

City of Aurora Park Board

City of Aurora, Missouri

City Council Chambers

2 W. Pleasant

Aurora, Missouri

Thursday, November 10, 2022 - 6 P.M.

1. CALL TO ORDER

2. ROLL CALL

President: Vacant

Vice President: Deb Dillman (2025)

Board Member: Nikki Kennedy (2025)

Board Member: Eddie Breeding (2023)

Board Member: Cody Murray (2023)

Board Member: James Pettit (2023)

Board Member: Trevor Williams (2023)

Council Liaison: Theresa Pettit

Secretary: Courtney Neff

3. APPROVAL OF MINUTES

3.I. Approval Of Minutes - City Council And Park Board Work Session September 29, 2022

Documents:

[JOINT SESSION HELD ON SEPTEMBER 29, 2022.PDF](#)

3.II. Approval Of Minutes - City Council And Park Board Work Session November 1, 2022

Documents:

[JOINT SESSION HELD ON NOVEMBER 1, 2022.PDF](#)

4. NEW BUSINESS

4.I. INTRODUCTION AND WELCOME NEW BOARD MEMBERS

4.II. ELECTION OF PRESIDENT

4.III. ESTABLISH REGULAR MEETINGS

4.IV. DISCUSSION ON NOVEMBER 1 2022 MEETING

4.V. REPORT FROM COUNCIL LIAISON PETTIT

Report from the meeting held on November 9, 2022 with the Decision Making Team Meeting.

4.VI. ESTABLISH GOALS FOR 2023

Share your top 3 goals for the park board for the coming year.

4.VII. ESTABLISH COMMITTEES AND LEADERS

4.VIII. DISCUSSION OF EXPANDING SIZE OF PARK BOARD

5. ADJOURNMENT

City of Aurora Park Board
Aurora City Hall
City Council Chambers
2 W. Pleasant
Aurora, Missouri
Thursday, September 29, 2022 - 6 P.M.

9/29/2022 - Minutes

1. CALL TO ORDER

Mayor Lewis called the meeting to order at 6:00 p.m.

2. ROLL CALL

President - *Vacant*

Vice President Dillman - *Present*

Board Member Breeding - *Present*

Board Member Barton - *Present*

Board Member Payne - *Present*

Board Member Kennedy - *Absent*

3. APPROVAL OF MINUTES

3.1. Work Session With City Council

Board Member Barton motioned to approve the minutes from the meeting held on May 26, 2022. Board Member Breeding seconded the motion. Motion passed with all members voting aye.

4. NEW BUSINESS

4.1. Discussion:

Mayor Lewis announced that Park Board President Forrester has resigned from the Park Board due to a new position at work conflicting upcoming meetings. Mayor Lewis led the joint meeting between City Council and Park Board on the topic of Duties, Responsibilities, and Tasks of the Park Board. Mayor Lewis asked each park board member why they were on the board and what they would like to see happen. City Council suggested for the park board to have monthly meetings to help determine what is most important to implement first off the Park Master Plan. City Council also spoke with the park board members about being more active in special events and help to establish programs for the City such as, basketball, flag football, soccer, etc. Annual Reports from the Park Board to City Council on what they have accomplished and what their plans are for the next year to help move forward. Assistant City Manager and Community Development Director, Carrie Howlett also went over the Park Board Ordinance with the most recent changes.

Board Member Barton resigned effective after the meeting on September 29th 2022. She has loved serving on the Board but explained she is not able to participate in many of the duties of a Park Board member anymore.

Park Board Duties, Responsibilities and Tasks attached.

Mayor Lewis adjourned the meeting at 6:51 p.m.

Park Board

Duties, Responsibilities and Tasks

Planning Organizing Staffing Directing Coordinating Reporting Budgeting

Planning and Organizing Activities – Evaluating current programs offered, discussing future projects, establishing goals and drawing up plans of action

All Park Board duties below should be done in collaboration with the Parks Department Superintendent.

1. **Create a list of programs currently offered; supported with information such as: what does the program cost the City? Level of difficulty for City staff to execute? What equipment is needed? What is the affect on City services, including departments outside of the Parks Dept?**
2. **Compose an outline of proposed steps for implementing the Park Master Plan.**
3. **Develop policies, procedures and agreements**
 - Park Rental/Reservation
 - Facility Rental/Reservation
 - Programs
 - Equipment Maintenance
 - Property Maintenance
 - School Use of facilities
 - Outside associations use of facilities (Example: Little League, Missouri Monarchs)
4. **Create and Set an Annual Calendar for Parks and Recreation Dept and Rec Center.**
5. **Volunteering – Event organization and assistance to Park Staff with managing/conducting events**
6. **Volunteer Recruitment**
 - Event Volunteers
 - Program Volunteers
7. **Provide an annual report to City Council depicting last year's expenditures and next year's goals. Report should include details of events held, number of people who attended, etc. This report should serve as an overview from Park Board to City Council summarizing what the Park Board has done. This should include recommendations to Council regarding the improvement and maintenance of parks.**
8. **Create and approve annual "menu" of Rec Programs, activities, events and classes within existing parks. This should include cost to administer program, cost of equipment needed, instructors, fee structures, affect on City Staff, etc.**

- Fitness Programs
- After School Programs
- Recreational Programs & Leagues
- Summer Camp Programs
- Athletic Programs
 - Adult
 - Kids
 - Age Specific Groups

9. Activities & Events – Propose and discuss events for Rec Center and Recreational Program. This should include cost to administer program, cost of equipment needed, instructors, fee structures, affect on City Staff, etc.

- Recreational Program Activities
- After School Program Activities
- Summer Camp Program Activities
- Events-See Below

10. Events

- Generate ideas for Quarterly and Annual events
- Annual fundraiser event
- Outdoor Recreation Expo
- Arts & Crafts Show
- Spring Home Show
- Easter Egg Event
- Christmas Craft Show
- Haunted House/Trick or Treat
- School Kickoff Event
- Senior Dances
- Daddy/Daughter Dances
- Recreation Competitions
 - 5K
 - Triathlons
 - Senior Walks
 - Fitness Challenges
- Aurora R-8 Activities
 - Dances
 - Athletic Events

11. Classes – Propose and discuss classes for recreation and fitness programs in Rec Center & Parks

- Step classes
- Yoga
- Aerobic classes

- Spin
- Healthy Lifestyle classes
- Personal training
- Sports Training classes
 - Sports Clinic for Youth
 - Weightlifting
 - Pickleball
 - Officiating
 - Arts & Varied Interest Programs
 - Music programs
 - Art programs
 - Craft programs

12. Media & Public Relations

- Reviewing & approving Parks & Rec annual publication
- Advertising
- Marketing
- Outreach

13. Soliciting sponsorships & donations/contributions

- Event sponsors
- General sponsorships
- Annual Contribution Campaign

14. Reviewing Data & Metrics

- Participation Rates
- Comparative analysis with regional Rec Centers

15. Reviewing & Recommending Participation Fees

- Setting Fees
 - Rec Center Memberships
 - Class Fees
 - Event Fees

16. Hear complaints, mediate disputes regarding Parks & Recreation facilities and provide that feedback to the Park Board for consideration.

17. Routinely review parks for safety and all-inclusiveness such as handicap accessibility, ADA compliance ,etc.

18. Research and prepare needed inventory for becoming and maintaining being a Tree City USA.

- Map of all trees within parks
- Identify kind of tree
- Estimate age

- Estimate replacement cost

19. Provide ideas and recommendations for landscaping including design, how to maintain, sponsorship, etc.

City of Aurora Park Board

Aurora Police and Fire Station

Training Room

106 S Elliott Ave.

Aurora, Missouri

Tuesday, November 1, 2022 - 6 P.M.

11/1/2022 - Minutes

1. CALL TO ORDER

Mayor Lewis called the meeting to order at 6:00 p.m.

2. ROLL CALL

President: Vacant

Vice President: Deb Dillman - *Present*

Board Member: Nikki Kennedy - *Present*

Board Member: Eddie Breeding - *Absent*

Board Member: Cody Murray - *Present*

Board Member: James Pettit - *Present at 6:02 p.m.*

Board Member: Trevor Williams - *Present*

Council Liaison: Theresa Pettit - *Present*

Secretary: Courtney Neff - *Present*

3. NEW BUSINESS

3.I. Discussion- Recreation Center Project

City Manager Jon Holmes addressed the City Council and the Park Board regarding the purpose of the meeting; decisions need to be made to move forward with the timeline of the Recreation Center. Steven Telscher with SAPP Designs, Sean Thouvenot and Brandon Poindexter with Branco Enterprises Inc. came to present items that needed to be decided and a calendar showing a timeline of the Recreation Center process. The calendar presented by Steven Telscher with SAPP Designs shows three different phases; Schematic Design, Design Development, and Construction Documents. November 29, 2022, there will be a Community Input Meeting. The Decision Making Team was chosen to be the following people: City Manager Jon Holmes, Assistant City Manager and Community Development Director Carrie Howlett, Parks and Recreation Staff Travis Wittenborn, Council Member and Park Board Liaison Theresa Pettit and Chairman Pro Tem Council Member Tony Kennedy. Meetings will be regularly scheduled for Wednesday's from 4:00 p.m. to 6:00 p.m. The City Council decided on a budget of \$12,000,000.00 for the Recreation Center.

Meeting agenda and calendar attached.

4. ADJOURNMENT

Mayor Lewis adjourned the meeting at 7:34 p.m.

Approved:

Deb Dillman, Vice President

Attest:

Courtney Neff, Secretary

SAPP DESIGN ARCHITECTS

11-1-2022

**Aurora Recreation and Event Center
City of Aurora, Missouri**

MEETING AGENDA

AGENDA: Owner-Architect Planning Meeting

1. SCHEDULE / IMPORTANT DATES

- Timeline per Design Phase; SD, DD, CD...
- Community input (Programming/Early SD phase)
- Regular, reoccurring, Owner Decision Making Team/A-E Team meetings (Wednesday's, allow 2-hrs TBD)
- Other input (School, Parks, Utilities Infrastructure), as determined by Architect (November - December)
- Time allowances for Owner reviews/approvals, alignment with Council meetings
- Community Update – End of SD phase, method/format TBD
- Timeline for jurisdictional reviews and permitting, bidding phase and construction phase

2. PROCEDURAL

- Decision-Making – This is a small representative team, the group that worked through the CMAR Selection process worked well together. I recommend the same team with the addition of other staff;
 - Jon Holmes, Carrie Howlett, Justin Jones, Council member Theresa Pettit and Council member Tony Kennedy
Travis Wittenborn
- Owner Approvals of the Project Design at the conclusion of each Design Phase (SD, DD, and CDs), I recommend the following;
 - Decision-Making Team and City Council
- Owner Approval to direct the CMAR to sub-bid the project and to develop a GMP, I recommend the following;
 - Decision-Making Team and City Council
- Owner Approval to accept the CMAR's GMP proposal/contract amendment, I recommend the following;
 - Decision-Making Team and City Council

Summary: City Council approvals: I assume Council will make approvals for the following:

- To approve of the makeup and authority of the Decision-Making Team
- To give approval to proceed with Bidding the project as Designed at the end of CD's
- To approve Branco's GMP and authorize them to proceed with the Construction phase
- To approve monthly expenditures (ie: payments for A/E and CMAR services and payment applications + other consultant services - Civil engineering, testing services, geotechnical services) during the course of regular monthly Council meetings
- To approve Changes to contracts (ie: A/E services, Construction contract)

3. COMMUNITY / STAKEHOLDERS INVOLVEMENT

- Community Survey Results- "What makes Aurora great?"
- "Open House" presentation/ information sharing
- Collaboration with School District; Properties/Facilities/Programs
- Collaboration with Parks; Properties/Facilities/Programs

- Collaboration with Infrastructure providers – Utility providers, Stormwater...
- Other Group(s)

4. PRIORITIES / GOALS / CONCERNS

- Priorities and Goals
- Develop written document

5. BUDGET

- Overview and explanation of Preliminary Project Budget (turn-key)
- Collaboration and Input – Architect and CMAR
- Discuss any “timing” issues relative to project finances, if applicable
- Contingencies discussion (Design / Bidding phase and Construction phase)

6. SCOPE / PROGRAMMING

- Design Team understanding of the general project scope
- What is a “Program”, purpose of the Program, share example of a “Program” document
- Phasing – Some program spaces may need to be planned to added in a future phase
- Events
 - What range of events are anticipated for this facility? Conventions? Birthday parties?
 - Meeting room(s); public and / or for staff?
 - What programs are anticipated for the classroom space?
 - Other questions?
- Fitness
 - Will you offer classes? If so, what kinds of classes will happen in the fitness area or are studios necessary?
 - Hours of operation 24-hour fitness access? Locker room access?
 - Other questions?
- Admin offices
 - How many people will be working in the office suite? Need for hot desk? Flexible work space?
- What-ifs:
 - Youth recreation programs, after school programs
 - Trail Connection to schools
 - Outdoor event space
 - Community Garden
 - Other ideas?

AURORA - NEW RECREATION/EVENT CENTER

TIMELINE SUMMARY:

- COUNCIL MEETINGS 2nd & 4th TUESDAY

- COUNCIL APPROVALS;

SCHEMATIC DESIGN - JANUARY 10, 2022

DESIGN DEVELOPMENT - MARCH 28, 2022

CONSTRUCTION DOCUMENTS - JUNE 27, 2022

CONSTRUCTION MANAGER GMP/CONTRACT AMENDMENT - JULY/AUGUST 2022

- DECISION-MAKING TEAM / A-E TEAM MEETINGS. WEDNESDAY'S EVERY 2-WEEKS, SEE CALENDAR FOR SUGGESTED DATES (○).

NOVEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1 SCHEMATIC DESIGN COUNCIL MEETING	2	3	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15	16	17	18	19
20	21	22 COUNCIL MEETING	23	24 Thanksgiving Day	25	26
27	28	COMMUNITY INPUT	30			

DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1 40% SCHEMATIC DESIGN	2	3
4	5	6	7	8	9	10
11	12	13 COUNCIL MEETING	14	15	16	17
18	19	20	21	22	23	24
25 Christmas	26	27 COUNCIL MEETING	28	29	30	31

JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 New Year's Day	2 New Year's Day Holiday	3 DECISION-MAKER SD REVIEW AND APPROVAL	4	5	6	7
8	9	10% SCHEMATIC DESIGN COUNCIL MEETING	11 DESIGN DEVELOPMENT	12	13	14
15	16 M L King Day	17	18	19	20	21
22	23	24 COUNCIL MEETING	25	26	27	28
29	30	31				

FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1 30% DESIGN DEVELOPMENT	2	3	4
5	6	7	8	9	10	11
12	13	14 COUNCIL MEETING	15	16	17	18
19	20 Presidents' Day	21	22	23	24	25
26	27	28 COUNCIL MEETING				

MARCH 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1 80% DESIGN DEVELOPMENT	2	3	4
5	6	7	8	9	10	11
12	13	14 COUNCIL MEETING	15	16	17	18
19	20 DECISION-MAKER DD REVIEW AND APPROVAL	21	22	23	24	25
26	27	100% DESIGN DEV COUNCIL MEETING	29 CONSTRUCTION DOCUMENTS	30	31	

APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						CONSTRUCTION DOCUMENTS 1
2	3	4	5	6	7 Good Friday	8
9 Easter Sunday	10	11 COUNCIL MEETING	12	13	14	15
16	17	18	19	20	21	22
23	24	25 COUNCIL MEETING	26	27	28	29
30						

MAY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	40% CONSTRUCTION DOCUMENTS 1	2	3	4	5	6
7	8	9 COUNCIL MEETING	10	11	12	13
14 Mother's Day	15	16	17	18	19	20
21	22	23 COUNCIL MEETING	24	25	26	27
28	29 Memorial Day	30	31			

JUNE 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				80% CONSTRUCTION DOCUMENTS 1	2	3
4	5	6	7	8	9	10
11	12	13 COUNCIL MEETING	14	15	16	17
18 Father's Day	19 DECISION-MAKER 2-WK CD REVIEW AND APPROVAL	20	21	22	23	24
25	26	COUNCIL AUTHORIZE TO BID PROJECT COUNCIL MEETING	28	29	30	
PLANS SUBMITTED FOR JURISDICTIONAL REVIEW/APPROVAL - BIDDING - CMAR CMP REVIEW/APPROVAL - CONSTRUCTION TO COMMENCE						