

Pendleton Park Board Meeting Minutes
September 25, 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, Laretta Gray and Joshua Ring. Also attending were Park Director Aaron Burris, Director of Maintenance Donnie Meyer and Executive Assistant Denise McKee.

II. **Approval of Minutes**

Motion by Stephen Bill, second by Joshua Ring, minutes from August 28, 2019 meeting approved.

III. **Public Comments-Attendees: Rachel Christenson, Scott Davis, Todd Miller, Londa Bennett, Laura Meyer, Dusten Tryon, Carol Hanna, Steve Wills, Chris Byer and Bob Jones.**

A. **Comments and Questions from the Public:**

1. **Carol Hanna** — Attended Park Board Meeting representing the Pendleton YMCA. Mrs. Hanna expressed thanks to Falls Park leadership for getting the new air conditioner installed. Mrs. Hanna also announced that the YMCA plans to participate in the Community Day at the Park as well as registration for Gobble Wobble has now opened. Last, Carol Hanna asked that Falls Park include the YMCA in conversations regarding future improvements of the summer Farmer's Market.

2. **Rachel Christenson** –Assistant Planning Director of the Town of Pendleton reported the following:

a. **Urban Forestry Recovery Project** – Pendleton Urban Forestry Committee, Town of Pendleton and Falls Park (represented by Aaron Burris and Denise McKee) with Denise McKee representing Falls Park by attending the PUFC meetings the past few months have all been working on our current tree situation and recent loss of several trees throughout the parks, cemetery and town right of ways caused by the damage sustained from the Memorial Day Tornado. Since the last tree inventory conducted in 2016, all records had been kept up to date, but records are now a mess post-storm and need immediate attention. Rachel Christenson also announced three entities representing the Town of Pendleton – Town, Park & PUFC—had applied for the South Madison Community Foundation fall grant and had been awarded \$10,000.00 for tree-plantings and inventory update, with the Foundation committing \$10,000.00 and Town and Park each committing \$5,000.00. Rachel Christenson also stated that she has applied for a matching \$20,000.00 grant through DNR fund which will help cover costs for inventory software/training and \$23,000.00 in trees (½ for town; ½ for park)—projecting about 120 trees total, with both planting 30 trees each in Spring 2020 and Fall 2020. Rachel Christenson further advised the following regarding the tree inventory update process:

1.). Plan to plant diverse group of trees and being mindful of which trees are best planted at certain times of the year (spring/fall).

2). Town of Pendleton has also applied for another grant that would value \$15,000.00 providing another 200 trees for private residents as well as hosting an Arbor Day Project.

3). Overall between all grants, if awarded, will bring \$55,000.00 in replacement trees, but only costing the Town of Pendleton and Falls Park \$5,000.00 each.

4). Considering the fact that for every inch in diameter for tree trunk requires a year of watering, looking for 1.5 inch caliber trees.

*Chris Byer asked what resource the Town plans to use for purchasing of trees. Rachel Christenson replied Blue Grass Farms and possible some through Mike Womack. Chris Byer added that BGFs is great company.

5). Rachel Christenson pointed out the six different areas on the tree canopy recovery efforts— Organizing tree Planting Projects; Tree Inventory Update; Developing Partnerships; Securing Funding; Tree Recovery Campaign; Evaluating Data & Monitoring Results.

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6). Tree Campaign letter went out recently from the PUF and town will start seeing visible projects this next year.

b. Impact Fees – Rachel Christenson explained that Impact Fees are specific charges imposed on development for “capital costs” to public infrastructure like parks, roads or utilities. Rachel Christenson further advised that there are six steps to imposing Impact Fees –

- 1). Establish impact fee advisory committee.
- 2). Prepare a zone improvement plan describing current infrastructure and how it is expected to change with estimated development.
- 3). Develop method for calculating and applying impact fees.
- 4). Introduce impact fee ordinance.
- 5). Adopt impact fee ordinance.
- 6). Impact fee ordinance becomes effective.

Rachel Christenson provided the following remarks/comments regarding Impact Fees:

1). Planning Department agrees that park should get involved in the process to adopt impact fees on behalf of the park.

2). Impact Fees are enforced on a pay fee per lot to cover operating costs of the parks, infrastructure and utility costs.

3). Individuals moving into the area will then pay these one-time fees to assure we can continue top-notch services.

4). Town of Pendleton Planning Department is asking the Park Board to review the packet and process of applying for impact fees.

5). Town/Park working together will result in cost savings by using same firm and would be more effective/beneficial being on the same page when ready to implement the fees.

6). Town of Pendleton is asking Park Board/Park Director to conduct research of park fee impacts/processes as may differ from the town.

7). At last Plan Commission meeting, the members wrote a letter to Town Council giving full support that the Town of Pendleton pursue impact fees. Town of Pendleton Planning Department is therefore asking the Park Board/Park Director to submit a similar letter to the Town Council at their next Town Council meeting.

8). Goal of presentation of Impact Fees to the Park Board is to plant the seed, explain what impact fees are and why they are important in efforts to do more projects in efforts to move forward.

9). Following discussions took place:

- Joshua Ring commented that he wishes for the park to pursue impact fees as well as to seek funds/tax levy from the entire South Madison County/all townships.
- Stephen Bill added that former Superintendent Ron Barnhart discussed the benefits of impact fees, but suggested this may require park to then offer services to all townships such as satellite parks which will also create cost to the park.
- Joshua Ring stated that by the park being present, the park is offering services to all South Madison communities including our programs.
- Bryan Williams stated that the town definitely has Park Board’s full support, but asked what the town needs from the park to proceed.
- Rachel Christenson replied that the Planning Director is looking for a letter expressing support and that Aaron Burris can bring the letter to the next town council meeting.
- Aaron Burris asked if Impact Fees need to be designated to certain projects.
- Rachel Christenson replied yes.
- Bryan Williams and Jen Roberts both asked if best to move forward together.
- Rachel Christenson replied yes.
- Bryan Williams asked where the Town of Pendleton is on this process.

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- Rachel Christenson replied that the Town of Pendleton has agreed to pursue, but town attorney is investigating more details. Rachel Christenson added that people and businesses desire to develop here and the faster we move on this, the greater our benefit—for both town and park.
- Joshua Ring asked for confirmation that fee based per lot.
- Rachel Christenson replied yes.

c. Water Street Parking – Rachel Christenson asked to take a few moments to share the Town of Pendleton’s position on the Water Street Parking and shed some light as to steps that the town and park has already taken prior to the hiring of Aaron Burriss as Park Director. Rachel Christenson stated the following:

1). Water Street Parking discussions dated as far back as August 2018 between the Planning Department, Street Department and Park Department. Conversations discussed all improvements and as a group thought best to remove, extend sidewalk and then improve the parking on the south side of Water Street. Group reviewed the town ordinance in this planning meeting and needed to confirm that the improvements would be in compliance. Town agreed to pay for the sidewalk/curve so long as the park paid for the removal of the parking lot, adding that Ron Barnhart was involved in these discussions and Capital Projects were guided by these discussions.

2). Town’s role – Town of Pendleton has zoning regulations and ordinances and when improvement is made, permit is requested and town then assures compliance with the guidelines set in place. Town and park are subject to these same guidelines as any outside business, organization and/or resident must follow.

3). Functional classifications of streets are important to recognize and maintain as determine whether the street/road will remain eligible for federal funding and with existing tax caps, we need as much financial help as possible. Water Street is classified as a Collectors Road. *Steve Wills stated that there are parking lots existing on similar roads and asked why is Water Street different. Rachel Christenson stated that Water Street is a major Collector Road and these classifications were already adopted and need to keep mindful that these functional classifications are not lost. Rachel Christenson added that in 2014, the average annual traffic brought over 10,500 vehicles down East Street and many use Water Street to bypass State Street. Rachel Christenson further added that these numbers are outdated and with the expected growth, these numbers are projected to increase greatly. Also, added that AADT (Annual Average Daily Traffic) is for determining funding for the maintenance and improvement of roads.

4). Rachel Christenson also discussed the recommendation of the federal highway administration which is public safety as well as provided general overview of the Code of Ordinance and Zoning Codes. Although guidelines are not set for parks and residents, there are guidelines set for businesses and no business would be allowed to keep this parking lot as proposed.

5). Rachel Christenson stated that as businesses are required to pave their parking lots, we want to practice what we preach and that the Town of Pendleton has every intentions to install a clearly marked cross walk to assure safe travel from Depot Parking Lot and Park. Further, in this area over \$150,000.00 storm water improvements and drainage will come together in this area. Rachel Christenson further added that the Depot Parking Lot will provide – new sidewalks to provide sidewalk network contiguity, marked crosswalk – ADA accessible, asphalt parking lot with ADA accessible spaces near park and accessible route to park and Wayfinding Signage to one point of entry.

6). Rachel Christenson concluded with her recommendations – As Assistant Planner, recommend taking out the Water Street parking lot as not something we would build today or allow for a business as well as not safe or meeting goals we have established for our community. She added that the new Depot Parking Lot will meet the needs of the town/park and park investments are best spent in other ways.

7). The following discussions/comments made:

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- Bryan Williams thanked Rachel Christenson for the information as well as pointed out that a month ago, discussions took place at the last Park Board meeting where board members voted to retain the parking lot and next step was for Aaron Burris to meet with the Town of Pendleton to seek approval of retention. Bryan Williams added that he does not wish for the Park Board to revisit these discussions, but rather best to determine how we need to proceed from her considering the comments from the Planning Department as presented by Rachel Christenson.
- Rachel Christenson stated that the Town of Pendleton has issued the building permit for the Capital Project based on the understanding that the parking lot was to be removed and if it were to not be removed, the permit likely would not have been issued.
- Stephen Bill asked how the town controls something that is already in existence.
- Rachel Christenson replied that the parking lot is deemed as a non-conforming use/structure and if not touched, will continue as is. However, if park wishes to modify/improve the parking lot, it cannot be improved without town approval and issuance of permit.
- Stephen Bill asked for clarification that if the park does nothing to the existing parking lot, is this okay.
- Rachel Christenson replied concern of town would be that the parking lot “as is” does not address safety.
- Bryan Williams stated that the park board had voted to retain the parking lot, but contingent upon Aaron Burris gaining town approval and what we are hearing is that the town will not approve.
- Laretta Gray commented that it appears all discussions at prior Park Board meeting were all for not.
- Rachel Christenson stated that Aaron Burris did do his due diligence.
- Bryan Williams remarked that it appears park board options are to leave ‘as is’ or remove.
- Steve Wills added that the Park Board/Town agreed to improve/change parking lot on Falls Park Drive, which goes throughout the park and still keeping those parking spaces.
- Rachel Christenson commented that the volume is much less as well as not a collector road.
- Aaron Burris also added that it did not create a \$2,000.00 change in order.
- Bryan Williams again clarified park board choices ~ Choice A -leave parking lot alone, noting if ever wish to improve the town will likely deny; Choice B-eliminate the parking lot, grass and town put in sidewalk/crosswalk to Depot Parking Lot. Bryan Williams also stated that in the last vote, there were four board members that voted retention of parking lot and for the three of these four members present at this meeting- asking for them to revote.
- Stephen Bill expressed concern/struggles with the idea that as Water Street is a major Collector Street and very busy, how requiring pedestrians/park patrons to walk across the road to enter into the park is more safe than a parking lot that is already existing on park property, especially for young children and mothers.
- Rachel Christenson stated that signs will be in place, rules enforced and violators will be ticketed.
- Stephen Bill commented that even Marc Farrer, Chief of Police, stated at last meeting that there had never been any incidents/safety concerns with the parking lot as is and votes to keep his vote the same – to retain the parking lot.
- Bryan Williams noted that he understands and acknowledges that available options are not pleasant. Bryan Williams then asked for a new vote – Choice A – Keep as is; Choice B – Remove parking lot. Stephen Bill motioned to keep parking lot as is (Choice A); Laretta Gray gave second motion for Choice A. All in Favor (Laretta Gray/Stephen Bill); All not in favor (Bryan Williams, Jennifer Roberts, Brian Slick & Joshua Ring). By voting number, the park members voted to remove Water Street parking lot (Choice B).

IV. Big Lug Report

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a. No representation from Big Lug. Bryan Williams stated that he had recently reached out to Bill Davisson to inquire if he had heard from Ed Sahn regarding the lease and had been advised that no contact had been made.

V. Golf Course Update

- a. Scott Davis reported on the Golf Course. Scott Davis reported the following:
- 1.) Revenue is up again this month and 12% increase from this time last year.
 - 2.) Warm, dry weather is helping catch up revenue for the season.
 - 3.) Golf Course overall has performed much better than last year and looking forward to 2020 as anticipate more memberships as well as expect more participants in men/women leagues.
 - 4.) Golf outings are going very well this year.
 - 5.) T projects are about done, progressing well and project to be completed by the end of the year.
 - 6.) Golf Club staff is currently scheduling aeration project and have gathered quotes – #1 at \$2,250.00 and #2 at \$1750.00. However, feel that park employees can save money by doing the work and just renting the machine on a Wednesday as cheapest daily rate of \$700.00. Crew believes it can be done in one working day. Aaron Burris asked if the machine was a 648. Scott Davis replied yes. Brian Slick asked if the men's league/club has been approached regarding helping with the project. Scott Davis replied that he has not contacted them, but can. Brian Slick suggested that this could be their donation for this year. Aaron Burris then recommended that the golf course rent the machine and park employees do the work. Scott Davis asked how soon he should plan to schedule project/rent the machine. Aaron Burris stated as soon as possible, but not week of October 20th as will be out of town. Brian Slick asked if park needs to do the work or best to hire out. Aaron Burris stated that golf course/park staff can do the work and should as it will save costs—just rent the machine.

VI. Pool Report

- a. Londa Bennett reported on the pool. Londa Bennett reported the following:
- 1). Pool was closed for the season on August 4th and pool seems to lose a day every year as nearby schools start earlier.
 - 2). With Aaron Burris' permission, last day, offered \$2.00 admission which seemed to boost attendance. Special rate was posted on Facebook and Instagram.
 - 3). Dunk Tank at Greek's Pizzeria – still needs to get with Greek's management for funds raised as well as for Donate to Dine program. Londa Bennett mentioned that she liked Aaron Burris suggestion to bring the dunk tank to the pool versus Greek's Pizzeria as would likely draw in a larger crowd.
 - 4). Londa Bennett recommends looking into YMCA contract. Believes mature date is approaching and as written, all day campers get into the pool free. Years past, only had about 10 campers each day, but now up to \$30.00 and pool is losing money. Londa Bennett also mentioned that other daycares/swim programs pay for their swimmers to attend and Park Board should address this in the new contract.
 - 5). Londa Bennett announced that she will not be returning to the pool in 2020 and that she has shared her recommendations to Aaron Burris and Donnie Meyer for who would be best for replacement. Londa Bennett also added that her recommendation would result in pool manager potentially supervising a sibling, but hopes something can be arranged as both are stellar employees of the pool.

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6) Bryan Williams thanked Londa Bennett for returning to the pool one more year. Londa Bennett added that she felt this last year gave her a season to mentor future leadership staff.

VII. Sports Complex Report

a. Todd Miller was not present to provide report on Sports Complex.

VIII. New Business

a. Park & Community Joint Projects:

1. Tree Inventory Update Project/SMCF Grant – Reported earlier in session by Rachel Christenson. Please refer to notes above.

2. Lending Library Tree Project/SMCF Grant – Denise McKee reported on the following project/program: Lending Library Tree Update – Friends of the Library and the Friends of Falls Park was awarded \$2,640.00 from South Madison Community Foundation to cover the costs of the construction of the project as well as registration with the National Little Tree Library program. Chris Byer is already working on carving out the tree to fit the cabinet as well as prepared the top for the roof. Pat Mattingly and Daniel Webster will be working on their assignments – roof and cabinet over the next couple of months and project is projected to be completed by December 2019. The Friends of the Library will keep the cabinet stocked with free books as well as the Friends of Falls Park will be taking care of the landscaping around the base of the tree.

3.. Community Day at the Park – co-hosted by Falls Park and Pendleton Urban Forestry Committee on October 19th from 10 am – 3 pm. Publications and marketing announcements have gone out and will continue until the day of the event – Falls Park Facebook, Instagram and Website as well as Times Post will have a couple of ads and article to announce the planned activities. The morning hours will consist of 10 several service projects that the community members/organizations can engage in as well as the afternoon will consist of fun-filled activities such as demonstration on How to Plant a Tree, Museum Tours, Storytime, Art Activity and booths from Non-profit/community groups. Currently 8 groups/businesses have committed to different service projects as well as receiving individual registrations online. Further, 15 organizations have committed to having booths/activities as the Community Fair scheduled during the afternoon portion of the event.

b. Madison County Community Foundation Grant Application – reported by Denise McKee. Denise McKee reported that the park has applied for a \$4,000.00 grant from the Madison County Community Foundation for the 2019 Fall grant to assist with costs of the Meditation Garden Revitalization Project Phase I. Total costs of the project at \$16,000.00 consist of \$4,000.00 from in-kind services (Falls Park staff & Ninestar Service Day), \$4,000.00 from George Daugherty Fund, \$4,000.00 (trees & shrubs) from Falls Park Fesler Bequest Fund (pathway & flower bed materials) and the requested \$4,000.00 from the MCCF (benches & flower bed pavers/material). Grant announcements 10/30/19.

VIII. Old Business

a. Park Projects – Aaron Burris reported the following:

1). E & B Paving has finished the trail project.

2). Fredericks are hoping to have fence completed by Lions Fishing Derby.

3). Fredericks have poured circle area in front of the new restrooms and looks sharp as well as working with public works to get running water to new restrooms~ making progress daily.

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- b. Finance Committee – Brian Slick reported that the group has met with Scott Davis and Todd Miller individually to discuss revenue projections and projects/programs for next year. Overall everything looks good.
- c. Log Cabin – Reported by Aaron Burris. Mr. Burris stated that the Log Cabin Committee is finishing foundation/flooring this weekend and plan to have wood stamped floors.
- d. Friends of Falls Park – Reported by Denise McKee. Denise McKee reported that the Friends of Falls Park had a very successful first year of the Heritage Fair and expect to have final net numbers by October or November once all utility costs come in. Current projections on net revenue are about \$5,000.00. Denise McKee also reported that the Heritage Fair Committee has already started meeting to discuss ideas for next year in how to improve as well as meeting with Pendleton Business Association to collaborate efforts for future years for cost savings and development of bigger/better event. Dusten Tryon added that he would like to see the park add a couple of 220 hook-ups in addition to those already planned for the exterior of the new restrooms. Dusten Tryon explained that most truck vendors need 220 and confident this will not only help grow the Heritage Fair, but this worthwhile investment will also benefit other Event Sponsors as they host events at the front of the park.

X. Director of Maintenance Report

- a. Donnie Meyer reported the following that the grounds crew is still working hard with not only tornado recovery efforts, but many other projects taking place on park grounds.

XI. Director Report

- a. The following was reported by Park Director, Aaron Burris:
 - 1. Town Auction went very well – raised about \$5,000.00 from the sale of items.
 - 2. When entrance to north 40 was developed, a portion rests on resident’s property. Aaron Burris plans to get with Bill Davisson about drawing up paper work for resident to deed this piece of property to the park in exchange for a privacy fence.
 - 3. Currently exploring best options for security systems. Joshua Ring asked if park plans to have hardware. Aaron Burris replied ideally, but most have Wi-Fi access. Further, we will provide full list of areas desired to under surveillance and will choice according to priority/affordability. Joshua Ring asked if park plans to lock the gate at the North 40 entrance. Donnie Meyer replied that there is not existing gate, but was his suggestion along with have park “closed hours”.
 - 4. Aaron Burris announced that WISH-TV will be coming out to the park on September 27th for a four month update on tornado recovery efforts.
 - 5. Laretta Gray asked if there was any news/update on the graffiti incidents. Donnie Meyer responded that we are still looking for the offender and was hit again this past weekend with painting projects scheduled to address.

XII. Approval of claims from August 2019

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

7:32 pm Meeting adjourned by President Bryan Williams.