

# Pendleton Park Board Meeting Minutes

## January 23, 2019

I. Meeting called to order at 6:00 pm by Park Board President Bryan Williams. Additional Board Members attending were Stephen Bill, Jennifer Roberts, Lauretta Gray, Joshua Ring and Steve Denny. Also attending were Park Superintendent Ron Barnhart and Administrative Assistant Denise McKee.

### II. Approval of Minutes

Motion by Jennifer Roberts, second by Joshua Ring, minutes from December 26, 2018, meeting approved.

III. Public Comments-Attendees: Joey Patton, Stephanie Buck, Aimee Parker, Aaron Burris, Saralyn Dewitt, Dusten Tryon and Kim Barnhart. No comments and/or questions raised.

### IV. Soccer Update

- a. Ron Barnhart reported he met with the two soccer representatives and they indicated that they will be coming back in 2019, expanding their program here at Falls Park, using both the 10 acres of East and Water Streets as well as using the area of the old Babe Ruth diamond.
- b. Joshua Ring asked if the growth would create a parking issue. Mr. Barnhart replied that we will have to test/see if there are any issues. Stephen Bill asked if we plan to mark parking. Mr. Barnhart answered that we do not plan to do so initially, but the soccer program will line the fields and string off the area so no one can drive into the field. Bryan Williams asked if the soccer representative has Todd Miller's contact number to coordinate scheduling. Mr. Miller indicated that he had already had contact with Brian Aker.

### V. Big Lug Update

- a. Ron Barnhart reported on Big Lug Country Pub. Mr. Barnhart advised the following to the Board of Directors that Ed Sahn had provided an estimate at \$15,000.00 to correct the problem with the grease trap. Fall Creek Regional Waste also inspected and confirmed that the grease trap/drain was too small and that the trap was located in the basement. Mr. Barnhart further explained that according to the lease contract, all conditions inside the facility is the responsibility of the tenant. Mr. Barnhart had notified Mr. Sahn of the same, but awaits response.
- b. Ron Barnhart further informed that we have two commercial appraisers ready to conduct the commercial rent overviews, disbursed the list of items/information the appraisers needed to Ed Sahn, board members and Bill Davisson. Yet, still await information back from Ed Sahn.
- c. Joshua Ring asked if the lease is similar as to the Historical Museum in that Falls Park is responsible for maintaining the facility. Ron Barnhart replied we are responsible for items outside the facility, such as the grinder pit we purchased for \$15,000.00, but not responsible for the needs/issues inside the facility. Mr. Ring also asked if there was a grinder pit originally there. Mr. Barnhart replied, yes, but replaced with a bigger, more efficient unit this past year. Mr. Barnhart also indicated that the grease trap was in place when Sahn's took over and they took full responsibility for the condition.
- d. Stephen Bill reported that Tim McCurdy confirmed that the likelihood of previous condition was not the issue. Mr. Bill also added that FCRW recommends that the grease trap is too small and to install a larger trap as well as to pump out monthly.
- e. Joshua Ring commented that we should not wish to try and push away revenue.
- f. Stephen Bill stated that to replace the grease trap, should cost around \$6,000.00 per his contact at FCRW. Mr. Bill suggested that we purchase and cover through the lease payment over the next ten years.
- g. Ron Barnhart expressed the dilemma of getting Ed Sahn to respond to the list of items to complete the commercial appraisals. Joshua Ring suggested that we have the attorneys on our board address.

### VII. Golf Course Report

- a. Scott Davis reported on the golf course. Mr. Davis reported that they did have some golfers on January 4-6, but overall quiet. Mr. Davis advised that he is working on the simulator and had meeting with the high schoolers 1/23/19. He stated that with the Board approval, will put together a packet to market. Mr. Davis projects that the student athletes will use after school until 6:00 pm and on Saturdays from 12:00 - 3:00 pm and then rent the rest of the time on an hourly basis to the public. He met with 7 boys and expects more once they start scheduling.
- b. Scott Davis reported that 2018 overall was okay. Mr. Davis pointed out that the need of equipment repair was out of his hands, but have one of the new/approved pieces of equipment purchased (still looking for two more mowers) which will help reduce operating/repair costs. Also, Mr. Davis mentioned he is determined to focus more on keeping costs down this next year.
- c. Mr. Davis reported that he talked to Christi Salisbury from Solutions4ebiz regarding a new market strategy, going through all avenues of social media, more focused and use hours we have available between all of the departments~ sports complex, pool, park.
- d. Mr. Davis also stated that he is pushing the Girls/Boys Madison County Tournaments.

### VI. Pool Report

- a. Ron Barnhart reported that there was nothing to report on the pool at this time.

### VII. Sports Complex

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- a. Todd Miller reported on the Sports Complex. Mr. Miller indicated that he has been busy cleaning up the sports complex. He also advised that he has the area ready to build the concrete pad that will be used to store field material.
- b. Mr. Miller stated that next month he will be meeting with PHMS to go over their field lease. He expects no changes, but to implement 2 teams. Overall will have same amount of usage as Diamond 5 will not be used for practice, only games.
- c. Mr. Miller reported that he will be meeting with Curt Trout in March to address the Rugby lease in which the program is set to start in May.
- d. Mr. Miller announced that he is working on a final Sponsorship Package for the Sports Complex and will email to Ron Barnhart and the Board for review. Mr. Miller also indicated that he has received good feedback from Community Hospital and will report further at the next meeting.
- e. Mr. Miller stated that he will be having discussions with the World Series organization in March to go over needs for hosting the expected 67-70 teams. Mr. Miller expects that he will need individuals to help run a successful program to assure future return.
- f. Two baseball tournaments are set in March, the first one set for March 6-9 and currently have 16 teams interested.
- g. Joshua Ring asked if the fields were in good condition. Todd Miller replied that the fields are in good shape and will be completely ready with field material by March 25<sup>th</sup> as well as plans to apply a second round of field material in July.
- h. Mr. Miller also reported that he has lightly talked with Brian Aker from the soccer program and will work with him to coordinate baseball and farmer's market activities. Mr. Miller indicated that they may have to be creative with parking.

### **VIII. New Business**

a. Dividing the Superintendent Role into Director & Maintenance Foreman & Hiring of the Same – Bryan Williams reported that the Board Officers have met with the Town in hopes to come up with suggestions as to how we can support the Superintendent role being split into two positions, Director and Maintenance Foreman. Ron Barnhart explained that when the new-year budgets are produced, they are based on mid-year projections of expenditures and revenue. He stated that once we get the final numbers in December, we can reanalyze. Mr. Barnhart further advised that he and Denise McKee went through the budget and was able to pull out of the line items to create revenue in support of the maintenance foreman position, overall coming up with \$49,100.00 in savings. The majority of the saving was in salaries, including combining the Assistant Pool Manager and Head Lifeguard positions as well as savings in Superintendent and Activity Director salaries. Mr. Barnhart further reported that we will have the cell tower lease income included in the budget versus donation fund which was typically used for non-essential items such as benches, pool items. Also, with 40% of our budget supported by tax revenues and 60% program generated income, the budget is based on speculation and feels that since we have about \$50,000.00 supported with budget adjustments, we can come up with the \$30,000.00 throughout the year. Mr. Barnhart advised that he believes we can continue to cut our deficits and focus on savings to make this work. Stephen Bill asked if there was any flexibility in the bond. Mr. Barnhart advised that there was one left at \$47,000.00 which is designated for the Master Plan. Also, Mr. Barnhart indicated that bond funds likely cannot be used for salaries and earmarked for other priorities. Laretta Gray asked for the breakdown of the proposed salary ranges for each the Director and Maintenance Foreman positions. Mr. Barnhart replied \$55-60k for Director and \$40-\$50k for the Maintenance Foreman. Mr. Barnhart also explained that the \$30k that we are lacking for the Maintenance Foreman position is for health insurance/retirement. Bryan Williams asked Ron how long he has worked as Superintendent. Mr. Barnhart replied 19 years and 7 months. Mr. Williams commented that with this time, Ron's advisement of splitting the two positions is well taken. Mr. Williams also added that this will allow Director to focus on fundraising/management and with the expectations of what is being done by Todd Miller at the Sports Complex with sponsorships, we should come out good. Laretta Gray commented that this approach will help improve the growth of the park overall. Mr. Barnhart added that this revised budget still includes cushion for these reduced expenses. Jen Roberts stated that there also will be some wiggle room with the Director salary. Joshua Ring commented that he expects that the Director will be able to drive more revenues. Jen Roberts added that she agreed, will take time, but will work. Mr. Barnhart stated that he and Denise McKee discussed that they expect that there will be some additional savings with the Maintenance Foreman providing services throughout the park without having to resort/hire specialists/contractors, yet difficult to put a number on this right now. Motion by Laretta Gray, second by Joshua Ring, for splitting the Superintendent Role into two positions – Director and Maintenance Foreman all in favor and approved by all members present. Further, Motion by Stephen Bill, second by Laretta Gray, for approving the hiring of both Director and Maintenance Foreman all in favor and approved by all members present.

b. Interim Superintendent –Bryan Williams addressed the need to appoint an Interim Superintendent for the purpose of signing necessary documents such as invoices and timesheets. Motion to appoint Scott Davis as Interim Superintendent was made by Stephen Bill, second by Jen Roberts, all in favor and approved by all members present.

c. Election of Officers – Stephen Bill reported to the board members that he felt it was best to not be an officer in 2019 for health reasons and recommends that Bryan Williams remain as President, Jen Roberts be voted in as the Vice-President and Brian Slick be voted as the Secretary to maintain board consistency. Motion to vote each of these three as such was made by Laretta Gray, second by Joshua Ring, all in favor and approved by all members present.

d. Application Process for Director and Maintenance Foreman – Bryan Williams reported that he has received ten resumes for Director and one for Maintenance Foreman. Mr. Williams suggested that all officers review the resumes and determine who they would like to narrow for interviews to be conducted at an executive session including the full board. Laretta Gray asked if the general board members could review all of the resumes as well. Mr. Williams replied that he can definitely send all resumes to each member for their feedback and will get this information out soon.

### **VIII. Old Business**

- a. Park Projects

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- a. Ron Barnhart reported that the park received bids totaling over 1 million dollars of work the first part of December and therefore over budget. Mr. Barnhart also stated the following:
    - 1.) All submitted bids were rejected at the December board meeting and had to go back to the drawing board, hoping to get costs down.
    - 2.) No changes were made to the buildings, but created more alternates to allow the Park Board to pick/choose the projects that are priority.
    - 3.) Took out the bridge repair and Diamond 6 drainage –can hire that out at later date with budget funds, if available.
    - 4.) Looking into questions regarding light purchases and storing fees to save money for the contractors as well as rewriting the bid specs. Also, included the fitness trail with the golf course paving as a package, but can separate out if necessary.
    - 5.) Made the projects at the golf course an alternate~ if funds available good. If not, will kick out. Also, took out the sidewalk by the restaurant. Can hire out later if funds available.
    - 6.) Expects to re-bid end of February/first of March
  - b. Joshua Ring asked about the paving/parking off Water Street, asking if we can get rid of the parking area per the Town's request. Ron Barnhart replied that yes, we can eliminate, but suggested that as Town has offered to put the new side walk in, we could request that they also eliminate the parking space. Mr. Barnhart suggested that the board contact Jeff Barger. Jen Roberts asked if the town has determined when they will start the working on the parking lot across the street from the park. Mr. Barnhart replied that he is unsure of when they plan to start.
  - c. Stephen Bill inquired as to why pre-bid estimates came in much lower than the actual bids. Ron Barnhart replied that they were based on prior projects and went by numbers provided by contractors. Further, Mr. Barnhart informed that the Architect stated that the timing was not the best as contractors were all wrapping up busy seasons and not much competition. Also, there was a mandatory pre-bid that some general contractors missed and clarified that attendees were mostly electrical, paving or mechanical subcontractors. Joshua Ring added that we can save money if we do the work ourselves, yet Steve Wills had mentioned that the cost of asphalt has increased significantly. Mr. Barnhart mentioned that we just need more contractors come to the table to increase competition. Further, commented that one contractor stated 180 days to complete the projects, another 240 days—60 days difference which would increase labor costs. Mr. Barnhart stated he is confident that we can get better numbers.
- b. Friends of the Park
    - i. Denise McKee introduced the attending Friends Board members/officers (Joey Patton – President; Stephanie Buck – Secretary; Aimee Park –Treasurer; Dusten Tryon – Board of Director) to the Park Board.
    - ii. Joey Patton, Board President, reported on the following on the Friends of Falls Park:
      - 1.) The members have approved the Bylaws that were written/drafted by Denise McKee.
      - 2.) Denise McKee is currently working on the Articles of Incorporation.
      - 3.) Group is looking at options to apply for Non-profit Status application, whether 1023 Form or 1023EZ form. If go with long form, will cost about \$880.00 versus \$305.00 if can go short form. Group will need to look into funding options, may need to seek assistance. Also, with government shut-down, there likely will be a delay in the application process.
      - 4.) FOFB logo –group would like to use logo similar to the park logo, perhaps with 'Friends of' added to the top. Joshua Ring and Jen Roberts added that we will likely have to complement the Town's logo and will be addressed in the Master Plan. Laretta Gray asked if the group can come next month with design option. Mr. Patton replied that he has high school students that can work up drawings.
    - iii. Laretta Gray asked how many individuals do we have involved with the group. Joey Patton replied that we have about 25-30 total, this number including elected officers, board of directors, general members and individuals on contact list that have expressed an interest in participating once membership is opened up.
    - iv. Joey Patton reported that the group has three committees with subcommittees under each (Membership/Volunteer [Jr. Membership]; Park Proper [Maintenance, Esthetics, Marketing, Special Projects]; Events Committee [Heritage Fair, Sponsorships]).
    - v. Joey Patton asked the Park Board if there was anything that they would want the group to focus on. Laretta Gray asked if the group had any plans or could help out with removal of vines. Joey Patton replied that we do have an Esthetics group as well as have different community groups such as Tri Kappa and Best Buddies that are ready to help.
    - vi. Jen Roberts expressed interest in group working closely with the new Director to develop educational programs for children. Joey Patton replied that our Jr. Membership will be developing programs with this focus to teach park history and how to help take care of the park. Mrs. Roberts added that once we have the new Director hired, we will be able to develop a list. Denise McKee added that we also have a member, Andrew Holloway that will be working with Ball State agriculture/biology departments in getting volunteers and wildlife studies here next fall. Also, the group has expressed an interest in helping with the World Series Tournament, offering our services with 'Welcome Committee/Table' to provide information on local businesses, restaurants to families so they could enjoy between games. Joshua Ring stated that we want to make sure we make a good impression at the World Series Tournament as only a 1 year commitment. Stephen Bill added that we are on the verge of great things.
    - vii. Joey Patton concluded by saying that the FOFB look forward to working for the Park Board.
  - c. Dog Park

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- i. Ron Barnhart advised that the fence has been installed and rules have been approved by the insurance company.
- ii. Mr. Barnhart reported that the rule signs and sponsor signs are in the process of being made as well as a waste station has been installed.
- iii. Stephen Bill asked if there will be any fee involved. Bryan Williams replied that there will be no fee and the less rules, the better we are for liability sake.
- iv. Laretta Gray asked what are the dog park rules. Denise McKee will email the list to the Park Board members.

d. Log Cabin

- i. Ron Barnhart informed that there is nothing to report at this time.

### **X. Superintendent Report**

- a. Ron Barnhart reported that this would be his last official park meeting and that with close to 240 meetings over the past 20 years, he has only missed at most 10. Mr. Barnhart shared words of appreciation for the support from the Park Board and the community and that his time here at the park was great. Mr. Barnhart also added that he is looking forward to what is ahead for this park. Bryan Williams thanked Ron for everything he has done, unbelievable—from the sports complex to the golf course and that he has been a good face of the park for years. Mr. Williams also thanked Ron for thinking of the park and making sure the park was looked after with his design of leadership. Mr. Barnhart stated that the park has been a very special place for him and all worth the effort.

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

The Register of Claims for December 2018. Motion by Jen Roberts. Second motion by Laretta Gray, approval by all. Members present did sign the December 2018 Register of Claims. Denise McKee will submit to the Town Clerk.

7:28 Meeting adjourned by Bryan Williams.