

Pendleton Park Board Meeting Minutes
December 4, 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, Joshua Ring and Steve Denny. 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 Joshua Ring, second by Laretta Gray, to approve minutes from October 23, 2019 meeting, all in favor, motion approved.

III. Public Comments-Attendees: Scott Davis, Todd Miller, Laura Meyer and Dusten Tryon.

A. Comments and Questions from the Public: no comments/questions presented.

IV. Big Lug Report

a. No representation from Big Lug.

b. Bill Davisson reported that he had met with Ed Sahm to discuss the new lease and that he and Aaron Burris had one issue. Bill Davisson explained that the initial lease, Ed Sahm had asked for \$30,000.00 in contributions from the park for renovations to the building and Ed Sahm is asking for another \$30,000.00 at the start of the new lease. Bill Davisson advised that they discussed the other lease terms as to the \$1,000.00 per month plus a percentage of sales clause. Bill Davisson reported that all parties agreed to these same terms and noted that Sahm's to date has not met the level of revenue to require any percentage turnover. Bill Davisson stated that he advised Ed Sahm that in order for the Park Board to consider additional support for renovations, the Park Board would need specific list of repairs/updates sought. Bill Davisson also commented that he and Aaron Burris await word from Ed Sahm regarding these matters. Bill Davisson proposed that he prepare the new lease without the renovation provision and if Sahm's needs fund assistance in the future, they can always address/propose to the Park Board at a later date. Bill Davisson also commented that the only change would be a name change, to reflect Hoss Canteen, Inc.

c. The following discussions took place.

1. Steve Denny asked if Sahm's is currently operating under the park's liquor license. Bill Davisson replied yes and that he feels good about the relationship as Sahm's is listed as the responsible party.

2. Brian Slick asked if the park had any idea as to the status of business productivity. Bill Davisson replied that Ed Sahm is to be getting financial reports to Aaron Burris for review.

3. Steve Denny inquired if Ed Sahm is required to provide his proof of liquor liability coverage. Bill Davisson stated that he believes the park is adequately covered, but will also ask Ed Sahm to provide proof of insurance listing Falls Park as additional insured.

4. Steve Denny commented that the business owner typically provides insurance on the building, but the operator is required to provide liability insurance as well as personal property insurance. Joshua Ring added that he feels that Sahm's is getting a good deal at only \$1,000.00 per month for lease payment.

5. Brian Slick asked for confirmation that Ed Sahm was requesting an *additional* \$30,000.00 for renovations. Bill Davisson replied yes, but that he must first come up with list of needs/requests and present to the Park Board.

6. Aaron Burris added that if the park gives the \$30,000.00 in renovations, Ed Sahm would then technically only be paying \$2,000.00 per year over the course of the three (3) year lease term.

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V. Sports Complex Update

- a. Todd Miller reported on the Sports Complex. Todd Miller reported the following:
 - 1.) Diamond 3 (D3) renovations are pushed back until mid-February as after talking with company representative, will take more time than originally anticipated.
 - 2.) New Sponsorship package will be sent out on December 12, 2019.
 - 3.) Premier Sponsorship signage for the Sports Complex has been approved by the Town of Pendleton.
 - 4.) Community Health has advised that they have cut the sponsorship check, but will likely hold onto it until the implementation date of January 1, 2020.
 - 5.) March 27-29, 2020, Falls Park will be hosting a baseball tournament, projecting at 32-35 teams with 4 different age groups. Registration will not go through the Falls Park website, but will be set up on Tourney Machine. Nine teams have committed so far.
 - 6.) Todd Miller and Aaron Burriss will be meeting with PJBL in January 2020 to discuss the new lease.
 - 7.) Cutting out dead trees is now the focus at the Sports Complex.
- b. Joshua Ring asked if anyone on the Park Board has seen the proposed Premier Sponsorship signs. Todd Miller replied that he can forward him the image. Jennifer Roberts commented that she also would like to get a copy. Todd Miller stated that he will forward a copy to all of the Park Board Members for their review, adding that only four (4) are permanent signs and Community Hospital has already approved the signs.

VI. Golf Course Report

- a. Scott Davis reported on the Golf Course. Scott Davis reported the following:
 - 1.) Despite early season weather, the golf club will finish their year off well.
 - 2.) Number projections for 2020 have been discussed with Aaron Burriss.
 - 3.) Project \$300,000.00+ in gross revenue for 2020 and if have better weather, project a greater number. Scott Davis added that there have been more interest in annual memberships with the closing of Killbuck Golf Course as well as several golfers are dissatisfied with Grandview Golf Course.
 - 4.) Seek approval from the Park Board for 2020 rates. Specifically, Scott Davis likes the current fee structure, however, would like to add more senior play time Monday – Friday as low attendance during this time by offering a Senior Membership – riding membership only which would be 80% of the regular membership rates [Monday – Friday at rates of \$1,080.00 single; \$1,420.00 couple]. Projects this special membership will draw in more people to the golf club. Brian Slick asked what the age is for seniors. Scott Davis replied age 65 years of age and older.
 - 5.) 100 year celebration for Falls Park is in 2020 and Scott Davis would like to join in on the celebration by promoting some fun awards to golfers such as first player to post a score of exactly 100 gets a free meal, 100th player to check in gets free round of golf and even a 100 Year Celebration Golf Tournament, etc.
 - 6.) Scott Davis desires to start volunteer program. Golf Club currently has individuals occasionally helping out, but would like to keep track of the hours donated and possibly trade-off for golf time. Bill Davisson asked Scott Davis to check with the insurance company to make sure volunteer program covered. Scott Davis replied that he will follow-up with the insurance company, but also has an approved volunteer waiver form for participants to sign.
 - 8.) Seeks Park Board approval for purchase of golf carts as ideal to reach 40 total carts. Scott Davis added that they lost one of the golf carts this past summer as beyond repair. Scott Davis also commented that 40 carts would be good for their outings. Scott Davis reminded the Park Board

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Members that the last quote for 3 carts was \$11,000.00, however, included two golf cart trade-ins and now only have one cart to trade.

9). Provided survey for golf patrons on the website/social media, asking which tree (#1,#2,#3) would be the most preferred tree to have removed. Ninety percent of the responses supported removal of tree #2, the tree in the middle. Scott Davis asked Park Board for approval to add this tree to the list when it comes time to remove the dead trees. Joshua Ring commented that he thought that this tree served as a nice challenge for the golfers. Scott Davis replied that this section of the course is still a challenge, but many of the younger players/women could not get over this tree anyway. Scott Davis also expressed interest in gaining approval to purchase new trees from Blue Grass Farms, costing approximately \$180.00 - \$200.00 per tree.

10). Website provided survey as well as going to soon be placed on Facebook, asking what events they would like to see at the golf club. 87.5% of those that responded indicated that they desired more social events such as Couples Golf which would bring in about \$25.00 per couple.

11). Scott Davis provided Aaron Burriss of a spreadsheet broken down by hour per week where the golf club could use volunteers.

b. The following discussions took place:

1). Steve Denny asked if the rates are expected to increase in 2020. Scott Davis replied that the rates will not change, except wants to add a Senior Membership.

2). Brian Slick asked if the Park Board needs to see quotes for golf carts and tree work before approval. Jennifer Roberts commented that as for the golf carts, Scott Davis has already provided the Park Board with quotes a couple of times and feels best to make a decision now. Scott Davis stated that he can get new quotes, but the quotes will only be effective for about two (2) weeks as inventory moves fast. Brian Slick asked how many golf carts are needed. Scott Davis replied he desired to purchase three (3) as currently have thirty-seven (37). Laretta Gray asked if they will be gas operated. Scott Davis replied yes. Steve Denny asked if all of the current carts are the same age. Scott Davis stated that the gas golf cart that he desires to trade is a 2004 and was previously given a trade-in quote of \$1,600.00. Scott Davis also stated that the newest ones purchased are 2014 models by Yamaha. Joshua Ring asked if there was a capital improvement plan in place to guide replacement. Brian Slick stated that it is ideal to replace every five (5) years, but with all that has taken place this year unexpectedly, they have opted to hold off. Brian Slick also added that with the increase in revenue this year and projection of finishing in the black, believes it is a good time to purchase a few more golf carts. Laretta Gray asked if the Park Board can authorize a certain amount/limit. Scott Davis stated that the Park Board should keep in mind that they only have one (1) cart for trade-in. Aaron Burriss added that he projects a need of \$13,000.00 - \$13,500.00 to cover the costs for three carts. Bryan Williams asked who wanted to make a motion to approve purchase of golf carts. Brian Slick and Jennifer Roberts expressed agreement that it is a good idea considering how well the golf club performed this year. Steve Denny added that the biggest complaint next to the condition of the course is the golf carts. Brian Slick commented that the newest golf carts go quick. Scott Davis stated that he feels confident that he can work with \$13,000.00. Aaron Burriss stated that \$13,000.00 is a fair number. Joshua Ring gave motion to approval of \$13,000.00 for the purchase of golf carts; second motion by Brian Slick, all in favor, motion approved.

3). Bryan Williams stated that as for 2020 fees, he advised Scott Davis to use his discretion and agrees with Brian Slick that obtaining quotes for tree replacement would be a good idea. Member from the public commented that the town recently did a study as to the best types of trees for the Town of Pendleton. Scott Davis replied that he will use his resources to gain advice as to the most suitable trees for the golf course. Jennifer Roberts also added that the Town of Pendleton has a list of approved trees.

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VII. Pool Report

- a. No updates to report on Browns Pool.

VIII. New Business

a. YMCA Lease— Bryan Williams stated that in review of the proposed lease from the YMCA Director, Mark Springer, only changes of applicable dates were made. The following discussion took place:

1). Aaron Burriss asked if the Park Board Members wish to discuss and consider implementing a YMCA camper admissions fee to Browns Pool starting in 2020. Aaron Burriss further stated that in the current lease they receive the admissions for free while other non-profit groups such as Pendleton Swim Club and Kids Connection have to pay \$40.00 for the season per camper. Bryan Williams asked if a reduced rate should be considered. Denise McKee replied that the rate of \$40.00 is the reduced rate, with \$60.00 per season being the normal fee for season pass. Aaron Burriss reported that the first year only 175 campers visited the pool over the season compared to over 700 this past season. Aaron Burriss stated that he will contact the YMCA for discussion. Laretta Gray asked if the use of the pool by the YMCA Campers creates a cost to the park. Aaron Burriss replied that Londa Bennet had informed him that often times in the afternoon they would mainly have YMCA campers at the pool when they otherwise could have limited areas of the pool and/or shut down. Denise McKee added that originally the YMCA would provide aquatic instructors in exchange for the free admissions, but they did not provide instructors this past season. Aaron Burriss agreed, commenting that since the Anderson YMCA pool was closed, they were no longer able to provide certified instructors. Bryan Williams asked Aaron Burriss if he can reach out to Mark Springer. Aaron Burriss replied yes.

2). Donnie Meyer inquired as to the occupancy of the Conservation Building and noted concerns that too many campers were in the building at the same time, even requiring them to store their backpacks/lunches outside on a couple of tables. Laretta Gray commented that it sounds as if there are several topics to discuss with the YMCA leadership. Donnie Meyer stated that he will ask the Fire Marshall to investigate. Laretta Gray further commented that it is time to discuss and get these matters resolved before signing the new lease. Joshua Ring commented that the Franklin Parks are operated very well and that Falls Park staff should visit. Jennifer Roberts stated that the Park Board also needs to discuss the Farmer's Market. Bryan Williams asked that the Farmer's Market and the YMCA lease be added to the January Agenda.

VIII. Old Business

- a. **Park Projects** – Aaron Burriss reported the following:
 - 1). Fredericks are wrapping up the new restrooms and plumbers are set to be in on Monday to get the water lines hooked up. Aaron Burriss added that they should be all completed in 30 days. Joshua Ring asked who will be locking the new restrooms daily once they are opened. Aaron Burriss replied that the new restrooms will be open year round, but only from dawn to dusk with Joy Wood, Donnie Meyer or Aaron Burriss locking each evening. Jennifer Roberts suggested creating a rotating schedule.
 - 2). Joshua Ring asked for status on the fence/gates. Aaron Burriss stated that he and Donnie Meyer are working on getting gates installed for the North 40 Entrance and the Sports Complex. Aaron Burriss added that they have already located the gate for the Sports Complex that will work.

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3). Jennifer Roberts expressed concern as people are parking on the sidewalks near the dog park/site for old maintenance building. Donnie Meyer stated that when previously out of town, kids were spinning tires and tearing up the grass; therefore, had no choice but to install 'No Parking on the Grass' signs in that area. Donnie Meyer further stated that it would have been best if entrance gates were placed on the side of the parking lot. Joshua Ring asked if the gates can be relocated by taking out a section to insert a gate. Laretta Gray commented that there should be a better idea to address the problem than to relocate the gates. Donnie Meyer suggested that the park install posts to keep cars from driving back behind the dog park. Donnie Meyer also assured the Park Board that he will come up with a resolution.

- b. **Finance Committee** – Brian Slick reported the following:
 - 1). Golf Course seasonal budget will finish out great this year.
 - 2). Once the Premier Sponsorship for the Sports Complex is received, the Sports Complex budget will be in much better shape.
 - 3). The 2019 seasonal budget for Browns Pool reflected a significant drop in pool sponsorships compared to prior years, suggesting for the future to get back to making this a priority. Brian Slick noted that if sponsorships were as in the past, performance overall would have been comparable to last season.
- c. **Log Cabin** – Reported by Laretta Gray. Laretta Gray reported that several members, including Steve Wills and Jay Brown, worked hard laying logs over the Thanksgiving Break and got a lot accomplished.
- d. **Friends of Falls Park** – Reported by Denise McKee. Denise McKee reported the following:
 - 1). Friends of Falls Park was granted 501c3 status from the Internal Revenue Service in late October.
 - 2). Membership now up to 15 Family Memberships and 30 Individual Memberships.
 - 3). As of November 2019, revenue up to \$11,787.60, expenses at \$5,025.00 with net income \$6,762.60. Organization looking into setting up bank account as well as obtaining an annual liability insurance policy.
 - 4). FOFP Organization has committed to providing the landscaping around the base of the Lending Library Tree as well as assisting Sandi Butler with the costs of replacing Christmas lights for the gazebo. Once all costs determined, the FOFP Organization can then determine what other park project/donation can be made.
 - 5). FOFP Organization members and park staff are starting to prepare the jugs for the Christmas Eve Luminary Display this week. Denise McKee invited the Park Board Members to come enjoy the display on Christmas Eve starting at 4:00 PM.

X. Director of Maintenance Report

- a. Donnie Meyer reported that the Maintenance Team is continuing to work hard and staying busy. Comments and discussions as follows:
 - 1). Jennifer Roberts asked about the status of the fallen trees on the upper trail slightly northeast of the falls due to the tornado. Donnie Meyer replied that staff will be setting a flagpole on Thursday, December 5th and once completed, will be working on opening the upper trail. Jennifer Roberts commented that she assumes the park will need to hire a company to remove these large trees as well as other trees that had fallen this past week due to high winds. Donnie Meyer stated that park staff's priority is to clear the trail for now. Donnie Meyer further commented that the park staff has been busy clearing out Prairie Creek and water is now flowing well.

XI. Director Report

- a. Aaron Burris reported the following:

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1). Master Plan –Pros Consulting is getting ready to submit their first draft to DNR for review and notification of any necessary changes and/or amendments. Aaron Burris asked the Park Board for permission for Pros Consulting to submit this initial report on January 9, 2020, clarifying that Park Board would then have opportunity to review prior to final submission. Bryan Williams gave approval for submission of preliminary report.

2). Insurance Proceeds from 2019 Memorial Day Tornado – All insurance proceeds have been paid, but can still recover depreciation loss. Insurance claim projected to close end of year and overall was awarded \$178,000.00 in damages. Jennifer Roberts asked how much to be designated for new playground equipment. Aaron Burris replied approximately \$50,000.00 will be used to replace the damaged playground equipment. Steve Denny inquired if the park can use the funds for whatever the Park Board chooses. Aaron Burris replied yes. Bryan Williams asked regarding the timing projected to complete all repairs/updates to the playground. Aaron Burris replied that Recreation Unlimited is looking at about two (2) weeks to have complete design covering the \$50,000.00 project. Aaron Burris further commented that Context wanted \$4,800.00 just to draft the design; therefore, will give Recreation Unlimited an opportunity first to provide layout as no drafting costs involved. Jennifer Roberts added that she prefers a more natural look to match the new Lending Library Tree. Laretta Gray asked Aaron Burris if the park is looking into options for special needs equipment. Aaron Burris replied that the design is to include some free standing elements to provide enjoyment for park patrons with special needs. Laretta Gray further added that she strongly feels that the park should address these needs. Donnie Meyer commented that the design is to have several free standing elements like drums and chimes which are very low maintenance and also believes the park should address the needs of autistic children as well. Bryan Williams asked if the Park Board could expect to see the drawings at the next month meeting. Aaron Burris replied yes and that this will be a good place to start.

3). Gates for North 40 Entrance and Sports Complex – Aaron Burris stated that they have located the gate that had been previously made for the Sports Complex and will have it installed. Aaron Burris further stated that they have obtained quotes for the North 40 Entrance and projects ranging between \$2,000.00 - \$3,000.00. Aaron Burris asked if park staff need to seek Board approval prior to purchase. Bryan Williams replied a vote is not required.

4). Landscape Architect – Aaron Burris advised that he and Donnie Meyer have recently met with Taylor Metz and he is working on landscape design for the new restrooms and the Meditation Garden, projecting to have design layouts by January – February 2020. Aaron Burris also added that Falls Park was awarded \$4,000.00 from Madison County Community Foundation - Fall Grant Cycle for the Meditation Garden Revitalization Project.

5). Metal Slide – Aaron Burris advised that the new metal slide donated by the Hupfer family is now installed, but await plaque to be created. Completion and attachment of plaque projected to be in about one month. Laretta Gray asked how much the slide cost. Aaron Burris replied almost \$13,000.00, noting it was a very generous contribution.

6). Privacy Fence for North 40 resident – Await quote for fencing from Amerifence, but currently have two other bids ranging from \$6,000.00 to \$7,000.00.

7). Impact Fee – Aaron Burris reported that he and Town of Pendleton Planning Department were hoping to work together with Baker Tilly on the Impact Fee Study. Yet, Aaron Burris explained they soon learned that the park cannot piggy-back with the Town of Pendleton on this study as the park's zone is much broader. Aaron Burris added that Baker Tilly charges approximately \$30,000.00 for the study, but advised can seek out other quotes. Bryan Williams stated that the park needs to move forward on this study. Aaron Burris suggested utilizing insurance funds. Bryan William replied to seek out the best funding option and move forward. Brian Slick asked if the study can include other South Madison Townships, in addition to Fall Creek Township. Aaron Burris replied that the impact zone is much larger for the park than for the Town of Pendleton. Bryan Williams again gave Aaron Burris authorization to

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come up with the source of the funding and move forward. Donnie Meyer asked if the study can include Green Township. Aaron Burriss explained that the study will show what all areas/townships can be included in the Impact Fee Program.

8). Miscellaneous Discussions – a.) Laretta Gray asked for status on homeless gentleman found in the park last month. Donnie Meyer provided update advising the man was relocated to Alexandria. b.) Joshua Ring asked that when Taylor Metz drafts landscape designs that he include landscaping ideas for the walking trail, specifically more landscaping on the curve near Water Street to give a more natural look to the trail. Bryan Williams added that the walking trail looks great, but need to get the Barnhart Field sign designed/approved as would like to provide presentation on opening day of soccer in Spring 2020.

XII. Approval of claims from October 2019

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

7:09 pm Meeting adjourned by President Bryan Williams.