

EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

BOARD MEETING MINUTES

DECEMBER 21, 2010

The Excelsior Springs Parks and Recreation Department Board meeting held December 21, 2010 was called to order by President Sharon Powell.

Roll call was taken.

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

MEMBER ABSENT: Jeff Duncan, Bill Griffey III

CITY COUNCIL LIAISON: Carolyn Schutte

STAFF PRESENT: Janet Morehead, Administrative Assistant; Steve Porter, Maintenance Worker III.

VISITOR: Steve Sellers

Sharon Powell asked for consideration of the agenda. Sharon Powell would like to add to Old Business: D. Skate Park Cameras.

John Lacy made the motion to amend the agenda. Theresa Henson seconded the motion, motion passed, 6 - 0.

Joyce Green made the motion to approve the minutes of the November 16, 2010; November 30, 2010 and December 7, 2010 Parks and Recreation Board meeting as written. Susan McAuliffe seconded the motion, motion passed, 6 - 0.

The November 30, 2010 financial report was discussed. Reggie St. John asked about the vacation, sick time, advertising and consulting fees that are over budget. Sharon Powell replied that it had to do with the release of an employee. Reggie asked if a budget amendment needed to be done. John Lacy said that one would need to be done eventually.

Sharon Powell said that the \$20,000 for the lots for the new park was taken out of reserves. The \$3,600 donation that was made was put in the donation fund.

Joyce Green asked about the cardmember service for \$1,600 for meals and registration and the other charges that were made that day. Sharon Powell asked Janet Morehead if she knew what it was for and Janet replied that she thought it was for Playground Safety Institute classes for the crew and the Excel classes.

Reggie St. John asked about the two invoices for R & H Electrical. Janet Morehead replied that one was for trenching and replacing the electric lines that were hit when new batting cage poles were being installed at the West Sports Complex and the other invoice was for light fixtures for the upstairs hall.

Reggie St. John made the motion to accept the November 30, 2010 Financial Report as received. Joyce Green seconded the motion, motion passed, 6 - 0.

STAFF REPORT

Sharon Powell asked Steve Porter to give the staff report.

Youth basketball coaches meeting was held on Friday, December 3. Practices started on Monday, December 6. There are 212 players on 28 teams.

The Late Fall Women's Volleyball league finished their games on December 15.

The Young Picasso Club continues to draw artists. Colored copies were printed for the December flyer on a half sheet of paper. Kathleen Fenton is the instructor.

Adult exercise classes continue to be held on Mondays, Tuesdays, Wednesdays, and Thursdays. Elaina Lamley and Kelli Cox are the instructors. Elaina is offering a special for December, pay for one session of Bootcamp and get Bootcamp free for the rest of December.

Steve Porter and Janet Morehead completed the Fundamentals of Excel online class.

Snow removal equipment was readied. Snow was cleaned off the Community Center parking lot and sidewalks on Monday, December 13.

The BBQ on the River and Fly-In appreciation plaques for Century Park and Regent Park were installed.

Plastic sheeting was installed on the inside of the big windows downstairs to cut down on drafts. Insulation was placed around the window air conditioner in the kitchen.

Leaves and tree debris was cleaned off the Community Center roof and out of the gutters.

Trees were trimmed in the parks and along the walk trails.

Missing bolts were replaced on picnic tables.

Floor trim is being replaced in the downstairs restrooms and kitchen.

The playground equipment is being inspected and corrections are being made as needed.

Employees attended the annual City's Employee's Dinner on Friday, December 17.

Steve Porter talked to Dave Adams about the concrete pad at Sunnyside Park with the wall problem. Steve is getting information and prices for a keystone wall to replace the old wall.

The rules and regulations sign needs to be replaced at the skatepark. Steve Porter has talked to Tim Ashlock of Ashlock Signs about prices for a new sign. Steve also talked to Tim about suggestions for a stronger cover, one that is less prone to vandalism.

Theresa Henson suggested checking into a polycarbonate material to use for the cover. It is impact resistant, and scratches can be polished out.

COMMITTEE REPORTS

Sharon Powell said that committee meetings have been put on hold until a director is on board.

OLD BUSINESS

Sharon Powell said that she does not have any new information on the 69 Walktrail. She said there was a question if putting the bridge across the creek at Joy Street was going to impact nature for two square miles. The report came back that nature would not be impacted.

Steve Porter has talked to Chad Birdsong, Public Works, and that work would start on the Siloam Mountain walk as soon as possible. Susan McAuliffe said that she was by there today and they had started drilling holes and were hitting rocks and tree roots.

Steve Porter and Mike Rodovsky took the playground safety class. David Bedford was able to attend one day.

After attending the playground safety class, Steve Porter said that he is noticing things in the parks and playground areas that need to be addressed. The old swing sets need to be replaced. Sharon Powell said that maybe some of the reserves could be used to purchase them. More mulch will need to be ordered for the new swings.

Steve Porter said that signs need to be posted at each play area stating that parental supervision is required for children playing on the equipment.

Dirt has been backfilled at Sunnyside around the shelter area. Trip hazards were removed.

Sharon Powell wants Steve Porter to keep working on the MPR report.

The camera for the skate park at Regent Park was discussed. Sharon Powell received a letter from Stephanie Baker, Human Resource Coordinator for the City. She is also the safety officer for the City. AmerenUE has two suggestions. 1) Install a new pole and put in a meter can and a disconnect for about \$300. The Department would then receive an invoice for actual usage or 2) or wires can be run and receive an estimated monthly usage invoice.

This camera will be monitored by the Police Department.

Reggie St. John made the motion to purchase a camera that is self-metering, install a pole and a meter for \$300 that AmerenUE recommends. Susan McAuliffe seconded the motion, motion passed, 6 – 0.

NEW BUSINESS

Sharon Powell announced that Steve Harness, Program Supervisor, quit suddenly. She is interviewing two or three people tomorrow for the position. Another supervisor should be on board before the youth basketball starts.

OPEN DISCUSSION

Carolyn Schutte suggests adding swing sets to the Parks and Recreation Department's Capital Improvement List. Carolyn said to contact Steve Marriott and have him add it to the list.

Sharon Powell feels that the Capital Improvement Five Year list needs to be revisited.

Carolyn Schutte said that there has been some discussion to the Council about money sources. They are going to take it to the State Legislature to put something on the books to have a sales tax available.

Joyce Green would like to see new swings installed and mulched before the spring and warm weather arrives.

Steve Porter suggests removing the old swings. There is a good swing set at Sunnyside and two in East Valley Park. Steve Porter had installed the new "S" hooks on the current swings.

Susan McAuliffe made the motion to remove swing sets in the parks that are not safe. Joyce Green seconded the motion, motion passed, 6 – 0.

Removing the steps at Kent and Outlook is on Steve Porter's list of thing to do in the winter. He asked if a skating rink would be installed there. Theresa Henson said that the idea of an ice rink was one of brainstorming. Costs of an ice rink need to be researched. Theresa Henson would like to have information on ice rinks, insurance costs, equipment needs, etc.

OPEN DISCUSSION

Reggie St. John asked about the mowers and equipment that have been repaired. He is asking if the mowers are ready to go for this summer.

Steve Porter said that a small brush hog would be a good purchase to mow the lots. The lots are often overgrown and harder on the mowers.

Sharon asked Steve Porter to bring back information, costs, etc. on a small brush hog.

Therese Henson thought that some of the lots that are mowed could be offered as garden spots. This would be a win/win situation. Allowing people to garden and maintain lots then the Department would not have to mow or take care of them.

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. Motion passed, 6 – 0.

Susan McAuliffe made the motion to come out of closed session. Theresa Henson seconded the motion, motion passed, 6 – 0.

Reggie St. John made the motion to adjourn the meeting. Theresa Henson seconded the motion, motion passed, 6 – 0.