



Montpelier Recreation Department
Advisory Board Meeting Minutes
August 3, 2015

Attendees: Karlynn Koenemann, James Surwilo, Andrea Talentino

Absent Board Members: Sue Aldrich, Tom Goloka (City Council)

Attending Recreational Department Staff: Jenny Bartlett, Arne McMullen, Kaitlin Nelson

Call to order 5:36 P.M.

I. Approval of June 2015 Minutes

- a. Motioned: Buzz
- b. Seconded: Karlynn
- c. Unanimous Approval

II. Financial Statements

- a. Good news: Came in with revenue over \$8,500.
- b. Lack of subsidy submitted right now may be effecting numbers; this will be adjusted over time.
- c. There is a plan to adjust the "Misc." category.
 - i. Categorizing has improved thus reducing the need for funds in "Misc."
- d. Budget
 - i. We ended the year better than anticipated.
 - ii. Unfortunately, there is no July report yet.
 - 1. We need the rest of the deposit information which was just submitted today.
 - iii. Therefore, the next budget will have two months. So some areas look underspent but will be adjusted because some of the bills will be posted back.

III. Old Business

- a. Touch-A-Truck
 - i. One of the biggest turn outs.
 - ii. New advertisements (Facebook, Front Porch Forum, Craigslist etc.) are making a difference.
- b. Baseball Field Bids
 - i. The commitment from the Mountaineers will cover the entire cost. Mountaineers had about \$17,000-18,000 for the project.
 - 1. The \$5,000 we offered to kick in will only be used as a back-up for extra dirt if it is needed.
 - ii. Is the letter acceptable for project?
 - 1. **Vote:**
 - a. Motioned: Andrea
 - b. Seconded: Karlynn
 - c. Unanimous Approval
 - iii. Mountaineer's Budget
 - 1. Agreement that they should be covering more expenses.
 - 2. Plan of Action: They should be responsible only for their direct costs.
 - 3. Assess their uses versus Recreational Department uses for things such as: electricity, water etc.
 - 4. Only have the Mountaineers cover costs when they are in season.

5. The next steps:
 - a. Define costs
 - b. Present to the school board or city council
 - c. Send the mountaineers a “mock bill” as an estimate for what to expect for next year.
 - d. By the September meeting have the mock bill completed for the board’s review.

- c. Pool Parking
 - i. Feeling as though there is a serious lack of parking availability.
 - ii. Have “Lot Full, additional parking next right” Signs directing pool-goers to the Mountaineers parking lot
 - iii. Remind Mountaineers there is no charging parking costs to pool-goers.

IV. **New Business**

- a. CNA Reports
 - i. Dates are wrong.
 - ii. Already in the FY 2016 budget year.
 - iii. A more realistic timeframe is the 2017 budget year.
 - iv. Suggestion: prioritize the reports. There is a lot in there and may be overwhelming, an overview will help make it more realistic and probable.
 - v. Create an action plan:
 1. 5 year total and 20 year total
 2. In the first 5 years list the critical “big ticket” items, a lot of ADA stuff so that this building is more usable for programs.
 - vi. Grant applications are out, we are trying to get support for going forward with this plan. This CNA report gives us credibility.
 - vii. Concern: this report as a whole is overwhelming.
 - viii. Brings up the question, would it be more efficient to complete the report or look into moving to a new building?
 1. Cost vs. Value
 - ix. At this point the city needs to define us.
 - x. We should be pushing this matter because the city has a lot on their plate.
 - xi. New building idea: raise the roof on the pool house and convert it to ½ office and ½ classrooms. (Board members reviewed blueprints designed by architecture students that depicted this.)
 1. This would provide an opportunity for us to establish a year round day care center.
 2. Combining our facilities makes sense.
 - xii. Action plan:
 1. Start to figure out which direction we should go (city council)
 2. Starting point, invite city representative to a board meeting (Jesse)
 3. Draft the proposal
 4. Proposal is given to city council for ultimate decision.
 - xiii. What came of other department CNA reports?
- b. Advisory board members
 - i. Still looking to fill positions.

V. **Director’s Report**

- a. Accessible path to the pavilion
 - i. This is a smaller project.

- ii. It will help with drainage and an ADA path to the pavilion.
 - iii. Thursday contractors will be there to look at the project site.
 - iv. There is \$12,000 budgeted for this project.
- b. Future project
 - i. Pavilion water fountain and bathroom.
 - 1. When the water fountain goes in, put in big enough piping to possibly install a bathroom in the future.
- c. Maintenance staff.
 - i. Usually we have six staff members, but this year we are down to 3-4 people.
 - ii. This means we are short about 80 hours a week of man power.
 - iii. We are still looking for two people until October.

VI. Program Coordinator/Pool Director's Report

- a. The pool will only be open for two more weeks.
 - i. Swim lesson numbers feel a little down this year.
 - ii. The Pool Director worked out well this year; we are hoping he comes back next year.
- b. Challenger's numbers were great.
- c. Fishing camp numbers were under, and we ended up having to cancel.
- d. Yes Soccer had 17 kids.
 - i. Considering discontinuing our contract with them. Was not overly impressed with the instructors.
- e. New summer program, Sailing with your Kayak.
 - i. Will be meeting with them in October.
- f. Fall Brochure will come out in August.
- g. Incoming of new instructors has been slow.
 - i. Started sending out instructor packets.
- h. Hatha Yoga instructor passed away—her daughter is taking over the class.
- i. Sizzling Summer Ice Skating with BBQ
 - i. Open Skating
 - ii. BBQ
 - iii. Bonfire with s'mores.
- j. Starlight Dance was cancelled due to poor weather.

September 14th meeting may possibly need to be rescheduled.

Move to adjourn 7:04 p.m.

- Motioned: Andrea
- Seconded: Karlynn
- Unanimous approval