

**MINUTES OF THE
MALVERN PARK BOARD
JANUARY 8, 2018
4:00 P.M.**

The Malvern Park Board meeting on January 8, 2018, was called to order by Chairman Barrett at 4:00 p.m.

Roll call: Jill Smith, Jim Asselin, Dave Hoose, and Stephanie Butler

Absent: none

Visitor: Council member Bruce Breeding and Kevin Willms

Also present: Deputy Clerk Kathy Anderson

Asselin motioned to approve the agenda. Smith seconded. All ayes. Motion carried.

Smith motioned to approve the regular meeting minutes of December 4, 2017. Asselin seconded. All ayes. Motion carried.

Smith motioned to appoint Steve Barrett as Park Board Chairman for 2018. Hoose seconded. All ayes. Motion carried;

Concrete bids for the new decking at the pool were discussed. Two (2) bids were submitted to tear out and replace the deck in the spring.

Hoose stated one (1) bid was not what the Park Board asked for in regards to the removal of the concrete. He would like to use Premier Pool since they are professionals and understand the layout of the pool. They stand behind their work in case of any damage to the return lines when removing the old concrete.

Smith motioned to approve Premier Pool bid to remove and install the new deck at the pool. Hoose seconded. All ayes. Motion carried.

The Mills County Foundation grant application for Spring 2018 is coming up.

Smith does not see the need to apply for the grant at this time.

Hoose stated the existing projects need to be completed before addressing any new projects.

Asselin motioned to refrain from applying for the Mills County Foundation Spring 2018 grant. Smith seconded. All ayes. Motion carried.

The fence around the baby pool needs to be replaced. It currently is not up to height compliance standards. This needs to be installed before the 2018 season.

Barrett asked the board for permission to get bids for the fence replacement.

Hoose stated it would be more cost effective to purchase the materials needed and installed by the City. He will get prices on new fencing and report back at the next meeting.

Concessions building materials were discussed. Insulation, wiring, new door and other miscellaneous materials will be needed to update this area for the new vending machines.

Deputy Clerk Anderson will donate an air conditioner.

Barrett has paint donated to be used for the interior of the concessions area.

It was suggested by the City Clerk to put in a roll-up garage-style door on the east end for accessibility.

Smith motioned to approve Board member Hoose to purchase the necessary materials to remodel the concessions area. Butler seconded. All ayes. Motion carried.

Concessions equipment such as freezers, glass front coolers, and refrigerator need to be removed. The refrigerator will be moved to the pool office.

Smith will contact the distributor to pick up the coolers. There was a request to purchase the deep freeze from the 2017 pool manager.

Hoose motioned to approve the sale of the small freezer in the amount of \$25 to Katie Riibe. Butler seconded. All ayes. Motion carried.

Advertising for 2018 lifeguards was discussed.

Hoose motioned to approve advertising for lifeguards for the 2018 season beginning March 1, 2018. The ad will include competitive wages being offered. Smith seconded. All ayes. Motion carried.

The exterior of the pool house needs to be painted before the 2018 season.

Hoose asked to possibly obtain more than one (1) bid.

Butler will look into another company submitting a bid for this project.

Smith motioned to advertise for bids for painting the exterior of the pool house. Hoose seconded. All ayes. Motion carried.

The duties and expectations of the Pool Manager were discussed.

Barrett stated the manager will be paid by the hour and be a certified working lifeguard.

Hoose has obtained the CPO certificate and will be doing chemical checks and filter checks Monday-Friday in the early am.

Smith said the Pool Manager will be required to be lifeguard certified and CPR certified.

Barrett stated the rules of the handbook will be followed by all lifeguards. If a lifeguard is scheduled, they must work their shift. Employees cannot change the schedule once the Pool Manager has posted the hours they are to work. Only the Pool Manager is allowed to make the changes. No exceptions will be allowed unless of an emergency. They will be required to fill out a request for time off form and submit to the Pool Manager prior to scheduling. Failure to follow the rules/schedule will result in disciplinary action against the employee.

Asselin motioned to approve the rules of the handbook and the schedule guidelines to be followed. Hoose seconded. All ayes. Motion carried.

Park Updates:

Boehner Pond – Steve Barrett:

Barrett has had no contact with Leo Rieken in regards to the jetty. He wants to get this project started as soon as possible to ensure it is completed by March 1, 2018, when the park opens.

Boehner Park –

No new updates to report.

Heritage Park – Jill Smith:

No new updates to report.

T &N Park – Jim Asselin: Absent

No new updates to report.

Paddock Park – Jill Smith:

Hoose asked if a bid was submitted for the tree removal that is over the Library roof. Barrett received a bid from Steve Konfrst Tree Service. The Deputy Clerk will look into this.

Swimming Pool – Dave Hoose

Smith reported diving boards need to be taken down. Per Premier Pool, they should not be exposed to elements such as snow and ice.

Recreation Park –

Some picnic tables from Boehner Pond will be moved to the playground area of the park.

The next meeting is scheduled for February 5, 2018, at 4:00 p.m.

Nonagenda items were discussed. No action can be taken at this time.

Asselin got the key for the log cabin to assess for any work that needs to be addressed. There is rethinking that needs to be done to preserve the structure. He will get an estimate for this. There is memorial money to help defray the cost of the work needing to be done.

Hoose motioned to adjourn. There being no further business, the meeting was adjourned at 5:05 p.m.

Chairman, Steve Barrett

Deputy Clerk, Kathy Anderson