

TOWN OF SANTA CLAUS PARK & REC BOARD
Special Meeting Minutes
August 18, 2020, 6:00 p.m.

The Santa Claus Park Board met for a special meeting on August 18, 2020 at the Santa Claus Community Center at 200 N Holiday Blvd, Santa Claus, IN.

The meeting was called to order by President Jonathan Goldsberry at 6:00pm.

Park Board Members Present: Jonathan Goldsberry, Jonathon Kincaid, Craig Buse, & Eileen Farmer

Eileen Farmer made the motion to approve the minutes from the July 30, 2020 meeting. Craig Buse seconded.

Ayes: All Nays: None Motion carried

Eileen Farmer made the motion to approve the minutes from the August 3, 2020 meeting. Craig Buse seconded.

Ayes: All Nays: None Motion carried

Jonathan Goldsberry brought up the discussion of the Community Center flooring project. We received 0 bids for the original RFP that was due. We were told by a flooring contractor that the original specs in the RFP were not accurate. Jonathan Goldsberry will be getting updated measurements and resubmitting information for the RFP. The RFP will be due September 2, 2020 and will include an estimate for the lobby, east side of building, and west side of building in the carpeted areas. High quality laminate flooring or carpet tiles will be used.

Community Center kitchen: Craig Buse is going to speak with Jasper Lumber to come and look at kitchen to give us specs to generate an RFP. We discussed putting 2 regular gas oven in the kitchen to replace where the larger commercial oven was at one time. New flooring, cabinets, and paint are also needed.

HVAC at Community Center: Craig Buse is going to check with Meghan Orgas or Kelly Greulich about who last came out to service the units at SCCC. He will get the specs needed to write an RFP to repair or replace the needed units.

Jonathan Goldsberry was able to return most items at Menards. We currently have a credit of \$4176.30 to spend on needs for the Community Center. We discussed using for paint, stoves, cabinets, or other maintenance needed.

Jonathan Goldsberry brought up the fitness equipment lease program. We discussed how it would cost the Community Center roughly \$10000 a year and where that would come out of the budget. It was discussed that it would come out of the equipment budget that will have \$20000 in it for 2021, this would still allow us to have a \$10000 buffer. We are going to ask Meghan Orgas, the supervisor at the Community Center, to get the RFP together stating the exact equipment in the quote that she has received already and get that sent out to at least 3 companies total. The RFP will be due September 2, 2020.

Jonathan Goldsberry brought up the need to have a commercial building inspector come into the Community Center to have the building assessed for safety concerns and to see if there are any major issues that need addressed immediately. Craig Buse is going to check with some commercial building people that he knows and see if they have any recommendations or referrals for a commercial inspector.

Jonathan Goldsberry brought up the discussion of where the moving allowance for the new Park Director would come out of our budget. We talked about it coming out of Outside services.

Jonathan Goldsberry brought up the discussion of the Park Director incentive plan that we would like to present to the Town Council. Eileen Farmer shared the previous incentive packages that had been in place with other Park Directors per the past salary ordinances. The following incentive plan options were discussed:

- Plan A: 5% of profits for all events, including concessions, and rental activity at Yellig Park and the Community Center. Such commission shall be paid quarterly. Utility expenses will be prorated based on the previous quarter's uses.
- Plan B: 10% of profits for new sports tournaments, new leagues, new events, or rental activity at Yellig Park, including concessions and rental of the Community Center, except monthly senior citizen rental of the Community Center, gym memberships, existing league play, and other existing organized use of the Park. Such commission shall be paid quarterly. Utility expenses will be prorated based on the previous quarter's uses.

Jonathon Kincaid made a motion to offer the Park Director an incentive plan that would include 5% of profits for all events, including concessions, and rental activity at Yellig Park and the Community Center. Such commission shall be paid quarterly. Utility expenses will be prorated based on the previous quarter's uses. Eileen Farmer seconded the motion.

Aye: All Nays: None Motion carried

Craig Buse is going to double check with the Region 15 representative to make sure she is available to attend our September 2, 2020 meeting. Our main focus of this meeting will be to develop and begin working on the 5 year plan. Eileen Farmer stated that if available and hired, the new Park Director should be present, even if they have not officially started working yet.

PUBLIC COMMENTS

None

SIGNING OF VOUCHERS

None

NEXT REGULAR PARK & REC BOARD MEETING


Wednesday, September 2, 2020 at 6:00 pm CST at the Santa Claus Community Center


ADJOURNMENT

Eileen Farmer made a motion to adjourn this meeting at 9:08pm. Jonathon Kincaid seconded.

Aye: All Nay: none Motion carries

Approved on September 2, 2020


Jonathan Goldsberry, President


Jonathon Kincaid, Vice President


Eileen Farmer, Secretary


Craig Buse, Member