

**Santa Claus Park & Recreation Department
Monthly Board Meeting**

Monday, January 21, 2019, at 6:00 pm CT
Santa Claus Community Center

Meeting Minutes

- **Call to Order:** Secretary Melissa A. called the meeting to order at 6:07 pm CT
 - Quorum: Jud, Melissa L., Melissa A.
 - Staff: Richard
 - Guests: Jeff Stillman

- **Comments from the floor**

- **Board Business**
 - **2019 Officers** – Melissa A. made the motion for officers as follows: Melissa L. as President, Jud as VP, Melissa A. as Secretary. Judd seconded and the motion passed.
 - **Attorney** – Melissa A made motion to utilize Patmore as attorney; Jud seconded. Motion passed.
 - **Invoices** – Melissa A. made motion for Santa Claus Town Clerk to pay invoices; Jud seconds. Motion passes.
 - **Salary Ordinances** – no discussion
 - **Town Council Meetings** – Jud suggested a park board member represent the board at town council meetings moving forward. The director or a board member used to attend all meetings and will start doing so again.

- **Approval of previous meeting minutes** – December 2018
 - Melissa L. made a motion to approve the December minutes, Melissa A. seconded; motion passed.

- **Review Financials/Budget**
 - **Yellig Park** –
 - Richard followed up with Kelly about the utilities being over for 2018 and no action is needed.
 - Since we didn't initiate the RFP process we were not able to encumber funds for the playground mulch project through the Upkeep section.
 - **Community Center** –
 - The board reviewed the community center finances.
 - **Grants/Sponsorships** –
 - Kimball has \$10,000 available, pending a project and specific plan. Spencer County Park & Rec awarded SCPR a grant to resurface the basketball court in early 2018. Melissa A. made a motion for Richard to move forward with

the company previously contacted to resurface the basketball court in April; Melissa L. seconds. Motion passes.

- Southern Indiana Power – Richard has requested financial information from the town hall to turn in to SIP for a grant opportunity. The board discussed utilizing this grant to move the dirt pile at Yellig. Richard mentioned that dirt will be needed for the playground once we’re ready to update that space. After further discussion, Melissa L. made motion to submit the SIP grant for Community Center landscape project; Jud seconds. Motion passes.

○ **Other –**

- Encumbrances for 2019 – Richard will make a note that any encumbrances desired for 2020 will need to start the process no later than October of 2019.
- Projects for 2019 – Richard will put together a project plan for 2019 with details on what/when/where.

● **Yellig Park Business**

○ **Old Business**

- Tournaments
 - Richard presented an updated tournament contract with the parking charges he worked with Patmore to add. Melissa L. made a motion to approve; Jud seconded. Motion passed. Richard will email the updated contract to the Santa Claus Town Council to allow time to review before the next meeting, and will seek approval at the February meeting.
 - Seven tournaments are lined up for 2019. These cannot be finalized until the updated contract is approved.
- Fence
 - Richard reported this is no longer something that needs discussed.
- “No Parking” signs off road
 - Instead of signs, Richard utilized a fence to eliminate roadside parking last year. Jud brought up the extra lot we’re leasing and how it might be used for parking. If we put up “no parking” signs this will give police the ability to regulate parking. Richard will talk to Russ Luthy about how best to start this process/project.
- Trash cans
 - Melissa L. made a motion for Richard to purchase 5-10 additional trash cans, depending on price; Jud seconded. Motion passed.
- Hay bales on trails
 - Richard will remove hay bales from trails by the end of February.
- SCPR Tournament
 - Regarding the park board partnering to host a tournament in 2019, Richard reached out to Jason Cesanara and Tammy Litherland. He has not reached out to Tom Lange (baseball). Jud mentioned coaches have talked about doing

something to raise funds for little league. Jud made a motion for Richard to contact Tom Lange to see if locals are interested in partnering on a tournament for 2019; Melissa L. seconded. Motion passed.

○ **New Business**

▪ Events

- Movie nights are scheduled for May 10 and May 24, pending licensing. Richard will check with Heather S. at the Methodist church to see how we might go about this.
Yellig Park would operate the concessions.
Richard will prepare a detailed plan for next meeting.
- Adult and Youth Cornhole Tournament scheduled for May 4. Richard is talking with John Graham at Chrisney to see how they do a tournament and possibly borrowing their boards.
Richard is looking into bringing in a food truck. The board discussed that this will need to be advertised with specific parameters set.
Richard will look into nonprofits providing concessions.
Registration cost could be split between food truck, shirt, etc.
Richard will prepare a detailed plan for next meeting.
- Easter Egg Hunt scheduled for April 21. Richard will prepare a detailed plan for next meeting.
- Youth 5K Event (magician and bubble soccer) scheduled for August 17.
Richard will prepare a detailed plan for next meeting.
- Volunteer lists will need to be updated prior to each event.
- Seasonal help – tabled for next meeting.
- Banner sponsorship requests – last year we had 42, this year we have 111.
Richard will send new sponsorship info to board.

• **Community Center Business**

○ **Old Business**

▪ Events –

- Movie nights are scheduled for February 15, February 22, March 1, and March 8. Richard will talk with Methodist Church about the movie nights and report back at February meeting.
 - Other new events for 2019 include a Fashion Show on April 13, BINGO Night on August 31, Veteran’s Day Breakfast and Bingo on November 10, Breakfast with the Grinch on December 20, and a local produce day with date pending.
 - Richard will prepare plans for each event to present to the board in February.
 - Volunteer lists will need to be updated prior to each event.
- Flooring Update in CC

- Richard got a quote from the same flooring company used at the town hall. Estimates are high and Richard will prepare an RFP for this project. RFP will request prices for individual rooms, entryway, etc. plus combing spaces to see any savings.
 - Personal trainer/boot camp
 - Richard will continue looking for a trainer or group fitness instructor at the community center. This would be a contract position and they would need to carry their own insurance.
- **New Business**
 - Silver Sneakers
 - Jeff Stillman was in attendance, representing Silver Sneakers. Richard is collecting information to present details to the board at next meeting. He will email details out prior for review.
 - Fundraising Events
 - Looking into options for the CC similar to the sponsorship banners at the park. Board members will bring ideas back to next meeting.
 - Employees
 - Richard hired Grace Vinson as a part-time employee at \$9/hour. Benton Faulkenburg resigned. Other part-time employees include Megan Orgas and Trae Hirt. Melissa A. made a motion for Richard to continue hiring part-time staff, as budget sees fit, for the Community Center. Melissa L. seconded and the motion passed.
 - Agreements for 2019 rentals/classes
 - Current fitness class agreements have no termination date; this only includes yoga at the moment. Richard will look into Ann Dauby's agreement to see if there is an end date.
- **General Business**
 - Vouchers – Melissa L. made a motion to approve to pay vouchers for \$2,029.68 (January SCPR), \$1,942. 54 (January Community Center), \$1,564.01 (December SCPR), and \$2,470.74 (December Community Center). Jud seconded the motion; motion passed.
- **Next Meeting:** Monday, February 18, 2019, at 6:00 pm CT at the Santa Claus Community Center.
- **Adjourn:** Melissa A. made a motion to adjourn the meeting at 7:55 pm CT and Jud seconded. Meeting adjourned.

Melissa Lueken, President

Melissa Arnold, Secretary

Jud Collett, Vice President

Jared Feltner, Member
