

## **NORTH MANCHESTER PARK AND RECREATION BOARD**

November 23, 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), Tim McLaughlin (School Board) and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Pat Brown (SiteScapes, Inc.) and Kalie Niezgodski (Manchester University Intern/Personal Trainer).

#### **CALL TO ORDER**

President Brady Burgess called the meeting to order at 6:02 p.m.

#### **VISITOR COMMENTS**

There were none.

#### **MINUTES**

Minutes from the October 28, 2015 Regular Meeting were presented for approval. Motion for approval as presented (MR/TM) 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 November Claims and Allowance Docket in the amount of \$25,658.50 was reviewed. Motion to approve the September Claims and Allowance Docket in the amount of \$25,658.50 (TM/MR) was passed by a voice vote of members present.

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

The November Claims Summary, October Revenue Report, Utility Comparison Report and October unreconciled Appropriation Financial Report 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**

The board received a copy of the 2016-2020 Master Plan Priorities List, Capital Improvement Action Plan and 10-year Preventative Maintenance Program. Pat Brown (SiteScapes, Inc.) noted that for 2018 he added a Full-time Maintenance Laborer and the costs associated with it. He asked that the board direct any questions or comments to Jennifer within the next week if possible. The draft is due by January 15<sup>th</sup> and the board must approve the draft be sent to the DNR at the December meeting. Also, Jennifer will contact the Scouts and the Area Five Agency on Aging for input regarding the future Scout Hall renovation project.

**2016 MRA Lease**

Motion to approve the 2016 MRA Lease as presented (TM/MR) was passed by a voice vote of members present.

**COMMENTS AND QUESTIONS**

There were none.

**ADJOURNMENT**

Meeting was adjourned at 6:25 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