

**Warrensburg Parks and Recreation**  
**Board Meeting Minutes**  
January 29, 2020

**1) Call to Order**

Marcy Bryant called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:03 pm on January 29, 2020 at the Parks and Recreation Department, 445 E. Gay Street.

**2) Roll Call**

Syerra Burnor conducted a roll call. The following members were present: Barb Rhodes, Cindy Holmberg, Marcy Bryant, Jason Duffey, Ashley Carter, and Hank Hamann. Jonathan Thurston arrived at 7:49 pm.

The following members were absent: Erica Collins and Eva Clark.

Others in attendance were:

Danielle Fesler, Director of Warrensburg Parks & Recreation  
Jeff Coleman, Warrensburg Parks & Recreation, Parks Operations Superintendent  
Robert Burrows, Warrensburg Parks & Recreation, Parks Maintenance  
Ryan Carroll, Warrensburg Parks & Recreation, Parks Maintenance  
Grace Joseph, Warrensburg Parks & Recreation, Recreation Superintendent  
Brendon Zachery, Warrensburg Parks & Recreation, Sports Recreation Supervisor  
Teresa Romanowicz, Warrensburg Parks & Recreation, Health & Wellness Recreation Supervisor  
Alex Threlkeld, Warrensburg Parks & Recreation, Recreation Supervisor of Programs  
Syerra Burnor, Warrensburg Parks & Recreation, Office Manager  
Nolan Brooks, City of Warrensburg, Council Liaison  
Sara Lawson, Daily Star Journal  
Tim Storms, Knob Noster Parks  
Joanna Bachtel, Knob Noster Parks  
Joe Burnor

**3) Approval of Agenda**

Barb Rhodes moved to approve the Agenda with no amendments. Jason Duffey seconded. Agenda approved 6-0.

**4) Approval of Minutes**

Cindy Holmberg moved to approve the November 11, 2019 Minutes with no changes. Barb Rhodes seconded. November Minutes approved 6-0.

**5) Announcements**

**a) Welcome New Full-Time Staff:**

**i. Brendon Zachery – Recreation Supervisor of Sports**

Grace Joseph introduced Brendon Zachery to the Board. Brendon stated he is from Chicago and has been in Warrensburg since 2015. He commented that he is excited to learn more about the department.

**ii. Ryan Carroll – Park Maintenance I**

Jeff Coleman introduced Ryan Carroll to the Board. Ryan stated he is excited to work and did not realize how many parks were in Warrensburg. He is originally from Kansas and moved to Warrensburg one year ago.

**6) Committee Reports**

**a) Finance Committee Report – Master Plan Implementation**

Ashley Carter reported the committee met by phone last week and discussed the pricing at Nassif.

No further actions were made.

**b) Master Plan Committee Report – Master Plan Implementation**

Jason Duffey reported the committee met and discussed the 2019 City of Warrensburg Community Survey. He stated the overall opinion was “very satisfied” with the Parks and Recreation department. He recommended all members to view the results on the City website, warrensburg-mo.com.

No further actions were made.

**c) Building and Grounds Committee Report – Master Plan Implementation**

Cindy Holmberg reported the committee met and discussed the current projects, including the zero turn mowers and locker room floor. Maintenance installed a new dishwasher in the childcare room and speakers in the multipurpose rooms. For this fiscal year, the maintenance budget included purchasing a new dump truck. However, due to aging infrastructure, two projects will be done in lieu of purchasing a dump truck this year. Those two projects include replacing the fire

panel in the Community Center and resurfacing the locker room floors. Jeff Coleman stated they place second out of eighteen at the Missouri Park & Recreation Association (MPRA) Region 1 Maintenance Rodeo.

No further actions were made.

**d) Recreation Committee Report – Master Plan Implementation**

Marcy Bryant reported the committee met and discussed the concession stands and Nassif Aquatic Center (NAC) pricing. They discussed recreation programs and numbers are good in fitness classes. Basketball games had to be cancelled due to weather on multiple weekends. The committee also discussed the upcoming youth sports leagues.

No further actions were made.

**e) Administration Committee Report**

Marcy Bryant reported the committee met and discussed NAC pricing and the steps needed to move forward and budget.

No further action was made.

**7) New Business**

**a) Ball Park Concession Change**

Danielle Fesler reported Parks and Recreation has four concession stands, Lion's Lake, Buford, West Park, and Nassif (NAC). Due to several factors, she started reviewing operations. Minimum wage will continue to increase, until it caps at \$12.00 in 2023. This is a significant increase and is essentially doubled, as our financial policy requires two staff in the concession stand at all times. Another factor is inventory, as everything is delivered to NAC and then must be sorted and delivered to each concession stand. Sales at the ballparks can be difficult to predict each night, leading to higher food waste than at NAC. Finally, we do not have great wireless service at our ballparks. This is crucial, because we use ActiveNet to track sales. When the internet is not working, staff are not able to use the software or credit card machine. They also have to track sales manually, which can lead to inventory and revenue issues. This leads to having to reconcile the deposit the next day. When that happens, Syerra has to research what happened, meet with concession staff, and submit journal entries for each discrepancy.

Danielle proposed to discontinue concessions at Lion's Lake, Buford, and West Park, but continue concessions at NAC. She recommended installing drink vending machines provided by our beverage vendor, Coca-Cola, at the ballfields. Warrensburg Parks and Recreation will not be liable for vandalism. Maintenance will install power and cages for the machines.

Jeff Coleman, Grace Joseph, and Danielle have met with Coca-Cola and are working with the rep to make sure required power and protection are installed. Nolan Brooks questioned if protective cages will be installed and Danielle confirmed. Cindy Holmberg requested what was the software being used at the concessions stands and if transactions could be scanned on a phone. Danielle stated it was ActiveNet, but there is not enough signal at those locations. Barb Rhodes requested the status on the food trucks and Danielle stated that at this time, we do not have that in place. Marcy recommended to evaluate the policy and stated the ballfields may not be able to guarantee sales.

Marcy stated there is no policy stating Warrensburg Parks and Recreation cannot discontinue concession sales.

## **8) Unfinished Business**

### **a) Nassif Pass Pricing Change**

Danielle Fesler presented the current NAC prices and the season length. She stated the season will be longer this summer, from May 23, 2020, to August 23, 2020, pending any makeup snow days from the Warrensburg R-6 School District. She presented a review of last year's NAC revenue and expenses, including day pass sales, season pass sales, and rentals. Danielle at this time we are not even covering the debt payment on the pool each year. The debt payment is approximately \$180,000 each year. Last year, we only made \$131,000 in pass revenue, which does not cover the debt payment, let alone any other costs such as staffing, chemicals, supplies, and utility bills.

She stated that with the price increase, season pass holders will continue to receive benefits, including thirty-minute early entry and admission to River Walking. Season pass holders will also have two new benefits: first Saturday free snow cones and one member-only dive-in movie night. Danielle presented two price increase proposals for the Board's consideration (pages 13 – 15 in the Park Board Packet.)

Danielle presented the first proposal which is a set increase from 2020 to 2023. Day passes and River Walking will be increased to \$5.50, Twilight Swim to \$2.75, Season Passes to \$65.00, and the 20-Punch Passes to \$90.00. At the end of 2023, the department will analyze the impact and discuss any need for another price increase. Nolan Brooks questioned why choose the punch pass over the season pass. Marcy Bryant stated the season pass is an individual pass and the punch pass is for groups and families.

Danielle presented the second proposal which is a set increase of five percent, rounded up to the nearest nickel, each year from 2020 to 2023. At the end of 2023, the department will analyze the impact and discuss any need for another price increase. For the 2020 NAC Season, Day passes and River Walking will increase to \$5.25, Twilight Swim to \$2.60, Season Passes to \$63.00, and 20-Punch Passes to \$84.00. She also presented the projected increases through 2023. Danielle stated the prices cannot be increased enough for full cost recovery while keeping the prices affordable. Marcy Bryant recommended to round the price up to the nearest quarter so money handling will be easier for the front desk staff. Danielle stated the percentage will not be even. Barb Rhodes stated that staff and public may run out of dimes and pennies.

Marcy Bryant opened the floor to any further discussion for the first proposal to increase to a set price through 2023. No actions were made.

Marcy opened the floor to any further discussion for the second proposal to increase the price to five percent every year, rounding up to the nearest quarter, through 2023. Cindy Holmberg recommended staff to survey pass holders at the end of every season in order to increase sales and find insight.

Ashley Carter moved to approve the second proposal with adjustment to increase Nassif Aquatic Center Passes by an average of five percent and round up to the nearest quarter. Cindy Holmberg seconded. Proposal Number Two for Nassif Aquatic Center Pass pricing with adjustment approved 6-0.

#### **9) Director's Report**

Danielle Fesler presented the Director's Report and 3/8 Sales Tax Report (page 16 – 27.) She stated sales tax is down a little and that Marcella McCoy, Finance Director, stated Parks and Recreation is on track. She presented photos from the maintenance rodeo and the work on the pipes at the Indoor Pool. Jeff Coleman reported that two weeks ago

water leaked through the floor in the Childcare Room. Maintenance found the issue was in the pool area, removed the concrete, dug a hole, and repaired the pipes in-house. Nolan Brooks questioned if the leak was a corrosion issue. Jeff stated the compression fitting gave way. Danielle reported Teresa Romanowicz and Grace Joseph passed the Certified Park and Recreation Professional (CPRP) exam. Danielle reported new NAC cabana packages will be available in the summer as another option alongside cabana rentals and birthday party packages. This new package is \$150.00 for eight guests and two hours in a private cabana. It also includes NAC entry for the eight guests, access to a cooler and bottled water, and eight coupons for pizza and/or hotdogs. Danielle reported Teresa painted quotes on the walls in the Fitness Center. Teresa commented the project took a lot of work with the projector and one quote can be seen from the Indoor Pool. Marcy Bryant commented the Martin Luther King, Jr. quote generated a lot of interest on social media during the holiday. Barb Rhodes commented that the Fitness Attendants are doing good keeping the area clean. Danielle reported all Full-Time positions are filled and there are still openings for a Part-Time Recreation Assistant and Summer Day Camp Director. Marcy requested how many applications have been received. Grace stated only two and they do not meet qualifications. Jeff Coleman reported staff have been busy with snow removal. Maintenance assisted Jeff Imboden with the new sound system installation. He stated the old system was difficult to work with and this new system is now available to renters. There are speakers in all three multipurpose rooms. Staff have also worked on Meeting Room 3 communication upgrade and trimming trees.

Grace Joseph reported she has been working with the recreation staff and helping Brendon Zachery get settled. She reported that Brendon introduced himself to the coaches and met with the Shippy League.

Robert Burrows reported the crew has been working on the ballfields and getting the grass to grow. Jeff Coleman stated they are using a grow tarp, which is new technology that works like a greenhouse. The tarp is a few inches off the ground and grass grows faster. Rob stated the tarp will be moved one more time once the seed germinates. He reported the basketball goal cables were fixed. The crew finished removing the rust and recoating the three freezers at NAC.

Ryan Carroll commented he enjoys working at Warrensburg Parks and Recreation.

Teresa Romanowicz reported the New Year, New You program is going well. Guests check in with a trainer and receive a recipe and workout each week. She reported the

Brain Teaser 5K is coming soon and to contact her if anyone was interested in volunteering. She reported the Run Strong program is also doing well.

Alex Threlkeld reported the Father Daughter Date Night is coming up. She stated the Snowball Hunt had a lot of snow on the ground and had a good turnout. There are new Swim Instructors and Swim Lessons have started. Alex stated the first esports tournament was fun to watch and it reached a group normally not involved with the department. She reported that the parents requested to have the event again.

Brendon Zachery reported that he hopes for better weather for basketball. He stated the feedback from participants show that the competition is better, and the program is more organized. He commented he is excited for the soccer season.

Syerra Burnor reported the new Community Center Attendants have started and Karah Heater was promoted to Shift Leader. She stated the Community Center Attendants decorated the front desk and lobby. She recommended the Board members to participate and put their New Year's goals up on the lobby wall. Staff are participating in Chiefs Spirit Week. Syerra reported a new step was added to the reservation process and staff will give guests the option to set up an appointment for a room walkthrough before their event.

#### **10) Appearances to the Park Board not listed on the Agenda**

Danielle Fesler stated two members from Knob Noster Parks and Recreation Board, Tim Storms and Joanna Bachtel, are here to observe. Tim stated he appreciated the opportunity and the Board welcomed them.

#### **11) Park Board Members Comments**

Hank Hamann commented he showed up a week early for the January meeting, that was on his calendar by mistake. He stated he was impressed by all the activity in the building. He stated he appreciates the bright gym lights and the water leak fix.

Marcy Bryant commented she has been visiting the Community Center quite a bit. She stated her New Year's goal is to try and try. She stated that some days the parking lot is full, and she parked far out. She appreciated the Board members and staff that participated in the Sunshine Law workshop and how it brought people from all over.

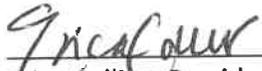
No other comments were made.

**12) Adjournment**

Marcy Bryant moved to close the meeting. The meeting adjourned by roll call vote at 7:55 pm.

The following members were present: Barb Rhodes, Jonathan Thurston, Cindy Holmberg, Marcy Bryant, Jason Duffey, Ashley Carter, and Hank Hamann.

The following members were absent: Erica Collins and Eva Clark.

  
Erica Collins, President

  
Submitted by Syerra Burnor