**EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT**

**BOARD MEETING MINUTES**

**OCTOBER 18, 2016**

***THIS IS A DRAFT UNTIL APPROVED BY BOARD ON NOV 15, 2016***

The Excelsior Springs Parks and Recreation Department Board meeting held October 18, 2016 was called to order at 1902 hours by President Reggie St. John.

Roll call was taken with six members present.

**MEMBERS PRESENT:** President – Reggie St. John; Vice President – Scott Smith; Treasurer – Sherri Branson-Hurt; Lynette Manley; Susan McAuliffe; Jake Simmons Christy Marker arrived at 1903 hours.

**MEMBERS ABSENT:** Jason Cole, Jody Pasalich

**STAFF PRESENT:** Nate Williams, Director; Chad Clevenger, Parks Superintendent; Janet Morehead, Administrative Assistant – Parks and Recreation

Parks and Recreation Board President Reggie St. John called for the consideration of the agenda.

Sherri Branson-Hurt made the motion to approve the agenda as presented. Susan McAuliffe seconded the motion, motion passed, 6 – 0. A show of hands vote was taken: Ayes – 6 – Sherri Branson-Hurt, Lynette Manley, Susan McAuliffe, Reggie St. John, Jake Simmons, Scott Smith Nays – 0

Christy Marker arrived at 1903 hours. There are now seven board members present.

Susan McAuliffe made the motion to approve the minutes of the September 20, 2016 Parks and Recreation Board meeting as presented. Christy Marker seconded the motion, motion passed, 6 – 0 – 1. A show of hands vote was taken: Ayes – 6 – Sherri Branson-Hurt, Christy Marker, Susan McAuliffe, Jake Simmons, Scott Smith, Reggie St. John Nays – 0 Abstained – 1 – Lynette Manley – she was not in attendance at the September 20, 2016 Parks and Recreation Board meeting

Nate Williams informed the Board that this financial report was not a final yearend report and that expenses accrued in September but invoiced in October would be on FY15-16.

After questions were asked and answered about the financial report, Susan McAuliffe made the motion to accept the financial report dated September 30, 2016 and prepared October 11, 2016. Sherri Branson-Hurt seconded the motion, motion passed, 7 – 0. A show of hands vote was taken: Ayes – 7 – Sherri Branson-Hurt, Lynette Manley, Christy Marker, Susan McAuliffe, Reggie St. John, Jake Simmons, Scott Smith Nays – 0

**STAFF REPORTS**

Chad Clevenger thought that there would be one more mowing this season.

Backfilling is finished along Rainbow Trail. Railings are also complete.

There are two more weeks of Shape Up. There have been lots of miles logged and lots of weight lost.

Christy Marker wants it on record that she feels that Parks and Rec should continue to offer programs that the Community Center is going to offer but require membership at the Community Center to be able to participate in it.

Nate Williams feels that there could be a contract in the future where the Parks and Recreation Department and the Community Center does not offer the same programs.

Christy is also concerned about conflicting job titles. Christy sits on both the Parks and Recreation Board and the Community Center Board and she would like to see a meeting between the Parks and Recreation Board and the Community Center Board. Sherri Branson-Hurt would like to the same thing and maybe get some answers.

Nate Williams will talk to Brad Eales, Mayor, about setting up a joint meeting between the two boards.

Christy's second area of concern is the Senior Center and what she is hearing. Nate Williams responded that nothing should change as far as the Senior Center is concerned. Issues have been resolved.

Christy feels that both boards should work together to support the Community Center and for the good of the community.

Nate Williams gave a short report on the National Recreation and Parks Association Annual Conference. He likes what the Kansas City Parks and Recreation Department has done with the "branding" of themselves – logos are the same but different in color to coordinate with various areas of the department.

Nate also was enrolled in the Certified Parks and Recreation Professional workshop. He passed the practice exam and will take the exam within a couple of months.

## COMMITTEE REPORT

The Recreation Committee met tonight, Tuesday, October 18, at 6:00 p.m. before the Board meeting. Committee members Sherri Branson-Hurt, Lynette Manley, Scott Smith, ex-officio member Reggie St. John; and Nate Williams, Director, attended the meeting.

Discussion at the Recreation Committee meeting included scholarships and sponsorships, and participation medals, etc.

## OLD BUSINESS

The sewer project at the Milwaukee Street Park is done. The area has been seeded and strawed. Jake Simmons said that it is his understanding that the property is now the Parks and Recreation Department's. Nate has not received official word yet.

The basketball goal and park bench for Curtis Avenue Park have arrived. The playground equipment will be shipped on October 19, 2016. Installation would be late fall or winter.

## NEW BUSINESS

There was a fire in the playground equipment at Kibler Park on Saturday evening, October 1, shortly before midnight. The fire was hot enough to melt part of the aluminum support poles and damaged other parts of the structure. Information was turned in to Steve Marriott, Interim City Manager, the week of October 3 as it became available. He then submitted it to the insurance company.

Volunteers are needed for the Zombie 5K Walk/Run this Saturday, October 22. Race starts at 9:00 a.m. There are goody bags for the participants and trophies for the winners and best dressed zombies.

With the move coming about, Janet Morehead met with Rebekah Bowen, Archivist with the State of Missouri, to discuss what to do with records and registrations, otherwise known as retention and disposition of records. According to the Missouri Revised Statutes Retention Schedules, there are municipal and general schedules of how long original records and copies are to be kept. Janet has started going through the files.

Nate Williams is asking for the Board to approve the disposition in a secure manner of the approximately 1 cubic feet of copies of Time and Attendance records for twenty-six personnel dating from January 2011 through October 2013.

Susan McAuliffe made the motion to securely dispose of the approximately 1 cubic feet of copies of Time and Attendance records for twenty-six personnel dating from January 2011 through October 2013. Scott Smith seconded the motion, motion passed, 7 – 0. A

show of hands vote was taken: Ayes – 7 – Sherri Branson-Hurt, Lynette Manley, Christy Marker, Susan McAuliffe, Reggie St. John, Jake Simmons, Scott Smith Nays – 0

**OPEN DISCUSSION**

Nate Williams showed a short video, "I'm a Park and REC Kid" produced by the Miami, Florida Parks and Recreation Department that was shared at the Annual Conference.

Lynette Manley feels that the Department ought to reach out to area students and do our own video, maybe a contest.

Susan McAuliffe made the motion to adjourn the meeting. Lynette Manley seconded the motion, motion passed, 7 – 0. A show of hands vote was taken: Ayes – 7 – Sherri Branson-Hurt, Lynette Manley, Christy Marker, Susan McAuliffe, Reggie St. John, Jake Simmons, Scott Smith Nays – 0

Meeting adjourned at 2015 hours.

**EXCELSIOR SPRINGS**
**PARKS AND RECREATION**

**BOARD MEETING**

**OCTOBER 18, 2016**

**7:00 P.M.**

**ROLL CALL** ~~6~~ 7

H SHERRI BRANSON- HURT

No JASON COLE

H LYNETTE MANLEY

H ~~No~~ CHRISTY MARKER arrived @ 1903 Hours

H SUSAN McAULIFFE

No JODY PASALICH

H JAKE SIMMONS

H SCOTT SMITH

No REGGIE ST. JOHN

No BRAD EALES, CITY COUNCIL LIAISON