

**MINUTES OF THE REGULAR BOARD MEETING
MANSON PARKS & RECREATION DISTRICT
FEBRUARY 3, 2010**

Attending: Pat Hautenne, Shannon Byquist-Freels, Lyle Bland, Wai Petersen and Diana Ellsworth and members of the public. See attached sign-in sheet.

Meeting called to order: 6:00 p.m. By Ms. Byquist-Freels

Flag Salute

Agenda Deletions and Additions: None

Minutes of the January 12, 2010 meeting: Mr. Bland motioned to approve the minutes of the January 12, 2010 meeting, seconded by Mr. Hautenne, motion passed unanimously.

Minutes of the January 27, 2010 meeting: Mr. Hautenne motioned to approve the minutes of the January 27, 2010 meeting, seconded by Mr. Bland, motion passed unanimously.

Financial Review: Mr. Petersen stated that he put a copy of the Revenue Status and Expenditure Reports in the Board members packet. Ms. Byquist-Freels asked about the 25% line item change for the payroll had been made, yes. The request has also been made to Chelan County to have the Advanced Moorage and Camping funds moved into the 2010 accounts. Mr. Petersen also went over the February 3, 2010 voucher. Mr. Bland motioned to approve the February 3, 2010 voucher V02-2010 of \$3,629.86, seconded by Mr. Hautenne, motion unanimously approved.

Public Comment:

Mr. Rau, asked Mr. Petersen to share the income total. Mr. Petersen replied that it was around \$1200 for the month of January; he also asked the amounts of the Expenditures, Revenue and the Investment account balances. Mr. Petersen told him the balance is approximately \$86,000. Mr. Rau also stated that at the January 12 meeting the Board fired Fred Sharp and asked why this was done. Mr. Hautenne explained that Mr. Sharp had not been fired that his position was eliminated. Ms. Byquist-Freels stated that this was done to save the parks money. Mr. Rau asked if the board had attempted to contact Mr. Sharp. Ms Byquist-Freels explained that Mr. Sharp is currently in Arizona. Mr. Rau asked if at the January 27th Special Meeting the Board voted to extend Mr. Petersen's 90-day review, he also questioned if the Board had a formal written review. Ms. Byquist-Freels stated that the Board voted to extend Mr. Petersen's 90-probation period another 90 days. Mr. Rau asked how the Board felt Mr. Petersen is doing. Mr. Hautenne replied he felt Mr. Petersen was doing a great job. Mr. Bland agreed and stated that Mr. Petersen is under an adjustment period and that the Board needed to give Mr. Petersen a clear guideline of what is expected of him.

Mr. Killian asked why if a position was eliminated because of budgetary reasons another person was hired within 30 days time. Ms. Byquist-Freels stated that the Board felt Mr. Petersen needed help. Mr. Killian asked if the Board was attempting to help if they had asked Mr. Petersen if he needed the help. Ms. Byquist-Freels stated that they were only trying to help Mr. Petersen. Mr. Killian asked if the Board had contacted an attorney on this matter. Mr. Killian felt that there could be some concerns for the parks district, as the job was never posted for the public to apply. Mr. Killian asked if there is a job description for this position. Ms. Byquist-Freels replied that there is nothing in writing, but that the position is only a temporary position for three months so the position did not need to be advertised. Mr. Killian asked if Mr. Petersen has the hiring and firing of this new employee, he asked who hired Mr. Armbruster. Ms. Byquist-Freels replied that Mr. Petersen did. Mr. Petersen then stated that he did not, hire Mr. Armbruster. Ms. Byquist-Freels asked Mr. Petersen if the Board did not talk with him about this matter. Mr. Petersen replied, did I have a say in this matter? Ms. Byquist-Freels replied that Mr. Petersen said he liked Mr. Armbruster and could work with him. Mr. Bland explained that at the last Board meeting Mr. Hautenne had requested that the matter be discussed in an executive session and was denied. Mr. Bland stated that the Board intended to discuss the matter with the former Board members and Mr. Petersen at that time. Mr. Bland stated that they were refused the ability to discuss the matter because of the Open Public Meetings Act. Mr. Killian asked whether Mr. Petersen made the hire. Mr. Bland, there was an attempt to discuss the matter; the Board could not, so the action went forward. Mr. Killian asked whether the 90-day probation period was extended at that point. Mr. Bland stated that the 90-day probation period was extended so that the Board could give Mr. Petersen clear guidelines as to what would be expected of him, the salary review in July would remain the same. Mr. Killian stated that the New Board had chosen to only honor part of Mr. Petersen's contract. And did you discuss this employees past problems with Mr. Petersen. Ms. Byquist-Freels stated that she has seen this persons file and found nothing troubling. Mr. Killian asked could you do that could you look at an employee's file like that. Ms. Byquist-Freels replied that she got Mr. Armbruster's file from the employee himself that Mr. Armbruster let her look at it. Mr. Armbruster then stated that Mr. Petersen was talked to more about his being hired than he had been when Mr. Sharp was hired and Mr. Armbruster was the manager at that time. Mr. Armbruster explained that he would be working 70 hours a month and receiving \$12.86 an hour. Ms. Byquist-Freels asked Mr. Killian "Do you have a problem with that?" Mr. Killian stated that he had not heard of many municipals that would hire back an employee that had been fired. Ms. Byquist-Freels stated that none of Mr. Armbruster's evaluations was there in his file.

Mary Murphy, grant writer for the Manson Parks District, stated that she has been asked who wrote the grants for the parks. She stated that there seems to be some confusion on this matter. Mrs. Murphy stated that she has written the grants for the parks district since 1997 and that she has completed 10 grants in this time. She stated that she did the work for these grants not Lanny Armbruster. Ms. Murphy feels it is miss leading for the Board to claim that Mr. Armbruster has written the grants. She stated that she would like some clarification from the Board on this matter, as Mrs. Murphy feels it miss leading to say Mr. Armbruster wrote the grants, made the presentation or created the power points for these grants as Mrs. Murphy herself did this work. Mr. Hautenne stated he had been miss-quoted in the media. Mrs. Murphy

then read an expert from a statement made by Mr. Hautenne. Mr. Hautenne stated that Mr. Armbruster is knowledgeable in finding grants; he then repeated that the Media made mistakes. Mrs. Murphy stated she could understand some mistakes being made if his statement was written but not when the statement is recorded and can be listened to. She went on to say that, grant writing is a technical field and that she has brought in approximately \$600,000 for the Manson Parks and Recreation District at a cost of \$6,500 for her wages. Ms Byquist-Freels thanked Mrs. Murphy and stated that it was never the Boards intent to have Mr. Armbruster write the grants just to find them. Ms. Byquist-Freels went on to thank Mrs. Murphy for her work; she then stated that the Board will ask Mr. Petersen to look into grants in the future, Ms. Murphy offered to help Mr. Petersen with this.

Mr. Rau then asked why the current Board hired Mr. Armbruster after the previous Board had fired him; he stated that Mr. Armbruster had many unfavorable reviews. He stated that the previous Board had given Mr. Armbruster a Personal Improvement Plan for him to complete. Mr. Rau asked if the Board reviewed this information. Ms Byquist-Freels stated that this Board did not agree with the old Board on this matter. Mr. Killian asked Ms. Byquist-Freels if Mr. Armbruster was a friend of hers. Ms. Byquist-Freels stated that she did not go to bars with him but she has known him for 20 years. Mr. Killian asked if Mr. Armbruster helped the current board in their campaign. Mr. Bland replied yes he did. Mr. Killian asked if the hiring of Mr. Armbruster was a conflict of interest and asked if Mr. Armbruster hiring was a favor for his help in their campaign. Mr. Ustanik then asked what Mr. Armbrusters job description is and what his hours are. Mr. Petersen replied that Mr. Armbruster would be working Wednesday, Thursday and Friday and average out his hours to 70 hours a month. Mr. Ustanik stated he felt this hiring was premature when there is not even a job description completed for this position. Ms. Byquist-Freels stated the Board wanted to get Mr. Armbruster on board to help Mr. Petersen and Mrs. Ellsworth. Mr. Cameron felt that it appears the boards sole intent is to re- hire Mr. Armbruster. If your intent was to help, the office than you should have interviewed for the position and let Mr. Petersen choose whom to hire since he would be the one working with this person. Ms Byquist-Freels stated that she never ran with the intent to give Mr. Armbruster his job back. Mr. Hautenne explained that the Boards' sole intent was to help Mr. Petersen. He stated that Mr. Armbruster knows where everything is and can help Mr. Petersen get to know the parks. Mr. Rau stated there is another person working for the park who knows allot about the parks and that is Erasmo DeJesus. Mr. De Jesus stood up, stated that he and Mr. Singleton had been doing everything in the parks since Mr. Armbruster left and that he ordered a gas cap from Mrs. Ellsworth in June, and never received it. Mrs. Ellsworth asked him if he had given the proper information needed to her to order the part. Mrs. Libbey, former board member asked if Mr. Petersen had requested the help and why 70 hours. Ms. Byquist-Freels stated that this was a starting point, and there will be a job description for the job in the future, she felt this was the best way to help. Mr. Jeffrey England asked what the Business Manager's job description was and what Mr. Sharp's qualifications were. Mr. Petersen stated that the position was more finance related as well as computer tech oriented; Mr. Killian stated that Mr. Sharp had a MBA. Mr. McGaughey asked if Mr. Armbrusters position was written into the budget. Ms. Byquist-Freels stated that Mr. Sharp's position was. Mr. McGaughey stated so you fired Mr. Sharp to hire Mr. Armbruster, you say you were not here then maybe you should consider the community. Ann Wisdom stated she felt it was crucial to allow Wai Petersen the

freedom to work and find his own way. Ms. Byquist-Freels felt the Board is trying to do this. Mr. Bland stated that Mr. Petersen is highly intelligent and that the job involves a lot of rules and regulation and Mr. Petersen is lacking the experience that Mr. Armbruster has. Mr. Armbruster will be doing what Mr. Sharp was doing because Mr. Sharp was doing part of Mr. Armbruster's former job. Mr. Len England asked if Mr. Armbruster's job coincides with Mr. Petersen's job. And asked how long the interim is. Mr. Petersen, 90 –days. Mr. England asked after 90-days who hires for the position. Mr. Bland stated that he felt Mr. Petersen should hire for the position.

Old Business

Marina Policy: Mr. Petersen went over the Rough Draft of the Marina Policy, see attached draft. Mr. Petersen explained that there are some issues that need to be hashed out. Such as, delinquent payments, local rates and the image of the Marina area as well as the Parks responsibility to follow the RCO guidelines. Ms. Byquist-Freels asked members of the public to pick up a copy of the Marina Policy and provide their input. Mr. Petersen explained that because the RCO provided 2/3 of the income to build the Marina this means the Manson Bay Marina must follow the RCO guidelines requiring a boat to stay no longer than 14 days without removing their boat for a 24-hour period before returning to the Marina.

Alea Grant: Mr. Petersen asked if the Board still plans to apply for the Alea Grant. If so, the Parks needs to get moving on this, as applications are due in May. Ms. Byquist-Freels stated that she is in favor of pursuing the erosion portion. Mr. Petersen stated that accurate plans need to be in place so that the parks can get an accurate dollar amount for time and materials. This way the Parks will know what is needed for the grant request as well as matching funds that will be needed.

Old Swim Hole: Mr. Hautenne stated that the Parks also needs to have the costs and drawings for the Old Swim Hole area for that project to move forward. Mr. Rau explained that there are approved drawings for the Old Swim Hole and that Howe Engineering did the work for this project.

Rescinding of 2009-01: Ms. Byquist Freels read the 2009-01 by law to be rescinded, this was the second reading February 3, 2010. The second reading for the 2009-02 will take place at the next Board meeting.

Individual Park Report

Mr. Bland requested a maintenance walk around.

Wapato Lake Boat Ramp: Mr. Hautenne explained the ramp repair should not be a problem. Mr. Starkweather explained that the ramp needs to be longer as it currently has a design flaw, when boats accelerate to pull onto the trailers they wash out the gravel at the end of the ramp and this causes a drop off at the end of the ramp. Mr. Rau agreed and stated that the ramp is to

short and the drop off has actually damaged boat trailers. Mr. Hautenne felt that using larger size gravel would stop this problem as a temporary fix.

Singleton Park: Mr. Petersen explained that the maintenance building addition would be completed as the weather permits.

Directors Report:

New Position: Mr. Petersen explained that he has been hired as a part time employee of the Manson School District as a Parent Liaison he will work in the evenings and this position will tie into his vision of more community involvement in the Parks system. Ms Byquist-Freels stated that the Board is supportive of this as it is a great opportunity.

Attendance at the Open Public Meetings Act Clinic: Mr. Petersen, Ms. Collins and Ms. Byquist-Freels all attended the Open Public Meetings Act Clinic.

Open Board Positions: There are two positions open on the Manson Parks and Recreation District Board. Mr. Petersen went on to explain the requirements to be a Parks Board member and went over the process for replacing these positions.

Audit: The audit of the Parks is now complete there will be a exit meeting in which the Auditor will give her findings Mr. Petersen has spoke with the auditor and there is nothing major, but there will need to be changes made to the way the parks Board meetings are done.

Signage: The parks need to work on developing a list of signs, the costs, and a standard appearance for signs in the parks.

Hiring of Lanny Armbruster: Mr. Petersen explained as everyone has heard the Board hired former Parks Manager Lanny Armbruster as a part-time employee for a period of three months. Erin from the Lake Chelan Mirror asked Mr. Petersen if he hired Mr. Armbruster or if the Board did. Mr. Petersen replied the Board hired Mr. Armbruster. Mr. Petersen stated that he liked the combination in the office that the parks previously had and that he would like everything at the parks to be transparent and have everything looked at objectively. Mr. Hautenne asked that the bank forms and the investment officer be changed, as the Parks no longer employ Mr. Sharp.

New Business

Bumgarner Building: The Manson School District has purchased property and will be moving the District office to a new location; the property that the Bumgarner Building currently sits on will be sold and the parks will need to decide what to do with the Bumgarner Building. Some options are to purchase the property, move the building to Singleton and use as a community Health Center or let the building go with the property as moving it could be approximately \$25,000. Ms. Byquist-Freels asked for community input on this matter.

District's Priority List: Mr. Bland felt that this would need to be decided after a walk around. Mr. Hautenne gave his numbered list. See attached list of priorities.

Manson Garbage Discussion: Mr. Petersen gave some history of the past garbage situation and stated that cost to pick up the garbage had been around \$3,000. Mr. Petersen explained while it is not the parks garbage he felt that the parks could play a role to help the town. Mr. Petersen

will check the cost of garbage pick-up with Zippy and also check with other agencies and see what the options are. He will also check how many cans are near the Manson Bay Parks as those could be parks responsibility.

Ms Elia cautioned the parks to be mindful that there could be some issue with the gifting of public funds, and that all money must be accounted for parks use. Ms. Byquist-Freels agreed that if three cans are near parks this might be the portion the parks could pay for. Ms. Wisdom, who is a downtown business owner and Manson Business Association member explained that the MBA is currently looking into getting some of the funds from the garbage tax Businesses pay returned to the area to help with this matter. Mr. Ustanik explained that he understood that Chelan County was willing to help with funds but that they could no longer pay to send inmates up to pick-up garbage in the past. Mr. Petersen will look into the matter.

Meeting Adjourned at 8:05 p.m.
Next Meeting is March 11, 2010 at 6:00 p.m.