



Henry County Memorial Park

2221 N Memorial Drive • New Castle, IN 47362

Park Office

Memorial Park Board Meeting Minutes
Monthly meeting held on January 28th 2025

Board Members Present:

Tom Green: President
Terry McCall: Vice President
Rita Fisher: Treasurer
Levl Simmons: Secretary
September Clark: Trustee

Guest:

Liz Niles
Casey Bevans
Steve Peckinpaugh
Shelden Dynes
Tony Roach
Katie Clontz

Call to Order/Pledge

Meeting called to order at 6pm by Tom Green

Terry McCall led in the Pledge of Allegiance.

Minutes

Rita Fisher Moved to approve the previous minutes from November 25th, December 3rd, December 17th, January 2nd, January 7th, January 14th, January 22nd.

Seconded by Terry Mccall

Approved: 5/0

Financial

Not presented to be approved at a future meeting

Collections

Levi Simmons Made a motion to approve the collections as presented.

Seconded by September Clark

Approved: 5/0

Claims

Rita Fisher made a motion to approve the claims as presented.

Seconded by Levi Simmons

Approved: 5/0

Superintendent Report

No Report

Secretary/Maintenance Report

- Completed organization of Superintendent's office files.
 - Reorganized filing cabinets for 2023-current paperwork.
 - Boxing and clearly labeling old paperwork by year for easy retrieval.
 - Conducting inventory of cleaning and office supplies to determine ordering needs.
 - Developing a new system for ordering supplies.
 - Updating the cleaning schedule.
 - Liz training Emilie on claim tracker usage.
 - Planning to organize blueprints from Superintendent's closet, noting fragile condition of some documents.
 - Deep cleaned Smith Building in December with ongoing maintenance as needed.
 - Coordinating with park board to obtain an AED for the park.
 - Liz working on employee scheduling with HR (Stephanie and Rita). Staff requests noted: Jim (grounds only), Kenny (2 days of Rangering), Jason H. (comp time inquiry). Emilie helping in office 2 days weekly (4hrs) plus weekend schedule. Jacob testing for electrician certification. New hires needed before spring.
 - Collaborating with IT and Park Board to restore Facebook page. Emilie interested in joining media team. Guidelines for Facebook postings needed.
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- Installed additional warning signs around lake and pond areas to prevent winter ice access.
 - Jason H and Ranger Kenny on call for shop alarm system maintenance; waiting for alarm company to check wiring and codes.
 - Jacob and Jim removing broken chimney and completing roof repairs at maintenance garage, plus attempting to capture squirrel triggering shop alarm.
 - Shop deep cleaning in progress, including removal of oil, old parts, and broken items.
 - Jason Holcomb repurposing two tree stumps - one for a well house, another for a bird feeder.
 - Crew working to replenish wood supply; 8-11 ricks of wood were processed last month for sale and building fireplaces.

- Increased duck feeding schedule to daily (from twice weekly); lake refilled to provide water source for ducks and geese.
- Ranger Kenny, Jason Holcomb, and Jim collaborating on snow removal throughout the park.
- Added ceiling tile replacement to winter task list following event damage; plan to inventory existing tiles from remodel and prioritize replacing worst damaged areas first.

Entity Reports

- 4-H Report - No Report
- 4H Center
 - Meeting tomorrow on the 29th to look into funding to match READI 2.0 grant
- Friends of Mem Park Report
 - Paid off the rest of the outstanding bills for the furniture for the shelter house project.
- Henry County Veterans Museum
 - America 250 anniversary is coming up, asking the park to consider hosting an event for the anniversary in or around June of 2025
- HC-Removes Invasive Plants
 - Met with Park Board to look into what is needed to be planned in the park
 - Looking into getting plants from a local plant nursery to get wholesale plants

Rita Fisher made a motion to take the Duck Island in Shively lake planting plan under advisement.

Seconded by Terry McCall

Approved: 5/0

- Citizens To preserve Henry County Memorial Park - No Report

Unfinished Business

Rita Fisher made a motion to approve the termination letter of Jason Bevans

Seconded by September Clark

Approved: 5/0

September Clark made a motion to approve the termination letter to terminate Casey Bevans to be delivered to Casey Bevans along with an attached list of reasons why the termination is taking place, as discovered by an ongoing investigation conducted by the Board.

Seconded by Levl Simmons

Approved: 5/0

Committees

- Ponds Committee
 - Reviewing reports with Jergens
 - Looking into community involvement
 - Looking into donations to clean and complete the ponds
 - Looking into finances for starting on the bridge/culvert project
 - Plans to restock the lake soon
- Shelter House Committee - No Report
- Monument Committee - No Report
- Media Committee - No Report

Public Questions/Comments

- Steve Peckinpaugh presented to the Board 'The Board of Commissioners of Henry County vs. Ralph Shively, David Dudley, Sandra Wright, Henry Ripberger, and Randy Jones.' - A memorandum in support of the defendants' motion for summary judgment. Case No. 33C01-0702-PL-0003. Court hearing resolving Memorial Park Board as sole controlling party to Henry County Memorial Park among other Judgments.

Adjourn

Rita Fisher made a motion to adjourn.

Seconded by Terry McCall

Approved: 5/0

2/25/25

Approved:

Signed by the following:









Performs various tasks as assigned, including splitting, hauling, and delivering firewood, transporting benches, tables, trash cans, and fences, cutting holes in ice, and depositing food for wildlife.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE required.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of vehicles, heavy equipment, hand and power tools, including mowers, tractors, backhoe, dump truck, front loader, compactor, rototiller, wood splitter, jack hammer, welding torch, drills, pliers, wrenches, screw drivers, hammers, chain and circular saws, and weed eaters.

Knowledge of and ability to make practical application of carpentry, plumbing and electrical work.

Ability to physically perform assigned duties, including sitting/driving and/or standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects.

Ability to work alone and with others in a team environment with minimum supervision, and work on several tasks at once, sometimes under time pressure.

Ability to understand and follow written and oral instructions and read and interpret instruments, gauges and dials.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers, other County employees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town, but not overnight.

Ability to regularly serve on 24-hour call and respond swiftly, rationally, and decisively in stressful situations associated with emergency requests for assistance.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent works according to daily work schedule with priorities determined by supervisor. Incumbent refers to supervisor in unusual or unprecedented situations, such as extensive electrical and plumbing repair needs. Incumbent's work is reviewed in progress at critical phases, and upon completion of specific duties. Errors in work are usually prevented through complete prior instructions from supervisor, and/or standard safety procedures, and are detected through supervisory review.

Incumbent reports directly to Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/standing/walking for long periods, driving, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders, and handling/grasping objects.

IV. WORK ENVIRONMENT:

Incumbent performs duties inside and outside park facilities, involving exposure to normal hazards associated with driving, adverse weather conditions, power machinery and tools, cleaning chemicals, insecticides, and working on ladders, for which safety precautions must be followed at all times to avoid injury to self and others.

Incumbent is occasionally required to work weekend, and/or evening hours. Incumbent is occasionally required to respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Part-time Groundskeeper/Building Maintenance for the Henry County Memorial Park describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name