



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
SEPTEMBER 11, 2018
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. August 14, 2018 minutes**
- V. Parks and Recreation Department**
 - 1. Director Report - Monthly Report**
 - 2. Month and YTD Financial Report**
- VI. Other Business**
- VII. Adjourn to Executive Session**
- VIII. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 7th day of September

Randall K. Jones, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
August 14, 2018
6:00 P.M.**

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:00pm by Acting Chairman Clint Miller.

MEMBERS PRESENT: Acting Chairman Clint Miller, David Atkinson, Ed Roberts, Don Allen, & Dr. Martin Parks

ABSENT: Cathy Faris, Frank DeMoro II, Brent Caruthers & Laura Frees

OTHERS PRESENT: Mayor Brian Hasek, Parks & Recreation Director Chris Deal, Parks & Recreation Assistant Director David Killpack, Recreation Coordinator of Member Services Amy Fuller, & City Liaison Matt Turner

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Acting Chairman Clint Miller asked for a motion to approve the minutes from the July 10, 2018 regular meeting. Mr. Roberts requested that an amendment be made to the July minutes to state that Dr. Martin Parks was in attendance for the meeting, however, Cathy Faris should be marked as absent during the July meeting. Mr. Roberts moved to approve the amendment made to the minutes for the July 10, 2018 Park Board meeting. The motion was seconded by Mr. Atkinson and approved unanimously by a voice vote of those present, 5-0.

DIRECTOR'S REPORT:

Director Deal read highlights from the report.

Director Deal stated that the annual Parks & Recreation July 4th Celebration went very well this year and was well attended. Mr. Deal stated that this year's Golf Tournament also went very well this year, with 11 teams participating and 30 sponsors.

Director Deal stated that staff is continuing to work on the 2019 budget preparations. Mr. Deal stated this information will come before the Park Board in October and then will go on to the Board of Alderman for final approval.

MONTH AND YTD FINANCIAL REPORT:

Director Deal reviewed information from the written report. Mr. Deal stated that real estate and personal property taxes are up to date and exceed last year because of the timing of entry.

PARK FUND: Director Deal reported:

- Revenue is slightly higher at this same time as last year
- Expenses remain about the same at this time as last year

ODP FUND: Director Deal reported:

- Revenue is higher at this same time as last year
- Expenses remain about the same at this time as last year

HCC FUND: Director Deal reported:

- Revenue is slightly less from this same time as last year; The main reason for the decrease is will be due to \$130,000.00 deposited in the sales tax fund by this time last year, versus \$46,200.00 so far for this year.
- Membership numbers continue to remain steady;
 - Day Pass, & Room Rentals about the same from this same time last year
 - Fitness Class & Program revenues tracking slightly up from this same time last year
- Expenses are slightly higher about this same time as last year; due to the repair of the indoor pool heater. Mr. Deal reminded the board that the Board of Alderman approved the heater repair cost of \$13,000.00 to be taken out from the Fund Balance.

OTHER BUSINESS:

Mr. Atkinson and Mr. Turner stated that the football team’s cardboard boat races held out at the upper lake went very well, it seemed that everyone had a real good time, and was a good teambuilding event. Mr. Atkinson thanked the park staff for allowing them to hold this event.

Mr. Allen thanked the Park Board members and staff for the plant they sent to the family due to the recent passing of his mother.

Dr. Parks stated that he was glad to see that the bollards have been installed at the trails, as his wife witnessed an individual driving a golf cart and ramming into them trying to knock them over in order to drive on the walking trails.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Dr. Parks, seconded by Mr. Allen and approved unanimously by a voice vote of those present, 5-0. The meeting adjourned at 6:23pm. The next meeting is scheduled for September 11th 2018 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST”

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 11th day of September, 2018.

Attachment: Minutes (August 14, 2018 minutes)

MEMO

TO: Park Board
 CC: Mayor Hasek, Happy Welch, City Administrator
 FROM: Chris Deal, Parks & Recreation Director
 DATE: September 6, 2018
 RE: August Monthly Report

The following is a month end report for the month of August, 2018.

ADMINISTRATION

- Continue with several projects along side of Parks maintenance staff, along with mowing schedule
- Planning is underway for 2019 budget plan that will be coming to the Board in October.

PARKS

- The Parks Crew continue with several projects and daily ball field work and mowing
- Fence repairs completed at this time and stairs reinforcement going to the upper lake. Completed the bollards for the trail
- Tennis court maintenance continued
- Working on all building repairs and the Outdoor Pool assistance

RECREATION

- Summer Day Camp ended its best season ever, averaging around 90 kids per week
- Total of 45 Group Fitness registrations and 18 Group Fitness Classes
- Youth and Adult Fitness Orientations ongoing
- Fall baseball and planning for Special Events

MEMBERSHIP

- Total Membership Count as of December 31, 2016 is 3,926
- Total Membership Count as of December 31, 2017 is 4,000
- Total Membership Count as of July 31, 2018 is 4,092
- Prepared August Membership mailing and mailed out letters
- Audited new and or renewed Membership paperwork and EFT accounts
- Processed Monthly Membership installment billings
- Invoiced Corporate Accounts (City, CASGV, HSD, and CRMC & Quick Trip) for monthly Memberships. Invoice group visits
- Renewed August monthly installment memberships

- Ran weekly rental set ups for maintenance and Building Supervisors. Completed all Park Rentals and Dept. Billings
- Completed EFT's onto spreadsheet, mailed letters for payment
- Submitted and received last month Silver Sneakers Fitness Membership Payment
- Mailed invoices and monitored all department rentals, including set ups for maintenance
- Oversee Front Desk Operations, assisting with front desk and tot watch where needed
This includes working at the Front Desk if short of staff and during breaks
- Take Park Board minutes and create the minutes for the Park Board packet
- Display and update signage at front desk and foyer doors alerting members of upcoming changes or cancellations
- Continue to answer daily calls from Members regarding concerns and take care of their requests regrading accounts, the building or overall satisfaction
- Continue to assist with all Programs and Special Events, upcoming Burnt District and Halloween activities
- Continue training and administration of the Community Center Front Desk and Tot Watch

AQUATICS

- Continued training and administration of Lifeguards and Concessions
- Aqua Cats had 88 participants, which exceeds budget expectations
- Good numbers in the Water Aerobics classes continues
- Working on finding more swim instructors for swim lessons
- Working on program growth and coordination of all pool uses
- Assisted with Special Events

HCC AND OUTDOOR POOL MAINTENANCE

- Daily Trips to the Outdoor Pool to turn pumps and grease pumps where needed
- Continued Outdoor Pool work for summer operations
- Assist Parks Maintenance and Public Works with various projects
- Complete building inspections for fire, sprinklers, elevator and fire extinguishers
- Order parts and supplies for daily, weekly, monthly use
- Daily cleaning of the gym floor, which has now been resurfaced
- Assisted with pool mechanical issues
- Ongoing "deep cleaning" of the HCC, quarterly cleaning planned
- Assisted with Special Events

STAFF WILL ANSWER ANY QUESTIONS FROM THIS REPORT OR OTHERWISE. THANK YOU!

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks and Recreation Director

SUBJECT: August 2018 YTD Budget Summary

DATE: September 5, 2018

Because of the holiday (Labor Day) and out of office staff for urgent family matters, the Budget Summary will be provided at the Park Board meeting, as the August update is not available at the time of this packet. Feel free to call me with any questions, thank you.