

Cameron Park Board Meeting

December 18, 2014

6:00 pm

Cameron City Hall

Members Present:

Chairman Bill Gimson

Al Briggs

Jennifer Helmich

Jason Jones

Jamey McVicker – arrive 6:15pm

Tad Pruitt – arrive 6:33 pm

Carrie Sybert

Richard Whalen

Members Absent:

Kari Teel

Others Attending:

Drew Bontrager – Public Works Director

Steve Garr

Kent Osborn

Mike O'Donnell

Terry Rumery

Stephen Rhoades – Viero

Chris Johnson, Cameron Newspaper

Chairman Gimson called the meeting to order at 6:00pm.

Correction of September 25, 2014 Minutes

Page 4 regarding "Old Ball Fields Scoreboard Units" mistakenly stated that "the City Manager and City Clerk informed Mr. Bontrager that according to Missouri State Statue, private property cannot be given to private organizations." Corrected minutes to read:

"..... public property cannot be given to private organizations."

Ms. Briggs made a motion to correct the minutes of the September 25, 2014 meeting; seconded by Mr. Whalen. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 3.

Approval of October 23, 2014 Minutes

Ms. Helmich made a motion to approve minutes of the October 23, 2014 meeting; seconded by Ms. Briggs. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 1 (Jones – absent from October meeting), absent – 3.

Public Participation

None

Treasurer's Report

Mr. Bontrager stated that the new fiscal year begun on October 1, 2014.

Mr. Jones asked what the 2014 FINC Capital Project reflected on the treasurer's report was.

Mr. Bontrager stated that it is a facility improvement maintenance project item that is funded through 15 year certificates. This will be shown as a line item every year. The budget was put in place by City Council for maintenance and improvements on various City facilities around town. The line item on the Park Board report represents improvements to Park's buildings. Items can include furnaces, light bulbs, electrical, etc.

Mr. Garr stated that he did not allow any maintenance to be completed on the pool since there are plans in place for the near future.

Ms. Helmich and other Board members questioned why the Park Board was not asked before the money was spent.

Mr. Bontrager stated that he will relay the concerns on to the City Manager and that an itemized breakdown on the spending has already been requested.

Mr. Bontrager stated that the \$53,000 number should change after an itemized list is provided and sorted out what was actually spent on Park Department buildings.

Follow up during the January meeting.

Financial Overview Report

Carmen Weigand, accounting, has put together an overview of funds and Mr. Bontrager reviewed the report with the Board. \$75,000 will be transferred to the reserve account.

There is a requested 25% reserve of monies and currently the Park Board is at 31%. By the end of the year, the reserve is projected to be at 51%; however, this number can change.

Director/Foreman's Report

Recreation Park Lighting

There has been a request for additional lighting at Recreation Park. Mr. Bontrager has been in contact with the lighting engineering firm and they are working through some options to present to the Board.

Seasonal Employees

Due to a federal law change, seasonal employees are no longer able to work more than 30 hours per week. If they exceed 30 hours, they will be required to receive City benefits.

As a result, more seasonal employees will need to be hired so the working times can be staggered. This will continue to allow all of the required work to be completed.

Old Ball Field Scoreboards

The old ball field scoreboards were sold on the City website and purchased by the Elks Lodge at \$50 each. The City of Osborn has not contacted the City about the third scoreboard unit. Ms. Helmich will contact them and see if they still want it.

Volleyball/Ice Rink

The signs for the volleyball and ice rink lights are now installed. The light switch is located at the restrooms.

Holiday Lights

Chairman Gimson stated that there are no holiday lights on the west side of Recreation Park.

Mr. Garr stated that he is discussing this with the lighting sub-committee about moving some of the lights around in the park and possibly purchasing some more for next year.

Eagle Scout Project

Mr. Garr and Mr. Bontrager met with Geoffrey Funchess about his Eagle Scout Project; however, they have not received any information back from him to present to the Board.

Abstentions from Voting

Mr. Bontrager instructed the Board that if a member would like to abstain from a vote and it is a conflict of interest issue, the member must recuse themselves from the meeting and not participate in the discussion.

Old Business

A: Playground Equipment at Recreation Park

All of the playground equipment at the *Moose Station Playground* has been installed. The main sign should be installed the week of December 22, 2014. Chad Foreman has completed the retaining wall with amphitheater style seating and if the weather holds will pour stamped concrete between the wall and the playground edge. All of the rough dirt work and landscaping around the playground has also been completed.

The signs have been ordered for the panels and will be installed once received and weather allows.

Mr. McVicker asked about edging around the trees.

Mr. Bontrager stated that the areas around the trees will be mulched as it was difficult to place the turf around the areas. There is also one tree that may need to be replaced.

The project budget and expense sheet was provided to the Board for review. The project came in approximately \$51,000 under budget. After donations, actual expenses incurred by the Park Board were \$48,984.66.

New Business

A: Cameron EDOC & Park Board Memorandum of Understanding

Kent Osborn was present to discuss the Memorandum of Understanding (MOU) between the Cameron EDOC and Park Board on the proposed sales tax for economic development purposes.

Mr. Osborn stated that the MOU would be presented to City Council prior to re-election.

Mr. Osborn also stated that when the MOU is presented to Council, it is important to have Park Board and EDOC members present at the meeting.

Mr. Whalen asked if the new items mentioned in the MOU would become the responsibility of the Park Board for maintenance.

Chairman Gimson stated that maintenance and facilitation of the new facilities would be a joint effort between the City and the Park Board; however, the Park Board would most likely oversee the projects.

Mr. Whalen asked if the new trails at the reservoir would be turned over to the Park Board.

Mr. Bontrager stated that City Council has not discussed that at this time. Currently, work release is taking care of the trails.

Chairman Gimson stated that the proposed tax would not cover existing facilities.

Mr. Whalen made a motion to approve the Memorandum of Understanding between the Park Board and EDOC; seconded by Ms. Sybert. On voice vote the motion carries as follows: ayes – 8, nays – 0, abstentions – 0, absent – 1.

Mr. Osborn will let everyone know when the MOU is to be presented to City Council.

B: Parks Master Planning

In previous meetings, the Board has expressed interest in moving forward with hiring a firm to assist in a Park's Plan.

Stephen Rhoades from Vireo was present to discuss options and costs for a parks planning service.

Mr. Rhoades presented various master plans that have been developed for different communities. He stated during his presentation that the plans are built to a scale so additional items can be added in the future. Vireo likes to involve the communities when putting together the plans and utilizes both community meetings and surveys.

Sample plans were provided to the Board for review and Mr. Bontrager was provided with the costs for each plan.

Mr. Rhoades stated that the City of Moore Oklahoma's website has the complete park plan online for review.

Mr. McVicker asked if the areas for surveys could be defined by the Board.

Mr. Rhoades stated that the Board can define what they want the company to focus on.

Mr. Rhoades also stated that they have also had a City negotiate and settle on land prices prior to the tax vote.

Vireo will also assist in finding grants that available to the City. After the initial research is completed (surveys, community meetings, etc.) suggestions on parks and immediate expansion along with community needs will be summarized.

Mr. Bontrager asked how long it takes to develop a plan.

Mr. Rhoades stated that he likes to begin with a survey to determine the needs and assess the current community and then determine where things need to go from there. He stressed the importance of keeping the community informed and involved in the process.

Mr. Whalen asked what Mr. Rhoades ideas for Cameron were.

Mr. Rhoades stated that the pool and ball field ideas need to be formulated into a more concrete plan. The pool plan is well developed; however, the ball field plan needs more work including where it should be located. It is also suggested that an option on land prior to the vote be worked out.

Overall, Mr. Rhoades believes that Cameron has good park facilities; however, there are more opportunities around the new trails at the reservoir.

Chairman Gimson stated that a parks plan would be a huge asset to the Board, community and the upcoming tax.

Mr. Rhoades suggested going to the public with the plan to begin getting the word out. Creating focus groups to discuss ideas is a major part and helps involve the individuals of the community.

Mr. Jones asked if there are other companies the Board should look into prior to making a decision.

Mr. Bontrager stated that there are other companies out there. He will reach out to other companies so the Board has options to review before making a decision.

Mr. Rhoades stated that ADA compliant plans are important; however, it is not necessary to fix all of the problems at once. Having a plan in place to correct the issues is very important.

Mr. Bontrager will begin the request of qualifications (RFQ) process and report back to the Board at the next meeting.

C: Ice Skating Rink

The ice skating rink is installed; however, it will not be opened to the public until the weather is more conducive. There is one entrance on the south of the rink.

The Board was provided with a final proof of Ice Skating Rink Rules that have been reviewed and approved by the Cities insurance company. The insurance company will not allow dangerous games without specified times posted.

Mr. Bontrager asked the Board if they would like to allow games such as hockey on the ice skating rink.

Mr. Jones stated that he thinks there needs to be a designated time for hockey and the Board agreed.

At this time, hockey goals will not be provided.

After discussion, the Board determined the designated times for hockey will be from 8pm-11pm daily.

A separate sign will be attached to the bottom of the rules outlining the allowed times for hockey.

D: 2015 Pool Management

The YMCA has requested to manage the aquatic facility for the 2015 swim season as they have for the previous 10 years. For the past few years, the Park Board has paid the YMCA a flat \$15,000 management fee.

At the Board's request, Mr. Bontrager has contacted Midwest Pool Management for a bid to manage the aquatic facility. They are available for a cost to manage the pool. Midwest Pool Management would take care of all of the chemicals and filters. They manage other facilities so they know what to do if there is an issue with the pool, laws and regulations.

Midwest Pool Management would handle all of the daily testing of the chlorine levels and adjust them when necessary. Currently, the Cameron water department helps with this on a daily basis.

Midwest Pool Management is also available for consulting, plan review, staff evaluation, operating costs and give suggestions on amenities (umbrellas, chairs, etc.).

Mr. Whalen asked if Midwest Pool would keep the pool open all day without closing.

Mr. Bontrager stated that this is an option.

Mr. Garr stated that Midwest Pool will do what the Board wants them to do. They will also offer swim lessons and other activities when requested.

Mr. McVicker asked if the Park Board would keep revenues.

Mr. Bontrager stated that the revenues would come back to the Board if there were any.

Midwest Pool Management would handle all of the accounting and help with recommendations on fee structure, etc.

Mr. Whalen asked if they would give an accounting report to the Board on a regular basis.

Mr. Bontrager stated that they would.

Mr. Garr stated that from a management standpoint, hiring Midwest Pool would be good for time and overall management of the pool.

Chairman Gimson stated that it will cost approximately \$125,000 for Midwest Pool to manage. Usually, the City loses approximately \$20,000 annually on the pool.

Mr. Whalen stated that he would like comparisons on expenses (chemicals, labor), revenues, etc.

Ms. Helmich made a motion to table the discussion until more information is available; seconded by Ms. Sybert. On voice vote the motion carries as follows: ayes – 8, nays – 0, abstentions – 0, absent – 1.

E: Baseball Fields Cost Recovery and Use Form

A draft baseball field use agreement was provided to the Board for discussion.

Mr. Bontrager stated that anytime someone (individual or organization) wants to rent the baseball fields for use, the agreement would be used. This would include tournaments, fundraisers, YMCA activities, school use, etc.

Mr. Bontrager would like the Board to review the form and rules and make suggestions via email prior to the next meeting.

Mr. McVicker stated that he likes the agreement and would like to see a form like this created for other areas including the soccer fields, volleyball courts, etc. Mr. McVicker also stated that large entities (i.e. school) that use the facility regularly should be some kind of a discount.

Mr. Bontrager stated that a discount options should be taken into consideration.

Mr. McVicker asked if there was any data from other Cities and what they charge.

Mr. Garr stated that he has some data gathered and will pass it on to Mr. Bontrager.

Chairman Gimson stated that he is still in contact with Dr. Robinson about setting up a meeting but they have not been able to schedule it yet.

F: Social Media and Press Policy

Mr. Whalen stated that Mr. Garr needs direction on what should and should not be said when responding on Facebook. Negative questions and statements should not be responded to as they can cause issues. Prior to responding to these items, they should be discussed as a Board.

Mr. Garr stated that serving the community is important and general questions need to be responded to in a timely manner.

The majority of the Board believes that social media and timely responses is a necessity.

Miscellaneous

Agenda and Minutes on Website

Mr. Whalen asked why the agenda and meeting minutes were not being updated on the City website.

Mr. Garr stated that he does not know whose responsibility it is to update the City website.

Mr. Whalen stated that the website should be up to date.

Mr. Garr will see who is in charge of this and will make sure it is updated.

Other

Mr. McVicker and Mr. Pruitt stated that they will be handing in their resignations soon due to personal reasons.

Adjourn

Ms. Briggs made a motion to adjourn; seconded by Ms. Helmich. On voice vote the motion carries as follows: ayes – 8, nays – 0, abstentions – 0, absent – 1.

The next scheduled meeting of the Park Board will be at 6:00 on January 22, 2015 at City Hall.

Meeting adjourned at approximately 9:00 pm.

Chris Martin

Secretary Recorder

Cameron, MO 64429

Bill Ginnison 1/22/15