



## **Minutes of the Board Meeting**

**Monday, February 12, 2018, 5:00 p.m.**

The meeting was called to order at 5:12 p.m.

**Voting Members Present:** Daryl Cheeseman, Peggy Day, Doris Lee Hale, Rick Moore, Bob Spaulding, Heather Wing, Russ Yarger & Sharon Zebrowski

**Absent:** None

**Others Present:** One guest, arrived at 5:23 p.m.

**Staff Present:** Dan Patton & Stacey Graham

**Approval of Agenda:** Yarger moved to approve the Board agenda for February 12, 2018, and Moore seconded. Motion carried.

**Approval of the Minutes:** Yarger motioned to approve the minutes of January 8, 2018 and Cheeseman seconded. Motion carried.

**Limited Public Comment:** Moore apologized for missing recent Committee Meetings, as he was not checking his emails.

**Park Financial Report:** Graham presented the monthly financial report. Discussion occurred. Cheeseman motioned to accept the January, 2018 Park Expenditure and Revenue report and Moore seconded. Motion carried.

### **Committee Reports & Updates:**

Park Update: Patton noted the Park hosted the Gerald R. Ford Council Boy Scout Winter Klondike on February 2-4, with 175-200 attendees present. Kids Free Fishing Day is February 17 from 9 am - noon at the Park. Lighting is being installed at the Exhibition Hall, funding courtesy of the Charlton Park Foundation. Repairs to the Stone Restroom facility are commencing.

Education & Collections Committee: Hale reported the Committee met January 17. Minutes are included in the Board Packet. Zebrowski noted how fortunate the Park Museum is to be the recipient of the *Power of Children* exhibit in June.

Facilities & Properties Committee: Cheeseman reported the Committee met on January 23. Minutes are included in the Board Packet. Bader and Sons was the recipient of this year's Z Trac mower trade-in, a budgeted expense in the amount of \$2,850.

Executive Committee: Zebrowski reported the committee met on February 2 and 7. Minutes are included in the Board Packet.

#### **Old Business:**

Park Roofing RFP: Two bids were received for the Park's roofing projects. Executive committee recommends low bid of \$107,657.25 from Affordable Metal Roofing. Moore motioned to authorize Patton to approach the County Board of Commissioners Committee of the Whole on February 20 for funding from the County's General Fund in the amount of \$107,657.25 for Park Roofing projects and Hale seconded. Motion carried.

#### **New Business:**

Parks and Recreation Master Plan RFP: A committee of Yarger, Zebrowski, Joyce Snow, Patricia Johns, Jim Cary and Michael Brown has been formed to review the RFP for the upcoming Parks and Recreation Master Plan. Cheeseman motioned to approve the RFP for the Master Plan and Spaulding seconded. Motion carried.

Part Time Office Assistant: Graham will be going on a 12 week, paid Family and Medical Leave this spring. The Executive Committee proposes hiring a part time employee to work in the Park office during Graham's absence. Cheeseman motioned to advertise for a Park Office Staff position with pay ranging from \$11-\$14 per hour, up to 20 hours per week, and Moore seconded. Motion carried.

#### 2018 Portable Toilet Bid:

The Facilities Committee received two bids for provision of rental, cleaning and stocking of Portable Toilets for the 2018 season. Committee recommended low bid of \$4,870 from Hall Septic. Yarger motioned to accept the bid of \$4,870 from Hall Septic and Moore seconded. Motion carried.

#### 2018 Committee Meeting Dates:

Zebrowski encouraged Board Members to consider the day and time Park Committee Meetings are held to ensure attendance. Committee meeting dates and times will be formally adopted at the March 12, 2018 Board Meeting.

**Limited Public Comment:** None

**Board Member Comments:** Board members extended their sympathies to the Cheeseman family during the recent loss of Daryl's Father in Law. Zebrowski thanked Wing for advocating for the Park Board during the recent Park Board Member interviews by the County Commissioners. Cheeseman and Zebrowski noted their perception that an excellent Park Board Member candidate was overlooked by the Board of Commissioners during interviews on February 6. Moore noted the political process involved in Board Member appointment. Yarger will be at the Park at 1 pm on February 13 with a solar panel representative. Discussion about *Roberts Rules of Order* occurred.

Day made the motion to adjourn, Spaulding seconded. Meeting adjourned at 6:05 p.m.

**Next Meeting:** Monday, March 12, 2018 at the Upjohn House at 5:00 p.m.

Respectfully Submitted,

Dan Patton

DP: sg