

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

September 30, 2015

## **MINUTES**

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: President Brady Burgess (18), Vice-President Mel Sautter (16), Mandy Fierstos (16), Tim McLaughlin (School Board) and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director) and Pat Brown (SiteScapes, Inc.).

### **CALL TO ORDER**

President Brady Burgess called the meeting to order at 6:00 p.m.

### **VISITOR COMMENTS**

There were none.

### **MINUTES**

Minutes from the August 26, 2015 Regular Meeting were presented for approval. Motion for approval as presented (TM/MR) was passed by a voice vote of members present.

### **BUILDING UPDATE**

The Building Update Report was included in the Director's Report. (Copy attached).

### **MAINTENANCE REPORT**

The Maintenance Report was reviewed. (Copy attached).

### **DIRECTOR REPORT**

The Director Report was reviewed and discussed. (Copy attached).

### **TREASURER'S REPORT AND BILL PAYMENTS**

#### **Claims and Allowance Docket**

The September Claims and Allowance Docket in the amount of \$44,131.81 was reviewed. Motion to approve the September Claims and Allowance Docket in the amount of \$44,131.81 (MS/TM) was passed by a voice vote of members present.

#### **Monthly Park and Recreation Financial Reports**

The September Claims Summary, August Revenue Report, Utility Comparison Report and August P & L Statement were reviewed.

### **UNFINISHED BUSINESS**

#### **Maintenance Building Update**

The Maintenance Building Update was included in the Director's Report. (Copy attached).

**NEW BUSINESS**

**Master Plan Update**

Pat Brown of SiteScapes, Inc. updated the board on the progress of the Master Plan since the last meeting. One-hundred additional surveys were received and he went over a summary of those results. He stressed the importance of renovating Scout Hall and its restrooms, as well as public restrooms in Warvel Park, and suggested it may be possible to accomplish both by adding on a two-story restroom at the end of the building. The next step in the Master Plan process will be to meet with Jennifer and develop a priority list which will be divided into high and low categories, as well as a 10-year Maintenance Plan consisting of a 5-year Preventative Plan and a 5-year Capital Plan. Brady stated that he would like to see the figures for what it takes to operate the Aquatic & Fitness Center separated from the Parks & Recreation Department. Pat informed the board that this can be accomplished by coming up with percentages and he will meet with Jennifer and/or Linda to discuss this and also share the spreadsheets he has used in the past.

**COMMENTS AND QUESTIONS**

There were none.

**ADJOURNMENT**

Meeting was adjourned at 6:38 p.m.

APPROVED \_\_\_\_\_

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Brady Burgess, President

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Mel Sautter, Vice President

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Mandy Fierstos, Member

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Maurine Reed, Member

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Tim McLaughlin, Member