

**HOLIDAY PARK  
PARK & RECREATION DISTRICT  
Board of Trustees Workshop Meeting(REVISED)  
Main Recreation Hall  
September 26, 2017 @ 9:00 AM**

**I. Call to Order**

The meeting was called to order by Chairman Dick Gortz at 9:00 A.M as he welcomed the trustees and residents to our first meeting for the season.

**II. Roll Call.**

**Present:** Chairman Dick Gortz, 1<sup>st</sup> Vice Karin Anderson, 2<sup>nd</sup> Vice Brent Corey, Treasurer Don LaMaster, Secretary Dorlis McKinney, Trustees Dave Jones, Bill Mitchell, Betty Hart, Ken Judd and Park Manager Wayne Schofield.

**Absent:** Bob Bachman.

**III. New Business**

**1. 5708 Holiday Park Blvd.-Caregiver Application.**

Application was in question as to whether there was a dog on the premises. Wayne has not seen a dog.

**The consensus is to place the item on the agenda for the next Regular Meeting.**

**2. Lawn Care Contract.**

We currently have American Groundskeeper for Phase I and Phase II, \$7.06 per cut per home, about 21% of our budget goes to the lawn contacts. This company has been with us for approximately seven years. Wayne has concerns and wants to send out specifications and accept bids. Wayne provided a specifications sheet for the Trustees to review with suggestions to improve the contract. Dick will confer with our attorney. Karin suggested sharpening the blades. Holiday Park standards were discussed. Enforcement is key. There were several suggestions made by Trustees on specifying the terms of the contract.

**The item is being tabled.**

**3. Dependent Coverage.**

Dick explained the proposed plans. Some employees want to have dependent coverage which would be \$80-\$85. Bill asked how many want this. Wayne said himself for one. He would like coverage for his wife at no additional cost to Holiday Park. Other employees interested could be considered in the future if needed.

**The consensus is to place the item on the agenda for the next Regular Meeting.**

**4. Increase in Administrative Fee for Property Care.**

Some owners are not keeping up with their property maintenance including mold, mildew, stump removal, weeds. There is currently a fee of \$25.00 fee for each job the park must schedule. Several letters are sent each season to owners

who need to have work completed. We have repeat offenders. Wayne suggests a \$100.00 Administrative fee and a rate of \$20.00 per hour be charged. Dick mentioned a penalty being enforced for those who do not assign a Caretaker. Wayne has to spend hours inspecting properties. The office can, if requested, give names and numbers of suggested caretakers.

**The consensus is to place the item on the agenda for the next Regular Meeting.**

**5. Policy for workers during storm.**

Wayne stated all his staff is very mission essential. We have a duty to Holiday Park and they have families and homes to protect. Some employees left early and some returned late. We were ahead of schedule with preparations for the Park; however, some left on Wednesday and the storm did not come until Sunday. We had no power and it was difficult to contact others. We had no a/c and no phones. Cindi and Wayne were the only two conducting business. If staff uses situations like this as a vacation opportunity he feels they should have a policy to cover this. A strict policy is needed or termination of that employee is needed. Wayne provided a list of suggestions for the policy. Trustees agree with there being a policy put in place with reasonable expectations. Wayne said he is sympathetic to his employees; however, he does have expectations for them. He offered to assist any staff member to make their residence safe. We had 350ft of fencing damaged in the park.

**The item will be tabled to a future Workshop.**

**6. Procedure for not having a Property Caretaker.**

Wayne discussed preparations for the storm, all residents left the park. The phone calls were overwhelming, there were 350 calls etc. and Waynes family took another 350-400 calls. With people being rude and no power it made circumstances difficult. We had 45 homes with roof damage. Caretakers for properties are necessary. Consulting with the Parks attorney, hiring a contractor at owners expense for residential clean-up and further educating residents in the event of a storm was discussed.

**This item will be discussed at a future Workshop.**

**IV. Trustee Comments:**

Brent Corey: No Comment.

Bill Mitchell: No Comment.

Don LaMaster: No Comment.

Betty Hart: No Comment.

Karin Anderson: No Comment.

Ken Judd: He would like the agenda on the website  
Brent said there are two entries on the website. Wayne informed the information given to Trustees on agenda items must be on the website.

Dave Jones: Thanks for the calls to inform him of whats going on in the park, especially at night. Lawn people do not go inside properties.

Dick Gortz: We need a maintenance supervisor/superintendent. The Park Manager does this currently. This would help Wayne as well as the employees. Secondly, opening PhI hall, for storms, isn't a safe thing to do because it isn't certified. There were no tornados in the Park. Roof inspections are very advisable as often as annually.

Betty stated she recommends roof inspections.

Ken said to look at your roof after a storm, often they become loose during a storm. Dick also stated he has received various requests for additional access points such as a pedestrian passage. Also requests to get rid of the large dumpster however we do receive money for this. There are plants growing that have been planted to cover the dumpster.

**V. Resident Comments:**

Wiz LaMaster  
(Lawn Contract): She notices the break area in Ph II trash is left behind by the current company.

Wayne stated this will not be tolerated.

Norb Schneider  
(Lawn Contract): Says he spends extra money on his lawn since the current company does not meet his approval.

Robert Polonis  
(Lawn Contract): We need more mowers. He is experienced in lawn care. Also, wet grass is hard on the mowers. They never trim the back of his house/lawn.

Robert Ogden: The people that need to hear this information aren't here. We need to get the word out.

**VI. Adjournment:  
The meeting was adjourned by acclamation.**

Meeting adjourned at 11:39 A.M.

Respectively Submitted,

Dorlis McKinney  
Secretary