

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 21, 2023 6:00 PM**

Board Members Present: Chairperson Jim Gray
Vice-Chairperson Scott Holbrook
Director H. Gordon Ainsleigh
Director Sue Ingle
Director Mike Lynch

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Mark Brunner, Recreation Services Manager
Mike Scheele, Landscape Architect/Project Manager
Jesse Williams, Facilities & Grounds Manager
Caleb Porter, Youth Services Manager
Cathy Warford, Recording Secretary

Absent: Manouch Shirvanioun, Customer Service/Marketing Manager

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:01 PM by Chairperson Gray.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from, Facilities and Grounds Manager, Jesse Williams, to Park Worker, Jonathan Laymon, as employee of the month for December, 2023.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook seconded by Director Ainsleigh to approve the agenda as written.

Roll Call Vote

Director Ainsleigh – Yes
Chairperson Gray – Yes
Vice-Chairperson Holbrook – Yes
Director Ingle - Yes
Director Lynch – Yes

5 - 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and approval of Minutes of the Board of Directors from November, 2023**
- 5.2 Review of Cash Requirements for November, 2023 (Standing Finance Committee)**
- 5.3 Review of Financial for November, 2023 (Standing Finance Committee)**
- 5.4 Resolution #2023-26 removal of Jim Ferris from the District's First Foundation Bank accounts and placement with Director Sue Ingle. (Standing Finance Committee)**
- 5.5 ARD's Sick Leave Policy for Part-time Employees under 20 hours and Seasonal Employees. (Program, Personnel, Policy, Fee & Legal Review Committee Meeting)**
- 5.6 Updating ARD's Petty Cash Policy. (Program, Personnel, Policy, Fee & Legal Review Committee Meeting)**

A motion was made by Director Holbrook and seconded by Director Ingle to approve the Consent Calendar with the exception 5.2, Review of the Cash Requirements for November.

Roll Call Vote

Director Ainsleigh – Yes
Chairperson Gray – Yes
Vice-Chairperson Holbrook – Yes
Director Ingle - Yes
Director Lynch – Yes

5 – 0 Motion carries.

A second motion was made by Director Holbrook and seconded by Director Ingle to approve the Consent Calendar Item 5.2, Review of the Cash Requirements for November.

Roll Call Vote

Director Ainsleigh – No
Chairperson Gray – Yes
Vice-Chairperson Holbrook – Yes
Director Ingle - Yes
Director Lynch – Yes

4 – 1 Motion carries.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

Board reports were provided to the Board under separate cover.

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 Election of ARD Chairperson and Vice Chairperson

A motion was made by Chairperson Gray to nominate Director Scott Holbrook as Chairperson.

Roll Call Vote

Director Ainsleigh – Yes
Chairperson Gray – Yes
Vice-Chairperson Holbrook – Yes
Director Ingle - Yes
Director Lynch – Yes

5 – 0 Motion carries.

A motion was made by Chairperson Gray to nominate Director Sue Ingle as Vice-Chairperson.

Roll Call Vote

Director Ainsleigh – Yes
Chairperson Gray – Yes
Vice-Chairperson Holbrook – Yes
Director Ingle - Yes
Director Lynch – Yes

5 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 9.1 County Mitigation Fund, current balance \$537,166 – item was discussed.
- 9.2 City Mitigation Fund, current balance \$225,567 – item was not discussed.
- 9.3 County of Pacer – Treasurer’s Pooled Investment Report, October, 2023 – item was not discussed.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION

None.

14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION

None.

ADJOURNMENT

The meeting was adjourned at 6:30 PM.

Cathy Wayford
Board Secretary

Dec. 22, 2023
Date