

**TOWN OF NEWBURGH
PARK BOARD
MINUTES MAY 7, 2015**

MEMBERS PRESENT: Wanda Kavanaugh; Matt Timmel; Mary Ann Wilsbacher; Leanna Hughes; Ron Keller; Kevin Reine

ADMINISTRATIVE PRESENT: Kristen Head, Attorney; Lori Buehlman, Town Manager

CALL TO ORDER

Mrs. Wilsbacher called the meeting to order at 6:03 p.m.

MINUTES

Mrs. Kavanaugh moved to adopt the minutes as presented. Mr. Reine seconded and the motion carried.

NEW BUSINESS

Don Martin – annual tennis court use request

Mr. Martin, with the Tri-State Area Tennis Assoc., asked for permission to use the town parks' tennis courts to offer three-week beginner tennis lessons. He said participation has mushroomed since moving the program to the parks. Lessons are Tuesday and Thursday mornings and he will use the same staff, Castle High School students, as last year. The first session begins the second week of June, with a second round the second week of July. Ms. Buehlman said it is a popular program.

Mrs. Wilsbacher moved to allow the association park use for tennis lessons. Mrs. Kavanaugh seconded the motion and it carried.

Contract with Cleo's for park/pool concession stand

Ms. Buehlman said Ms. Head has reviewed and reworked a potential agreement between the town and the owners of Cleo's for concession stand operation this summer at the park and swimming pool. Work has been started on the remodel of the concession area, Ms. Buehlman said.

Jeannie Kellums, of Cleo's, said she will keep some of the standard fare on the menu but offer difference sandwiches each day and fruit. Bag lunches will be available for people to take to the park. Soft drinks will all be in bottles; no fountain drinks will be served. Adults will staff the concession stand and Jeannie will be on hand a lot.

Highlights of the proposed contract, Ms. Head said, include the concession stand being open during regular pool hours. After-hours parties are negotiable between Jeannie and the renter. The contract will remain in effect the entire pool season but can be extended on agreement between Cleo's and the Park Board. This year, there is a consideration of \$1 at the end of the season for rent, with additional paid at Jeannie's discretion. Ms. Buehlman said Ms. Kellums is planning to stay open as long as she is making money. Ms. Head said the board will need to extend the contract if it will be open longer.

May 23 is the opening of the pool. Ms. Head suggested making the contract effective today, contingent on the approval of the town's insurance representative. Ms. Kellums needs to review the contract, as well. When the pool is closed, the pool side concession area will be closed.

Mrs. Wilsbacher moved to adopt the contract to provide food and beverages at Lou Dennis Park and the swimming pool, through August 9, subject to the approval of Mr. Dillow, the insurance representative.

Mr. Reine added that Mrs. Wilsbacher should sign the contract as soon as it is ready. Mrs. Kavanaugh seconded the motion and it carried.

Ms. Buehlman asked Mrs. Wilsbacher to go ahead and sign it tonight and have Mr. Dillow review it while Mrs. Kellums reads it, too. The concession stand is not ready yet, so the contract should be in effect well before it opens. After the motion carried, Mrs. Wilsbacher signed the contract.

Hiring Summer Pool Staff

Ms. Buehlman provided a list of 2015 pool staff. She said it is about a 50-50 split for new and returning staff. She said she has met with nearly all the staff and will place an experienced lifeguard with a new one. The list is entered into the record.

Proposal for pool manager: Ms. Buehlman recommended co-managers Brittany Carroll and Kiersten Menke spend 20 hours a week each as assistant manager and 20 hours a week each as co-manager. That would allow management on-site at all times. Each would work 40 hours a week. The pool is open

50 hours a week. The proposal has been reviewed and endorsed by the Clerk-Treasurer's office for state labor and State Board of Accounts compliance.

Mrs. Wilsbacher discussed Mr. Dave Harris is former St. John's School teacher and managed the pool for five years in the 70s. He also managed the Boy Scout pool and Rolling Hills Pool. Even though the co-managers are mature, he will be mentoring the ladies who are still in college. He will volunteer his time and will be at the pool on occasion for consult.

Pay rate: Ms. Buehlman said unless the board changes the pay rate, it is the same as approved last year. Mrs. Wilsbacher said she would like to see the pay rate increased this year. One of the co-managers said the beginning rate at Rolling Hills is \$7.50 per hour and \$8 the second year.

Ms. Timmel said there are two less positions filled this year. Mrs. Wilsbacher asked that the front desk person rate be \$7.50 for the first year, \$7.75 for second year and \$8 for the third year. She recommended lifeguards start at \$8; increase to \$8.25 the second year and \$8.50 for the third year. WSI (Water Safety Instructor) employees would start at \$9; increase to \$9.25 the second year and \$9.50 the third year.

The head guard would start at \$9.50 for the first year; \$9.75 for the second year; \$10 for the third year. Mr. Reine asked if the other employees are getting raised, should not the co-managers receive additional as well. Mrs. Wilsbacher suggested paying the co-manager rate at \$13 per hour and the assistant manager rate at \$11.50 per hour.

Mrs. Kavanaugh said this is the first year for co-managers, so she asked to reduce the rate to \$11 and \$13. Mrs. Wilsbacher suggested \$13.50. Mrs. Kavanaugh expressed reservation about giving a raise to these employees before they have even worked. Ms. Buehlman said it was more of a cost of living increase for the position, not the particular employees. Mrs. Wilsbacher agreed to \$13 an hour for the co-manager position.

Mrs. Wilsbacher moved to adopt the new pay rates for pool staff listed above and for the assistant and co-manager positions for 2015. Mr. Timmel seconded the motion and it unanimously carried.

Mrs. Wilsbacher moved to hire all pool staff as listed in the attached document as seasonal, temporary position employees, subject to a negative drug screen, at the newly-approved pay rates. Mr. Reine seconded and the motion unanimously carried.

Ms. Buehlman said she will post the new pay rates and include them in the record. All documentation must be presented by pool employees when they fill out payroll forms.

Town Council Liaison

Mrs. Hughes said the Arts Commission visited the amphitheater in Terre Haute and met with a couple of the city's Park Board members. They gave the Newburgh committee a copy of their blueprints and she shared the photo of it that is printed on a calendar. Mrs. Hughes said she would like the back part more open and include on-site restroom facilities. Mrs. Kavanaugh said it would be too large for the available space if built by these plans.

Mrs. Wilsbacher said she has a photo of the amphitheater from the town where Red Wing Shoes are made and it is glass on the back so the river is visible through it. Mrs. Hughes said the Terre Haute venue has the back wall to the river.

Mrs. Hughes said the Old Dam Band had representatives along, who met with their counterparts from Terre Haute.

Mr. Reine asked if the facility will be at the bottom of the hill. Mrs. Hughes explained it would be at the place where the concrete pad is now at the bottom of the hill. The proposal now is to use the hill for seating. Mrs. Kavanaugh said the hill is already sort of a natural amphitheater and she would support people bringing their own seating.

Mrs. Hughes said Historic Newburgh, Inc. is willing to launch a capital campaign to raise the funds for construction.

Pool/Park Report

Ms. Buehlman said there are currently 31 shelter rentals and six pool parties scheduled.

A group from Pike County was at the park today and Ms. Buehlman insisted they provide a certificate of insurance. It was obtained within the hour, she said.

The pool has been drained and power washed, Ms. Buehlman said, and painting and cleaning of the concession stand is underway.

On May 22, 75 high school students are expected to be on hand for various projects all over town. That is confirmed. The church group she was in discussions with did not commit to volunteer.

The Street Department crew will be working on the boat dock, but it will be out of commission for two or three days for the Wine and Art Festival, Ms. Buehlman said.

With the pool opening on May 23, and students still in school until May 29, Ms. Buehlman suggested having a soft opening May 23 and a grand opening on May 30, 11 a.m. Both Mrs. Wilsbacher and Mr. Timmel will be out of town the weekend of May 23.

Ms. Buehlman said she will get the ribbon and large scissors and Mrs. Kellums is having a banner made. While Ms. Buehlman was out of town, a tree fell at the Lock Master Cottages and caused a power outage. Vectren restored power and the Street crew cleaned up the debris. However, one of the fascia on the overhang needs to be repaired or replaced. For the most part it has been repaired, she said. And the Saturday before that, a 17 year old managed to uproot two of the decorative light posts at the Old Lock and Dam Park. He returned the next night and was spotted by renters at the Cottage, who called the police. The young man was apprehended. He will have to pay restitution. She has submitted a preliminary report, nearly \$5,000, to Chief Sprinkle. The lights have been ordered but it will be five to six weeks before they arrive, Ms. Buehlman said.

Mrs. Wilsbacher said a sprinkler head is damaged and a doggie bag holder was removed. The top of a light on the cantilevered section of Rivertown Trail is missing, along with one dented at the Edgewater and a top missing next to that one.

Ms. Buehlman reported unfortunately restroom vandalism continues. The facilities are cleaned daily. Mr. Timmel brought a quote for a Stokes Basket for water rescue to be used at the swimming pool. Unlike a regular basket, this one has bumpers down the sides that help with flotation. Mr. Timmel said the Newburgh Fire Department has one and has used it for river rescue. The quote is for \$1,089. The webbing straps may have to be purchased separately, Mr. Timmel said.

Ms. Buehlman said she will call to see if she can pick it up when she is in Indianapolis if it will fit in the van. C-collars will be purchased as well, she said. Mr. Timmel will provide training on the equipment. Mrs. Wilsbacher asked about the window that needs to be replaced. Ms. Buehlman said Mr. Bowser has been working on the pool and hasn't had time to get to it, but he has a list of things to be done.

Rivertown Trail Phase 3

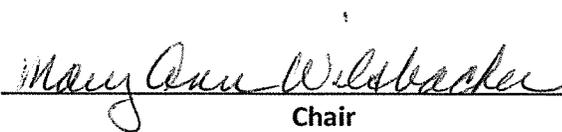
Ms. Buehlman said the Town Attorney has been meeting with property owners and two easements have been acquired. He is negotiating for the third.

Rivertown Trail 5 K

Ms. Buehlman said the race was well attended. More than 200 runners participated and volunteers were packed up and out of the Town Hall by 11:15 a.m. It was the fifth year for the race, first year for now rain. Runners were from 6 to 70 years old. Coach Hirt was honorary chair. He did a good job.

ADJOURN

Mr. Timmel moved to adjourn at 7:20 p.m. Mrs. Wilsbacher seconded and the motion carried.


Chair


Reporter