lisa advised about the Whitestown festival April 30-May 1 and the IRPA in November. Board members are encouraged to plan to attend.

Town Council Meeting – Next town council meeting will be April 30 for a special working session and on May 16 for the regular meeting.

The meeting was adjourned at 7:52 PM with a motion by Derek, seconded by Leslie.

Next meeting is May 23, 2022 at 6:00 PM. Meeting will be held at the Park if weather permits – City Hall if not.

Derek Babcock, President

MJ Fairfield, Vice President

Lisa Vitaniemi, Secretary

Leslie Doctor, Member

Action Items

Derek	MJ	Lisa	Leslie	Dax
Set up meeting with Amy to discuss: <ul style="list-style-type: none"> Equestrian use of trail Ordinance about jumping off bridge Ordinance about unauthorized vehicles. 	Continue liaison between LL	Create flyer for next park work day and post	Continue work and monitoring trail and pollinator garden for needs	Work with Lisa on Master Plans, grants, 501c3
Install camera software on computer	Paint restroom building at park as time permits	Continue working on art project with community foundation	Work with girl scouts on flower beds	Talk with Koren about Trudy being an employee
Talk with Chuck about sign on vehicle	Continue spreading mulch as time permits	Work with Dax on master plans and grants & start 501c3	Provide board games for summer program use	CRG Assessment
Purchase supplies for trail (rake, bags, wood/screws) and install signs	Continue trail clean up as time permits	Order supplies for summer program	Brainstorm a way to thank volunteers for park clean up day	Tennis Court info
Continue working with McClain on stump removal Spray paint stumps	Liaison between summer program and board – coordination of donations	Work with Amy on consent, liability waiver and background check for teen helpers	Make a priority list	Info about contacts for metal roofing donations
Coordinate purchase and delivery of pea gravel and playground mulch	Contact library about working together in the summer	Talk with insurance rep about liability for events in the park hosted by other organizations		
Install benches on trail and American Legion Garden with MJ	Install benches on trail and American Legion Garden with Derek	Talk with Koren about posting notices in the paper		
Contact Utility Dept about putting up pickleball and volleyball nets		Follow up with Amy about letter to neighbors		
Make a priority list	Make a priority list	Continue coordination with Chuck and Trudy		