

EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

BOARD MEETING MINUTES

JANUARY 15, 2013

The Excelsior Springs Parks and Recreation Department Board meeting held January 15, 2013 was called to order at 7:05 p.m. by President Sharon Powell.

Roll call was taken with 9 board members present.

MEMBERS PRESENT: Sharon Powell, President; Reggie St. John, Vice President; Susan McAuliffe, Secretary; Keith Bowen, Treasurer; Sherri Branson-Hurt; Zac Ganzer; Theresa Henson; Dennis Lollar; Christy Marker

COUNCIL LIAISON: none

STAFF PRESENT: Katie Noyd, Director; Janet Morehead, Administrative Assistant – Office; Steve Porter, Maintenance

Sharon Powell asked for consideration of the agenda. There were no changes.

Christy Marker made the motion to approve the minutes of the December 18, 2012 Parks and Recreation Board meeting as written. Reggie St. John seconded the motion, motion passed, 8–0–1. A show of hands vote was taken. Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0 Abstained – 1 Theresa Henson abstained because she was absent from that meeting.

Reggie St. John made the motion to approve the minutes of the December 13, 2012 called Parks and Recreation Board meeting as written. Dennis Lollar seconded the motion, motion passed, 6–0–3. A show of hands vote was taken. Ayes – 6 – Zac Ganzer; Theresa Henson; Dennis Lollar, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0 Abstained – 3 – Sherri Branson-Hurt, Keith Bowen and Christy Marker abstained because they were absent from the December 13, 2012 meeting.

After questions were asked and answered, Reggie St. John made the motion to approve the December 31, 2012 expenditures as received. Zac Ganzer seconded the motion, motion passed 9 – 0. A show of hands vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

STAFF REPORTS

Katie Noyd shared information about the Senior Center's current menu and activities. Katie met today with Denise Bedford, Senior Center Administrator, and Theresa Green, Senior Center volunteer. They brainstormed about activities for the Senior Center including a Senior Citizen Appreciation Day, Senior Center brochure, how to attract and keep participants, etc. Theresa Green, Denise Bedford and Katie Noyd will be hosting a stop on the Excelsior Springs Chocolate Tour on February 2, 2013 at the Senior Center in the Community Center.

Denise Bedford attended a MARC meeting yesterday and one of the discussion items was the Senior Helper program.

The Board asked Katie to bring back to the next meeting the number of participants and activities that the Senior Center offers and to add a Senior Center staff report.

Katie informed the Board that youth basketball started on Saturday, January 12 and that Start Smart for youth soccer signups are going on.

There were no questions for Steve Porter on his staff report.

COMMITTEE REPORTS

The Parks Committee met at 6 p.m. tonight. They reviewed the current project list, prioritized the projects, and added new projects. Katie will finish editing the list and send it to the board members.

The Park Foundation Committee was discussed. There will be 9 committee members on the Foundation with the Parks and Recreation Board President and Parks and Recreation Director as ex-officio members. The Foundation will fund raise, promote and support events and activities in the parks.

Sharon Powell and Katie Noyd discussed the Parks Foundation with the following: Stephanie Landwehr, Kevin Morgan, Kim McElwee, Tray Harkins, Keith Winge, Christi Rice, William Greim Jr. These seven were asked and consented to serve on the Park Foundation Committee.

Christy Marker made the motion to appoint the following to the Park Foundation Committee: Stephanie Landwehr, Kevin Morgan, Kim McElwee, Tray Harkins, Keith Winge, Christi Rice, William Greim Jr. Susan McAuliffe seconded the motion, motion passed 9 – 0. A show of hands vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie will send out Foundation notes.

OLD BUSINESS

Katie discussed that the City of Excelsior Springs has updated their purchasing policy. The Purchasing Procedures of the Parks and Recreation Board Policy Manual need to be updated or amended to be in accordance with the changes that the City has made.

Purchasing Procedures:

Old Policy (pg 13-14)

- a. If a purchase is \$250.00 or greater then a purchase requisition is required prior to purchase.
- b. Purchase of items, included in the budget, costing five hundred (\$500.00) to four thousand nine hundred and ninety nine dollars and ninety nine cents (\$4999.99) must be purchased upon written (can be faxed) bids submitted and awarded by the Department Head. There is a 5% variance consideration on bids from local businesses.
- c. Purchase of items costing five thousand (\$5,000.00) to nine thousand nine hundred and ninety nine dollars and ninety nine cents (\$9,999.99) must be approved by the head of the department plus the Parks and Recreation Board, after bids are submitted.
- d. Purchases of items ten thousand dollars (\$10,000) and greater required sealed bids through formal advertising. Bids must be approved by the head of the department plus the Parks and Recreation Board.

New Policy

- a. If a purchase is \$0-\$999.99, a purchase order is not required. Phone bids are encouraged, but not required for purchases over \$250.
- b. Purchase of items, included in the budget, costing \$1,000-\$9,999.99, require a purchase order. Three bids (written or by phone) shall be obtained and tabulated. Purchase of items costing five thousand (\$5,000.00) to nine thousand nine hundred and ninety nine dollars and ninety nine cents (\$9,999.99) must be approved by the head of the department plus the Parks and Recreation Board, after bids are submitted.
- c. Purchases of items ten thousand dollars (\$10,000) and greater require sealed bids through formal advertising at least once for a minimum of fourteen (14) days. Bids must be approved by the head of the department plus the Parks and Recreation Board.”

Zac Ganzer made the motion to approve the changes of the purchasing policy of the Excelsior Springs Parks and Recreation Policy Manual to be in accordance with the purchasing policies of the City of Excelsior Springs. Reggie St. John seconded the motion, motion passed, 9 – 0. A show of hands vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie Noyd informed the Board that she has contacted companies about the HVAC, roof, and retaining wall at the Community Center. She will meet with representatives of these companies to discuss ideas, costs, and priorities on these projects.

Katie discussed the Capital Improvement Authority meeting that she attended on Monday, January 14, 2013. The CIA is in favor of a new community center but they would like to know proposed costs, proposed locations, who would run it, what amenities would be in the center, i.e. pool, track, gyms, etc. She understood that more information would be given to the Capital Improvement Authority.

NEW BUSINESS

Katie talked about the Department's replacement plan and schedule for vehicles and equipment. The goal for the Department is to replace vehicles and equipment approximately every five years.

The Department has had the mower for four years and feels that since it is heavily used and is starting to have issues, it is time to get a replacement. Staff would like to keep the current John Deere 1445 mower as a backup mower for this summer and then sell or trade it.

Park staff has been in contact with John Deere in Kearney for a bid on a John Deere 1445 mower. John Deere has the state bid on this item. Mower specs include four wheel drive, 72 inch deck, dual tires, and a 7-Iron II side discharge. Staff requests that the Parks and Recreation Board approve the purchase of a John Deere 1445 Mower from John Deere through Fries Lawn & Leisure for \$22,199.76.

Susan McAuliffe made the motion to approve the purchase of a John Deere 1445 mower with four wheel drive, 72" deck, dual tires and a 7-Iron side discharge from John Deere through Fries Lawn and Leisure. Theresa Henson seconded the motion. Various questions were asked and answered. The money for the mower is allocated in Capital Expenditures under 210-1001-451.74-01 Machinery Purchased. Motion passed, 9 – 0. A roll call vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie presented the information for the purchase of a 2013 ¾ ton four wheel drive truck with a flatbed and with a trade in of the 2001 GMC ¾ ton truck.

Three truck bids were received in response to the publicized and distributed bid specifications. The following bids were received: Chuck Anderson Ford-\$29,058.36 with the trade in value of \$5,500 for a total of \$23,558.36; Midway Ford-\$30,750.52 with a trade in value of \$2,500 for a total of \$28,230.52; and Westfall O'Dell-\$33,013.00 with a trade in value of \$6,575 for a total of \$26,438.

Reggie St. John made the motion to purchase a 2013 F250 for \$29,058.36 and a trade-in value of \$5,500 for the 2001 GMC ¾ ton truck from Chuck Anderson Ford. Christy Marker seconded the motion. Questions were asked and answered. Motion passed 9 – 0

with a roll call vote. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

The Department has been assessing our playgrounds and has found some cosmetic issues:

- Siloam Mountain Park playground has graffiti issues in the roofs.
- Lincoln Park playground has rust issues on the overhead ring trek.
- Sunnyside Park playground has rust issues on the overhead ring trek; need to replace bubble panels for safety panels, and locking mechanisms for the bridge.
- Kibler Park playground has graffiti issues in the roofs and we need to replace bubble panels for safety panels.
- The graffiti issues in the roofs include people using knives, etc to carve into the hard plastic. Staff has tried to sand these down but they cannot cover the drawings. The issues with the bubble/mirror panels include people burning holes in them.

The department has been in contact with Playpower about replacing these items. The Department would like to purchase the materials from Playpower to alleviate the problems at Siloam Mountain Park and Lincoln Park and install the pieces this winter/spring. Part of the playground structures at Sunnyside and Kibler Park needs to be painted and this will be a more time consuming endeavor and may be better suited for the fall after the children go back to school. Approximate cost to replace the pieces at Kibler Park and Sunnyside Park are \$7850.

Katie and Steve Porter met with the Parks committee tonight at 6:00 p.m. The Parks Committee would like to see something different than monkey bars to replace the rings at Sunnyside Park and Lincoln Park. Ideas that were tossed about were stepping posts with security poles or some sort of balancing structure with hand holds.

Consensus is to table the playground issues until next month when more information can be presented.

OPEN DISCUSSION

Reggie St. John said that the new roof on the comfort station at Eddie Raper Park looks good.

Guttering needs to be installed and the inside is still under renovation. The Department is working with Ed Gouldsmith, Electrical Trades instructor at the Excelsior Springs Career Center and his students to install the lighting system. Motion detector lights have been installed on the outside of the building, one points to the north of the building and the other points to the south of the building.

Bars will be installed in the windows for security and Plexiglas panels will be used to cover the windows in the winter.

At 8:20 p.m. Reggie St. John made the motion to take a five minute break and then go into closed session pursuant to Section 610.021 RSMo. (2) Real Estate and (3) Personnel. Zac Ganzer seconded the motion, motion passed, 9 – 0. A show of hands vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Meeting went to closed session at 8:25 p.m.

Zac Ganzer made to the motion to come out of closed session. Theresa Henson seconded the motion, motion passed, 9 – 0. A show of hands vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Sherri Branson-Hurt made the motion to adjourn the meeting. Theresa Henson seconded the motion, motion passed 9 – 0. A voice vote was taken. Ayes – 9 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Meeting adjourned at 9:15 p.m.