

Greater Toledo Pool Recreation District
Board of Directors
Meeting Minutes
February 20, 2018

Directors present: Roy Kinion, Racheal Wallace, Peter Vince, Melinda Baxter.

Directors absent: Jerry Pryor

Staff present: Paul Steenkolk, District Manager

Visitors present: Jim Chambers, Billie Jo Smith, Carol Scillian, Ron Manning, Marilyn Manning, Merrick Kriz, Dana Brown, Merline Schneidecker, Nancy Bryant, Stephanie Frenock, Kevin Cook, Polly Chavarria.

1. Call to Order: The meeting was called to order at approximately 6:00 pm by RKinion. A quorum was established.

Adjustments to the Agenda: Addition under Unfinished Business

A. I. PSteenkolk's authority to have a District debit card in his name.

2. CONSENT CALENDAR:

A. It was moved and seconded (MBaxter/PVince) that the Minutes of the February 6, 2018 meeting be approved. Motion passed unanimously.

3. ORAL REQUESTS AND COMMUNICATIONS FROM VISITORS/STAFF

A. Carl Sherwood of Robertson Sherwood Architects presented information and answered questions from the Directors, District Manager, and guests about the process of developing an architectural plan and then architectural design proposal. The District needs to come up with its own plans for the pool to give to Mr. Sherwood before he can present a proposal.

4. UNFINISHED BUSINESS/INFORMATION

- A. Financial Report JPryor was absent so no financial report was given. PSteenkolk estimated the current bank balance and activity. PSteenkolk presented information on the District Budget. Details are recorded below under 5. D. Budget
- B. Adoption of Personnel Policies MBaxter presented a draft for input on several sections. She will email a copy to each Director for discussion at the February 27th meeting.
- C. Release of Information for medical and personnel files for transfer from City to District. PSteenkolk will contact Craig Martin for forms.
- D. PERS/sick time rollover for pool employees. PSteenkolk will report on PERS at the February 27th meeting. Sick time does not rollover.
- E. Retirement for PSteenkolk. He is researching and will report February 27th.
- F. Agency to use for payroll, accounts receivable/expenditures, accountant. PSteenkolk will do receivables and expenditures for now.

Action: it was moved and seconded (MBaxter/RWallace) that Paul Steenkolk is authorized to enter into an agreement with Sue Forty to do District Payroll for a fee of \$250. Motion passed unanimously.

- G. Pool employee medical insurance. PVince and PSteenkolk will research the cost and report on February 27th.
- H. Toledo City Council Meeting. February 21, 2018 at 7:00. PVince, RWallace and RKinion will attend along with PSteenkolk.
- I. Bank of the West
 - 1. PVince will follow through with Jennifer at Bank of the West on process to authorize Paul Steenkolk to have account information.
 - 2. Debit card

Action: it was moved and seconded (MBaxter/RWallace) that Paul Steenkolk be authorized to have a GTPRD debit card in his name. Motion passed unanimously.

5. REPORTS AND COMMENTS

District Manager

- A. Pivot architect tour will be February 27, 2018 at 10:00. No other architectural firms are scheduled to be involved in this preliminary process of finding an architect for proposals.
- B. Employment applications are out. He has received 4 to date.
- C. Job Descriptions - lifeguard and instructor are done. Melany's is almost complete.
- D. Budget.
 - 1. PSteenkolk presented his preliminary budgets. One for four months and one for the year. The budgets are attached. He reviewed the places where he needs more information to complete.
 - 2. MBaxter requested that the Board and PSteenkolk begin the local government budgeting process asap. PVince agreed to help PSteenkolk navigate the process and get started with Department of Revenue manuals.

Action: It was moved and seconded (RWallace/PVince) that Paul Steenkolk be appointed Budget Officer for GTPRD. Motion passed unanimously.
- E. Logo. PSteenkolk presented sample logos to be considered. The logo will be chosen at the pool grand opening on March 4, 2018.
- F. Pool party plans. Discussion ensued. RWallace, Carol Scillian, and PSteenkolk will decide on a color to paint the outside walls. Mirrors will be repaired/replaced. Community involvement in work parties is encouraged. PSteenkolk will order new guard attire.

Public Comments none

- 6. **Adjourn:** The meeting was adjourned at 8:10 p.m. by RKinion.

Respectfully submitted,
Mindy Baxter, Secretary