



1800 S. Grant Street
Muncie, IN. 47302
(765) 747-4858
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Superintendent: Carl Malone

Muncie Park & Recreation Board Meeting

Monday, December 12, 2022
City Hall Auditorium

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Approval of the minutes from (September & October 2022 Park Board Meeting)
- (5) Superintendent Report – Carl Malone
- (6) Parks Programming – George Foley Jr
- (7) Prairie Creek Report – Dustin Clark & Ashley Wright
- (8) Old Business – Skate Park Update
 - Park Bond Update
 - Halteman Pickleball Court Update
 - Tuhey Pool Renovation
 - Ron Bonham Day
- (9) New Business – ADA Compliance Parks
 - McCulloch Park – Burt Whitely
- (10) Action Items - None
- (11) Public Input – (3) minutes limit – Please state your name and address
 - Remember to please call the Park Office or the Park Board President (Brad Marshall) if you have an item that needs to be placed on the agenda.

*** Next Park Board Meeting – Tuesday, January 17, 2023 (6:00 p.m.) - City Hall Auditorium**



811 E. Centennial
Avenue

Muncie, IN. 47303
(765) 747-4858

cityofmuncie.com/parks-department-muncie.htm

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Superintendent: Carl Malone

Superintendent Report

Monday, December 12, 2022

IPRA Conference

Indiana Parks and Recreation Association (IPRA) was held November 15-17, 2022 at downtown Indianapolis, Indiana. The IPRA conference provided several educational sessions relating to Parks, i.e., Safety and Maintenance of Splash Pad designs. Vortex Aquatic structures, sports lighting: Musco Lighting TIF funding – What it is and how to get it for Park funding? Promoting wellness in the Parks BF & S Park Grant opportunities.

Muncie Parks department has been busy winterizing several parks, restrooms and Splash pad. Muncie Parks continues with trash removal, disposing of trees and Park maintenance.

The park staff will start removing trees from the rain garden at McCulloch Park next week. Building Commissioner, Steve Selvey will provide support. We will follow up with city sanitation about the billing process.

If the Parks Board would have any questions, please feel free to contact me at the park Office (765) 747-4858 or cell (765) 749-8490

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Carl Malone
Superintendent
Muncie Parks and Recreation

PRAIRIE CREEK RULES AND REGULATIONS

I. GENERAL PARK RULES

The General Park Rules for Prairie Creek Reservoir apply to all individuals on the property the City of Muncie leases from Indiana American Water located at Prairie Creek Reservoir (the "park"). The general park rules are as follows:

1. Park Property:

- a. No person shall write on, cut, mutilate, or deface in any manner any building, fence, bench, masonry, statute, ornament, tree, or utilities within the park.
- b. No person shall pull, pluck, break, or touch any flowers or fruit; cut down, girdle, or break down any sapling, tree, shrub, or plant handle or injure any trees, flowers, shrubs, or plants whatsoever, or limbs, twigs, or leaves thereof; or climb any tree in any public park.
- c. No person other than an employee shall bring into any park any tree, shrub, or plant, or any newly-plucked branch or portion of a tree, shrub, or plant.
- d. No person shall go upon the grass, lawn, or turn of any park where signs inscribed "keep off the grass" have been posted by the Prairie Creek Staff.
- e. No person shall paint, post, or otherwise affix any bill, notice, sign, or other paper upon any structure or thing within the parks, or upon any of the gates or any part of the gates enclosing the park.
- f. No person shall attach a swing to any tree within any park without the express written consent of the Prairie Creek Staff.
- g. Park opens at 5am
- h. Park closed at 11pm

2. Transportation:

- a. No person shall ride or drive a bicycle, automobile, golf cart, or ATV upon the grass, footways, or any place other than on the roads; however, a handicapped person as defined in section 77.30 of the Muncie City Code, having first obtained a permit from the Board of Public Works, may be exempt from this exclusion so long as the individual can drive and park without damaging the pathway or grassy areas.
- b. The speed limit for all authorized vehicles is 10 mph.
- c. All operators of bicycles, skateboards, rollerblades, automobiles, golf carts, and ATVs shall yield to pedestrians.
- d. No bike riding, skateboarding, or rollerblading after dark.
- e. Lease holders are not entitled to parking spaces near their docks. Parking places near docks are not included within a dock lease. Parking is only allowed within designated areas. Vehicles parked outside of these areas not following city and county ordinances are subject to fines and removal.

3. Alcohol & Illegal Substances:

- ✓ a. Reference Section 95.09 of the Muncie City Code of Ordinances
- b. No intoxicated person shall be permitted within the park.

4. Children & Curfew:

- a. All children staying at a campsite at the campgrounds under the age of eighteen (18) must be at their campsite by 11:00 p.m. ("Curfew").
- b. All children under the age of eighteen (18) must be accompanied by a parent or guardian when out past curfew.
- c. Parents and/or legal guardians are responsible for the actions of their children including vandalism, abusive language, behavior, etc.

5. Trash and Dumping:

- a. No dump of outside items on park property or in dumpsters designated for use while on site
- b. Trash receptacles are emptied on a weekly basis. No outside or large debris is permitted to be dumped in PCR receptacles. Permitted use of the sanitary receptacles is restricted to lease holders only.
- c. Burning of trash is strictly prohibited.
- d. No person shall place, deposit, or permit to be deposited in any unsanitary manner upon public or private property below the high-water line of the Prairie Creek Reservoir any sewage, garbage, waste materials, or waste paper.

6. Miscellaneous:

- a. No person shall discharge or possess any firearm within the park without express written permission from Prairie Creek Staff and the Indiana Department of Natural Resources.
- b. No person shall use profane, obscene, threatening, or abusive language, fight, throw any stone, projectile or missile, behave in any act of molesting, interrupting, hindering, agitating, or arousing from a state of repose or otherwise depriving campers or guest of the peace and quiet to which they are entitled or improper manner, or commit any offense against decency or good morals in the park.
- ✓c. No person shall beg, tell fortunes, or play at any game of chance or with any instrument of gaming in the park. Gambling and playing cards in any form are prohibited in the park.
- d. Public nudity or any type of public sexual activity on park grounds is expressly prohibited.
- e. Prairie Creek Reservoir reserves the right to close the campgrounds, park, reservoir, etc. on a temporary basis if needed, for the health and safety of the public at any time.
- f. Smoking is prohibited within 8 feet of a public building.
- g. All piers and watercraft are strictly off limits to anyone other than the registered owner(s).
- h. Leased campsites are off limits to anyone other than the leese or their designated guests.
- i. All campers and guest will be responsible for adhering to Prairie Creek's designated quiet hours for the park daily between the hours of 11:00 p.m. and 7:00 a.m. Excessive noise at any hour of the day, especially if it is prolonged will not be tolerated.
- j. Prairie Creek and the City of Muncie assumes no liability for accidents.
- k. Contact the Prairie Creek Office to report any violation of these rules that does not constitute a need for emergency services or assistance from law enforcement.
- l. Fireworks are prohibited at all times; however, the City of Muncie may opt to conduct an annual 4th of July fireworks show at its discretion.
- m. Introduction of security devices up to and including camera cannot extend beyond the current leaseholder's site. Law enforcement can request footage at any time during the season.
- n. Swimming is ONLY allowed at the beach and ONLY when authorized by Park Staff.
- o. All Federal, State and Local rules and Ordinances apply

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II. CAMPGROUNDS

General Campground Rules

1. Registration & Fees:

- a. Registration is required by the person renting the campsite. The renter is responsible

for the campsite, including all campers and visitors staying at the campsite.

- b. In the event of a cancellation, no refund will be given. Campers will have the option to reschedule their visit. Please see the Prairie Creek Office for cancellations and rescheduling.
- c. All campsite fees must be paid in advance and prior to set up of campsite.
- d. Move in time is 3pm
- e. Move out time is 11am
- f. Campers not moved out by designated time will be subject to removal and/or towing at the campers expense.

2. Campsites:

- a. One (1) camper/RV per each campsite.
- b. Additional tents on a campsite must be approved by Prairie Creek Staff.
- c. Two (2) tents per campsite in the designated primitive campground.
- d. Eight (8) people is the maximum number of overnight campers per campsite.
- e. Campers under the age of eighteen (18) must be accompanied by an adult.
- f. Trailer parking is not permitted at campsites. Trailers may be parked in the designated parking area with a strict limit of 72 hours. Violators shall be towed at the owner's expense.

3. Reporting & Alterations:

- a. Campers and visitors are to call emergency services in the event of physical violence, illegal substances, discharge of firearms, etc.
- b. No alterations are to be made to the grounds or to the campsite without express written permission from the Prairie Creek Staff and the City of Muncie Parks Board. This includes, but is not limited to, alterations to the service poles, breaker boxes and burial of electrical conduit or wiring, addition of gravel, drainpipes, railroad ties, decks, and outbuildings.

4. Fires:

- a. All campfires must be contained in a fire ring or a fire pit. All campfires must be extinguished immediately after use.
- b. Wooden pallets are strictly forbidden to be used as firewood.

5. Golf Carts & ATVs:

- a. There will be no more than two (2) golf carts/ATVs per campsite.
- b. All golf carts and ATVs must be registered with the Prairie Creek Office.
- c. All golf cart and ATV owners must sign a liability waiver on an annual basis.
- d. Operators of golf carts and ATVs must possess a valid driver's license. There are no exceptions to this rule.
- e. Any golf cart or ATV used on the premises after dark must be equipped with lights.
- f. All golf cart and ATV operators must follow all speed limits and direction of traffic flow within the park.
- g. Golf carts and ATVs operated on Prairie Creek Reservoir property must maintain liability insurance.
- h. Prairie Creek is not responsible for damaged or stolen golf carts and/or ATVs.
- i. Reckless driving will not be permitted, especially after quite hours.
- j. No drinking of alcoholic beverages or driving a golf cart or ATV while intoxicated.
- k. Failure to comply with all golf cart and ATV regulations will result in revoked privileges up to the loss of campsite rental with NO refund.

6. Pets:

- a. Pets are the responsibility of the owner(s).
- b. Owners are responsible for cleaning up after the pet(s) anywhere within the campgrounds.
- c. All pets must be on a leash and attended to at all times.

- d. Fenced dog kennels are not permitted.
- e. Pets are not permitted in the bathhouse at any time.
- f. Pets must be up to date on all vaccinations. Owners may be required to present proof of up-to-date vaccinations upon request by Prairie Creek Staff.
- g. Pets shall be well behaved, child friendly, non-aggressive, and not excessively noisy.

7. Miscellaneous:

- a. Horses and/or horse trailers are only permitted at Indian Hills Campground.
- b. Campers are responsible for cleaning their campsite and disposing of the trash in the provided receptacles.
- c. Boat trailers are not permitted to be parked on a campsite. They must be parked in the overflow parking area on the north side of the campground. There is a 72-hour maximum limit on leaving any vehicle in this area. All trailers and vehicles in the overflow must have license plates and be registered with the BMV.
- d. The registered camper/trailer is the only item that is permitted to be plugged into Prairie Creeks electrical box. "Cheater boxes" or any similar equipment are STRICTLY prohibited. Anything that needs electricity must be plugged into the camper.
- e. One (1) grill per campsite
- f. It is not permitted to bury electrical or water lines.

Seasonal Campgrounds

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8. Occupancy and Ownership:

- a. The title holder of the camper/RV must be on the lease for the campsite in order for the camper/RV to park on the campground.
- b. Subleasing of the campsite is strictly prohibited.
- c. Address/Phone number must be current and remain on file with the Prairie Creek Office. Lease holders are responsible for updating the address/phone number on file with the Prairie Creek Office in the event of any changes.
- d. Lease holders shall obtain express written consent of the Prairie Creek Staff and Parks Board in order to transfer or exchange the campsite. Transfers may only be made to immediate family members. Said transfer shall only be permitted once per year.
- e. In the event a camper/RV is sold, the campsite does not transfer to the new owner of the camper/RV.
- f. No more than one (1) seasonal campsite per person is permitted.
- g. Sites shall be completely vacated at the end of the lease agreement term. Any items left on the site after the end of the lease agreement term shall be removed at the owner's expense; however, if the owner has a valid storage lease and has paid his/her fee prior to the expiration of the lease agreement, the items may remain on the site.
- h. Any site that does not have a renewal lease shall be available to the public through an "Available Property" lists. Participants are selected from the "Available Property" list for a lease through random selection. ~~Participants that have been evicted from their leased properties are not eligible to be added to the "Available Property" for the~~

current season. Previously evicted tenants may be eligible to apply for a future lease in the subsequent year pending the reason of their eviction.

- i. Winter storage may be offered on an annual basis. Camp office will provide notice of availability by September 15th for the coming winter. Not withstanding emergency repairs or maintenance.

9. Structures:

- a. No permanent structures may be erected.
- b. No structure thirty (30) inches above the ground level is permitted.
- c. Perimeter Fencing is not permitted.
- d. One (1) seasonal canopy per campsite is permitted. The canopy shall not exceed 10'x20' and shall not infringe upon neighboring campers.
- e. No additions shall infringe on other campers' campsite or views. In the event an addition infringes on another camper's campsite or views, Prairie Creek Staff will give the camper in violation a written notice of violation. The camper in violation has 24 hours to come into compliance with these rules.
- f. Decks are permitted but must be portable. They cannot be inserted into the ground. The max size for a deck is 144 sqft. They are not permitted to have roof made of wood or other similar material. The deck must still leave room for parking for a vehicle and leave the 1-foot parameter around the campsite. It also cannot restrict access to the electrical box or water spigot.

10. General Rules:

- a. There must be at least one (1) foot of walking space around the camper/RV, deck, etc.
- b. No appliances shall be kept outside of the camper/RV.
- c. All campsites will be leased at the discretion of Prairie Creek Reservoir on a seasonal basis.
- d. Lease holders who are evicted from Prairie Creek Reservoir the lease holder's site shall be added to the list Available Properties.
- e. Lease holders shall not utilize the site as their permanent address, voting address, or other place of residence.
- f. Lease holders shall maintain liability, fire, wind and other hazard insurance coverage on their unit and personal property located on the campsite.

Daily Campgrounds

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11. General Rules:

- a. Campers and all guests must be respectful to the people and property around them.
- b. Daily campsites are available during the camping season: April 1st through October 31st.
- c. Daily RV campers are limited to a stay not to exceed fourteen (14) days in a thirty (30) day period.
- d. ~~Daily primitive (campsites with no amenities i.e., Electricity, running water:) campers are limited to a stay not to exceed seven (7) days in a thirty (30) day~~

period.

- e. Subleasing of sites, tents, trailers or RVs is strictly prohibited.

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III. BOATING & DOCKS

1. General Rules:

- a. All of the state boating laws enacted by the Indiana General Assembly are in full force and effect as to all activities on the Prairie Creek Reservoir.
- b. All motor crafts must have current registration numbers and stickers.
- c. Boat operators must possess a valid driver's license or Indiana Boaters License.
- d. One (1) USCG (U.S. Coast Guard) approved wearable personal flotation device is required for each person on board.
- e. Boats longer than sixteen (16) feet (except canoes and kayaks) must have a USCG approved Type IV "throw able" PFD on board.
- f. The speed limit at Prairie Creek Reservoir is twenty (20) mph as per 312 IAC 5-9-4-b.
- g. The hours between sunset and sunrise, the speed limit is reduced to ten (10) mph. "Idle speed" only within 200 feet of the bank.
- h. There is no limit on motor size/horsepower.
- i. Fishermen born before April 1, 1943 or under the age of eighteen (18) do not need a fishing license. All others must purchase a state fishing license from the Department of Natural Resources. These can be purchased online (www.in.gov/dnr), at most sporting goods stores.
- j. Trot Lines and limb lines are not permitted.
- k. A daily or yearly permit must be purchased for bank fishing or boat launching. These can be purchased during business hours at the Prairie Creek Park Office. After house, use the "self check-in" on the east side of the Prairie Creek Park Office.
- l. Jet skis are strictly forbidden at Prairie Creek Reservoir.

2. Waste/Pollution:

- a. The operation of any boat or craft on the waters of the reservoir shall be done in a manner as to prohibit throwing, discharging, or depositing any refuse matter of any kind (including trash, garbage, oil, and other liquid pollutants in or about the waters.
- b. The operators of the craft shall not pollute the waters by discharging any material amount of oil or polluting liquid or solid tending to make the water unwholesome or unfit for water supply purposes or injurious to the aquatic life therein.

3. Tubing:

- a. Tubing is allowed SOUTH of Huffman Creek ONLY as per 312 IAC 5-9-4-c
- b. Tubing requires at least three (3) people: the driver, the spotter, and the person tubing
- c. Wakeboarding/Knee Boarding are permitted in the tubing area, all speed limits for Prairie Creek shall apply at all time.
- d. Water skiing is forbidden at Prairie Creek Reservoir

4. Docks/Piers:

- a. All docks are privately leased. All others are considered trespassers.

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IV. TRAILS

1. ATV Trails:

- a. The ATV trails are open during daylight hours only. No street licensed vehicles are allowed on the trails (No Jeeps, trucks, etc.).
- b. A permit (daily or yearly) is required to use the trails. The permit can be purchased

at the Prairie Creek Park Office.

C. All ATV trail users are required to sign a Liability Waiver and keep a copy on file with the Prairie Creek Park Office.

d. All vehicles must have current registration through the Indiana BMV.

2. Equestrian Trails

a. Place holder for future updates

3. Multi-Use trails

a. Placeholder for future updates

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V. Events

1. General Rules:

- a. All public events are to be approved by the Muncie Parks and Recreation Board.
- b. If interested in holding an event at Prairie Creek, the special use form must be filled out, with the fee paid. If the event is approved by Administration, it will then be brought to the Muncie Park and Recreation board for approval.
- c. Events not sponsored by the park are required to supply the necessary security, bathroom facilities, first aid/first responder staff and food vendors for the amount of participants expected.
- d. Event coordinators are responsible for obtaining all necessary event permits that are required from other local governing agencies.
- e. The event staff are required to leave the park in clean working order and removed all trash from the park. If there is an excess amount of trash, it will be required that dumpster are provided at the organizers expense.
- f. Any damage to Prairie Creek property during an event must be repaired at the organizers expense.
- g. Event insurance is required for all public events.
- h. Prairie Creek reserves the right to deny an event, even if previously approved, if administration feels the event staff has not provided the adequate coverage for any health or safety issue.
- i. Prairie Creek does not have the authorization to close the public roads around the reservoir. If that is necessary for the event, organizers will need to contact the Delaware County Sheriff's Office.
- j. Event fee and any fee for shelters used must be paid at the time of reservation.

Fishing Tournaments

2. General Rules:

- a. All fishing events must be approved by administration and Muncie Park and Recreation Board. All necessary paperwork must be submitted in a timely fashion prior to the event.
- b. It is required that all participants pay a launch fee and be recorded on the form that is issued to the organizer. Any participant with a Prairie Creek annual launch pass may be exempt from that fee.
- c. Please see section PCR VI. for all Prairie Creek Fishing rules.

Triathlons/Athletic Events

3. General Rules:

- d. Special use permit must be submitted and approved by park administration and the Muncie Park and Recreation Board.
- e. At least 7 days before the event, the event director must be in contact with park administration and send in writing, the amount of public safety personnel, lifeguards, and/or first responders will be available on the day of the event. If staff feels this inadequate, Prairie Creek reserves the right to put a hold on the event until all public safety measure are met.

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VI. Fishing

1. General Rules:

- a.* A person must comply with all federal and state fishing laws and ordinances.
- b.* It is not permitted to fish off leased docks.
- c.* A state fishing license is required.
- d.* A Prairie Creek Bank Permit is required to fish if over the age of 18.
- e.* Fishing is not permitted in the beach areas of Prairie Creek.
- f.* Fishing is not permitted off the dam or spillway.

BOND MONEY PROJECT- MUNCIE PARKS AND RECREATION - REVISED DECEMBER 12, 2022

	A	B	C	D	E	F	G
1	ANTHONY PARK						
2	Upgrades						
3							
4							
5	BALL CORP. PARK						
6	Scoreboard						
7	Parking Lot - Milled Parking						
8							
9							
10	COWING PARK - 2023 PROJECT						
11	Resurface and Line Pickleball/Tennis Court						
12	Resurface and Line Basketball Court						
13	Mulch Playground Equipment - ADA Compliance						
14	Renovate Playground Equipment						
15							
16							
17	HALTEMAN PARK						
18	Renovate Pickleball Courts - Projected completed May 2023						
19	- Two Pickleball Courts - Each court will be 30 x 60						
20	- New 8 ft Fencing Around Pickleball Court						
21	Park Signs Installed						
22							
23							
24	HEEKIN PARK						
25	Mulch Playground						
26	Softball Field Renovation						
27	Horseshow Pit Renovation						

RED = 2023 PROJECT BLUE = IN PROGRESS GREEN = PROJECTED COMPLETED

BOND MONEY PROJECT- MUNICIE PARKS AND RECREATION - REVISED DECEMBER 12, 2022

	A	B	C	D	E	F	G
28	Resurface and Line Basketball Court						
29	Security Cameras						
30	Renovate Bathroom - ADA Compliance						
31							
32							
33	JACK'S PARK						
34	Resurface and Line Basketball Court						
35	New Picnic Tables and Benches						
36	New Lights at the Basketball Court						
37	Replace Electrical Box inside the Park						
38	New Basketball Back Boards						
39	New ADA Compliant Playground Equipment						
40							
41							
42							
43	MORNINGSIDE PARK						
44	Security Cameras						
45	Benches and Picnic Table						
46	New Gravel Parking Lot						
47	New Signage - Direction Arrow to Park						
48	New Grill Ordered and Installed						
49	Mulch under the Swing						
50							
51							
52	TUHEY POOL						
53	Replaced Motorcraft motor for Slide						
54	Security Cameras						

RED = 2023 PROJECT BLUE = IN PROGRESS GREEN = PROJECTED COMPLETED

BOND MONEY PROJECT- MUNCIE PARKS AND RECREATION - REVISED DECEMBER 12, 2022

	A	B	C	D	E	F	G
55	Line the Pool						
56	Resurfaced the Slide						
57							
58							
59	WESTSIDE PARK						
60	Skate Park Design - Projected Spring 2023						

RED = 2023 PROJECT BLUE = IN PROGRESS GREEN = PROJECTED COMPLETED

DATE AMOUNT PAYEE

\$55,000.00 Bond Budget Allocation

PURCHASE

BATCH PAY DATE

\$55,000.00 Balance

Handwritten signature

DATE AMOUNT PAYEE PURCHASE BATCH PAY DATE

\$22,000.00 Bond Budget Allocation

\$22,000.00 Balance

March

DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
	\$20,000.00	Bond Budget Allocation			
9/14/2022	-\$3,000.00	Kenny Gregory	Fill cracks and seal Coat for tennis court		

\$17,000.00 Balance

Crump

DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
	\$75,000.00	Bond Budget Allocation			
9/1/2022	-\$2,639.10	CRG	Mulch		
9/1/2022	-\$13,277.69	CRG	Mulch		
9/12/2022	-\$15,384.01	Jones, Inc	Baseball Field Rehab		
10/25/2022	-\$4,000.00	Jones, Inc	Baseball Field Rehab Dugout & lighting		
9/28/2022	-\$2,163.25	Sonitrol	Monitoring		
10/25/2022	-\$4,625.00	Jones, Inc	Drag, Till & Grade Diamond		
10/25/2022	-\$4,500.00	Jones, Inc	Dugouts - Concrete and Roofs		
10/25/2022	-\$4,300.00	Jones, Inc	Fencing for Dugouts		
10/25/2022	-\$4,425.00	Jones, Inc	Foul poles, shed moved & lights		
10/25/2022	-\$4,700.00	Jones, Inc	Diamond Lights		

\$14,985.95 Balance

DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
	\$80,000.00	Bond Budget Allocation			
8/23/2022	-\$589.00	Lowe's	6 ft wooden picnic tables	3639	9/9/2022
8/26/2022	-\$1,800.00	Kenny Gregory	Sealcoat basketball court	3639	9/9/2022
9/8/2022	-\$299.67	Amazon	BBQ Pit		
9/13/2022	-\$1,150.00	Accurate Striping	Restripe Basketball Court/Layout of Pickleball		9/30/2022
9/22/2022	-\$3,900.00	First Choice Electric	Junction Box, amp panel, contactor & timer	3963	9/30/2022
12/6/2022	-\$400.00	David Burris	Materials for Basketball Backboards		

\$71,861.33 Balance



DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
	\$18,000.00	Bond Budget Allocation			
8/18/2022	-\$2,081.25	Sonitrol	Security Camera Install	3639	9/9/2022
8/30/2022	-\$416.52	IMI	21.36T #53 Commercial Stone Gravel	3639	9/9/2022
7/27/2022	-\$105.43	Amazon	Cage for Router for Camera Install		9/9/2022
8/31/2022	-\$1,152.07	IMI	59.08T #53 Commercial Stone Gravel		
8/26/2022	-\$449.00	Hudson Tool Rental	Bobcat for grading & gravel	3821	9/23/2022
8/31/2022	-\$1,561.00	MacAllister CAT	Bobcat for grading & gravel	3821	9/23/2022
9/8/2022	-\$299.67	Amazon	Barbecue Pit		
9/4/2022	-\$80.00	Advanced Sign & Graphics	Sign for park		
9/9/2022	-\$2,825.10	CRG	Mulch		

\$9,029.96 Balance

Marynny Bode

DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
	\$35,000.00	Bond Budget Allocation			
8/29/2022	-\$13.10	Napa	Silicone to replace & set new motor		
8/29/2022	-\$2,719.00	K&K Motorcraft	New motor for slide		
8/29/2022	-\$5.10	Kirby Risk	nuts, washers & bolts to install new motor		
7/27/2022	\$2,082.25	Maxitrol	security cameras		
10/26/2022	-\$8,511.66	Sherwin Williams	paint for Tuhey		
11/10/2022	-\$10,000.00	Slide Experts	slide repair		
11/10/2022		Slide Experts	slide repair from Grant \$10,000.00		
10/21/2022	-\$3,554.32	Buddenbaum & Moore, Inc.	Winterization of pool		

\$12,279.07 Balance

Tuhey

DATE	AMOUNT	PAYEE	PURCHASE	BATCH	PAY DATE
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	\$220,000.00	Bond Budget Allocation			
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\$220,000.00 Balance

Weston



General Regulations for the Reservation of a Public Park for exclusive use for Special Events, Tournaments, and other large gatherings

The City of Muncie Parks are open to the public for a variety of recreational opportunities. Any individual or group wishing to utilize Public Park land for a privately organized special event must first obtain permission from the Muncie Board of Parks and Recreation. There are some general regulations which must be followed for these special uses. These regulations are in no way intended to discourage or hinder public use of public property. The regulations are intended to ensure public health and safety and to ensure that the integrity of the parks will be preserved.

Generally, the use of the park facilities is open to the public free of charge. However, any individual or group wishing to organize a special event, and reserve the exclusive use of park facilities, shall first contact the Superintendent of Parks (1800 S. Grant Street) at least thirty days in advance of the desired date. All facilities use is granted on a "first come, first served" basis. Applications for special use must be submitted with all information completed including the waiver of liability to the Park Office. Applications for special use will be accepted only at the Park Office (1800 S. Grant Street) and must be turned in no later than the Wednesday preceding the Parks Board meeting. The Board of Parks and Recreation meets on the third Tuesday of each month in the Auditorium of the Muncie City Hall (300 N. High Street) at 6:00 p.m. Failure to comply with the regulations will result in the denial of the special use application.

Facilitating the reservation of a public park facility for the exclusive use of any individual or group causes the City of Muncie Parks and Recreation Department to expend significant resources and incur costs. Additionally, large events may result in substantial damage to park facilities. Because of the costs incurred and significant resources expended, the reservation of park facilities for the exclusive use by any individual or group shall be subject to the following conditions:

Bleachers, Stages, Benches, Table Tops

The Parks Department has portable bleachers, stage sections, benches, and table tops which may be utilized for special events. There is a charge for renting this equipment. There is high demand for equipment so it shall be necessary for the Department to reserve this equipment on a first come, first served basis.

Security

The event organizer will be responsible to obtain and pay for security services. All public events shall require security.

Restroom Facilities

It shall be the responsibility of an event organizer to provide adequate restroom facilities for the expected attendance. The Park Department will do all that it can to keep existing Park facilities in good working order but will take no responsibility for the placement or maintenance of temporary or portable facilities.

Vendors

Vendor Fees of \$25.00 per vendor are to be collected by the event organizers and delivered to the Parks Department office located at 1800 S. Grant Street. Along with the appropriate fees, the organizer shall provide a list of vendors that includes the business name and contact information. The fee covers only the listed event/location and is not good for other times/locations.

Trash Collection

The Parks Department will happily call, at your written request (#8 on page 4) the Sanitation Department for extra trash totes. We will also call Community correction to assist your organization with litter clean-up at the end of your event. Event organizer must meet/supervise corrections workers if they request their assistance.

Fee, Size of Event, and Refundable Damage Deposit

Small Event: \$25 fee per event. Refundable Damage Deposit of \$100.00. Any event lasting more than one day will be considered a Large Event.

Large Event: \$25.00 fee per day. Refundable Damage Deposit of \$200.00 for a one day event and add \$50 to the deposit for each additional day with a maximum deposit of \$500.00.

Above information aside, the Superintendent, or designee, will define, mostly by anticipated size and scope, whether an event will be considered small or large.

Any event that intends to bring in any kind of mechanized rides will need to supply the Park Office with proof of liability insurance.

Any basketball court or baseball field can be requested, at no charge, by the event organizer. If a court/field exists in the location of the event, the Parks Department will grant the request if the facility is not previously spoken for.

Part or all of the damage deposit will be kept if damage occurs. Examples of what might constitute damage are: trash/debris, damage to sod/grass (parking on the grass is not allowed), damage to park property, damage to trees, spills that leave stains or smells. The Parks Superintendent, or designee, will evaluate the event space/property/supplies to ascertain if anything was damaged. The Parks Department will be under no obligation to leave trash strewn about or broken equipment in the parks just to justify the loss of all or part of the deposit to an organizer. The Parks Department will make every effort to communicate effectively with an organizer that will lose part or all of their deposit. The damage

deposit shall be on file by noon on the last business day before the event. If the damage deposit is not paid, the event will be considered cancelled and the organizer should not host the event.

Prairie Creek Events

Due to the high impact on property and manpower of events at Prairie Creek, a daily event fee will be required of each event organizer. As events vary greatly in size and purpose, each event will be assessed a daily event fee as decided by the Parks Board. The Parks Board (with close collaboration with the Assistant Superintendent of Prairie Creek) will be transparent in their discussions and welcome input from event organizers.



Muncie Parks and Recreation Department Application for Special Use Permit

1. Name of Individual or Group responsible for the activity.

2. Location requested

3. Date and time for activity.

4. For what purpose is this activity being planned?

5. How many people do you expect to attend this activity?

6. Security will be provided, at organizers expense, by:

Attach a brief description of security arrangements, listing the agency providing the security, number of security workers assigned for the event, and times security will be scheduled.

7. List any food or other vendors included in the planned activity. If vendors are included, list the type of materials to be sold and the names of the vendors. (See vendor section for details)

8. Please list any additional materials or services which you are requesting for the event such as bleachers or stage sections (there are fees for all delivered park equipment).



AGREEMENT FOR USE OF CITY PARK PROPERTY

THIS AGREEMENT is made and entered into between the City of Muncie ("Muncie") and

("User"). The parties mutually desire to reach an understanding that will result in making a city park facility available for use by User. It is mutually agreed between the parties as follows:

1. The City will make its facility, particularly _____,
available for use by User on the _____ day of _____, 20____ from
_____ to _____, for the following purpose:
_____.

2. User hereby agrees to indemnify and hold harmless the City of Muncie from any and all claims and demands for damages and expense, including Court costs and attorney's fees, suffered on account of any faulty or omission by User, or arising from the use and occupation of the City facility, whether due to the City's negligence or not.

3. User agrees to use the facility only for the purpose set forth above, and to maintain the facility in as good a condition as User finds it.

IN WITNESS THEREOF, the parties hereby execute this Agreement by their duly authorized representatives.

User Signature and Date



**Muncie Parks and Recreation Department
Application for Special Use Permit**

Signature of Applicant _____

Title _____

Print Name _____

Address _____

Email _____

Phone _____

Date _____

Attach copies of necessary permits as explained on attached sheets.

Submit application to: Superintendent of Parks
811 E. Centennial Avenue
Muncie, IN 47303

Phone: (765) 747-4858

Office Use Only:

Date application received: _____

Approved by: _____



Muncie Parks & Recreation Fee List

Vendor Permit	\$25.00
Tables	\$5.00 per table/per day (top & 2 horses)
Folding Tables	\$
Chairs	\$2.00 each
Bleachers (Wood)	\$50.00 per day
Bleachers (Metal)	\$75.00 per day
4' x 8' Stage Platforms (Wood)	\$50.00 per day
Additional stage sections	\$10.00 per day/ per section
Stage (Metal)	\$75.00 per day
PortaPots (Pump toilet)	\$45.00 each
Speakers/Sound System	\$
Benches	\$
Picnic Tables	\$
Tent (large)	\$
Tent (10x10 pop up)	\$
Basketball Court	\$
Van	\$

Damage/Replacement Fees

Speakers	\$250 per
Tent (Large)	\$480.00
Tent (10x10 pop up)	\$200.00
Stage (Wood)	\$50.00
Stage (Metal)	\$2,500.00
Bleachers (Metal)	\$15,000.00



Facility and park fee waiver policy.

A. **Purpose.** On occasion, the city is asked by various groups to waive facility/park fees for special events. Fee waivers and reductions are granted by the city administrator or his/her designee on a case-by-case basis according to the eligibility outline in the municipal code. It is important to note that fee waivers or reductions do not eliminate the requirements to obtain a permit or meet the conditions of the permit. Depending upon the event and location, these requirements typically include liability insurance, traffic control, notification of affected parties, and event clean-up.

Eligibility for fee waivers or reductions largely depends on the event sponsor and the nature of the event. Events that provide public benefits (i.e., increased business activity, recreation, community activity or destination point improvement) to the entire city are best suited for a fee waiver.

B. **Responsibility.** Fee waivers, reductions and special considerations are determined by the city administrator or his/her designee and he/she shall ensure that department staff follow the procedures set forth in this policy.

C. **Policy.**

1. Fee waivers and reductions are for facility/park permit fees only. Direct costs include but are not limited to vehicles and staff time which are not eligible for fee waivers or reductions under this policy.
2. No fees shall be waived when:
 - a. The fee is for a facility/park rental that is for private use;
 - b. The fee is for a permit/improvement that is for private use or under private ownership;
 - c. The fee is for a private event, program or activity.

3. Fee waivers do not relieve the applicant from payments and obligations for the following:
 - a. Insurance/indemnification requirements;
 - b. Other permits as required for the event, program or activity;
 - c. Security/damage deposit or other financial obligations associated with the events, program or activity;
 - d. Other conditions of approval that may be required.
4. Fee waivers for facility/park rentals apply only for rentals during normal business hours. If the rental is for a time that requires staff to open or close the facility/park early or late, rental charges will not be waived.

Requests for fee waivers or reductions must be received at least 90 days prior to the actual date of the event. If the request is received in less than 90 days from the event, the facility/park fee waiver or reduction for the event will not be considered and all fees will apply to the event.

5. Requests that include the sale and/or consumption of alcoholic beverages must be reviewed by the Muncie Police Department. Events of this type that have 50 or more participants will require additional law enforcement officers assigned to the event.

D. Intergovernmental Cooperation. Fees up to 50% may be waived when:

1. The applicant is another governmental entity (city, county, state, federal or special district); and
2. The use is related to the performance of its normal functions within the City of Muncie; and
3. There is public benefit to a significant portion of the residents of the City of Muncie; and
4. The event or temporary use does not have a significant impact on city services, operations, or activities.

Requests for waivers for ongoing operations (not an annual permit) of the governmental entity may be subject to city council approval. The department working

with the requesting entity shall be responsible for preparing the necessary staff report for city council consideration.

E. City Sponsored or Co-Sponsored Programs, Services, and/or Activities. Fees may be waived for city-sponsored programs, services, or activities. The city shall entertain a monetary contribution for sponsored and co-sponsored events during the annual budget process.

F. Non-Profit Groups. Fees up to 50% may be waived for approved non-profit groups when:

1. Non-profit organizations, as defined by the Internal Revenue Service (IRS), having IRS approved tax exempt status, formed for civic or educational purposes; and
2. The event, program, activity, or improvement is of public benefit to the City of Muncie and/or surrounding community, or a significant portion of its residents; and
3. The event, program, activity, or improvement is open to the public; and
4. The event, program, activity, or improvement does not significantly impact city departments, services, operations or activities.

A non-profit organization meeting the above criteria may charge an entry or admission fee or sell products/items for the purpose of raising funds for causes that provide a public benefit to the City of Muncie and/or surrounding community, or a significant portion of its residents. However, fundraising for the benefit of an individual or a family for purposes such as scholarships or memorials (illness, injury, etc.) will not be considered for fee waivers.

G. Financial Hardship. Fees up to 50% may be waived for groups due to financial hardships when:

1. The requesting group is NOT a non-profit organization; and
2. There is a public benefit or value to the City of Muncie community or a significant portion of its residents; and
3. The imposition of fees would create a financial hardship on the organization as demonstrated on the organization financial information form and the imposition of fees would make it prohibitive for the event to be held; additionally, other financial information may be required; and

4. The event, program, activity, or improvement is open to the public and does not charge an admission, entry or other type of access fee; and
5. The event, program or activity does not impact the city departments, services, operations or activities.

H. Supplemental Public Safety Services. From time to time, the size and nature of events, programs or activities may require additional police/fire services to ensure safety of the public. The police chief, in his/her sole discretion, shall determine when additional law enforcement officers are needed at an event, program or activity. The fire chief, in his/her sole discretion, shall determine when additional firefighters are needed at an event, program or activity. Any additional public safety personnel may require additional funding for the extraordinary.

When supplemental public safety services are required, the individual or entity presenting the event, program or activity shall be responsible for full payment in advance of the charges for those services.

I. Appeal of Denied Waiver. Should a request for user fee waiver be denied by the city administrator or his/her designee, the applicant may appeal that decision to the city council for a final determination. The appeal must be in writing and received by the city within 15 days from the denial. The appeal must include a copy of the waiver request form, the reason provided for the denial and detailed information on why the applicant believes the appeal should be granted. The Parks Board will review the information submitted by the applicant as soon as possible. For all appeals, the decision of the city council is final.

J. Exempt Organizations. The following organizations have been approved for exemptions to this policy as follows:

1. City of Muncie Docents. The docents shall not be required to pay a fee, provide a security/damage deposit, or provide a certificate of liability insurance for the rental of city-owned/operated facilities and parks.
2. Friends of the Parks. The friends of the parks shall not be required to pay a fee, provide a security/damage deposit, or provide a certificate of liability insurance for the rental of city-owned/operated facilities and parks.
3. Delaware County Elections. Delaware County shall only be required to pay for the first 8 hours of use, per day, for a city-owned/operated facility and shall not be required to pay the fees associated with a facility use in excess of 8 hours per day. This exemption applies to the use of facilities for election purpose only, and does not

relieve the county from providing a certificate of liability insurance naming the City of Muncie as an additional insured. This exemption does include the waiver of a security/damage deposit.



FACILITY AND/OR EQUIPMENT FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____

Email: _____

Address: _____

Type of Organization: 501(c)(3) 501(c)(4) Governmental Agency
 City of Muncie Partner Parks Department Partner

Date of Event: _____

Facility Requested: _____

Name of Event: _____

Purpose of Event: _____

Frequency of Event: _____

Reason for Request: _____

Printed Name: _____

Signature: _____

Date: _____

Approved: Denied

Signature: _____

Date: _____

Muncie Parks and Recreation Services
1800 S. Grant Street
Muncie, IN 47302
(765)747-4858



OUTDOOR FACILITY REQUEST FORM

1. Requested Site (Please check one)

- Thomas Park
- Heekin Park Baseball/Softball Field
- West Side Park
- McCullough Park Basketball
- Heekin Park Basketball
- Ball Corp Football/Soccer
- Southside Baseball/Softball

2. Requested facility at the above site (baseball field, basketball court, etc.)

3. Requested date and time

DATES (starting and ending): _____ to _____

DAY(S) OF WEEK: _____

ACCESS TIMES (opening & closing): _____ to _____

EVENT TIMES (starting & ending): _____ to _____

If your schedule requirements are flexible, please indicate the request in general terms

4. Activity Description

5. Number of participants: _____ Age Range of Participants: _____

Number of Supervisors/Leaders: _____

(Continue, Turn Over)

6. Group & Contact Information:

Group Name: _____

Group Address: _____

Contact Person Name: _____

Relationship to Group: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Email: _____

On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of Muncie Parks and Recreation sites.

Signature: _____ **Date:** _____



MUNCIE PARKS AND RECREATION

EQUIPMENT REQUEST

Name _____ Phone# _____

Address _____

Corporation _____

Date Needed _____ Date Returning _____

Equipment will be used for: _____

ITEMS NEEDED:

By signing this request, the user agrees to take full responsibility for the items listed above, and agrees to be responsible for the cost of repair or replacement of the property if it is damaged or lost.

Signature _____ Date _____

=====

-OFFICE USE ONLY-

Approved by _____ Date _____

Date checked out _____ Initials _____ Date checked in _____ Initials _____

Reappropriation

To Part-time labor 203-29-411146 from cash 203-29-000111

\$67,000.00

City wide mandate to move to \$15.00 per hour, with no addition of funds happened after prior years budgeting.

To Repair and maintenance 203-29-422133 from cash 203-29-000111

\$23,000.00

Unexpected gas line repairs, IDEM compliance test wells, and massive price hikes on material services and supplies.

To Other Services 203-29-439071 from cash 203-29-000111

\$18,000.00

Major cost increase of approximately 40% in some case in building materials and supplies

To Mowing and Capital Equipment/ Improvement 203-29-444081 from cash 203-29-000111

\$42,00.00

Equipment acquisition of relief tractor for trail and beach use. (Grant reimbursement of approx. \$23,000 due) replacement of dilapidated mowing equipment, purchase of security and other vehicles, purchase and rehab of equipment trailer to reduce reliance on street department and others.

As of Monday December 12th 2022, we have spent \$769,881 and with Revenue of \$794,261. This leaves Prairie Creek with approx. \$24,380 in income not spent. This money will go back into our savings account as profit.

Park Board Meeting Public Input Sign In Sheet

Date: 12/12/22

Name (Please Print)

Address

1.	
2.	
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12.	

Muncie Park & Recreation Board Meeting

December 12, 2022 6 p.m.

City Hall Auditorium

- 1. CALL TO ORDER-** Brad Marshall called meeting to order at 6:00p.m.
- 2. PLEDGE OF ALLEGIANCE** – All stood for the Pledge
- 3. ROLL CALL-** Present were Brad Marshall, Shannon Powers, Mark Ervin, James Lutton and Chandra Parks.

Brad thanked the Board, Carl, George and Nikki for being available for the meeting tonight as there were two conflicts that required a change in the date. There are several important items on the agenda and he thought it was important to have everyone here for them. He's glad it worked out especially with the holiday.

- 4. APPROVAL OF SEPTEMBER & OCTOBER BOARD MINUTES-** Vote was taken by all Board members present. Motion carries. Motion approved by all members present.

5. SUPERINTENDENT REPORT – Carl Malone, Superintendent

Carl started off with giving a thank you to Phyllis Mills and Marlene Mitchell from H.R. who helped out in the office during our time of need while Nikki was out. He also thanked Nikki and George for coming back and being a part of the Parks Department team. They play a big role in the office, as the Program Director and Office Manager. Not having those two could definitely be a challenge with not having your operation flow and programming. Due to us not having a Working Foreman, George is often asked to fill in that role and when George is out or busy, Nikki takes a lot of those calls. So I want to say thank you for having them back. Having those individuals back, having that help makes a big difference as we move forward and create improvements in our parks.

IPRA State Conference – November 15 -17th in Indianapolis. They were looking for the team and asking where the team was. I explained a little about the situation without giving any details. He attended several sessions he believed the team could benefit from and would attend if they were present as they were specific to what we do in our parks.

He was able to make contact with Vortex regarding the splash pads and also attended a session on lighting for the baseball fields as many need repairs and updating, one on maintenance and some grant opportunities for playground equipment.

Winterization – Parks Department staff has been busy with winterization of the splash pads, restrooms and dog parks.

We will soon be moving into cleaning out the rain gardens that weren't properly maintained prior to us coming into office. We spoke with the people over the rain gardens and were told it was probably best to just clear them out. We have cleaned out the one at Heekin Park, so we have three we will begin working on next week. Building Commissioner, Steve Selvey, and his staff will help with some heavy equipment that will assist with cleaning out the one by the Fire Station and the one at the top of the hill. We plan to get out there next week if the weather allows.

George and I met with Phil Reagan at Sanitation Department to discuss how to handle the billing portion as we will have quite a few trees to take out and there's a top heavy number we don't want to exceed. We don't want to shoot over that budget amount

That's all I have. Short and sweet as it's the end of the year. We have several projects for 2023 along with program delivery so it will be a very busy year. We should come up with a game plan as it pertains to Parks.

Brad asked if there were any questions for Carl and Shannon inquired about the status of the bills from the Sanitation Department he mentioned during the October meeting and the changes of charges Parks had never been asked to pay for before. Carl stated the bill for the disposal of the Peet Gravel from the playground removal at the Buley Center was still outstanding and will be paid in 2023. As far as the other bills we have worked with Phil, his team and the Urban Forestry team and invoices for tree disposal will be paid from funds she had set aside. Nikki interjected that all of the tree disposal bills have been paid out of the Urban Forestry budget as of last Friday so the only thing we have outstanding going into 2023 is the gravel. Carl stated moving forward there is a better understanding of the costs as it relates to the removal of trees out of our parks. Shannon inquired if there was any work on an MOU from that department and Carl stated he hadn't heard back as he had mentioned to Adam and he was supposed to follow up with Brad but I don't know if that has taken place or not. Going into 2023 it is important that we have something in writing that we can all put in our records. Having these agreements in place is important. Just like the agreement between the City and Tuhey's.

Brad inquired if there were any additional questions for Carl and there were none.

6. PARKS PROGRAMMING/EVENTS – George Foley, Program Director

Just wanted to let everyone know next year we will be doing even more programming than we've done in the past couple of years. We want to do even more for the kids, adults and people with disabilities. I've already been talking to some partners about moving forward in the spring until fall.

I want to clear up that when I came into this role to do programming it was for more than just during the summer and everything we've done I've shared with the Board, Mayor and Deputy Mayor. We've always documented everything, talked about our budget and always been very open about what we were going to do in programming. I really enjoy doing this job and seeing people in the parks and increasing the usage of our parks in the city. We will continue to communicate with the Board via email, in person at Board Meetings or whatever form is necessary. I am happy to be back.

Brad asked if there were any events upcoming and George stated not at this time. We plan to do Soccer and Football in the spring. In the summer we will be doing football with the help of the NFL. They will be providing uniforms for the kids, K – 6th grade, which will include shirts, shorts, socks and each coach will get a NFL football. We are excited about that partnership moving forward. Shannon inquired if that was Flag Football and he confirmed it was. We plan on signing up about 120 kids for that program. We do want to work with the Board about electronic ways to handle sign ups and payments and knows we may need to talk with the City but he would feel more comfortable using those methods moving forward so we can have those documents in electronic form.

7. PRAIRIE CREEK REPORT – Dustin Clark

Brad stated Ashley was under the weather and Dustin would be presenting by himself.

Dustin stated the Prairie Creek report is also very simple. We are in the midst of finishing winterization, getting the bathhouses put away. As of December 1st the North Shore campground is closed. The beach area is closed. We've winterized just about everything else. We are currently pulling docks and are probably a week behind schedule. We're hoping the weather breaks. We've had a couple of gray days which has been nice. We've ordered new hip weighters for the guys so they can get in deeper water. Other than that, we are making a request to American Water to see if we can drop the lake level so we can get into a little deeper water and get them pulled out a little quicker.

We are moving forward with spring implementation of new docks and the new IDEM approved test wells are the only things really on our agenda right now.

Events

The Hunt Club is requesting approval for their upcoming events which would require access after normal closing hours. They lease a space on the property and are in good standing. They work very good with Junior, Ashley and myself. They have a list of events that fall outside of normal parameters and park hours. The park closes at 11 p.m. but some of their hunts or club events don't end until well after 11. So we are treating these as special events and getting preapproval for the following dates: 2/16/23, 2/25/23, 3/11/23, 3/28/23, 4/7/23, 4/8/23, 4/18/23, 5/2/23, 5/18/23, 5/19/23, 6/3/23, 6/27/23, 7/8/23, 8/5/23, 8/10/23, 8/30/23, 8/31/23, 10/7/23 and 11/17/23. We request approval of these events for them to be in their leased space after park hours.

Shannon inquired what they will be doing? Dustin stated they have hunts offsite as you can't hunt at Prairie Creek but their lodge club is there. They come and meet before and after events. Jim inquired if they were by the boat launch and Dustin confirmed it and added they have been with us for years. Their sign appears to be from the 70's or 80's. Shannon inquired about the number of people and he stated he wasn't privy to that information but has seen 30 – 40 plus cars for some events. He stated they are quite the organization. They pay on time and their lease for the space is \$1500.00. They maintain and improve their space. They've added water and siding, tables, etc. They do quite a bit to a building with just electric. Shannon inquired if there will be any drinking and he stated he did not know but they don't permit it and will check with them. Brad asked if we've ever had any issues with them and Dustin stated, we have not. They gather before or after their hunts, so we are basically a launching or end point for them.

Brad stated he appreciated them reaching out for approval as he's sure in the past it was probably just a hand shake and it was fine. So, this is the proper way to do it and he appreciates that.

Vote was taken by all Board members present to approve all listed dates. Motion carries. Motion approved by all members present.

Proposed 2023 Rules and Rates for Prairie Creek

Brad asked Dustin to stay to discuss the proposed rules and rates though they aren't on the agenda.

Starting with the Proposed Rules, he knows Dustin and Ashley spent an extensive amount of time working on them. The Board has reviewed them and what they have

before them is a 12 page document and what he thinks is a great starting place to establish rules at Prairie Creek. The document has been sent to the Legal Department but due to family issues they have delayed the final legal review. We had an initial review, which prompted some changes the first round, so he is comfortable saying these are very close and if there are any legal revisions, they should be very minor and not substantial in scope.

Brad opened the floor to conversation regarding the proposed rules. Shannon inquired if the rules had been made available to the public. Brad stated they have been available upon request and had been made available to the clubs, but individual requests have been very limited. Dustin stated he believes drafts 1, 2 and 3, not this one to American Water and they were also privy to making suggestions. Brad stated we received feedback from Friends of Prairie Creek, The Sailboat Club, Hunt Club and Horse Club. Brad inquired if we heard anything back from American Water and Dustin stated we haven't received feedback from them or the Indiana Light Horse Association.

Brad stated they have a few things that did get changed from their work session and he will highlight those. Those would be on page one, Item I (3) (a), regarding alcohol and illegal substances, it referenced back to Section 9509 of the Muncie City Code Ordinances. Since we fall under that as a city park there is no need for us to have an individual rule. The other one referencing cards and games of chance, under the gambling section which referred back to City Ordinances. Shannon stated it was on page 2 under Miscellaneous, Section I (6) (c).

Brad if there were any questions or discussion regarding the rules for Prairie Creek. Mark stated he wanted to thank Dustin and Ashley for their hard work and to Aubrey Christ on the legal team who put a lot of time in but couldn't be here tonight due to a family medical emergency. He just wanted to express appreciation on behalf of the Board for all the good work that has gone into this. It's a nice finished product. It's a living document because it can change and isn't cast in stone but I think it's clear and I want to thank everyone that was involved with it, especially Aubrey since she can't be here. Dustin agreed and stated Aubrey has been very helpful, Ashley has spent a lot of time going over other campgrounds rules to make sure ours are in line with everywhere else. We like this foundation and highly believe this is a living document, it is a foundation and I repeat we don't have a centralized set of rules. Stuff was written on post it notes, on one page memos hung up in the boat house or at the beach and that is where the rule was referred to. This will be the first time, in year 2022, going into effect in for 2023, that Prairie Creek has ever had a uniform set of rules. He thinks it's a great start which can be changed and built upon.

Dustin stated Dr. Powers had a suggestion for an addendum regarding swimming. Do we want to add that in now or try to pass it and add it in later before the season begins? Shannon stated she had not been able to find any specific language and stated they probably ran into the same issue. Dustin agreed stating there were lots of suggestions, but no actual real rules or policies and Shannon responded she thinks it's ok to have our own policy. Brad interjected he thinks that's something we can continue to review and add in later. His personal thoughts were to get this in and on the books so we can pack it to go out with renewals. As you've probably noticed there are some sections that don't have any information, like under the trails, regarding the equestrian and multi-use trails, they are essentially placeholders for future updates and rules.

Brad inquired if there were any questions or comments from the Board. There were none so he opened up the floor briefly for public comment. He noted Friends of Prairie Creek were present and they spent time working on these rules which he appreciates. Dustin stated he received a text from the Hunt Club stating there is absolutely no alcohol allowed on grounds or in the building during their meetings.

Kristopher Bilbrey inquired if the rules were given to the campers at the campsite and if the Board was voting on this tonight. Brad replied the intention is to vote on the document as presented tonight. Bilbrey then inquired where these rules have been posted for citizens to see before tonight's vote? Brad stated they were distributed to the recognized clubs at Prairie Creek and have been made available upon request at the Parks Office and Prairie Creek Office. Bilbrey then inquired if they could be published on the city website as a PDF? He knows some have questioned, because the meeting was moved from the 20th to tonight, he asked if they could hold off on the vote tonight to open it up to public inspection to make people feel more secure.

Friends of Prairie Creek requested the rules be made public so everyone can review them and the vote be taken at the January 17th meeting. They were under the impression after their last meeting they would be allowed to see the final revisions and the rules were to be made public and that didn't happen.

Brad asked Dustin when they planned to send out the renewals and Dustin replied Britney, Ashley and the staff will begin in the next few weeks and their goal is to start forming the packets the first week of January. We are a matter of weeks away from getting the packets together.

Brad opened it back up for Board discussion but there were no additional comments. We have two options. One is to vote on the rules tonight as presented and send them out with the renewals or table the rules and have them in a vote in January. If we delay to the January meeting, I would like to consider sending these out as a draft copy. Dustin

stated they could do that and send them out with the packets so all campsite holders and dock holders would see them.

Shannon stated she believed we needed to hear the voice of the public and we need time to receive feedback and consider it as well.

Brad stated he would entertain a motion to table these rules until the January meeting for a vote. Shannon asked if the vote could be moved to February and Brad responded it could be tabled until January and pending public feedback we can either vote or table it again. Chandra interjected that is with making this draft available for the public to review. Mark stated he would like to vote in January and have the rules published on the website now and ask for everyone's help to get the word out. Friends of Prairie Creek asked if it could be emailed out to all dock and campsite holders. Brad and Dustin stated they don't have email addresses for everyone. Shannon inquired how we would hear their concerns and give us feedback? Brad stated they are welcome to come to the meeting, provide feedback to Dustin at the Prairie Creek office, email the Parks office for Nikki to pass along to the Board. Mark asked Dustin if the leases will go out before the January meeting and Dustin wasn't sure if they would but people are already trying to renew. Mark stated he believes we need to address this and get it done by January as we've been going four months on it now. Dustin stated if they don't get it out by the first week of February there may be a delay in moving forward due to processing time from the campsite and dock holders as not everyone returns it the next day. Shannon inquired if the proposed prices would be in the packet as well? Brad stated we would need to get through the rules first and then talk pricing and how we approach it. We separated them so we don't muddy one with the other. Friends of Prairie Creek asked about emailing feedback and Brad inquired if the muncieparks@cityofmuncie.com was a good email to use and Nikki responded it was. Or it could go to Dustin at prairiecreek@cityofmuncie.com as well.

Vote was taken by all Board members present to table the vote until the January 17, 2023 meeting. Motion carries. Motion approved by all members present.

Mark asked that everyone spread the word about the rules being on the website. Shannon asked if feedback could be received by January 10th so they have a week to filter but Dustin and Brad stated responses should be back by January 3rd so they can review and legal can as well. Friends of Prairie Creek asked when it would be up on the website and Brad replied by the end of the week or possibly tomorrow. They asked if they could be emailed with the link and Brad confirmed they would be.

Brad reminded everyone for public comment to step to the mic so they can be heard and get it on the record.

Prairie Creek Rates List which was presented and discussed at the work session.

Seasonal Camp Rate: \$1,450.00 with a \$50 annual rate increase

Storage Fee: \$250.00

Primitive Rate: \$13.00 per night taxes included

Cabin Rate: \$75.00 per night taxes included

RV Rate: \$35.00 per night taxes included

Dock Fees: \$300 for mooring

 \$500 for wooden

 \$625 for floating

All of the docks have a \$20 annual increase

Dustin stated there is a \$0 trash fee. For golf carts we would decrease the fee from \$25 to \$0 as the first cart would be included in your seasonal lease and the second cart would be charged. We are also taking away the beach fee. This isn't a campground fee but we are trying to reduce fees to the public as well.

Shannon inquired what primitive is? Dustin stated is basically the tent campers who are primarily on South Shore.

Dustin stated there was another suggestion he would make that isn't spelled out in the document, the seasonal rate increases he would suggest they be adopted and the Board can choose to suspend them at any time depending on the economy and deemed needed to play catch up.

Brad inquired if there was any Board discussion about the rates. James stated he is good with the rates but believes the Board should vote on them annually. Dustin agreed and stated it is saving up \$50 per year which isn't a lot. Jim replied in four years that is a \$200 increase and the Board should vote on it every year so it isn't just open ended. Shannon stated she is afraid we would forget about it but Dustin and James both agreed the people at Prairie Creek will not forget and the Staff won't as they will need to know when they send out renewals. Brad inquired how they would structure it and Mark stated we can structure it so fees shall be reviewed every year in October/November for the following year which creates an intent to put it on the agenda every year. Brad stated he would like the review to take place earlier in the year closer to August and Dustin stated July or August would be good as he could have a good idea of where they are headed. Shannon added we could do all the Park rates at that time and Brad agreed we could have the August meeting be for rate review not just for Prairie Creek but for the

Parks as a whole. Brad stated they would remove the \$50 annual increase from seasonal and \$20 from the docks and move them to the annual vote in August.

Dustin inquired about the section related to debts owed to the City of Muncie. Mark stated he likes that provision as it is a privilege to be at Prairie Creek and anyone who has an outstanding obligation to the City that privilege can be removed. The Board agreed it would stay.

Brad opened the discussion to the floor. No one came forward.

Vote was taken by all Board members present. Motion carries. Motion approved by all members present.

8. OLD BUSINESS –

Skate Park - Brad asked Carl for updates on several items starting with the Skate Park as he didn't see anyone from their group in attendance. Carl stated there was a meeting the week he was at the IPRA Conference and in speaking with Adam there has been a revision in the design in a reduced fashion. They will decrease the design to what will actually fit into the budget. 2023 is the target date for when we are scheduled to begin the design work and he doesn't have any additional information.

Brad stated the Board has conceptually approved the investigation in moving forward with that but at some point we need to review it again and officially allocate the space to them. As we haven't voted to release the space, so there should be some interface to get more information from them. Carl stated he would invite Adam to the January meeting.

Bond Update – Carl referenced the color codes showing the progress on some of the parks. We are moving as money and timelines allow as we didn't get started until late summer, so some project won't be completed until 2023 based on the weather. He stated having the Bond dollars is helping with renovations in some of the parks which falls in line with our Five Year Plan. He believes George emailed it to everyone and he would like to sit down and discuss it with the Board, to see where we are and what still needs to get done.

ADA Compliance – one of the things that sticks out from the plan and we are working on. We have made adjustments at some of the parks but there are some that still need improvements in that area. We have upgraded Tuhey, Cooley and Morningside and others are on the way.

Halteman – George and I spoke with Outdoor Courts last week and they stated providing the weather allows them to, they will get started in February. We've already

begun to remove some of the asphalt and they will come put the framework in and provide two 30 x 60 pickleball courts which should be completed in May.

Tuhey Pool – Shannon provided some opportunities through some grants which was previously discussed. George and I met with the Y to discuss 2023 and we plan to meet with the 2022 Tuhey management team and the Y to talk about a Memorandum of Understanding on what it takes to run Tuhey. There is no line item in our budget for Tuhey and there were several repairs made in 2022 so we're hoping not to run into that issue this year and have a better plan in place for running the City municipal pool. It's very expensive to run that pool, it's not cheap. He's sure Shannon and the Y will provide feedback on how we can move forward with a better understanding on the budget and how it relates to costs and operating Tuhey Pool. There was a small amount of money earmarked from the Bond for Tuhey to make repairs but repairs definitely exceed it.

Ron Bonham Days – every year there is a call from individuals who want to continue the event. There's always been a cost associated with it as far as the bands that perform and other items. The Park Department has sponsored the cost for the bands and I received a call two weeks ago about it. So I wanted to have a discussion with the Board about the costs and whether we will fundraise or work with community groups that have expressed interest. Shannon inquired about the cost of the bands and Carl replied last year it was about \$4,700.00. Shannon inquired if they had issues or any altercations and Carl stated not to his memory. They always have security present for the event. Brad inquired if it is an event put on by Carl and George, Prairie Creek or a committee. Carl stated it is primarily Prairie Creek and the Parks Department provided the funding. Dustin stated Carl was underselling himself as in the past years the Parks Department has funded the bands, bike helmets, prizes, knee pads and items for the kids as door prizes and give-a-ways. They also donate the stage and bleachers. Prairie Creek covers the other costs and staffs the event.

Dustin stated they are completely in favor of continuing Ron Bonham Days as it is part of their 4th of July Celebrations and they pick up the cost of the fireworks display. Shannon inquired about the average attendance to which Dustin responded thousands. Brad stated we don't want to change the event but knows funding is an issue, so he encourages Dustin and Carl to explore alternative funding through sponsorships, grants and donations. Dustin remarked this year there was interest in a particular band, we ended up splitting the cost and Carl sent a bill for \$2,500 so Prairie Creek could split the cost. Brad stated donors could help support through the Park Foundation. Dustin stated the groups could have free booths to help generate funds for their organizations. Shannon inquired if we have the funding to pay for the event in the Parks budget. Carl stated it is not in the budget as a line item but we typically just pay it out of our budget. He would like to do some fundraising to help sponsor the costs of the event. Dustin

states they would be happy to absorb the cost if it becomes a burden to the Parks Department if they continue to donate the bleachers and stage.

9. NEW BUSINESS –

ADA Compliance - Carl discussed how in the Five Year Plan Shannon worked hard to make sure we followed the guidelines. She had a gentleman come out to review the city parks and we fell way short. Our efforts for 2023 will be to bring as many parks in line as it relates to compliance.

Shannon stated the gentleman was on the state level and they are willing to come back to do a formal assessment for all the parks. That is one of our strategic plan items in the Five Year Master Plan and we need to get that going. We will get a date for the task group to come out. Brad stated he knows compliance is important and with that conversation comes discussions about funding those projects.

Burt Whitely Fund – Carl wanted to follow-up with the Board to determine what falls under beautification for funding guidelines. With the upgrade made by Cal Ripken Foundation, Ball State and the City at the baseball field, we have removed the old playground at McCulloch which has been an eyesore for many years and are looking to put something in its place that is nice, safe, bright and ADA compliant. We are hoping some of the Burt Whitely Funds can be used if it falls under beautification.

Shannon stated they had a zoom meeting with Community Foundation and Kelly stated it was a very broad general term and we asked her if playground equipment qualified. Shannon inquired if we used some of the funds for the Frisbee Golf sign. Carl wasn't sure which funds were used. Nikki stated the sign was paid for out of the interest payment received from the Fund. Carl stated at the conference he was trying to make contacts to get funding opportunities to put in new playground equipment at the parks. Shannon asked if Carl could bring in a design and Carl stated they met with Wendy Mink from Mid States Playground last week and she forwarded us some designs. She reviewed the site and we are looking at a 80 x 80 space. The designs she sent over include ADA compliant playgrounds.

Parks Fees List – there are a few open items that need rates and there have been no significant changes. They have been on the books for a while but haven't been enforced unilaterally and need to be adopted moving into the new year. Shannon inquired if the cost of transportation was included and George stated there was no delivery fee. Stages and bleachers are usually set up during the day while our staff is on the clock. She inquired about the smaller items and he stated we typically deliver and set up the tents as everything is usually at the Kirby Madison office except tables and chairs. Chandra inquired if they were all the old rates and George stated we updated some based on what other parks were charging. Chandra inquired if with the fees listed he believed we would

have funds to put in the pot to do the things we need to do and cover wear and tear on the vehicles and gas.

The Board discussed a delivery fuel charge of \$25 within the city limits and \$50 outside city limits within Delaware County.

Shannon mentioned the need to move forward with electronic payments. George stated they will need to discuss and get approval from the Controller. Brad asked if Dustin had any update on the system they were going to be using so it could be used across the Parks.

Mark inquired about the Fee Waiver and was told it is just an idea and they can mold it and update it. The Board will review and discuss at the next meeting to ensure we are still able to collect fees and are only waiving them for credible partners and sponsors.

Regarding the fees the Board felt what was down is good and they will leave it to the Parks Department to fill in the other rates.

Prairie Creek is requesting transfers for the year end. Dustin is requesting the movement of funds from the cash account to fill in accounts that are either overdrawn or close to overdrawn. See attached for breakdown.

Vote was taken by all Board members present. Motion carries. Motion approved by all members present.

Richard Ivy – Soccer Program Update. With the \$2,500.00 funding from the Parks Department we were able to serve 190 kids and cover the expenses for shirts, referees, etc. was \$2,907. The total expenses were \$3,928.67 and with the fees from participation we were able to cover the balance. Carl and I were able to get Ball to let us open up the back fence to use for parking. Fellowship Baptist Church also allowed us to use their parking lot and we gave them a gift card of \$50. This year we ended up in the black and were able to have a pizza dinner for volunteers, coaches and assistant coaches. Muncie Schools also is a partner and helps with the distribution of the applications and the Parks Department prints them out and provides them to the school. George was able to get some of the painting in-kind for us this year which saved us \$350 per shot. We will be purchasing new nets going into the new year which we weren't able to do in previous years.

Shannon stated she would work with Richard to find grants and additional funding sources for the Soccer Program.

10. ACTION ITEMS

There were no action items or events for approval.

11. PUBLIC INPUT – Please limit time to 3 minutes.

There were no names on the list and no one came to the podium to speak.

Meeting was adjourned by Brad Marshall, President.

*** Next Park Board meeting is currently scheduled for January 17, 2023 at 6 p.m. in the City Hall Auditorium.**