

# **EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT**

## **BOARD MEETING MINUTES**

**NOVEMBER 13, 2012**

The Excelsior Springs Parks and Recreation Department Called Board meeting held November 13, 2012 was called to order at 6:56 p.m. by President Sharon Powell.

Roll call was taken with 8 board members present.

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

**MEMBERS ABSENT:** Sherri Branson-Hurt

**COUNCIL LIAISON:** Chad Taylor

**STAFF PRESENT:** Katie Noyd, Director; Steve Porter, Maintenance

Katie Noyd introduced the Eddie Raper Park restroom project. The restrooms have a concrete roof and ceiling. Randy Collins tested the soundness of the concrete ceiling and roof and it is stable. The concrete ceiling is flaking off and the flat roof has some leaking issues.

Staff proposes adding a 3 ½ pitched metal roof that the maintenance crew will put on. Guttering will be added this winter along with working on the ceiling.

Materials bid out for this project included trusses, wood, soffits, and other related material. An additional \$300 may be needed for supplies.

Three bids were received: Porter's Building Center - \$1642.38; Richmond Metal Supply LLC - \$1285.10; Morrow and Sons - \$1317.95.

Staff requests the Parks and Recreation Department approve the bid from Richmond Metal Supply LLC for the roofing supplies for \$1285.10 and an additional \$300 for a total of \$1585.10 for the new roof on the restrooms at Eddie Raper Park.

Susan McAuliffe made the motion to approve the staff's recommendation and purchase the roofing material as bid by Richmond Metal Supply LLC for \$1285.10 and \$300 extra for additional supplies as needed for the Eddie Raper Park restroom roof. Reggie

St. John seconded the motion, motion approved, 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

Sharon Powell mentioned that the dollar amount that has to be approved by the Parks and Recreation Department Board is \$1000 and over, therefore one the reasons for this meeting tonight. Sharon Powell is exploring the possibility of raising that amount to \$5000.

During the inspections of the Community Center during renovations after the fire, the furnace room for the downstairs was found to have mold. An industrial hygiene company collected samples and recommended a course of action. No services had to be shut down but the furnace room and hallway needs to be gutted, sanitized and replaced. Katie has two bids on the mold remediation and will get a third one. Bids will be needed for the renovation of the furnace room and hallway.

Katie opened the discussion of the School District/Parks and Recreation Contract. She would like for the Board to vote on the contract next week so that is why she included in this packet. She feels that the School District is satisfied with the agreement.

The Senior Center and Springtime Umpires Association was discussed. Recently there has been discussion of having the Senior Center supervision and budget fall under the Parks and Recreation Department. The Parks and Recreation Department currently pays for half of the cost for the Senior Center.

Broadbent and Houts LLC currently processes the checks for the Springtime Umpires Association. Brad Broadbent has conveyed to Katie that the IRS will be taking a closer look at the categories of employees and contract labor. It has been an industry standard to pay sports officials as contract labor but now the IRS is reconsidering this standard to consider them as employees instead of contracted individuals. There are two options for this – bid out and hire a company to manage our officials or have the officials become employees.

If the Senior Center was placed under the Parks and Recreation Department, we would need to do a budget amendment to make these changes. City Hall would take on the cost of the officials (approximately \$17,060) and Parks and Rec would take on the costs (usually from General Fund) for funding the Senior Center of \$22,263.50. There is a \$5,203.50 difference. This difference would then become a credit on Parks and Rec's transfer to General fund (Admin fees). Currently we pay \$19,309.50 in Admin fees for services performed by the City (payroll, etc.) The adjusted Transfer to General (Admin Fees) would be changed to \$14,106.00 - \$19,000. See attached page – Springtime Umpires Association & Senior Center. Another change would include transferring the money from Contract Labor/Recreation Officials to Other Salaries & Wages. The Senior Center budget would then be changed to the Parks and Rec Account but would still be

split into their own department for the rest of this current fiscal year. For the 2013-2014 fiscal year, we can look at combining certain accounts, if needed.

Board members had questions and Katie will provide answers and more information at next week's meeting on November 20. This would start in January 2013 if everything is agreed upon.

Susan McAuliffe made the motion to close the meeting. Christy Marker seconded the motion, motion passed, 8 – 0.