Present: Geraldine Silvester – Chairperson
Rod Kent
Don Pollock
Myrna Peterson
Jarrod Klassen – appointed to the PRPA by the Town of Central Butte as of January 5, 2015

Absent: Devone Miner; Mike Gerbrandt; Bob Olynick

Also Present: Michelle Mackow; Park Manager/Administrator;

Call to Order: **With a quorum being present, Board Chairperson, Geraldine Silvester, called the meeting to order at 4:10 pm**

In Camera Requests:
- no requests

Agenda:

- Additions**:** Human Resources report was added to #13 of the agenda by Don Pollock

012:2015 R.Kent/J.Klassen
THAT the agenda for the January 15, 2015 Regular Board Meeting is approved.
CARRIED

Approval of the Minutes:
013:2015 M.Peterson/D.Pollock
THAT the minutes for the November 13, 2014, regular board meeting are accepted as presented.
CARRIED

Matters Arising From the Minutes:

- No matters

Correspondence:

- Correspondence from November and December:
  - all correspondence has been reviewed and filed as presented.
  - application for AED was sent before Christmas.

014:2015 D.Pollock/Rod Kent
THAT it is the responsibility of the Palliser Regional Park rate payer to ensure that payment made for applicable taxes is accepted and a receipt is issued in a timely manner and **THAT** late payments will result in penalties.
CARRIED

015:2015 J.Klassen/M.Peterson
THAT the renewal and invoicing on the Palliser Regional Park's 2015 insurance policy has been reviewed and accepted.
CARRIED

Delegation:

- No delegation

Financials:

- financials were not presented at this meeting

Old Business:

- No old business

New Business:

- Presentation of outstanding taxes for 2014: those with outstanding taxes will receive an Auditor's Note from the auditor performing the R.M. of Maple Bush's audit; no other action will take place at this time.

2014 outstanding taxes as of December 31, 2014

	Arrears	Current	Total
Prairie South	$ 9,213.38		$ 9,213.38
Palliser Park	$ 2,747.55		$ 2,747.55
Totals	$ 11,960.93		$ 11,960.93

PRPA Questions and discussion period:

- Nothing

Reports:

- Park Managers report was presented by Park Manager and forms a part of these minutes.

016:2015 J.Klassen/M.Peterson
THAT the site permit holder for #711 will be asked to move to site #712 to accommodate maintenance to septic on site #711, and area, in 2015.
CARRIED

- a discussion regarding garbage service in the Park took place after the Park Manager presented observations of the garbage service and fees over the last two years. The Park Manager's observations are that the garbage bins are being used early in the season for renovation type materials. Park Patrons should already be aware that each time a bin is tipped it reflects on the rates in the Park. The Park Manager has provided correspondence to patrons on more than one occasion defining the proper use of the bins as tied black garbage bags for household garbage only. Board Members are asking the Park Manager to place large reno-bins in the Park for a period of time beginning with the May long weekend, to accommodate any renovation materials from patrons as they prepare for the upcoming season. This will need to be heavily communicated to the public to assure usage and participation in this program as the bins are costly.

- Human Resources Committee report that evaluations for Park Manager/Administrator and Office Manager/Bookkeeper are complete and will be discussed with each individual on January 29th at 1:30 pm at the Park Office.

Next Meeting:

- February 12, 2015 at 1:30pm

Adjournment:

017:2015 M.Peterson

THAT this meeting is adjourned. (6:10 pm)

Minutes approved this day of , 2015

_____ _____

Geraldine Silvester, Chairman Michelle Mackow, Park Manager/Administrator

Park Managers Report – January, 2015

Legislation:

- Governance committee report to be presented at Feb regular meeting concerning progress with building bylaw, zoning bylaws, rules and regulations for ptc, seasonal, general bylaw,
- Progress on vision and mission statements for PRPA;

Operations:

Marina

- 2015 slip fees and moving forward to be presented in the infrastructure committee report at February regular meeting

Pool

- pool committee report regarding the future of the pool to be presented at February regular meeting
- 2015 pool plans to be presented with the pool committee report at the February regular meeting

Kid Camp

Concession

Admissions

Farmers Market

Golf Course

Mainstay Inn

Public Beach Area

Website

Water

- 2015 plans to water infrastructure to be presented by the infrastructure committee at the February regular meeting

Roads

- 2015 plans to be presented by the Roads Committee at the February regular meeting
- tenders for grading and graveling to go out before the February regular meeting

Signs

- meeting with a local artist regarding signage at the park

Sewer / Garbage

- tenders to go out before February regular meeting
- 2013 and 2014 evaluations and analysis on this service and the charges is to be presented by Park Manager at the February regular meeting.

Electrical/ Power

- 2015 plans regarding electrical and power to be presented by the infrastructure committee at the February regular meeting
- 2014 power evaluations and analysis summary to be presented by Park Manager at the February regular meeting.

Lights

Seasonal Sites

Daily/weekly/sites

- reservations begin March 2, 2015

DLCD

PTC

Human Resources:

Board Memebers:

- updates to orientation and information binders will take place on January 15th and February 12th

Staff

- Advertise for another mature maintenance person for full time from April to October

Operations Manual

- Ongoing

Patrons

- did correspondence through email before Christmas to Meadowlark Mesa, all PTC lessees and all seasonal site permit holders whose email address is on file.

Committee of the Board

- PTC #2 – Kegan Summers
- PTC #3 – Mike Bundus
- Meadowlark Mesa – Carol Wilson
- Walleye Cove – Roberta De Gagne
- Schooner Bay – Bill Betts

- need to really encourage the rest of the Park to find a representative to participate on the Committee of the Board. The Committee of the Board should be having at least one meeting a season and bringing the results to the Park Manager who will take the information to the PRPA.