

# **Warrensburg Parks and Recreation**

## **Board Meeting Minutes**

September 28, 2022

### **1) Call to Order**

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:13 pm on September 28, 2022 at the Parks and Recreation Department, 445 E. Gay Street.

### **2) Roll Call**

Alex Threlkeld conducted a roll call. The following members were present: Erica Collins, Jason Duffey, Bryan Jacobs, Shawnacy Johnson, Joshua Greene. Earnest Graydon arrived at 7:57pm.

The following members were absent: none.

Others in attendance were:

Danielle Foster, Director of Warrensburg Parks & Recreation

Alex Threlkeld, WPR, Recreation Superintendent

Jeff Imboden, WPR, Business and Information Specialist

Carrie Battles, WPR, Office Manager

Josh Roglon, WPR, Recreation Supervisor of Sports

Morgan Hebensperger, WPR, Recreation Supervisor of Programs and Events

Chris Armstrong, WPW Indoor Crew Leader

Rob Burrows, WPW Outdoor Maintenance

Glen Conen, WPW, Interim Parks Maintenance Superintendent

Danielle Dulin, City of Warrensburg, City Manager

Enrico Villegas, City of Warrensburg, Assistant City Manager

Bill Graves, City of Warrensburg

Dave McCannon, City of Warrensburg

Sarah Lawson, Star Journal

Barb Rhodes, community member

### **3) Approval of Agenda**

Bryan Jacobs moved to approve the Agenda with no amendments. Jason Duffey seconded. Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Yes, Ernest Graydon – Absent. Agenda approved 5-0.

#### **4) Approval of Minutes**

- a) Shawnacy Johnson moved to approve the amended July 27, 2022 minutes. Bryan Jacobs seconded. Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Abstain, Ernest Graydon – Absent. Minutes approved 4-0.
- b) Joshua Greene moved to approve the August 31, 2022 Regular Meeting Minutes. Jason Duffey seconded. Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Yes, Ernest Graydon – Absent. Minutes approved 5-0.

#### **5) Announcements**

No announcements were made.

#### **6) Committee Reports**

- a) Finance Committee Report – Joshua Greene reported the committee discussed we are wrapping up the fiscal year and everything looks good. Erica noted they were waiting on final costs for repairs to the indoor pool also.
- b) Building & Grounds Committee Report – Jason Duffey reported the committee met prior to this meeting and deferred to the department updates.
- c) Recreation Committee Report – did not meet.
- d) Administration Committee Report – Danielle Foster reported the committee did not meet.

#### **7) New Business**

Danielle Foster requested approval of fiscal year 2023 budget. Joshua Greene moved to approve the fiscal year 2023 budget. Shawnacy Johnson seconded. Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Yes, Ernest Graydon – Absent. Motion approved 5-0.

#### **8) Unfinished Business**

No unfinished business to report.

## 9) Director's Report

Jeff Imboden reported the new outdoor sign is installed and he is learning the new software. Rotary made a donation to Parks & Recreation and we made a thank you on the outdoor sign as well as a banner that is hung in the gym.

Carrie Battles reported that she and Alex attended the Senior Trips & Tours group to Starlight recently. The next Trips & Tours will be in October to the KC Streetcar. She reported that she has 3 new front desk attendants.

Alex Threlkeld reported that home school PE is full for all sessions. The summer food audit is scheduled for tomorrow. Teela's dance classes have started on Tuesday & Thursday nights. Josh and Alex met with Keith Chapman recently about the upcoming basketball season. Danielle, Alex, Jeff and Carrie met to discuss the payscale for part time staff positions.

Morgan Hebensperger reported that Kids Night In is on-going and has good attendance. The Community Center hosted a job fair recently that was open to all area businesses. Nassif Aquatic Center closed the season out with doggie dive last night. Planning for spring events is going on now so they are ready for the next activity guide.

Josh Roglon reported that volleyball, flag football and soccer are in progress and going well. He has a mid-season meeting scheduled soon. He reported that winter sports sign-ups are going on now. He also stated that he is needing a few more sports officials for basketball season. The job has been posted.

Enrico Villegas introduced members from Public Works including Glen Conan - Interim Parks Maintenance Superintendent, Bill Graves - Project Manager, Dave McCannon - Field Operations Manager. Enrico reported that they have met with the maintenance staff to get information on the jobs they do, needs they have, and provided them with safety vests and boots. He noted that they have started a list of projects that need to be addressed to include: tree management, parking lot repairs, playground equipment, sidewalks and to correlate the Master Plan with the ADA Transition Plan.

Bill Graves provided a list of findings from the Community Center inspection and pricing for repairs and parts. The list includes duct work repair, exhaust fan motors, pullies,

HVAC repairs, bolts, pumps and the need for proper venting. Bill also reported the need to have annual inspections of all playgrounds as well as the indoor and outdoor pools. Joshua, Shawnacy and Erica asked questions to clarify the items highlighted on the list provided by Bill. He also explained that the curbing work would be provided by the Street Department at Hawthorne Park. Once all work is complete, including a rock base, then the contractor will give us a schedule for the pour in place surface at the park. Bill reported that the Park Board had previously approved the electrical issues at the Park Maintenance building be repaired. He stated that Empire Electric would be coming in this week to bring the building up to code.

Shawnacy asked Enrico what trees and limbs needed to be addressed immediately. Enrico stated that any dead trees or those with severe overhang need to be addressed. Erica asked if the trees that need to be removed have been marked. Enrico stated that they have not been marked. Jason asked if there were trees that need to be removed prior to the upcoming managed deer hunt. Enrico stated that there were trees that needed to be removed or trimmed. He stated that to take inventory at Culp Park would be extensive given the number of trees. Enrico asked for approval to go out for bid for tree service. Shawnacy motioned to approve a bid for tree removal service. Bryan seconded.

Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Yes, Ernest Graydon – Absent. Motion approved 5-0.

Enrico asked the Park Board if the Master Plan is the document that should be followed when it comes to Capital Improvement Projects. Erica recommended to the Park Board that all members take time to review the Master Plan see if any updates or changes needed to be made before giving the go-ahead to proceed. Enrico mentioned there were several ADA issues that need to be addressed. Enrico mentioned that Dave's crew had cleaned up the brush at Blind Boone Park recently. Enrico requested the board approve the purchase of a riding striper and a new riding mower. Shawnacy asked for a quote and information on these items. Enrico and Glen both stated that they didn't have a quote with them today but would provide one to the board. There was discussion on the rotation schedule of purchasing new riding mowers. Danielle Foster mentioned that no mowers were purchased this year due to the mowing contractors that were assisting with mowing the parks.

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

Barb Rhodes thanked Alex and Carrie for escorting the Trips & Tours group. She also mentioned that the group appreciated the more comfortable transportation than the OATS bus that they have used in the past.

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

Erica Collins thanked Danielle and Alex for their service to Parks and Recreation.

### **Adjournment**

Joshua Greene motioned to adjourn. Shawnacy Johnson seconded. Erica Collins – Yes, Jason Duffey – Yes, Bryan Jacobs – Yes, Shawnacy Johnson – Yes, Joshua Greene – Yes, Ernest Graydon – Yes. Motion approved 6-0.

The following members were absent: none.

The meeting was in closed session pursuant to section 610.021 of the Revised Statues of Missouri, relating to:

- (1) Legal actions, causes of action or litigation involving the city and any confidential or privileged communication between the city and its representatives and its attorneys.
- (3) Hiring, firing, disciplining, or promoting of individual employees when personal information concerning the employee is discussed or recorded.
- (12) Documents or any documents related to a negotiated contract until a contract is execute, or proposals are rejected.
- (13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

---

Erica Collins, President

---

Submitted by Carrie Battles