

Park Board Minutes
April 25, 2011

Members Present: Candy Sullinger, Mica Farley, Joe McDowell, Bob Simmons, Jeff Justus, and Kenny Garrison

Members Absent: Gabe Miller, Julie Wolfe, Florence Parnell, and Kent Vanderpool

Staff Present: Cindy Shook, Preston Peper, Marsha Fulton

Joe McDowell made a motion to approve the Park Board minutes from March 22, 2011. Bob Simmons seconded the motion. All were in favor.

Business:

1. The meeting was called to order by Candy Sullinger with the first item on the agenda being the financial report. Cindy asked everyone to direct their attention to the expenses at the campground, explaining that they were up due to a few different reasons. Cindy explained that after the re-organization in 2010, all of the maintenance staff was expended out of the parks cost center, and that she had made a correction last summer to allocate maintenance expenses to the campground as well. Therefore, expenses all year long will be higher than last year at the same time at the campground due to less personnel adjustments, but these expenses were budgeted for. Health insurance for those employees was also reflected in the campground cost center. Additionally, electricity at the campground was up by \$3,000, which is being looked into by the city's finance department. Lastly, Cindy explained that the adult softball expenses were up compared to last year at the same time as a seasonal maintenance worker was brought on earlier than last year. Cindy then directed the boards' attention to the fact that revenue was \$4,000 ahead of this time last year. Bob Simmons then asked if the expenses as a whole were close to budget? Cindy confirmed that they were. Bob then stated that he had noticed at the finance committee meeting that the Park's department was well under the budget percentage for this time of year.

2. Next item on the agenda was the new revenue contract procedure. Cindy explained that in the past there had never been a written procedure for approval of revenue contracts, unlike contracts for expenditures. The City Clerk's office created a procedure that had been approved and that all department's will now be following. Lease agreements, like Skaggs Fitness Center and the Senior Center, will now first go to the Park Board for a recommendation and then on to the Board of Aldermen. Other revenue contracts such as vending machines, Coca-Cola and John Morris Equipment Company, will first go to the Park Board and then to the City Administrator for approval. Jeff Justus asked about the revenue from the lease of part of the Jack Justus park, that is leased by the adjacent restaurant. Cindy explained that the lease on that was not handled by the Park's department but she would check into it. Bob Simmons injected that this area might be considered part of the airport lease which makes up several nearby properties, including the Track and Red Roof Mall. Jeff stated that he felt the money should be received by the Park's department. Preston then went on to discuss the John Morris Equipment and Supply Company contract, explaining that this contract provides for coin operated washers and dryers at the campground. The contract was passed out for review and he explained that this is a seven year contract that is reviewed annually. Preston stated that the laundry was added several years ago as it was a desired feature for campers and that the park receives 55% of the revenue that is generated. Cindy reported that the laundry has been very successful and generates between \$6,000 and \$8,000 annually. Candy then asked if this had to go out to bid? Cindy explained that John Morris was the best option when this contract was let out to bid in 2007 and said that the contract can be renewed up to six additional years. Jeff Justus asked how we were in comparison price wise to other laundries in the

area? Kenny Garrison said that Branson laundry mat was lower based on his experience with a church ministry. Preston stated that he had never had any complaints regarding pricing and believed that we are competitive for a laundry that is on site and meant to be a convenient amenity for our campers. Jeff Justus inquired about the contract language in the scope of work area, section 2.5 facility readiness. Cindy said that the language in the contract was generated from the City Clerk's office and she will have them look at the wording to confirm that it was correct. Kenny added that the wording appears to imply that the City is liable for interruption in utility service, which doesn't sound right. Candy asked if the board could vote to approve the contract with the notation that the wording in that particular contract item would be reviewed. Cindy confirmed that yes the board could indeed vote on the approval of the contract and that she would report back to the board at the next meeting. Kenny asked who counted the money from the machines. Cindy explained that the vendor counted the money in the presence of a campground staff member. Candy Sullinger asked if there was a motion to approve with clarification on the wording. Jeff Justus made the motion. Kenny Garrison seconded the motion. All were in favor.

3. The next item on the agenda was the Skaggs lease agreement addendum. Cindy opened this by stating that the lease agreement for Skaggs to operate the fitness center had been in effect since the RecPlex opened in June 2005. She explained that the city was approached by Skaggs over a year ago with their desire to renegotiate certain elements of the contract after a review of the fitness center operations and finances. Cindy said that she had met with City Administrator Dean Kruitoff and the Skaggs CEO William Mahoney to discuss the contract in which he expressed a desire to amend the lease to decrease the rent so that the operation would be more financially viable and in exchange the contract would be extended for an additional five years. Cindy stated that she feels that the relationship with Skaggs as the operator of the fitness center continues to be mutually beneficial to both parties as well as the community. The new lease addendum would reduce the rent from 10,529.33 a month to \$9,529.33 a month, a \$12,000 annual decrease. Cindy explained that the lease agreement is the main revenue for the RecPlex. In addition to the changes in rent and term of the lease, the City and Skaggs will agree to work together and share in the cost of a monument sign with a reader board on Branson Hills Parkway. Cindy remarked that a sign was something we have discussed as a capital project in the past years and has long been desired. Lastly, Cindy indicated the addendum would reflect changes in the amount of liability insurance required for Skaggs to provide. In the original contract, Skaggs was required to have \$1 million in coverage but now the City requires \$2.5 million in insurance. Cindy asked Bob Simmons if he would like to make any additional remarks? Bob Simmons stated that since he is on the board of directors at Skaggs, he has stayed out of the negotiations, but added that the changes seem fair for both the City and Skaggs. Cindy agreed and stated that she feels having the hospital run the fitness center brings credibility and that she would very much like to continue the relationship and recommends to the board to approve the changes to the contract. Joe McDowell questioned what additional expenses Skaggs paid other than the rent. Cindy explained that Skaggs supports their own operations of staffing and equipment and they also pay their own electric. Jeff Justus asked if we were aware if the fitness center made a profit and Bob Simmons confirmed that they did not. Bob Simmons pointed a typographical error in the contract in which the numerical dollar amount did not agree with the typed version as there was a difference of forty-five cents. Cindy noted the discrepancy and stated she would have it corrected before it goes on to City Council. Candy asked if there was a motion to approve the Skaggs contract amendments? Jeff Justus made a motion to approve the contract changes. Kenny Garrison seconded the motion.

All were in favor with Bob Simmons abstaining from the vote. Candy Sullinger remarked that she couldn't help but notice the change in direction she feels that the Park Board is taking by asking the board to have greater input, which she saw as a positive thing.

4. Next on the agenda was the Cantwell neighborhood walking tour update. Jeff Justus opened this item by stating that the walking tour had been cancelled due to the rain. Cindy added that they plan to reschedule.

5. The next item on the agenda was the memorial tree and bench program. Cindy opened this item by saying that this was a concept that she was working on with Tara Norback in the Planning department. Tara is developing a program for memorial trees and benches that could be placed in various parks and city properties. Cindy added that she will be using the same program for benches at the Dog Park as a means of fundraising.

6. Up next on the agenda were the FYI items of the Parks and Recreation update and the Branson Mini-Conference report. Regarding the update, Cindy stated she would like to comment on the new WiFi at the campground. She explained that reliable wireless internet for campers have always been a problem. Cindy said that the City's IT Department had gone out to bid to install new wireless equipment and provide technical support to campers and that the new system had been installed the previous Friday. Preston added that in the past complaints about the WiFi would go directly to the campground office, now they are called in to a 800 number, which takes the campground out of the situation. He also said that the Turkey Creek Campground had used the same company for their WiFi service and stated that they had been a life saver. Cindy then concluded this item by saying she wanted to let the board know that the Park's Department had hosted a Missouri Parks & Recreation Association mini-conference in Branson and that it had been very successful with some great sessions.

Member's Reports

1. Mica Farley inquired how the new rate increases had been received. Cindy responded that there has not been a lot of reaction to the increase. Preston said the main thing has been that people are often unsure about their residency status and confuse city limits versus the school boundaries.

2. Joe McDowell wanted to let the department know that the pedestal to the handicap button at the front door was showing signs of wear and rust at the base. Additionally, Joe asked Bob Simmons the status of North Beach. Bob informed the board that the status of the park was still in limbo, but that the case was at the court of appeals.

3. Jeff Justus asked about the status of the easement that would connect Lakeside Forest all the way through to Sunset Park. Cindy said she did not have an update about the easement but she would follow up and find out where it stood. Jeff also wanted to let the department know that he had been to Lakeside Forest about three weeks earlier and he had come across what appeared to be an abandoned camp site.

4. Kenny Garrison said he just wanted to make Cindy and the Board aware that Scott Miller, who is the athletic director for Kirbyville schools as well as a current youth baseball coach, had expressed an interest to be on the Park Board. Cindy said she met Scott at the recent coaches meeting and that she would pass this along to the Mayor. Cindy told the Board that Larry Wilson had been appointed to take Joe McDowell's spot. Joe McDowell is now serving on the Planning and Zoning Committee. She added that Florence Parnell will be stepping down from the board due to health issues.

5. Bob Simmons wanted to share with the Board something that had been brought up at the finance committee meeting by the Mayor. The Mayor would like for the Park Board to envision and maybe make a list as where they would like to see the parks at in five to ten years down the line. The

vision should address funding needs and may need to include the possibility of a parks tax like Springfield and other communities have. Candy Sullinger confirmed that she felt that was something that the board could do. Cindy stated that this topic was very timely and that there have been several stories in the news lately about park taxes. Additionally Cindy pointed out that the average subsidy for parks departments is 53% and that ours was 23-28%.

Meeting adjourned 6:35