

Aurora City Council Meeting Minutes
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

Mayor Lewis - Present

Chairman Pro Tem Kennedy - Present

Councilwoman Oplinger - Present

Councilwoman Pettit - Present

Councilman Ferguson - Present

3. NEW BUSINESS

3.I. Discussion:

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.

Park Board Duties, Responsibilities and Tasks attached.

4. ADJOURNMENT


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

APPROVED



Jason Lewis, Mayor

ATTEST:



Kamy Kulow, City Clerk

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.