

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
JANUARY 14, 2020
6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES – DECEMBER 10, 2019
5. PARKS and RECREATION DEPARTMENT
 - 5a. Director Report – Monthly Report
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 7th day of January, 2020

City Clerk, City of Harrisonville

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
December 10, 2019
6:00 P.M.

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

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

ABSENT: Brent Caruthers

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

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: We recognized Gene Baier from the Parks Department for his 12 years with the Parks Department and his 43.4 years with the City of Harrisonville.

APPROVAL OF MINUTES: Chairman Cathy Faris asked for a motion to approve the minutes from the November 12, 2019 regular meeting. Mr. Reece moved to approve the minutes of the October 8, 2019 Park Board meeting. The motion was seconded by Dr. Parks 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 the 2020 budget was approved by the Board of Alderman. Staff has plans underway for operation. We have monies approved for a New Sauna, Field Drag, and Lawnmowers and bids will be made to purchase those. We also have a few new full-time staff to hire, a new custodian, a new parks maintenance, and Sam Hicks to work as a full-time front desk worker.

Director Deal stated that the Mayors Christmas Tree Event was well attended. The weather was nice and there was a couple hundred people there. It was nice to see the restaurant and other store open for the event.

The membership letters have gone out to help promote the December membership drive. The basketball number are up by a few teams (165 participants). The membership count for the community center is around 4,240 members.

Dr. Parks wanted to let us know that the Youth Fitness Orientation was a very positive experience for his daughter and wanted us to know the Andrew Laughlin did a great job with her.

Director Deal stated that he wanted to thank all the board members that were able to meet at the dog park site. There were a few suggestions that Mr. Deal would take back to the Dog Park Committee. Mr. Deal reported that the Dog Park contributions has now reached the \$35,000 mark. Director Deal handed out a list of rules and regulations for the Dog Park, so that the Park Board could look over the rules. We had a few questions about a few of the rules and regulations. A few of the rules need to be worded differently, and a few of the rules needed to be consolidated. Mrs. Hargraves is willing to help. Director Deal said that he would take these rules back to the Dog Park Committee.

OTHER BUSINESS:

City Liaison Clint Miller wanted to know time and place about Gene Baier retirement party. Mr. Deal informed the board that it would be held at the employee luncheon at the North Park Building on Thursday, December 19th at 12p.m.

Mrs. Franklin wanted to let everyone know that the parks looked good, the lakes looked good, and that the Mayor's Christmas tree was very nice.

Vice-Chairman Laura Frees agreed with Mrs. Franklin that the Mayor's Christmas tree celebration was very nice and that she really liked the lights at the swimming pool this year.

Mr. Roberts also really liked the way the lakes look.

Mrs. Hargraves also wanted to let us know that the pool lights looked nice this year.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Atkinson, seconded by Mr. Roberts and approved unanimously by a voice vote of those present, 8-0. The meeting adjourned at 7:45pm. The next meeting is scheduled for January 14th, 2020 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

David Killpack, Assistant Director
Amy Fuller, Secretary

APPROVED, by the Park Board on this 14th day of January 2020.

MEMO

TO: Park Board
CC: Mayor Bowman, Mike Tholen, Interim City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: January 9, 2019
RE: December Monthly Report

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

ADMINISTRATION

- Plans for 2020 budget and projects have begun 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 January 9
- Continue work with Dog Park Committee, have raised approximately \$36,078 YTD. Next meeting is Thursday, January 30th
- Christmas Tree lighting event on the square was well attended, Saturday, December 7th
- December Annual Membership Sale had a lot of participation, once again. The final numbers will not be available until a later date and will be reported to the Board
- 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 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
- Staff working on bids for 2020 budget and purchase

RECREATION

- We have 175 registered for Youth Basketball which exceeds budget and last years numbers. Practices take place in December with games starting in January
- Total of 390 Group Fitness registrations across 10 classes
- Youth and Adult Fitness Orientations ongoing
- 3 New Fitness Classes are being programed and will be added in January

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 November, 2019 is 4,202
- Prepared 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. Put out an add for new Full Time Custodian to start the first of the year.
- 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!