

NORTH MANCHESTER PARK AND RECREATION BOARD

November 23, 2020

MINUTES

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: President Mel Sautter (20), Vice-President Jack Vineyard (21), Bobbi Lautzenheiser (23) and Rick Espeset (21). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director) and Carrie Mugford (Town Clerk).

CALL TO ORDER

Jack Vineyard called the meeting to order at 6:03 p.m.

VISITOR COMMENTS

There were none.

MINUTES

Minutes from the October 28, 2020 Regular Meeting were presented for approval. Motion for approval (MS/BL) was passed by a voice vote of members present.

MAINTENANCE REPORT

The Maintenance Report was reviewed. (Copy attached)

DIRECTOR REPORT

The Director's Report was reviewed. (Copy attached)

MRA REPORT

Jack reported discussion from the last meeting included that the outfields at three of the diamonds are not in good shape and Metzger Landscaping will be reseeding and fertilizing yet this fall, however, they may have to redo them again in the spring. The December meeting will be held on the 8th at 7 p.m. at the Public Safety Building. At that meeting they will be going over the board's expectations with the Full-time Maintenance Position candidate.

TREASURER'S REPORT AND BILL PAYMENTS

Claims and Allowance Docket

The November Claims and Allowance Docket in the amount of \$51,118.44 was reviewed. Motion to approve the November Claims and Allowance Docket in the amount of \$51,118.44 (BL/RE) was passed by a voice vote of members present.

Monthly Park and Recreation Financial Reports

The November Claims Summary, Utility Comparison Report and October Expense and Revenue Reports were reviewed.

UNFINISHED BUSINESS

Splash

Mel reported that he enlisted the help of a volunteer who drafted a cover letter to mail with the brochures. The plan is to mail them out between now and the end of the year.

Adaptive Playground Equipment

Jennifer reported that she did order the swing structure and it should be delivered in the next couple of weeks. The surfacing will have to wait until spring as it requires several days of temperatures over 50 degrees.

Trees for Ogan's Landing

The four remaining trees for Ogan's Landing will be planted by Hoffman's in December.

Poles at Town Life Center

Mel had nothing new to report regarding the removal of the poles at Town Life Center.

Dog Park

Jennifer mentioned that she emailed Gary Henderson from Wabash with questions and has not yet replied back. She will keep following up on this.

NEW BUSINESS

There was no new business to discuss.

COMMENTS AND QUESTIONS

Carrie Mugford explained that she was in attendance to answer any questions the board might have regarding the current budget, what may be left at the end of the year and how to encumber funds. As of the end of October we had spent 75% of the budget and she estimates that \$75,000 will be left. She is trying to work on building up the cash balance in the Parks & Recreation account. She explained that in order to encumber funds, specific items must be decided upon including estimates and be turned in prior to the December 16, 2020 Town Council meeting.

ADJOURNMENT

Meeting was adjourned at 6:50 p.m.

APPROVED _____

Mel Sautter, President

Jack Vineyard, Vice-President

Becky Kreps, Member

Bobbi Lautzenheiser, Member

Rick Espeset, Member