

LeRoy Community Park District

Meeting Minutes for May 24, 2017

Meeting called to order at 1835. Present are Bill O'Brien, Kyle Scheuer, Doug Lehr, Paula Ingram, Doug Miller, and Jen Godlewski.

The Pledge of Allegiance was stated and the floor was opened to the public. No members of the public are present.

The omnibus agenda items were approved, first motioned by Doug Lehr and seconded by Kyle Scheuer.

Meeting Minutes were approved.

Review of Invoices

All outstanding invoices were reviewed. Decision was given to which invoices to pay. No unanticipated invoices.

Co – Director Report

- Review of summer pools hours. The hours were communicated via FaceBook and will be posted on the sign outside. There will be a few hours every morning that the splash area will be open for little kids to come and play before the pool gets to crowded.
- 24 new deck chairs were ordered
- It was reported that we have 6 core lifeguards and 5 more in training

Old Business

None

New Business

A – Paula Ingram was appointed as a new Park Board Commissioner.

B - Oath of office deferred to next month

C – Kyle was appointed as the OMA/FOIA Officer

D – Bill will file the unclaimed property report

E – Bill filed the annual financial report

F – New Hire Report – Doug M will report at next month's meeting

G – Prevailing Wage Act will be put on next month's agenda

H – Pool Hours were previously reported

I – Employee responsibilities and expectations will be reviewed at next month's meeting

J – There was an all staff meeting held at the Replex. There was discussion of pool rules and general conduct was reviewed.

K – Employee handbook is due to be reviewed in June

- o Dress code needs addressed
- o Name badges would help to identify on duty staff. Will follow up at next meeting
- o Employee sick time was discussed. Will discuss at next month's meeting again.

L – Currently staff sign in and out manually for work. This leaves the opportunity for timecard fraud to occur. A short discussion was had about an electronic way to keep track of timecards. More discussion at next month's meeting.

M – The camera system needs updated or replaced. Some camera do not work and some need to be pointed towards a different direction. Doug L will analyze the system for what it will need to get it fully functioning again.

N – June 4th the upstairs weight/cardio area will be rearranged.

O – The cleaning/maintenance schedule was discussed. Kyle will follow up with Doug Miller.

P – Bill will report at next meeting with an update on hiring a new book keeper.

Executive Session - None

1949 the meeting was adjourned, motioned by Bill O'Brien and seconded by Kyle Scheuer.

Next Meeting is on June 28, 2017 at 1830.