



Dunleith Park District September 3, 2019 Meeting Agenda

Call to Order: the Meeting was called to order at 5:35pm

Attendance: Glen Knaab, Chad Degenhardt, Holly Haffele

Guests in Attendance: Nici Hilby

Approval of Minutes: the Minutes were distributed via email.

Chad Degenhardt **motioned to accept**, Holly Haffele **seconded**

Corrections: None

Treasury Report 8/5/19-9/3/19

DB&T:

Bond Fund Beg	\$2,362.31
Bond Fund End Balance	\$2,362.31
General Fund Beg. Balance:	\$56,303.48
General Fund End. Balance:	\$84,973.70

***November Bond**

Fidelity:

Beg. Balance:	\$26,593.33
End Balance:	\$12,801.94

Dutrac:

Beg. Balance:	\$69,500.42
End Balance:	\$ Could not access Account Online

Chad **motioned to accept**, Holly **seconded**

Agenda Items:

OLD BUSINESS:

1. Pool State Inspection
 - a. Pool Filters
 - i. Chad will order filters once we have confirmed size and will replace once pool is drained.
 1. Not ordering until early spring
 2. Researching pricing
2. Park Camera
 - i. Installation Plan
 1. Will install prior to spring
 - ii. Will need a security sign

3. Disc Golf Course

- a. Planning on a grand opening for the disc golf course October 6th
 - i. Will need the Cub Pavilion
- b. Discussed charging members and non members a fee for disc golf
- c. Ask about having written in moving bid to have trimmed around tee boxes

4. Dunleith Aquatic Center

- a. 4th Party with Lyons Club
 - i. Sarah will have a detailed explanation of this event for 2020 Pool Managers.
 - ii. Lyons Contact is Nick Tranel (President)
- b. Pool Repairs
 - i. Bleeder valve being replaced in the mechanical room.
 - 1. \$600 to replace
 - 2. Glen is working on valve for shower
 - ii. The shower mixing valve will be repaired once part comes in.
 - iii. Probs need to be checked and priced for replacement.
 - 1. Brooke might be able to help with this?
 - 2. Holly will contact Brooke
 - iv. Make sure bathroom signs are up about needing assistance
- c. Pool Manual
 - a. Create an outline of what information we are going to need
 - i. Create a list of questions for the managers to give detail and context for developing procedures and guidelines.
 - ii. Chapters will include but not be limited to:
 - 1. Job Descriptions for Lifeguards and Managers
 - 2. Guidelines on overtime. (Must be approved by Board member)
 - 3. All Rental procedures in detail
 - a. All rentals need to go through a manager to avoid double booking in the future.
 - 4. Chemical procedures/contacts and training
 - 5. Cell Phone policy
 - 6. Closing Procedures
 - iii. Nici will help Sarah with manual

7. Electrical Box in the Ball Field

- b. Glen will contact TJ Runde to have it checked/fixed.
 - i. TJ took care of it! Ice Cream machine is in the pool house.
- c. We need to spray paint the box

8. HK Engagement Letter - Engagement letter

- 1. We need to ask Abby to give us information maybe a quick presentation to get everyone up to speed.

9. Painting the Pool Bids Due August 27th, 2019

- a. We had 2 bids come in.

10. Sarah will contact Jeremy about getting the umbrellas down for the season.

- a. Called, and if they are not down this week, Sarah will call again.

i. Done

11. Friburger will come in September to remove fallen trees in the park.

a. A tree has fallen by the bear pavillion

i. Tony, Adam will cut up.

NEW BUSINESS

1. New Pool Management Summer 2020

a. Head Manager: Nici Hilby

b. Assistant Manager: Madeline Montag

c. Assistant Manager: Elle Bowman

2. Emails to interviews will be sent out this week.

3. Lawn service

a. Add and amend moving and wee trimming to the contract

b. Has anyone contacted the city about having the park included?

4. Garbage bids contracts

a. Begin looking into bids for the 2020 season.

NEXT MEETING SCHEDULED FOR October 15, 2019 5:30pm at the Dunleith Board Room.

ADJOURNMENT

**Motion by Holly Haffele / Second Chad Degenhardt
to adjourn the meeting at 6:40pm**