

EXCELSIOR SPRINGS PARKS AND RECREATION DEPARTMENT

BOARD MEETING MINUTES

OCTOBER 26, 2021

**THIS IS A DRAFT UNTIL APPROVED BY THE BOARD ON
NOVEMBER 23, 2021**

The Excelsior Springs Parks and Recreation Board meeting held October 26, 2021 at the Excelsior Springs Community Center was called to order by President Jake Simmons at 6:03 p.m.

Roll call was taken with eight board members present.

MEMBERS PRESENT: President - Jake Simmons; Vice President – Patrick Halfhill; Secretary – Jessica Meyer; Treasurer – Zac Wilkins; Scott Buckman; Christy Marker; Susan McAuliffe; Reggie St. John; Kyle Uptegrove

MEMBERS PRESENT VIRTUALLY: Christy Marker logged on at 6:04, Susan McAuliffe

MEMBER ABSENT: Patrick Halfhill

CITY COUNCIL LIAISON: Stephen Spear

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

VISITORS: Sharon Powell, Mayor of the City of Excelsior Springs

Susan McAuliffe made the motion to approve the agenda as presented. Scott Buckman seconded the motion, motion passed, 8 – 0. A show of hands vote was taken: Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

Susan McAuliffe made the motion to approve the minutes of the September 28, 2021 Excelsior Springs Parks and Recreation Board meeting as presented. Kyle Uptegrove seconded the motion, motion passed, 8 – 0. A show of hands vote was taken: Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

Nate Williams' FY 20-21 Working Financial Budget through September 30, 2021 was discussed. Questions were asked and answered.

Nate Williams' FY 21-22 Working Financial Budget through October 18, 2021 was discussed. Questions were asked and answered.

Reggie St. John made the motion to approve Nate Williams' FY 20-21 Working Financial Budget through September 30, 2021 and Nate Williams' FY 21-22 Working Financial Budget through October 18, 2021 as presented. Scott Buckman seconded the motion, motion passed, 8 – 0. A roll call vote was taken. Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

STAFF REPORTS

The Staff Reports were discussed.

When asked, Chad Clevenger replied that it took approximately three days to winterize the splash park.

Youth basketball registration is November 1, 2021 through December 10, 2021. Practices are scheduled to start at the beginning of January with games starting on January 15, 2022.

Youth Referees/Officials were discussed. ESPR currently uses Liberty Sports Officials but officials do not like to travel to Excelsior Springs to officiate. Sometimes officials do not show up. Suggestions and discussion was held regarding High School players officiating and a donation being made to their sport but only a few will volunteer and then everyone else reaps the rewards. There is an Officiating Class at Excelsior Springs High School - maybe check into it for officials.

Zac Wilkins asked that Corey Greim submit suggestions for the officiating situation at the December meeting.

COMMITTEE REPORTS - none

OLD BUSINESS - none

NEW BUSINESS

Nate Willimas introduced Sportsman Software to the Board. It is a more user friendly software system that would replace ActiveNet. ActiveNet is the registration, reservation, membership management, daily cash management, etc. software that Excelsior Springs

Parks and Recreation Department and the Excelsior Springs Community Center currently uses. Nate Williams and Nikayla Glidden, Excelsior Springs Community Center Business Manager, visited Gladstone, MO Parks and Recreation to see the Sportsman Software in action. Gladstone Parks and Recreation have used it for about 15 years. There could be a significant savings of over \$30,000 per year by making the switch. It would be a year to year contract. It would take approximately 90 days to port the information from ActiveNet to Sportsman. Nate suggested waiting until the first of next year to do anything.

Discussion was held. Stephen Spear suggested Paul Campo, City Attorney, look at the contract before anything is signed. Nate will bring that information to the next Board meeting.

The purchase of a new mower was discussed. Chad Clevenger bid a John Deere 1570 TerrainCut Commercial Front Mower using Sourcewell. Two bids were received. Chad Clevenger recommends purchasing the mower from Heritage Tractor, Inc. for \$30,745.04 with a trade-in of a John Deere 1445 front mower for \$5,000 bringing the purchase price to \$25,245.04.

Reggie St. John made the motion to accept the bid for the John Deere 1570 TerrainCut Commercial Front Mower with a John Deere 72 inch 7-Iron PRO Commercial Side Discharge mower deck from Heritage Tractor, Inc for \$30,745.04 with a trade-in of a John Deere 1445 front mower for \$5,000 bringing the purchase price to \$25,245.04.

Zac Wilkins seconded the motion, motion passed, 8 - 0. A roll call vote was taken. Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

When asked when the mower would arrive, Chad Clevenger felt that it would probably arrive in March.

The Rainbow Trail Sealcoating was discussed. It was recapped in 2016 with the recommendation that it be seal coated every three years and no more than five. It's been five years. The seal coating was bid in 2020 and the project was put on hold. The companies that submitted bids were contacted to see if they would like to rebid the project.

Three companies submitted bids. Discussion was held. Bid #1 is a portion of the trail and Bid #2 is the complete trail.

Zac Wilkins made the motion to approve the Bid #2 for the seal coating of the complete Rainbow Trail bid of Advanced Asphalt Paving and Concrete for \$11,830.00. Kyle Uptegrove seconded the motion, motion passed, 8 - 0. A roll call vote was taken.

Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

Christi Rice, President of the Excelsior Springs Parks and Recreation Foundation, submitted a letter of recommendation for Marilyn Lunch asking that she be appointed to the Excelsior Springs Parks and Recreation Foundation Board..

Discussion ensued.

Christy Marker made the motion to approve the appointment of Marilyn Lynch to the Excelsior Springs Parks and Recreation Foundation Board. Scott Buckman seconded the motion, motion passed, 6 - 0 - 2. A show of hands vote was taken. Ayes – 6 – Scott Buckman, Christy Marker, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove Nays – 0 Abstained - 2 -Susan McAuliffe, Zac Wilkins Susan and Zac are on the Foundation Board.

The Memorandum of Understanding between the Excelsior Springs Parks and Recreation Department and the Excelsior Springs Community Center was discussed.

This Memorandum of Understanding (MOU) was written by Molly McGovern, Excelsior Springs City Manager; Nate Williams, Director of Excelsior Springs Parks and Recreation; and Paul Campo, Excelsior Springs City Attorney.

This will be a joint venture between the Excelsior Springs Parks and Recreation Department (ESPR) and the Excelsior Springs Community Center (ESCC) with Nate Williams being the Director of the Parks, Recreation, Community Center, and Wellness Departments.

The Senior Center will be under the direction of the ESCC and will report to the Assistant Director of Recreation, Parks, Community Center, and Wellness.

The Excelsior Springs Parks and Recreation Board will remain as an Administrative Board.

Nate Williams' salary will be split 50/50 between the Excelsior Springs Community Center and the Excelsior Springs Parks and Recreation Department.

The term of the MOU will be from November 1, 2021 to September 30, 2022 for this first year. Hereafter it will be from October 1 to September 30.

Jesse Hall, current ESCC Director, will be the Project Manager of the ESCC Aquatics expansion so he will be around to answer questions if needed.

Half of Nate's salary will go away from the Parks and Recreation Budget, along with the cost of the Senior Center Administrator & operations, and the \$30,000 office rent at the Community Center.

Scott Buckman made the motion to approve the Memorandum of Understanding between the Excelsior Springs Parks and Recreation Board and the City of Excelsior Springs FY2022. Reggie St John seconded the motion, motion passed 8 - 0. A roll call vote was taken. Ayes – 8 – Scott Buckman, Christy Marker, Susan McAuliffe, Jessica Meyer, Jake Simmons, Reggie St. John, Kyle Uptegrove, Zac Wilkins Nays – 0

Jake Simmons, ESPR Board President, and Jessica Meyer, ESPR Board Secretary, will need to sign the Memorandum of Understanding between the Excelsior Springs Parks and Recreation Board and the City of Excelsior Springs FY2022.

OPEN DISCUSSION

Nate Williams mentioned that work is being done to streamline the ESPR and ESCC websites. A new domain will probably be needed. E-mail addresses might be revised.

Susan McAuliffe made the motion to adjourn the meeting. Christy Marker seconded the motion, motion passed, 8 – 0. Jake Simmons adjourned the meeting.

The October 26, 2021 Excelsior Springs Parks and Recreation Board meeting was adjourned at 7:55 p.m.