

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
SEPTEMBER 10, 2019
6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
John Foster- Correspondence
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES – AUGUST 13, 2019
5. PARKS and RECREATION DEPARTMENT
 - 5a. Director Report – Monthly Report
 - 5b. Staffing Changes – Update for Current Year and 2020 Budget
 - 5c. 10 Year Capital Plan – Addition to Previously Approved Plan
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 6th day of September, 2019

City Clerk, City of Harrisonville

August 2, 2019

Subject:

Water Water retention basin
Meadow View 7th Addition

Honorable Mayor Judy Bowman

On November of 2014 I made a verable proposal to the City of Harrisonville to gift Lot 110 to the Park Department for a neighborhood park. I received a letter from park Director Deal, that a decision had been made to not accept the Lot at that time.

My wife Wanda and I are still most interested in gifting this lot for a neighborhood park. This site consists of 1.49 acres, has over 50 mature trees on it and streets and sidewalks on three sides.

We look forward to having more discussion about the future growth of our great park system with you.

Sincerely,

John M. Foster
Wanda L. Foster

John M. Foster

Wanda L. Foster

Copy to Chris Deal



HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
August 13, 2019
6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:02pm by Chairman Cathy Faris.

MEMBERS PRESENT: Chairman Cathy Faris, Vice-Chairman Laura Frees, Sandy Franklin, Brent Caruthers, Bret Reece, Dr. Martin Parks, David Atkinson & Ed Roberts

ABSENT: Frank DeMoro II

OTHERS PRESENT: Mayor Judy Bowman, Parks & Recreation Director Chris Deal, Parks & Recreation Assistant Director David Killpack, & City Liaison Clint Miller

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: Chairman Cathy Faris wanted to welcome new Park Board Member Bret Reese to the committee.

APPROVAL OF MINUTES: Chairman Cathy Faris asked for a motion to approve the minutes from the July 9, 2019 regular meeting. Mr. Atkinson moved to approve the minutes of the July 9, 2019 Park Board meeting. The motion was seconded by Mr. Roberts and approved unanimously by a voice vote of those present, 8-0.

DIRECTOR'S REPORT:

Director Deal read highlights from the written report. Mr. Deal stated that he wanted to thank Chairman Cathy Faris for raising 2,000 of the 4,000 raised for the 6th Annual Golf Tournament. Mr. Deal also wanted to thank the board members that played and staff that worked event.

Director Deal stated that the front entry is now complete and that staff is very proud of the way it turned out.

Director Deal stated that the lake weed removal process continues to bring positive results. Staff are continuing to take pictures of the process.

Director Deal stated that the budget process has started, and that Director Deal hopes to have a budget for the park board to approve in September.

HP&R FOUNDATION & DOG PARK COMMITTEE - UPDATE:

Director Deal stated that the first meeting will be held on Thursday, July 18th, and another meeting would be held later in August.

Board Member Mr. Atkinson proposed that will have a sign made saying "Future site of the Harrisonville Dog Park.

A motion was made to approve the dog park committee's site location of the Dog Park, by Mr. Atkinson; the motion was seconded by Ms. Frees, and approved unanimously by a voice vote of those present, 8-0

Mr. Deal stated that staff will be producing a tri-fold dog flyer for the dog park committee. The dog park committee will help finalize the flyer.

Mr. Deal asked the Dog Park Committee members who were in attendance to introduce themselves. Monica Wilson and Viki and Dave Tedesco did so.

WALNUT TREE INVENTORY:

Mr. Deal stated that Walnut trees are getting cut down and stolen in the state of Missouri. Director Deal stated that if we allow the Missouri Department of Conservation to inventory our trees. We could make some money in cutting some of them down. Missouri Department of Conservation would do this for free. Mr. Deal also said that Missouri Department of Conservation would set up a logging company to come and cut the trees down for us.

A motion was made to approve Missouri Department of Conservation to provide a tree inventory of walnut trees in our park for the potential sale of the harvested trees, by Ed Roberts; the motion was seconded by Mr. Atkinson, and approved unanimously by a voice vote of those present, 8-0.

10 YEAR CAPITAL PLAN

Mr. Deal stated that this a work in progress. It can be changed but this is the plan that we approved as of last year at this time. Director Deal stated that for this next year we have a Lava Rock Sauna, and a new In-front Deck Mower.

A motion was made to approve the recommendation from staff for the Capital Improvement Budget proposal for 2020 budget year, by Laura Frees; the motion was seconded by Mr. Atkinson and approved unanimously by a voice vote of those present, 8-0.

MONTH AND YTD FINANCIAL REPORT:

Director Deal reviewed information from the written report. Dr. Martin Parks stated that he continues to hear good things about the Summer Camp Program.

OTHER BUSINESS:

Dr. Martin Parks stated that the trail running down from the schools to the Main Trail have huge ruts in the path.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Roberts, seconded by Mr. Atkinson and approved unanimously by a voice vote of those present, 8-0. The meeting adjourned at 7:08pm. The next meeting is scheduled for September 10th, 2019 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 10th day of September 2019.

MEMO

TO: Park Board

CC: Mayor Bowman, Mike Tholen, Interim City Administrator
Clint Miller, Board of Alderman, Park Board Liaison

FROM: Chris Deal, Parks & Recreation Director

DATE: September 6, 2019

RE: August Monthly Report

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

ADMINISTRATION

- The HCC Front entrance project is now complete. The left over rock has been put in other landscape beds and the parking lot islands. Met with the Contractor regarding sealing for the concrete
- The Harrisonville Rotary Club has replanted the "Spencer Whitton Weedman" Butterfly Garden area just to the right of the statue, in the raised up landscaping area. It looks very nice and very much appreciated!!
- The Lake Weed removal process continues with very good results seen in all City Park water areas. The process will continue throughout the fall and Heartland Environmental Distributors keeps staff updated on each application and progress being made
- The Outdoor Pool facility has held up this season. This season has been lower in attendance than past years with the cooler and rainy weather. A final report will be given in the 3rd quarter report
- There were approximately 50 dogs at the Doggie Dive event with over \$600 raised for the Dog Park project.
- Staff is working on the 2020 budget, to be brought forward to the Park Board in October

PARKS

- The Parks Crew continues to work on equipment maintenance and fall projects.
- Working on all building repairs when weather permits
- Trail repairs and other park upkeep ongoing

RECREATION

- Summer Day camp registration and attendance went very well with an average of around 75 campers per week
- Total of 58 Group Fitness registrations and 25 Group Fitness Classes
- Youth and Adult Fitness Orientations ongoing
- Baseball-Softball games are completed

MEMBERSHIP

- 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 August 31, 2019 is 4,346
- Prepared August & September 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
- Continue to Supervise the Front desk at Outdoor Pool including training
- Continue to assist with all Programs and Special Events
- 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 supervision ongoing and completed Aqua Cats program
- Assisted with all 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
Mike Tholen, Interim City Administrator
Clint Miller, Board of Alderman, Park Board Liaison

FROM: Chris Deal, Parks & Recreation Director

DATE: September 6, 2019

RE: Staffing Changes for 2019-2020

The following staffing changes are provided to the Park Board as an update only. These changes have been approved by the Park Board Executive Committee and the Interim City Administrator. These changes are already underway with the recent retirement announcements of two employees and the “succession planning” in place, for a seamless transition moving forward. These staffing changes create a salary savings for this year’s budget. The salary changes will be included in the 2020 budget for Park Board budget review in October.

The Parks Maintenance Supervisor, John Crook is going to retire in October of this year, which will bring his 35 year career with the Parks Department to an end. With this, Gabe Dalton will move into the Parks Maintenance Supervisor position. Gabe started his work for the City in Parks Maintenance and it has been his desire to work in this position when Mr. Crook retires. It has been part of our succession plan to move Mr. Dalton into the Parks Maintenance Supervisor position for several years now, which has been a part of his Performance Evaluation.

Also, Gene Baer, Parks Maintenance Worker is going to retire in December of this year, which will bring his 43 year career with the City to an end. Staff will include this position in the 2020 budget as an entry level Equipment Operator and Skilled Worker position, which is the same as Mr. Baer’s current position. There will be a savings because of Mr. Baer’s years of service versus entry level pay.

For the Community Center, we are replacing Gabe Dalton’s position with Barb McNeece, who will be moved up from Custodian to a Rec Coordinator of Maintenance. Mrs. McNeece will supervise the Part Time Custodians and the new Full Time Custodian.

A new Full Time Custodian will replace Barb McNeece’s position. This will give the Community Center two full time Custodians instead of just one, and Gabe Dalton will continue to be a “consultant” on technical issues regarding the Community Center when necessary.

In further review of the 2020 budget plan, as the Park Board will recall, there have been various changes in staffing over the years, a lot of those changes have to do with necessary savings for the Community Center budget. A couple years ago, staff decreased our Full Time staffing by not filling the position of the Fitness/ Youth Programs & Special Events Coordinator, Gideon Locket, when he went to work for the School District. It was stated at that time that those responsibilities would be met with Part Time staff, which has taken place. At the time of this transition staff stated that this Full Time position would NOT be removed permanently, but further evaluation would be necessary for future recommendations. That time for future recommendation is now.

As you may be aware, Amy Fuller has taken on our Special Events coordination, along with her many other responsibilities. With this addition of work, it is very difficult for Amy to stay within her hours of weekly work, even as an Exempt Employee. One of the biggest reasons is because of her work load, and necessary coverage at the Front Desk when people are on vacation or when we are in need of someone to hire. As the Supervisor of the Front Desk, and her technical knowledge of Front Desk operations, Amy is needed to cover those vacant times.

With this, staff will include in the 2020 budget for our morning Front Desk Part Time worker, to be moved to Full Time, and add some clerical assistance to this position to assist Amy in Front Desk and Membership operations. At this time, that position starts at \$10 an hour as the early morning opener. With the increase of .85 cents in wages for next year, along with the additional clerical work, staff will budget this position at \$11 an hour, which will include full time benefits.

Summary of Savings: Park Maintenance Fund Savings = Approximately \$12,000 *NOTE:* This savings will help to offset the cost of the Part Time minimum wage increase and Lake Weed removal, which will have to come from operations this year, and years moving forward. (\$15,000)

Community Center Savings = Approximately \$20,000 *NOTE:* This savings will be needed for the .85 minimum wage increase in all Part Time positions, and increasing the part time to full time position at the Front Desk.

Staff will answer any questions of the above stated information. Thank you.

HARRISONVILLE PARKS AND RECREATION DEPARTMENT
PROJECTED PROJECT / EQUIPMENT EXPENDITURES
“ESTIMATE” BREAKDOWN BY YEAR
2020 – 2029

PROJECT/ EQUIPMENT	LAST YEAR COMPLETED (REPLACED)	USEFUL LIFE (YEARS)	PROJECTED COST OF REPLACEMENT New or Trade	PROJECTED YEAR TO REPLACE	FUNDING \$ / ADDITIONAL PROJECT DETAIL AS NEEDED
Field Master Drag	2000	10 to 15	\$5,000 New	2020	GF Equipment
Computer Upgrades	2019	Varies	Depends on PC needing replacement	Annually	GF Equipment
2015 Hustler 4x4 Front Deck Mower	2015	10 Years	\$20,000 New	2020	GF Equipment Fund/Street Department
Lava Rock Sauna- HCC (Old Infrared is failing)	2012	10 years -	\$20,000	2020	GF Equipment
2003 Bob Cat Mini Excavator – Replace with Rubber tire Back Hoe	2011	20 Years	\$60,000 New	2021	GF Equipment
2011 Kubota 72” inch pull behind mower- replace with Mid Mount	2011	10 years	\$18,000 New	2022	GF Equipment Fund
1998 GMC 2500 Water Truck	2013	20 years	\$5,000 Trade	2022	GF-Equipment Fund
2008 Woods Batwing Mower	2008	15 Years	\$10,000 New	2023	½ Cent Parks Sales Tax

PROJECT/ EQUIPMENT	LAST YEAR COMPLETED (REPLACED)	USEFUL LIFE (YEARS)	PROJECTED COST OF REPLACEMENT New or Trade	PROJECTED YEAR TO REPLACE	FUNDING \$ / ADDITIONAL PROJECT DETAIL AS NEEDED
2000 Chevy 1 Ton Dump Truck	2000	20 Years	\$10,000 Trade	2023	½ Cent Parks Sales Tax
1992 John Deere 4x4 Mid-Mount Mower and Field Drag Master	1992	25 Years	\$20,000 New	2024	½ Cent Parks Sales Tax
2010 4x4 Polaris Utility Vehicle	2015	15 Years	\$10,000 Trade	2025	½ Cent Parks Sales Tax
2016 Mahindra 4x4 72" Inch Mid Mount Mower	2016	10 Years	\$22,000 New	2026	½ Cent Parks Sales Tax
2002 Star – Large Trailer for hauling equipment/ events	2012	25 Years	\$3,000 New	2026	½ Cent Parks Sales Tax
2008 Kubota Tractor Mower	2008	20 Years	\$40,000 New	2027	½ Cent Parks Sales Tax
2002 Vermin Brush Chipper	2014	25 Years	\$20,000 New	2027	½ Cent Parks Sales Tax
Hustler 72 inch, zero turn finish mower	2018	10 Years	\$25,000	2028	½ Cent Parks Sales Tax
4 Door SUV Replaced	2013	15 Years	\$25,000	2029	½ Cent Parks Sales Tax

PROJECT/ EQUIPMENT	YEAR COMPLETED	PROJECTED LIFE	PROJECTED COST	PROJECTED YEAR REPLACEMENT	FUNDING \$ / ADDITIONAL PROJECT DETAIL AS NEEDED
Update North Park Master Plan—Provide cost projections/upgrades through Professional Services	2007	15 -25 Years	\$50,000	2022 <i>(Set interview for Design Firm and select in 2021)</i>	General Fund Capital
North Park Ballfield Upgrades – Fence, Irrigation, Lights, Bldg., etc.	1970s	50 Years	\$250,000	2023	½ Cent Parks Sales Tax – Possible Bond
Outdoor Pool Renovations – Other renovations in operating budget increase	1997	25 Years	\$100,000	2023	½ Cent Parks Sales Tax
Park Entrance Signs	1970's	50 Years	\$20,000	2023	½ Cent Parks Sales Tax
HCC Fitness Equipment. Lease purchase in budget after this purchase	2005	15 Years	\$60,000	2023	½ Cent Parks Sales Tax
North Park Ballfield Upgrades – Fence, Irrigation, Lights, Bldg., etc.	1970's	50 Years	\$250,000	2024	½ Cent Parks Sales Tax
HCC HVAC or Other Replacement- Maintenance Funding set aside	2005	15-25 Years	\$50,000	2024	½ Cent Parks Sales Tax
Renovate Tennis Courts- City Park	2010	30 Years	\$130,000	2024	½ Cent Parks Sales Tax- Plus Matching Grant Funds
North Park Ballfield Upgrades – Fence, Irrigation, Lights, Bldg., etc.	1970's	50 Years	\$250,000	2025	½ Cent Parks Sales Tax

PROJECT/ EQUIPMENT	YEAR COMPLETED	PROJECTED LIFE	PROJECTED COST	PROJECTED YEAR REPLACEMENT	FUNDING \$ / ADDITIONAL PROJECT DETAIL AS NEEDED
Trail Development / Lords Park Playground	1970's	50 Years	\$140,000	2025	½ Cent Parks Sales Tax
HCC HVAC or Other Replacement- Maintenance Funding set aside	2005	15-25 Years	\$50,000	2025	½ Cent Parks Sales Tax
North Park Ballfield Upgrades – Fence, Irrigation, Lights, Bldg., etc.	1970s	50 Years	\$250,000	2026	½ Cent Parks Sales Tax
Trail Development – Other Connections From Bike Pedestrian Master Plan	2010	30 Years	\$125,000	2026	½ Cent Parks Sales Tax
HCC HVAC or Other Replacement-Maintenance Funding set aside	2005	15-25 Years	\$50,000	2026	½ Cent Parks Sales Tax
North Park Ballfield Upgrades – Fence, Irrigation, Lights, Bldg., etc.	1970s	50 Years	\$250,000	2027	½ Cent Parks Sales Tax
City Park Upgrades – Playgrounds, Pool, Shelters	1990-2000	30 Years	\$140,000	2027	½ Cent Parks Sales Tax
Dam and Spillway – Public Works Currently takes care of these features	1930s	80-100 Years	No Estimate	2028	GF or Public Works
North Park Ballfield ongoing Upgrades -Fence, Blds,	1970s	50 Years	\$250,000	2028	½ Cent Parks Sales Tax
Continued updates to Shelters, other building and grounds in parks system. Also HVAC replacement,	1970s to 2005	5 to 50 years, depending on the item	\$175,000	2028	½ Cent Parks Sales Tax

PROJECT/ EQUIPMENT	YEAR COMPLETED	PROJECTED LIFE	PROJECTED COST	PROJECTED YEAR REPLACEMENT	FUNDING \$ / ADDITIONAL PROJECT DETAIL AS NEEDED
Outdoor Pool, parking lots, continued Trails, etc		purchased			
Continued updates to Parks North Park Ballfield	1970s / 2005	5 to 50 Years	\$175,000	2029	½ Cent Parks S. Tax
Ongoing Upgrades – All Features	1970s	50 Years	\$250,000	2029	½ Cent Parks Sales Tax

NOTES:

