

Pendleton Park Board Meeting Minutes  
July 22, 2020

I. Meeting called to order at 6:00 pm by Park Board President Bryan Williams. Additional Board Members attending were Brian Slick, Jennifer Roberts, Joshua Ring, Ana Blake and Steve Wills. Also attending were Park Attorney Bill Davisson, Park Director Aaron Burris, Director of Maintenance Donnie Meyer and Executive Assistant Denise McKee.

**II. Approval of Minutes**

Motion by Jennifer Roberts, second by Brian Slick, to approve minutes from June 24, 2020 meeting, all in favor, motion approved.

**III. Public Comments-Attendees: Scott Davis, Todd Miller, Sandi Butler, Jay Brown and Laura Meyer.**

**A. Comments and Questions from the Public: No comments/questions raised.**

**IV. Sahm's Smokehouse Report**

a. No representation from Sahm's Smokehouse. Aaron Burris did report that Sahm's Smokehouse is open with indoor seating and staying busy.

**V. Sports Complex Report**

- a. Todd Miller reported on the Sports Complex. Todd Miller reported the following:
- 1). Sports Complex has been very busy in the month of July including four (4) tournaments and one (1) this coming weekend, bringing in about \$11,000.00 for the month.
  - 2). Two (2) tournaments scheduled for August, mainly on Diamond 6, with some games set to take place on the big baseball diamonds and softball diamonds.
  - 3). Announcement to be made this week regarding the Fall Coed Softball League and plan to hold off on the decision as to whether to hold the Fall Ball League until school opens.
  - 4). Pendleton Junior Football League scheduled to start August 1<sup>st</sup>. Recreational League will continue so long as PHHS Fall season sports continue. PHHS Football Clinic was cancelled, yet, the rest of the season is a go for now.
  - 5). Community Health Hospital sign to be at Falls Park on Friday, July 24<sup>th</sup> and will be installed over the weekend.
  - 6). Work on Diamond 3 to start August 9<sup>th</sup>.

**VI. Golf Course Update**

- a. Scott Davis reported on the Golf Course. Scott Davis reported the following:
- 1.) Revenue numbers for June 2020 is over \$63,000.00, which is the biggest month to date.
  - 2). Year-to-date revenue through July 2020 is approximately \$200,000.00, including revenue from outings and repeat customers with large group participants, nicely filling T-shirts.
  - 3). Project to earn over \$300,000.00 for the 2020 calendar year.
  - 4). Quotes on golf carts are not available at this time for gently used gas carts. Expect to get quote closer to the end of the month when carts are anticipated to come available. Scott Davis will circulate quotes via email once received. Bryan Williams responded that communication via email would be fine. Davis added that finding single rider golf carts continue to be an issue, especially with new Executive Order requiring masks and/or face coverings to be worn if participants ride together on the cart. Brian Slick asked Scott Davis if he can check with the Madison County Health Department regarding this requirement. Davis replied that he will

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contact Mike at the health department. Davis also stated that a golf course in Ohio uses the one rider carts, but the manufacturer is currently sold out and just as expensive as the two person carts.

5). Scott Davis advised of the following goals:

a. Short-term goal to identify days of low participation and find ways to get more on the course by filling up with programs such as ladies' leagues.

6). Looking for more volunteers to clean golf carts and work in the pro-shop.

7). Long-term goals include new facilities, new sprayer and new green on hole #4.

b. The following discussions took place:

1). Brian Slick thanked Aaron Burris, Tom Crickmore, Donnie Meyer, Laura Meyer and Charlie Miller for their efforts in cleaning up the golf course after a Saturday night storm in time for the following Sunday morning tournament.

2). Bill Davisson commented that with the shortage of golf carts and need of getting a quote, asked Scott Davis if the supplier would hold the carts for a period of time in order to obtain approval from the Park Board. Scott Davis replied that the company will generally hold for a period. Davisson suggested that the Board approve a certain cap on the purchase in the event commitment has to take place quickly. Davis replied that when he does receive a quote, he will confirm with the sales representative as to the maximum time for holding and relay the same to Aaron Burris and the Park Board.

### **VII. New Business**

a. **Log Cabin Project** – Sandi Butler and Jay Brown present to represent the Log Cabin Project. The following discussions took place:

1. Sandi Butler stated that Jay Brown has been working on gathering all estimates with only a few quotes outstanding, but feel confident that they need \$25,000.00 more to complete the project. Butler asked if the Park Board wanted specific breakdown of the expenses. Butler further commented that the \$25,000.00, with the help of volunteers on labor, would be sufficient. Butler also added that they are not sure what the park prefers for light fixtures, but still believe \$25,000.00 is a solid estimate.

2. Bryan Williams asked why this number is quite higher than the \$11,000.00 that was shared at the June Park Board Meeting. Sandi Butler replied that the group has done their homework on each remaining project item. Denise McKee asked if the difference was due to the cost of material for the sidewalk that was unknown at the last meeting. Donnie Meyer stated that the sidewalk has been taken care of and group will not incur costs for the sidewalk.

3. Bryan Williams asked if all fundraising efforts have been exhausted. Sandi Butler replied that they have raised \$25,000.00, not counting free labor. Further, Butler explained that with the COVID-19 and tornado causing delays, their fundraising efforts have been hindered; therefore, reason for seeking assistance and support from the Park Board to wrap up the project. Steve Wills asked if the \$25,000.00 raised included in-kind services and volunteer work. Sandi Butler replied no. Wills also commented that contractors, such as Swackhamer, and the individual who built the fireplace are just a few of the many volunteers that have provided free labor. Butler added that they would have not come along this far without all of the support and expertise of the donors, volunteers and community organizations.

4. Joshua Ring asked what all needs to be done on the project. Sandi Butler shared the following breakdown~ \$7,080.00 plus \$3,000.00 in labor for the roof; \$2,350.00 for electrical work; \$3,190.00 for chinking; \$600.00 for cedar posts; \$380.00 for front porch; \$900.00 for floor decking and \$900.00 for inside/outside sealer clear-coat to name a few. Joshua Ring

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stated that chinking is very expensive and will need to be replaced in 20-30 years. Jay Brown added that the chinking is going to be different than that at the Historical Museum, with a different application giving 20-25 year life. Brown also added that they were able to save on the cost of the roof by approximately \$4,000.00 and providing a 50 year warranty versus a 20 year warranty. Brown stated that this roof/project will be a selling feature for the manufacturer. Brown further commented that the same group that is applying the decking on the 10-12 foot pitched roof, will be the same team to apply the roof material.

5. Joshua Ring asked Steve Wills if he liked the roof product. Steve Wills replied yes and that it will last.

6. Ana Blake asked if the Log Cabin Committee has been able to obtain grants. Sandi Butler replied that they have received three (3) grants. Aaron Burris asked if they had received these three (3) since the last meeting. Sandi Butler answered no and that they had been awarded over the last year or so.

7. Bryan Williams commented that in review of the minutes from the last Park Board meeting, the Log Cabin Committee had \$8,000.00 in their account. Sandi Butler responded that they have incurred expenses since the last meeting. Steve Wills clarified the total projection of remaining costs was \$32,000.00 and after the \$8,000.00 paid from the account, brought the final cost analysis to \$25,000.00 to finish the project.

8. Jay Brown commented that electrical expense is still unknown until type of lighting and wiring needs are determined. Committee plans to hang lights with Edison light bulbs and possibly hang a wagon wheel for the main light. Brown will meet with Aaron Burris and Donnie Meyer to make decision on lighting, but assured budget will be followed. Brown added that with the vandalism incidents, sufficient lighting and security coverage will be needed. Joshua Ring asked who will pay for the electric utility after the cabin is built. Sandi Butler replied that once the log cabin is constructed, the facility will belong to the park and the park will assume all costs.

9. Bryan Williams asked if the original budget has been far exceeded. Sandi Butler replied yes. Steve Wills clarified that the original projection was \$52,000.00 and with \$59,000.00 being final projected number, the Committee was very close.

10. Jay Brown commented that they will be installing shutters to close the windows when the cabin is not in use. Ana Blake commented that the park will need video cameras on the log cabin.

11. Jennifer Roberts asked if there were any more grant options available. Sandi Butler replied that these last two months she has not been able to look into new grants, however, did apply for a couple more this past year and such were not awarded. Denise McKee asked Sandi Butler if their Committee found that they could raise more funds, whether through grants or sponsorships, could they donate back to the park to replenish some of the funds contributed by the park. Butler replied yes. Steve Wills added that any funds left over will go back to the park. Jennifer Roberts commented that she understood that the project needs to be finished, but the funding still needed is a significant amount.

12. Bryan Williams stated that before the project began, the Log Cabin Committee advised that there would be no cost to the park; therefore, reason for project being approved. Sandi Butler replied that the Park Board at that time was very supportive of the project and would be willing to assist the committee in their efforts. Butler further stated that their group will not be able to finish the project until another grant and/or additional funds are received. Joshua Ring inquired if the Committee can approach the Town of Pendleton for assistance. Brian Slick also added that as he has real concerns about writing a large check with the likelihood of vandalism as currently have no sense of security. Joshua Ring suggested that the Committee focus on

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enclosing the facility with roof, windows and doors and then work on the rest over the next year as more funding comes available. Jay Brown replied that they also need to install chinking, inside and out. Aaron Burris added that they would also need to install the electrical wiring as runs in between the inner and outer layers of chinking.

13. Ana Blake asked if the park is getting cameras soon. Aaron Burris replied that he has a meeting with a security company this next week.

14. Bryan Williams asked where the park will get the money. Aaron Burris replied that the park can use funds from the Fesler Bequest Donation Fund, which is currently about \$47,000.00 and can be used for park improvements. Burris suggested this fund as this project would easily fall under this fund and would have no impact on the park budget. Joshua Ring asked if the park already had plans/needs to be paid out of the Fesler Bequest Donation Fund. Burris replied that the park can use funds from the Unrestricted Funds, if necessary, and that the park has not used funds from the Fesler Bequest Donation Fund since he has been employed at the park. Denise McKee confirmed.

15. Jennifer Robert asked if the park has to seek permission to withdraw funds from this fund. Aaron Burris replied that he had spoken with Linda Kreigh and she advised that there are minimal stipulations with this fund and that use of this fund would be appropriate. Roberts also asked if there would be another group/individual that would want to take over the fundraising for the project. Sandi Butler replied that in doing fundraising now, would prove unsuccessful in producing funds. Butler further added that not many will want to attend an event right now as well as the Committee does not have anything to sell.

16. Brian Slick raised concern that at the last month, the projected number was \$20,000.00 - \$8,600.00 (funds on hand), to equal \$11,400.00 net plus the cost of concrete and now just a month later, cost projection has increased to \$25,000.00. Slick further suggested that the Park Board does not make a decision now to allow the Committee to approach the Town of Pendleton and other avenues for funding assistance.

17. Jay Brown stated that if there is a delay in funds, it will likely negatively impact the quotes he received on the roofing materials and windows. Bryan Williams asked Jay Brown what was the next step in construction. Jay Brown replied roof and windows. Williams stated that he understood the construction aspect, but in looking at the money aspect, has strong concerns that the ballpark figures will go up again. Williams asked how much it would cost to cover the roof, windows and posts. Jay Brown answered \$14,000.00. Joshua Ring asked if that price included labor costs to install the roof. Brown replied yes. Bryan Williams stated that he is comfortable approving \$14,000.00 out of the Fesler Bequest Donation Fund and then revisit next month, suggesting that the Committee looks into fundraisers in the meantime.

18. Joshua Ring asked if the group has sent out letters to the local schools. Sandi Butler commented that she is uncertain schools will remain open this year.

19. Bryan Williams asked if any of the Park Board Members had a motion. Motion made by Ana Blake for \$14,000.00 to be paid now out of the Fesler Bequest Donation Fund and see what things look like next month. Second motion made by Joshua Ring, all in favor, motion approved. Ana Blake also offered to get with Sandi Butler to go over grant opportunities. Sandi Butler said that she would appreciate the help.

20. Bryan Williams expressed his appreciation for Steve Wills, Jay Brown and Sandi Butler and all of their hard work, noting the project looks great. Steve Wills commented that with the 100 year celebration of the park and the 200 year celebration of the town, the log cabin is the only project that is being done at this time. Sandi Butler thanked the Park Board and advised that the check can be made payable to the South Madison Community Foundation.

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**VIII. Old Business**

- a. **Park Projects** – Aaron Burris reported the following:
  - 1).The park has received approval from DNR to start the vestibule project on August 7<sup>th</sup>.
- b. **Finance Committee** – Brian Slick reported that there is nothing to report at this time.
- c. **Friends of Falls Park** – Reported by Denise McKee. Denise McKee reported the following:
  - 1). Phase #1 of the landscaping around the base of the Lending Library Tree took place on Saturday, July 18, 2020 with Phase #2 scheduled for mid-August.
  - 2). Sidewalk Chalk Mailbox has been painted the by Fall Creek Arts & Culture District and Signage currently working on mailbox topper.
  - 3). Heritage Fair Committee Meeting scheduled for July 23, 2020 to discuss submission of plan to the Madison County Health Department to get approval to host event, which is an additional requirement due to Covid-19.
  - 4). Pendleton Tree Recovery Day is scheduled for October 24, 2020 which is joint effort for the Town of Pendleton, DNR, Arbor Foundation, Pendleton Urban Forestry, South Madison Community Foundation and Falls Park. The day events will include disbursement and planting of 100 trees to the park and 200 trees to local residents to help replenish the trees lost in the 2019 Memorial Day Tornado. Friends of Falls Park will be overseeing the Distribution Center to help disburse trees to the planting teams/volunteers. Joshua Ring asked for clarification that the park was to be receiving 100 trees. Aaron Burris commented that he and Donnie Meyer developed a map for the plantings and have eliminated the front of the park and playground.
  - 5). Lending Library Tree Grand Opening Ceremony set for September 13<sup>th</sup> as a kick-off to the Bicentennial Luncheon.

**IX. Director of Maintenance Report**

- a. Donnie Meyer reported that all is going well in the park and that he has now put 120 hours on the new skid steer. Jennifer Roberts commented that the park looks great and asked if the rocks over by the log cabin will be crushed up. Donnie Meyer replied that they will roll and compact the rocks. Meyer also added that he has donated asphalt millings coming for the trails.

**X. Director Report**

- a. Aaron Burris reported the following:
  - 1). New Parking Lot west of the Park Office – Aaron Burris stated that Donnie Meyer has a great idea to turn the wooded lot at Falls Park Drive and East Street, north of the soccer fields, into a parking lot. Burris stated that he has received two quotes, one at \$44,000.00 and a second at \$45,000.00 for tree removal. Burris also stated that Laura Meyer from B.L. Brown has provided an estimate for site work and drainage, not including the asphalt/gravel at \$100,000.00. Further, Burris commented that the projection for asphalt is \$200,000.00. Burris added that clean-up of the wooded area is priority number one and will go in and mark the good trees to keep. Jennifer Roberts asked if there were any drawings. Aaron Burris replied no, but estimate to provide about 220 parking spaces. Joshua Ring stated that he is okay with the idea so long as nice looking as well as suggests new restrooms to be built in the same area. Donnie Meyer commented that he would like to keep trees along the exterior with parking spaces and isles for plantings inside. Laura Meyer commented that the park can make a pond area to look nice for drainage needs. Joshua Ring commented that he would like to see some benches and fountains. Bryan Williams asked which quote Aaron Burris would prefer to clear-out the lot. Burris replied that he would suggest the \$44,000.00 quote from Tri-State Industrial, a company that was recommended by Laura Meyer versus the second quote at \$45,000.00

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from Mr. Ed Tree Service. Donnie Meyer said that the park can do some of the labor to save costs. Burris added that the park can save about \$8,000.00 if the chips are not hauled out and that the park takes care of that work. Jennifer Roberts commented that she would be more comfortable approving after seeing a drawing. Joshua Ring expressed agreement, stating the park should follow the same processes as the Capital Project. Roberts added that she was okay with removal of dead trees at this time. Donnie Meyer stated that clearing the area will allow the park to see what is inside. Aaron Burris stated that he can get with contractor for mockup parking lot. Brian Slick stated that vision will be helpful. Bryan Williams asked if the Park Board needs to vote which company to go with for removal of trees. Bill Davisson responded that as getting very close to the formal bid requirement, the Park Board should have third quote and scope outlined before making a decision. Bryan Williams asked Burris if he was working on a third quote. Burris replied that he was waiting for a quote from Chris Byer's at Dependable Tree. Bill Davisson advised that the Park Board should table the idea for the month and wait for a third quote before proceeding. Joshua Ring added that if the park plans to change the landscape, he wishes for the park to do it the right way. Bryan Williams added that parking is very much needed, especially for youth soccer and events such as the June Jamboree.

2). Master Plan -- 2020-2025 Master Plan is being reviewed by the Steering Committee Members and hope to present final plan at the August Park Board Meeting.

3). New Playground – Have third meeting with Context on July 23, 2020 to go over cost projections and site work projects. Jennifer Roberts asked Aaron Burris if he has looked into fundraisers and grants. Burris replied no not yet.

4). Dog Park – Second double gated entrance to be added on July 23, 2020. Joshua Ring asked Aaron Burris if he had heard back from Pets & Vets property. Burris replied that he has not heard back from them and can try and make another contact. Joshua Ring indicated that he had heard that they had plans to retire soon and would be better to approach them sooner than later as the 5-6 acres of land would be great for the future of the park, especially for event space. Ring also inquired as to the property at Tile and Main. Burris replied that the property owner wishes to sell the property and still on the market.

5). Property at North 40 Entrance – Bill Davisson reported that he had met with the surveyor regarding the property at the North 40 Entrance. Davisson also advised that he is working on getting the deed transferred to the park. Davisson added that once the park owns the property, the park will install a privacy fence in exchange of land ownership, which consists of about 56 feet triangle section. Davisson also reported that there is another section of land in which ownership is unclear at this time and plans to get with a Judge to correct in the near future.

### **XI. Approval of claims from June 2020**

The approval of the Register of Claims for June 2020 is inapplicable as await financial reports from the Clerk Treasurer's Office.

### **XI. Motion to Adjourn Meeting**

Motion made by Brian Slick to adjourn the meeting, second motion by Joshua Ring, all in favor, approved by all. Meeting adjourned by President Bryan Williams at 7:15 pm.