

PARKS AND RECREATION BOARD AGENDA

Wednesday, January 26, 2022

7:00 PM

Warrensburg Community Center Multipurpose Room BC

Topic: January 2022 Park Board Meeting

Time: Jan 26, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89660401040>

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Meeting ID: 896 6040 1040

Find your local number: <https://us02web.zoom.us/j/89660401040>

1. Roll Call

2. Approval Of Agenda

3. Approval Of Minutes

3.I. November 17, 2021 - Regular Meeting Minutes

Documents:

[11.17.2021 PARK BOARD MINUTES.PDF](#)

3.II. November 17, 2021 - Joint City Council And Park Board Meeting Minutes

Documents:

[NOVEMBER JOINT MEETING MINUTES.PDF](#)

3.III. November 30, 2021 - Special Meeting Minutes

Documents:

[11.30.2021 PARK BOARD MINUTES.PDF](#)

4. Announcements

5. Committee Reports

- i. Finance Committee Report
- ii. Master Plan Committee Report
- iii. Building & Grounds Committee Report
- iv. Recreation Committee Report
- v. Administration Committee Report

6. New Business

6.I. 2022 Facility Rental Rate Increase Proposal

Documents:

[2022 PROPOSED RENTAL RATES.PDF](#)

6.II. Parks And Recreation Donation Request Form

Documents:

[DONATION REQUEST FORM.PDF](#)

6.III. Shakiena Lanier

6.IV. OJ Rhone - Youth Excited About Sports

7. Unfinished Business

8. Director's Report

Documents:

DIRECTOR REPORT.PDF

9. Appearances To The Park Board Not Listed On The Agenda
10. Park Board Members Comments
11. Adjournment

Warrensburg Parks and Recreation
Board Meeting Minutes

November 17, 2021

Call to Order

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 5:32 PM on November 17, 2021 at the Parks and Recreation Department, 445 E. Gay Street.

1) Roll Call

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins, Dan Baldrige, Jessica Caldwell, Shawnacy Johnson

The following members were absent: Jason Duffey, Cooleen Hall

Others in attendance were:

Danielle Fesler, Director of Warrensburg Parks & Recreation (WPR)

Jeff Imboden, WPR, Business and Information Specialist

Alex Threlkeld, WPR, Recreation Superintendent

Josh Roglon, WPR, Recreation Supervisor of Sports

Tracy Trotto, WPR, Recreation Supervisor of Programs and Events

Brooke Brown, WPR, Recreation Supervisor of Fitness

Carrie Battles, WPR, Office Manager

Chris Armstrong, WPR, Indoor Crew Leader

Teena Simon, Community Member

Anita H, Community Member

Minnie P, Community Member

Sue Volesky, Community Member

Linda A, Community Member

Barbara Mayfield, Community Member

Kamel Ghozzi, D.I.C. Warrensburg

Tyler Courtney, University of Central Missouri

Brandon Bair, University of Central Missouri

Troy Ollison, University of Central Missouri

Sarah Lawson, Star Journal

Kathy Baldrige, Community Member

Allivia Zoern, Community Member

Danielle Dulin, City of Warrensburg

Scott Holmberg, Mayor

2) **Approval of Agenda** – no approval due to quorum

3) **Approval of Minutes** – no minutes due to quorum

4) **Announcements** – no announcements

5) **Committee Reports**

- a) Finance Committee Report – Dan Baldrige reported the committee discussed the budget year to date, use tax is dropping, discussion on gym floors, maintenance days, and vehicle purchases.
- b) Master Plan Committee Report – Did not meet.
- c) Building & Grounds Committee Report – Did not meet.
- d) Recreation Committee Report – Cooleen Hall reported the committee discussed fitness programs, sports programs, and after school program.
- e) Administration Committee Report – Dan Baldrige reported the committee discussed the locker rooms and actions staff is taking, complaints from the public and staff, development of an etiquette sign, and staff reporting procedure.

6) **New Business**

- a) UCM Civil Team Project Presentation – UCM civil engineering seniors presented their capstone project which was the plans to redesign the Warrensburg Community Center welcome center and circle. The Board asked the team questions and thanked them for the presentation.

7) **Unfinished Business** – no unfinished business

8) **Director's Report** – no report

9) **Appearances to the Park Board not listed on the Agenda**

- a) WPR Aquacize Class – Teena Simon (WPR Aquacize Instructor) spoke on behalf of the Aquacize Class about a current issue with the improper use of the family locker room. She stated to make the women in the class feel safer in the family locker room if the Board would consider closing the family locker room to WCC members only. Dan Baldrige asked what he would do if he was with his grand daughter and wasn't a WCC member which restroom could he use. Jessica Caldwell stated members of the community come to the community center to watch basketball games who are not WCC members and then would not be able

to use the locker rooms/restroom while they were here. Teena Simon stated homelessness is an issue in the community. Dan Baldrige stated how do you know if someone is homeless, and Teena stated it is obvious and assumed because they are using the facility to shower, they do not have another place to go. Erica Collins stated there is a locker room exclusively for women so what is the need for the family locker room. Teena Simon stated the usual class size is 20 and the women's locker room only has 8 hours with two stalls with curtains and since there is not enough room, they overflow to the family locker room. Erica asked how many showers are there. Teena Simon stated there are five in the family locker room and eight in the women's locker room. Erica stated that is 13 showers and there are still not enough showers for the class of 20 people. Erica stated we would be denying access to the showers for overflow even though there were not enough showers anyway. An unnamed Aquacize class member stated there is a man in the family locker room that is sometimes doing things that are inappropriate. Dan Baldrige stated he recognizes that members are feeling unsafe, and no one wants them to feel unsafe. He also stated if someone is doing anything inappropriate or a crime is committed in the facility then staff should complete an incident report and contact the police but to make sure a crime is being committed. Teena Simon stated she reports the incident when it happens. Dan Baldrige stated we will reinforce the incident reports and if that incident includes a crime then the police will be called. An Aquacize class member stated she and some other class members will tell the man he needs to leave the locker room when the class is done at 10:00 AM. Dan Baldrige stated you do not have the authority to tell someone when they can leave a public facility. She stated they are the paying customers. Teena Simon stated there needs to be a solution to help all customers and stated Danielle Fesler has instated more monitoring in the locker rooms for proper use. Erica Collins stated it is a personal decision to use a shared gender locker room at that time. The Board thanked the group for their comments.

10) Park Board Members Comments – no comments

11) Adjournment – no adjournment

The meeting adjourned at 6:29 PM.

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins, Dan Baldrige, Jessica Caldwell, Shawnacy Johnson

The following members were absent: Jason Duffey, Cooleen Hall

Erica Collins, President

Submitted by Alex Threlkeld

JOINT CITY COUNCIL AND PARKS AND RECREATION
MEETING OF NOVEMBER 17, 2021

There was a joint meeting of the Warrensburg City Council and Parks and Recreation Board on Wednesday, November 17, 2021, at 6:30 p.m. The meeting was held at the Warrensburg Community Center at 445 East Gay Street.

Attendees:

Parks

- Erica Collins
- Dan Baldrige
- Shawnacy Johnson
- Jessica Caldwell

City Council

- Scott Holmberg
- Tarl Bentley
- Jim Kushner
- Nolan Brooks

Staff

- Danielle Dulin
- Danielle Fesler
- Barbara Carroll
- Alex Threlkeld

Other

- Sara Lawson

City Council and Parks and Recreation Board discussed the expectations of each body in regards to responsibilities, accountability, a shared vision for city parks, working together in the community, welcoming everyone, frequent communication.

Staff presented the concept of a park land exaction policy and recommended updating the park master plan when the city updates the comprehensive plan.

Meeting adjourned at 8:30 p.m.

Erica Collins, President

Submitted by Alex Threlkeld

Warrensburg Parks and Recreation
Board Meeting Minutes

November 30, 2021

Call to Order

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 5:30 PM on November 30, 2021 at the Parks and Recreation Department, 445 E. Gay Street.

1) Roll Call

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins (via Zoom), Dan Baldrige (via Zoom), Jessica Caldwell (via Zoom), Jason Duffey (via Zoom), Cooleen Hall

The following members were absent: Shawnacy Johnson

Others in attendance were:

Danielle Fesler, Director of Warrensburg Parks & Recreation (WPR)
Alex Threlkeld, WPR, Recreation Superintendent

2) Approval of Agenda

Jason Duffey moved to approve the amended Agenda. Dan Baldrige seconded. Agenda approved 5-0.

3) Approval of Minutes

Jessica Caldwell moved to approve the October 27, 2021 Regular Meeting Minutes with no changes. Jason Duffey seconded. Minutes approved 5-0.

4) New Business

- a) Vice President Election – Danielle Fesler explained Ashley Carter has resigned from the Board and she held the Vice President position. Erica Collins nominated Dan Baldrige as Vice President. Erica Collins ceased nominations. Jessica Caldwell seconded.

Erica Collins moved to approve Dan Baldrige as Park Board Vice President. Cooleen Hall seconded. Dan Baldrige as Park Board Vice President approved 5-0.

- b) Gym Floor Refinishing Project – Danielle Fesler stated since this is a maintenance item it did not require a request for proposal. It is over \$10,000, required a skilled vendor, and required three bids that are in the Board packet. Two quotes are much higher, and the preferred bid is Charles Luebbert Hardwood Floors for right under \$23,000 and a maintenance bond, suggested by legal department, for \$1,000. Danielle Fesler is requesting a total of \$25,000 be approved for incidentals. The gym will be closed for the refinishing December 13-26 and will reopen to the public on December 27th.

Dan Baldrige moved to approve Charles Luebbert Hardwood Floors for \$25,000 to refinish the gym floor. Jessica Caldwell seconded. Purchase approved 5-0.

5) Appearances to the Park Board not listed on the Agenda – no appearances

6) Adjournment

Dan Baldrige moved to adjourn. Jessica Caldwell seconded. The meeting adjourned at 5:57 PM.

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins (via Zoom), Dan Baldrige (via Zoom), Jessica Caldwell (via Zoom), Jason Duffey (via Zoom), Cooleen Hall (in person)

The following members were absent: Shawnacy Johnson

Erica Collins, President

Submitted by Alex Threlkeld

2022 Proposed Rental Rates

Facility	Current Fee	Proposed Fee
WCC		
Entire Facility – After Hours (9PM-1AM) Friday & Saturdays only Requirements: -1 adult per 15 children -Max total attendees 450 -Entrance through main doors only -Must complete After Hours Rental Form Includes: -Multi Rooms A, B, C, Arts & Crafts Room, Meeting Rooms 1 & 2, Basketball Gym, and Indoor Pool -setup (gym sport courts + multi room setups) -2 hour pool rental from 9PM-11PM -Small residential kitchen use (Multi Room A) Add on (optional): -1 additional pool hour (\$200) -AV (Projector, Screen Rental, 32" TV, DVD Media Cabinet) (\$50) -Speaker on wheels with mic (\$20)	\$1,500 (8 hours)	\$1,000 (4 hours)
WCC Rooms		
Multi A (with Kitchen)	\$33/hour	\$35/hour
Multi B	\$22/hour	\$25/hour
Multi C	\$22/hour	\$25/hour
Multi A & B	\$52/hour	\$55/hour
Multi B & C	\$40/hour	\$45/hour
Multi A, B, & C	\$72/hour	\$75/hour
Meeting Room 1	\$15/hour	\$15/hour
Meeting Room 2	\$17/hour	\$20/hour
Meeting Room 1 & 2	\$25/hour	\$30/hour
Meeting Room 3 (Includes A/V)	\$22/hour	\$30/hour
Arts and Crafts Room	\$17/hour	\$20/hour
AV (Projector, Screen Rental, TV, VCR, DVD Rental Media Cabinet)	\$10/hour	\$15/hour
WCC Gymnasium		
Full Gym	\$45/hour	\$50/hour
North Half Gym	\$26/hour	\$30/hour
South Half Gym	\$26/hour	\$30/hour
WCC Indoor Pool		
Entire Facility	\$170/hour	\$200/hour
Nassif Aquatic Center		
Entire Facility	\$350/hour	\$400/hour

Upper Deck (Lazy River + Spray Ground)	\$150-190/hour	\$200/hour
Lower Deck (Lap Pool + Diving Board + Slide)	\$160/hour	\$200/hour
<i>ABC Building</i>		
Full Facility	\$20/hour	\$25/hour
<i>Baseball Fields</i>		
Field Rental Only	\$15/hour	\$20/hour
Per Field Prep	\$55/per prep	\$60/per prep
Field Lights	\$20/hour	\$25/hour
<i>Shelters</i>		
Park Shelters	\$12/hour	\$15/hour



Donation Request

Name of Organization

Organization Address

Name of Organization Contact

Organization Contact Phone Number

Organization Contact Email Address

Please check item wishing to be donated

- Warrensburg Community Center Adult All Access 10 Punch Pass (\$60.00)
- Warrensburg Community Center Youth All Access 10 Punch Pass (\$40.00)
- Warrensburg Community Center 50+ All Access 10 Punch Pass (\$40.00)
- Warrensburg Community Center Adult Day Pass (\$7/each) Number of Passes Requesting _____
- Warrensburg Community Center Youth Day Pass (\$5/each) Number of Passes Requesting _____
- Warrensburg Community Center 50+ Day Pass (\$5/each) Number of Passes Requesting _____
- Nassif Aquatic Center Day Pass (Daily Admission Fee) Number of Passes Requesting _____
- Other

Please briefly explain below how your organization intends to use the donated item



Signature of Applicant

Printed Name

Date

This request will be reviewed for approval by the Warrensburg Parks and Recreation Department. Please note there is a \$60.00 organization cap on donation requests per year. If this form is not filled out in its entirety, it will not be considered. You will be

For Office Use Only

Approved Denied; Notes _____

WPR Staff Signature _____

emailed when request has officially been reviewed.

Director's Report

- I am working on a policy for selling in the parks. Our ordinance currently does not allow any selling in the parks, unless approved by the Park Board. I am working through detail right now and hope to have it for Park Board approval in February or March.
- We have been reviewing our current rental rates for all facilities. Rates have not been increased in at least five years, but based on our research, it has been much longer than that. We want to maintain and keep our facilities nice, so this will help us as costs continue to rise. This is on the agenda for discussion this evening.
- We are gearing up for summer operations now. We will be working with Human Resources to post summer jobs. We are hoping to have a job fair this spring, to promote our open positions.
- The Park Operations Superintendent hiring process is underway. We had 9 total candidates, 7 of which made it to the written first round of questions. Only 3 returned the questions and we were able to interview 2. I am working on the final round of interviews this week.
- The After School program is still open for registration. Unfortunately, we've not been able to hold any sessions, as only one child signed up for the program one week. I've reached out to the school district, community partners, and other agencies to advertise the program.
- Alex applied for the Eat Smart in Parks grant to promote healthy eating at our concession stands. We were awarded the grant in the amount of \$3,300. This funding will allow us to purchase equipment that will help us store and cook healthier options for the concession stand at Nassif.
- I will be meeting with one of our City project managers to discuss being part of the mowing contract. As you know, we have several unfilled part and full-time positions in the maintenance division. If we contract out part of our mowing, this would help lighten the burden on our staff and allow them to focus on other areas of the parks and facilities.
- Staff are planning for a 2022 activity guide. We stopped printing during Covid, but realize how valuable it is now that we do not have it. We hope to have it out this spring or summer.

Business & Information Report

Jeff Imboden, Business & Information Specialist

Operations

- Danielle, Alex & I attended a Legislative Workshop at the MPRA headquarters in Jefferson City December 2
- The Department participated in the Holiday parade downtown Warrensburg in December; all the crew did a great job!
- We held Santa in the Park event on December 14
- We were able to meet with the new Senior Center Director on December 22
- The city has changed to a new phone system; we're still trying to adjust 😊
- We continue to have weekly meetings with Shift Leaders
- Carrie continues to process bill payments for Maintenance and Community Center
- I meet weekly with Rec Staff about Marketing needs
- Room rentals are going very well, Carrie & staff are doing a great job

- Chris & Ben were able to hang the new tv in the West Wing
- I have sat in on interviews for custodian and Parks Operations Superintendent
- I attended the ADA training session January 12

Marketing

- I shot a video of Danna's Get Fit class performing a special workout for Christmas and posted it on YouTube
- Social Media - We continue to follow a regular schedule for Facebook Posts, Twitter Tweets, Instagram posts, Texts and Email Newsletters. Statistics are as follows:
 - 2-3 Facebook Posts daily; Statistics for the last 28 days include:
 - Currently 7,400 Followers; Demographics: 82% Female, 18% Male, largest age group 35-44, 2nd largest 25-34; those 2 age groups make up 55% of our Followers
 - Most of our followers are from Warrensburg, followed by Sedalia, Knob Noster, Holden, WAFB, Centerview and Kansas City
 - We have reached 8,112 people in the last 28 days
 - 2-3 Twitter Tweets daily, with 1,319 Tweet Impressions in the last 28 days; # of Followers is 286
 - We have increased to 887 Followers on Instagram
 - We have 197 Followers on Textcaster
- We continue with our Friday FUNMail Email Newsletter. We have 4,519 Contacts on our current email list, with an Opening Rate consistently higher than the industry standard
- We continue advertising on KOKO 1450AM/107.9FM & 98.5 The Bar-FM which includes ads, daily on-air mentions and a monthly live interview on the Johnson County Today morning show on KOKO, 1st Tuesday of every month at 8:30am. Teresa still does the weekly Fit Tip on KOKO every Monday in the 6am and 5pm hours
- We continue to receive the most hits on the city website

Recreation Report

Alex Threlkeld - Recreation Superintendent

- Ordered winter sports uniforms
- Completed Little Hoopsters Rosters
- On the City Holiday Committee and helped plan the City Holiday Lunch; Recreation staff assisted as well
- Beginning the Summer Food Service Program grant application process
- Applied for Eat Smart in Parks funding to promote healthy eating at Nassif concession stand – approved 1/18/22!
- Working on compiling department policies into one document and creating an employee discount policy for employees
- HS Swim Meet held 1/13/22
- Created WCC Gym Schedule that will be updated each week
- Created department incident report
- Preparing for Certified Park and Recreation Professional Examination (CPRP) in February

Programs & Events

- Kids Night In was held January 14th – Pizza, Swimming, Games
- Holiday Break Camp was held Dec 27-30th – 13 kids registered. Breakfast, lunch, and snack provided each day, games, swimming, movies, park time, crafts, Nintendo switch games, etc.
- After School Program - \$20 for the whole week until May 20th, extended times for early out days, games, homework help, mentoring, snack provided each day.
- Bidy Basketball starts January 24th, each Monday for 5 weeks – 31 kids registered
- 23 people enrolled in Line Dancing class started January 11th
- Social Dance class started January 13th – 20 enrolled- full class
- Party Package updated for 2022
- Family Dance February 18th- Snack, take home photo, arts & crafts
- Watercolor Workshop February 3rd

Sports

- Winter sports have officially begun.
- Youth basketball is played on Friday nights and all-day Saturday.
- Men’s basketball league has started. The season will run Jan 12-March 5th. Games will be played on Monday and Wednesday nights. Six teams registered.
- Little Hoopsters begins January 25th. They will practice on Tuesdays and games on Thursdays.
- Bidy basketball begins January 24th. This will be a 45-minutes instructional session every Monday evening.
- Adult volleyball leagues did not meet the registration requirements for a winter league.
- Currently hiring for basketball officials, scorekeepers, site supervisors.
- Held Little Hoopsters coach meeting.

2022 Winter Sports Registration	
3-4 Year Olds (Bidy Basketball)	31
5-6 Year Olds (Little Hoopsters)	49
1 st -2 nd Grade	83
3 rd -4 th Grade	96
5 th -6 th Grade	77
Total:	336 Children Registered in Winter Sports

Fitness

- Small Group Personal Training Beginner and Advanced Class Jan. 5 – Jan. 26.
- NETA Group Exercise Instructor Course and Nutrition Specialty Class January 8th-9th. Two-year certification as a Nutrition Coach.
- KOKO Radio Show on Tuesday, January 4, 2022, with Recreation Staff.
- Hiring for Group Exercise Instructors and Personal Trainers
- Adult Pickle Ball League open for March 9th – March 30th, tournament April 2nd.
- Bidy Basketball starts January 24th with 31 kids on the roster for 5 weeks.
- Added chair yoga to class schedule on Tuesday mornings and a new dance fitness class on Wednesday evenings.
- Home School PE starts in February on Tuesday and Thursday mornings

for an hour for 4 weeks with 20 kids enrolled. This is the first of three sessions.

Fitness Floor Attendance				
Month	Group Exercise	Fitness Floor	Basketball Gym	Total
January 2021	596	1,843	4,590	7,029
February 2021	736	2,249	4,979	7,964
March 2021	946	2,401	3,761	7,107
April 2021	895	2,016	2,626	5,537
May 2021	895	1,842	1,695	4,432
June 2021	1,014	1,891	2,284	5,189
July 2021	622	1,010	1,286	2,914
August 2021	798	1,631	1,800	4,229
September 2021	960	1,308	883	3,151
October 2021	997	1,902	1,544	4,443
November 2021	1,130	1,613	1,655	4,398
December 2021	667	1,412	1,063	3,142
January 2022	559	1,222	887	2,668

Group Exercise Classes Three Month Average

Group Exercise Classes Three Month Average				
Monday	Time	Oct Average	Nov Average	Dec Average
Warrior Club	5:45 AM	7	7.25	2
Aquacise	9:00 AM	19	20.6	20
START	9:00 AM	5	5.2	4.67
Get Fit!	9:30 AM	10.5	10	9
Yin Yoga	10:30 AM		3	5
Pilates	4:30 PM			6.5
Zumba Toning	6:00 PM	8	9.6	8.5
Tuesday	Time	Oct Average	Nov Average	Dec Average
TRX Bootcamp	5:45 AM	2.75	3.5	4.5
Silver Sneakers	9:00 AM	4.25	5.6	6.67
Aquacise	9:00 AM	15	16.6	15
Barresculpt	10:00 AM	5.25	5.8	5
Breathe Yoga	11:00 AM		1.6	2
Cycle Circuit	5:30 PM	6.25	4.8	4.33
Wednesday	Time	Oct Average	Nov Average	Dec Average
Spin	5:45 AM	7.75	8.67	6.33
Cycle Circuit	8:30 AM	4	3.67	2.33
Aquacise	9:00 AM	15.25	12.75	20.5
START	9:00 AM	4.5	4.5	3.5
Get Fit!	9:30 AM	10.5	10.5	13
Hydrocise	10:00 AM	8.5	8.75	10
Pilates	4:30 PM			5
Get Fit!	5:30 PM	4.25	5.33	3
Thursday	Time	Oct Average	Nov Average	Dec Average
TRX Bootcamp	5:45 AM	3.67	8.5	5.67
Chair Yoga	8:00 AM	9.25	10.67	9.33
Aquacise	9:00 AM	11.25	13	12.5
Silver Sneakers	9:00 AM	5	3.67	4.25
Cardio Strength	10:00 AM	8.5	6	5.5
Cycle Circuit	5:15 PM	4	4	5
Barresculpt	6:00 PM	5	5.67	5.5
Friday	Time	Oct Average	Nov Average	Dec Average
Sport Cycle	5:45 AM	2.8	5.5	4.5
START	9:00 AM	5.8	5.25	4
Aquacise	9:00 AM	12.6	12	14.5
Zumba	9:15 AM	10.6	7.67	6.67
Hydrocise	10:00 AM	9	7.5	10.5
Keep Moving	10:15 AM	9.8	7.67	7.67
Saturday	Time	Oct Average	Nov Average	Dec Average
Sport Cycle	8:15 AM	4	4.75	7.5
Yoga Flow	9:15 AM	2	4	3.33
Sunday	Time	Oct Average	Nov Average	Dec Average
Reset & Restore	4:30 PM		3	3