

Pendleton Park Board Meeting Minutes

April 24, 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, Laretta Gray and Joshua Ring. Also attending were Director Aaron Burris, Maintenance Foreman Donnie Meyer and Administrative Assistant Denise McKee.

II. Approval of Minutes

Motion by Jennifer Roberts, second by Joshua Ring, minutes from March 27, 2019 meeting approved.

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

IV. Big Lug Update

- a. Tom Wilson reported on behalf of Big Lug. Telly Garner presented the Park Board with rental of the Pavilion and food package. Laretta Gray expressed concern about use of Styrofoam products. Telly Garner replied that the packages were prepared by Sahn's Catering Service, yet she uses paper products. She will have the packages revised.
- b. Tom Wilson thanked Donnie Meyer for fixing the light out back and that mulch was delivered earlier that day. Mr. Wilson indicated that his staff will work on getting the mulch spread and appreciates the work getting done by Falls Park staff.
- c. Mr. Wilson mentioned he is very happy that we are getting closer to getting the grease trap project started. Telly Garner added that business is going good.
- d. Bill Davisson stated that he has revised the lease to a 3 year lease with a renewal clause with all other terms remaining the same. Mr. Davisson has given to Aaron Burris and he will get to Ed Sahn and Tom Wilson. Bryan Williams inquired if the lease was based on gross sales. Mr. Davisson responded that the first year was strictly a \$1,000.00 per month lease agreement, but that the second year, which is the year we are in, sets monthly lease at \$1,000.00 per month or \$12,000.00 for the year plus a percentage of sales over a specified amount, with year five providing another step-up. Mr. Davisson further stated that he is not aware how their numbers look, yet Tom Wilson and Telly Garner stated that they will look into their numbers to compare with the lease contract.

V. Director of Maintenance Report

- a. Donnie Meyer, Director of Maintenance, reported on park maintenance. Mr. Meyer reported that he and the crew have been very busy and their schedule will be getting more busy. Mr. Meyer provided the Board Members a report of the major projects that have been completed this past month, but did not include repairing the restrooms that were vandalized. Mr. Meyer stated that he will be looking into signs that state premises/facility on video and possibly invest in cameras in a few areas. Mr. Meyer has also asked that the Pendleton Police Department assist more in the future. Joshua Ring asked if the signs would be placed outside the buildings; Donnie Meyer confirmed yes.
- b. Donnie Meyer reported that in honor of Earth Day and Arbor Day, they will be planting two trees, a Poplar Tulip Tree and a Magnolia Tree.

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- c. Donnie Meyer also reported that he has completed trail hook-up from the Sports Complex across the small bridge to the trail system as well as started cleaning the pool. All Board Members commented that the park looks great!
- d. Laretta Gray asked if the park planned to replace the stone flower box around the curve up at the front of the park. Donnie Meyer replied that we will address after the construction is complete up at the front of the park.
- e. Donnie Meyer also mentioned that there was a bench that was damaged up at Charlene's Corner as well as looking into funding options to replace the damaged red slide. Mr. Meyer further commented that a few left comments on social media regarding use of the black mulch throughout the park. Mr. Meyer assured the Park Board as well as MSDS has been posted on the park bulletin board showing that the black mulch purchased by Filburn is dyed in vegetable oil and not harmful.

VI. Golf Course Report

- a. Scott Davis reported on the golf course. Mr. Davis reported that he provided two quotes for the golf cart purchases to Bryan Williams and that the golf course overall is doing better than this time last year despite a few rainouts. Mr. Davis further mentioned that with Killbuck's closing, we have gained several groups 20-40 that wish to play once per month.
- b. Scott Davis reported that the new mower that the Park Board had approved is great and that golf teams are practicing.
- c. Scott Davis reported that they just have one golf cart that is still being worked on by Rick Lawrence in which they may have to send out for repair. Also, he still would like to get the cart fleet up to 40. He stated that the two proposals are basically the same as the previously purchased 2014 golf cart purchases. Mr. Davis reported that he would like to purchase somewhere between 3-5 newer golf carts and that the older ones (2006) would bring in about \$1600 each, if traded in. Brian Slick added that he feels that we cannot get a better deal/price unless we purchase new which he feels is unnecessary. Jennifer Roberts commented that she would like to see a list of all of the items that are to be purchased from the 2018 Bond and estimated ending balance before approving the purchase. All Board Members agreed with Bryan Williams adding that the purpose of the Finance Committee is to work on details such as this. Brian Slick asked if there were a timeframe on the proposals? Scott Davis replied most quotes carry a 30 day deadline, yet indicated that we should be okay as the representative informed him that he will be ready whenever we are ready to purchase.

VII. Pool Report

- a. Londa Bennett reported on the pool. Mrs. Bennett reported that she has completed all of the interviews and all pool staff hired.
- b. Londa Bennett stated that she and Aaron Burris did some research and they can hire a 15 years old lifeguard, yet they cannot work the top of the slide—apparently a 16 year old non-lifeguard can, but the 15 year old lifeguard will have to work the other stations around the pool.
- c. Londa mentioned that she has all of the free swim nights scheduled and will get calendar to Denise McKee. Further, she stated that some of the money for the Dive Into Swim has started to

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- come in. Further, Mrs. Bennett reported that Mr. Buck, School Superintendent, has approved two swim days that will help raise funds for the pool.
- d. Londa Bennett made recommendation to the Park Board that they approve \$1500.00 for Swim Meet pool rental scheduled for half day June 28th and all day June 29th. Mrs. Bennett added that with the help she receives from the swim club, she feels this amount is reasonable. Brian Slick asked if this is what she recommended and Mrs. Bennett replied yes.
 - e. Donnie Meyer asked Londa Bennett to explain what the pool staff handle and what the park grounds employees are to address. Mrs. Bennett replied that the pool staff takes care of the pool property—pool, restrooms, facility and area around the pool – basketball courts, entrance. Mrs. Bennett stated that grounds staff manage the pit/chemical room and cutting of the grass.
 - f. Donnie Meyer inquired as to the receptacle on the fence and whether or not it was necessary. Londa Bennett it was installed and used by the swim club for their swim meet power source. Mr. Meyer stated that he will then plan to trench to meet safety standards.
 - g. Bill Davisson asked Donnie Meyer if he then will be in charge of the pool chemicals. Mr. Meyer replied that Aaron Burriss is now certified and prepared to take care of the pool chemicals. Mr. Meyer also stated that he as well as Noah Miller will be assisting Mr. Burriss. Londa Bennet also added that she has one lifeguard that is 18, not CPO certified, but has experience with pool chemicals to help as well. Mrs. Bennett further stated that she will only station 17/18 year olds near the diving well as in proximity to the chemical room. Mr. Meyer stated that he would like to eventually install a vent in the chemical room. Jennifer Roberts asked if the staff wore face masks while handling the chemicals. Mrs. Bennett replied that they had not worn masks in the past, but that it would be a good policy to implement. Mr. Meyer asked if there was an alarm for the chemical room? Mrs. Bennett replied yes, but not loud. Mr. Meyer stated that he will address.

VIII. Sports Complex

- a. Todd Miller reported on the Sports Complex. Mr. Miller reported that the Pendleton Junior Baseball League Parade/Opening Day is this coming weekend, Saturday, April 27th at 10 am. He also stated that there will be a Rugby Tournament and that due to previous police concern regarding back-up of traffic, the Rugby leaders are on top of it to work out a system in order to avoid any ticketing. Most likely Rugby to take entrance fees AFTER the Cross-fit facility.
- b. Todd Miller stated that the Pendleton Middle School baseball/softball programs are going well and that the programs/games run Saturdays noon-8 and all day Sundays. Brian Slick added that this wife (Softball Coach for PHMS) is very happy with the conditions of the Sports Complex.
- c. Todd Miller also reported that the fields are holding up very well this year and all going well for the most part. Mr. Miller stated that the PJBL did have a break-in/damage to their shed, but no theft was involved as well as someone is starting small fires on the grass. Donnie Meyer added that we need tighter security by the local police and motion detector lighting put in place. Mr. Miller stated that surveillance cameras are long overdue and has suggested this to the PJBL and looking into the costs.
- d. Joshua Ring asked if there was Wi-fi signal at the Sports Complex. Todd Miller replied yes and all that we would need is cameras and power cord. Bryan Williams asked both Todd Miller and

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Aaron Burris to check into the cost. Jennifer Roberts added that we still keep in close contact with the local police department. Donnie Meyer added that we have completed the police report and would like to find out who “317” is, responsible for the graffiti throughout the park.

- e. Todd Miller stated that he has about 6 or 7 businesses already express an interest in the Sponsorship Package (Yummerful, Red Gold, Community Hospital & I.U.). Mr. Miller stated that after the PJBL parade/Opening Ceremony weekend, he plans to set up appointments with these individuals/businesses. Bryan Williams added that the Sponsorship Package looks great.

VIII. New Business

- a. Park Board Finance Committee –addressed by Bryan Williams. Mr. Williams recommended that the committee consist of Brian Slick, Stephen Bill and Steve Denny. Motioned made by Laretta Gray, second by Jennifer Roberts. All in favor, approved.
- b. Museum Lease –Bill Davisson reported. Mr. Davisson reported that he has drafted the new lease and gave to Aaron Burris and just needs signed by both the Park Board as well as the Museum Board. Mr. Davisson explained that the changes include 1. A one year lease vs. a 99 year lease with renewal clause; 2. Park Board agreement to pay up to \$1500.00 per calendar year for any maintenance and 3. Requirement for the Museum Board to seek Park Board approval for any major construction. Bryan Williams asked if anyone would like to make a motion to approve. Motion made by Laretta Gray; second made by Brian Slick. All in favor, approved. Joshua Ring asked for clarification as to what constitutes “major construction”. Bill Davisson replied any major change to the building or anything over \$1500.00.
- c. Salary Resolution – Bryan Williams stated that he was aware that the new salary of Denise McKee was to be addressed, but wasn’t for sure if the new Salary Resolution was to address pool manager salaries. Aaron Burris reported and proposed the following changes: 1. Denise McKee to be raised by \$5,000.00 per year (per Board suggestion) which equates to an additional \$3.00 per hour; 2. Londa Bennett (Pool Manager) to be paid \$15.00 per hour for 35 hours per week and Noah Miller (Assistant Pool Manager) to be paid \$12.00 per hour for approximately 42 hours for seasonal employment. Motion made by Joshua Ring; second made by Laretta Gray. All in favor, approved.

X. Old Business

- a. Park Projects- reported by Aaron Burris. Mr. Burris reported that the pre-construction meeting was held on April 18, 2019 for both Fredericks and E&B Paving, scheduled to begin after Memorial Day. Mr. Burris further reported that Fredericks plan to keep the restrooms open until the new ones are up and running as well as plan to tear down the old restrooms. Further, Fredericks will repair the ground as well as fix/remove gravel parking area by the restrooms with Rachel/Town of Pendleton to address the sidewalk.
- b. Friends of Falls Park – reported by Denise McKee. Mrs. McKee reported that the group has raised about \$5,600.00 total and have about 30 members including individuals and families. Laretta Gray asked if the funds were from memberships dues or for the Heritage Fair. Mrs. McKee responded that approximately \$1000.00 is from memberships/donations and the rest for the Heritage Fair. Side note— Joshua Ring asked if there is any way that we can seek new location for the flag pole up by the restrooms at the front of the park. Aaron Burris commented that we can submit a change of order. Further, Donnie Meyer added that he would like to

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change the water lines while under construction in the park and has gotten permission from the Town.

- c. Log Cabin – reported by Aaron Burriss. Mr. Burriss reported that Donnie Meyer has dug soil samples and Mr. Meyer has made suggestions as to location of log cabin. Mr. Meyer added that he dug 52 inch holes and hit no water when moved to the west-side of the pond. Mr. Meyer further stated that he has future plans to clear around the pond as to allow individuals to fish at the pond. Denise McKee added that she is continuing to get more and more phone calls from individuals interested in renting the red barn. Joshua Ring stated that this could be another facility to rent along with the log cabin. Bryan Williams stated that we need to become ADA compliant before renting to the public, but agrees we need to address. Mrs. McKee added that we could use these facilities for weddings. Mr. Ring asked if we need electricity for the log cabin. Mr. Meyer replied that he will be working on it.

XI. Director Reports

- a. Grease Trap –Aaron Burriss reported. Mr. Burriss reported that the two lowest quotes for the grease trap is from F & E Construction and B.L. Brown Construction. He stated that the only main difference is that F & E Construction will work inside the building redoing the drains as well while B.L. Construction will stub only. Mr. Burriss stated that they will remove grease trap inside and set all new plumbing, yet B.L. Brown Construction would have Tom Wilson do all of the inside work. Brian Slick questioned why we would not go with lowest bid, especially since it would include all of the work to be done. Joshua Ring commented that he would prefer that Tom Wilson not do the work as not licensed plumber. Brian Slick asked if both were 2-3 weeks out to start the project. Mr. Burriss replied yes. Motion made by Brian Slick to approve F & E Construction; second made by Jennifer Roberts. All in favor, motion approved.
- b. Park Mowers – reported by Aaron Burriss. Mr. Burriss reported that the park ZTR has quit running, engine showing no compression and likely needs new engine. Mr. Burriss added that all the park mowers are 6 years old with about 2500 hours on each, with life span 3000-3500 hours. As we put on 500 hours per year on each mower and each mower has two pumps costing \$1000.00 each, he recommends that the park purchase two new mowers out of the bond money. Mr. Burriss provided the Park Board with quotes—one from Bobcat and the other from Bendle Lawn. Jennifer Roberts also added the fact that the park has been borrowing the Town of Pendleton’s mower the last week. Donnie Meyer replied yes, it runs, but we do not want to purchase this mower from the Town. Mrs. Roberts added that we need a game plan as to our equipment. Joshua Ring stated that Donnie Meyer and the park staff could not have anticipated this, but that Mr. Meyer has started a maintenance/replacement log. Mr. Meyer stated that if he had a choice as to bobcat or 2 mowers, he would seek to replace the 2 mowers, however, would prefer to purchase the bobcat and 2 mowers if enough money in the Bond. Brian Slick commented that another purpose of the Finance Committee is to start a savings plan. Bryan Williams asked if the Bond funds can be used to purchase the 2 mowers. Aaron Burriss replied yes. Bryan Williams then asked if the two quotes were similar and if any preference. Donnie Meyer stated that he consulted Jasper Cooter, park grounds staff and he stated that he likes the X-Smart better and that Bobcat has great service. Mr. Meyer also stated that Bobcat will give loaners when any equipment is being repaired. He also stated that Bendle Lawn is closing their Pendleton location. Mr. Williams asked if the Bobcat purchase is recommended. Both Aaron Burriss and

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Donnie Meyer replied yes. Aaron Burriss also added that the mowers would be a 60 inch deck only for mobility purposes up at the front of the park. Joshua Ring asked what other items have been spent out of the 2018 Bond funds so far. Aaron Burriss replied golf course equipment and dirt work. Jennifer Roberts added that she would like to see a report as to total funds and what has/is to be spent out of the 2018 Bond. Brian Slick stated that there is also a 10% contingency built into the 2018 Bond. Bryan Williams asked if there was a motion to approve purchase of the two mowers. Motion made by Lauretta Gray; second made by Joshua Ring. All in favor, motion approved.

- c. Capital Project Signs –reported by Aaron Burriss. Mr. Burriss presented an example of the sign that would be put on display at the front of the park for the community showing all of the projects to be included in the Capital Project. Mr. Burriss stated that a 3 x 6 sign will cost \$200.00 and a 4x2 sign will cost \$78.00, metal sign/aluminum. Brian Slick asked if we could re-use the metal signs. Mr. Burriss replied yes. Jennifer Roberts commented that she prefers a metal sign. Bryan Williams commented he is in favor of the bigger sign. Brian Slick added that the golf course has had signs in the past and received favorable reviews. Londa Bennett also commented that she is able to re-use the metal signs at the pool and are very nice. Jennifer Roberts added that she thinks flyers would be a nice touch. Donnie Meyer replied that we could put on the website and provide flyers. Joshua Ring agreed that putting on the website would be good idea. Bryan Williams and Jennifer Roberts suggested to add the park website address to the flyer/sign.
- d. Park Instagram – reported by Aaron Burriss. Mr. Burriss announced that there is a new Park Instagram page and suggested all to follow/like. Jennifer Roberts asked if we need to attend the Town Council meetings to address the new neighborhood for a park tax on the new homes. Denise McKee responded that she had asked Rachel Christenson at the Town of Pendleton and she advised that we would want to add this to our 5 year Master Plan. Bill Davisson asked when the park budget is completed. Bryan Williams and Denise McKee replied in July.
- e. Park Gator Use—reported by Aaron Burriss. Mr. Burriss raised concern regarding the use of the gator during Special Events, especially those that are not held on park property. Bryan Williams replied that he does not need Park Board approval and that he can set policy as he sees fit. Side note—Joshua Ring asked if we want to push back the Capital Projects until after the end of the summer due to community events scheduled in the park. Donnie Meyer replied that we can always leave the “One Way” sign up at the front of the park, if necessary, until the construction is complete.

XII. Approval of claims from March 2019

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

7:26 Meeting adjourned by Bryan Williams.