

## Cameron Park Board Meeting

September 25, 2014

6:00 pm

Cameron City Hall

### Members Present:

Acting Chairman Jamey McVicker

Al Briggs

Jennifer Helmich

Jason Jones

Tad Pruitt

Carrie Sybert

Richard Whalen

### Members Absent:

Bill Gimson

Kari Teel

### Others Attending:

Drew Bontrager – Public Works Director

Steve Garr

Kent Osborn

Mike O'Donnell

Terry Rumery

Chris Johnson, Cameron Newspaper

*McVicker* *WG* *Garrison*  
Chairman ~~Gimson~~ called the meeting to order at 6:04pm.

### Approval of August 28, 2014 Minutes

*Ms. Briggs made a motion to approve minutes of the August 28, 2014 meeting; seconded by Mr. Pruitt. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

### Public Participation

#### Eagle Scout Project

Jeffrey Funchess, located at 207 Dodge Street, approached the Board and asked permission to complete his Eagle Scout project by placing distance signs around the circuit and making signs for the new workout equipment. Mr. Funchess is still planning out his project and had few details; however, he wanted to see if the Board would be interested in his project.

Mr. Funchess would like to put small distance marker signs around the circuit marking the distance traveled. An idea includes 3 ½ foot tall posts for \$8.00 each placed around the area.

Mr. Funchess would also like to make signs for the workout equipment that would explain how to use it and other pertinent information. These signs would have wooden posts and a metal frame.

Acting Chairman McVicker asked the Board if they would like to pursue the Eagle Scout project.

The Board determined that this would be a good project and would also be useful for individuals walking the circuit and using the workout equipment.

Mr. Pruitt recommended that Mr. Funchess stamp the distance markers into the sidewalk or place small markers in the ground to mark the distance around the circuit.

Mr. Bontrager stated that he has spoken with Mr. Funchess about his proposed project and they discussed the idea of grounding distance covered into the concrete or place a marker into the ground. However, if the markers would be placed on private property, the owners of the property would have to give permission before this is done.

Ms. Helmich asked if the distance markers could be placed on existing city signs.

Mr. Bontrager stated that they could possibly be placed on street signs; however, they cannot be placed on stop signs or other emergency signs.

Mr. Whalen stated that this sounded like a great project; however, he would like more detail on what Mr. Funchess would like to do.

Mr. Jones suggested that Mr. Funchess work with Mr. Garr to define the circuit marker distance signs along with the type of markers and the cost.

After discussion with Mr. Funchess, the consensus was to develop two fitness signs that match that describe the different activities, calories burned and muscles used. Other items can be added as seen fit.

Prior to the sign being developed, the Board would like to approve the design.

Mr. Funchess will meet with Mr. Garr to further develop his plans and to come up with a cost estimate of the project.

#### **Benefit Baseball Tournament**

Rex Underwood approached the Board and asked if they would be willing to offset the cost of preparation and rental fees for a benefit baseball tournament to be held on October 4, 2014. The tournament is being held to help raise funds to offset the costs of picking up an adoptive child.

The co-ed benefit tournament has already been scheduled with the City and all three fields will be used.

Mr. Jones made a motion to waive the fees on the three baseball fields for a benefit tournament on October 4, 2014; seconded by Ms. Sybert. *On voice vote the motion carries as follows: ayes – 4, nays – 2, abstentions – 1, absent – 2.*

Mr. Whalen asked if the Underwoods' had insurance for the tournament.

Mr. Underwood stated that all of the players sign waivers prior to playing that does not hold the Underwoods' liable for injuries; however, he will check on liability insurance and see how much it will cost.

Ms. Helmich stated that insurance coverage should have been discussed with the Underwoods' prior to the fields being reserved. Therefore, it should not be a requirement for the tournament.

#### **Treasurer's Report**

Mr. Bontrager stated that the budgeted revenues were over 2% - 3% for the 2014 fiscal year and only 78% if the total budgeted expenses were spent.

Rentals (shelter houses, ect.) came in approximately 89% higher than what was projected.

Mr. Whalen stated that he would like to have someone come in and explain the treasurer's report to the Board or he would like to sit down with someone so he can understand it.

*Ms. Sybert made a motion to approve the treasurer's report; seconded by Ms. Briggs. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

## Director/Foreman's Report

### **Seasonal Help**

Mr. Bontrager reminded the Board that two additional employees were hired in August to help with the additional work since the other seasonal employees either went back to school or pursued other interests. Chris Best (Monday's only) and Lanny Wake (Monday-Friday) are still helping out and they are each getting paid \$10.00 an hour.

The City has advertised for additional help at minimum wage pay to work Monday-Friday throughout the rest of the season. Two applications have been received. This is not a reflection on the current workers; however, the City is required to advertise for all jobs.

Mr. Jones stated that Mr. Wake is doing an excellent job and would like to keep him on the staff.

Mr. Bontrager stated that Mr. Wake was brought on at a \$10.00 per hour wage due to an emergency situation; however, an individual needs to be hired on a competitive minimum wage rate.

Ms. Helmich asked if the Board had the option to keep the employees that have already been hired.

Mr. Bontrager stated that this is up to the Board.

Mr. Pruitt suggested that the advertisement stay open and see if there is any interest.

Mr. Bontrager stated that the Park's staff could always have an individual on staff that could take over for Mr. Garr in his absence.

The Board determined that they would like Mr. Garr to have a conversation with Mr. Wake to see if he is interested in this position.

Ms. Helmich stated that she would like to keep Mr. Wake on the staff through this fall at a minimum as he knows what he is doing and is doing a great job.

The Board stated that they do not want to let the current seasonal employees go if another minimum wage worker is hired.

### **Miscellaneous**

Mr. Garr stated that the Park's staff is still keeping up with the mowing.

The pool has been closed and the ropes are being moved off site to repair and keep in working order.

The playground equipment is coming around and is almost completed.

The playground piece at Beavers' Park should be installed within the week.

Staff is currently working on the fitness equipment. The equipment needs to be anchored to the ground and also a landscaping boarder may need to be installed.

Mr. McVicker asked if a barrier would create a trip hazard.

Mr. Garr stated that he is looking into options to cure the problem of the wood chips getting on the sidewalk.

Mr. McVicker stated that the only complaint he has heard is that the equipment is close to the street.

Mr. Garr stated that if the equipment would have been placed farther from the sidewalk, it would not have been utilized as much.

**Old Business**

**A: Playground Equipment at Recreation Park**

The playground equipment at Recreation Park is almost completed. All of the equipment has been installed and Mr. Garr wanted to thank the Park Board members who came out and helped.

The turf should be completed soon.

The concrete crew should be out soon to build the ramp to the playground. The ramp and sidewalks will all be ADA compliant.

After drainage and other miscellaneous items are completed, a retaining wall may need to be put in on the East side of the new equipment. There has been discussion of placing permanent cement seating in the area as a future development.

Mr. Whalen asked about lighting in the areas as it is very dark.

Mr. Bontrager stated that lights can be added and he will look into different possibilities and the costs associated with it.

Mr. Jones suggested adding temporary lights to the shelter house or the maintenance building.

Mr. Whalen also suggested getting more defined instructions on how to use the lights at the tennis courts.

Mr. Bontrager stated that he will look into this.

Mr. Whalen stated that he would like the police to check the restrooms during the normal drive throughs to make sure everything is ok.

Mr. Garr stated that all of the restrooms, except the one located at Park Valley, are set to lock at 11:00pm and that the police are aware of the request.

Mr. Garr will mention the request to them again.

**New Business**

**A: Old Ball Fields Scoreboard Units**

During the last meeting, the Board decided to donate the scoreboards to three organizations. Since then, the City Manager and City Clerk informed Mr. Bontrager that according to a Missouri State Statute, ~~private property~~ <sup>Public</sup> cannot be given to private organizations. The Board will need to vote that the items are a surplus and either scrap the scoreboards or put them up for bid.

Ms. Helmich stated that the field at Osborn is owned by the City and she will check on Maysville.

*Ms. Sybert made a motion to recent the motion from the August meeting to donate the three scoreboards to the Elks Club, Osborn and Maysville School District; seconded by Mr. Whalen. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

*Ms. Sybert made a motion to deem all three scoreboards as surplus. One scoreboard will be given to the City of Osborn, one will be given to the City of Maysville and the third scoreboard will be placed on the Cities website for open bidding. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

Mr. Jones asked how long the bidding on the website would last.

Mr. Bontrager will check. A value will be established on the scoreboard and placed on the website.

WA  
C/M  
Public

Mr. Garr stated that the value established will be the scrap value.

#### **B: Ball Field Expenses and Cost Recovery**

Mr. Garr provided the Board with a packet outlining the costs to run the facilities and an estimate of what it costs for the school to use the Cities facilities. The cost estimate is not up to date; however, it is a good starting point.

Mr. Garr stated that the costs for the baseball fields and the electricity will be higher than what was provided. Mr. Garr will rework the numbers for a more accurate estimate.

The Board would like to recover some of the costs from the school's usage of the Cities facilities.

Mr. Jones stated that he would like to present the numbers to the school district prior to the end of the current school year.

Acting Chairman McVicker suggested that a letter be drafted to organizations stating that charges will be put into place for usage next season.

Mr. Garr stated that the letter should come from the Park Board.

A subcommittee of Mr. Whalen, Ms. Sybert and Mr. Jones was formed to set costs to rent and use the facilities for next year.

Mr. Garr will bring an average cost for preparation and electricity to the October meeting.

#### **C: Pool Season End Report**

Mary Jo Eiberger will attend the October meeting to go over the 2014 swim season numbers and other reports with the Board.

#### **D: City Reservoir Land and Trails Project**

Mr. Bontrager stated that the asphalt and wood chips have been laid and the parking lot poured. This phase of the project should be completed within 4 working days (not including rain days).

The trails are not officially opened to the public at this time.

During the August meeting, the Board discussed utilizing some of the areas around the Reservoir as a picnic/park area

*Mr. Jones made a motion to give the excess picnic tables and benches, as needed, to the City for the Reservoir trails area; seconded by Ms. Briggs. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

Mr. Bontrager stated that the City could always use volunteers to help with ideas and projects at the reservoir (Church groups, Eagle Scouts, etc.). Ideas include building shelter houses and concrete pads for picnic tables, benches, etc.

Mr. Bontrager stated that the area is currently maintained as City ground; however, if it is used as park ground there would have to be some clarification as to who takes care of it.

Mike O'Donnell, Planning and Zoning Chairman, stated that with the Comprehensive Plan update that is currently in process, the area around the reservoir has been downzoned and the uses will be restricted. This will be done to protect our water supply for the future. Designated areas can be carved out at a later date for parks items. The Planning & Zoning Board would like the Park Board's assistance to help define these areas.

#### **E: Partnership with EDOC for 2015 Sales Tax**

Kent Osborn, EDOC President, stated that the EDOC Board wants to run the economic development sales tax again in 2015.

Acting Chairman McVicker stated that the tax is the way to go for future development.

Ms. Sybert asked what would be done differently this time around.

Mr. Osborn stated that the EDOC Board plans to be more transparent and get the word out through the radio, newspaper and public meetings.

Mr. Osborn stated that City Council will need to approve the tax.

Terry Rumary, EDOC liaison, stated that there must be an economic development tax to receive the amount of money needed to complete projects.

Mr. Rumary stated that the ballot language would stay the same as it cannot be changed.

Mr. Jones stated that he would like to discuss the specifics on the plan before the Board votes to join forces with the EDOC committee.

*Mr. Pruitt made a motion to initiate a partnership between the Park Board and the EDOC committee to pursue the EDOC sales tax in 2015; seconded by Ms. Sybert. On voice vote the motion carries as follows: ayes – 5, nays – 1, abstentions – 1, absent – 2.*

#### **F: Comprehensive Park Plan – Long Term Planning**

Mr. Jones questioned how the Board is able to develop long range plans for the Parks if the Board does not know if a pool or ball fields will be available in the future.

Acting Chairman McVicker stated that priorities must be set for the future. This will allow money to be set aside for future development.

Mr. Garr suggested that a professional plan be drawn up to speed up the process. A company can dedicate time and resources, complete surveys, etc.

The Board agreed that this is the right route to go.

Mr. Bontrager will provide copies to the Board of proposals from the past so they can determine what they would like to include in a proposal. After the Board reviews the previous proposals, a decision can be made as to whom to request bids from.

Mr. Bontrager will email the proposals to the Board prior to the October meeting.

#### **G: Park Foreman Position Analysis**

Discussion has been deferred until the October meeting.

#### **Miscellaneous**

##### **Shelter House Reservations**

Mr. Garr stated that currently, only Recreation Park draws fees for reservations and asked if the Board would like to receive fees from the other parks.

The Board determined after discussion that they would also like to receive fees for reserving Beavers Park.

##### **McCorkle Park**

Mr. Garr stated that there was an incident of individuals' metal detecting in McCorkle Park and leaving holes. Mr. Garr asked how he was to pursue the issue.

After discussion, the Board determined that if Mr. Garr witnesses the issue he needs to ask them to cover the holes back up.

At this time, the Board does not think there needs to be a policy on the issue.

#### **Electrical Lines in Recreation Park**

Acting Chairman McVicker stated that he has heard discussions on removing trees in Recreation Park due to them being under electrical lines. If possible, Mr. McVicker would like to see the trees preserved.

Mr. Bontrager stated that there is a City ordinance that allows the Electric Department to remove trees that are in the way of electric lines.

The Board stated that they would like to know in advance if a tree is going to be removed.

Mr. Bontrager will follow up with the City Manager and let the Board know.

#### **Playground Equipment**

Acting Chairman McVicker would like to have the final costs on the playground equipment at the October meeting.

#### **Ice Skating Rink**

Mr. Jones asked if the ice skating rink has been budgeted for the 2015 fiscal year.

Mr. Bontrager stated that \$11,000.00 has been budgeted.

Mr. Garr will look into ordering the rink and installing it for this winter.

#### **Adjourn**

*Ms. Helmich made a motion to adjourn; seconded by Ms. Briggs. On voice vote the motion carries as follows: ayes – 7, nays – 0, abstentions – 0, absent – 2.*

The next scheduled meeting of the Park Board will be at 6:00 on October 23, 2014 at City Hall.

Meeting adjourned at approximately 8:34 pm.

*Chris Martin  
Secretary Recorder  
Cameron, MO 64429*

*Bill Gensler  
10/23/14*