

**Present:** Mike Eykyn, John Johnston, Ron Bailey. Chris Burgess (absent - excused)

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:00 pm
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment: None**
- IV. **New Business:** Ms. Klugman advised the Commission to set up a restricted asset (cash) account at First Citizens for the donation that was received for Forest Lakes Park. The Commission concurred and Ms. Klugman had paperwork for the Commission to sign. She will get Mr. Burgess' signature at a later time.
- V. **Approval of the Minutes:** Mr. Johnston made a motion to approve the minutes of May 27, 2021. Mr. Bailey seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Mr. Bailey made a motion to approve the financial documents as presented. Mr. Johnston seconded the motion. The motion passed unanimously.
- VII. **Executive Director's Report:** Ms. Klugman asked that the Commission enter Executive Session at the end of the meeting to discuss a personnel issue. She noted that we have promoted Amanda Kapuscinski to the Full Time Bookkeeper/HR position. She is still working at the front desk but is being trained while we advertise and fill administrative assistant position. Mark Spinn has put in his notice and will be moving to California. His last day is Monday, July 26th. Forest Lakes Greenbelt real estate proceedings have concluded and we are waiting on the contract from HLA.
- VIII. **Department Reports:**
  - A. HR / Finance: Frank and Donna continue to be busy bringing on new teammates for the agency.
  - B. Recreation Report: Summer Camps are going strong.
  - C. Operations Report: Mr. Eykyn noted that we should look into adding a cellular version of our POTS phone lines to help save money.
  - D. Family Fitness Plus Report: We would like to bring back our lifeguards but the fitness center is not currently bringing in enough membership revenue each month to support the lifeguard salaries.
- IX. **Department Proposals:** Mr. Burke would like to continue the same membership proposal at \$29 per month with donation of sunscreen. Mr. Bailey made a motion to

approve the membership proposal as presented. Mr. Johnston seconded the motion and the motion carried unanimously.

**X. Unfinished Business:**

- A. **COVID Response:** Ms. Klugman noted that we are almost back to pre-covid levels. Everything is back to normal operations except for the FFP sauna.
- B. **Annexations Update:** We have not received any annexation reports in the last 60 days.
- C. **Capital Improvement Plans:** We are working on a revenue bond for some facility improvements. We are going to do two \$40,000 equipment leases to replace some fitness center equipment and to replace machinery for the maintenance team. We are working off of our current 5-year capital replacement plan with some modifications.
- D. **Forest Lakes Greenbelt Project:** See Executive Director's Report.
- E. **Forest Acres Drainage Easement:** This real estate transaction has concluded and we expect City Storm Water Management to start the project in October.
- F. **St. Andrew's Parks Foundation:** No report at this time.
- G. **Executive Session:** Mr. Johnston made a motion to go into Executive Session. Mr. Bailey seconded the motion.

The Commission exited Executive Session at 8:55pm.

Mr. Johnston made a motion to allow the Executive Director to allocate a one time incentive to selected full-time teammates as well as a one time pay adjustment to selected full-time teammates that are under 70% of the regional median pay for their positions. Mr. Bailey seconded the motion. The motion passed unanimously.

**XI. Adjournment:** The Commission voted unanimously to adjourn at 8:56PM.