

EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

BOARD MEETING MINUTES

NOVEMBER 16, 2010

The Excelsior Springs Parks and Recreation Department Board meeting held November 16, 2010 was called to order by President Sharon Powell.

Roll call was taken.

MEMBERS PRESENT: Sharon Powell, Joyce Green, Theresa Henson, John Lacy, Susan McAuliffe

MEMBER ABSENT: Jeff Duncan, Reggie St. John, Bill Griffey III

COUNCIL LIAISON: Carolyn Schutte

STAFF PRESENT: Janet Morehead, Administrative Assistant

VISITORS: Vernon Hendricks; Steve Marriott, Director of Administrative Services, City of Excelsior Springs; Larry Murry, Inspections Department Director, City of Excelsior Springs; Chad Birdsong, Public Works Director, City of Excelsior Springs; Art Akin of Akin, Gordon, Cowger Engineers, Inc.

Sharon Powell asked for consideration of the agenda. Sharon Powell would like to move Old Business: C. Siloam Mountain Walk Trail to after approval of minutes; add to Old Business: E. Land Purchase and add to New Business: C. Letter from Rainbow Swim Club.

Joyce Green made the motion to amend the agenda. Theresa Henson seconded the motion, motion passed, 5 - 0.

Sharon Powell asked for remarks from visitors. Vernon Hendricks responded that he had talked to Sharon Powell about bringing a group of people in support of the Board. He was able to attend the Youth Basketball Forum that was held last night. He thought Janet did an excellent job of trying to get all coaches involved in the discussions and felt that it was good to get the coaches together for this discussion. There were a total of 12 present including coaches, players, and staff.

Joyce Green made the motion to approve the minutes of the October 19, 2010 Parks and Recreation Board meeting. Susan McAuliffe seconded the motion, motion passed, 5 - 0.

Theresa Henson made the motion to accept the minutes of the November 2, 2010 and Recreation Board meeting. John Lacy seconded the motion, motion passed, 5 - 0. Chad Birdsong reviewed the proposed changes of the Siloam Mountain Walk Trail. He has been working with Art Akin of Akin, Gordon, Cowger Engineers on the changes. Chad showed the Board the diagrams including a cross section view, added rails, etc.

John Lacy asked Chad what a time line would be. Chad thought that initially the Parks and Recreation crew was going to build it but with one employee out with surgery extra workers might have to be hired. Chad said that his crew would be able to assist.

Chad will help Steve Porter compile a materials list, get three bids and bring the bids back to the Board for approval.

John Lacy asked for Chad to put together a cost proposal for installation using his crew. Chad will put together a proposal of his crew installing it.

Joyce Green asked how long this project would take. Chad replied that if the weather would hold and with a dedicated crew, three to four weeks. Larry Murry will be approving the installation.

7:20 p.m. Chad, Art, and Larry left.

Steve Marriott, Director of Administrative Services, is here to answer the questions that he can about the financials.

The financials dated October 31, 2010 was discussed. Steve Marriott mentioned that last year's financials have not been rolled forward yet.

Joyce Green asked Steve Marriott if the Parks and Recreation Department has received all the monies that are due for mowing the airport. Steve replied that the Department has received all the invoiced monies that have come across his desk. Steve explained that Janet prepares the invoice and sends it to the City Manager. The invoice gets approved and then starts the AP process. A check is cut and is deposited into the Parks and Rec account. Joyce asked Janet if she knew how many times it had been mowed and she replied no but that she would find out. Steve Marriott believes that all (mowing invoices) have hit. Janet thinks there is one at City Hall for October that is not on this report.

The residential lots are all those empty lots that the Department mows. Steve said that Janet prepares the paperwork and sends it to Codes. They forward it to Gina and she adds it to their tax bill.

John Lacy asked when the Fiscal Year started. Steve Marriott said that October 1 starts

the City's Fiscal Year.

Steve Marriott sends the expenditures to the Board but he will send the information on these two revenue accounts.

Sharon Powell informed the Board that Bill Griffey III is signing all the bills. Sharon Powell noted that the Young Picasso Art Classes seemed to be doing well. Sharon Powell gave an update on Kathleen Fenton. Kathleen teaches the Young Picasso Art Classes. Kathleen Fenton is moving her studio to the old AmerenUE building on the corner of Main and Spring Street. Part of the building will be a studio and the other part will be a gallery.

John Lacy made the motion to approve the October 31, 2010 Financial Report as received. Susan McAuliffe seconded the motion, motion approved, 5 - 0.

Steve Marriott extended the invitation to the Board that if there were questions or clarifications needed, please contact him. Steve Marriott left.

Sharon Powell and Joyce Green are signing the employee time sheets. Sharon had also signed the invoice for the jeans, shirts, etc. that are ordered yearly for the employees.

STAFF REPORT

Steve Porter was unable to attend the meeting because of illness. Sharon Powell reported for him that the front of the Community Center has been painted, the new lots have been mowed and cleaned up, the ice warning signs have been put up at Century Park.

Steve Porter and Mike Rodovsky attended the National Playground Safety Institute Certification Course on November 9, 10, and 11 at the Community Center in North Kansas City.

The fountain in Powell Lake at Century Park was taken out for the winter. The restrooms in the parks have been shut down and winterized.

The steep part of the Siloam Mountain Walk Trail was taken out.

Daily or as needed the leaves are being blown off the sidewalk to the Senior Center and off the walk trail through East Valley Park.

The Century Park sign has been finished.

Trash run are being done on Mondays

Youth fall soccer, flag football, and youth volleyball finished their seasons on November 6. Medals were given to players and equipment was collected.

Adult coed softball finished their season on November 6.

The Fall Women's Volleyball league finished their games on October 20. The Late Fall Women's Volleyball league started games on November 3.

The Young Picasso Club continues to draw artists. Five hundred colored copies of the November classes were printed for Kathleen Fenton on October 29 for the trunk or treat. Adult exercise classes continue to be held on Mondays, Tuesdays, Wednesdays and Thursdays. Elaina Lamley and Kelli Cox are the instructors. Guest passes were printed and were advertised in The Town and Country Leader. A press release was placed in the Excelsior Springs Standard.

Youth basketball forms were printed and distributed to the schools on Tuesday, November 9. Advertisements were placed in the Town and Country Leader. Press releases were sent to the Excelsior Springs Standard and Media Com.

There is a Youth Basketball Forum scheduled for November 15, 2010 at 7:00 p.m. to discuss rules and possible changes in the youth basketball league.

Varsity Boys Coach Chad Lang and Varsity Girls Coach Julie Rash are hosting a coaches and parents clinic on Sunday, December 5, 2010 from 1:00 p.m. to 3:00 p.m. at the High School.

Janet Morehead met with Tina Spallo, Gladstone Parks and Recreation Department, on Tuesday, October 19 to look at and discuss Sportsman software.

Janet Morehead attended the Fundamentals of Excel class on November 3 at the MARC office.

Steve Porter and Janet Morehead are taking the Fundamentals of Excel online class through the Career Center.

COMMITTEE REPORTS

Joyce Green feels that the committees need to wait for a new director to be hired before the committees finish and prioritize the lists.

Carolyn Schutte asked about the 5 Year Capital Improvement Authority list. Sharon Powell said that the Board has approved it. Carolyn wanted to remind the Board that it was a working document and if projects changed or prices changed, then the Parks and Recreation list could be updated and to let the Capital Improvement Authority know.

OLD BUSINESS

SKW Engineering Firm delivered the final plans for the 69 Highway Walk Trail to the office. Sharon signed the plans and Janet drove to Lee's Summit and delivered them to MoDot. Sharon talked to Molly today. The plans should have been delivered to MoDot with a letter of transmittal, but they weren't. Molly doesn't feel that it is an obstacle but she is checking on it.

After final approval is given by MoDot, work can begin on the site. Chad Birdsong is going to print a bigger copy of the plans. Chad's crew will be building 69 Highway walk trail.

Sharon said that the City has been very supportive.

The drinking fountain for Century Park was delivered last week. It is at the shop for installation in the spring.

The MPR Parks Survey is tabled to next month because Steve Porter is not in attendance tonight.

Sharon Powell gave an update on the land purchase. The two lots cost \$20,000.00. There will be no closing costs but there will be a \$30-\$40 title registration cost. At the time of purchase, a \$3,500.00 donation will be made to the Parks and Recreation Department. The paperwork will be done this week.

John Lacy asked why a title search was not going to be done. Sharon replied that one had just been done. John asked what the proper procedure was. Sharon said she would find out.

Sharon had to get a letter of fair market value from a real estate company. Sharon contacted Kim McElwee and the lots appraised for \$20,000.

Sharon turned the information into Dave Haugland, City Manager.

NEW BUSINESS

The Board did a walkthrough of what had been done on cleanup day. The windows and blinds were discussed. Sharon Powell will talk with Molly McGovern about energy efficient grants for all the windows in the Community Center.

Sharon Powell suggested waiting for a new director to be hired before any sports software is purchased or pursued.

Sharon read a letter from Eric Gansen about the Rainbow Swim Pool. The Community Center Committee talked about renovating the Rainbow Pool. Sharon e-mailed Eric and said that she would bring the information to the Parks and Recreation Department Board tonight. She felt that something, a compromise or solution, might be able to be worked out for the use of the pool until the time a Community Center could be built.

John Lacy said that he would not want the Parks and Recreation Board to do anything to deter from what the Community Center Steering Committee is trying to do with a community center.

Sharon said that the Parks and Recreation Board would not do anything until the Steering Committee said that they thought that it would be a good idea.

Joyce Green feels that it is good to have information, options, and other ideas on facilities. Joyce thought that most community centers have an indoor and some kind of an outdoor pool.

Sharon Powell thought maybe that partnering with the pool could be a workable situation – water aerobics, swim lessons, etc. like the Department is working with the art classes.

John Lacy sees it as making a smart decision for the long term and what might be possible.

Carolyn Schutte suggested talking to Larry Murry, Inspections Department Director, to see what might need to be done and what might be grandfathered in with the pool as far as the parking, etc. Partnering with classes, etc. might not be the same as offering classes by ourselves. Carolyn feels that a conversation needs to be had with ideas presented.

OPEN DISCUSSION

Theresa Henson feels that the Parks and Recreation Board should have a display of the parks in the past and history of the parks at the Gatsby Days. The Gatsby Days is held the last weekend in April. Theresa said she could get pictures, information, etc. and work on the display.

At 8:15 p.m., Theresa Henson made the motion to go into closed session pursuant to Section 610.021 RSMo. (3) personnel. Susan McAuliffe seconded the motion. Motion passed, 5 – 0.

At 9:15 p.m., Susan McAuliffe made the motion to adjourn the meeting. Theresa Henson seconded the motion, motion passed, 5 – 0.