

**MINUTES  
VILLAGE OF FLAT ROCK PARK WORKSHOP MINUTES  
ASSEMBLY ROOM  
JANUARY 11, 2018  
10:30 A.M.**

Following the regular Council meeting, a Park Workshop meeting was held. Those present were Mayor Staton, Vice Mayor Weedman, Council Members Brown, Dockendorf, Gooch, Jamerson and Posey, Village Clerk Parker, and Administrator Boleman. Maureen Adams and Don Farr were also present.

**Discussions:**

**Hiring a Park Manager**

Council Members Brown, Gooch, and Jamerson have prepared a handout showing pros and cons of hiring a park manager, with job responsibilities and duties for review. Ms. Brown stated the park has required many volunteer hours to oversee various matters, which oversight is inconsistent, and she feels there is a strong need for a park manager. She stated the Park Commission has reviewed and endorsed moving forward with hiring a full-time employee or two part-time employees.

Vice Mayor Weedman questioned the need for a park manager since heavy construction will soon be coming to an end.

Park Commission Chairman Don Farr stated there needs to be a public presence at the park, someone in a management role for volunteers to go to instead of several different people.

Council Member Dockendorf stated he feels there is a definite need for a manager.

There were discussions about the costs and whether Park Foundation fundraising could be a resource for funding of such costs. In conclusion, it was agreed the Foundation raises monies for amenities in the park, and it currently is not geared up for fundraising for operational matters.

Discussions of the timeline in hiring a new administrator and park manager ensued. Council Member Dockendorf made the suggestion that a park manager be hired as soon as possible to have more time with Ms. Boleman before her retirement. Council Member Brown made a motion that the Council establish a position for a full-time park manager, and that such position be filled no later than June 1, 2018. The motion was seconded by Council Member Gooch and carried on a five to one vote, with Vice Mayor Weedman casting the no vote.

Council Member Brown stated she would do more research and prepare an appropriate job description and a proposed pay and benefits structure to present to council at a later date.

**2017 Park Survey Results**

Mr. Don Farr presented a handout showing the results of the 2017 park survey that was performed on-site at the park between August – December 2017. During this time, 185 park visitors were

interviewed and responded to a brief questionnaire. The survey was conducted by park volunteers who had been trained to administer the interviews. The interview included nine questions designed to collect data addressing the visitor's frequency of park use, health and fitness routines, primary park activity, amenity usage, time spent, suggestions for future park amenities, level of enjoyment, as well as visitor zip code information to determine where park visitors resided.

Mr. Farr reported Land of Sky will use the information from the park survey in considering a future PARTF grant application from the village.

### **Cost spreadsheet of park amenities**

Don Farr presented and reviewed a spreadsheet containing costs of amenities to be completed in the 2017/2018 and 2018/2019 budget cycles. Such costs totaled \$269,850.00. The amenities described and the projected costs had been approved by the Park Commission, and he asked for Council's authorization to proceed. After discussions, Council Member Gooch made a motion to give the Park Commission authorization to proceed to complete the items in the 2017/2018 budget year totaling \$67,850.00. The motion was seconded by Council Member Jamerson and carried on a unanimous vote.

There were discussions of the Wild Flower Meadow in the FY 2018/2019 budget cycle. Maurean Adams reported the Foundation has donor funds to start the project. Landscape architect Hunter Marks is the designer of the wildflower meadow, and \$12,000.00 is his conservative estimate of the cost to maintain the meadow.

With no further discussions, Council Member Dockendorf made a motion to give the Park Commission authorization to proceed with items in the 2018/2019 budget cycle totaling \$202,000.00 and to present such items for final consideration at the 2018/2019 budget preparation meeting. The motion was seconded by Council Member Gooch and carried on a unanimous vote.

With no further discussions, Vice Mayor Weedman made a motion to adjourn the meeting at 12:03 p.m., seconded by Council Member Dockendorf. The motion carried on a unanimous vote.

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Michelle Parker, CMC  
Village Clerk

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Robert V. Staton  
Mayor