

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
JULY 9, 2019
6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES – JUNE 11, 2019
5. PARKS and RECREATION DEPARTMENT
 - 5a. Director Report – Monthly Report
 - 5b. HP&R Foundation and Dog Park Committee – Update
 - 5c. Financial Memo - New reporting process
6. OTHER BUSINESS
7. ADJOURN TO EXECUTIVE SESSION (*IF NECESSARY*)
8. ADJOURN FROM REGULAR SESSION

The City of Harrisonville Park Board may enter into an executive session at this meeting, if such action is approved by a majority of the board members present who constitute a quorum, to discuss personnel matters, the lease or purchase of real estate, or legal or privileged matters under Sections 610.021 (1), (2) and (3), RSMo.

Posted on City Hall Bulletin Board this 2nd day of July, 2019

City Clerk, City of Harrisonville

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER**

**June 11, 2019
6:00 P.M.**

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:01pm by Chairman Cathy Faris.

MEMBERS PRESENT: Chairman Cathy Faris, Vice-Chairman Laura Frees, Sandy Franklin, David Atkinson, Ed Roberts, Dr. Martin Parks (arrived at 6:17pm), & Brent Caruthers

ABSENT: Don Allen, & Frank DeMoro II

OTHERS PRESENT: Parks & Recreation Director Chris Deal, Parks & Recreation Assistant Director David Killpack, Recreation Coordinator of Membership Services Amy Fuller, City Liaison Clint Miller, & Alderman of Ward 2 Judith Reece

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Cathy Faris asked for a motion to approve the minutes from the May 14, 2019 regular meeting. Mr. Killpack stated that Dr. Parks was not in attendance for the May 14th regular meeting. Mr. Caruthers moved to approve the amendment made to the May 14, 2019 Park Board meeting. The motion was seconded by Mr. Atkinson and approved unanimously by a voice vote of those present, 7-0.

DIRECTOR'S REPORT:

Director Deal read highlights from the written report. Mr. Deal stated that the front entrance renovation has begun, and is moving at a pretty good pace. Mr. Deal stated that the lake weed removal process has also begun, and staff has been taking photos of the progress being made. Mr. Deal stated that with himself and along with staff have been raking and physically pulling out the weeds.

Director Deal stated that the Outdoor Pool had a good opening; however, the weather was much cooler this year for opening, attendance was down due to the cool weather. Mr. Deal stated that the patches are holding well and once the season is over and the pool has been drained, staff will evaluate and determine the next course of action.

HP&R FOUNDATION – UPDATE FROM FOUNDATION COMMITTEE:

Director Deal stated that as established at the last Park Board meeting, a Committee of Park Board Members Brent Caruthers, David Atkinson, along with Board of Alderman and City Liaison Clint Miller, met with the Director and Assistant Director of Parks and Recreation for the purpose of defining the future direction of the Harrisonville Parks & Recreation Foundation.

The Harrisonville Parks & Recreation Foundation Committee (HP&R Foundation Committee) includes Park Board Member Brent Caruthers as Foundation Chair, Park Board Member David Atkinson, Board of Alderman and City, Liaison Clint Miller, HP&R Assistant Director Dave Killpack, and HP&R Director, Chris Deal. The HP&R Foundation Committee will be in place to assist with approved project fundraising, make recommendations to the Park Board on policy direction, recommend expenses from the Foundation or other actions as deemed necessary by the committee.

MEMO PART 1

Foundation Chairman, Brent Caruthers stated that the current HP&R Foundation Committee will remain in place until \$50,000.00 has been raised by the Committee, Park Board, and staff. When the \$50,000.00 benchmark has been reached, the HP&R Foundation Committee/Park Board will establish its own 501c3 not for profit status, breaking away from the current Truman Heartland Community Foundation. Mr. Caruthers stated that the HP&R Foundation Committee can vote to spend up to 10% of the existing funds in the HP&R Foundation, and bring this forward to the Park Board for final approval.

At the direction of the HP&R Foundation Committee, staff has made some important changes to the current HP&R Foundation Flyer, stating our “mission” and removing the past reference of “helping families in need”, thus making the Foundation more of a “bricks and mortar” effort versus “financial assistance”. The HP&R Foundation Committee will meet quarterly or more often as deemed necessary to develop certain projects or actions needed to be taken.

A motion was made to approve Memo Part 1, by Dr. Parks; the motion was seconded by Mr. Roberts, and approved unanimously by a voice vote of those present, 7-0

MEMO PART 2

Foundation Chairman, Brent Caruthers stated that with the Dog Park being the longest and most requested park amenity from our citizens, and the fact that we have individuals in place to both donate funds and sit on a committee; it is recommended that \$2,000.00 be offered as seed money to start fundraising for the Dog Park. In addition, Mr. Caruthers recommended that the proceeds from this year’s Golf Tournament go towards the Dog Park Project.

Mr. Caruthers stated that Alderman Judy Reece has been very enthusiastic about beginning this project for the Dog Park. Alderman Reece has volunteered to work with the Dog Park Project Fund as the Committee Chair, which will include recruitment of interested persons to serve on the Committee and Fundraising Efforts.

Director Deal stated that it would be very important to establish a sub-committee for the Dog Park Project only, and to also establish a sub-fund for a “Dog Park Fund”.

A motion was made to approve Memo Part 2, with the priority being the Dog Park Project, by Mr. Roberts; the motion was seconded by Ms. Frees, and approved unanimously by a voice vote of those present, 7-0

A second motion was made to approve \$2,000.00 of the existing funds in the HP&R Foundation to be earmarked for the Dog Park Project; in addition all proceeds made from this year’s Golf Tournament go towards the Dog Park Project, by Mr. Roberts; the motion was seconded by Ms. Frees, and approved unanimously by a voice vote of those present, 7-0

MONTH AND YTD FINANCIAL REPORT:

Director Deal reviewed information from the written report.

PARK FUND: Director Deal reported:

Mr. Deal stated that May's financial report was incomplete from Finance Department at this time.

- Revenue remains about the same from this this same time as last year
- Expenses remains about the same from this same time as last year

ODP FUND: Director Deal reported:

- Revenue remains about the same from this same time as last year
- Expenses remain about the same at this time as last year

HCC FUND: Director Deal reported:

- Revenue remains about the same from this same time as last year
- Membership numbers continue to remain steady;
 - Day Pass, & Room Rentals about the same from this same time as last year
 - Fitness Classes & Programming revenues tracking higher from this same time last year
- Expenses are about the same from this same time as last year

OTHER BUSINESS:

Mr. Caruthers asked if the transition made for Gabe Dalton has been successful. Mr. Deal stated that yes; Mr. Dalton has transitioned comfortably down to the Parks Maintenance Department.

Mr. Caruthers stated that there is an online program named the "Smiles Program" through Amazon.com. This link provides convenience for purchasers to donate to the Foundation Fund. Mr. Killpack will look into this application.

Dr. Parks stated that he is concerned regarding the current conditions of the Outdoor Pool, and would like to do an overview again of what our plans are for renovation. Mr. Deal stated that he will bring forward the 10-Year Capital Plan for re-review. Director Deal stated that at this time, renovation of the North Park Ballfields was priority for the year 2023. Mr. Caruthers stated that the community approved the sales tax knowing that the ballfield renovations would be made priority.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Ms. Frees, seconded by Mr. Roberts and approved unanimously by a voice vote of those present, 7-0. The meeting adjourned at 7:21pm. The next meeting is scheduled for July 9th 2019 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 9th day of July, 2019.

MEMO

TO: Park Board
CC: Mayor Bowman, Happy Welch, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: July 3, 2019
RE: June Monthly Report

The following is a month end report for the month of June, 2019

ADMINISTRATION

- All preparations have been made for the July 4th Special Event in City Park
- Second phase of the HCC Front entrance project is underway and expected to be completed by mid-July
- The Lake Weed removal process continues with very good results seen in all City Park water areas. The process will continue throughout the year and Heartland Environmental Distributors keeps staff updated on each application and progress being made
- The Outdoor Pool is open and functioning well, with attendance picking up with warmer weather

PARKS

- The Parks Crew continues to work on equipment maintenance and summer projects. We have secured some Part Time workers for Parks Maintenance, so we are up to our planned number of workers right now
- Working on all building repairs when weather permits
- Trail repairs and other park upkeep ongoing
- Extra work on the North Park Rodeo Arena for the Rodeo July 5,6 &7

RECREATION

- Summer Day camp registration and attendance is going well with an average of around 75 campers per week thus far
- Total of 55 Group Fitness registrations and 26 Group Fitness Classes
- Youth and Adult Fitness Orientations ongoing
- Baseball-Softball games are nearly completed

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 December 31, 2018 is 4,058
- Total Membership Count as of June 30, 2019 is 4,306
- Prepared May & Jun 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, Sioux Chief) for monthly Memberships. Invoice group visit
- 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 and other Insurance program Membership Payments
- 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 regarding accounts, the building or overall satisfaction
- Set up front desk at Outdoor Pool including training, assisted with Concessions Computers
- Continue to assist with all Programs and Special Events. July 4th is in the forefront
- Continue training and administration of the Community Center Front Desk and Tot Watch

AQUATICS

- Ongoing training and administration of all Pool staff
- Good numbers continue in the Water Aerobics classes continues
- Working on program growth and coordination of all pool uses
- Outdoor Pool lifeguard training and hiring complete and working with Aqua Cats program
- Assisted with Special Events

HCC AND OUTDOOR POOL MAINTENANCE

- Overseeing the HCC Front Entrance Construction Center
- Daily Trips to the Outdoor Pool to turn pumps and grease pumps where needed
- Work with Parks Staff on several 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
- Ongoing "deep cleaning" of the HCC, quarterly cleaning planned

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

MEMO

TO: Park Board

CC: Mayor Bowman, Happy Welch, City Administrator
Marcella McCoy, Finance Director

FROM: Chris Deal, Parks and Recreation Director

SUBJECT: New Format for Budget Reporting to the Park Board

DATE: July 3, 2019

After discussion with the City Administrator, Finance Director and Executive Committee of the Park Board, a new format for reporting the budget is approved and will be used going forward.

Because of the timing of city expenses and income, which includes delayed tax reporting from the county and the state, it makes sense for staff to provide a Quarterly Budget Report, instead of a budget report following each month. This way the reports will be more accurate with completed income and expenses entered, for the Park Board to review. Staff's function of ongoing budget review will continue and staff would report to the Park Board any budget issues which may be out of the ordinary.

So in conclusion, the budget reporting schedule is listed below:

Budget Actual (Months reported)

1st Quarter, Jan, Feb, March

2nd Quarter, April, May, June

3rd Quarter, July, August, September

4th Quarter, October, November, December

Report Date to the Park Board

1st Quarter reported at the May Board mtg.

2nd Quarter reported at the August Board mtg.

3rd Quarter reported at the November Board mtg.

4th Quarter reported at the completion of City Audit report, which is usually late spring.

Staff will answer any questions at the Park Board meeting. Thank you.