

Present: Chairperson Kondak; Vice-Chair Hausman; Members: Borgon, Greening, Ruprich and Schmitt

Absent: Davis

Also Present: Assistant Manager/Clerk, Marshall  
Council liaison, Mueller  
Council member, Mooney

Chairperson Kondak called the meeting to order at 7:33 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

### **APPROVE/AMEND AGENDA**

There was unanimous agreement that the agenda be amended to add item 5A, “Discuss Park Attendant Job Responsibilities”.

### **APPROVE MINUTES OF A REGULAR PARKS & RECREATION BOARD MEETING HELD FEBRUARY 19, 2015**

Motion by Schmitt, second by Borgon, that the minutes of a regular Parks and Recreation Board meeting held on February 19, 2015 be approved as submitted.

Motion passed.

### **PUBLIC COMMENTS**

None

### **DISCUSS PREPARATIONS FOR MEMORIAL DAY PARADE AND CARNIVAL**

Hausman stated that Kim and Mike Eberhart volunteered again this year to organize the Memorial Day Parade. Mike Eberhart provided an update on preparations underway for the 2015 parade. They have contacted past participants this week and are attempting to engage a few new acts this year. Eberhart listed some of the people who have confirmed their participation. He assumed that the budget this year is the same as last year. Communication has gone out to Village Council members requesting their participation. Ellen Marshall has distributed a bulletin requesting volunteers. Eberhart asked for direction on selection of a Grand Marshal.

Hausman reported on final and ongoing arrangements for carnival games and entertainment including music. Sponsorship letters were mailed, and donations in the amount of \$2,400 were received to date. Board members discussed suggestions for this year’s Grand Marshal. The event coordinators will discuss two candidates among themselves before making a final decision. Hausman proposed having the flag ceremony at 1:30 pm this year. Former Council member Ron Berndt has volunteered again to coordinate the Memorial Day Commemoration ceremony.

Ruprich updated the Board on food trucks contacted to provide this year’s menu choices. A group of young people from Berkshire Middle School has asked to sell water to raise funds for a Berkshire student who is waiting for a heart transplant. Marshall and Borgon talked about the games and rides scheduled for the carnival. Hausman will contact individuals from organizations that will be setting up community games.

### **DISCUSS BUY-A-BRICK PROGRAM**

Members are in receipt of a copy of the form used to place orders for bricks to be installed in Beverly Park around the flag pole area. Bricks cost \$50 for the 4”x 8” size and \$100.00 for the 8” x 8” size. The Board had decided to bring the brick program back for a short period through the end of April, 2015. Clerk Marshall related that 22 orders have been received for engraved bricks since December of 2014. She proposed placing an order for the bricks in mid-May and having the bricks installed in late summer.

Board members talked about extending the program beyond April to allow for sales during the parade and carnival and throughout the summer. It was the consensus of the Board to extend the buy-a-brick program through Labor Day but to make it known that bricks ordered after April 30 will be installed next year.

### **REVIEW AND CONSIDER PICNIC TABLE REPLACEMENT**

The Board discussed options for picnic table repair or replacement. The choices are to retrofit existing picnic tables with BarcoBoard or purchase new tables. Marshall provided quotes for rehabbing the picnic tables and distributed copies of catalog information for picnic tables constructed of recycled plastic, aluminum, and various types of wood. After a comprehensive discussion, it was the consensus of the Board to recommend the purchase of 12-14 new 8 ft. picnic tables for the pavilion. The preferred vendor and product was the Belson Park Chief Picnic Tables constructed of recycled plastic with a galvanized frame fabricated from steel plate.

Motion by Hausman, second by Greening, that the Parks and Recreation Board recommend that Council approve the purchase of 12-14 new Park Chief 8 ft. recycled plastic picnic tables from Belson Outdoors.

Motion passed (6 – 0).

Older picnic tables that are in acceptable shape will be placed throughout the park.

### **PARK ATTENDANT JOB RESPONSIBILITIES**

Kondak mentioned that there has been discussion relative to the responsibilities of the summer park attendants. The suggestion was made that the Village purchase a power washer and a weed whacker, which would improve the effectiveness of tasks such as removing weeds on the park hill steps and power washing the pavilion floor.

Current responsibilities of the park attendants include opening restrooms in the mornings, stocking and cleaning the restrooms, washing the pavilion floor and picnic tables, emptying trash, regular park patrols, raking woodchips under the swings, and light gardening (weeding flower beds, trimming shrubs, watering shrubs and trees as directed). Other assignments may include straightening the pavilion picnic tables, reporting vandalism, changing light bulbs, lowering the flag to half staff, and reporting unleashed dogs or other park violations to the Public Safety Department. Ellen Marshall informed the Board that she has not yet received applications nor hired park attendants for this summer.

Motion by Schmitt, second by Hausman, to extend the obligations and perhaps the hours of the Beverly Park attendants and to add the duties of using a weed whacker and power washer to be supplied by Village Administration.

Motion passed (6 – 0).

### **REVIEW AND CONSIDER LARGE GROUP SURVEYS**

The Board reviewed large group event planning forms from Loch, Trombley, Zeman, Lentine, Nachazel, Schmid, and Gannon. Marshall affirmed that she informs people that a food vendor contracted for their event in the pavilion cannot sell food to anyone. There were no objections from Board members to the event planning forms.

Motion by Ruprich, second by Borgon, to approve the six pavilion rentals reviewed this month.

Motion passed (6 – 0).

### **LIAISON COMMENTS**

Council liaison Mueller yielded his comments to Council President Mooney. Mooney proposed that the Parks and Recreation Board take the opportunity this year and next year to request funding from Council for necessary park maintenance and improvement items for Beverly Park. He related that the current Council may share the Board's vision of what the park should look like now and into the future.

Mooney suggested the Board make decisions and provide direction on the following items:

- Improve T-boxes for the disc golf area. Give consideration to a rubberized material that would be anchored to prevent theft.
- Conduct a study on drainage at disc golf area and make recommendations.
- Clean up the fence along Allerton and give thought to replacing the fence.
- Repair tennis courts as necessary.
- Inventory playground equipment for improvements and future replacement.
- Landscaping around ball fields and throughout the park; provide weed control.

The Board discussed park maintenance items and additions to the playground area. Members questioned Mooney regarding how to proceed with recommendations for capital items. There was mention made of reinstating a park millage for future park improvements and maintenance. In answer to an inquiry from the Board, Mooney indicated that the items on the Board's list of prioritized park maintenance items and improvements for the next fiscal year will be included in the 2015/16 budget that will be considered by Council.

### **ADMINISTRATION COMMENTS**

Marshall reported that an inspection of the playground equipment in Beverly Park has been conducted. She listed replacement items that have been ordered for various pieces of equipment. The Board requested that administration order four new baby swings.

Marshall said that she is currently in communication with Miracle Recreation regarding new playground pieces. The vendor may have a representative visit the park and make suggestions as to what equipment could be replaced or added in order to enhance the playground experience.

**BOARD COMMENTS**

Ruprich had additional vendor and pricing information on recycle bins for the park, which she will discuss with Marshall. The Board agreed that the bins should read “Recycle” and “Trash”.

Recording Secretary Sue Bernard informed the Board that she will be retiring in June.

The meeting was adjourned at 8:56 p.m.