

## Pendleton Park Board Meeting Minutes May 22, 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 Director Aaron Burris, Director of Maintenance Donnie Meyer and Executive Assistant Denise McKee.

### II. Approval of Minutes

Motion by Joshua Ring, second by Jennifer Roberts, minutes from April 24, 2019 meeting approved.

III. Public Comments-Attendees: Todd Miller, Londa Bennett, Telly Garner, Tom Wilson, Laura Meyer, Mike Cannon, Mark Gentry, Wayne Blosser and Tony Link. No comments and/or questions raised.

### IV. Big Lug Update

- a. Telly Garner reported on behalf of Big Lug. Telly Garner reported that the grease traps are in and working good.
- b. Telly also reported that she has given her two week notice as general manager. She will continue to run the front of the house/bartend and be involved; yet, no longer will serve roles of manager.
- c. Tom Wilson mentioned he believes Ed Sahm is working with Bill Davisson on the lease contract.

### V. Director of Maintenance Report

- a. Donnie Meyer, Director of Maintenance, reported on park maintenance. Mr. Meyer presented the April Maintenance Report and asked if any questions from the Board Members.
- b. Joshua Ring asked how the pool is coming. Donnie Meyer replied that they have been doing a lot of work at the pool the last several weeks and will be ready for open May 25, 2019.
- c. Donnie Meyer also reported that he is looking for a part-time worker to assist him with maintenance projects as their hired help for the summer found full-time employment. He also stated that Aaron Burris is helping with the search.
- d. Laretta Gray asked what the park is using for weed control. Donnie Meyer replied that the park is currently using weed eaters. Aaron Burris added that they are looking into environmentally safe chemicals to control the weeds and growth regulator around the tree-lines to help reduce employee hours on weed eating.
- e. Donnie Meyer also stated that the two recently purchased mowers are reducing work hours. Despite more trips, it is reducing the hours to mow as previous mowers (wide deck) were too difficult to get in between spaces.
- f. Donnie Meyer reported that all of the pumps at the pool are working and will have the water on the slide Thursday, May 23<sup>rd</sup>. Mr. Meyer stated that they started with 64 items on the list for repair/attention and now down to 19.
- g. Donnie Meyer stated that he is working on prioritizing the maintenance project list. Specifically, one park patron/rental is hoping to have the gazebo painted by June 15. Mr. Meyer stated that he has one estimate for \$750.00 and looking for a second quote.
- h. Jennifer Roberts asked for the status of the red slide up at the front of the park. Donnie Meyer replied that all of the replacement parts have been ordered, Denise McKee has made arrangements for half of the invoice to be paid and some of the parts fall under warranty.
- i. Donnie Meyer added that at his Playground Safety Course, a very detailed, in-depth course

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was not only valuable but allowed him the opportunity to meet a representative for playground equipment to help save from having to purchase a whole new slide.

**VI. Golf Course Report**

- a. Aaron Burris reported on behalf of the golf course. Mr. Burris indicated that nothing major is going on at the golf club, just mowing in between rain and golf events.
- b. Aaron Burris also reported the following:
  - 1. Friends of Falls Park have offered to plant flowers at the golf club and anticipate the cost to range between \$700.00 - \$900.00, which would provide flowers at each T as well as other areas around the course and pro-shop. Scott Davis plans to look into funding.
  - 2. T projects—materials have been ordered. Total cost to be around \$5,000-\$7,000.00 which will be paid through the 2018 bond and work to be done in-house.
- c. Brian Slick added a few comments:
  - 1. Members/attendees are expressing concern regarding the appearance, grooming and upkeep of the golf course.
  - 2. Members/attendees are also concerned regarding the drainage.

**VII. Pool Report**

- a. Londa Bennett reported on the pool. Mrs. Bennett reported that she held her first staff meeting/clean-up day at the pool on Saturday, May 11, 2019. She also expressed her appreciation for Joshua Ring attending the meeting and addressing the staff.
- b. Londa Bennett also reported the following:
  - 1. Pendleton Swim Club and Friends of Falls Park cleaned and painted the girls/boys shower rooms on Saturday, May 18, 2019.
  - 2. Christi Salisbury at Solutions4ebiz and Times Post are getting ads/announcements out on the website, social media and newspaper.
  - 3. Hoping for warm weather for Memorial Day/Opening Weekend.
  - 4. All Free Swims are taken & scheduled for the entire summer.
  - 5. Waiting on a few more sponsorships to be submitted.
  - 6. Huge shout-out to Donnie Meyer and Aaron Burris for all of their great efforts in getting the pool ready.
  - 7. Announced Yummerful would like to see their ice-cream sold at the pool this year. Yummerful is looking into options to purchase an ice machine for the pool in exchange for selling their ice-cream at the pool concessions.

**VIII. Sports Complex**

- a. Todd Miller reported on the Sports Complex. Mr. Miller reported that spring has been very wet and muddy, but the ball fields are holding up well.
- b. Todd Miller also reported that we now have a Premier Sponsor signed –Community Hospital—which will give them naming rights on an annual basis for years to come. Mr. Miller also added that there are three or four more smaller proposals for sponsorship pending and will be following up on these the next couple of weeks.

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**VIII. New Business**

a. Park Board Master Plan – Aaron Burriss reported. Mr. Burriss reported that Phil Parnin held Focus Group Meetings on Monday, May 6<sup>th</sup>. The attendees were asked several questions and answers/feedback to the questions will be used to develop the list of questions to be asked at the Public Forum. This meeting is set to be held at the Community Building on Thursday, May 30<sup>th</sup> at 6 pm. Mr. Burriss explained that the information gathered at the Public Forum will then be used to create an online survey that will be available early to mid-July to community members. Mr. Burriss further advised that these results will be used to build the Master Plan with the assistance of the Steering Committee. Mr. Burriss also reported that Context (sub-contractor for Master Plan) spent 4 to 5 hours touring the park on Monday, May 20<sup>th</sup> as well as still on track with DNR regarding deadlines. Brian Slick inquired if the Park Board will be involved in the development of the Master Plan. Bryan Williams replied that in initial meetings, Rachel Christenson and Phil Parnin explained that the board will be involved with the final stages. Lauretta Gray added that the group is just gathering feedback from the outside/public at this point in time.

**X. Old Business**

- a. Park Projects- reported by Aaron Burriss. Mr. Burriss reported the following:
1. The capital project signs should be ready in about a week and put on display once the sign permits are issued by the Town of Pendleton.
  2. E & B Paving is about one week behind schedule. They should be able to start the Fitness Trail late June. Once the Fitness Trail is prepped/completed, they will move to the Golf Course. Jennifer Roberts asked what the trail will look like. Aaron Burriss responded that the trail will be 10 feet across, wrap around the perimeter of the soccer fields and be connected to the park office parking lot. Mrs. Roberts asked if there were plans to do lighting around the trail. Donnie Meyer indicated that if added later, they can install inside the trail. Joshua Ring agreed. Bryan Williams asked if we could go ahead and get quotes for lighting. Aaron Burriss responded, “Yes”. Donnie Meyer also added that Filburns have offered to donate a park swing (cost of \$500.00) to be put up at the front of the park. Filburns are also interested in the park ordering benches/swings in the future. Bryan Williams also mentioned that this is good timing for getting sign approved for ‘Barnhart Field’. Aaron Burriss will start working on the details of the sign.
  3. Fredericks plan to do a site visit and should start in about one to two weeks. The park awaits for a definite start date.
- b. Finance Committee Report – reported by Brian Slick. Mr. Slick reported the following:
1. Equipment list has been developed. The list includes the item, year, condition, life span expectancy and replacement cost.
  2. Mr. Slick advised that he spoke with Kelley from the Clerk Treasurer’s Office. The committee plans to meet with the Clerk Treasurer Office staff members in the next couple of weeks along with Aaron Burriss, Donnie Meyer and Denise McKee to get a better grasp on expenses and efforts to increase revenue.
- c. Friends of Falls Park – reported by Denise McKee. Mrs. McKee reported the following:
1. Total memberships –12 Family and 14 Single memberships, totaling \$950.00 so far in membership fees collected.
  2. The group has brought in over \$6,000.00 from Heritage Fair vendor fees. After the Heritage Fair expenses are paid, the group will have good idea as to the amount of donation they can give the park for 2019.

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3. The FOFP has volunteered a total of 22.50 hours cleaning park playground equipment. Also, between FOFP and Pendleton Swim Club, individuals volunteered a combined 47 hours of work at the pool cleaning and painting shower rooms.

4. Future projects planned by the FOFP – plant flowers at the golf course once plants are purchased as well as take shifts at the June Jamboree table alongside the Log Cabin committee members. The FOFP will also help the Log Cabin committee sell K-burgers on 7/14/19.

5. FOFP is busy working on the Heritage Fair and looking into getting t-shirts made as well as newsletter and brochures for publicity.

- d. Log Cabin Project – Donnie Meyer reported that the committee has poured footing at the North 40 entrance, next to the butterfly garden. Joshua Ring inquired if park planned to clean out around the pond. Donnie Meyer replied that he has this project down for fall.

### **XI. Director Reports**

- a. Youth Sports –Aaron Burris reported that soccer at circle drive is now over, but will have a couple more weeks of soccer at the field located at the corner of Water and East Streets for make-up games. PJBL submitted payment of almost \$9,000.00, yet, numbers are down from 700 to 639 compared to last year.
- b. Two recent donations –Aaron Burris reported that the park has received two donations, one from Ring Construction and the other from Brittany Construction (Doug Bennett). The park plans to use these funds to help pay for the red slide repair and four new swing mats.
- c. June Jamboree Meeting with Pendleton Lions Club –Aaron Burris reported that Donnie Meyer, Denise McKee and he will be meeting with Dick Cregar to discuss the details of the event. Mr. Burris added that the park will receive a booth inside the tent at the June Jamboree in exchange for funds reduced on Community Building rental.
- d. Farmer’s Market–Aaron Burris reported that the first few weeks were a bit rough due to parking/vendor space concern as reported on some social media. The park and Farmer’s Market made adjustments with parking which should eliminate some concern. Jennifer Roberts and Joshua Ring did agree that parking was very tight. Mr. Ring suggested that we advertise parking available at the pool. Laretta Gray added that there are only aquatic classes/fitness swim on Saturday mornings between 8 – 11:30 am.

### **XII. Approval of claims from April 2019**

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

6:42 Meeting adjourned by Bryan Williams.