

Tri-Township Park Board Meeting
February Regular Meeting
Park Office
February 08, 2006

Phil 3/15/06

7:00 PM Meeting called to order.

In Attendance: Phil Loethen, Terry Ball, Randy Wiesemeyer, Norm Beck, and Jim Derby.
Absent: Mary Kmetz, and Kevin Woodring

Additions to the Agenda –

Motion: Add Metro Soccer Camp discussion under athletics Terry/Jim 5-0 Ayes

Approval of Minutes –

Motion: Approve Jan 11, 2005 minutes. Randy/Norm 4-0-1 Ayes Jim abstained. Roll call vote.

Thank you notes/Get Well – None

Friends of the Park – No one in attendance.

Correspondence – None

Treasures Report –

\$500,229.08 in the bank.

Motion: Accept treasures report. Randy/Terry 5-0 Ayes Roll call vote.

Pay Bills –

Bills totaling \$4,600.64 were reviewed.

Motion: Pay all bills for \$4,600.64. Randy/Norm 5-0 Ayes Roll Call Vote

Motion: Pay up to \$2,500 to Amerin when bill is received. Norm/Jim 5-0 Ayes Roll Call Vote

Park Director Report – George Bryant

Park Lighting Status – George said that he has received a call from Ameren IP while he was at the IAPD conference. George said he thinks the Park will get the same franchise agreement the City has.

Phil said he thinks it is important that we have a written contract or an agreement.

Grants –

PEP Grant – Turned in last Friday. Will be awarded in April.

City Grant – Applied for \$1,100 in tourism grants. This is \$500 for colored rack cards advertising events in the park and \$600 for a new park logo.

Recycling Grant – This is available and will be applied for in the next 60 days.

Special Needs Programming Meeting –

Working on putting this on a back burner. George will work with the athletic programs to determine if there is an interest or a need.

Dogg Mitt Status –

This will be completed in the next 30 days.

Lake Fountain Repairs –

This is a spring project waiting for appropriate weather.

Park Mapping –

Working on over the next 60 days.

WC key status –
Should be completed in the next week.

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Gazebo Status –
Walkway ramp should be poured this coming Friday. A sub-contractor for Mike Maedge will be doing some of the work.

Picnic in the Park –
Working with the Chamber of Commerce. Planning on having additional activities.

Lake Drive Project Status –
George said that Mike Maedge has been a very good contractor to work with.
Phil said that the bid specs required a speed bump. He said that in conversation with Mike Maedge, Mike said that he would put it in if we really wanted it but didn't think we should have one that close to the entrance.
Jim said that he felt we needed one, but not this close to the entrance.
A straw vote found three commissioners against and two for the speed bump.
Phil asked Jim to look at having No Parking signs along Riggin Road by diamond #3.

Strategic Plan Status – George said that he is working on a one-year plan. He said he would need input from the commissioners. He said that he would collect this information and present his project plans for the coming year at the March meeting.

Phil said we have talked about having public meetings and asking for input from the community. He suggested that we have at least two advertised meetings. He volunteered to set up and chair these meetings.

Director comments –
George said that he attended the Parks Conference and attended three sessions that he felt were very beneficial – Park District Finances, Legal Responsibilities, and Techniques for Developing Policies and Procedures.

George said that he is working with Dawn Mushill at the Chamber of Commerce to bring "Movie Night" to the park during the summer. Planning on a summer movie program and possibly supply free popcorn.

TBSL – Terry Ball
Terry said that the TBSL signups are scheduled for this coming weekend. We have four signups scheduled. Notice has gone out in weekly ads in the Times-Tribune, handouts at all of the schools, the Chamber of Commerce newsletter, and on the public access TV channel. After the last scheduled signup in February, all late signups will be assessed a \$20 late fee. We are running ahead of last years pace at this point.

A scheduling meeting is being planned for Norm Beck and the baseball and soccer planners to discuss field usage for the TBSL, the TSC, and various select teams.

TSC –
No one from TSC was in attendance.

Phil said that he met with Bill Beguhn recently. The TSC is struggling to maintain membership on its board.

Norm suggested that we ask the Chamber of Commerce to put something about this in their newsletter.

Financial – Phil
Phil said that he had sent out the modified working budget and asked if the board was ready to accept it.

Motion: Approve working budget as written. Randy/Terry 5-0 Ayes Roll Call vote.

Web Site – Advertising Tracy's Karate – Phil said that we have a group that rents the lower level of the Wiesemeyer Center for \$400 a month and holds Karate classes there. They have asked the park to advertise their business on our web site. Phil asked the board for input.

Norm asked if we could or should charge them a fee for the advertisement.

George said that we do not currently have a policy in place regarding this.

Norm said that we should not do anything until we have a policy in place.

Motion: No advertisements on the Web Page until we have a policy governing this activity.
Norm/Randy 5-0 Ayes Roll Call Vote.

Satellite Parks – Phil said that he had asked for and received approval from the board to contact local developers about developing satellite parks. He said that he has drafted a generic letter to contractors asking for consideration on this topic. He said that he was now asking for permission to send these letters out.

Motion: Send the letter to all contractors. Norm/Randy 5-0 Ayes Roll Call Vote.

#14 Pavilion Use – Phil said that we have a nice kitchen area that is available when this pavilion is rented out. He said that in his discussion with Bill Beguhn, he learned that the TSC had no plans for utilizing this pavilion as a concession stand.

Terry said that the TBSL was planning on using the concession stand. As the TBSL will be scheduling games on all of the new diamonds, they are planning on manning and running a concession stand out of #14 throughout the season.

Phil asked about usage and availability of the kitchen area.

Terry said that the TBSL was planning on having hot dog machines, nachos machines, a slushie machine, lots of candy, and refrigerators full of soda in the kitchen area and they would not be available.

Phil said that if the concession could be closed by Noon on Saturdays, we could still rent out the #14 pavilion without the kitchen area on Saturdays.

Motion: Kitchen area of #14 pavilion to remain exclusive to the TBSL from May 15 through July 15. Concession stand will be closed by 12 Noon on Saturdays. Terry/Randy 5-0 Ayes Roll Call Vote.

Ethics Discussion – Phil said that with Mary and Kevin absent from the meeting he would postpone this topic and have it on the agenda for the next meeting.

Phil suggested that the March Board meeting date be changed to March 15.

Motion: Move the March meeting to the 15th. Terry/Randy 5-0 Ayes Roll Call Vote.

Chairmen Comments – Phil said that we would need to schedule an executive session for personnel for the March meeting for the reason of doing an annual performance review for George Bryant.

Athletics – Norm

Norm said that the TSC is asking for permission under special events to allow the Metro soccer club to utilize the park fields for a soccer camp. While this is a for profit endeavor for Metro, they in return run a camp for the TSC coaches.

Insurance – Kevin

Kevin was absent.

Grounds – Jim

Jim had nothing to report.

Special Events – Mary

Mary was absent.

Phil
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Motion: Approve requests to waive fees for the following:
Triad Little Knights Wrestling Club – April 1, 2006 at the Wiesemeyer Center
Troy Assembly of God (Community Easter Egg Hunt) April 8, 2006 at Shelter #14.
Triad Dance team – April 2, 2006 at Wiesemeyer Center.
Metro Soccer Club (Youth Soccer Camp) July 17-20, 2006 for fields 4,5, 6, & 7.
Girl Scout Troop 41 April 28 and 29, 2006 for Shelter #12
Norm/Randy 5-0 Ayes Roll Call Vote.

*Phil
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Personnel & Safety – Terry

Terry said that at the request of Phil at the December meeting, he had made some changes and additions the personnel policy manual. He said that he had mailed these out to the commissioners.

Motion: Approve changes/additions to the Personnel Policy Manual Terry/Randy 5-0 Ayes Roll Call Vote.

Terry said that reviewing the Park Director job description and its listed duties, it was apparent that had failed to give George the ability to hire and fire.

Motion: Approve addition to Park Director job description. Terry/Randy 5-0 Ayes Roll Call Vote.

Terry said that he wanted to slightly modify the Full-Time Maintenance and Grounds job description to add limited supervisory responsibilities. It would be very easy to envision a full-time employee and a couple of part-time employees working on a project away from the foreman and or at Meadow Drive. This change would merely give the full-time maintenance and grounds person supervisory responsibilities as assigned by the park foreman.

Motion: Approve the addition to the Full-Time Maintenance and Grounds job description. Terry/Randy 5-0 Ayes Roll Call Vote.

Terry said that he and George felt that we should develop a Park Foreman position so that if employment picks back up in the spring, we can be ready for it. Terry said that he had met with George to review staffing needs of the district. This meeting had resulted in proposals for changes and additions to job descriptions. These additions included a full-time park Foreman and a part-time secretary. These proposed changes had been emailed out to all of the commissioners for review.

Phil said that we do not have any full-time employees in the park. He felt that we should hire staff and then evaluate the needs.

Randy said that he felt that we should hire the full-time people first and see if any of them had the skills and the abilities to be promoted into the position of Park Foreman.

Phil said that with a full-time person reporting to a Park Foreman who reports to the Director, we would have a straight line reporting relationship.

Norm said that we needed to look down the road when we would have many full and part-time workers reporting to the park foeman, and that this would only grow as the park district continues to grow.

Motion: Approve Park Foreman job description. This will establish the position. It will be compensated at \$13 per hour. Terry/Jim 4-1 Ayes Roll Call Vote. Phil was the No vote

Terry said that George had expressed a need for a part-time secretary in the office. A new job description was developed.

Phil said that he is opposed to hiring a secretary. In the four plus years that he worked the office, there has never been a need for one.

Randy said that he felt we might be able to use a person on a limited basis during the busy season.

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Norm said that like the City and the district, the Park was growing. We will have a need. He said that he knows that two of the commissioners who are absent tonight have expressed their opinions that a secretary position is needed.

Jim asked if this part-time position would be limited to 1,040 hours per year.

George said that they would be needed more during the summer and less during the slower winter months. George said that the position could easily be capped at 1,040 hours and still allows him to work with the City, the DNR, on grants, etc.

Dave Roady said that once a person goes over 1,000 hours in a year they are eligible for IMRF benefits. Norm asked when George was looking at hiring for this position.

George said that he would recommend quickly starting the application process. This would have the earliest hiring sometime in April.

Phil said that he adamantly opposed to this idea. He aid that in the four plus years that he ran the office as the acting Park Director he never had a need for a secretary.

Motion: Approve the Secretary job description. This will establish the position. This is a Part-Tome position. It will be compensated at \$8 per hour. It will operate for up to 999 hours per year starting next fiscal year. Terry/Jim 4-1 Ayes Roll Call Vote. Phil was the No vote.

Beautification – Randy

Randy said that \$10,000 had been budgeted for beautification. He noticed that we have spent \$6,000. He wondered where it had gone.

Phil noted that the weed and feed had used the lion's share of this amount.

School Board Presentation – Tom Tritsch (Board President) and Leigh Lewis (Assistant Superintendent) presented information on the upcoming School Board tax referendum.

8:45 Motion: Adjourn the meeting. Randy/Norm 5-0 Ayes

Submitted by
Terry Ball, Secretary