



## **Minutes of the Board Meeting**

**Monday, May 8, 2017, 5:00 p.m.**

The meeting was called to order at 5:00 p.m.

**Voting Members Present:** Daryl Cheeseman, Doris Lee Hale, Jim Halliwill, John Higgins, Rick Moore, John Resseguie, Bob Spaulding, Heather Wing, Russ Yarger, Sharon Zebrowski

**Absent:** Mike Plaska

**Staff Present:** Dan Patton, Ellie Benedict & Stacey Graham

**Introduction of Foundation Intern:** Patton welcomed Foundation Intern Benedict who introduced herself as a recent graduate of the University of Michigan and Detroit area resident. Her projects include the Exhibition Hall space and Education Programming.

**Approval of Agenda:** Resseguie moved to approve the Board agenda for May 8, 2017 and Wing seconded. Motion carried.

**Election of Charlton Park Board Chair:** Becker recently resigned from the Charlton Park Board, creating an opening for Board Chair. Moore opened nominations for a partial term of Charlton Park Board Chair. Resseguie nominated Zebrowski and Hale seconded. Moore nominated Cheeseman and Wing seconded. Nominations were closed. Moore requested a roll call vote to elect Zebrowski as Chair:

YES: Hale, Higgins, Resseguie, Spaulding, Yarger, Zebrowski

NO: Cheeseman, Halliwill, Moore, Wing

ABSENT: Plaska

Motion carried.

**Approval of the Minutes:** Yarger motioned to approve the minutes of April 10, 2017 and Moore seconded. Motion carried.

**Limited Public Comment:** None

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

Park Update: Patton reported on recent Park activities, including the spring volunteer luncheon which was held April 29 with 20 attendees. Spring into the Past was held May 6-7. The Park participated in the Vermontville Syrup Festival Parade on April 29. The Park hosted the May 2 meeting of the Barry County

Historical Society. Rentals began April 8 and the Park has hosted 5 weddings already. The Charlton Park Village Foundation Board meeting took place on May 4. A Tree of Remembrance was planted at the Park by the Hastings Rotary Club. Patton participated in a recent Critical Information Management Seminar at the Barry Community Foundation.

Education & Collections Committee: Zebrowski reported the committee met April 19. Education Programming is in its 4th week. Discussion on additional programming and need for Park volunteers.

Facilities & Properties Committee: Cheeseman reported the committee met on April 25 to discuss lawn mowers at the Park.

Executive Committee: Moore reported the committee met May 3 to discuss employee wage increases, lawn mowers and barn use.

**Park Financial Report:** Graham presented the monthly financial report. Moore motioned to accept the April, 2017 Park Expenditure and Revenue report and Cheeseman seconded. Motion carried.

**Old Business:**

Board Member Informational Binder: Zebrowski presented an overview of the contents of the Board Member Informational Binder. Collections orientation and a tour of the Park will be scheduled for the Board at 4 pm as part of the Board Meetings in June and August.

**New Business:**

Use of the Upjohn Carriage House and Gas and Steam Barn: The Executive Committee recently decided to return the Charlton Park Gas & Steam Barn to collection space and omit rentals. Discussion of use of the Barn by Park events. Committee also recommended staff clean out the Upjohn Carriage House so Lloyd Kilmer can display Percheron Horses in it on a trial basis during the Gas & Steam Show and Fall Harvest Festival. Animals would not be housed overnight.

Finish Mower Purchase: Maple Valley Implement bid \$4,189 for replacement of the Park's Finish Mower. Facilities Committee recommends expenditure come from the Park's Fund Balance. Cheeseman motioned to spend \$4,200 from fund balance on a new finish mower and Wing seconded. Zebrowski requested a roll call vote:

YES: Cheeseman, Hale, Halliwill, Higgins, Moore, Resseguie, Spaulding, Wing, Yarger, Zebrowski

NO: None

ABSENT: Plaska

Motion carried.

Z-Trac Purchase: Cheeseman reported the Facilities Committee reviewed bids for trade in of a Z-Trac mower and recommended low bid of \$2,649.99 from Bader and Sons, with funds coming from Capital Equipment. Spaulding motioned to approve expenditure of \$2,649.99 for the mower and Moore seconded. Zebrowski requested a roll call vote.

YES: Cheeseman, Hale, Halliwill, Higgins, Moore, Resseguie, Spaulding, Wing, Yarger, Zebrowski  
NO: None  
ABSENT: Plaska  
Motion carried.

Park Staff Pay Increases 2017-19: Patton reported the Executive Committee recently met to review a proposed 2% annual pay increase for full time staff for budget years 2017-19, beginning 5/1/17. This proposal follows the recent Barry County Employee wage study. Part-time employees will receive a State-mandated increase in minimum wage in 2018 and a 2% wage increase in 2019. A 16 week-per-year custodial maintenance employee position will be created in 2017. Resseguie motioned to approve the pay increases and creation of additional part-time employee and Moore seconded. Zebrowski requested a roll call vote:

YES: Cheeseman, Hale, Halliwill, Higgins, Moore, Resseguie, Spaulding, Wing, Yarger, Zebrowski  
NO: None  
ABSENT: Plaska

Resseguie left the meeting at 6:15 p.m.

Park Budget Amendment: Patton presented a budget amendment in the amount of \$35,073 reflecting increases to the temporary salary, capital machinery/equipment and capital yard/building funds. Wing motioned to approve the budget amendment in the amount of \$35,073 with funds coming from the Park's Fund Balance and Yarger seconded. Zebrowski requested a roll call vote:

YES: Cheeseman, Hale, Halliwill, Higgins, Moore, Spaulding, Wing, Yarger, Zebrowski  
NO: None  
ABSENT: Plaska, Resseguie

**Limited Public Comment:** None

**Board Member Comments:** Cheeseman reminded Board members to attend Charlton Park Day on May 27.

Hale made the motion to adjourn, Yarger supported. Meeting adjourned at 6:30 p.m.

**Next Meeting:** Monday, June 12, 2017 at the Upjohn House at 4:00 p.m.

Respectfully Submitted,

Dan Patton

DP: sg