

Warrensburg Parks and Recreation
Board Meeting Minutes
May 6, 2020

1) Call to Order

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:00 pm on May 6, 2020 held by Video Conference.

2) Roll Call

Syerra Burnor conducted a roll call. The following members were present: Erica Collins, Barb Rhodes, Jonathan Thurston, Cindy Holmberg, Marcy Bryant, Jason Duffey, and Hank Hamann.

The following members were absent: Ashley Carter and Eva Clark.

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

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

Gary Swanson, City of Warrensburg, Information Technology, Senior Computer Technician

Joe Burnor

Sara Lawson, Daily Star Journal

3) Approval of Agenda

Jason Duffey moved to approve the Agenda with no amendments. Jonathan Thurston seconded. Agenda approved 7-0.

4) Approval of Minutes

Jason Duffey moved to approve the February 26, 2020 Minutes with no changes. Barb Rhodes seconded. February Minutes approved 7-0.

5) Announcements

No announcements were made.

6) Committee Reports

a) Finance Committee Report – Master Plan Implementation

The committee did not meet and there was nothing to report.

No further actions were made.

b) Master Plan Committee Report – Master Plan Implementation

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

The committee did not meet and there was nothing to report.

No further actions were made.

d) Recreation Committee Report – Master Plan Implementation

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 met to discuss Community Center closure due to the pandemic and how to move forward. Staff provided recommendation for a type of soft start and will need full support from the Board. The committee reviewed recommendations and plans from other agencies. Jonathan stated there are currently no models for best practice approach.

No further action was made.

7) New Business

a) COVID-19 Impact Discussion

i. Budget

Danielle Fesler presented a recap of the Show Me State Reopening Plan, which stated that traditional summer activities may still participate if CDC guidelines are followed. Danielle stated Johnson County is in Phase 2 of the Recovery Plan. Warrensburg Parks and Recreation falls into categories: Businesses/Organizations engaged in retail sales, Recreation activities, and Daycares, childcare providers, or schools. Danielle stated considerations for reopening: public health, requirements for social distancing, adequate staffing, financial impacts, and safety of users. She reported that Marcella McCoy, Finance Director, projected a twenty percent tax reduction in sales tax through September. Danielle reported that revenue is temporarily paused. Monthly memberships will be credited for the time paid during shutdown. Programs will be more conservative and will introduce virtual programming. Sports may not be offered during the summer. The final farm lease payment will be made before the end of the year. Once Warrensburg Parks and Recreation (WPR) reopens, shelters and room rentals will continue. Danielle reported WPR must make big budget cuts. Part-Time Community Center Attendants and Fitness Attendants will be limited. Syerra Burnor will work the front desk from 8:00 am to 5:00 pm. There will be no Part-Time Parks Maintenance for the summer. The custodian budget will be limited. There will be no childcare and no concessions at the ball fields. Danielle stated these cuts will put WPR \$3,500 short of the gap through September 30.

ii. **Community Center**

Danielle presented the capacity formula for Phase 2 and reported the occupancy limit for the Community Center is 180. Staff will need to be available to manage number of users and to wipe all surfaces down. Danielle stated other considerations are to close the locker rooms and use only one entrance. Users will be twelve feet apart for fitness classes. A protective plexiglass barrier will be installed at the front desk and staff will wear protective masks and gloves. Users will frequently wash hands. There will be a sign-in sheet and waiver for customers to track building use. There will be no childcare. There will be no socialization before and after work.

Jonathan Thurston requested a model of the square footage and occupancy limits of the rooms be posted in that room.

Barb Rhodes requested that the Senior Center be responsible for monitoring Senior Center users. Danielle stated that WPR is liable. Cindy Holmberg stated the Senior Center may not be ready to open when WPR does. She reported that many senior centers are run by Care Connection for Aging Services and she works for Care Connection.

Hank Hamann requested if the floors will be marked for distancing and if there is an age limit. Danielle reported there is no childcare until Phase 3. She stated that each fitness class is different and will not have the same markings.

Danielle Fesler recommended to hold off on opening, monitor the situation and communicate with Johnson County Community Health Services until the City's State of Emergency is lifted.

Jonathan Thurston stated the Administration Committee will meet at a weekly basis and may have to pull the Board together for final decisions. Danielle stated the Stay at Home Order just lifted two days ago. Erica Collins commented that other facilities have a different density than Warrensburg. She requested how many COVID-19 tests are conducted. Barb Rhodes stated she does not recall the Health Department's statement. She stated the public is open to be tested for anti-bodies.

Jonathan Thurston requested getting a key fob entry on the door to the stairs and Fitness Center. Jeff Imboden stated entry would need to tie in with Gary Swanson. Danielle Fesler stated the entry would tie in with the ActiveNet software.

Danielle Fesler reported the City offices are closed until the State of Emergency is lifted by City Council. She reported that City staff are not able to leave the county and are on a hiring freeze. She stated Syerra Burnor lost a few staff and needs to hire. Erica Collins requested if WPR should follow the City's timetable. Danielle stated the City Council meets next Monday, May 11, and the second Monday of June.

Barb Rhodes motioned to follow the timetable created by the City Manager on opening the Community Center. Cindy Holmberg seconded.

Jonathan Thurston requested if WPR should move forward based on guidelines. Danielle Fesler confirmed a plan will be put together and will begin putting in place during closure.

Motion to follow the timetable created by the City Manager on opening the Community Center approved 7-0.

iii. Nassif Aquatic Center

Danielle Fesler presented the bather load numbers from Midwest Pool Management (MPM) for the splash pad, lazy river, lap lanes, and dive well. She commented the number must also factor in staff. Cindy Holmberg requested if the pool chemicals affect the virus. Danielle stated the social distancing guidelines may not be followed outside the water, such as the deck and locker rooms. She presented the Nassif Aquatic Center (NAC) season lengths. She included season pass, punch pass, and day pass usage and calculated the average usage is sixty-one people an hour. Other considerations are the Piranhas swim practice, swim lessons, River Walking, Splash and Play, Swimming Under the Stars, Dive-in Movie, Cardboard Boat Race, and the Doggie Dive. The capacity limit will be smaller for the indoor pool. Danielle reported the impact for not opening NAC will save \$161000 in MPM fees, not including expenses for concessions staff, supplies, and utilities. She stated WPR will still have to make debt payment for NAC whether the facility is open or not. Staff attended Zoom meetings with other agencies. Jeff Coleman stated they received lots of information not thought of before, such as maintaining pool tubes. Danielle stated the lounge chairs will have to be cleaned after each use or removed. She stated staff will have to decide what passes take priority.

Barb Rhodes commented opening NAC cannot be justified and cannot break even. Cindy Holmberg commented people may not be comfortable going to a swimming pool.

Marcy Bryant motioned the Nassif Aquatic Center does not open for the 2020 season. Barb Rhodes seconded. Motion approved 7-0.

iv. Parks, Playgrounds, and Ballfields

Danielle Fesler recommended extending closure of the playgrounds, tennis courts, park restrooms, dog park, and skate park and open trails and green spaces. Jason Duffey stated there is no reduction in activity at the skate park during closure. Erica Collins commented outdoor spaces cannot be monitored and usage should be up to the parents to practice social distancing. Jason commented the skate park usage has been a manageable amount of people. Jonathan Thurston recommended tennis court users should bring their own rackets and only touch the tennis ball. He stated the playgrounds are constantly used and recommended to close them only for thorough cleaning and keep record. Barb Rhodes commented there is too much liability and cannot expect social distancing to be followed at the playgrounds. She recommended open the other outdoor facilities with proper signage clarifying usage is a matter of personal responsibility. Danielle stated high touch areas are not recommended to open to public. She commented there will be complaints if the tennis courts opened and ballfields remained closed. She reported there have been requests for ballfield rentals. Erica commented the tennis courts are not designed to hold as many people and being too restrictive may present a problem. Jeff Coleman stated signage wording must be careful and be clear on recommendations and WPR cannot monitor or be liable.

Barb Rhodes requested a timeline. Jonathan Thurston stated the Administration Committee meet on Monday and can call the Board for another emergency meeting if the State of Emergency is lifted. He recommended to base it for a week to week basis and to send out a statement to the public. Erica Collins recommended to continue closures of playgrounds and park restrooms and requested opening the dog park. Jonathan Thurston commented the benches will be removed. Danielle stated that all public touches and uses the same gate. Hank Hamann requested if the tennis courts have gates. Danielle stated the Northern tennis courts has a gate and has access to go around. Hank recommended to chain the gates open. Jeff Coleman commented those arrangements were not made prior. He reported the trails were opened and people are looking for outdoor activities.

Danielle Fesler stated staff will work with Doug Harris, City Attorney, on language and it may not agree with what the Board decides.

Erica Collins moved to consult with Doug Harris on verbiage to allow public usage at their own discretion at the tennis courts, Old Drum Dog Park, skate park, grounds, and trails. Hank Hamann seconded.

Jonathan Thurston requested to open a couple of facilities and then have the Administration Committee meet on the process.

Erica Collins moved to amend the motion to consult with Doug Harris on verbiage to allow public usage at their own discretion at the tennis courts, Old Drum Dog Park, skate park, grounds, and trails, and send to the Administration Committee to take further action. Barb Rhodes seconded. Motion approved with amendment 7-0.

v. Sports, Programs, and Camp

Danielle Fesler reported there are no recommendations and baseball, softball, Tiny T's, and Tee ball were canceled. She reported the American Legion canceled their season. There are no concession stands over the summer. Danielle reported Summer Day Camp was postponed until mid-June. She commented staff are working on plan on holding camp. Programs are being offered virtually until at least mid-June.

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 and reported that sales and use taxes are higher in May. Staff have been working on Zoom calls and researching how other agencies are handling the situation. She stated she is working on budget and cannot provide in-person tours. Two bid packet openings, regarding the flat roof and locker room floors, were put on hold due to closure. The security camera bids were opened and put on hold due to budget. Gary reported the new camera system is an enterprise type system and will allow monitoring anywhere from any building. Danielle reported the fire alarm panel installation is on hold until parts are received.

Jeff Coleman reported the fire alarm panel process already started and had been a safety issue for the Community Center. He stated there are projects for staff to work on that normally cannot while public is in the building. Staff are working on things to propel WPR

in the future and is working to keep staff morale up. He commented Jeff Imboden is doing good informing the public on what staff are doing and what new programs are offered.

Jeff Imboden reported there have been some phone calls and emails requesting closure information. He is working on getting word out and people have been understanding of the situation. People have been informed that memberships have been suspended and are credited for unused billed time. Barb Rhodes commented the information is reassuring and people may have been fearful.

Grace Joseph reported staff just finished a call with Shippy League and the league canceled. She stated she currently has only about nine counselors for Summer Day Camp. She stated camp cannot do field trips. Adventure Club is still on pause and summer school is still unknown. Staff are still working on logistics and how to keep participants six feet apart. Considerations are separate rooms, same counselors, temperature checks, and car drop-offs. She stated the prospective start date is June 15.

Alex Threlkeld reported she is organizing the recreation gym and going through old programs. She created Rec on the Go bags with the unused materials. The first fifteen to request through Facebook received a bag, which was delivered to their door. On Easter, Teresa Romanowicz posed in the Easter bunny costume and Alex personalized the sign with name requests. She is researching how to continue programs that were cancelled. The Mother Daughter Tea Time was changed to Let's Par-Tea Kit, which boxed a tea kit, snack, and activities to be delivered to the customer. The kit was posted at 5:00 pm and already had one purchase.

Teresa Romanowicz reported she has been deep cleaning the equipment and fitness area. She is rearranging treadmills and working new ideas with layout to allow for social distancing. She is currently reviewing and updating the policy manual. She is creating workout videos and fit tips. She is creating an equipment inventory and maintenance log. She started online virtual training and will work with the customer on any platform that works best for them.

Syerra Burnor reported she worked on pausing memberships. She contacted renters regarding rescheduling or cancelling their events. She is reorganizing and cleaning the front desk area. She is revising the Community Center Attendant handbook and working with Alex Threlkeld on the Nassif Aquatic Center handbook. She is sending updates to Community Center Attendants on closure updates.

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

There were no further appearances made.

11) Park Board Members Comments

Jonathan Thurston thanked the staff for working through something no one was prepared for and thinking outside the box. He advised staff to be creative to move forward and to keep safe.

Jason Duffey thanked the staff and Administration Committee for trying to work through this situation. He commented to keep up with everything and this meeting helped with his personal perspective.

Hank Hamann commented Danielle Fesler is doing a good job.

Erica Collins thanked the staff and commented to put best foot forward. She recommended to be wary on basing decisions on data. She stated this is the team to get it done. She thanked the staff, Board, and Administration Committee.

No other comments were made.

12) Adjournment

Jonathan Thurston moved to close the meeting. Cindy Holmberg seconded. The meeting adjourned by roll call vote at 8:40 pm.

The following members were present: Erica Collins, Barb Rhodes, Jonathan Thurston, Cindy Holmberg, Jason Duffey, and Hank Hamann.

The following members were absent: Marcy Bryant, Eva Clark, and Hank Hamann.


Erica Collins, President


Submitted by Syerra Burnor