

**Sparta Recreational Authority**  
**Meeting Minutes**  
**January 03, 2019 at 7:00 PM**

1. **Call to Order 7:00 PM**
2. **Pledge of Allegiance**
3. **Roll Call - Present** Maier, Miles, Peak, Shangle, Steffens, VanPatten, Whalen  
**Absent-** Guerra
4. **Additions or Corrections to the Business & Consent Agenda**  
Consent Agenda
  - A. Approve SRA Meeting minutes of December 06, 2018
5. **Approval of Consent Agenda and Business Agenda**  
Moved by Steffens, supported by VanPatten to approve the Business and Consent Agenda.  
Motion carried 7-0
6. **Public Comment**  
None
7. **Public Hearing**  
None
8. **Unfinished Business**
  - A. Grant Updates:  
Viridis Preliminary Construction Cost approval for DNR submittal.  
Moved by Maier, supported by VanPatten to approve Preliminary Construction Cost pursuant to review of Construction Manager. Motion carried 7-0
  - B. Concession Stand update:  
Sanitary Pump / Sewage Lift Station installation was completed and pictures provided.  
Discussion of doors and window installation. Driscon is in control of progress.
9. **New Business**
  - A. Completion of Operations Manual:  
Board consensus that SRA shall hire a parks manager. Committee to complete draft Operations Manual. Operations Committee will prepare a draft job description of Manager.
10. **Committee Reports**
  - Construction committee (Steffens, Maier, Guerra)  
Concerns about top soil on fields. A consultant from Eco Green will evaluate the park Friday January 4<sup>th</sup>. Construction Committee will report back to the board in February.  
Concession stand insulation was discussed
  - Finance committee (Whalen, Shangle)  
Financial statements were provided and reviewed.  
Audit is scheduled for completion in January.

- Fundraising committee (Peak, Steffens, Guerra)  
Acknowledgement letter to be sent to Wahlfield Drilling.
- Communication committee (Miles, VanPatten)  
Updates being added to Facebook page as they become available.  
Website launch on hold until park nears opening date.
- Operations committee (Peak, Guerra)  
Working towards completion of Operation Manual.

**11. Communications**

None

**12. Public Comment**

Tim Kline a village resident was surprised with the board's productivity and pledged his approval of the project.

**13. Adjournment**

The meeting was adjourned by Chairman Whalen at 8:28 pm by executive privilege.