

Ligonier Park Board Meeting – Monday, April 15, 2013
5:15pm – Ligonier Sports & Recreation Center

Board Members Present: Brian Hite, Jake Gloor, Ray Collet, Jeana Leamon, Gary Byers

Administration Present: Alan Duncan

Citizens: Gary Bishop

The meeting was called to order by board president Jeana Leamon

The board approved the minutes for March. Motion by Byers, second by Hite. All ayes.

Claims register for the month of March totaling \$14,012.73 was approved.

Motion by Hite, second by Gloor. All ayes.

Citizens:

Gary Bishop asked about placing a military display (veterans memorial) at Pettit Park. He suggested either a tank or artillery piece along with a monument dedicated to all wars. He will do all of the needed paper work. The board approved to support a war memorial with more information to come from Gary. Motion by Hite, second by Byers. All ayes.

Unfinished business:

Splash pad: The street and water departments moved dirt. Alan is working with the water and phone company and splash pad materials will be here next week.

The board approve the following job description changes: #'s 9 & 10 will read working / applied knowledge. #13 is duplicated and will be omitted. # 22 will now read "effective handling of difficult or volatile situations." Motion to approve changes and additions by Collet, second by Hite. All ayes.

New Business:

The board approved a request by the Evangelical Church to utilize the track in Kenney Park as part of a road race. Alan will inform them of an alternate exit at Carol Drive to avoid any problems with incoming traffic. Motion by Hite, second by Gloor. All ayes.

The board gave approval for the Marshmallow Festival to use Kenney and Woodlawn Parks. The festival committee will take care of the electrical problem at Woodlawn Park. Motion by Byers, second by Collet. All ayes.

The board approved a request from the Ligonier Liquor store to reopen and allow parking at Pettit Park. Parking will be temporary only. Motion by Hite, second by Gloor.

The board denied a request from Paul Fought to help with digging post holes on his property that borders the park. The board did not want to set a precedent by helping citizens with private projects.

Other Business:

Jeana requested a budget sub total by category for the next meeting and also a record of income and expenses for the non-reverting account.

Suggestions were made considering purchasing security cameras and utilizing the police bike patrol to help with security at Kenney Park.

The board approved the appointment of Brian Hite to the plan commission. Motion by Gloor, second by Byers. All ayes.

Programs:

Youth soccer has 18 teams and games will begin on Saturday, April 20.

T-ball and city league baseball registration begins today.

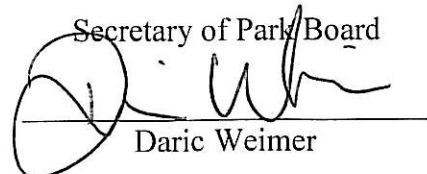
8U—10U—1/4 and 1/2 Pint baseball and girls softball teams have begun practicing.

The meeting was adjourned at 6:20pm. Motion by Collet, second by Gloor. All ayes.

President of Park Board


Jeana Leamon

Secretary of Park Board


Daric Weimer

DIRECTOR OF PARKS & RECREATION

JOB DESCRIPTION / QUALIFICATIONS

Have a minimum of 3 years experience in parks and recreation at time of job posting

Have a certification or advanced degree in the field of parks and recreation.

Be qualified by training or experience in the field of parks and recreation.

Duties:

Under the direction of the board

1. Propose annually a plan for the operation of the department
2. Administer the plan as approved by the board.
3. Supervise the general administration of the department.
4. Keep the records of the department and preserve all papers and documents of the department.
5. Recommend persons for appointment as assistant if the board determines there is a need.
6. Appoint the employees of the department subject to the approval of the board, according to the standards and qualifications fixed by the board and without regard to political affiliation.
7. Prepare and present to the board an annual report.
8. Perform other duties that the board directs.
9. Working / applied knowledge of grounds, maintenance and chemicals.
10. Working / applied knowledge of equipment.
11. Applied knowledge of sports and recreation programs.
12. Applied knowledge of Indiana Parks & Recreation state laws.
13. Prepare and administer annual budget
14. Write grants to secure funds to offer or improve programs, equipment and expansion of the recreation center or building.
15. Supervises all full time, part time and seasonal employees.
16. Supervises volunteers affiliated with the parks and recreation department.

17. Approves time sheets and overtime worked.
18. Disciplines said employees.
19. Oversees program director, schedule of programs, participants, teams and programs.
20. Work requires events and weekends as events are scheduled.
21. Knowledge of public relations and effective handling of difficult or volatile situations with the general public.
22. Manages department expenses
23. Maintenance effective
24. Maintains a positive working relationship with city management, other departments and the community.

This job description indicates general knowledge of work expected and not designed to cover or contain a comprehensive listing of duties or responsibilities required by the Director of Parks and Recreation and may be required to do other duties.