

# **EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT**

## **BOARD MEETING MINUTES**

**JANUARY 18, 2011**

The Excelsior Springs Parks and Recreation Department Board meeting held January 18, 2011 was called to order by President Sharon Powell.

Roll call was taken.

**MEMBERS PRESENT:** Sharon Powell, Joyce Green, Reggie St. John, John Lacy, Theresa Henson, Jeff Duncan, Bill Griffey III

**MEMBER ABSENT:** Susan McAuliffe

**STAFF PRESENT:** Steve Sellers, Director; Janet Morehead, Administrative Assistant; Steve Porter, Foreman

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

Joyce Green made the motion to approve the minutes of the December 21, 2010 Parks and Recreation Board meeting as written. Theresa Henson seconded the motion, motion passed, 7 – 0.

The December 31, 2010 financial report was discussed. John Lacy asked Steve Sellers if he had thought about amending the budget. Steve Sellers asked John Lacy if the budget should be amended as we go or what his suggestion would be. John Lacy suggested amending the budget mid-year and looking at it in March.

Theresa Henson asked about the Johnny of the Spot charges. Janet Morehead answered that these are the invoices for November before they were picked up.

Sharon Powell asked if Steve Sellers had opened up an Orscheln account. Steve Sellers was not sure but will check it out and bring the information back to the next meeting.

John Lacy made the motion to approve the December 31, 2010 Financial Report as presented. Reggie St. John seconded the motion, motion passed, 7 – 0.

### **STAFF REPORT**

Steve Sellers reported that youth basketball finished up their second Saturday of games. The first day was hectic and the second Saturday was much better. Approximately 900 parents, grandparents and spectators are at the games throughout the day.

The Young Picasso Club continues to draw artists. Steve Sellers met with Kathleen Fenton, Young Picasso Club instructor, and she will be helping with the data base because she is already using Facebook to advertise the classes. The Department is not quite ready to go there but continues to gather addresses and expand our data base. Steve feels that the art classes are a benefit to the community and also to the Parks and Recreation Department.

Elaina Lamley continues to offer the 20-15-10 exercise class and the senior center exercise class. She is not offering Bootcamp but is looking at restructuring it under a different name. She is also looking at different classes to offer.

Kelli Cox, exercise instructor, decided not to teach here anymore. She notified her class participants and the Department at the end of December. Advertisements for a new instructor have been published in the Town and Country Leader. Steve Sellers has contacted others within the exercise field for instructors.

Joyce Green said that Kelli Cox was a wonderful instructor and the reason we lost her was because there were not enough numbers in the classes. Joyce is thrilled that the Department is starting to work with emails and the internet. She feels that to reach the people, the internet is going to have to be used.

Steve Sellers reported that the Department is collecting email addresses along with cell phone numbers to be able to reach people through text messaging and text alerts, also. The gym supervisors are collecting addresses and phone numbers at practices and the games. We are looking at a Facebook page to get information available to those that use Facebook. It will take us some time but hope to have the emails up and running within the next two weeks, at least on an experimental basis. Parents are very enthusiastic about the emails.

There were 55 participants signed up to receive phone calls from Santa on December 21, 22, and 23. Approximately 50 children had conversations with Santa. Santa talked to kids from the age of 2 up.

Janet Morehead thanked Jeff Duncan for working with her on the Excel spreadsheets. With Jeff's excellent help and patience, a daily monies spreadsheet was developed. It shows the amount of cash or checks that was received each day for each activity offered. It also lists the totals for the day and month.

Jeff also worked with Janet on the Activity spreadsheets. Those reports will show the amount of monies taken in for the activity and cost of supervisors, officials, etc.

A big thank you to Jeff Duncan.

Sharon Powell hired two new supervisors for the programs. Carol Dooley is still working and Sharon hired Josiah Walters and Jesse Stroud. They have been working with Steve Sellers at the basketball games. Stephanie Baker, Human Resource

Coordinator for the City of Excelsior Springs, and Sharon decided to hire two more supervisors as to not have the same situation if one decides to quit and the Department is left shorthanded.

Steve Porter and crew plowed snow from the Center parking lot on January 10 and 11. The Senior Center was closed on January 10, 11 and 12. Snow removal continues as needed.

The crew has been working on the maintenance shed on the colder days. The shed is being insulated and sheeting is being put on the walls.

On the nicer days, the railroad ties are being removed from Kent and Outlook. Eventually landscaping will be done where the ties are being removed.

The old, outdated swings have been removed from the parks. Steve Porter is compiling information for new swings and swing sets.

Steve Porter is working on an inventory list at the maintenance shed. This will list equipment, etc.

Steve Porter is also working on documentation for reimbursement for the Siloam Mountain walk trail.

The piers have been installed for the rebuilding of the Siloam Mountain walk trail. Due to weather, the project is on hold. The lumber is being stored inside. When the weather improves, Steve Porter will take the inmates and work along Chad Birdsong and his crew on the trail.

Steve Sellers wants the Board's direction about posting closed signs when the weather creates hazards for users of the walk trails. The wooden parts get extremely slick no matter how well they are cleaned off.

Steve Sellers said that Steve Porter and the crew were able to get the snow cleaned off of the parking lots and trails but it takes too long to trailer the tractor and blade from place to place. The tractor has a 5' blade on it. Steve Sellers has advertised for an 8' snow blade that would be installed on the 2001 GMC ¾ ton pickup truck. Notices have been put in the paper for bids with a due date in about a week and half. The three bids that have been received are between \$4,300 and \$4,700 for an 8' snow blade, installed. Steve Sellers feels that this would make better use of the crew's time. With the Board's permission, Steve Sellers would like to purchase and install a snow blade on the truck for less than \$5,000.

Discussion was held. John Lacy made the motion to accept Steve Seller's recommendation to purchase and install a snow blade on the GMC ¾ ton pickup truck with a purchase and installation price of up to \$5,000. Jeff Duncan seconded the motion, motion passed, 7 – 0.

Steve Porter received prices for a keystone wall for Sunnyside Park. He feels that he can repair the wall using rocks and mortar. He would then like to purchase picnic tables for that area. Steve Sellers is confident that Steve Porter would be able to repair that wall.

Steve Porter feels that a small gazebo and picnic tables could be installed at Paul Craig Park near the play equipment and basketball court.

Steve Sellers has talked to Theresa Henson and Bob Gerdes, Good Samaritan Center, about community garden spots. The Department would plow and work the area and then others would plant and maintain the garden spot. Steve Sellers feels it would be a low cost project and benefit to the community. Steve Sellers agreed with Joyce Green about doing more things for the community and this could be one of them.

Steve Porter brought bids for a brush hog mower. The two bids received back were \$2,240.51 and \$1,700. Steve Porter and Steve Sellers recommends the brush hog that costs \$2,240.51. It can also be used to mow grass.

John Lacy made the motion to accept Steve Sellers' and Steve Porters' recommendation to purchase the brush hog mower for \$2,240.51. Reggie St. John seconded the motion, motion passed, 7 – 0.

## **OLD BUSINESS**

Steve Sellers updated the Board on the Highway 69 Walk Trail extension. Steve Sellers has a meeting with Dave Haugland on Thursday and this is one of the items he is going to discuss with Dave. The Capital Improvements money that was originally allocated for this has been reallocated to other projects. Steve will talk with Dave about the monies.

Steve Sellers, Molly McGovern, and Sharon Powell met. Chad Birdsong, Public Works Director, had given them estimates not written bids for the 69 Walk Trail extension. Molly McGovern feels that it is easier for MoDot to let us keep the monies that for them to take it away.

Steve Sellers talked with Chad Birdsong and Chad thinks that the start date for the ground work for the walk trail would be in November 2011. Construction on the trail would possibly be in the spring of 2012. Steve does not think that the railroad bridge would be able to be used because even though the bridge was made in the United States, the steel was made in Canada. Culverts might be able to be used instead. Steve Sellers will meet with Molly McGovern again and discuss this with her.

Steve Porter continues to work on the Midwest Public Risk (MPR) survey list. The railroad ties at Kent and Outlook are being removed. The concrete will be removed as soon as the weather allows. The ground will be tapered and seeded. Theresa Henson asked if the drain tiles in the woods brings runoff water to that area. Steve Porter said that he did not know. Reggie St. John asked if there had been any surprises under the

railroad ties and Steve Porter no there had not been, just dirt. Theresa Henson asked if there was a drain for the concrete and Steve Porter said that there was one.

Steve Sellers discussed the Springtime Umpires Association. Current papers are on file with the State. In Steve Sellers' opinion, over the years Springtime Umpire's Association had become a convenience for paying officials. There has been no problems associated with it. But if it continues to be used, Steve Seller's feels that the Springtime Umpire's Association would need to be reorganized.

Steve Seller' met with city officials and they are willing to do what the Board would like for them to do about the umpires.

The Department will need to use Springtime Umpire's Association for the next few weeks until things are worked out.

Steve Sellers' is looking for direction and recommendations from the Board for working with the City on what would need to be done for the officials to be paid through the city, the cost to the Parks and Recreation Department from the City for writing checks, etc.

John Lacy mentioned that as Independent Contractors, the City would not have to withhold taxes or pay unemployment, etc.

Steve Sellers said that by using high school students, there is a safe school act that does not allow any student that is dangerous to attend school and most of the officials are high school students.

John Lacy made the recommendation to Steve Sellers that he should proceed in the direction of working with the City on the officials and move away from using Springtime Umpire Association but the meantime the president and treasurer of the Parks and Recreation Board should be listed on the Springtime Umpire's Association checking account as per the bylaws. The rest of the Board was in agreement.

Steve Sellers' will bring information back to the next meeting.

**NEW BUSINESS – none**

**OPEN DISUCSSION – none**

Reggie St. John made the motion to go into closed session pursuant to Section 610.021 RSMo. (3) Personnel. Jeff Duncan seconded the motion, motion passed, 7 – 0.

John Lacy made the motion to come out of closed session and open the meeting. Jeff Duncan seconded the motion, motion passed, 7 – 0.

John Lacy made the motion to adjourn the meeting. Reggie St. John seconded the motion, motion passed, 7 – 0.