

# EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

## BOARD MEETING MINUTES

**MAY 21, 2013**

The Excelsior Springs Parks and Recreation Department Board meeting held May 21, 2013 was called to order at 7:03 p.m. by President Sharon Powell.

Roll call was taken with 6 board members present. Christy Marker arrived at 7:05 after roll. There are now 7 board members present.

**MEMBERS PRESENT:** Sharon Powell, President; Susan McAuliffe, Secretary; Sherri Branson-Hurt; Zac Ganzer; Theresa Henson; Dennis Lollar; Christy Marker arrived at 7:05 after roll call

**COUNCIL LIAISON:** none

**VISITOR:** Reggie St. John

**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 arrived at 7:05 p.m.

Susan McAuliffe made the motion to approve the minutes of the April 16, 2013 Parks and Recreation Board meeting as written. Theresa Henson seconded the motion, motion passed, 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

Katie Noyd discussed the financial report. The current balance is \$616,000.

Katie submitted a preliminary FY 13/14 budget to Steve Marriott, Director of Administrative Services. It was returned for adjustments.

Katie informed the board that there will be no financial report for next month's board meeting because Steve Marriott, Director of Administrative Services, will be out of town the first two weeks of June and will be unable to get the financial statements done in time for the board meeting.

After questions were asked and answered, Sherri Branson-Hurt made the motion to approve the April 30, 2013 Expenditures dated May 8 and April 9, 2013 as received. Zac Ganzer seconded the motion, motion passed, 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

## **STAFF REPORTS**

Reggie St. John asked if the bolts on the Highway 69 Walk Trail Extension bridge can be tightened down. Katie will check.

Christy Marker asked how the park rangers are working out. Consensus was that they are working out good – being a presence in the parks at night, doing trash runs, setting up the pitching machine for practice, turning on and off the ball field lights, policing the trails, etc. Their job list is a work in progress.

Sharon Powell suggested clearing the small trench out by the Highway 69 trail by Westview School because water is flowing over the trail again.

Theresa Henson asked Steve Porter what height the grass was being mowed. Discussion was held about mowing the grass at 3 or 4 inches.

Katie Noyd discussed the recreation activities – summer baseball/softball, Chevy Youth Baseball Clinic, adult softball, etc. The Hershey track meet had more participants than last year.

The Senior Center was discussed. May is Older American Month. A proposal was submitted to the Clay County Senior Services for additional fitness classes, equipment and supplies. Katie heard that the Senior Center will receive \$4,050 for these proposed items. Additional monies will be requested in the future. Focus is on health and wellness for the Seniors, be it through the Senior Center or the walking club. Mind games, exercise and more equipment will be purchased this year.

The activities surveys and cost analysis will be in the June board packet.

Katie presented the Parks and Recreation Department's Annual Report to the City Council last night. It is included in this board packet. The numbers at the end of the annual report are estimates and have not been approved by the board.

The Tree Resource Improvement and Maintenance (TRIM) Grant from the Missouri Department of Conservation will be applied for. This grant could fund projects of tree inventory, tree planting, and training of volunteers and city employees to best care for our community forests.

July is National Parks and Recreation month. There will be activities throughout the month to celebrate it.

The mulch trails along Kennedy Street are being put in.

#### **COMMITTEE REPORTS – none**

#### **OLD BUSINESS**

Katie gave an update on the Highway 69 Walk Trail Extension. The change order for the block wall near the hospital has finally been approved. The bare dirt has been seeded and strawed. The railing is still being worked on. The Shockley land has been leveled, seeded and strawed.

Dave Luther, of MoDot, talked with Sharon Sampsel, Parks and Recreation employee, and he thought that the project was looking good. There were a few small things that needed to be corrected and they were.

Sharon Powell reported that she, Matt Hartwig, Molly McGovern, and Katie Noyd met with SKW architects about a project process plan for the new community center. It maps out where the community center steering committee is and where it should be and the steps along the way. Dave Haugland, City Manager, will be doing the Request for Qualifications or RFQs. An architectural firm will be hired from the After the architectural firm is hired, the steering committee can begin to move forward.

At the Community Center meeting, a spreadsheet of priorities was passed around. From this spreadsheet, each member of the steering committee was able to vote for seven things. The top vote getters would be what are included in the community center. Top four vote getters are fitness center, gym, senior center and pool. Discussion will continue on exactly what will go into the community center. Costs will be worked with and pared to a manageable level.

Clay County will be having a groundbreaking at the Rocky Hollow ball fields and then a ribbon cutting when the ball fields are finished. Clay County workers have worked on the field.

Katie needs volunteers for Waterfest. The Department will be offering games and water type activities. Some of the activities will have a nominal fee and that will be used as a fundraiser for the Parks and Rec Foundation. Waterfest is June 28, June 29 and June 30, 2013.

#### **NEW BUSINESS**

Vanessa Allen has requested a discount of \$25.00 for gazebo rental for a Mighty Matt

Fundraiser. This fundraiser would be to help with medical bills, trips, and surgeries for Matt Allen.

Katie Noyd recommends the discount as long as Vanessa Allen gets a special use permit from Community Development.

Sherry Branson-Hurt made the motion to approve the \$25.00 request for discount for the Mighty Matt fundraiser by Vanessa Allen as long as she gets a special use permit from Community Development. Christy Marker seconded the motion, motion passed 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

The Parks and Recreation Foundation have developed a logo. Katie would like for a logo be developed for Parks and Recreation. It would need to be complimentary to and compatible with the Parks and Rec Foundation logo. Discussion was held. Consensus of the Parks and Recreation Board is to have Katie Noyd and Keith Winge work on a logo for the Parks and Recreation Department. Katie would like to have a logo before Waterfest.

A connection from Joy Street to the Highway 69 Walk Trail Extension was discussed. This project cannot start until the Highway 69 Walk Trail Extension is complete.

Katie talked to AGC Engineers, Inc. (Akin Gordon Cowger) about this connection. They engineered the boardwalk trail on Siloam Mountain. AGC Engineers Inc. submitted a proposal to prepare the plan and profile drawing for the connection from Joy Street to the new concrete trail. This boardwalk would accommodate ADA slope requirements and is approximately 175'. Proposal includes topographic survey, structural design, and construction plans. Any other services would require separate fees.

Sherry Branson-Hurt made the motion to approve the proposal of AGC Engineers, Inc. for \$8,835.00 to prepare the plan and profile drawing for the connection from Joy Street to the new concrete trail. This boardwalk would accommodate ADA slope requirements and is approximately 175'. This proposal includes topographic survey, structural design, and construction plans. Any other services would require separate fees.

It was asked what the cost of this boardwalk would be. Katie answered that after the plans, profile drawing, topo survey, and design are done, there should be a cost of building the boardwalk.

Susan McAuliffe seconded the motion, motion passed, 7 – 0. A roll call vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

Reggie St. John said that the fees of AGC Engineers, Inc. are reasonable.

Katie reminded the Board that this project cannot be started until the Highway 69 Walk Trail extension is complete. After the engineering work is done for the boardwalk, the project could be budgeted in FY 13/14 or could be a Capital Improvement Authority project.

Katie wants the Board to start thinking of possible names for the Highway 69 Walk Trail Extension, if the Board wants to give it a different name.

The Lane of Lights Committee is having a building built for the Lane of Lights display. Katie suggested that it not be left at the park during the off season. This building will be stored at a Parks and Recreation facility and then moved to the Lane of Lights for the Christmas season.

Katie asked the Board if they would like to have their own set of displays along Lover's Lane after the Lane of Lights display. There are moving sports and park (slides) themed displays that are priced from \$475 to two for \$700 and up. The displays are something to think about.

Sharon Powell announced to the Board that Reggie St. John had been selected to fill the vacant city councilman's position. Keith Bowen has resigned from the Parks and Recreation Board. The two board positions will be filled. Anyone interested in serving on the Board should complete a Board Application and turn it in to the City Manager's office.

## **OPEN DISCUSSION**

Christy Marker asked if there could be better wayfaring signs to and a bigger Eddie Raper Park sign. Christy had someone ask her for directions because the directions were not clear. Katie will check on rules and regulation for directional signs and park signs.

At 8:15 p.m. Susan McAuliffe made the motion to go into closed session pursuant to Section 610.021 RSMo. (2) Real Estate and (3) Personnel. Zac Ganzer seconded the motion, motion passed, 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

At 8:35 p.m. Sherri Branson-Hurt made the motion to come out of closed session. Zac Ganzer seconded the motion, motion passed, 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0

Zac Ganzer made the motion to adjourn the meeting. Sherri Branson-Hurt seconded the motion, motion passed 7 – 0. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Zac Ganzer, Theresa Henson, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell Nays – 0