

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

Monday, February 18, 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 Collett, Melissa Lueken, Jared Feltner, Melissa Arnold
 - Staff: Richard Boyd
 - Guests: Ashley Aders

- **Comments from the floor:** None

- **Review January Meeting Minutes**
 - Jared made a motion to approve the January meeting minutes; Melissa L. seconded. Motion passed.

- **Special Business**
 - **Meeting Dates** – Melissa L. made a motion to change the Santa Claus Park & Recreation board meetings to the first Monday of each month, beginning in March; Jared seconded. Motion passed.
 - **Policies for SCPR** – Melissa L., Melissa A., and Richard met with Town Council President Mike Johannes to discuss policies, ordinances, and communication between council and park board. Richard is working on writing up several policies/procedures to serve as a guide for SCPR projects. This includes budgetary processes, RFP process, encumbrances, salary ordinances, etc. In addition, Richard will start submitting a report to SCPR that will then be submitted to the town each month to share updates on rentals, tournaments, staff, projects, etc.
 - **Increase Credit Card Limit** – Melissa L. made a motion to increase the credit card limit to \$1,500; Jud seconded. Motion passed.

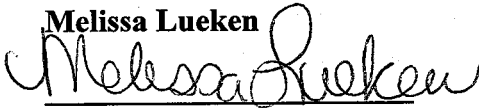
- **Community Center Business**
 - **Events & Projects**
 - Veteran's Day Breakfast & Bingo is scheduled for November 10, 2019. Richard proposed the following: food will be made by SCPR in the Community Center kitchen and the first \$600 in expenses will come from the concessions fund; the rest will come from donations. Expenses estimated to be \$775. Melissa L. made a motion to move forward with planning this event; Jud seconded. Motion passed.
 - Carpet Replacement – Richard asked a representative from Carpet Warehouse to measure and estimate the project. It came in over \$14,000. Checking prices to buy flooring alone from Menards ranged from \$2,249 to \$5,885 and could include volunteers donating labor. The budget available is \$13,000. Richard will contact Ruxer's, Greg Robinson, Todd Fischer, and BJ to get more ideas and estimates.

- **Wall Removal & Relocation** – there seems to be confusion as to whether the walls are low bearing or not. Richard has one more contractor coming in to check this week who will also look at the unfinished wall in the weight room.
 - **Master Plan** – Richard distributed a copy of the working master plan he’s been adding to this year. He will email a copy to board members.
 - **Personal Training & Group Fitness** – Richard introduced Ashley Aders who is interested in launching a spin class. Leasing bikes may be an option. \$275/bike is the least expensive option at this time. Richard has also reached out to the YMCA about a potential partnership but it doesn’t seem to be a good fit right now. The board asked Richard to look into other class ideas so we can budget for bikes in 2020. Ideas included a fitness boot camp, Pilates, kid-oriented classes like martial arts or archery, senior classes other than yoga, etc.
 - **Equipment Surplus Bids** – Richard presented two pieces of equipment to sell. Melissa L. made a motion to start the bidding process for the Paramount MP3.5-3 Stack Multi-gym and Paramount FS-54 Multi Press; Jared seconded. Motion passed. Bids will be opened at the public meeting tentatively scheduled for April 1, 2019.
 - **Purchase of Equipment** – Information on equipment to consider purchasing in 2020 was presented. The board suggested bringing back a recommendation of what we might get for the \$1,000 out of the donation fund in 2019.
 - **Corporate Membership Rates** – From Richard’s recommendation, Melissa L. made a motion to recommend a new corporate membership rate to the town council as follows: \$15/member for 5-15 members, \$12/member for 16-50 members, and \$10/member for 51-100 members. Richard will present this ordinance at the town council’s next meeting.
 - **TV Purchase** – Richard informed the board he will be replacing a TV in the cardio room.
 - **Financials** – Melissa A. requested a monthly review of how the current month’s financials compare to last year’s financials from the same month. Richard will provide this at meetings moving forward. The board discussed Richard creating a projected budget to illustrate what is planned to be spent each month for 2019 to better show a financial plan for the year. The board noted the expense in “Other Outside” expenses shown seems high and Richard ensured the board it was mostly representing key fobs for members. Income from membership goes into the town general fund.
- **Yellig Park Business**
 - **Parking at Park** – Richard is working with Russ Luthy to install temporary speed bumps and “No Parking” signs at the park to help keep parked vehicles and people off of the road.
 - **Fence Reconfiguration** – Melissa L. made a motion for Richard to start the bidding process to replace the fencing on Field 2 (baseball/softball) in order to shorten the length of the field from home plate to the outfield fence. Jud seconded the motion and the motion passed.
Bids will be accepted until March 8, 2019, bids will be opened at the special meeting tentatively scheduled for March 13, 2019, and the project will need to be completed by April 19, 2019.
 - **Batting Cages** – discussion was tabled.
 - **New Infield Dirt on Field 1** – Richard discussed some of the options he’s looked into for this. Jud made a motion for Richard to get a price for sod on the sides of all

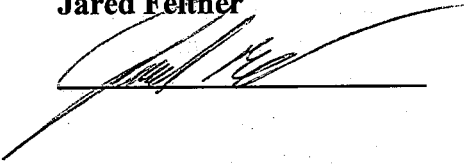
- three fields; Jared seconded. Motion passed. Richard will provide information at the March SCPR meeting.
- **Basketball Court Resurface** – Jud made a motion to bid this project out; Melissa L. seconded. Motion passed. Bids will be accepted until March 8, 2019, and bids will be opened at a special public meeting tentatively scheduled for March 13, 2019.
 - **Trash Cans** – Richard will move forward and purchase the five trash cans needed for the park.
 - **Season Baseball Items** – Richard will purchase items needed before tournament season begins.
 - **Tournament Agreement** – Richard presented the updated agreement to include parking charges at the most recent town council meeting. There were some concerns over the price differences between different types of tournaments but it was explained that numbers are based off of average number of players per team. The second reading and potential approval is slated for the March town council meeting.
 - **LED Stadium Lighting** – Richard looked into this and it's too expensive for 2019.
 - **Field 2 & Soccer Fields Drainage** – Richard will meet with Kevin Laswell to look at drainage options this week.
 - **Playground Update** – Richard emailed a mockup drawing of a potential Christmas-themed playground for the park. This is a project for 2020 or 2021. The idea can be presented to potential corporate sponsors and Richard will work on a sponsorship packet. Richard will check with insurance to learn about fencing requirements.
 - **Website** – Richard and the board discussed the need for more SCPR information on the website. Richard has a list of things that can be included. Melissa A. will ask John Bowen to make Richard an administrator of the current site.
 - **Mulch** – Jud made a motion to research options such as pea gravel and mulch as well as re-doing the playground surface. Melissa L. seconded and the motion passed. These funds would come out of Rock & Dirt.
 - **Park Banner Sponsorship** – Richard distributed 114 packets and, to date, already has 11 sponsors totaling \$6,100. (2018 totaled approximately \$2,000.)
 - **Review Financials** – same discussion as above.
 - **2019 Events/Fundraisers**
 - An Easter Egg Hunt is slated for April 21, 2019. After board discussion, Richard will look at other dates such as the Saturday before Easter. Costs will include stocking concession stand and purchasing plastic eggs with contents; estimated cost is \$905. Youth from the Santa Claus Methodist Church can help. The plan is to hide empty eggs and have kids pick a piece of candy from a bucket for each egg they found. There will be a golden egg for each age group. Richard is looking into photos with the Easter Bunny; Jared has a contact who may serve as the bunny.
 - The 4th Annual Yellig Park Trick-Or-Treat event will take place in October. The date being considered is Sunday, October 20. The main expense for this event is the hay bales and candy. Richard will contact Bill Wirthwein about hay bales.
 - Fundraiser Ideas
 - BBQ or Chili cookout event. We could look for an organization to host the event at Yellig. Tell City has one they do their selves and Richard will look into it.
 - Corn Hole Tournament through WBDC
 - 2019 101 Country WBDC Cornhole Tournament of Champions Tour

- Santa Claus Home Run Derby (youth and adult)
 - Soccer Combine Showcase (youth)
 - Santa Claus Youth Football Combine
 - Santa Claus 3-Point Shootout
 - Santa Claus Community Center March Madness Bracket Watch Party
 - Melissa L. made a motion to combine the ideas for a Santa Claus 3-Point Shootout and Home Run Derby to be held the first weekend of August as a celebration before school starts; Jared seconded. Motion passed.
- **Vouchers** – Melissa L. made a motion to pay vouchers as follows: \$805.10 for the Santa Claus Park & Rec and \$2,425.54 for the Santa Claus Community Center. Jud seconded; motion passed.
 - **Adjourn** – Jud made a motion to adjourn the meeting at 8:11 pm CT; Melissa A. seconded. Motion passed.

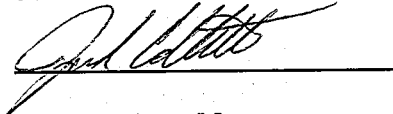
Melissa Lueken



Jared Feltner



Jud Collett



Melissa Arnold

