

# **EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT**

## **BOARD MEETING MINUTES**

**MARCH 19, 2013**

The Excelsior Springs Parks and Recreation Department Board meeting held March 19, 2013 was called to order at 7:00 p.m. by President Sharon Powell.

Roll call was taken with 7 board members present.

**MEMBERS PRESENT:** Sharon Powell, President; Reggie St. John, Vice President; Keith Bowen, Treasurer; Zac Ganzer; Theresa Henson; Dennis Lollar; Christy Marker; Susan McAuliffe, Secretary, arrived at 7:03. There are now 8 board members present.

**MEMBER ABSENT:** Sherri Branson-Hurt

**COUNCIL LIAISON:** none

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

Sharon Powell asked for consideration of the agenda. Sharon Powell would like to add to 10. NEW BUSINESS: B. Fees. There being no other additions to the agenda, Theresa Henson made the motion to approve the amended agenda. Dennis Lollar seconded the motion, motion passed, 7 – 0. A show of hands vote was taken. Ayes – 7 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Sharon Powell, Reggie St. John. Nays – 0

Susan McAuliffe arrived at 7:03 p.m.

Reggie St. John made the motion to approve the minutes of the February 19, 2013 Parks and Recreation Board meeting as written. Theresa Henson seconded the motion, motion passed, 8 – 0. A show of hands vote was taken. Ayes – 8 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0

Katie Noyd discussed the financial report. She also informed the Board about the explanations on the February Visa bill.

After questions were asked and answered, Reggie St. John made the motion to approve the February 2013 expenditures dated March 7 and 8, 2013 as received. Susan McAuliffe seconded the motion, motion passed, 8 – 0. A show of hands vote was taken. Ayes – 8 –

Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0

## **STAFF REPORTS**

Steve Porter let the Board know that the playground replacement pieces and roof pieces arrived yesterday. Mulch for the playgrounds has been ordered and should arrive in two weeks.

Theresa Henson mentioned that the large rocks looked good at East Valley Park and Regent Park. The gravel looked good at the Regent Park parking lot but that she thought more was needed. Katie agreed with her that more gravel is needed but wanted to wait for this gravel to settle before adding more.

Katie Noyd informed the Board that Opal Fields will again be instructing “Exploring Excelsior Springs’ Backyard” in June. Exploring Excelsior Springs Backyard is a four week one day per week class that takes a hands on experience with nature throughout Excelsior Springs. It is for youth that are finishing kindergarten to going into 5<sup>th</sup> grade.

There are 5 teams in the 12U USSSA softball league.

The Department is working with the Downtown Excelsior Partnership (DEP) on the Shop Hop this weekend. The Egg Hunt is March 30 at 10:00 a.m. at the ball fields at the high school.

The next Pride in the Park is scheduled for April 6, the first Saturday in the month. The park will be announced. It will be from 9 a.m. to 11 a.m.

The Senior Citizen staff report is at the bottom of the Staff Report. The Activities Office at Excelsior Springs High School has student volunteers that are willing to shovel snow for senior citizens who need assistance with getting their driveways and sidewalks cleared of snow. Denise Bedford coordinates the senior list with the Activities Office.

Storytime in the Park will be held on Siloam Mountain Park and is scheduled to start June 6. It will be 9:30 a.m. to 10:30 a.m. on Thursdays in June and July.

Walking and running clubs are being formed. The Walking Club is scheduled to start walking in April.

Youth volleyball started games on March 16. Due to weather, the youth soccer games were pushed back a week to start games on March 23.

The rock for the Sunnyside Park retaining wall is due to be delivered this week.

Reggie St. John noted that the rock marker at the intersection of Myrtle and Dunbar has been knocked down. It looks as if it has been hit by a car. Katie will check it out.

## **COMMITTEE REPORTS**

The Revenue Committee met at 6 p.m. tonight. The Park Foundation, brochure, Chamber of Commerce and Downtown Excelsior Springs Partnership (DEP) were discussed. Selling ads to put in the Parks and Recreation calendar and on Piburn Field fence was also discussed.

They reviewed participation fees and rental fees of facilities and parks.

## **OLD BUSINESS**

Steve Porter researched different types and solutions for the G.L. "Jud" Palmer Community Center roof. They range from temporary fixes to permanent.

A temporary fix for the roof would be to apply a white liquid rubber coating/sealer over the current roof, costing close to \$2,000 or another temporary fix would be to wash and prime the roof surface and spray a lightweight, flexible, seamless and weatherproof top coat, including low spots for approximately \$9,500.

Permanent fixes would be to remove the entire roof to the deck and installing 1" of Sprayed Polyurethane Foam (SPF), base coat and topcoat could cost up to \$28,000. This would have a 10-year labor and product warranty; applying a 60-mil thermoplastic polyolefin (TPO) membrane mechanically fastened and carrying a five-year labor warranty and the manufacturer's warranty on the material could cost up to \$21,000. Removing two layers of old roofing and carry off could cost up to \$12,000; or installing a 60-mil thermoplastic polyolefin (TPO) membrane mechanically fastened and carrying a twenty-year manufacturer warranty, labor and materials installed and includes removing the old decking and replacing it with wood, heat welding all flashings to the base membrane, new coping, installing walkway pads on service side of HVAC units, walkway pads installed on 3 sides of roof hatch. This could cost up to \$40,000.

Katie Noyd wanted to present the Board with different options regarding the Community Center roof so that the Board could decide what they wanted to do with the roof.

Discussion was held on whether to repair the roof, temporarily fix the roof, replace the HVAC at the same time, are there funds available, etc.

Reggie St. John says that if it is going to be done, it needs to be done correctly.

Katie Noyd said that some projects might need to be rescheduled and she will also talk to Steve Marriott, Director of Administrative Services, about using reserve monies and then replacing it as monies become available or just using reserves for the project.

The Parks and Recreation Department might need to be closed part of the time during part of the reroofing/rehabilitation of the roof.

Susan McAuliffe made the motion to move forward with completely replacing the roof of the G.L. "Jud" Palmer Community Center and have Katie Noyd research in depth revenue sources.

Theresa Henson seconded the motion, motion passed, 8 – 0. A show of hands vote was taken. Ayes – 8 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0

The Highway 69 Walk Trail Extension is moving along fairly well. Katie received the plan sheet from the engineers for the retaining wall. Backfilling, moving equipment and cleaning up the area was being done today.

Katie contacted AGC Engineers Inc. of Liberty, Missouri about the boardwalk part of the Highway 69 Walk Trail Extension.

A walk trail has been mapped out in Eddie Raper Park. This trail will be a mulch trail. The parks crew has found lots of trash that people have dumped there – a shed, boards, etc.

Brush is being cleared for the proposed mulch walk trail through the flood buyout lots along Kennedy Street and Main Street.

Molly McGovern, MARC, suggested to Katie that she talk with Aaron Bartlett, MARC-Bicycle/Pedestrian Program Manager, about bike trails so that she can be introduced to the whole proposed bike trail system, how to go about getting right of ways, etc.

Katie would like the Board to be thinking about resurfacing the East Valley trail and the Highway 69 walk trail.

Katie had met with the Clay County Parks and Recreation Department about the Rocky Hollow ball fields. She has been in contact with Commissioner Luann Ridgeway about the Rocky Hollow ball fields. Katie attended a Clay County Commissioners meeting and ended up giving a short presentation. Katie included in her extemporaneous speech that the ball fields should stay open and stay as ball fields for the good of the kids. Katie will stay in contact with the Commissioners.

## **NEW BUSINESS**

The purchase of the trailer was discussed. It will be used to haul the mowers and equipment. The new 25' trailer would be replacing an 18' trailer that is not big enough to haul the newer, bigger equipment without making adjustments to the equipment.

Three bids were received: Bobcat - \$7,900; Clinton County Trailer Sales - \$5,953; Scott's Custom Trailers - \$5,500 with a trade in value on the 18' trailer of \$1,000.

Bobcat does not take trade-ins; Clinton County Trailer Sales does accept trade-ins if an in-stock trailer is bought; and Scott's Custom Trailers will accept trade-ins.

Discussion continued. The Board wants to make sure that the metal in the trailer is primed before it is painted.

Susan McAuliffe made the motion to approve the bid from Scott's Custom Trailers for the purchase of a 25' trailer as specified in the bid for \$5,500 less the \$1,000 trade-in for the 18' trailer for a total of \$4,500 and that the trailer be primed before it is painted. Reggie St. John seconded the motion, motion passed 8 – 0. A roll call vote was taken. Ayes – 8 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0

During the Revenue Committee meeting tonight, registration fees were discussed. There is an issue with participants signing up late. The Committee suggests that the Parks and Recreation Department have a reduced fee for early bird signups as an incentive for participants to sign up early and there be a late fee for signing up after the deadline.

Discussion followed. Questions included when to start charging, how much an incentive, adult and youth activities, maybe do it for the youth and then see about offering an early bird fee for the first two adult teams per sport, etc.

Zac Ganzer made the motion to move forward with offering the early bird registration fee and late fee for the fall youth sports with the early bird discount being \$5.00 per child per activity and \$5.00 per child per activity for being late. Christy Marker seconded the motion, motion passed, 8 – 0. A show of hands vote was taken. Ayes – 8 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0

## **OPEN DISCUSSION**

Sharon Powell reminded the Board that Katie Noyd's evaluation is due in May. Sharon distributed evaluation forms to the Board and asked that they be filled out and returned to

her by or at the next meeting. Sharon will then tabulate the results, compile an evaluation and be able to share the results with the Board before the May board meeting. If a 1 or 5 is marked, there needs to be written comments.

Board member's terms that are up May 30<sup>th</sup> are: Keith Bowen, Christy Marker and Susan McAuliffe. If you would like to serve for another three years or not serve, please talk to Mayor Ambrose Buckman.

Zac Ganzer asked if the grass that had been uprooted by a snow plow along the Highway 69 walk trail could be taken care of. Katie said that it would be taken care of, weather permitting.

The Department has received lots of comments about the clearing of the honeysuckle, dead wood and brushy undergrowth in Wildwood Park. New plants will be planted.

Theresa Henson made the motion to adjourn the meeting. Susan McAuliffe seconded the motion, motion passed, 8 – 0. A voice vote was taken. Ayes – 8 – Keith Bowen, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John. Nays – 0