



LAGRANGE COUNTY DEPARTMENT OF  
PARKS AND RECREATION BOARD  
MINUTES  
January 27, 2022  
7:00PM  
Maple Wood Nature Center

**PRESENT:** John Egli, Eric Maginn, Ardala Hepler, Paul Yoder, Julia Wolheter, Paul Baker

**ALSO PRESENT:** Mary Franke, Emily Wolfe, Richard Muntz, Steve McKowen, Steve Engleking,

**MINUTES:** Paul Yoder moved and Eric Maginn seconded a motion to approve the minutes from the December 2, 2021 meeting. Motion carried unanimously.

**OLD BUSINESS:**

A. Mike Metz Fen LWCF Project – Open Bids

1. Approve specifications on shelter -16x16 metal

Julia Wolheter moved to accept shelter specifications as presented. Paul Baker seconded motion. Motion carried unanimously.

2. Opened Bids received. Did not receive several bids back – were not received or were returned by USPS.

Item 8A Interpretive Signs - Fossil Graphics \$2,237.00. Eric Maginn motioned to accept bid from Fossil Graphics. Julia Wolheter seconded. Motion carried unanimously.

Item 9A Native Seed Mix – Mongo Seed \$9,326.00. Paul Yoder motioned to accept bid from Mongo Seed. Paul Baker seconded. Motion carried unanimously.

3. Did not receive bids for Items #2 Excavation, #3 Concrete, #4 Restroom Components, #5B Solar Light, #6 Recycled HDPE Lumber, or #10 Seedlings. Received one bid for Item #5A Materials/Lumber, bid was not accepted due to paperwork not being completed. Received one bid for Item #1 Shelter. Received one bid for Item #7 Signs/Exterior HDPE Plastic. Due to not receiving bids for some items and not more than one in others, the board decided to table the remainder of decisions until next meeting.

B. Delt Pavilion Project

Mary Franke and George DeWald have been continuously trying to communicate with Paul Kimmerle and have contacted five other engineers and one architect. No one is returning calls. The pavilion kit will have pre-engineered plans. We would need an engineer to inspect site and approve of the new pavilion in the proposed location. No new progress.

- C. Electronic Meeting Resolution – Richard Muntz has reviewed and has made a few verbiage changes for clarification regarding the number of times in a row a member can attend electronically and the terms of an executive session. The board discussed and reviewed the revised resolution. Eric Maginn motioned to accept the electronic meeting resolution as presented. Ardala Hepler seconded. Motion carried unanimously.

- D. 2023-2027 Master Plan – Bob Arnold, and business associate Jerry Byanski, has visited all of our county parks with Mary Franke and George DeWald. Bob Arnold and Jerry Byanski offered ideas to get us started on putting together the new master plan. Jerry Byanski also suggested two areas for updating the park system: New park entry signage in wood with routed lettering to be the same for all county parks; and, a new park logo. Mary Franke shared a printed mockup of what Jerry Byanski presented for

signage and logo. The board discussed the longevity of wood signage versus metal and plastic. After discussion, the board will not make decisions about signage or logo at this time.

Mary Franke shared the public survey created to be used for the Master Plan. Mary Franke asked each board member to fill one out. The board discussed different avenues to collect public surveys.

E. Position Description/wages

1. Council approved a new job description, “Administrative Assistant/Communication Specialist” and wage for Emily Wolfe. Emily Wolfe will be keeping her secretarial duties as well as assuming the “Communication Specialist” duties of Scott Beam’s former position. Julia Wolheter motioned to accept the new job description and wage. Ardala Hepler seconded. Motion carried unanimously.
2. Scott Beam’s former position was “Maintenance Technician/Communication Specialist”. This position is no longer needed and would like to eliminate this position and replace with a second full time Maintenance Technician. A job offer was made to Eric Jordan, currently employed for the sewer system at Adams Lake, to be the new maintenance technician. Paul Baker moved to eliminate the “Maintenance Technician/Communication Specialist” position and add the second “Maintenance Technician” position. Eric Maginn seconded. Motion carried unanimously.

F. Other

1. New Board Member: Bob Arnold retired December 2021. Our new board member, Paul Baker, introduced himself.
2. December 20, 2021 Claims: Paul Baker moved and Paul Yoder seconded a motion to approve the December 20, 2021 docket claims. Motion carried.
3. The board discussed the procedure involved in transferring amounts from a non-reverting income fund/line to a non-reverting expense fund/line. Funds need to be transferred to cover the upcoming expense of a new well at Delt Church Park for \$7,200.00. Funds also need transferred to pay for the new Delt Playground equipment \$7,540.00, of which grant money (\$7,439.00) was received to help fund.

**NEW BUSINESS:**

- A. Election of Officers – Julia Wolheter nominated and moved to elect John Egli as President, Eric Maginn as Vice President, and Ardala Hepler as Secretary. Paul Yoder seconded. Motion carried unanimously.
- B. Maple Syrup Days – Planning to have breakfast with 50% table capacity. Will have tables inside and outside in a tent with a patio heater. May be a possibility of opening a few windows with fans to keep fresh air moving. Mary Franke would like to increase the pay for interpreters. The interpreter pay has been \$100 per day for many years and would like to increase to \$125 per day. The board agreed and left the decision to Mary to work with budget. The Park Dept. received the REMC Roundup Grant for \$2000.00 designated to pay for the horse/wagons and to help pay for interpreters. Mary Franke also applied for a LCCF/Life Grant for \$2000, but hasn’t received a decision yet. Mary Franke would like to raise the syrup prices this year. Syrup costs are higher. Quart prices would increase from \$17 to \$18 each and pint prices would increase from \$9 to \$10 each. Mary Franke shared that she thinks we have enough syrup to cover the breakfast, especially if we keep a 50% capacity. Whether we have syrup to sell depends on our suppliers and the weather.
- C. Park Director Salary – John Egli signed to approve the 2022 Director Salary of \$62,922.35, which gives the full 5% allowed raise. Paul Yoder motioned and Julia Wolheter seconded to approve the 5% raise for salary of \$62,992.35. Motion carried unanimously.

- D. Mower Quotes – Tried to collect quotes from 5 different dealers and received 2 quotes. Greenmark in LaGrange, with trade-in, quoted \$5,309.05. KFG in Angola, with trade-in, quoted \$7,064.00. Paul Yoder motioned and Paul Baker seconded to accept and approve the Greenmark quote of \$5,309.05. Motion carried unanimously.
- E. Snow Plow/Salt Spreader – The Park Dept. currently has a snow plow that came with the 1999 dump truck. It is not used. Mary Franke asked the board to declare the snow plow blade as surplus to allow trading it in for a salt spreader. The commissioners have already approved this as long as the Park Board agrees. Julia Wolheter motioned and Eric Maginn seconded to declare the snow plow blade surplus. Motion carried unanimously.
- F. Maple Wood Rental Deposit – Recently the Maple Wood Classroom was rented and resulted with frosting and cake smeared into the carpet. This resulted in excessive cleanup expense with renting a carpet cleaner. After discussion, the board decided to create a refundable rental deposit for Maple Wood for \$125 and increase Pine Knob and Dallas Lodge to \$125 to keep the same amount for all three enclosed buildings. The new deposit amount would go into effect for all rentals from this date forward. Julia Wolheter moved and Eric Maginn seconded a motion to approve a \$125 refundable rental deposit for Pine Knob, Dallas Lodge, and Maple Wood effective for new agreements made from this day forward. Motion carried unanimously.
- G. Events/Programs – An event is being planned with the help of Randy Merrifield (JDAI) and LCYC. This event will be held at Delt Church Park this summer for the Amish community, children and their parents. A caterer has already expressed commitment to the event and is planning to serve approximately 400 kids and parents. Mary Franke will share progress of the event planning and dates when available.
- H. Other
1. Scanner in office – An old scanner in the office is no longer useful and is declared surplus. It can be taken to the IT department for disposal.
  2. Delt Disc Golf Course – Many complaints have been received regarding the condition and layout of the disc golf course. Chris Sluyter, park maintenance tech., is heading up a proposal to improve the course layout and amenities, which would include relocated several goals for a better layout, new pads, better signage, and converting the old Field Pavilion slab into a meeting place where tees 1, 9 and 18 would meet. The current course is 12 years old and is need of improvements. A grant was applied for with Parkview. The projected cost is around \$15,000 depending on material cost at time of order. The board is in agreement that improvements are needed and expressed an interest in finding a way to tabulate the number of people that use the course.
  3. Julia Wolheter asked Emily Wolfe to distribute an updated board member list.

**CLAIMS:**

Paul Yoder moved and Eric Maginn seconded a motion to approve January docket claims as presented. Motion carried.

Public meeting adjourned. Executive Session to follow.

Respectfully Submitted,

Emily Wolfe, for Ardala Hepler

EW/ew