

811 E. Centennial Avenue Muncie, IN. 47303 (765) 747-4858 cityofmuncie.com/parks-deparment-muncie.htm

muncieparks@cityofmuncie.com

Superintendent: Carl Malone

## **Muncie Park & Recreation Board Meeting**

Tuesday, November 21, 2023 City Hall Auditorium

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Approval of the minutes from (October 2023) Park Board Meeting
- (5) Superintendent Report Carl Malone
- (6) Parks Programming & Park Event Approval George Foley
- (7) Prairie Creek Report Dustin Clark
- (8) Urban Forestry Grant Overview Dustin Clark
- (9) Friends of Prairie Creek
- (10) Old Business
- (11) New Business
  - Prairie Creek Event Pricing
  - Parks Cabin and Shelter Pricing
- (12) Action Items
- (13) Public Input (3) minutes limit Please state your name and address.

<sup>\*</sup> Next Park Board Meeting - Tuesday, December 19, 2023 (6:00 p.m.) - City Hall Auditorium



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## Superintendent Report

Tuesday, November 21, 2023

## Muncie Parks Department

Parks Superintendent and some of the staff attended the I.P.R.A Conference & Expo held in Ft. Wayne the week of November 14-16<sup>th</sup>. We participated in the Aquatic Facility Winterization. We discussed how and why proper facility winterization is one of the most important preventive maintenance tasks you can perform. Other sessions we attended involved Homelessness in Parks, Public Splash Pad and Park Foundation Model.

## Park Projects

- Sinclair Recreation (Gametime) will be installing (3) new playground equipment in the spring 2024. Those (3) parks will be McCulloch Parks, Gilbert Park and Cowing Park. Excavating work taking out old playground equipment has been contracted to Shoyer and Sons.
- Riverview Park- Basketball Court, Pickleball Court, Playground Equipment, Splash Pad structure restrooms completion date: TBD
- Thomas Park Splash Pad was completed Summer 2023. Basketball Court, Shelter Repairs, restrooms, and shade structure to TBD.
- Jack's Park Playground structures, lights, walking trail completion date TBD. The basketball court, portable pickleball court and electric box were completed in the Summer 2023.
- Westside Park Skatepark update: waiting on DNR Permitting approval.
- Tuhey Pool Pool Line painting to be completed Spring 2024

If the Parks Board have any questions, please feel free to contact Carl Malone at the park office (765) 747-4858 or cell (765) 749-8490.

Carl Malone Superintendent Muncie Parks and Recreation

# Muncie Park & Recreation Board Meeting

# November 21, 2023 6 p.m. City Hall Auditorium

- 1. CALL TO ORDER- Brad Marshall called the meeting to order at 6:00p.m.
- PLEDGE OF ALLEGIANCE All stood for the Pledge.
- 3. ROLL CALL- Present were Brad Marshall, Shannon Powers, Mark Ervin, James Lutton and Chandra Parks (late arrival).
- 4. APPROVAL OF 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 and four members of the staff attended the I.P.R.A. Conference & Expo which was held in Fort Wayne the week of November 14<sup>th</sup> – 16<sup>th</sup>. They participated in several classes which they felt would be beneficial to our park system here including Aquatic Facility Winterization. Many of the other people in attendance noted the same issues we are having here which includes homelessness in the parks, splash pads and there was discussion about various Park Foundation Models.

## Park Projects:

Sinclair Recreation (Gametime) will be installing three (3) new playground structures in spring 2024 at McCulloch Park, Gilbert Park and Cowing Park as we've received approval from the City. The parts will be delivered in December and held in storage until the installation process begins in the spring. The excavation of the sites has been contracted to Shoyer & Sons and our team will work on the last minute compacting needed before the installation.

**Riverview Park:** The paving for the basketball court and Pickle ball court is completed. Splash pad water system was up and running at the end of the summer and the other construction is ongoing. I think they've started on the playground area as of

last week as well, so that seems to be moving right along. The updates to the basketball court, splash pad, and restroom are still to be determined.

**Thomas Park** splash pad was operating by the end of the summer. Basketball Court and shelters are in need of repair. Updates to the basketball court, shelter repairs, restrooms and shade structure are to be determined. The restroom is in okay condition and has running water but may need minor repairs. They have a new neighborhood association and President and we will be having discussions with them about what they would like to see added to the park.

**Jack's Park** a new playground structure is soon to arrive. We have new lights being installed and they are working on the walking trail. We have the portable pickle ball court is available. A brand new electrical meter box was installed and we put in new backboards and basketball rims. The basketball court has been lined for pickle ball and basketball combined. Updates should be completed in the spring.

Westside Skate Park the update is the same as last month. I was speaking with Adam during the department head meeting. It was stated that the DNR permitting process is still holding us up from getting started on the Skate Park at Westside Park. So I think once we get the go ahead from there then I think they can put together a timeline of when construction will start.

**Tuhey Pool** they have started on some of the painting and should have the painting of the lines completed in spring 2024.

Carl asked if any members of the Board had any questions.

Mark asked what is a portable pickle ball court and Carl replied it's a pop up court that can be put up and down depending on need. They had one on display at the convention. It's the regular net except it is portable and can be disassembled and stored away. We need to figure out where we will store it (at Jack's or at the Park Office) and who will have access to it for use. Shannon asked if there was some way to secure it and Carl replied with us as they don't have a shed yet to store any equipment. We have discussed it with the NHA to see if anyone wants to be responsible for it that way they aren't calling the office after hours trying to put it up. Shannon asked if it was just for that park and Carl replied that it is.

Shannon then asked what's an electric box and Carl replied we had to put in a new electrical box on the fence to supply power to the park for the lights and things of that nature.

Brad asked if the Board had any additional questions for Carl and there were none. Carl added that outside of what was submitted, he, George and Nikki have had conversations and they know that 2024 is going to be very busy for the Parks Department. There have been many requests received from the community for us to do more programming in our parks. One park that has been mentioned is Aultshire Park which is a small neighborhood park that is in need of a facelift. The slide is busted at the bottom and the basketball court needs repair and people from the neighborhood are hoping to see some improvements there. He and George spoke with the Mayor and there may be some dollars available in the EDIT funds that may be earmarked for 2024 for the Park Department. There will be plenty of projects and we're working with some of our partners to see what 2024 will look like for programming.

James asked if we had an update on the winterization of the two new splash pads. Carl stated he sent an email to Adam and Dustin to find out who was responsible for handling them and he hadn't heard back yet. Speaking with Richard, Dustin, Adam and Flatland were responsible for it. He's waiting to hear back and have it communicated to him so if Parks staff needs to handle it they can. He will follow-up and send the Board and email. Brad inquired if all the other splash pads have been winterized and closed up and Carl confirmed they have been. Shannon inquired if Tuhey and the pool were completely winterized and Carl confirmed they were. Shannon inquired if Buddenbaum made the video on backwashing and Carl stated we have not received it but we will follow-up on it. He would like to do something in early spring with all the partners for the pool so we're all on the same page. Shannon also asked if we received a MOU from them about opening and closing the pool and Carl stated we will continue to work on that and he will have Nikki reach out to Yvonne.

## 6. PARKS PROGRAMMING & EVENTS - George Foley, Program Director

George stated we don't have any events to approve this month and just wanted to speak briefly about 2024 programming. The Board received a few flyers to review. The first being the walking program we currently have in partnership with Ball State and Dr. Powers. It takes place on Tuesdays and Thursdays from 11 am - 12 pm and Tuesdays and Wednesdays from 6 pm - 7 pm at the Muncie Mall by Finish Line. Attendance has been good and they are earning incentives for how often they come out and walk. Those incentives are being provided by Ball State when we finish. It's getting cold out, so anyone that wants to walk inside and have people to walk with can come on out during these winter months. We've been getting good feedback so we're glad to start this program for the winter.

There's also a flyer showing what we're working towards for 2024. One thing he wants to focus on is we are going to change the intern program. We will talk to legal about it

but we want to change it to the "Muncie Teen Internship Program" and we want to focus on doing the program year round instead of just the summer. During the school semesters we would have some teens that work, not as many as during the summer. They will work a certain amount of days/hours each month. Next month he will finalize details with all the partners. The funding source will not come from the Parks budget as we have some sponsors in place and we've been working on some grants. We're working on this to be a pilot for three years to see how everything goes and are very close to getting the funding for that. What also makes it different from the summer is they may be working in jobs that they have an interest in for after college. We're really excited about that.

For sports programming we will do soccer with Friends of Conley in the spring and fall. We will do NFL flag football again. We will also be doing some basketball camps and probably some tournaments at Heekin. We will continue to work on security for those events so everyone is safe when they come out. We will be doing some baseball camps at Gainbridge. We had some new plugs put in at Gainbridge a few weeks ago as the original ones were about 90 feet (college/high school length), so when we had adult softball it was a lot of gasping. So the new plugs are about 75 feet which decreases the space from base to base. We will also be doing adult softball again.

We've also been receiving requests to have more music in the parks. We're going to try to do music in four locations which will be McCulloch, Heekin, Westside and Canan Commons. We're still working on the performing groups and dates and want to get them locked in as soon as possible as other organizations want to do events in the parks as well.

We will host National Parks Day on April 20<sup>th</sup> which will kick off our programming season and people can come out to get information from us. We will have Trunk O' Treat at Heekin Park again. This year we had about 800 children come through this year. Nikki, I and some volunteers were packing bags for what seemed like 12 hours but it was a very good event with great turnout. We also would like to do a citywide pickle ball tournament and will like to work with Brad on that as there is already successful pickle ball going on at Halteman. We will have a pickle ball court available at Riverview and the portable court for Jack's Park.

We would also like to do some aquatics programming at Tuhey's. We will have Zumba with Dr. Powers. We will also host swim classes for children and adults. We hear a lot of adults say they don't know how to swim and we think Tuhey is a great place to learn since it isn't very deep.

Those are just some of the things I want to present to the Board. We may add a couple of events but we are working hard getting reading for programming in the parks for 2024. He asked if the Board had any questions and there were none.

Brad thanked George and Carl for all the hard work they have done. Three years ago we didn't have a programming and now we have a full page of programs and reading through it, there's about half a dozen that aren't even on this list. It's a great program you've built and this Board is happy to support it and help you however you need it. George thanked the Board for supporting the department as it has been a learning curve for all of us.

## 7. PRAIRIE CREEK REPORT - Dustin Clark

Tawny gave the report in Dustin's absence. She stated she didn't have much to report.

Tawny gave a reminder of the Christmas celebration which will be held on 12/15/2023 from 5-7 pm. There will be pictures with Santa, hot cocoa and events for the family. The Friends of Prairie Creek meeting will be held right after at 7:15.

Other than that, they have been working on lease renewals and trying to get them out by January. Legal is reviewing them now and they will be forwarded to the Board once they receive them back.

Brad asked if there were any events needing approval and Tawny stated there were not. Brad asked if they were still working with the off road club for their event and she stated they were. They had a family emergency last month so they haven't met yet.

Brad asked if there any additional questions for Tawny, and there were none.

#### 8. URBAN FORESTRY GRANT OVERVIEW - Dustin Clark

Brad stated he spoke to Dustin about the grant two weeks ago and there's no change there. It continues to move forward as they work through the details regarding how it will be structured. He doesn't see any issues there.

## 9. FRIENDS OF PRAIRIE CREEK RESPONSE -

No representative from Friends of Prairie Creek was present.

#### 10. OLD BUSINESS -

Shannon had some old business come up yesterday and she was sorry that she didn't send this agenda item to George. Last night she received an e-mail from the Indiana Landmarks about a grant that I applied for to help us pay for an assessment, Study and architectural design was approved for the old Tuhey bath house, so we have \$6500 to now think about what we want to do with that space and send out or publish an RFPA request for proposals to different design houses. And then also just to recap with the Tyler Ugolyn Foundation. We recently received the quotes for Heekin Park for the

basketball court. So I will be submitting that budget and that grant to the foundation in November. So I'll let everybody know when we hear something.

Brad thanked Shannon for the update.

#### 11. NEW BUSINESS -

Brad stated he received an email from Dustin regarding Prairie Creek event pricing late this afternoon. He wasn't sure if the rest of the Board was copied on it but will forward the information to them for review. Brad introduced the changes so they can be voted on during the December meeting.

The cabin rates there are some updates and changes listed. George stated the team looked up similar cities that are our size that rent space in their parks. Our prices are very low and even the security deposit of \$80 is low and doesn't really cover replacing anything that is broken. We wanted to introduce these proposed changes to the Board for review to see if those are fair prices. We get a lot of rentals and want to be fair. Cabin 3 will be getting an air conditioning unit at the beginning of the year and Community Development is doing some upgrades on the inside of Cabin 6 after the Christmas holiday. He believes everything in the kitchen will be stainless steel and the floors will be redone. Those prices have been that way for several years and haven't been reviewed in a long time. We would like the Board to review them and discuss it in December.

Brad stated he recognized and agrees that our deposits are very low on the cabins. He would like to see some of the increase be moved over from the fee to the deposit line but keep the proposed total cost the same. That way if we do have an accident or incident we have a way to recover some of those costs but we can discuss it in detail later.

Brad asked if George had any concern about the pricing or if he saw there being any decrease in rentals or having a hard time getting them rented out. George stated he did not as he knows Cornerstone and the Horizon Center are pretty steep and have more restrictions than we do. They have approved catering lists and require security for many events. He believes it is one security guard per 50 people. He believes our prices and our rules are fair, so he thinks people will still rent the cabins. Brad added with the price comparison presented none of our rates seem out of line or exorbitant. George added our shelters are less than \$45 for the day. We have repaired and put in some new shelters as well.

Brad asked if there were any questions for George regarding the rates. Mark asked if we have had pretty good luck with not having them damaged and George stated we don't get much damage to the cabins. We've had a window knocked out, a door busted and a toilet broken but nothing real bad. We do need to replace some tables and chairs as they

are old and the wear and tear on them. James asked if there were any adjustments to the equipment fees and George replied those are our current fees. Shannon asked if these were the fees decided on earlier in the year and George stated they are. James asked if everything was good with that price list and George stated we haven't gotten any complaints.

Shannon inquired if the money goes to the General Fund or if it comes back to the park. Carl stated he would like to get a non-reverting fund for the cabins so funds are easily accessible for repairs but that has to be approved by City Council. Brad stated while he supports it he has reservations that some may want to decrease the budget and if we don't hit our goals we could end up in a worse place than we started.

Shannon asked if someone rents a van for \$50 per day how is insurance covered. Do they have to have their own insurance and Carl replied yes, they do.

Brad asked if there are any more questions regarding the cabin rental fees and there were none.

Brad stated he had two other updates for the Board and Carl.

We have received federal approval of the LWCF Grant for Tillpond Park which will have nature trails and fishing. There will probably be an announcement to the public after the holiday regarding the award. The expect work to start this spring. As it is a large project they expect an extended timeline on it. The still have some planning and design work, forms and Federal government things to work through, so it won't be a speedy process but it is moving forward.

He also received a notice from the Halteman Neighborhood Association. They received a grant to help renovate the bathroom at that park. They are excited to work with Carl and the team to renovate it and make it a nice facility. They received the grant this week from the Zeigler Foundation which has been very generous with supporting the parks. We want to thank the Zeigler Foundation for all their support.

Brad asked if there was any other new business and there was none.

Shannon stated she had some old business to update the Board on. She and George met at Tuhey Bathhouse with Dr. Jonathan Spodek, who is in the College of Architecture at Ball State, whose expertise is in historic preservation. As you know we received the grant for \$6,500.00 to do an assessment and/or feasibility study, so we are waiting for his proposal. He was able to find blueprints from two different eras of the facility which he is now studying and we should hear back from him and have a report by the next meeting. She added she has been working on the national historic landmark application

to bring before the Board and City Council by February in order to move forward with that.

## 12. ACTION ITEMS

Brad inquired if there were any other action items from the board and there were none.

## 13. PUBLIC INPUT – Please limit time to 3 minutes.

Brad asked if there were any action items or events to be presented to the Board from the public and there were none.

No names were listed on the public input list to speak and no one requested time to speak.

Meeting was adjourned by Brad Marshall, President.

\* Next Park Board meeting is currently scheduled for December 19, 2023 at 6 p.m. in the City Hall Auditorium.

ALL SHELTERS		Rental Fees:	CABIN #6 (McCulloch Park) Damage Deposit:		Rental Fees:	CABIN #5 (Heekin Park) Damage Deposit:	5	Damage Deposit: Rental Fees:	CABIN #4 (Heekin Park)		Damage Deposit: Rental Fees:	CABIN #3 (Heekin Park)	Kental Fees:	CABIN #2 (Heekin Park) Damage Deposit:
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\$50.00 \$3.50	\$250.00	\$130.00 \$9.10	\$80.00	\$135.00 \$9.45	\$70.00	\$80.00	\$5.25 \$145.00 \$10.15	\$80.00 \$75.00		\$9.10 \$250.00 \$17.50	\$80.00 \$130.00		\$65.00 \$4.55 \$125.00 \$8.75	Proposed \$80.00
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PARK OFFICE #: (765) 747-4858		Has 100 chairs	Holds 100 people	6 tables	Has 50 chairs	Holds 50 people	12 tables	Has	Holds 100 people	Ramp, Kitchen, Bathroom, 10x10 stage	Has 100 chairs/12 tables	Holds	Has 20 chairs 4 tables	Holds 20 people
'65) 747-4858											9			

Anderson - Mobile Stage Anderson - Basketball Courts	Plymouth Park Rentals	Anderson - Belmont Park Shelter Anderson - Eastside Shelter Price Memorial Park Shelter	Fort Wayne Kettler	Goshen Parks- Riverside Pavillion (S)	Wicker Memorial Park - Shelters	Plymouth Park Shelters	SHELTERS Fort Wayne Foster #2 (Shelter)	Goshen Parks- Abshire Pavillion	Goshen Parks- Historic Power House	Explorer Park Shelters - Lawrence	Fort Wayne Psi Ote Lower/Lower	Fort Wayne Lakeside #2	Wicker Memorial Park - Breezeway	Whiting Lakefront Park - South Event Area	Plymouth Park - Conservation Club House	Fort Wayne McCormick	Plymouth Park - Webster Recreation	Goshen Parks- Schrock Pavillion	Whiting Lakefront Park - Pavilion	CABINS	PARK
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Liability Insurance is required	\$200 refundable security deposit				8			\$200 refundable security deposit	5		\$191.00	3	No Security Deposit	a position of the position of	\$200 refundable security denosit			\$200 refundable security deposit			SECURITY WINTER DEPOSIT

#### 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: \$50.00 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.



# Programming SEASON 2024



## YOUTH PROGRAM

MUNCIE TEEN INTERNSHIP PROGRAM

- Year Around Program (Grades 9th-12th)
- •Summer Intern Program (Ages 12-18)



## SPORTS PROGRAMS

SOCCER PROGRAM (KINDERGARTEN - 8TH GRADE)

- Spring (April 2024)
- Fall (September 2024)
- FLAG FOOTBALL PROGRAM JUNE 2024 (BALL CORP PARK)
- YOUTH BASKETBALL CAMP JUNE 2024 (BALL CORP PARK)
- YOUTH BASEBALL CAMP JULY 2024 (GAINBRIDGE FIELD)
- ADULT SOFTBALL LEAGUE SPRING 2024 (GAINBRIDGE FIELD)



## MUSIC

- MUSIC IN THE PARKS 2024 (SUMMER 2024)
- McCulloch Park
- Westside Park
- Heekin Park
- Canon Commons





## **EVENTS**

- NATIONAL PARKS DAY (SATURDAY, APRIL 20, 2024) HEEKIN PARK
- TRUNK OR TREAT IN THE PARK HEEKIN PARK | OCTOBER 2024
- CITYWIDE PICKLEBALL TOURNAMENT (HALTEMAN PARK, JACKS PARK, RIVERVIEW PARK) | MAY 2024



## **AQUATIC (TUHEY PARK)**

- SUMMER (MAY AUGUST 2024)
- ADULT AQUA ZUMBA CLASS
- BEGINNING SWIM LESSONS (YOUTH AND ADULTS)

# Park Board Meeting Public Input Sign In Sheet

Date: 11/21/23	
Name (Please Print)	Address
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2.	