

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
DECEMBER 10, 2019
5:30pm at the Dog Park Site
6:00 pm, Official meeting time at HCC

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES – NOVEMBER 12, 2019
5. PARKS and RECREATION DEPARTMENT
 - 5a. Director Report – Monthly Report
 - 5b. Dog Park “Draft Site Plan” and Update
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 5th day of December, 2019

City Clerk, City of Harrisonville

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
November 12, 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, Brent Caruthers, Ed Roberts, Dr. Martin Parks, Vanessa Hargrave, & Bret Reece

ABSENT:

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

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

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

DIRECTOR'S REPORT:

Director Deal read highlights from the written report. Mr. Deal stated that there will be a slight delay in the approval of the 2020 budget due to a discussion on utility rates. Mr. Deal made an update on the planting of trees in the city parks. The Missouri Forester has made two onsite visits and will be providing recommendations for trees and plant sites.

Director Deal stated that staff have been working on the Prairie Grass Project for City Park. Mr. Deal stated that our October Special Events, with Log Cabin Festival, Haunted Hayrides, Pumpkin Painting, and Trunk or Treat all went very well this year. Mr. Deal stated that plans are underway for the decorating of the Mayor's Christmas Tree and lighting ceremony, and for also our December Holiday Craft Show.

Director Deal handed out a report regarding the current status of the City Park Dams. Mr. Deal stated that he has been and will be continuing to talk with the City Engineer and Corp of Engineers regarding the concerns of the park dams. Mr. Deal will keep the Park Board updated with any new information.

Director Deal stated that there had been a recent development regarding the Dog Park Project. Mr. Deal stated that Bills Mills owner and operator of the Family Center in Harrisonville has pledged to cover the cost of the fencing for the dog park, the amount pledged is for \$25,000. This will be galvanized fencing that will match the current fencing throughout the City Park. Mr. Deal stated that Mr. Mills has requested naming rights of the Dog Park for his contribution. Mr. Deal stated that he has received a couple of \$500.00 donations for benches to be placed at the Dog Park, the donor has requested the benches be in the name of the donor or a special message. Mr. Deal stated that the committee would like to get started on the rules and regulations signage, the parking area along the roadside, purchase the waist bag dispensers, configure lighting and water line, and the scheduling of the fence installation and concrete pour.

Director Deal stated that staff is recommending for approval of the \$25,000.00 donation from Bills Mills and the naming rights, in addition the completion of the stated line items A thru I that have been listed on the bulleted report that was given to all Park Board Members in attendance.

Mr. Atkinson stated that he would like to have a complete set of plans drawn up showing where everything would be placed. Director Deal agreed and stated that he will be able to provide a complete set of plans to present back to the Park Board as soon as possible.

Mr. Caruthers asked if we will be needing to seek City Approval for the fence installation. Director Deal stated that he will have a confirmation regarding that concern at the next meeting.

A motion was made to approve the donation of \$25,000.00 and naming rights from Bill Mills by Mr. Roberts, the motion was seconded by Dr. Parks and approved by a voice vote of those present, 9-0

Mr. Roberts stated that approval will be delayed this time for the completion of line items A thru I that are listed on the report until the board has been presented with a more complete set of plans regarding the amenities going into the dog park. Director Deal and all Park Board members in attendance agreed. Mr. Deal will be bringing forth a complete set of plans soon.

3RD QUARTER YEAR TO DATE BUDGET (THROUGH SEPTEMBER):

Director Deal read from the memo.

PARK FUND:

Director Deal stated there are no big variations to report at this time, and we are on track to be within the budget for the park fund.

OUTDOOR POOL FUND:

Director Deal stated that the Outdoor Pool revenue will run a deficit this year; due to the much cooler summer weather and the increase in the minimum wage. Mr. Deal stated that this issue will be presented to the Board of Alderman.

COMMUNITY CENTER FUND:

Director Deal stated the membership numbers have remained steady. Mr. Deal stated that overall revenue is better than last year due to membership retention, rentals, Summer Camp and Fit Kid Programs, and other Youth/Adult Programs.

OTHER BUSINESS:

Dr. Parks stated that he spoke with Mr. John Foster regarding his property that he would like to donate. However, Dr. Parks stated that he explained to Mr. Foster that at this time, the Parks Department is not willing to take on the burdens of the property in question. Mr. Caruthers stated that he is very concerned with that particular property that is in question; due to the fact of learning of a potential buyer, and then learning that the transaction was not completed was suspicious. Dr. Parks stated that he would like to investigate this a bit further.

Mr. Reece stated that he is excited about the Dog Park Project and will be more than willing to do what it takes to get it opened as soon as possible for the community.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Roberts, seconded by Mrs. Frees and approved unanimously by a voice vote of those present, 9-0. The meeting adjourned at 7:06pm. The next meeting is scheduled for December 10th, 2019 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

David Killpack, Assistant Director
Amy Fuller, Secretary

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

MEMO

TO: Park Board
CC: Mayor Bowman, Mike Tholen, Interim City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: December 4, 2019
RE: November Monthly Report

The following is a month end report for the month of November 2019

ADMINISTRATION

- Staff has completed the 2020 budget, and the budget is now approved by the Board of Alderman. Plans for 2020 have already begin in many different areas of operations
- Staff continues to work with the Department of Conservation on the Walnut Trees inventory, which is scheduled to be completed this winter. No update as of December 4
- Staff has been working on the Prairie Grass Project for City Park as this process continues
- Continue work with Dog Park Committee, have raised approximately \$34,500 YTD. A separate report will be provided to the Park Board at the December meeting
- Christmas decorations have been completed, including the Christmas Tree lighting event on the square on Saturday, December 7th
- December Annual Membership Sale is underway, which is 10% off for paid in full
- Director keeping up to date on the Lake Spillways by talking with the Public Works Director, City Engineer and Corp of Engineers (Through CE communication)
- Director Deal attended Legislative Workshop in Jefferson City on Thursday, December 5th and provided a report to the Missouri Parks & Recreation Association Board on December 6th, regarding legislative issues facing the organization

PARKS

- Parks Crew continue fall projects and winter preparations within the parks and facilities
- The Parks Crew continues to work on equipment maintenance shop reorganization
- Working on all building repairs when weather permits

RECREATION

- We have 165 registered for Youth Basketball which exceeds budget and last years #
- Total of 385 Group Fitness registrations across 10 classes
- Youth and Adult Fitness Orientations ongoing
- Fall Baseball had 148 participants, an increase of 34 over last year, now over
- Fall Flag Football has 50 participants, now over

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 4,240
- Prepared November and December 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 including training
- Continue to assist with all Programs and Special Events, with December Craft Show and Christmas Tree lighting
- 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 use
- Assisted with all Special Events

HCC AND OUTDOOR POOL MAINTENANCE

- Transition with Barb taking over this position, which is going well
- Complete building inspections for fire, sprinklers, elevator and fire extinguishers
- Order parts and supplies for daily, weekly, monthly use
- Daily cleaning of all HCC use areas
- Ongoing "deep cleaning" of the HCC, quarterly cleaning planned

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

MEMO

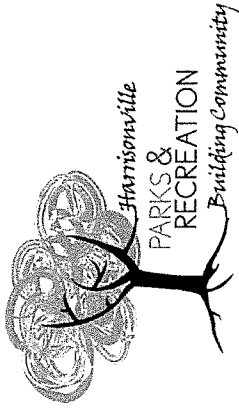
TO: Park Board
CC: Mayor Bowman, Mike Tholen, Interim City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: December 4, 2019
RE: Harrisonville Dog Park – Draft for Site Plan and Park Rules – Other Updates

The purpose of this memo is to provide the Park Board with an update on the Dog Park project. Please find attached a *draft copy* of the site plan for the Dog Park. Also attached is a *draft copy* of the Rules & Regulations for the Dog Park and current Cost Estimates page.

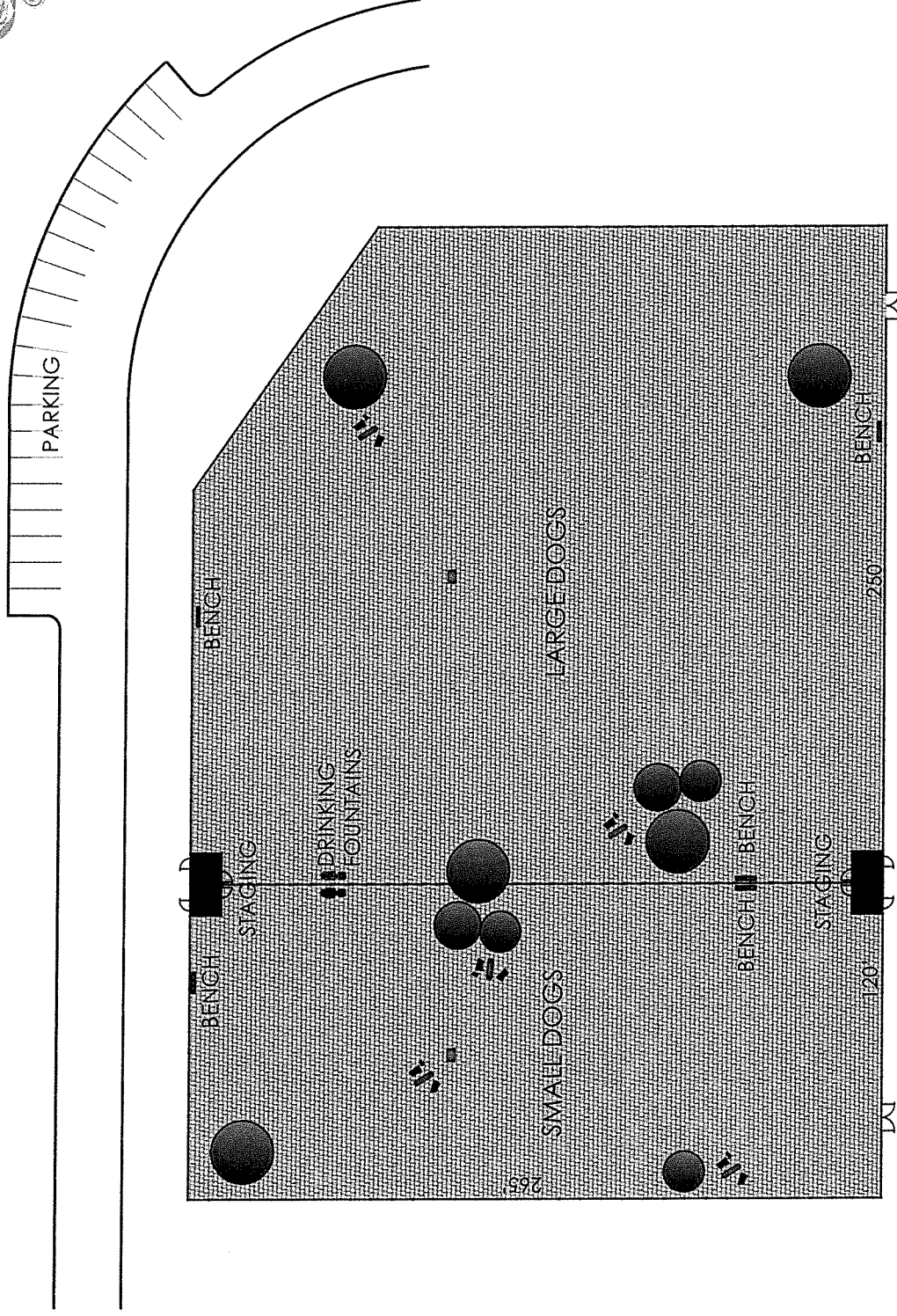
The bullet points below are provided for the update on the Dog Park:

- Year to date the total either donated or pledged for this project is \$34,500. \$25,000 has been pledged by Bill Mills of the Family Center Farm & Home, the remaining funds are in the Dog Park Fund.
- The Draft Site Plan is a work in progress, which is an “in-kind donation” from Warner, Nease and Bost Architect’s. There is more work to be done on the site plan, as there were suggested changes made at the Dog Park Committee meeting. In addition, actual dimensions will be added before construction begins for this project.
- The Rules & Regulations are in review currently by the Dog Park Committee. Staff is asking for Park Board input as well (See attached). We will complete our review by the next Dog Park Committee Meeting on January 16th. After that time a design of the sign will be completed for final review.
- Donations continue to be sought by the Committee Members, as well as a presence on Social Media and flyers posted at the Community Center and City Hall. The Committee continues to review different ways to raise money for this project.
- The attached list of “Cost Estimates” is updated, but subject to change, based on actual prices when the expenses occur. Based on the savings from the Fence part of the project, there is a “New Cost Estimate” and an “Opening Goal Estimate”, with \$15,500 remaining.

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



NEW DOG PARK



SITE PLAN



wnbarchitects

Harrisonville Parks & Recreation
DOG PARK – DRAFT PLANS & COST ESTIMATES

REVISED DECEMBER, 2019

- THE DOG PARK AREA “SITE PLAN” IS FROM THE CITY PARK SITE, WHICH IS 1.2 ACRES. (SEE BROCHURE FOR LOCATION). THE DOG PARK DESIGN HAS AN AREA FOR *SMALL DOGS* AND AN AREA FOR *LARGE DOGS*.
- TOTAL FENCED IN AREA FOR CITY PARK IS APPROXIMATELY 1,500 FEET OF FENCE. THE FENCE RECOMMENDED IS 6 FOOT CHAIN LINK WITH 4 ENTRANCE GATES, DIVIDING FENCE, (Large dog & Small dog), MOWER GATES AND STAGING AREAS. ESTIMATE COST IS \$25,000, PLEDGED TO BE COVERED BY BILL MILLS, FAMILY CENTER/FARM & HOME.
- COST ESTIMATE FOR CEMENT IN 2 STAGING AREAS IS \$2,000.
- COST ESTIMATES FOR WATER, LIGHTS, PARKING IS \$10,000.
- COST ESTIMATE FOR DOG/HUMAN DRINKING FOUNTAINS IS \$9,000.
- COST ESTIMATE FOR SIGNS FOR RULES AND DONATIONS IS \$2,000.
- COST ESTIMATE FOR BENCHES IS \$500 EACH X 4 IS \$2,000.
- COST ESTIMATE FOR DOG PLAY FEATURES, SHADE STRUCTURES, ETC... IS \$5,000, OR MORE – MONEY CAN BE SAVED BY BUILDING THESE IN HOUSE
- NEW COST “ESTIMATE” FOR THE DOG PARK PROJECT IS APPROXIMATELY \$55,000! NOTE: Reduction from the original goal of \$75,000 is from the reduced cost for the fence. The \$75,000 remains the goal for other Dog Park Project, with the other features to be determined by the Dog Park Committee and Park Board.
- TO DATE, \$25,000 PLEDGED FOR THE FENCE.
- \$9,500 RAISED, LEAVING NEW GOAL OF \$20,500 REMAINING.

NOTE: PRIORITY OF EXPENSES ARE ALL THINGS ABOVE THE PLAY FEATURES. THESE ITEMS HAVE TO BE COMPLETE BEFORE OPENING. THAT LEAVES \$15,500 LEFT TO MEET THE “OPENING GOAL ESTIMATE” AMOUNT.

Harrisonville Dog Park

Rules and Regulations

- Any action not listed in these Rules & Regulations for the Dog Park, will fall under Chapter 210 (Animal Regulations) of the Municipal Code of Ordinance for the City of Harrisonville.
- The off-leash dog area is for dogs and their handlers only, no other use is permitted.
- Dogs that exhibit aggressive behavior are not allowed in the park. Dogs must be removed immediately from the off-leash dog area at the first sign of aggression.
- Handlers are responsible for any injuries caused by dog(s) under their control.
- Park users and dog owners assume all risk related to the use of the dog park. HPR shall not be liable for any injury or damage caused by dogs or handlers in the off-leash area.
- All animal to human bites must be reported to the City of Harrisonville Animal Control Department immediately. (existing or new ordinance)
- No dogs under 4 months of age are allowed.
- All dogs visiting the park must be spayed or neutered.
- Female dogs in heat and dogs with fresh wounds are not allowed in the Park.
- Dogs must always be under voice control of their handler and in view of their handler.

- Dogs must be on leash, a maximum length of 6 ft., when entering and exiting the off-leash dog area. (Staging area)
- Spiked collars are not allowed.
- Children under the age of 5 are not allowed in the off-leash area.
- Children between ages 5-8 must be accompanied by an adult.
- Handlers must be a minimum of 16 years old.
- Handlers must always have possession of the dog leash.
- Only two dogs are allowed per handler.
- Handlers must "scoop the poop" and dispose of waste in designated park provided container.
- Handlers must repair all holes and damage done by their dog under their control.
- No animals other than dogs shall be permitted in the area.
- Dog Park hours are the same as City Park hours. (6am to 10pm)
- No glass bottles allowed in the dog park.
- No Food or Treats In the dog park.

IN CASE OF EMERGENCY CALL

- Animal Control 380-8961
- All other emergencies call 911
- Parks and Recreation 380-8980