

07-23-2020 TOWN COUNCIL & PARK BOARD JOINT MTG

The Santa Claus Town Council & Santa Claus Park Board met in special session on July 23, 2020 at the Santa Claus Town Hall located at 90 N Holiday Blvd Santa Claus, In.

The meeting was called to order by President Michael Johannes at 6:01 pm.

Pledge of Allegiance

Town Council Present: Jason Little (joined by zoom at 6:13 pm), Michael Johannes, Patricia Vaal, Kevin Burke & Seth Windell

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

Also, Present: Clerk-Treasurer; Kelly Greulich

2020 Park Officers:

Craig Buse made a motion to appoint Jonathon Goldsberry as the park board president for 2020 and Jonathon Kincaid seconded the motion.

Ayes: All Nays: None Motion carried

Craig Buse made a motion to appoint Jonathon Kincaid as the park board vice president for 2020 and Eileen Farmer seconded the motion.

Ayes: All Nays: None Motion carried

Jonathon Kincaid made a motion to appoint Eileen Farmer as the park board secretary for 2020 and Craig Buse seconded the motion.

Ayes: All Nays: None Motion carried

A discussion followed, about a fifth board member. The responsibility falls on the North Spencer School Corporation to appoint someone from the school board to the park board if they so choose to do so per state requirements.

Park board members asked the town council members what are your expectations of the park board, Seth Windell stated he sent out an email with details and duties of the park board.(he looked the email up on his phone)

All park board members must reside in the Town of Santa Claus, if you move out of Santa Claus you would be unable to remain on the park board.

- Attend monthly meetings
- Hire a qualified park director and give that person support they need to get started and be successful. This does not in any way mean volunteering long hours down at the park or community center.
- Ensure that the park director is performing duties and be willing to take action if needed.
- Develop a five-year plan for both the Yellig Park & the Santa Claus Community Center.
- One park board member along with director attend monthly town council meetings, but do not expect the member or director to sit through the remainder of the meeting that does not pertain to the park or community center.

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- Park board members should be courteous when working with the public and have a rapport with town employees.

Communication is the key to success, Kelly Greulich stated.

Jason Little joined the meeting by zoom at 6:13 pm

Michael Johannes stated his concerns, the community center is in good hands with Meghan Orgas handling the day to day operations, the Park on the other hand is in need of dire attention. A discussion followed about equipment and inventory of items.

The park board will have Matt Seger work on the inventory of the park items and the park board will meet with league representatives to go over items in the barns.

Michael Johannes stated a very specific list has been generated by the contractor concerning the football/soccer field that is currently being sprigged and irrigation added to. It is the responsibility of the park board to make sure the list is followed, to ensure the contract is met.

Matt Seger was hired by the town council to work maintenance at the park at \$ 13.00an hour.

Jonathon Goldsberry stated the new field is set to water seven different zones every two hours and will be adjusted accordingly; this will be done for at least 6 to 8 weeks to insure root growth. Bermuda grass is a science, aerosol paint will kill it so the lines for the fields can no longer be sprayed on. Heritage Hills had to purchase a special machine to line the fields. There are several experts in the area that have offered to lend a hand in reference to the new field. They are Dustin Gilpatrick, Evan Joachim & Albert Nord. There will be no practicing or playing on the field. In the maintenance barn there is the portable orange fencing, this could be used on the north side of the field that is being worked on to keep people away from the area. Also, the goal post to have be relocated to meet setback requirements. Alan Meunier is currently working on an RFP for the drainage work at the playground. With all these costs occurring at the park the current playground equipment will stay at this time until a director can be hired and look into grants.

Michael Johannes stated all state grants require a park board and director along with a current 5-year master plan. Funds have been set aside in the amount of \$ 3,500.00 to aid in the master plan with Regional 15 in Ferdinand.

Michael Johannes highly recommended to the park board to join the Indiana Park & Recreation Association and the Kentucky Park & Recreation Association. Jonathon Goldsberry asked is there budgeted funds for that? Johannes stated you can add it in the 2021 budget.

A discussion followed about the current employees; the park board will oversee the current employees until they hire a director. The fields for baseball/softball are in need of attention immediately Goldsberry added. Also, some of the equipment at the gym is in need of replacement, the parts are obsolete.

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Kelly Greulich was asked to send the park board members Lisa Gehlhausen contact information.

Greulich passed out a procedure sheet to help the park board members understand some of the procedures that are required as a government entity. See below

All meetings must be advertised 48 hours in advance not including Holidays or weekends. All meetings are open to the public and must be advertised to newspapers and posted at the site of the meeting place to meet the above requirements. A quorum must be present to conduct the meeting. A meeting can be canceled but newspapers and a sign on the building must be present stating the information of the cancellation. Just remember that as a group of three or more you cannot discuss park issue unless it is a public advertised meeting. First meeting motions for President, Vice President & Secretary for the rest of 2020. Minutes must be approved at the following meeting signed by board members with printed names below their signed name and the originals minutes must be given to the clerk-treasurer to be housed in the park minute book at town hall. Set a meeting dates/time for the rest of 2020, once you set meetings give dates to clerk-treasurer and the information will faxed to all the newspapers.

How to conduct a meeting:

Agenda made up (example attached) and posted for meeting, minutes must include roll call, start and end time of meeting, all motions (remember if you approve/instruct director it will be by motion a 1st motion followed by a 2nd motion and ask for any discussion all approve by aye, nay or abstain. Most of the time the only reason a person would abstain from a vote would be they have a conflict of interest. You will receive a voucher packet prior to the meeting by email to look over. A motion to approve vouchers and you sign and return to clerk's office. If you have guest at the meeting and they state who they are and speak on a subject you should have a brief spot in the minutes stating their concern or information. Please make sure your pages are numbered for the minutes and a header with the date of the meeting and the wording Park Board.

Resolutions & Ordinances:

Kevin Patmore is the town attorney (\$ 100.00 per hour) who handles all legal issues for the town. He would be the one to contact if you are wanting to change an ordinance/need legal advice. Town Council approves all ordinances and additional monies over budget. The salary ordinance is always approved in December for the following years salaries. The cost to pay Patmore will come out of the appropriate budget under Outside Services. It is important to have Mr. Patmore look over any agreements and contracts. To help your budget it is best to ask Mr. Patmore questions at the town council meetings. I have attached current budgets for the Santa Claus Community Center and Yellig Park for your review. After the bank accounts have been reconciled each month board and or director will receive an updated appropriation/budget sheet. To keep informed of expenditures.

RFP's & Contracts:

As a board and or director an amount of less than \$ 1,500.00 can be spent without approval from the council as long as the budget supports the expense in the correct line item. Expenditures between \$ 1,500.00 and \$ 50,000.00 must have 3 quotes and advertised in the newspaper. The quotes can be either snail mailed, emailed or dropped off to the clerk-treasurer office and must be clearly marked the name of the project. If emailed clerk will print off and seal the quote. Clerk will keep all quotes/bids and give to board/director the sealed quotes/bids

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the night of the meeting that they can be opened. Contracts over \$ 100,000.00 require engineer and architectural approval. All vendors for the town must have a W-9 on file with the town and current limits of liability. Rentals at the community center and anyone that is using the park (for example league ball) are required to produce a certificate of liability for no less than 1 million dollars and the Town of Santa Claus along with the Park Board must be listed as the additional insured. Contracts must be signed and uploaded to the Gateway site. All contracts must have a beginning and ending date. Please consult town attorney if you have questions concerning the process of quotes, bids and contracts. Attorney draws up all contracts for the town and reviews all contracts to protect the town. The town council approves contracts for cleaning services, IT service and attorney services in December of each year. Currently Brian Pund is the town's IT person, Judy Fromme preforms cleaning services for SCCC and Town Hall.

Purchasing of Item:

The town of Santa Claus is tax exempt (meaning we do not pay sales tax on items) A credit card will be issued to the director once he or she is hired with a limit of \$ 1,500.00. A credit card should only be used when an item cannot be invoiced to the town. The clerk-treasurer is the only person who can set up accounts for the town. All financial information must run through the clerk-treasurer's office. Invoices should be turned in every few days so that they can be processed in the office and added to the voucher packet the board approves. Most checks will not be printed until after the park board meeting. Under no circumstances should the town ever pay late fees or finance charges. If invoices are turned in late it is the responsibility of the person in-charge to pay those fees from their own pocket or work with the vendor to see about getting them removed. When working with a vendor you must explain to them the expenditure must run through the meeting before payment can be made. Most vendors will work with government entities knowing the requirements that must be followed. Vendors should be notified at a minimum of a 30 day turn around on payment.

Volunteers/Insurance:

In any capacity volunteers must be added to a volunteer list (example noted by email to clerk) at least 5 business days prior to the date they are volunteering. No volunteer can operate or work in any capacity without an employee of the town on site at all times. This must be strictly followed in order for the volunteer to be covered under the town's insurance. Currently our list can have up to 20 volunteers which also includes reserve officers. If the board/director has a special day example clean up at the park we are aloud through our carrier to exceed the number for limited use but the information must be to our provider in ample time to get to the underwriters. No one under the age of 18 can volunteer in any capacity. Any event held on any town property requires notice to our liability carrier at a minimum of no less than 2 weeks prior to the event. That can be done by a flyer that contains all the information for the event.

Internal Controls:

As you all have watched the Internal Control video you understand the importance of these guidelines. Under no circumstances can one-person handle money from start to finish by themselves, there are safety measures in place that have sign off sheets for two individuals to sign off on when taking and counting money. (Ordinance in place for this) All employees of the town are required to watch the internal control video.

Employees:

All employees are required by law to fill out a time sheet. Jon Goldsberry and Eileen Farmer have been given employee manuals so that the board can make themselves familiar with the manual. Part-time employees cannot work more than 29 hours a week. Full-time employees currently pay 17.5% of their health insurance premium (this can change based on the yearly salary ordinance) at this time an employee would have to pay 100% of any dependent children. The town offers dental, vision and AD & D and \$ 200.00 for FLEX/additional insurance each month for full-time employees. The town will match up to 5% for deferred compensation. No under no circumstances can any employee of the town use town equipment for personal use.

I know I have not covered everything by any means but I do feel this is a good start to get us off in the right direction. My door is always open and want each of you to know I will help in any way I can along with completing my other duties as the clerk-treasurer. Nobody said this would be easy but together we can do this! Thank you for stepping up to the plate and taking on this task to make the Town of Santa Claus the best it can be.

Thank you,

Kelly K. Greulich

Greulich gave copies to all members a current appropriation report for both park and the community center expenses as of June 30, 2020, current revenue reports for park and community center, 2020 budgets for park and community center along with the donation accounts for the park and the community center.

A discussion followed about park board meeting dates.

Jonathon Kincaid made a motion to approve the first Monday of the month as the park board meetings at 7:00 pm with the exception of September since it falls on a holiday and Eileen Farmer seconded the motion.

Ayes: All Nays: None Motion carried

Seth Windell stated Brosmer will have something back to the council tomorrow concerning 1- and 2-acre plots down by Kimball. Also, each park board member has been given keys to the park along with myself and clerk-treasurer Kelly Greulich.

ADJOURNMENT:

Santa Claus Town Council:

Seth Windell made a motion to adjourn the town council meeting at 8:40 pm and Patricia Vaal seconded the motion.

Ayes: All Nays: None Motion carried

Approved on August 10, 2020

Michael Johannes, President

Kevin Burke, Vice President

Seth Windell, Member

Patricia Vaal, Member

ATTEST:

Jason Little, Member

Kelly K. Greulich,
Santa Claus Clerk-Treasurer

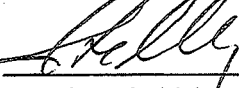
ADJOURNMENT:

Santa Claus park Board

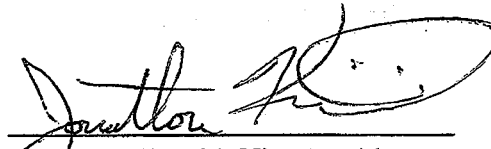
Craig Buse made a motion to adjourn the park board meeting at 8:41 pm and Eileen Farmer seconded the motion.

Ayes: All Nays: None Motion carried

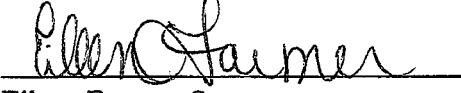
Approved on August 3, 2020



Jonathan Goldsberry, President



Jonathon Kincaid, Vice President



Eileen Farmer, Secretary



Craig Buse, Member