

**EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT**

**BOARD MEETING MINUTES**

**NOVEMBER 15, 2016**

**\*THIS IS A DRAFT UNTIL APPROVED BY BOARD ON DEC 20, 2016\***

The Excelsior Springs Parks and Recreation Department Board meeting held November 15, 2016 was called to order at 1909 hours.

Roll call was taken with nine members present.

**MEMBERS PRESENT:** President – Reggie St. John; Vice President – Scott Smith; Secretary – Christy Marker; Treasurer – Sherri Branson-Hurt; Jason Cole, Lynette Manley; Susan McAuliffe; Jody Pasalich; Jake Simmons

**CITY COUNCIL LIAISON:** Brad Eales

**STAFF PRESENT:** Nate Williams, Director; Chad Clevenger, Parks Superintendent; Janet Morehead, Administrative Assistant – Parks and Recreation

Parks and Recreation Board President Reggie St. John called for the consideration of the agenda.

Susan McAuliffe made the motion to approve the agenda as presented. Christy Marker seconded the motion, motion passed, 9 – 0. A show of hands vote was taken: Ayes – 9 – Sherri Branson-Hurt, Jason Cole, Lynette Manley, Christy Marker, Susan McAuliffe, Jody Pasalich, Jake Simmons, Scott Smith, Reggie St. John Nays – 0

Sherri Branson-Hurt made the motion to approve the minutes of the October 18, 2016 Parks and Recreation Board meeting as presented. Susan McAuliffe seconded the motion, motion passed, 7 – 0 – 2. A show of hands vote was taken: Ayes – 7 – Sherri Branson-Hurt, Lynette Manley, Christy Marker, Susan McAuliffe, Jake Simmons, Scott Smith, Reggie St. John Nays – 0 Abstained – 2 – Jason Cole and Jody Pasalich They were not in attendance at the October 18, 2016 Parks and Recreation Board meeting.

Reggie St. John asked for the financial report.

Nate Williams gave a report on the Finance Committee meeting along with a financial report.

The Finance Committee met at 6:00 p.m. before the board meeting. Nate Williams had been asked to revisit areas of the FY 16/17 budget on both the revenue and expense side to see a more balanced budget.

Nate Williams presented several budget cuts to the Finance Committee including the following: no truck purchased, reduction in recreation supplies purchased, moving the Milwaukee Street expense and Curtis Avenue equipment to FY 15/16 instead of FY 16/17 for a cut of approximately \$131,000. Adding back in approximately \$10,000 for finishing the Curtis Avenue Park, purchase new basketball goals that hang on the rims, and to put the final touches on Piburn Ball Field. That brings the budget cuts to approximately \$121,000.

Nate Williams presented several items to generate revenue: gazebo rental policy – change to hourly rate and to a tiered system, i.e. Century Park gazebos would cost more than the gazebos at Sunnyside ; sponsorship signs on outfield fence at Piburn; sponsorship signs on the dog park fence; raise all youth fees by \$5.00 per child; re-evaluate the school agreement.

At the end of the year instead of \$94,000 being left there would be \$225,000 left with a swing of \$131,000. This difference is just with cuts and no estimated revenue increase.

After questions were asked and answered about the financial report, Christy Marker made the motion to accept the financial report dated October 31, 2016 and prepared November 7, 2016. Sherri Branson-Hurt seconded the motion, motion passed, 9 – 0. A show of hands vote was taken: Ayes – 9 – Sherri Branson-Hurt, Jason Cole, Lynette Manley, Christy Marker, Susan McAuliffe, Jody Pasalich, Jake Simmons, Scott Smith, Reggie St. John Nays – 0

## **STAFF REPORTS**

Nate Williams updated the Board on the Kibler Park project. Support poles have been sanded, primed and painted. Other parts of the play structure have been refurbished and repainted. The play structure is being readied for the arrival for the fire replacement pieces. What is there looks really nice! Kudos to Chad Clevenger and his crew!

Scott Sapp attended the Certified Playground Safety Inspector class this past week and took the test on Thursday. Test results will be back in two to four weeks. With Scott passing the test, that will give the Department two Certified Playground Safety Inspectors. Chad Clevenger is CPSI certified.

Chad Clevenger and Scott Sapp attended the Northeast Regional Maintenance Conference on November 3, 2016 in Columbia, MO. They attended workshops on Turf Fertility, Managing Invasive Species, Tree Risk Assessment, Painting – Tips from a Pro, Chain Saw Maintenance, Maintenance Versus Inspections for Playgrounds, Safety for

Working from Heights. Chad said that these were basic information sessions but got you to thinking.

Christy Marker asked how the senior citizens were adjusting to the new facility. Nate replied that the first couple of days were stressful, one being that the tables and chairs arrangement is much different than it was and was an adjustment but the participants are doing well. Congregate numbers have risen slightly and more chairs were added for Music Day this past Thursday.

UMKC School of Pharmacy hosted a Health Screening for the Senior Center on Monday, November 14. Blood pressures and blood sugars were checked. Presentations were given on Fall Prevention and Calcium and Vitamin D.

OATS busses are contracted through MARC to pick up and take the Seniors home. So there is not an issue with getting people to the Community Center.

The coffee machine was fried on the opening day of the Community Center. The wiring was not right for the coffee machine and SFS Architecture has made sure that was corrected. SFS will be purchasing a new coffee machine.

There will be a Parks and Recreation sign placed over the Recreation Coordinator's desk area. It will be in the new design like on the agenda.

All employees are working together to make this transition and opening of the Community Center smooth.

### **COMMITTEE REPORTS**

Committee report was accomplished when discussing the financial report.

### **OLD BUSINESS**

Old Business was accomplished in the Staff Report.

### **NEW BUSINESS**

Nate Williams is due for his year evaluation. There are two items included in this board packet – one is job description and the other is an evaluation form. Nate will send this evaluation form out in word doc to the Board members. Reggie St. John is asking that it be completed and returned to him by December 10. Please make comments where it asks for comments. Reggie will then compile the responses and there will be a closed session at the December meeting.

Nate Williams met with four scouts and their parents. The scouts want to start their

Eagle Scout projects of building a dog park. The dog park was discussed. Based on the discussion, each scout will be working on a different area – large breed section, small breed section, fence and amenities. The scouts would do the work and the Parks and Recreation Department would buy the supplies.

Nate plans to present this project to the Capital Improvements Authority in December for discussion and return in January for approval.

Nate Williams is asking for the Board to approve the disposition in a secure manner of approximately one and one half cubic feet of Participant Registration and Attendance Records for FY 2011-2012 including soccer, baseball/softball, volleyball basketball, Pitch Hit and Run, Hershey Track and Field, tennis, etc.

After discussion, Susan McAuliffe made the motion to securely dispose of the approximately one and one half cubic feet of Participant Registration and Attendance Records for FY 2011-2012 because their usefulness has run out after a minimum retention of 3 years.

Christy Marker seconded the motion, motion passed, 9 – 0. A show of hands vote was taken: Ayes – 9 – Sherri Branson-Hurt, Jason Cole, Lynette Manley, Christy Marker, Susan McAuliffe, Jody Pasalich, Jake Simmons, Scott Smith, Reggie St. John  
Nays – 0

## **OPEN DISCUSSION**

Nate Williams handed out reminder cards for the Piccadilly Gala on March 25, 2017 – Let's Flamingle. There will be a presale party on January 13, 2017 at Ventana.

The Parks and Recreation Department has been nominated for a Community in Health Action Award for their involvement in the Walk Around Clay County. This luncheon is next Tuesday. This letter arrived in the mail today.

The Parks and Recreation Department was awarded a Work Base Learning Site certificate at the Excelsior Springs Job Corps luncheon this week.

Nate Williams shared a copy of the 2017 Parks and Recreation Department calendar. It is on Facebook. Calendars will be distributed to the elementary schools when they arrive.

Nate reconfigured some of the fliers/brochures for the Department. They were available for the Expo on Saturday, November 12.

Nate distributed Zombie 5-K shirts to the Board members.

December 3 is the Candy Cane Hunt. It will be at 11 a.m. at the soccer fields at the

