

**Warrensburg Parks and Recreation
Board Meeting Minutes**

April 27, 2022

Call to Order

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:05 PM on April 27, 2022 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, Jason Duffey, Jessica Caldwell, Joshua Greene, Ernest Graydon (arrived late)

The following members were absent: Shawnacy Johnson

Others in attendance were:

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

Alex Threlkeld, WPR, Recreation Superintendent

Christian Schoolcraft, Park Operations Superintendent

Jeff Imboden, WPR, Business and Information Specialist

Carrie Battles, WPR, Office Manager

Tracy Trotto, WPR, Recreation Supervisor of Programs and Events

Josh Roglon, WPR, Recreation Supervisor of Sports (arrived at 8:00PM)

Brooke Brown, WPR, Recreation Supervisor of Fitness (arrived at 8:00PM)

Sarah Lawson, Star Journal

2) Approval of Agenda

Dan Baldrige moved to approve the amended Agenda. Jessica Caldwell seconded. Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Absent. Agenda approved 5-0.

3) Approval of Minutes

a) Dan Baldrige moved to approve the January 26, 2022 Regular Meeting Minutes. Jason Duffey seconded.

Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Absent.

Minutes approved 5-0.

- b) Dan Baldrige moved to approve the February 23, 2022 Regular Meeting Minutes. Jessica Caldwell seconded.
Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Absent.
Minutes approved 5-0.
- c) Jessica Caldwell moved to approve the March 30, 2022 Regular Meeting Minutes. Dan Baldrige seconded. (Ernest Graydon arrives)
Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Yes. Minutes approved 6-0.
- d) Dan Baldrige moved to approve the April 13, 2022 Regular Meeting Minutes. Jessica Caldwell seconded.
Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Yes. Minutes approved 6-0.

4) Announcements – none

5) Committee Reports

- a) Finance Committee Report – Erica Collins reported the committee did not meet but finances are in good shape and use tax is looking good.
- b) Building & Grounds Committee Report – Jessica Caldwell reported the committee discussed the new logos on the ballfields, installation of new backstop at Buford Field, baseball and softball games begins next week, air filters have been replaced at the Community Center, mowing contract, Blind Boone Park, dewinterized Shepard Park, duct work at indoor pool – training revenue lost and no ETA of repairs.
- c) Recreation Committee Report – Jessica Caldwell reported the committee met with recreation staff to discuss open summer positions, fitness class agreement with Harmony Gardens, tennis camp, indoor soccer playoffs, hiring umpires, finalizing Summer Food Service Program contract, and Summer Day Camp Parent Handbook.
- d) Administration Committee Report – Erica Collins reported the committee discussed the scholarship program and a brief discussion about pool maintenance.

6) New Business

- a) 2022 Parks Property Contract Mowing Services – Danielle Fesler stated the maintenance crew has been short staff; one full time position and one part time position. The mowing contract would cover eight parks and the WPR maintenance crew would take care of the ball fields used for our programs. The Board discussed the contract.

Dan Baldrige moved to approve the 2022 Parks Property Contract Mowing Services for \$30,780.00. Joshua Greene seconded.

Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Yes. Contract approved 6-0.

- b) Park Maintenance Shop Cameras – Danielle Fesler stated the cameras will be expanded to the maintenance shop by the same company, DH Pace. The five-year contract has a locked in price. They will be around the outside of the building. This will take care of theft issues and protect the equipment. The Board discussed the cameras.

Dan Baldrige moved to approve the purchase of the Park Maintenance Shop Cameras. Jessica Caldwell seconded.

Erica Collins – Yes, Dan Baldrige – Yes, Jason Duffey – Yes, Jessica Caldwell – Yes, Shawnacy Johnson – Absent, Joshua Greene – Yes, Ernest Graydon – Yes. Purchase approved 6-0.

- c) 2022 Summer Day Camp Presentation – Tracy Trotto presented on the upcoming Summer Day Camp season. Tracy stated that this is the 30th year of WPR Quest Summer Day Camp. Camp will be held May 26-August 19, Monday-Friday, for 13 weeks. Children can be dropped off beginning at 6:30AM and picked up at 6:30PM. The age groups are K-2nd grade, 3rd-5th grade, and 6th-8th grade – new this year, we added 8th graders.

Tracy reviewed the camp fees – Early Bird Full Summer by April 30th is \$1,285, Full Summer Starting May 1 is \$1,350, Weekly fee is \$105, and daily fee is \$30. Tracy explained the registration process which can be completed at the community center front desk, over the phone, or online. She mentioned new this year that all registration forms are digital and can be completed online instead of paper

copies.

Tracy explained that daily adventures will take place at the Warrensburg Community Center, Grover Park, and Nassif Aquatic Center. She also provided a list of daily activities that are scheduled: Drop off, breakfast, arts and crafts, park adventures, lunch time, swimming, snack, movie, gym games, pick up.

Tracy shared the theme weeks and potential field trips that they are currently scheduling. She also stated breakfast, lunch, and snack will be served each day. Breakfast and lunch are provided through the Summer Food Service Program.

Alex Threlkeld reviewed the Parent Handbook with the Board. The Board discussed Summer Day Camp.

7) Unfinished Business – none

8) Director's Report

- a) Danielle Fesler stated the joint meeting with the City Council will be held next month, May 25 at 6:00PM and the regular Park Board Meeting at 7:00PM. Missouri Department of Conservation will present on urban deer population.

Jeff Imboden reported he hired a Marketing Assistant, and she has new ideas for Instagram, TikTok, more videos of Summer Day Camp, etc. He also stated the Activity Guide is out and the feedback has been good, and the cost was the same as the last print nearly two years ago. He stated the activity guide is digital on the website as well. There will be a bid opening for the digital sign on May 18th.

Christian Schoolcraft reported he and his crew replaced 55 air filters in the Community Center, he is working with a girl scout troop in June to create a landscape design in the flower bed in front of the community center, a new backstop was installed on Buford Field, games begin next week, and continuing to work on projects.

Alex Threlkeld reported she is collecting Summer Food Service Program meal quotes and finalizing the application, finalizing the Eat Smart in parks contract, finalized the Summer Day Camp Parent Handbook, and is currently hiring for a full-time Recreation Supervisor of Programs and Events.

Carrie Battles reported she is working on getting Nassif front desk ready, organizing a Nassif cleaning day next Friday, she and the WPR staff took a tour of Sedalia's new Community Center and saw a lot of great ideas.

Tracy reported she held Family Fun Night Egg Decorating, preparing for Dive in Movies purchasing movie rights, concession details, set up food handling class for staff, ordering supplies, created a concession training PowerPoint. Ashley, Camp Coordinator, has started working.

Brooke Brown reported pickleball adult league is over, Tennis Camp has begun and added a second class due to extreme interest, Claire has been taking photos of Tennis Camp and they have turned out well. She provided InBody scans at the City Health Screening event and created an outside fitness class agreement for Harmony Gardens.

Josh Roglon reported he attended Shippy's scheduling day, schedules are complete and up on the website. Games begin Monday. He has held an umpire training and tee ball coach meeting. He is working with Brooke on Tennis Camp and indoor soccer have playoffs next weekend.

9) Appearances to the Park Board not listed on the Agenda – none

10) Park Board Members Comments

- a) Erica Collins thanked staff for working with Johnson County Board of Services on the Bright Sox league. She also thanked Tracy for her hard work and wished her the best. Erica stated she is looking forward to seeing the logo on the ballfields and thanked Christian on all things maintenance in such a small amount of time.
- b) Dan Baldrige asked if we would be selling the WPR merch, Jeff Imboden confirmed, including sunglasses and bottles at Nassif.

11) Adjournment

Dan Baldrige moved to adjourn. Jason Duffey seconded. The meeting adjourned at 8:25PM.

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins, Dan Baldrige, Jason Duffey, Jessica Caldwell, Joshua Greene, Ernest Graydon

The following members were absent: Shawnacy Johnson


Erica Collins, President


Submitted by Alex Threlkeld