

EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

BOARD MEETING MINUTES

NOVEMBER 20, 2012

The Excelsior Springs Parks and Recreation Department Board meeting held November 20, 2012 was called to order at 7:00 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; Sherri Branson-Hurt; Zac Ganzer; Dennis Lollar; Christy Marker

MEMBER(S) ABSENT: Theresa Henson

COUNCIL LIAISON: none

STAFF PRESENT: Katie Noyd, Director; Janet Morehead; Steve Porter, Maintenance

Sharon Powell asked for consideration of the agenda. Katie Noyd would like to add F. Highway 69 Walk Trail to Old Business.

Susan McAuliffe made the motion to amend the agenda and add F. Highway 69 Walk Trail to Old Business. Christy Marker seconded the motion, motion passed, 8 – 0. A show of hands vote was taken. Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Susan McAuliffe made the motion to approve the minutes of the October 23, 2012 Parks and Recreation Board meeting as written. Reggie St. John seconded the motion, motion passed, 7–0–1. A show of hands vote was taken. Ayes – 7 – Sherri Branson-Hurt, Keith Bowen, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0 Abstained – 1 – Zac Ganzer abstained because he was absent from the October 23, 2012 meeting.

Katie Noyd noted that on the financial report revenues and expenses are still being accrued for FY 11-12.

After questions were asked and answered, Reggie St. John made the motion to approve the expenditures as received. Sherri Branson-Hurt seconded the motion, motion passed 8 – 0. A show of hands vote was taken. Ayes – 8 – Sherri Branson-Hurt, Keith Bowen,

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

STAFF REPORT

Steve Porter updated the Board on the park staff report. Brush has been cleaned up along the boundary line area on the west side of Century Park. There is approximately five foot of brush along the line for a buffer from the cemetery. Trees and bushes might be planted in the gaps to continue the buffer.

Brush has been cleared on the east side of Regent Avenue and the land has been leveled. The ground was rather rough and needed to be smoothed out.

The flagpole light on Siloam Mountain is installed. Katie suggests driving up there after the meeting tonight. Katie also suggests planting bushes around the flagpole and lights as camouflage from vandals.

Overnight vandals knocked down and damaged approximately 15 of the Christmas decorations in the Lane of Lights in East Valley Park. A police report was filed. Parks crew and the Christmas Committee have already repaired the damaged decorations.

Katie asked for questions about the recreation report. There were none.

COMMITTEE REPORTS

Sharon Powell gave a report on the Parks Foundation Committee. They met last week and again tonight at 6:00 p.m. Tonight they discussed possible Foundation Board members and reviewed bylaws. Katie Noyd based the bylaws on Omaha's and adapted them for Excelsior Springs Parks and Recreation. Adjustments were made tonight. Sharon will be contacting the list of possible foundation members to ask if they will serve on the committee. Sharon would like to have twelve Parks Foundation Committee members with three classes of four. The first year four members would serve for one year; four would serve for two years and four would serve for three years. Every year four members would be up for reappointment. Having a larger committee will allow for enough people to work on the projects.

OLD BUSINESS

Katie Noyd reminded the Board that last month she had asked them to be thinking about monies for trees in the parks and replacement trees in the parks. Katie talked to nurseries and local tree farms to get prices of trees. Prices ran from \$59.95 to \$250. She would like for the Board to set aside, within the Parks code on the financial report, \$3000 to

\$5000 for tree replacement or removal. A separate line item for trees could be created for fiscal year 2013-2014.

After discussion, consensus was for Katie to allocate \$3000 this year for tree replacement and removal.

During the fire renovation, a mold issue was found in the basement HVAC room. An industrial hygienist developed a plan to remove the mold. Three bids were secured for the mold remediation and after the mold remediation; bids will be obtained for renovation to the foyer, closet and HVAC room.

The mold remediation will include sealing off the area, setting up proper filtration system and removing the affected areas. Post remediation testing from APEX environmental consultants will be done. The Senior Center will need to be relocated or closed for a few days.

Bids for remediation include labor, materials and proper disposal. ALM Environmental Services & Construction LLC – \$1057.50; AdvantaClean - \$2,850; and Assured Remediation - \$3900. These bids do not include testing or construction renovation.

Staff requests that the Parks and Recreation Board approve ALM Environmental Services and Construction LLC for the mold remediation in the HVAC room in the basement of the Community Center for \$1057.50.

Susan McAuliffe made the motion to approve the bid from ALM Environmental Services and Construction LLC for the mold remediation in the HVAC room in the basement of the Community Center for \$1057.50. Reggie St. John seconded the motion, motion passed 8 – 0. A roll call vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

The Excelsior Springs School District and Excelsior Springs Parks and Recreation Department agreement was discussed. A few questions were asked and answered.

Christy Marker made the motion to approve the Agreement between the Excelsior Springs School District and Excelsior Springs Parks and Recreation Department as received. Sherri Branson-Hurt seconded the motion, motion passed 8 – 0. A show of hands vote was taken. Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie briefed the Board on the Springtime Umpires Association and the Senior Center. This discussion goes hand in hand.

From the November 20, 2012 Parks and Recreation Board packet as written by Katie Noyd:

“Discussion Item: Springtime Umpires Association & Senior Center

Background and Justification:

Topic 1:

Currently Broadbent and Houts process the checks for the Springtime Umpires Association which pays for the umpires/officials for youth and adult sports. Brad Broadbent discussed with me during late summer about some changes that the IRS will be passing down and they 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 they are reconsidering this standard and deeming them “employees” instead of contracted individuals. Currently we pay Broadbent and Houts \$886 to process our official’s checks and to do quarterly accounting fees. We have two options for moving forward: bid out and hire a company to manage our officials or having the officials become employees of the City. There are pros and cons for both options.

Over the past year, we have looked into changing our officials over to become employees of the city. Steve Marriot, Finance Director, has supplied us with information (see next page) on the costs associated with having our officials (approximately 40) become employees including drug screens, background checks, supplies, etc. The estimated total cost is \$17,060.00. There would be an approximate \$1200 increase to FICA, a few hundred dollars for Worker’s Comp.

The board wanted to know how surrounding Parks and Rec Departments handle this issue. Many of the Parks and Rec departments were aware of this issue and were either looking into changing to employees or had discussed it.

Bid out to outside company: Liberty

Contract Labor through City: Richmond (will be looking at changing), Lexington (auditor does not like this process)

City Employees: Odessa, Higginsville

Topic 2:

Currently the Senior Center is operated under the supervision of the Finance Department and is funded by the general fund, a MARC grant, and funds from Parks and Recreation (see next page). Years ago Parks and Recreation was the main monetary funding for the senior center but was changed over to be supervised by employees at City Hall. Recently there has been discussion of having the Senior Center supervision and budget fall under Parks and Recreation. Parks and Recreation and the Senior Center already share a building, supplies, etc. and we have plans for more shared programming. This switch makes sense in regards to our future goals for providing opportunities, activities and services for all ages.

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 Admin fees for Parks and Recreation would be \$14,106. Please see the following page for the breakdown of these changes. Another change would include transferring the money from Contract Labor/Recreation Officials to Other Salaries & Wages. The Senior Center budget stay in the general fund and then for the 2013-2014 fiscal year, we can look at combining certain accounts, if needed.

If the Board voted to have the City add the officials as employees and take over the Senior Center, we would need to do a budget amendment of \$13,067 from our reserves to cover the additional expenses for this year.”

After discussion, Susan McAuliffe made the motion that the officials for the adult and youth programs become city employees. Sherri Branson-Hurt seconded the motion, motion passed 8 – 0. A show of hands vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Zac Ganzer made the motion that the Excelsior Springs Parks and Recreation Department operate and supervise the Excelsior Springs Senior Center. Reggie St. John seconded the motion, motion passed 8 – 0. A show of hands vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Reggie St. John made the motion to do a budget amendment and transfer \$16,000 from “210-1001-451-35.01 contract labor/recreation officials” to “210-1001-451-13.00 other salaries & wages”. Susan McAuliffe seconded the motion, motion passed 8 – 0. A roll call vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie Noyd updated the Board on the Highway 69 Walk Trail. Katie has talked with Ed Childs, President of National Streetscape. Additional drains are being installed because the engineers did not account for runoff. Katie authorized base rock for the trail because it had been taken out of the plans.

A change order is needed for additional services from SKW. Katie will go to the City Council for approval of change orders of \$10,000 or more. This is not new money but monies that need to be released for the walk trail.

NEW BUSINESS

Katie Noyd talked about the current financial procedure that only allows the Department to purchase up to \$1,000 without Parks and Recreation Board approval. Anything over \$1,000 currently has to be approved by the Parks and Rec Board. Sharon Powell feels that the amount needs to be raised to at least \$5,000 or more and she reminded the Board that the City Council does not approve the Department's expenses or purchases. The City's purchase order system is being adjusted and the amount that requires a purchase order is being raised.

After discussion, Zac Ganzer made the motion to raise the amount to \$5,000 that the Department can spend without the Board's approval, effective January 1, 2013. Christy Marker seconded the motion, motion passed, 8 – 0. A roll call vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

Katie introduced the rough draft of the 2013 Parks and Recreation Department calendar. The 2012 calendar was well received by parents and grandparents and the Department is receiving requests for 2013 calendars. The 2013 calendar as well as the 2012 calendar has information about programs, due dates, sports leagues and much more. Calendars would be available in January.

The bid was for 2000 copies of gloss finish paper for a 28 page full-color calendar. Three bids were received by due date of November 13. They are:

- Excelsior Publishing Company – \$3,640 for 2500 copies (their minimum print requirement) or \$1.45 per calendar;
- Printing Unlimited – \$3,471.88 for 2000 copies or \$1.73 per calendar;
- A Graphic Resource – \$2,591 for 2000 copies or \$1.29 per calendar.

Susan McAuliffe made the motion to approve A Graphic Resource bid of \$2,591. Sherri Branson-Hurt seconded the motion, motion passed 8 – 0. A roll call vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

The Revenue Committee and the Recreation Committee met and both committees have suggested raising youth and adult participation fees. Katie put together proposed fee increases and justifications. The current fee structure is in the November 20, 2012 Parks and Recreation board packet.

Youth Sports

Proposed fees:

In City Limits Fee: \$35, Scholarship fee: \$20

Out of City Limits Fee: \$45, Scholarship fee: \$30

The new fee would include a t-shirt; previously teams would have to get a sponsor or each participant would have to pay for a t-shirt.

Start Smart Sports Proposed Fees: \$35 for a six week class (six 1 hour sessions)

Tennis Proposed Fees:

In City Limit Fees: \$35 Beginner, \$40 Intermediate/Advanced

In City Scholarship: \$20 Beginner-Advanced

Out of City Limit Fee: \$45 (beginner), \$50 (Intermediate/Advanced)

Out of City Limit Scholarship Fee: \$30 (Beginner-Advanced)

Adult Sports Women's Volleyball Proposed Fees: \$85 for 12 games

Staff requests that the Park Board approve the increased fees starting in January 1, 2013.

Sherri Branson-Hurt suggested tracking families and give breaks to those with multiple children. Zac Ganzer asked about the possibility of prepaid fees and giving a discount for early registration. Sharon Powell and Christy Marker would like to see the numbers of families, multiple children and multiple sports. This information and numbers will be tracked and data gathered.

Susan McAuliffe made the motion to approve the increase in fees as proposed by Katie Noyd. Reggie St. John seconded the motion, motion passed 8 – 0. A show of hands vote was taken: Ayes – 8 – Sherri Branson-Hurt, Keith Bowen, Zac Ganzer, Dennis Lollar, Christy Marker, Susan McAuliffe, Sharon Powell, Reggie St. John Nays – 0

OPEN DISCUSSION

Katie Noyd announced that she would be leaving the office mid-morning tomorrow. Please feel free to contact her if you need to talk to her.

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