

# NORTH MANCHESTER PARK AND RECREATION BOARD

February 28, 2024

## 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 (28), Jack Vineyard (25), Bobbi Lautzenheiser (27) and Becky Kreps (26). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Tim McLaughlin and Blake Hearn (MRA President).

### CALL TO ORDER

Mel Sautter called the meeting to order at 6:00 p.m.

### VISITOR COMMENTS

Tim McLaughlin is here to answer any questions the board might have about the Pickleball Courts.

### MINUTES

Minutes from the January 31, 2024 Regular Meeting were presented for approval. Motion for approval (BK/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

The MRA Report was reviewed. (Copy attached)

### UNFINISHED BUSINESS

#### Outdoor Pickleball Courts

Jennifer discussed the proposal from JPR Landscape Architects for development of the six pickleball courts in Warvel Park. The total fee to provide the tasks as outlined in the Scope of Services is \$73,400. It includes completion of everything necessary to put the project out to bid, as well as construction administration throughout the whole process. Jennifer contacted JPR to see if there is anything that can be reduced or eliminated, since the project will be paid for entirely from fundraising. They were able to remove \$3,500 which lowered it to \$69,900. Since fundraising monies are needed for the entire project, they split it into two phases: Phase 1 is \$26,600 and includes topographic surveying, schematic design and preliminary engineering. Phase 2 is \$43,300 and includes geotechnical services, construction documents, permits, bidding and construction administration. Jennifer will check with Adam about any other possible ways to cut costs. JPR has estimated the total cost of the project to be \$400,000-\$600,000 (without lighting).

Tim thanked the board for approving Warvel Park as the location for six pickleball courts. He added that he was very shocked to see JPR's estimated project total. It is almost double of what he and Kacy Fierstos had gotten last fall using Troy Eades Excavating and Gaunt & Sons, which was \$160,000-\$175,000. He would like to have a drawing soon to present to prospective donors, along with a brochure giving a description of the entire project and levels of corporate donations, along with a letter of approval and support from the board. He mentioned ideas for various levels of opportunities for corporate donations, such as signs on the fencing, naming rights for a court or the entire facility, as well as other various levels of opportunity. His first fundraising meeting is scheduled for March 19<sup>th</sup> and he would like to have the drawing, brochure, and letter available to hand out. Mel asked him to put his suggestions in writing and send them to Jennifer so that the board could approve something and have it printed by the 19th. Jennifer said that Miriah Tobias is willing to design the flyer and Tim said he would get something to Jennifer right away.

### TREASURER'S REPORT AND BILL PAYMENTS

#### Claims and Allowance Docket

The February Claims and Allowance Docket in the amount of \$73,412.91 was reviewed. Motion to approve the February Claims and Allowance Docket in the amount of \$73,412.91 (JV/BK) was passed by a voice vote of members present.

**Monthly Park and Recreation Financial Reports**

The February Claims Summary, Utility Comparison Report, January Expense Reports and January Revenue Report were reviewed.

**UNFINISHED BUSINESS**

**Dog Park**

Jennifer informed the board that she spoke with Blake Hearn, MRA President, about the possibility of hooking into their service which would be much cheaper and he was in agreement.

**New Dehumidification System for Pool Area**

See Director's Report.

**NEW BUSINESS**

There was none.

**COMMENTS AND QUESTIONS**

Mel collected signatures on the letter to Town Council and Adam Penrod regarding the Town Life Center and requesting it be made an official Town of North Manchester Park, appropriately named Thomas Marshall Park.

Mel gave a Splash Account update. He reported a balance of \$547,631.00 with \$134,700.00 available for spending.

**ADJOURNMENT**

Meeting was adjourned at 7:12 p.m.

APPROVED \_\_\_\_\_

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Mel Sautter, President

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Jack Vineyard, Vice-President

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Becky Kreps, Member

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Bobbi Lautzenheiser, Member

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Rick Espeset, Member