

Warrensburg Parks and Recreation
Board Meeting Minutes
February 26, 2020

1) Call to Order

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:02 pm on February 26, 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: Erica Collins, Jonathan Thurston, Cindy Holmberg, Marcy Bryant, Jason Duffey, and Ashley Carter.

The following members were absent: Barb Rhodes, Eva Clark, and Hank Hamann.

Others in attendance were:

Danielle Fesler, Director of Warrensburg Parks & Recreation
Jeff Coleman, Warrensburg Parks & Recreation, Parks Operations Superintendent
Jeff Imboden, Warrensburg Parks & Recreation, Business & Information Specialist
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
Deb Hobson, West-Central Independent Living Solutions (WILS)
Kevin Fisher
Joe Burnor

3) Approval of Agenda

Jonathan Thurston 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 January 29, 2020 Minutes with no changes. Jason Duffey seconded. November Minutes approved 6-0.

5) Announcements

No announcements were made.

6) Committee Reports

a) Finance Committee Report – Master Plan Implementation

Erica Collins stated there was nothing to report and the committee received the budget. The committee will meet in March.

No further actions were made.

b) Master Plan Committee Report – Master Plan Implementation

Jason Duffey stated the committee did not meet and there was nothing to report.

No further actions were made.

c) Building and Grounds Committee Report – Master Plan Implementation

Cindy Holmberg reported the committee met and discussed the updates to Meeting Room 3, the remaining flat roof bid process, and the fire panel. One out of five buildings are done with LED upgrade project. A new clock was installed in the gym. Parts were ordered for the marquee sign. Last week five staff members went to the Missouri Park and Recreation Association Conference. Cindy informed the Board that Jeff Coleman requested discussion for a vehicle purchase for the Director and implement into the future budget. Jonathan Thurston requested if the City of Warrensburg has a reimbursement policy and Marcy Bryant answered it did. Erica Collins stated the Board will research it.

No further actions were made.

d) Recreation Committee Report – Master Plan Implementation

Marcy Bryant stated the committee did not meet and there was nothing to report.

No further actions were made.

e) Administration Committee Report

Jonathan Thurston stated the committee did not meet and there was nothing to report.

No further action was made.

7) New Business

a) Kevin Fisher – Basketball Coaching Concerns

Erica Collins opened the floor to Kevin Fisher. Kevin stated that Danielle Fesler, Grace Joseph, and Brendon Zachery did a good job and stated there was disconnect in how basketball is handled on the floor. He stated that the game rules were not being enforced. He reported there were issues at one game with the coach's behavior, the fair play rule, and the wristbands rule. He requested for the Board's position and recourse regarding these concerns.

Erica Collins stated the Board will need further discussion and information. She stated this was the first opportunity to hear about this situation and will need to meet with other people to have a better understanding. The Board then will return to Kevin with their decision.

Kevin stated if the situation continues, participation will drop. He requests the rules to be enforced and for it to be clear if the leagues are recreational or tournament style. He stated he feels passionate about it, the staff are so much better than previous years, and he is concerned for the children.

Erica stated the Board will investigate and thanked Kevin for his time.

b) Deb Hobson – WILS Assistance with Inclusive Park Restrooms

Erica Collins opened the floor to Deb Hobson. Deb introduced herself as the Executive Director at WILS. She stated WILS had a role in the inclusive playground project at Cave Hollow Park and the ramp for the indoor pool. The WILS Board is concerned about the restrooms at Cave Hollow Park. She stated that they are aware the restrooms were part of the master plan.

Jeff Coleman stated that University of Central Missouri (UCM) Construction Management visited in the past fall and was assigned the restroom project. They are compiling requirements and designs. Jeff stated he will meet with WILS to further discuss.

Deb Hobson stated that WILS has funds to help with the project and feel the restrooms are important. She reported they have \$5000 for community needs.

The Board thanked Deb Hobson for her time and support.

c) Zero Turn Mower Bid Award

Jeff Coleman reported bids went out for two new zero turn mowers. He stated they received six bids this year. One bid did not meet the specific goals and specifications, and another was incomplete. Staff recommended awarding the bid to Golden Valley Tractor.

Erica Collins requested if Golden Valley Tractor was the same company from last year and Jeff Coleman confirmed. Jeff reported the bid is over budget by \$478.00 and will pull the amount from another maintenance line item.

Jonathan Thurston moved to award Golden Valley Tractor bid for the two zero turn mowers for \$16478.00. Marcy Bryant seconded. Bid awarded to Golden Valley Tractor 6-0.

d) Fire Panel Approval

Jeff Coleman reported Johnson Controls will no longer service the fire panel at the Community Center and parts are not available. The notice was received two and half months ago and staff researched options. Jeff stated the control panel is specified to the building and worked with Bill Graves, Public Works Senior Project Manager, and Doug Harris, City Attorney, to produce a document that meets City requirements and in agreement with Johnson Controls. Jeff reported the projected total cost is \$15719.85. He stated that a new fire panel may not work with all the equipment in the building and may need to purchase new equipment. He requested to up to \$20000 for the purchase of a new fire panel. He commented that if the system fails, staff are required to perform a fire watch and check every room every fifteen minutes.

Jonathan Thurston requested the functions of the fire panel. Jeff Coleman stated the fire panel is in the front lobby and signals the monitoring company. The company communicates with staff and notifies emergency services.

Marcy Bryant moved to approve the agreement and not to exceed \$20000 for the purchase of the Johnson Control System. Cindy Holmberg seconded.

Erica Collins noted the motion not to exceed \$20000 and Jeff Coleman stated the equipment changes after the fire panel may exceed that.

Marcy Bryant moved to amend her motion to not to exceed \$25000. Ashley Carter seconded. Motion to approve agreement with Johnson Controls 6-0.

e) Warrensburg Parks and Recreation Sponsorship Program Presentation

Jeff Imboden presented the sponsorship program and provided a copy of the Sponsorship Policy (page 14 in the Park Board Packet.) He stated the policy is about thirteen years old, received corrections by the City Attorney in 2010, and still holds up and might need some modifications. He reported that Marcy Bryant had worked with the sponsorship program in the past. He stated when was hired, WPR did not have any relationship with UCM or the Chamber of Commerce. Recreation staff were selling separately, and the program needed more structure. He stated that many businesses had not been approached in a while; however, it is easier to promote WPR and support for youth and the community. He provided the formal presentation and letters for businesses to the Board.

Jeff Imboden stated that WPR now has a partnership with the Chamber of Commerce and pays for memberships and trades with sponsor levels. The Chamber of Commerce receives advertisement and WPR receives advertisement in the golf tournament, admission to all events, and advertisement in all electronic media. UCM has a banner

displayed in WPR facilities and WPR is listed in UCM programs and receives tickets to UCM sports games. Marcy Bryant stated that WPR used to give those tickets to kids that participated in the sports and youth programs. Jeff Imboden stated that is not currently done and will look into it. He reported that UCM asked not to be displayed on the WPR website.

Jeff Imboden stated the sponsorships are advertised everywhere and illustrates what is available at what levels. Jeff stated if there were more video screens around the Community Center, like the one in the lobby, companies can buy advertisement space on the screen. He reported he has worked on custom packages. Warrensburg Collision purchased additional banners. WPR has an agreement with the radio stations 1450 KOKO and 98.5 The Bar. The first Monday of the month, WPR staff are live with Woody on KOKO. The Bar advertises WPR during the drivetime home. The Chamber of Commerce hands out Activity Guides to new residents and visitors. Jeff reported sponsored free swims are another opportunity for businesses and the logo is printed on the banner and in the Activity Guide. Sponsored free swims receive lots of public participation. Businesses can also sponsor a sports team and the logo is printed on the team's jerseys.

Jeff Imboden stated the Chamber of Commerce provides a mailing list and information is sent out to all members. He reported that ten percent of the sponsorship funds goes to the Youth Scholarship Fund. He requested the Board to get the word out and he can provide more packets. Jeff stated sponsorships were low last year since businesses did not have the budget and will have to plan for the next year. He reported new businesses are coming to Warrensburg and will approach them. Marcy Bryant recommended to be cautious in what to accept in trade.

The Board thanked Jeff Imboden for his time.

8) Unfinished Business

There was no unfinished business reported.

9) Director's Report

Danielle Fesler presented the Director's Report and 3/8 Sales Tax Report (page 20 in the Park Board Packet) and reported that sales and use taxes are down from last year. She stated that they are up compared to the projected amount. She thanked the Board for allowing staff to attend the MPRA Conference and will present the information they learned at a later meeting. Danielle reported staff are working on budgets, and she attended meetings with City Council. She reported a guest could not find a diaper changing table. Previously, changing tables were only located in the Childcare Room and the Family Locker Room. Maintenance installed one changing table in all restrooms. All Full-Time Staff positions are filled, so Alex Threlkeld will organize a team-building activity. The current job openings are Summer Day Camp Director and Baseball/Softball Officials.

Jeff Coleman thanked the Board for letting staff attend the MPRA Conference. He reported they are preparing the Nassif Aquatic Center. They are working with Danielle Fesler and Grace Joseph to arrange the NAC Concessions area. He reported staff are moving the grow tarps on the baseball fields to take advantage of the sun. He stated the school district begins practice on the fields next week.

Jeff Imboden thanked Jeff Coleman, Chris Armstrong, and the maintenance crew for their work in installing the media equipment in Multipurpose Room C and renovating Meeting Room 3. Jeff Imboden reported a church group has already reserved Multipurpose Room C with the media cabinet access through March.

Grace Joseph reported she had two staff meetings today. Basketball games end this weekend. She is working with Recreation Staff and continuing to support them.

Teresa Romanowicz reported equipment was repaired. She stated Pickleball is going well and started with fourteen teams. Free play is on Tuesdays and Thursdays, and Wednesdays are reserved for later tournaments.

Alex Threlkeld reported that Tiny Tots has been packed for the last two weeks. There have been lots of Birthday Party Packages. She stated she is working with businesses for Things That Go.

Brendon reported he has been meeting with Grace Joseph and is looking forward to the next season. Marcy Bryant asked how registration numbers. Grace Joseph stated the older groups are low. She stated they believe people will sign up as a group to save money.

Syerra Burnor reported the staff have been busy with rentals and new memberships. All Community Center Attendants and Shift Leaders will be meeting with Recreation Staff this Thursday, February 27, in order to go over upcoming events and prepare for Summer Day Camp enrollments. Syerra reported Childcare has not been as busy in the evenings.

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

There were no further appearances made.

11) Park Board Members Comments

Jonathan Thurston commented the Board will give support to its staff and that the coaching concerns testimony is not the first. He commented that not everyone can be made happy. He advised staff do their best to listen and do not let those moments push them away. Staff will not have always have an instant response to all concerns.

Marcy Bryant commented these are times for evaluation and review. She stated that the staff are on the front line, and the Board does not know all the sports rules the way staff does. Jonathan Thurston added this happens at all levels.

No other comments were made.

12) Adjournment

Jason Duffey moved to close the meeting. Cindy Holmberg seconded. The meeting adjourned by roll call vote at 8:10 pm.

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

The following members were absent: Erica Collins, Barb Rhodes, Eva Clark, and Hank Hamann.


Erica Collins, President


Submitted by Syerra Burnor