

Town of Newburgh
Parks Board
Minutes June 2, 2016

Members Present:

Mary Ann Wilsbacher, Matt Timmel, Kevin Reine, Ron Keller, Wanda Kavanaugh,

Administrative Present:

Christy Powell, Town Manager; Attorney Raymond Dudlo, Legal; Leanna Hughes, Council Liaison

Members Absent:

None

Citizens Present:

Dave Harris, Pool Ambassador

Minutes:

After discussion of the minutes, a correction was made and the minutes from May 5, 2016 will be approved at the next Parks Board meeting on July 7, 2016.

Concessions Services Agreement

Concessions Services Agreement for the concession stand was brought in by Mr. Dudlo. Mr. Dudlo stated that this contract is tailored to what the Parks Board is wanting. This agreement was drafted last year by prior Council Ms. Head and Mr. Dudlo has made a few revisions to it. There will be a payment of \$1.00 and then it is up to Mrs Bowser to pay the Park Board if sufficient income is made. There are protection clauses in place and the agreement is to end in August of 2016. Patty Bowser is running the concession stand and Mr. Dudlo requested to have her contact information and he will add it to the Concessions Services Agreement. Once the contact information is added Mr. Dudlo will send over a final version if approved.

Mary Ann Wilsbacher made a motion to approve the contract with Patty Bowser to run the concession stand at Lou Dennis Community Park and Pool with the addition of Patty Bowser's address and information being added to the contract.

Wanda Kavanaugh seconded the motion.

Concessions Services Agreement was approved.

Petitions and Comments from Citizens Present:

None

New Business:

Amend Rental Agreements

Shelter – Balloons Streamers/Tape

Mrs. Wilsbacher stated that Evan Becker spent two and half hours removing staples, tape, push pins, string, and ribbon from the shelter house. A thank you card was sent to Mr. Becker for his work on cleaning the shelter. Mrs. Wilsbacher was at the shelter two weeks after Mr. Becker had cleaned it and someone had tied something to the rafters and left the string hanging. Mrs. Wilsbacher would like to amend the shelter rental agreement to state that any decorations, tape, balloons, streamers, push pins, staples, nails, anything put up be removed after the event is over. That the shelter be left as clean as before the event. Mrs. Wilsbacher would also like a notice be put on the notice board because most people don't rent the shelter, they just use it.

Mrs. Powell stated that we currently do not have a rental agreement for the shelter. It is the only rental that we currently do not have a signed written agreement for. Mrs. Powell stated that one should be created for the shelter. Currently shelter rentals are done through the pool and the pool staff should be explaining the rules to the renters. Christy Powell and Tavi Wydicks will be drafting a basic rental agreement for the shelter.

Mrs. Kavanaugh stated she does not believe the pool staff should be making the shelter rentals. Mrs. Powell and Mrs. Wilsbacher agreed. Mr. Timmel asked what would happen to the renter if the shelter was not cleaned up. Mrs. Powell stated they do not put a deposit down on shelter rentals. Mrs. Wilsbacher suggested that we call the renters and ask them nicely come back and clean the shelter. Mrs. Powell stated that issue is we do not have someone from our staff coming in and checking the shelter after each rental and you have people coming in after using the shelter who do not rent it. Mrs. Powell stated we need to start with an agreement that asks the renter to please leave the shelter as they found it. Mrs. Powell stated she will add to Gerald Bowser and Don Kissel's agenda that they need to check the shelter weekly and remove anything left in and on the shelter.

Mrs. Wilsbacher announced the arrival of the pools two co-managers Kiersten Menke & Katie Stephens.

Mrs. Wilsbacher made a motion for there to be a basic shelter agreement for renters to sign.

Kevin Reine seconded the motion.

The motion was approved.

Weekly Cottage Rate

Mrs. Powell stated there have been complaints on the weekly cottage rates. Mrs. Powell stated that the weekly rate is \$1,015.00. Mrs. Powell has spoken with the Clerk/Treasurer Jon Lybarger and they believe that putting the weekly rate under the thousand dollar mark would be better. Mrs. Powell stated they took the daily rate and multiplied it by five, instead of seven, and it comes to \$960.00 and that is the amount that Mrs. Powell would recommend for a seven day rental and amending the ordinance.

Mrs. Wilsbacher recommended \$950.00 since we will not be cleaning it every day or changing out linens. Mrs. Kavanaugh suggested taking it down to \$900 a week. Mrs. Powell did state that they are making changes to the cottages and are looking into putting in Wi-Fi. Taking the rental down to \$900 will make the weekly rate \$128.00 a day.

Mrs. Kavanaugh made a motion to make a recommendation to the Council to amend the ordinance to change the weekly cottage rate changed to nine hundred dollars (\$900.00).

Mr. Reine seconded the motion

Mr. Keller asked if there are any outstanding weekly rentals that we need to be changed; Mrs. Powell stated she would check with the Clerk/Treasurer.

Mr. Timmel asked what the daily rate would be; Mrs. Powell stated the daily rate would stay the same.

Mr. Keller asked if there was an Inn Keepers Tax; Mrs. Powell stated that there is not a Newburgh Inn Keepers tax but there is a county one but that has not been passed. Mrs. Powell stated they will keep reviewing the price and the rentals and will give the board feedback.

Motion was approved to go to the Council

Preservation Hall – "Ringing of the bell without authorization will automatically cause relinquishment of your deposit"

Mrs. Powell asked to strike this issue; not a Park Board issue

Pool Guidelines to Press & Daycares

Mrs. Wilsbacher stated that Turtle Town Daycare came to the pool with 1 adult and 15 kids. When the caregiver was told there are new guidelines and was unable to come in, she got very upset. Mr. Harris, the Pool Ambassador, was there and said to her that that he would act as one of the chaperones. The caregiver refused to go in and tried to bully the co-manager, Kiersten at the front desk. When a guard came up to ask if there were enough chaperones to see if they needed more guards, the caregiver berated the staff and cursed at them, in front of the children, and asked for her money back. Kirsten & Katie informed the caregiver that they do not refund admission fees, which made the woman very upset. The staff called Tavi Wydicks to ask about giving a refund and Tavi made the decision to refund the admission fees since they had not crossed the threshold yet. The admission fees were returned. Fifteen minutes after, the owner of Turtle Town Daycare called the pool and bullied the staff. Christy Powell then called the owner at Turtle Town Daycare and was hung up on.

Agreement was made that the guidelines were not distributed properly.

Mrs. Kavanaugh made a motion that the Parks Board composes a letter that states the pools guidelines and to be sent to all daycares and summer programs that deal with children. Mrs. Kavanaugh also requested a press release be put into papers and the guidelines be added to the Newburgh newsletter. Mrs Wilsbacher seconded.

Mrs. Powell will get with the co-managers of the pool to get a list of all daycares and summer programs that come to the pool. Mrs. Powell will also look into other daycares and summer programs. Agreement was made that next pool season, pool guidelines will be distributed better to local daycares and summer programs to ensure they are allowed entrance and that the pool is staffed appropriately.

Mr. Dudlo asked Christy when she spoke with the owner and she stated they spoke the day of the incident. Mr. Dudlo suggested calling the owner now that some time has passed. Mrs. Powell stated she would reach out to the owner at Turtle Town Daycare.

Motion for a pool guideline letter, press release and guidelines in the Newburgh newsletter was approved.

Thank You Notes for all Volunteers and Donations

Mrs. Wilsbacher stated there are about 7 or 8 thank you notes for the volunteers and donations. Mrs. Wilsbacher asked Katie Stephens, co-manager of the pool, if she could pass around the thank you card to all the Castle High School seniors for their work with the planting. Mrs. Kavanaugh asked if anyone took pictures. Katie stated that she has some friends on the yearbook staff and will ask them.

Mrs. Wilsbacher stated that Julie Rosenbaum-Engelhardt from Newburgh Magazine wants to write a story about all the groups who spent the spring updating the park and putting some sparkle in it. Mrs. Wilsbacher told Julie that she had pictures, so anyone that could get pictures to Mrs. Wilsbacher, she will forward those to Julie at Newburgh Magazine.

Gravel Drive to Shelter at Lou Dennis Community Park

Mrs. Kavanaugh stated that shelter renters are driving between the fortress of fun and the little building by the pool house. Mrs. Kavanaugh stated that she spoke with Brett Sprinkle, the Chief of Police, and he stated that it happens all the time. Mrs. Kavanaugh stated that the Parks Board has to get a road and a parking area with a sign that says "Parking for Shelter House" with an arrow. Post need to be put up that says "Do Not Enter" so that people are not driving through the playground area.

The parking area will be to the left of the shelter house next to the Powell's house. The parking area will be past the fence so the Powell's would not feel the cars would be in their front yard. Mrs. Kavanaugh suggested that the parking area only needs to fit 5-6 cars.

Mrs. Wilsbacher stated that there is a drive that says "Private Drive" and we need to double check if it is a private drive or if it is a town drive. Mrs. Wilsbacher thought she was told it was public and that it was plowed by the town but that needs to be confirmed.

Mrs. Kavanaugh stated she might be able to get some gravel at cost and hopefully some from free but she needs an exact measurement of the area. Mrs. Powell stated she is meeting with David Hines and they will get a drawing with measurements.

Mrs. Kavanaugh stated that she feels it needs to be acted on immediately because driving through the middle of the playground has to stop.

Request for Pool Passes by Extension Homemakers

Mrs. Powell stated that Misty Heck works for the sewer department and sits on the Extension Homemakers board. Extension Homemakers want to put together a family fun basket for the 4H fair that is auctioned off for their fundraiser in July. Mrs. Powell explained that the pass would be good for about 6 weeks and asked the board if they wanted to donate a pass for their basket.

Mr. Timmel made a motion to donate a pass to the Extension Homemakers for their Family Fun basket to be auctioned off for their fundraiser.

Mr. Reine seconded the motion.

Motion was approved.

REPORTS:

Town Council Liaison:

Leanna Hughes asked now that the pool is open could a date be set for Dawn to come down to start plans towards the Park Master Plan grant. Mrs Hughes stated the next step is to get some dates with Dawn and to plan a public forum for information gathering. Mrs. Powell stated that she would contact Dawn and get a date set.

Mrs. Powell pulled up a map of the Lou Dennis Park and stated that the area needed for the gravel drive and parking area appears to be public right away, but she will confirm with John.

Mrs. Powell stated that the pool sign that says "Open Dusk to Dawn" needs to be removed until it can be replaced due to the condition of the sign.

Pool Report:

Katherine Stephens & Kiersten Menke, co-managers of the pool presented a list to the Parks Board of concerns, ideas and pool information

Life Guard Hiring

Miss Stephens stated that they are having difficulty getting guards to give lessons and be swim team coaches. Miss Stephens suggested that future hiring criteria require guards to give lessons and or be a swim team coach. Mrs. Wilsbacher agreed and stated that it will be a future hiring criteria.

Volunteer to Talk about Water Safety

Miss Menke stated her mother works at Mead Johnson and Mead Johnson is having a safety fair. Miss Menke's mother wondered if the managers and or a few guards could come to the safety fair to talk about water safety and first aid. Miss Menke stated that the Coast Guard will be there so the pool staff could talk to them about any issue they have and it would also be publicity for the Newburgh Pool.

Pool Rules Sign & Pool Chain

Miss Menke also requested a metal sign with all the pool rules and a chain to put across the slide stairs when the slides are not open.

Lightening Detector

Miss Stephens brought up the lightening detector. Mrs. Wilsbacher stated that the subject was brought up last year but was informed that an app could be put on cell phones to let you know when there is lightening. The issue with using phones is if service goes down, there is no way to get the information that is needed. Mrs. Kavanaugh stated that all pools need a lightening detector and stated that they need to inform the Town Council that one is needed. Mrs. Powell stated that she will add a lightening detector to the material list.

Painting the Pool Building

Miss Stephens stated that since one side of the pool building says "Newburgh Community Pool" that the other side of the pool could be about the people of the community. Miss Stephens suggested giving the kids, under a certain age, that come to the pool a punch card and after so many visits they could dip their hand in some paint and put their handprint on the wall with their name under it. Miss Stephens stated that there could be a sign that says "We Love our Kids". It entices people to come to the pool, shows it is a family pool, we care about the kids and the people of the community.

Fourth of July Games

Miss Menke stated they thought about doing games around the Fourth of July and giving out small prizes to the kids. Mrs. Kavanaugh and Mrs. Wilsbacher both stated that it was a wonderful idea but they should be planning and advertising that the games now.

2015 Pool Ideas

Mrs. Wilsbacher read off a list of the ideas that the pool had last year.

- Grand Opening
- Theme Day - USA Day, 80's Day, Hawaiian Day
- Camp for Children (Would have to check with insurance company)
- Family Night
- Noodle Time
- Happy Hour at Concession Stand

Lap Passes

Miss Menke stated a woman asked if we offered lap passes where she could come in and just swim laps. Mrs. Wilsbacher asked what time she wanted to come in and Miss Menke stated that she told them that lap times were from 5pm – 6pm and she did not seem to have a problem with that. Mrs. Wilsbacher stated that they have never thought about a lap pass but also feels that it would be hard to police. Mrs. Wilsbacher stated that the board will take it on advisement and will talk about it. Mrs. Powell stated that we should just keep it simple and offer the passes that we have.

Live Rescue Practice

June 10, 2016 at 6:00pm the Fire Department will help train the staff on using the backboard.

Mrs. Wilsbacher stated that we should try to get a press release out on the Live Rescue Practice. It would bring attention to the pool and allow people to come out and observe if they wanted see.

Dry Erase Board

Mrs. Stephens suggested bringing in her dry erase board so they could advertise lessons, meets, concessions and or games.

FUNDRAISING COMMITTEE –

Mrs. Wilsbacher stated that she thought of a name for the Fundraising Committee – “Parks Pals”

Mrs. Wilsbacher asked Mr. Dudlo if the Parks Board could form a Fundraising Committee or does someone not associated with the board have to form the committee. Mr. Dudlo stated that he believes the Parks Board can form the committee. Mr. Dudlo stated that he spoke with Chris Wischer and he did not see any reason why the Park Board could not form a Fundraising Committee.

Mrs. Wilsbacher suggested starting the 5013c process. Mrs. Hughes & Mrs. Kavanaugh both believe that there is already something in place. Mrs. Kavanaugh stated that how she understands it the Town Council had to create a Parks Board because that was the only way to raise money for a pool. Therefore the Parks Board is autonomous of the Town so they could receive donations and grants. Mrs. Powell asked Mr. Dudlo to ask Chris Wischer his opinion.

Mr. Dudlo stated that he looked into other park boards around the country to see what they have done to raise money. Mr. Dudlo stated there was a park in California that created a course for dogs to run around in and had people volunteer to help train them. They charged the people to come in and it sold out very quickly. Mr. Dudlo stated that even if we did a 5K or a 3K but allowed owners to run with their dogs. Mr. Dudlo stated that he believes a lot of families would love to activities and outings with their pets. Mr. Dudlo even mentioned a Pet Parade but Mrs. Powell stated that that Welcome Waggin was doing a Fourth of July Pet Parade.

Mrs. Wilsbacher mentioned that Tonya McGuire had mentioned a dog park a few years back. Mrs. Wilsbacher stated that she found a piece of land, by the parking lot at the new dam, owned by the Army Corps of Engineers. At the time the Army Corps of Engineers were willing to donate the piece of property to the park but it was not known who was going to pay for the fencing or for the upkeep.

Mr. Timmel suggested that when ideas are brought up to the Parks Board that they need to be given a certain amount of time and then it is taken off the agenda. Mr. Timmel stated that Melinda has been trying to move the little building by the funeral home moved but the Parks Board has not heard anything about it. Mrs. Powell stated that Doctor Rene is working very hard and applying for grants and they are looking to put it on the Lock & Dam property. Mrs. Hughes stated that she agrees with Mr. Timmel but some of the projects are in the works but it just takes a while for them to be completed. Mr. Timmel feels that an update needs to be given on projects every so often.

RIVERTOWN TRAIL –

Mrs. Powell stated no meeting, no report and the trail use policy should be approved by the Rivertown Trail Committee Monday, June 6..

RIVERTOWN TRAIL 5K -

Mrs. Powell said the profits for 2016 was \$2,633.52 and their overall fund is \$10,388.00

PARK AREA REPORTS

Lou Dennis:

Mr. Keller stated that the park has improved tremendously since last meeting thanks to Mrs. Wilsbacher, Castle High School, Alcoa and all the volunteers. Mr. Keller stated that the only thing he can see that needs improvement is the sign when you first drive in.

Mrs. Kavanaugh mentioned the property next to the entrance on Park Drive has been putting their trash cans on the street and not moving them. Mrs. Powell stated that she would check if it is a code enforcement issue.

Mr. Keller mentioned right when you walk into the fortress of fun a limb has been broken off and it seems they are moving around it. Mrs. Powell stated that she would check to see if it has been picked up.

Mrs. Powell said she has on John Heck's list to pull both bushes out at the entry way. Mrs. Wilsbacher asked Mrs. Powell to double check with Mr. Heck that the bushes will be pulled out not just cut down. Mrs. Powell will confirm with Mr. Heck.

Mrs. Kavanaugh thanked Mrs. Wilsbacher for all of her hard work on getting the park cleaned up. Mrs. Powell thanked Mrs. Wilsbacher for directing the high school kids and running the cleanup and planting that day.

Mrs. Wilsbacher noticed that St. John's remodeled their playground and they had a ton of tire mulch. Mrs. Wilsbacher thought the tire mulch could be used under the merry-go-round. She contacted St. John's and they stated that we could have some. After speaking with Mrs. Powell they decided to not use the tire mulch due to carcinogens. Mrs. Wilsbacher called American Eagle and they are going to donate wood chips.

Mrs. Wilsbacher stated that the door to get to the girls locker room is broken at the bottom. They requested that a piece of metal be drilled in the bottom like the others. Mrs. Powell will speak to Gerald about getting that door fixed.

Old Lock and Dam Park:

Mr. Timmel stated that the river has gone down and the mud looks like it is 6-10 inches deep. Mr. Timmel asked for Mrs. Powell to get the street crew out as soon as they can start to scoop the mud.

Mrs. Powell stated that they are looking into signs for the restrooms and that one of the doors is not closing properly but Gerald is looking into finding a replacement. Mrs. Powell will talk to Gerald to see what the status of the door replacement is.

Lockmaster Cottages:

Mr. Reine stated there are some limbs behind the cottages that are hanging low and need to be cut down. The bird houses out front were straightened and the flower beds out front need some landscaping. Mr. Reine suggested using some driftwood in the landscaping with some mulch. Mr. Reine stated that on the side of the cottages there was still some wiring and brackets that he pulled out and removed. On the side of the West Cottage there is still a telephone cord just drifting. Mr. Reine tucked the cord in but would need an extension ladder to see how it is connected. Mrs. Powell will address the hanging cord. Mr. Reine mentioned the doors to get into the basement area from outside are in need of some improvements.

IHOP

Mrs. Kavanaugh stated that the park looks great. There were a few limbs down after the last storm but Mrs. Kavanaugh picked them up herself. Mrs. Kavanaugh said she has been weeding the trail as she walks but they do need some spray to take care of the small weeds. Mrs. Powell stated they are spraying and it is an ongoing thing. Mrs. Powell stated she had John Heck add rock to the pillars to support them.

Unfinished Business:

Tru Green - Emerald Ash Borer

Mrs. Wilsbacher stated there was an article in the news recently about the Emerald Ash Borer. Mrs. Wilsbacher suggested we get people to adopt the trees and the treatment needs to be done in June. Mrs. Wilsbacher suggested she can write a letter to the editor to let them know that there are trees in Newburgh that need to be adopted to get the Emerald Ash Borer treatment. Mrs. Powell suggested we could put the tree adoption on the Town website and Facebook. Mrs. Powell will also get an exact amount from Anthony Moffitt.

Mrs. Wilsbacher made a motion to contact Anthony Moffitt to get an exact price per tree for the Emerald Ash Borer treatment and to go ahead with the treatment by Tru Green.

Mrs. Kavanaugh seconded the motion.

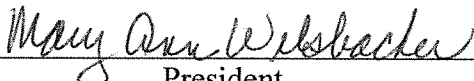
Motion carried.

Discussion:

Mr. Timmel made a motion to adjourn.

Mrs. Wilsbacher seconded and the motion carried.

Next Meeting will be July 7, 2016 at 6:00 pm.



President



Recorder