



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING January 24 2023

1. CALL TO ORDER / ROLL CALL

President Don Rosenthal called the regular meeting of the Board of Directors (Board) of the Evergreen Park & Recreation District (EPRD/District) to order at 5:01 p.m. The meeting was conducted via Zoom and in person at Buchanan Park Recreation Center. Present for the Board were President Don Rosenthal, First Vice President Monty Estis, Second Vice President Betsy Hays, Treasurer Mary McGhee, and Secretary Peter Eggers. A quorum was present. Staff in attendance included (ED) Executive Director Cory Vander Veen, Recreation Manager (RM) Brian Tucker, Human Resource Manager (HR) Heather Facer, Facility Operations (FO) Bob Schmitz, Parks Operation Manager (PO) Heart Cameron, Grants & Development Manager (GDM), Liz Cohen, School Age Specialist, Klaire Funderburgh, MarCom Supervisor (MC) Logan DeCicco, LRecreation Supervisor Jeff Sweet, Executive Assistant, Nancy Cooper, Manager on Duty (MOD) Marissa McInerney and IT Solutions Analyst, Michael Coons. Public in attendance were Deb Brobst, Chris Dropinski, Kathy Fasold, Joe Norris, Chris Vogelsang, and two unnamed. Prior notice of the meeting was given.

2. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE

There were no changes.

3. December 6, 2022 REGULAR MEETING MINUTES

MOTION

I, (Director McGhee), move to approve the December 6, 2022, regular meeting minutes. Director Eggers seconded and it passed unanimously.

December 22, 2022 SPECIAL BOARD MEETING MINUTES

MOTION

I, (Director McGhee), move to approve the December 22, 2022, special meeting minutes. Director Eggers seconded and it passed unanimously.

4. GENERAL PUBLIC COMMENT

There was no public comment.

5. ICE SAFETY MANUAL REVIEW

PO Cameron reported on the updated ice safety manual for 2023. There is 9 and $\frac{3}{4}$ acres of ice we are maintaining this year. There are many different types of ice, we open on 8 inches of ice. Different vehicles have different depths of ice that they are able to go out on. PFD's are worn by staff on the vehicles. Other safety equipment include ropes and spikes. The zamboni gains weight as it is on the ice. Director Hays asked about CPR training - all skate guards are in the process of training or have been certified. The rink is configured differently this year which is easier to maintain. We do not maintain ice outside of our designated area. Director Rosenthal asked if everyone always wore cleats. Cleats can not be worn on vehicles. Director Rosenthal asked for clarification on hole measurements and temperature measurements and adding lines to the manual about how they are recorded.

6. RESOLUTION #2023-01 TO DESIGNATE EPRD's OFFICIAL POSTING LOCATION

Executive Assistant Cooper reported that the Agenda is posted 24 hours in advance on the website and it is posted at Wulf if the webpage is down. Director Hays asked why we don't just post it at both recreation centers. They will be posted when possible at each Recreation Center.

MOTION

I, (Director Eggers), move to approve Resolution number 2023-01, a Resolution Calling for the official posting location of the Board Agenda. Director Rosenthal second and it passed unanimously.

7. RESOLUTION #2023-02 APPROVING CONSTRUCTION CONTRACT FOR THE ELNT PROJECT

Chris Vogelsang reported changes that were made to the construction project in order to receive successful bids. ESCO was the successful bidder. Concurrence to award was given on January 17 and Notice to award was issued. Construction project must start by May 1, 2023.

MOTION

I, (Director Eggers), move to approve Resolution number 2023-02, a Resolution Calling approving the construction contract for the Evergreen Lake North Trail (ELNT) Project. Director Hays second and it passed unanimously.



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8. YOUTH ADVISORY COUNCIL DISCUSSION

Executive Assistant Cooper discussed the possibility of adding a non-voting youth advisory council to the Board in order to get youth feedback. Director Hays suggested that we have two youth as part of the board. Any highschool age student in district can apply. The board will review the application and make suggestions.

9. STRATEGIC PLAN DISCUSSION

Director Hays discussed the process thus far, online and face-to-face and the information gathering phase. Our lead consultant, BerryDunn representative Chris Dopinski talked about the process and building trust with the public. We are doing well on timing, and will start to develop the community survey next. There are big items that will need additional input from the public so they understand costs, timing etc. in a quantitative way. We need to determine criteria to format the questions. Director Estis would like to start working on a list of projects soon. The board wanted to set up a work session to construct the skeleton of the survey.

10. EXECUTIVE DIRECTOR REPORT

ED Vander Veen discussed the plan for cameras at the facilities, printer RFP's will be going out at the end of the month. We are doubling the amount of bandwidth at Wulf. We presented to the leadership team, the new evaluations including personal and professional goals. There have been many meetings with various groups for the strategic plan. Director McGhee asked about hacking and intrusion on EPRDs computers. We have three layers of protection. There is discussion with numerous groups about moving the cabin at Wilmot. Working with the Creative District to partner with them as they grow. Director Eggers asked about rising utilities.

11. OLD BUSINESS AND UPDATES

The Board reviewed the management update. Director Rosenthal would like a facility use update at next month's board meeting. Director Hays asked about the different senior programs. Senior programming will be presented in the management reports.

12. BOARD OF DIRECTORS DISCUSSION/ACTION ITEMS

Director Estis would like to set up Executive sessions for the Executive Director evaluation. He also asked about the Board going back to zoom only meetings. Director Eggers and Hays would both prefer in person Board meetings. We will stay at Hybrid meetings. Director Estis would also like to continue the Board vs. Staff competitions. Director Hays asked about offering a less expensive skate day. There is a community skate set up for February 9 from 3 to 7 pm. Director Eggers asked about scholarships for various programs.

13. DRAFT FOR JANUARY 2023 BOARD OF DIRECTORS MEETING

Strategic Plan, Q4 2022 financials, Todd Snidow on bonds, youth advisory, facility usage and ELNT

13. ADJOURNMENT

I, (Director Hays) move to adjourn the January 24, 2023 Board of Directors meeting. Director Eggers seconded and the meeting was adjourned at 7:59 p.m.

Respectfully Submitted,
Nancy Cooper
Executive Assistant