

NORTH MANCHESTER PARK AND RECREATION BOARD

December 12, 2022

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 (24), Bobbi Lautzenheiser (27) and Rick Espeset (23). Also present were Jennifer Hotchkiss (Director) and Linda Miller (Assistant Director).

CALL TO ORDER

President Mel Sautter called the meeting to order at 6:02 p.m.

VISITOR COMMENTS

There were none.

MINUTES

Minutes from the November 30, 2022 Regular Meeting were presented for approval. Motion for approval (BL/MS) 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

There was no update.

TREASURER'S REPORT AND BILL PAYMENTS

Claims and Allowance Docket

The December Claims and Allowance Docket in the amount of \$21,467.92 was reviewed. Motion to approve the December Claims and Allowance Docket in the amount of \$21,467.92 (BL/RE) was passed by a voice vote of members present.

Monthly Park and Recreation Financial Reports

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

UNFINISHED BUSINESS

Splash

There was no update.

Dog Park

There was no update.

NEW BUSINESS

MRA Lease

Jennifer reported that she received the 2023 MRA Lease, which needs to be signed by the Park Board. The lease is the same as last year, including the removal of the section with the legal description of where the dog park is, as they do not have to maintain that area. It also includes the letter of understanding which was made a permanent attachment in 2022 and the second sentence of the third paragraph in the 2022 lease was modified to say "The MRA will be required to notify the Parks Board of their intentions to fundraise for the capital improvements and provide a detailed report with design and cost estimates to meet the standards of the existing fields minus lighting and irrigation." Motion to approve (RE/BL) the 2023 MRA Lease was passed by a voice vote of members present.

Preventative Maintenance Agreements

Jennifer distributed copies of estimates for the Preventative Maintenance Agreement received from Havel, Core and BTS. Our current contract with Havel ends December 31st. Mel noted that the estimates vary greatly in both the price and scope of work, making it difficult to make a decision. It was the recommendation of the board that Jennifer and Dave develop a detailed list for the scope of work they need to be completed, so that the estimates will be comparable to each other and Jennifer can then make the decision.

2023 Membership Rates

Jennifer presented the proposed 2023 Membership Rates and stated that they have not increased in the 8.5 years she has been Director. She proposes an increase of \$10 for all One Year Memberships, \$5 for all Six Month Memberships and \$2 per month for the One Year Memberships paid by 12 Concurring Monthly ACH payments. The Daily Admission Fee has been \$5 for everyone age 7 and older. She proposes having an Adult Daily Pool or Fitness Admission Fee of \$6 and a Child Daily Admission Rate of \$5, with children age 6 & under free with a paid adult. Motion to approve (BL/RE) the proposed Yearly, Six Month, and Monthly Membership rates and Daily Admission Fees was passed by a voice vote of members present.

2023 Rental Rates

Jennifer presented the proposed 2023 Rental Rates for Warvel Park, Scout Hall and Strauss-Peabody Aquatic & Fitness Center. She stated that the Town Life Center rates were already increased on February 1, 2022. She proposes an Increase of \$5 for all Park Rentals, \$10 for wedding packages because they are more labor intensive with moving benches, \$10 for Pool Party Room Rentals and \$10 for Private Pool Rentals. Eventually, she will look at increasing the rates for the schools as well. Motion to approve (BL/RE) the 2023 proposed Rental Rates for Warvel Park, Scout Hall and Strauss Peabody Aquatic and Fitness Center was passed by a voice vote of members present.

COMMENTS AND QUESTIONS

There were none.

ADJOURNMENT

Meeting was adjourned at 6:37 p.m.

APPROVED _____

Mel Sautter, President

Jack Vineyard, Vice-President

Becky Kreps, Member

Bobbi Lautzenheiser, Member

Rick Espeset, Member