



Memo

To: Park Board
From: Park and Recreation Staff
Date: December 8, 2014
Subject: Monthly Update

Following are department highlights for November and early December for your review.

1. Director Mark Jones reported the following highlights:
 - a. Working with staff on capital projects.
 - b. Ribbon cutting at the Downtown Trail "Phase 1" was held on November 20th.
 - c. We are wrapping up our 2014 budgets.
 - d. He attended training at IUPUC on "Setting Expectations and Managing Performance".
 - e. New Marketing Coordinator, Carley Woodard has been hired for the department.
 - f. Jim Lemke and I will be attending the IPRA State Conference from January 14-16.
 - g. We are working with Mayor and City Hall on delivery and distribution of the Chuck Taylor basketball shoes.
 - h. He has been working with Park Board members on a new Addendum to the Golf Management Agreement.
 - i. He attended a Regional Tourism Master Plan meeting that Visitor Center scheduled.
 - j. He is finalizing 2014 Performance Reviews for all staff.
 - k. Staff attended the City Christmas Lunch on December 5.
 - l. Parks & Recreation Christmas Lunch is scheduled for December 12 (FFY).
 - m. 2nd Annual Festival of Lights - Christmas Village was a great success. (Great Job by Staff!)
 - n. 2nd Annual Turkey Trot was well attended and staff raised just under \$1,000.
 - o. Working on the Mill Race Amphitheatre project.
 - p. Working on restructuring of the Director Sports Programs & Athletic Facilities and looking to post for the position in mid-January.

2. Kathy McPeek reported the following for Recreation/Events and Administration:

Fun and Fit at Columbus Gymnastics Center:

 - a. Winter Session 1 of classes will end on Thursday, Dec. 18. 185 children were registered.
 - b. Winter Session 2 of classes will begin on January 5th.
 - c. Open gym attendance for November was:
 - Pre-school (including MOPS & MOMS Club): 710
 - Weekly Family Open gym (Th & Sat sessions): 213
 - Ages 7-up: 71
 - d. The next Friday Family Open Gym will be held on Dec. 12 from 6:30-8pm. Cost is \$3 per child and parent supervision/participation is required.
 - e. 25 children + parents attended Friday Family Open Gym on Nov. 21.
 - f. We hosted 24 parties in October with an average attendance of 15 per party.
 - g. Participants of the Dec. Fun For Youth Night at the Boys/Girls Club will visit on Friday, Dec. 19th.
 - h. Columbus Power Elite will participate in another cheer competition on Dec. 6th.

- i. The next "Active Artist!" program will be held on Thursday, Dec. 4 during the 12:30-1:30pm family open gym. Christmas crafts/treats will be featured. Approximately 15 children participated in the Nov. edition!
- j. St. Peter's Lutheran School held a special rental on Nov. 15th. They had an annual rental of the entire FFY facility including time in the Gymnastics Center!
- k. Our party reservations are FULL for December!!!

Recreation – Programs/Events:

- a. The 17th annual Mom & Me for Tea was held on Sunday, Dec. 7 at 1:00pm at Donner Center for mothers/grandmothers with daughters/granddaughters ages 3-8.
- b. Santa's Workshop, a family Christmas event, will be held on Friday, Dec. 12 from 6:30-8pm at Donner Center. Cost is \$1 per person and all children must be accompanied by an adult. Activities will include a Christmas show at 6:30pm with songs, music and stories. There will be games, prizes, snack and surprises after the show!!
- c. The first planning meeting for the 2015 After Prom Party will be held on Tuesday, Dec. 9th at 6:30pm at Foundation for Youth. The 66th Annual After Prom Party will be held on Sunday, May 3 at Foundation for Youth from 12:30-3:30am.
- d. Approximately 500 attended/shopped the Nov. 15 Community Cast-A-Ways sale at Donner Center. The next sale will be held on Feb. 8th.
- e. Approximately 350-400 attended/shopped the 17th annual "Holiday Creations Craft Show & Sale" on Nov. 8th at Donner Center.
- f. The annual Festival of Lights Parade staged at Mill Race Park on Saturday, Dec. 6th. The parade started at 6:00pm.
- g. The next Columbus Bluegrass Jamboree concert will be held on Saturday, Jan. 17 at Donner Center. Open jam session will begin at 4pm and group performances will start at 5pm.
- h. I am working on gathering background information on Mill Race Park amphitheater for the Redevelopment Commission.

3. Mark Jones reported the following for the Sports and Athletic Facility Team:

Programs/Tournaments:

- a. NEW Program: Holiday Adult Volleyball league started (8 teams)
- b. Adult Winter Volleyball registration started
- c. Winterization of Concessions and Batting Cages completed
- d. Prep work on winter projects within Concessions (Lincoln & Clifty Trailer)
- e. Continue working with intramurals for upcoming spring programs
- f. Prep work for upcoming spring/summer sports
- g. Finalizing 2015 tournament schedule
- h. Working with local Lacrosse group to possibly schedule games for 2015
- i. Working on Fun Guide and Annual Report information

Athletic Facilities:

- a. Winterization of all outdoor athletic facilities has been completed
- b. Working on winter projects
- c. Working on finalizing 2015 BCSC contract
- d. Hamilton Center construction continues
- e. Prep work for upcoming 2015 spring season

Hamilton Center:

- a. November was a good month for us. Rentals have been picking up, we have had meetings, birthday parties, wedding showers, princess tea birthday parties and baby showers! We continue to get wedding inquiries for the lobby and the Clementine Miller Tangeman Room.
- b. On November 8th, we had a "Try Hockey for Free" day, and 46 kids showed up to participate. The Icemen team came and assisted with the skills portion of the day. It was a good day!

- c. Broomball is in high gear. Broomball continues to grow every year.
- d. LCSC and CYH are back in season, and the rink is busier than ever.
- e. Our Monday night adult hockey league continues this month as well.
- f. We had 36 Hamilton Center trained skaters competing at the Indiana Figure Skating Championships in Carmel, IN on November 15-16. Lincoln Center FSC placed 2nd behind Fort Wayne in the team trophy. Lily Thompson won the Lupke Award for being the highest level competitor placing best in the competition. Our skaters won 24 gold medals, 15 silver medals and 12 bronze medals
- g. On Thursday, November 27th, Hamilton hosted the annual Turkey Trot 5k Run/Walk. It was a huge success with 150 participants signing up. Money was raised for the Chuck Wilt Scholarship Fund.
- h. On the 28th of November, Hamilton hosted a 3 on 3 Hockey Tourney for all ages. The turn-out was bigger than last year with a total of 70 participants. Everyone had a great time as usual!
- i. On the 29th of November, Hamilton hosted a Skate with Santa Day, with approximately 170 participants, Santa skated with the children and crafts were done on the patio. This event was a **HUGE** success. As always, customers wanted to make sure to tell us they love this event and want to make sure we do it again next year.
- j. Our current group classes are winding down and sign-ups will get underway soon for the winter session which begins in January.

4. Casey Ritz reported for Park Operations:

- a. The Grounds Crew helped prepare for the Chuck Wilt Trail Dedication that took place on Thursday, November 20th as well as supporting multiple events for other crews and departments throughout the City. Staff assisted with numerous volunteer projects, chopped leaves, cleaned up perennial beds and readied the City Cemetery for winter.
- b. Maintenance Staff shut off water throughout the Parks. They also assisted with the setting and decorating of the Commons Christmas tree. Staff was also responsible for getting holiday decorations ready to be displayed for the season.
- c. During the past month, FFY Staff has worked on end-of-the-year projects and made several in-house repairs to the building. Staff has also been busy scheduling around and covering duties of employees that have taken vacation and comp time hours as the end of the year approaches.
- d. The Park Ops Cleaning Crew has winterized their equipment this past month. Trash collection has continued and staff has been working on their winter project of reorganizing cleaning supply storage.
- e. Staff at Donner Center has completed their winter shut-down including turning off water to irrigation systems and restrooms, and preparing the basement for the winter months. Decorations have been put out for the holiday season and there were 16 events held at the facility during the past month.
- f. Commons Staff assisted with placing the Christmas tree outside and decorating the inside of the facility in anticipation of the holiday season. In preparation for cold weather they have readied snow removal equipment. They have also replaced a drain line and have fixed lights in the penthouse. Staff also replaced the playground surface at the entrance to the Luckey Climber. Commons Staff supported 45 Conference Room meetings and 2 Playground Field Trips with over 100 children in attendance.

5. Jim Lemke reported for Aquatics:

- a. He is assisting with East H.S. Athletic Training class by offering CPR/First Aid and Lifeguard certifications and recruiting staff for next year.
- b. He taught CPR community classes for AMERICORP and Cornerstone Autism Center.
- c. He is working with Jen Shaver and FFY to train their guards and swim lesson staff.

6. Shanda Sasse reported for The Commons:

a. November events included:

- 50 Non-Profit Meetings in our two conference rooms.
- 16 Rental Events (7 Private / 3 Ticketed / 6 Free)
- Estimated Guest Count for Rental Events: 4,260 Guests

b. Highlights.....

- Saturday, 11/1 Dia de los Muertos Celebration (FREE)
- Tuesday, 11/4 COB Health Champions Fair
- Thursday, 11/6 The Republic's Mingle-Jingle Party (FREE)
- Friday, 11/7 First Friday's for Families (FREE)
- Saturday, 11/8 Wine-a-Ree
- Wednesday, 11/12 Déjà Vu Film Showing of *Wasteland* (FREE)
- Thursday, 11/13 Cummins Meeting
- Friday, 11/14 Duke Energy Summit
- Friday, 11/14 AAPM Reception
- Saturday, 11/15 Déjà Vu Fine Art & Craft Show (FREE)
- Wednesday, 11/19 Chamber of Commerce Expo
- Thursday, 11/20 March of Dimes Gala
- Friday, 11/21 Ivy Tech Dance
- Saturday, 11/22 Private Wedding Reception

c. Looking Ahead....

- December 1 – 31st Designs from the Mayor's Holiday Card Design Contest will be on display in the playground area. (FREE)
- Wednesday, 12/3 Holiday Luncheon
- Wednesday, 12/3 Tri Kappa Ring-A-Ding Bling Fundraiser
- Thursday, 12/4 Arts for Aids Fundraiser
- Friday, 12/5 Holiday Luncheon
- Friday, 12/5 First Fridays for Families (FREE)
- Saturday, 12/6 2nd Annual Festival of Lights Christmas Village (FREE)
- Tuesday, 12/9 The Red Cross Donorama
- Dec. 7th – 29th Christmas Village Gingerbread House Display (FREE)
- Sunday, 12/7 Holiday Party
- Tuesday, 12/9 Holiday Party
- Wednesday, 12/10 Holiday Party
- Friday, 12/12 Dance Club
- Saturday, 12/13 Wedding Reception
- Sunday, 12/14 City Band Concert (FREE)
- Friday, 12/19 Holiday Party
- Saturday, 12/20 Holiday Party
- Saturday, 12/27 Wedding Reception

d. Upcoming City Holidays:

- Wednesday, December 24 Christmas Eve –
Building open 10:00 AM - 6:00 PM, Office Closed
- Thursday, December 25 Christmas Day - Closed
- Friday, December 26 Day after Christmas –
Building open 7:00 AM – 10:00 PM, Office Closed
- Wednesday, December 31 New Year's Eve –
Building open 7:00 AM – 9:00 PM, Office Closed
- Thursday, January 1 New Year's Day –
Building open 10:00 AM – 6:00 PM, Office Closed

7. April Williams' reported for Project, Resource Development:

a. *Current projects*

- Hamilton Center
 - Processing update letters to donors and final confirmation of name recognition. Planning for spring open house ceremony. Overseeing production of custom benches for Hashman terrace. Coordinating planning of exterior concrete install in the spring.
- People Trails
 - Coordination of engineering and design for Clifty Park extension, Haw Creek trail and Downtown trail.
 - Downtown Trail Phase 1 section, State Street to Lafayette. Planning for Ribbon Cutting Event on November 20th. Event was successful and well attended. The ceremony included the first installation of public art on our trail created by Jonathan Nesci and Noblitt Fabricating. Many thanks to all who participated including Rick Johnson, Dave Barker, Chuck Wilt, Mark Jones, Dave Hayward, Mayor Brown, Mark Slaton, Tom and Gina Wetherald, Columbus Redevelopment, Cummins CEP team and Columbus East band members. Also, big thanks to Tim Shuffett and the Case Construction team for their dedication in working towards completion despite less than favorable weather conditions. Thank you to the Cummins CEP team for planting of London Plains along the Haw Creek Trail and two new maples on the new extension.

b. *Other Projects*

- Meeting with planning committee for Bike Share Project.
- Meeting with planning for Skate Park renovation.
- Planning of Park Foundation meeting.
- Meeting with Park Foundation Long Term Planning Team. The Park Foundation Board visited the Indianapolis Park Foundation team and Deputy Park Director. This was an extremely insightful day. We will use the knowledge gained when considering the Park Foundation's plan for the future.
- Creating content for Park Foundation Newsletter.
- Meeting with Park Foundation Constituents.

c. *Events*

- Worked with Shanda Sasse in the planning of the 2nd Annual Christmas Village event. The event was very well attended. We doubled our vendors and it was evident there was a great attendance of guests. Specials thanks to all the performers, vendors, Sweet Rose Bakery for the interactive gingerbread house, and our young marines for their volunteer efforts... I personally enjoyed time working hands-on with the children in making snow globes!
- Planning of Colorflow Yoga in the Park fundraising event for June 2015 at Mill Race Park.
- Planning of Tour de Trails 2015
- Planning of PF Annual Meeting 2015

Thank you for your service! Merry Christmas!

April Williams

- c: Mayor Kristen Brown
Councilman Dascal Bunch
Jeff Logston
Parks and Recreation FT Employees