

**BOARD OF PARK COMMISSIONERS  
SUMMARY OF MOTIONS  
REGULAR MEETING  
Park Villa Shelter  
Monday, March 14, 2011  
3:00 p.m.**

**Present:** Bryan Frye, Tom Roth, Andy Solter, John Stevens, Matt Goolsby, Randy Brown

**Absent:** Cindy Claycomb

**Also Present:** Doug Kupper, Director of Park and Recreation, Karen Walker, Interim Supervisor of Recreation, Deborah Lambert, Clerk, Curt VanBoening, Gary Swartz, Lee Engler, Byron Fick, Kelly Harper, James Roseboro, Jerry Jones, Chris Kaegi-Stephens, Judy Newton, John Todd, Kathy Dittmer, Citizens

President Frye called the meeting to order at approximately 3:00 p.m.

**PUBLIC AGENDA**

None

**REGULAR AGENDA**

**Item 1: Approval of Minutes**

**Motion by Frye, second by Roth, IT WAS UNANIMOUSLY VOTED TO APPROVE THE February 14, 2011 regular meeting minutes of the Board of Park Commissioners.**

**Item 2A: Request for Renaming of Grove Park to honor Dr. Glen Dey Park**

Kupper stated that Dr. Glen Dey was a member of the Park Board for almost eight years. There is currently a request from a coalition of neighborhoods to consider naming Grove Park after Dr. Dey.

James Roseboro, 4518 Greenbrier Wichita the president of the Northeast Heights Neighborhood Association and one of the founding members of the Grove Park coalition, stated he knew Dr. Glen Dey since 1985. He stated that Dr. Dey worked diligently for Grove Park in 1961 and 1992 to bring back Grove Park and to tie it in with Great Plains Nature Center, he also worked hard with the Chisholm Creek Park to have the brush undercut, planted trees in these parks and many others. In 1998, Dr. Dey was an advocate to save one park; he donated his own money, bought plants, and designed the playground. He wanted to make it something memorable.

Stevens was in agreement with Mr. Roseboro. Dr. Dey was an outstanding citizen, neighbor and Park Board member. He was a walking Chilton book when it came to parks and what was going on in the country about other communities as well as ours. Stevens stated his support. Frye and Brown agreed.

Curt VanBoening 5219 Plaza Lane, Wichita asked if the park was named Grove Park because it was on Grove Street. He asked if the motion is acceptable under City Council Policy 13.

Kupper affirmed.

Roth asked the procedure if the motion passes.

Kupper said it will go to the City Council for approval.

**Motion by Stevens, second by Frye, IT WAS UNANIMOUSLY VOTED TO APPROVE recommendation to the City Council for Grove Park to be renamed Dr. Glen Dey Park.**

**Item 2B: Request for a possible mountain bike trail on Air Capital Memorial Park (D4) Cowskin Creek at Kellogg area of the City.**

Kupper stated the website shows the area in District V but it is actually a District IV park. There is a request from the Kansas Single Track Society (KSTS) to create a second mountain bike area. The mountain bikers would like a location on the west side of the city.

Lee Engler owner of Lee's Bike Shop at 13303 W. Maple, petitioned the Board for a mountain bike trail at Air Capital Memorial Park, located north of Pawnee Prairie Park (PPP). Engler stated the 10 acre park contains an abandoned rail road, called rails to trails that go along the park. The park is filled with debris and over growth. The area is well suited for a mountain bike trail. Pawnee Prairie Park to the south is used by the equestrians and pedestrians. Kansas Single Track Society (KSTS) is interested in developing the area for a technical mountain bike trail.

Brown asked what a technical trail is.

Engler stated a single trail is for one bike going one way, the technical part is where you go through obstacles, whether it's over roots between rocks between trees it's just something besides on the trail itself. Its items and obstacles you go through.

Engler stated KSTS is very good at building bike trails; they take into regard the erosion factor, the wear and tear to make sure that it will keep in constant condition as it is being used and they will maintain it. Having the bike trail in this area will be very helpful for our neighborhood. This type of trail can also co-exist with other users. Frequent bike riders in the park will decrease likely illegal activities in the park. Cost is minimal with possible signage from the City identifying the park and area for bikers. All design work and development will be performed by volunteers.

Frye asked for public comment.

Brown asked the status of the rail trail.

Kupper answered if the economy should turn around they could focus on creating that, it could be a jumping off point for someone who would like to ride to Garden Plaine on the old railroad corridor. The rail bank basically from Tyler Street to 167<sup>th</sup> Street West and then Goddard has it at 167<sup>th</sup> beyond their city limits to the west and then the Prairie Travelers have the rail bank on west of Goddard. It's just a matter of trying to get this built into the Capital Plan to pave the railroad right of way.

Frye stated they would have to bridge it as there is no bridge over the Cowskin right there.

Kupper stated there is a pedestrian bridge as part of the Air Capital Park; it's just not real conducive to the railroad right of way

Kelly Harper 2306 N. Valleyview Wichita he represents KSTS. He explained they are professionals, blue collar workers with families and 65 year old people out enjoying their bicycles, non-profit organizations and college cross country teams' using this to train for their running. Our goal is to have a trail on the west side of Wichita with trees and obstacles that can be used by the public.

There are three members that have been at the IMBA, a trail building seminar trained to build trails so they won't cause erosion and washout. The Wichita group is avid riders which are insured when they build the trails with their own equipment.

VanBoening asked are they talking about refurbishing part of the park.

Frye answered that is correct.

VanBoening stated not all bikers are considerate as the mountain bikers. He uses Oak Park in the spring time 3 to 5 times a week and bikers are there regardless of the signage.

Kupper stated Air Capital Park is mostly scrub trees, it has just become a wild growth area with a lot of debris and the trees have made it obscure basically.

Frye stated the only thing that connects PPP to Air Capital is the bridge crossing the creek.

Brown asked would you police the park yourselves.

Engler stated affirmative.

Jerry Jones 404 Waverly stated he stumbled onto this sport, wanted to exercise and lose some weight. The association is very conscience and has taken training setting up these trails.

Frye asked are there any questions for Jerry anyone else in the audience have questions.

Chris Kaegi-Stephens 11220 N. Rock Road, Valley Center she is here representing Kansas Horse Council and a board member with Kansas Trails Board Council which she represents the horses in that position. They have concerns about the people that are riding the trails at Pawnee Prairie, are they safe on horseback. The horses are fright flight animals they will want to turn and run from anything approaching them. There have been instances where bikes have been on the trails and don't abide by the rules at Pawnee Prairie Park. With the mountain bike trails right next door at Air Capital she would like to make sure that the safety issue is going to be addressed

Kaegi-Stephens asked if the Park Board would consider having the next meeting in the evening or on a weekend so other people can attend to represent the horse supporters.

Goolsby stated if he were to make a motion to support this park he would want signage on the north side of the bridge saying no bikes allowed in the park.

Goolsby asked Kaegi-Stephens if they experience any bikers in PPP.

Kaegi-Stephens answered, absolutely, they don't follow the rules at all.

Brown asked Kaegi-Stephens if they are dedicated bikers or are they kids.

Kaegi-Stephens replied there are all different kinds including mountain bikers.

Goolsby asked if the entrance to the park off Carwood is a hiking trail and/or a horse trail.

Kaegi-Stephens and Kupper stated yes both a hiking and horse trail. No wheels are allowed inside PPP.

Goolsby asked if a clause could be added to review it in a year, if they would be in favor of trying it for a year.

Kaegi-Stephens stated she thinks if that process were to be put into place where safety was considered and things were set up so that they knew to stay on their side and we'd stay on our side she thinks there is a possibility there. But she is still concerned. If they're already over there, they're going to have the people keep going there.

Goolsby stated that potentially the people in the park right now might not be this specific group that wants to use it because they're not the people here today proposing the trail adjacent to PPP.

Kupper stated hopefully if we created this single track it could alleviate some of the illegal riding that goes on in PPP. They're going to go someplace; we might as well try to think about creating a space strictly for that type of activity. Create the space and create the rules. Hopefully you won't get the neighborhood kids; they might go right through PPP to get to the single trail area. But, he thinks the legitimate mountain bike riders that are seeking a location to do their activity will use Air Capital and not PPP. If the horse people run across bike riders, he hopes they follow the rules and call 911 and report the illegal activity.

Goolsby stated he just wants both sides to try to co-exist.

Kaegi-Stephens stated the problem is horses instinctively have a fright-flight reaction when they have something approaching them at a fast speed, whether it's a runner or a car, a bike, motorcycles, 4 wheelers, etc, you just can't desensitize them to everything. PPP is such a fun place ride when you want to go out and exercise your horses. It presents challenges to us when we ride and you don't have that when you ride down the sand road. She asked are there any other questions.

Frye thanked her.

Frye asked if anyone else had comments.

Judy Newton 14314 E. Hawthorn Wichita stated her concerns about different areas of the PPP being affected by the mountain bikers.

Kupper stated Air Capital Park not PPP, if the Board approves the single track to be created, the only thing that is being considered at this time, is Air Capital, north of Harry, and he stated that specifically clear to the bikers not to even bring a plan that penetrated PPP.

Newton stated they were talking about competition in this park.

Frye stated there are no proposals for competition or meets or rallies at this time.

Kupper stated budget wise fencing that whole park would not work, to make sure that the horse riding public is not impacted adversely that's why there are rules, but if you see it happening, call the police.

Brown stated hopefully this will keep the bike riders out of PPP, by designating a specific area having these people approve it.

Gary Swartz 10021 W. Prairie Woods Ct. Wichita stated he does back up to the park. His concern was separating the two parks, there's construction debris with rebar and wire mesh. Who is going to take care of cutting that up and making sure it's safe for the kids.

Engler stated it would be their responsibility.

Swartz asked can they have a meeting out there to look over exactly what you're planning on doing.

Frye stated well it still needs approved or disapproved yet. Let's see what the board action is and direction to the staff. But it's a good point. Thank you.

Goolsby stated this is a question for Sharon Dickgrafe, the attorney, who is liable if someone does get hurt out there.

Kupper stated that the state of Kansas has Tort Laws that protect designated recreational areas, so we would be protected. The Park Department would have an agreement or Memorandum of Understanding with the Single Track group that would require them to have insurance that protects their participants.

Goolsby stated that he would like this going to his District IV Advisory Board (DAB), so that is his recommendation today.

VanBoening stated he understands they have agreed to maintain Air Capital, sometimes non-profit organizations don't last forever he would hate for the tax payers to get stuck down the road with maintaining it in 10 or 15 years from now.

Goolsby stated this park isn't being maintained at the present time.

Frye stated if there are no other questions we'll bring it back to the Board for discussion. "No more questions".

Frye stated remember what Doug has stressed the focus on Air Capital Memorial Park as a mountain bike trail, he agreed with Goolsby that there should be some additional discussion primarily staff input level in terms of, what kind of things can we do signage wise, what kind of Memorandum of

Understanding with the Single Track Society, what possible cost might we have, and so forth. He thinks that's a motion I'm willing to make for further review to have the staff do and bring back at a future meeting. That is where I'm at on this point, I haven't made an official motion, and I just wanted to let you know where I was at before I do that.

Goolsby stated if Frye can get a second on this he would actually like to do a couple of things. A night meeting with DAB then come back to Park Board meeting but I think for the Board to have all the information necessary to make the appropriate decision and action we should have one DAB meeting and then bring it back to the Park Board. He would also like a chance to ask the community Police Officer to attend the DAB meeting with how many reports they received from people riding horses in the park with conflict of bikes, and see what those numbers are.

Frye stated do you know when your next DAB meeting is.

Goolsby stated yes, April 6<sup>th</sup>, Mr. Grays last one.

Brown stated he's very comfortable with this project and wouldn't have any problem moving forward, however he respects Matt's point of view in his concern with the meeting notice.

Goolsby stated if there has been any misunderstanding or confusion on the horse riders think they have access to the park he thinks it would be best to clear the air before proceeding forward. I'll make a motion to put it on DAB IV agenda for April 6<sup>th</sup> which is at 6:30 at Lionel Alfred Library the branch on South Meridian to discuss to see what their feelings are.

Frye stated to take it to the DAB IV with the same proposal just for review and if the Park Board does this then the decision today that a secondary motion would direct staff to work on a possible agreement or at least investigate the ramifications from a cost stand point could still have that going on, but at the same time while this is going to Matt's DAB.

Brown agreed that if Goolsby's DAB says we don't want it or don't like it then the Board will still have to make the decision.

Goolsby and Frye both agreed the Board will need two motions.

Kupper stated or we can do a friendly motion in the interim...

Goolsby stated he would not be in favor of amending just yet.

Stevens stated he's very strong in favor of citizens having the best utilization of our park land. He wouldn't want to harm any horses or their riders but he feels this is a very good way to utilize some land that is just sitting idle and unmanaged that someone will be there who cares. Do you think this would fit into the scheme of things for our park system and would it be a good utilization of the piece of real estate.

Kupper stated two public statements show there has been illegal activities going on in PPP with people riding their bikes and illegal riding of mountain bikes in Oak Park even though it's signed.

KSTS helped lay out Chapin Park it has a single track, it's not a demanding trail ride but the quality of their work and craftsmanship and their philosophy as it relates to safety is very good. Having illegal activities going on in our system then there is a need to give the riders an opportunity or they will

continue to do it illegally. The park that is in close proximity to our equestrian park makes logical sense giving those people on the westside doing it illegally gives them some place to go. Safety is a paramount both from a single track perspective, the horse riding group and from management perspective. He stated realizing the need to protect both user groups. Logical progression and as pointed out the Air Capital has little use and maintenance. He stated he would like to see this group have that opportunity, but he does support taking it to DAB 4 and letting a larger group of horseback riders and even the single track group have an open discussion in front of the DAB IV before it comes back to the Board of Park Commissioners for the final review.

Frye stated we have a motion.

Kupper stated it is an undone issue so I would bring it back to the next Park Board meeting as unfinished business, without a motion I would bring it back to you all, because it's unfinished if you don't make a ruling today it goes to unfinished business.

**Motion by Goolsby, second Brown IT WAS UNANIMOUSLY VOTED TO proposal to be reviewed at the next to District IV Advisory Board meeting.**

Frye stated then he would like to motion while that is happening the City Staff review this in terms of what kind of expense, what kind of signage and what things we might expect from your recommendation was to see at Air Capital Memorial Park to alleviate some of the concerns for the final review but we go in with our eyes wide open as to what we might expect from a workable agreement.

Frye stated before the Board of Park Commissioners reviews this request again we want the District 4 Advisory Board's outcome.

Goolsby asked is it too much to ask to have that information at the DAB meeting when the discussion there is made.

Kupper stated just so the Board can visualize PPP is the same size as Sedgwick County Park, so think about completely fencing from 13<sup>th</sup> to 21<sup>st</sup> from Zoo Blvd. to West St. that is basically that's a one square mile. He was just wanted it clear, to alleviate bicycles in that park with fencing for the safety of the horseback riders, it is 640 acres. He will do the analysis for the DAB and for the next Park Board meeting. But just realize the scope and magnitude for fencing Sedgwick County Park. He stated for a security to keep bicycles out of PPP that would be the reality, which would be the only way and you would need to fence it. Plus they asked how we could secure it.

**Motion by Frye, second Roth IT WAS 5 to 1 to have the City Staff do an analysis of the cost, how safety can be visualized keeping the two groups separate from Air Capital usage from PPP usage**

**Item 3: Recreation Policies - Presented by Misty Bruckner, WSU Hugo Wall School of Business**

Kupper stated we have Chase Fosse here from WSU. Misty had a family emergency so she won't be here today, but you do have hand out information you can follow along with.

Stevens state he has an objection they didn't receive material that is being presented to the Park Board in advance of this meeting.

Frye asked would you like to make a motion to reschedule the meeting.

Stevens stated he would like to make a motion to reschedule the meeting to April 18<sup>th</sup>.

Frye second the motion.

Fosse asked are you referring to this packet of information. This is not a finished document. This is just stuff we pulled off the internet for examples.

Stevens asked why this wasn't presented to the Park Board before today.

Fosse answered it is just background material.

Stevens asked are you expecting us to make any decision today.

Frye informed Stevens, this was just information, and there would be no required board action today.

Kupper stated the actual action that we recommend today is planned to present findings to citizens and City Council, we need to start mapping that out not to really get your approval but because we don't have anything yet from a policy stand point.

Stevens responded so if you're not asking us to vote on anything, may I withdraw the motion.

Frye stated motion withdrawn, second by Goolsby.

Fosse apologized for this last minute change in presenters.

Stevens wanted to make it noted that he would like materials in advance of any Park Board meeting of making any decision.

Kupper stated at least 10 days prior to April 18<sup>th</sup> we'll start talking about policies and getting the Park Board to approve something to go to City Council, so no later than April 8<sup>th</sup>. Also, there may be a need for couple of sub-committee meetings with Misty and staff between now April 18<sup>th</sup> to review whatever documents maybe forth coming from these reports and these studies.

Fosse stated they were going over today the process of what has been done so far. They had the retreat with recreation staff covering the bullet points, narrowed it down to 5 mission statement alternatives, the discussion with recreation staff what thoughts had been lost through the process so far, what surprises and challenges have been, what excites them. The second retreat which will cover the bullet points and discuss the mission statement, will define goals, reflect on personal challenges, define strategies and identify a kind of sense of communities for each center for a model community. They'll need to research for the Park and Recreation Dept. to identify financial policies for best practices, how to form those policies and cost recovery, what cost recovery is needed to recover. What programs should have what fees. These packets might not be the best but are to identify those that might help identify changes we might want. When you get a chance to look over these things he said he would be very open, receptive and even encouraged on your comments.

Foose stated the third points end at the end of March early April, there will be some focus groups set up in the community for their input on the process, one of the things that would be helpful for us is if the Board could think of major points that would guide those discussions that would find interesting or helpful to ask the community.

Kupper asked has Misty decided how many of those meetings you were going to have.

Foose stated he had no idea.

Kupper stated so if the Board has any recommendations of the number of meetings, by all means we would like to hear that and specific topics they might have.

Stevens stated they need to have a goal and intent statement in here some place, they're trying to maximize the use of our facilities and personnel to deliver the maximum amount of programming to the citizens and they get a lot of verbiage besides that on here and they need to keep that in mind to see that statement put on here in the area of a mission statement, a goal statement. They need to keep in mind what we're trying to accomplish.

Foose stated so your recommendation is that everything leads back to provide the best services to the community.

Stevens stated that is basically what has been through to this point, people were laid off, reorganized the ones that were left, hired a marketing person and maximize the present personnel, present facilities and give us the strongest possible return to the community and citizens in the use of public assets here.

Frye stated as far as community focus groups that's a short time window to do a lot, I don't think we need to go back and do all ten recreation centers or eight now. Maybe at least two or four would be nice in each quadrant.

Brown asked in the focus groups what we are focusing on. We listen but they don't know we're there.

Kupper stated at least one of the things that would need to be addressed in the focus groups is the fee policy, They heard from the people who attended those ten meetings, but that's all well and good, but don't raise the fees.

Foose stated that's what this whole process is about, implementation, they already set what the current situation is in terms of here's the facilities, here's the staffing, and they need some idea what the community wants. But that's what the focus groups are for, giving what we have what best serves you and how do we pay for it.

Kupper stated what the groups buy into is the mission statements. Once you have an opportunity to read this material in the next two weeks that you have been handed today then send us your feedback, it will be sent to Misty and Chase with your thoughts and it can be presented at the working retreat on the 29<sup>th</sup> meeting, but we need to get your thoughts and move forward.

Stevens stated what is needed to create excitement, this is why the marketing person is so important, and all of us helping them to figure how to cause the excitement.

Kupper stated when they decide what the structure fee or recovery policy is, then selling the product at those rates is the other side of it.

Goolsby asked is the private sector offering it considerably less than the Park Dept.

Kupper stated the Park is cheaper and staying in the market as far as league fees.

Frye stated they don't have maybe as nice of facilities at the private sector and they're further away.

Kupper stated others may not take into consideration certain things, maybe they don't look at 100% cost recovery, they may not look at the programming cost, umpires, balls, maintenance of the diamonds and up keep of the fencing. Our competition is the Recreation Commissions, they don't own their assets. They're allowed to use the fields. What they charge is their money.

Brown asked what the Manager says about this.

Kupper stated he's why we're doing this, he doesn't have a preconceived knowledge, he's allowing us to build this and make the creation and take it to the City Council for their review.

Brown states they should only go for 50% cost recovery is all we're going for, that should be the city policy, these are public facilities, we shouldn't ask the people to pay for all of it, so City Council you'll need to fund the difference. They'll either say yes or no.

Solter stated that we can go to the focus group with the right questions to ask and the information to be able to back it up, if it's a waste of time let's not do it. But yet it may help if they start getting information back with positive feedback. He stated some of those questions already came up, what do they charge, what is recovery. They're going to have to give and take, there's not enough money in the budget for everything. They can start framing. The focus groups if their around real issues, good feedback from real people our day to day citizens.

Kupper stated specific questions you want them to react to, instead of global philosophy. Here's your question what's your answer.

Solter stated point well taken.

Frye stated he believes they had a promise at all the Recreation Centers that they would bring back the findings in this process. He stated through the process they would keep those people informed, so we need to do this step.

Kupper stated he didn't think it would end by the end of next month. Finalize and clean up but Hugo Wall might be done, but this process won't be done. The structure is set in place for us to finish the work.

Brown states what happens then after the focus groups.

Foose answered then it goes to City Council, the group came up with say 45% it's complete and present send it to City Council. Maybe it's too high or too low, who's to say.

Brown stated do you think this activity or process proves positive relations for the city park system, then let's move it forward.

Foose stated it's highly dependent upon the situation of the community. To invest in something new or they've had it and cutting it back, just trying to get the facts on the table for all of us.

Roseberg stated he wouldn't like the meetings on same night, it was 3 meetings on same night he would just like a couple meetings but more nights. Make sure to ask the people specific questions.

John Todd 1559 Payne Wichita asked what is the total recreation budget and is 38% of it paid by user fees then what is it.

Kupper stated at 38% we thought we were doing pretty good.

Kathy Dittmer 823 Litchfield she agrees with Mr. Frye you promised people you would come back and talk to them about their findings that would really get the citizens upset if you didn't. This is a Volunteer Board to the citizens you are their government you also need to be specific about how much things cost – explain the cost.

Frye stated thank you Chase.

Solter stated to Chase he did a remarkable job.

Stevens stated Chase did a very good job but with Hugo-Wall we're looking for a business procedure here for us as a department that they to include getting the information out in a timely basis, before we have to make any decisions on. Please carry that message back to Hugo-Wall.

#### **4. Updates from the Director and President**

Kupper stated he received the word today for an additional National Recreation Park Association (NRPA) and Walmart Feeding Grant for our summer activity camp, last year they reported receiving \$46,000 from Walmart through the NRPA to support our summer activity camps and the SOD program, they have some funds left over from that, also awarded \$10,000 for the summer 2011 helped with costs of the summer activity camps.

Kupper stated a couple of projects moving forward on the lighting at Riverside Tennis Center has been completed, the number of light fixtures has been reduced, but it's bright enough now that the obstructions in the courts have gone away. We've awarded 2 of 3 contracts for tennis court refurbishing at Edgemoor, McAdams and Riverside.

Kupper stated Council approved Genesis, LLC to manage the Ice Center. The management will take over on May 1, 2011, very excited for the partnership it's a local company and hands on with immediate response.

Hoped to have RFP's for Boston and Osage on the streets, but there was a major rewrite go on we hope to have that out before the next meeting. They're trying to find a partner to operate both Boston and Osage they're moving that restructure as well.

It's out for bid on the Dog Park by the end of month before Park Board meeting going forward on that as well.

CIP watch for press releases and meeting notices. Capital Improvement Program should be taken out to DABs for April or May for feedback and involvement, if anyone needs a copy of the existing.

Frye asked go ahead send one

Kupper stated what you helped build 9 months ago.

Advertising for a Recreation Division Manager position, Karen Walker is deciding if she will be apply or not, a nationwide search closes at end of month, so we'll be reviewing candidates for that position in April.

Final on the Marketing position reviews by HR has not been accomplished, this has not been offered nor accepted, possible by April 18<sup>th</sup> meeting we'll have hopefully a candidate that I can let you know who that person is.

Arborist and construction supervisor interviews this week, so we should be fully staffed management wise by the end of April.

Frye stated the Marketing position had 62 qualified candidates that made it through the HR screening they narrowed it down to three to choose and all three were excellent candidates. On Genesis and the Ice Center it's been unfortunate that one of the things that has been lost in all the publicity is the \$300,000 in new capital improvements. After our last Board meeting, when we did a walk through, it was clear the Ice Center needed some TLC.

Frye stated next meeting at Botanica located at 701 N. Amidon.

## **5. Issues on the Horizon**

### **Item 6: Adjourn**

There being no further business, the meeting was adjourned at approximately 5:45 p.m.

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**Bryan Frye, President**

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**Deborah Lambert, Clerk**