

Morgan County Park and Recreation Board

180 S. Main Street, Suite 112
Martinsville, IN 46151

Meeting Minutes
October 24, 2017
Waverly, IN
7:00 p.m.

Welcome / Review Agenda / Review Last Month's Minutes

Vice President Greg Howard called the meeting to order at 7:02 pm. The agenda was mentioned. Meg will call in at 7:30 pm. A copy of the meeting minutes from the last meeting were passed around. The budget was discussed with Daniel Elliott stating that the part-time position could become full-time once the Board was organized and coalesced around a job description. The County Council is looking for a job description that will be a dedicated employee for marketing, promotion, organizing activities and park management. The salary represents 20 hours per week. Volitta asked what the salary range would be and where the employee would work. It is desired that the employee be located at Main Connection.

Joni James made a motion to approve the minutes as presented, Volitta seconded the motion. The motion was approved unanimously.

Updates from Daniel Elliott, Morgan County Council

The county is updating their website and can assist other groups in updating and hosting their websites. The data board will put the page on the county servers. The primary goal is to build a suite of web based tools to manage the resources internally, allowing the park employee to handle reservations and activities directly. The data board is working on this now with an expected completion date of mid-November / early December. The park Board would have either a section of the County website or a separate website that would reside on the county servers. Size limits will not be appreciable or likely to be an issue for the Park Board. Additional server space needs can be addressed in the future if necessary thru conversation with the data board. The Data board meets the first Wednesday of every month at noon at the administration building. The website design will have a friendly interface an open-sourced and responsive, crossing all platforms (cell, laptop, tablet). Funds for the website would be from the County IT budget, not directly from the Park budget. All site content would be at the discretion of the Park Board. County will handle backups of websites, thru their contract with GoDaddy. Use of credit cards for reservation payments require additional discussion as many still charge a fee to use the credit card.

Intercounty resource management will also be changing on the IT side. This will facilitate joint equipment use amongst county entities. This effort will encompass tracking and utilization of resources.

Web Site

- Meg & Joe – Meg and Joe provided introductions. Meg is a freelance designer and does branding and website design. Joe Blackburn has a web development business and has been doing graphic design for 14 years. His role would be to take the design from Meg and do the coding. The web design would allow for content management by the Park Board. Wordpress is the recommended platform.
 - Previous call with Greg Howard discussed changes to website design. A quick content outline was passed around along with a quick sketch of the webpage structure.

- Today looking for answers from Board on a series of questions: Q: Who is currently visiting the website and how are they getting there (facebook, etc)? A: We don't really know but we do get traffic from facebook as this is where new content is getting posted.
 - Q: What are the things when people get to the website do you want them to get to easily? A: Reservations, Hours, Events, Break-out by park, directions, how to donate.
 - Q: Is there a growth plan, additional parks? A: There is a desire but no formal plan.
 - Q: Have we seen other competitor's websites that we liked? A: Have seen others but haven't seen any we really like. The national park website is a good site. Kenny Hale suggested Story Board with Tom Maggart.
 - Q: Likes/dislikes on existing content, Greg Howard previously stated that the site was word heavy, photo light and difficult to navigate, are there changes to the structure that are desired? A: Add volunteering under "Get Involved"
- Daniel Elliott – County website is also using open-source Wordpress theme. The discussion quickly got technical related to the tool development on how the page could be integrated into the County Site. Daniel asked if the themes would be able to be edited with a Wordpress editor. Templates would be provided and content drag and dropped into site, using custom fields. Daniel assessed that this effort could easily be integrated with the County effort. A county Data Board staff would need to have administrator access for security update purposes. On the design, remember that we need to have a link to the county website to effectively integrate the county website. Daniel will be the County point of contact. Daniel requested that photos be sent to him for use on the county website.
 - Volitta suggested that the discussion was getting detailed and would perhaps be better for a subcommittee. Greg will resume contact with Meg and Joe after the meeting to continue the discussion. Website discussion ended at 8:21 pm.
 - A discussion ensued on approving additional funds for the park board website. Greg asked about whether the Board preferred to go with Meg and Joe for the design or use the free services of the county. The Park Board members requested an invoice or quote from Meg & Joe. Greg will send out the contracts which estimate \$5,000 in costs. The consensus is to continue development with Meg & Joe.

Budget Update

- 2017 Status
- 2018 Status: The 2018 budget
- Purchasing Update?
 - Equipment List
 - See Volitta's List
 - Employee Equipment
 - Computer
 - All in One Printer
 - Cell Phone
 - MiFi
 - Office Space
 - Parks
 - Trash Cans
 - Picnic Tables
 - Corn Hole

Waverly Update

- Kenny's Update:
 - Kenny requested Park reimbursement for Waverly festival bands. The total amount expended out of pocket by Mr. Hale was approximately \$4,000.00 Volitta made a motion that Kenny be allowed to proceed to the Community Foundation with receipts for reimbursement up to an amount of \$2,000. Clint Chapman seconded the motion which passed unanimously.
 - Waverly house – Suggested that the house be re-purposed as an office, conference center, event space with no residents. Kenny requested seeking bids for historic restoration services for the home. Renovations would include all work necessary to create an office space, conference space and museum. Clinton made a motion to entertain contractors via RFP to convert the Delaney house to a conference center/office space. Joni seconded the motion. The motion passed unanimously. Greg Howard motioned that the Park Board changes direction on the Delaney house to convert it to a conference center. Volitta seconded the motion and the motion passed unanimously.
- 2017 Event requests at Waverly
 - ✓ There is a request for April 21, 2018 for a wedding event. The County SWCD would like to use the facility that same morning for an educational festival event. The wedding is from 2-4 pm. The SWCD event is from 8-2pm. Board suggested that both events be advised of each other's plans. Greg did request the April 21 event at the September 26th meeting.
- Landscaping Update/Maintenance Update
- Restroom
- Trail Status
- Reenactments
- Other?

Burkhart Creek Update

- Activity Update
- Other?

Property Regulations / Guidelines – Status

Program Report

- Greg Marlett

New Business

- Priorities through the end of 2017
 - Equipment Recommendations
 - Web Site – see above
 - Position Description / Duties
 - Daniel Elliott stated that approval to post is needed from the County Commissioners.
 - Suggestions for revisions:
 - Under Education & experience requirements – This is cumbersome. Volitta stated that the requirements are half of the requirements for a full-time position at the salary level of \$40,000 since this a part-time job. Simplified text was suggested to Minimum High School diploma with additional 2 years of Higher Education or relevant work experience required.
 - Suggested we post the salary amount and wages in the summary.
 - Add Social Media under computer skills
 - Request that Volitta make revisions as suggested and that we call a special meeting next month.
 - Position Logistics
 - Burkhart Creek Constructed Wetland Update (tabled)
 - Security
 - TED Grant (tabled)
 - Board Status

- Friends Groups
- One for all or each Park?

Confirm Next Meeting

At 9:30, it was determined that a special meeting would need to be called in order to review the remaining Agenda items. Topics in grey were deferred to the special meeting.

November 7th at 7 pm was selected for the special meeting. (November 28th in Martinsville)

Adjourn

Eryn made a motion to adjourn at 9:50 pm. Clinton seconded the motion which passed unanimously and the meeting adjourned