

# Pendleton Park Board Meeting Minutes

## March 27, 2019

I. Meeting called to order at 6:00 pm by Park Board President Bryan Williams. Additional Board Members attending were Jennifer Roberts, Brian Slick, Stephen Bill, Lauretta Gray, Joshua Ring and Steve Denny. Also attending were Director Aaron Burriss, Maintenance Foreman Donnie Meyer and Administrative Assistant Denise McKee.

### II. Approval of Minutes

Motion by Brian Slick, second by Jennifer Roberts, minutes from February 27, 2019 meeting approved.

III. Public Comments-Attendees: **Todd Miller, Scott Davis, Londa Bennett, Telly Garner, Tom Wilson, Laura Meyer, Dustin Tryon and Ron Barnhart. No comments and/or questions raised.**

### IV. Soccer Update

- a. Aaron Burriss reported that himself, Donnie Meyer and Denise McKee met with Brian Aker, Danny Delk and Daniel Etherinton on 3/25/2019 to discuss the Youth Soccer Program and parking. Mr. Burriss reported that the program leaders will be staking off the parking areas and provide individuals on hand the first couple of weeks to facilitate parking.
- b. Donnie Meyer reported that he will be present on Saturday, April 6, 2019 for Opening Day to assure that all runs smoothly.
- c. Denise McKee reported that the Spring programs have already almost doubled in revenue since Fall 2018 with \$1,386.00 recent lease payment.
- d. Bryan Williams commented that it is very nice seeing all of the kids in the park.

### V. Big Lug Update

- a. Tom Wilson reported on behalf of Big Lug. Mr. Wilson reported that he was able to get one estimate for the grease trap for \$23,400.75, is for 1000 gallon tank, but if need to down grade, can do so. Mr. Wilson also stated that Ed Sahn has been sick, but he plans to get with Bill Davisson regarding the lease. Bill Davisson indicated yes. Stephen Bill stated that in speaking with Tim McCurdy and Donnie Moore, this quote is about 4 times as much as their estimate. Denise McKee added that per the last meeting minutes, the verbal estimate from Fall Creek Regional Waste was \$6,000.00. Mr. Davisson stated that we will need to have two estimates. Brian Slick asked the current size. Mr. Wilson replied about 40-50 gallon tank. Bryan Williams asked if the letter from FCRW stated the minimum size of the tank. Mr. Wilson replied that he thought Tim McCurdy advised that we needed a 1500 gallon tank, suggesting that we meet with someone to find out the requirement. After the meeting, Denise McKee will review letter for specs. Joshua Ring asked if this was a final number. Mr. Wilson stated that he is unsure as may need tree removed and/or asphalt chipped out, yet should be close. Stephen Bill added that between Mr. McCurdy and Mr. Moore, it might be a check valve problem. Jennifer Roberts asked if we have/need a second quote. Bill Davisson replied that we must get a second quote. Denise McKee added that we need to get a letter to FCRW to outline our plan of action to remedy the situation by April 6, 2019.
- b. Bryan Williams went ahead and addressed the Big Lug Lease that was set later on in the agenda. Mr. Williams advised that we can enter into a 3 years lease that would not require commercial appraisal and asked Tom Wilson if this would work for them. Mr. Wilson replied yes, that will work and he will get with Ed Sahn to notify him of the same. Bill Davisson stated that he will draft the new 3 year lease using the current terms, but tweaking a bit to accommodate for the 3 year term and get to Ed Sahn.

### VII. Golf Course Report

- a. Scott Davis reported on the golf course. Mr. Davis reported that so far, it has been a better start and the revenue is up as well as expects to continue to rise. Mr. Davis clarified that the February revenue is from green fees and cart fees.
- b. Scott Davis reported that there are more trees/sticks down, but that Donnie Meyer has been helped a lot to remove. Mr. Davis also reported that most of the equipment is ready for the spring and just await a few items to be returned.
- c. Scott Davis reported that most of his staff has returned for this season. He also indicated that Dylan has accepted a golf coaching position, but will be able to help. Mr. Davis also stated that he plans to get with Big Lug for a menu to offer during the golf tournaments/leagues.
- d. Mr. Davis reported that he expects the Ladies League to have a very successful start as Coco Bill is a big promoter.
- e. Mr. Davis stated that he plans to haul in dirt for T boxes and to fix net.
- f. Scott Davis provided the Board with the cart report as promised from last board meeting. Mr. Davis would like to take the funds that was not used on the 3 approved equipment purchases and purchase 3 more carts, getting course up to 40 carts. Mr. Davis further reported that the 3 additional carts will eliminate them from having to ask individuals to bring their own personal carts as well as prevent from running out on some days. Mr. Davis also stated that last year they only had 1 Single Riding Cart Pass purchased compared to this year –11 Single Riding Cart Passes and 2 Couple Riding Cart Passes. Stephen Bill asked if they purchased the riding cart passes, can they play/ride anytime. Mr. Davis indicated that yes, most of the time. with Single Riding Cart Pass = \$1350/season and Couple Riding Cart Pass = \$1775/season. Jennifer Roberts asked how much it would be for 3 carts. Mr. Davis replied about \$3600 each; total \$10,800. Bryan Williams asked Bill Davisson if we needed quotes. Mr. Davisson replied, yes we need two quotes. Jennifer Roberts also asked if Mr. Davis has been able to track how many times that he has ran out. Mr. Davis replied that he had not done so this past season, but will keep track this season. Joshua Ring asked Mr. Davis if he can give a rough estimate. Mr. Davis stated that he may have had about 12 times where he was not been able to provide a cart. Mr. Davis also stated that for a new golf cart, it would run about \$4600-\$5000 brand new, but cheaper line, could be about \$3500. Bryan Williams asked Mr. Davis to provide two quotes and the Park Board will go from there. Ron Barnhart also asked Scott Davis how many people can play golf at one time. Scott said for

# Pendleton Park Board Meeting Minutes

## March 27, 2019

most golf courses around 144, but for Fall Creek Golf Course about 72. Brian Slick added that we will usually not see over 80 players at a time. Mr. Davis stated yes, some tournaments we get a little over 80; therefore, renting carts at \$40 each would be expensive. Brian Slick added that he would not expect needing over 40 carts. Mr. Davis commented that Anderson Golf Course had 40 and was a good number. Mr. Davis will get estimates to the Board.

### **VI. Pool Report**

- a. Londa Bennett reported on the pool. Mrs. Bennett reported that she has only 1 more Friday Night Free Swim available and rest are taken.
- b. Londa Bennett also reported that Jennifer Roberts had forwarded a copy of the YMCA proposed contract and felt that with the progress that was made this year, this contract would take us backwards. Mrs. Bennett asked for a few days to put together a proposal as well as have spoken with a past pool employee about being assistant manager and has worked out hours. Mrs. Bennett did express two conditions –1. Air conditioning in pool office and 2. All pool chemical treatment needs to be handled by other pool/park staff. Bill Davisson asked what it took to oversee/check chemicals. Mrs. Bennett replied that Ron Barnhart had the CPO and took care of the majority of chemical treatment/adjustment, but that she had to handle at times. Mrs. Bennett also suggested that either Donnie Meyer or Aaron Burriss obtain CPO Certificates. Short discussion took place as to how/who might be best option to partake in CPO class. Denise McKee commented that we have already registered Nick Dawson for course through Spear Corporation, but he took on full-time job. Yet, Spear Corporation representative did advise that we could swap individual or even date of class if needed. Bill Davisson provided a few other dates/class options that staff will check out. Mrs. Bennett stated further that with not opening up for Memorial Day Weekend, not addressing PSC and Dive-in-to-Swim not addressed for swim lessons, she has several concerns. Mrs. Bennett asked for one week to work on a plan to propose to the Board. Motion made by Bryan Williams, Second made by Stephen Bill, all in favor, motion approved. Mrs. Bennett also added interest in setting up internship program for the following summer. Mrs. Bennett to email proposal to Jennifer Roberts for Mrs. Roberts to circulate.

### **VII. Sports Complex**

- a. Todd Miller reported on the Sports Complex. Mr. Miller indicated that we have 20 days before PJBL begins. Mr. Miller also added that he has been working hard on getting diamonds ready as well as PHMS baseball program to start next week. PJBL to also start practices April 1, 2019 with Opening Day April 27, 2019. Mr. Miller added that the diamonds are getting in shape and will just have some cosmetics to cure.
- b. Todd Miller stated that he just signed Agreement with the Arabians Softball to use Diamonds 3 & 5 from August – October for \$2,000.00.
- c. Mr. Miller also reported that he is continuing to talk with sponsors regarding the sponsor package with more information to come.
- d. Mr. Miller announced that the following meets/tournaments are currently scheduled:
  1. World Series – July 5-7
  2. UTrip/USAA plan to run tournaments in the Fall/August –organization that the PJBL is sanctioned through – the big dog in the State of Indiana.
- e. Stephen Bill asked Mr. Miller if he could give an estimate as to how much revenue he expected to generate this year. Mr. Miller replied that he expected to bring in \$30-\$40,000.00 this year. Brian Slick asked if this was above sponsorships. Mr. Miller replied yes. Joshua Ring added that we need to hit the World Series hard to assure their return for years to come and hoping the Friends of Falls Park can be a big part of that effort. Denise McKee indicated that the group has already discussed this and very excited to be a part of the program. Steve Denny asked if there should be a committee put in place for the World Series. Bryan Williams commented that with talking with the Park Staff, with their help along with Rachel Christenson & Friends of Falls Park, feel adequately covered.

### **VIII. New Business**

- a. Big Lug Lease –addressed earlier in the meeting by Bryan Williams.
- b. Historical Museum Lease –Bill Davisson will work on the new additions and Denise McKee to send reminding email to what specific issues to be addressed [1. Change to 1 year renewable lease & 2. Add provision to gain Park Board approval should the Museum Board wish to make significant changes/adjustments to the facility].

### **VIII. Old Business**

- a. Park Projects- Capital Project
  - a. Ron Barnhart reported that he sent out emails to Park Board Members to ask for their permission to proceed with the awarded bid and awaited response from a few board members. Bryan Williams and Joshua Ring gave verbal consent to meet quorum. Ron Barnhart will get contracts ready and get things rolling.
  - b. Friends of the Park
    - i. Denise McKee reported on the FOFP. Mrs. McKee reported that the group has well over 20 memberships and over \$1000.00 in vender applications for the Heritage Fair and more coming almost every day. The group has also received the \$500.00 Century & ½ Club payment as well.
    - ii. Mrs. McKee also reported that the end of April, the group plans to help Donnie Meyer at the front of the park to help paint the gazebo and help spread mulch—goal to be visible in the park.

# Pendleton Park Board Meeting Minutes

## March 27, 2019

- c. Dog Park
  - i. Jennifer Roberts asked how the grass was holding up. Donnie Meyer replied that it is doing good with only having one side open at a time. Laretta Gray asked if the water has been installed. Mr. Meyer answered that BL Construction will be here soon to install, yet, contingent upon weather.
  - ii. Denise McKee announced that the Dog Park Grand Opening Ceremony went very well. Overall, there was about 12 students and about 100 participants and over 30 dogs. Community Representatives spoke as well as two of the students from the Summa Cum Laude group and all 20 sponsors were represented that day. Each attendee received a free doggie bag treat and three giveaways –all given by Scott Anderson from Seedy Sally.
  - iii. Denise McKee also requested Board Approval to purchase a plaque to be hung at the PHHS in recognition of the students' efforts and hopes to motivate future students to follow—all subject to PHHS Principal approval. Mrs. McKee stated that the plaque should cost about \$40-\$50. Laretta Gray stated that she will look into whether the school can give permission for the plaque.
- d. Log Cabin
  - i. Laretta Gray reported that the group is doing great on raising their funds. Mrs. McKee added that in May, the group is doing a fund raiser (May 19—same day as Historical Museum Style Show and Car Show), selling lunch and log cabin signs to raise additional funds. In fact, Mrs. McKee stated that the Kiwanis Club has agreed to provide the lunch and will donate all proceeds back to the Log Cabin Project above the cost of material/food.

### **X. Director Reports**

- a. Park Director –Aaron Burris – none to report at this time.
- b. Maintenance Foreman – Donnie Meyer –Mr. Meyer reported that he has a two page report, but only going over a couple of matters.
  - 1. Park Playground Slide –the current big red slide tunnel is broken/cracked on top. The manufacturing company no longer makes replacement parts and currently has plywood over the whole and needs to be replaced. Jennifer Roberts asked what is our option. Mr. Meyer replied that to buy/replace with new slide, will cost \$4800-\$5000. Joshua Ring asked where the damage is and how old is the slide. Donnie Meyer replied on top and Ron Barnhart indicated it was purchased in 2001. Aaron added that they stopped making replacement parts and created a new design and will look into options/quotes.
  - 2. Playground Certification Class –Donnie Meyer reported that he is registered for the class to be held at the end of April-first of May and will need to stay in hotel as in Fort Wayne. Mr. Meyer presented class information/costs.
  - 3. Bobcat–Donnie Meyer reported that the bobcat is fairly old and used every day by park, sports complex and golf course. He further stated that the bobcat was recently serviced for leak and advised that with the current use level, it will not last long. Mr. Meyer also stated that it would be perfect for Scott's use and would propose to use the savings in the 2018 bond money to cover the costs. Mr. Meyer reported that quote #1 from Bobcat will lift more and quite a bit of savings. He stated that quote #2 Aaron Burris is looking into. Joshua Ring asked what all the bobcat will do? Mr. Meyer replied that it will do all that the current bobcat does and comes with heat and 2 speed axle as well as will save a lot of time in travel. Mr. Meyer commented that the retail is about \$62,000.00 and Bobcat is offering for \$43,000.00. Bill Davisson added that we need the second quote before approving. Mr. Meyer stated that he just wanted to give the Board a heads up. Ron Barnhart also added that it would not have to come out of the park budget as have more than enough left in the 2018 Bond. Mr. Barnhart asked if the bobcat had tracks. Mr. Meyer commented that it would cost about \$4,000 more for tracks. Joshua Ring stated that tracks are better as do not leave marks on ground. Mr. Meyer assured that if operator knew how to properly use the bobcat, one without tracks would be sufficient.
  - 4. Stephen Bill commented that a critical function of the pool is getting a CPO and why then only 1? Ron Barnhart suggested that it costs about \$375 each to take course and as good for 5 years, suggests one that is already here and will be here for awhile—like Aaron Burris or Denise McKee. Stephen Bill then asked who is responsible for cleaning the pool. Ron Barnhart replied that you can have head lifeguard do the daily checking, but need CPO to fix issues. Mr. Bill then asked if anyone can clean the pool chemicals. Mr. Barnhart replied that one that is certified can oversee the operators. Donnie Meyer also added that he has had individuals work under his license. Mr. Meyer also suggested that perhaps this year, Aaron Burris can get the CPO license and then next year he can with them overlapping most years. Mr. Burris indicated that he is okay with getting certified.
  - 5. Joshua Ring asked if we are keeping a log on maintenance for our equipment. Donnie Meyer replied yes; Scott Davis replied that he does not have a system in place. Brian Slick added that this is very important to start, especially with new equipment. Joshua Ring added that we need to document who fixed/serviced what piece of equipment and on what date. Mr. Davis added that they do routine maintenance on their equipment, but some they send out for service. Joshua Ring stated that day-to-day routine maintenance is what we want to start logging. Jennifer Roberts added that she agrees and thinks this is a good idea.

### **XI. Approval of claims from February 2018**

The Register of Claims for February 2019. Motion by Stephen Bill. Second motion by Joshua Ring, approval by all. Members present did sign the February 2019 Register of Claims. Denise McKee will submit to the Town Clerk.

7:10 Meeting adjourned by Bryan Williams.