

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
FEBRUARY 11, 2020
6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES –JANUARY 14, 2020
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 6th day of February, 2020

City Clerk, City of Harrisonville

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
January 14, 2019
6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:20pm by Vice Chairman Laura Frees.

MEMBERS PRESENT: Vice Chairman Laura Frees, Sandy Franklin, David Atkinson, Ed Roberts, and Dr. Martin Parks

ABSENT: Cathy Faris, Brent Caruthers, Bret Reese, and Vanessa Hargrave

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

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Vice Chairman Vice Laura Frees asked for a motion to approve the minutes from the December 10, 2019 regular meeting. Mr. Atkinson moved to approve the minutes of the December 10, 2019 Park Board meeting. The motion was seconded by Mr. Roberts and approved unanimously by a voice vote of those present, 5-0.

DIRECTOR'S REPORT:

The meeting started late due to not enough Park Board Members in attendance. Director Deal did give an unofficial report for the month. Here are the highlights of that report:

Director Deal stated that Staff has started projects within the 2020 budget. Gabe Dalton was able to use a state bid for the Parks Mower, which will save us around \$4,000 dollars off the budgeted amount. The Sauna will take a little more research to find the best process to follow. We are looking at whether to buy the kit and put it together in house or have is come complete with assembly.

The dog park committee continues to meet and has raised just over \$36,000 dollars year to date.

We are looking forward to hiring two new full-time staff members to join the Harrisonville Parks and Recreation Family. We are interviewing now for a full-time Custodian for the HCC and will soon start interview for a full-time maintenance worker to work in the parks.

The HCC we have two new fitness classes starting this month. Jazzercise will be running 9 class times per week and MOSSA Centergy will have two morning classes a week.

Director Deal also wanted to inform the Park Board members that we are having some HVAC issues in the Natatorium. There were several issues with a vacuum/pressure issue that was keep that door open and letting a draft in. We will have more information about this at the next meeting.

OTHER BUSINESS:

City Liaison Clint Miller asked about any new information about the spillways at City Park. Director Deal said that there are meetings coming up in the next few months about the spillway and more information will be given at that point.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Roberts, seconded by Dr. Parks and approved unanimously by a voice vote of those present, 5-0. The meeting adjourned at 6:24pm. The next meeting is scheduled for February 11th, 2020 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

David Killpack, Assistant Director
Amy Fuller, Secretary

APPROVED, by the Park Board on this 11th day of January 2020.

MEMO

TO: Park Board
CC: Mayor Bowman, Brad Ratliff, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: February 6, 2020
RE: January Monthly Report

The following is a month end report for the month of January 2020

ADMINISTRATION

- Staff is working on 2020 projects and equipment purchases. The Parks Zero Turn mower was approved for purchase under a Government Bid from “Sourcewell”. This process saved several thousand dollars over previous mower purchases and approximately \$6,000 less than budgeted. Staff is also working on the development of the Sauna specifications in order to bid this project soon
- Staff continues to work with the Missouri Department of Conservation on the Walnut Trees inventory, which is scheduled to be completed this winter. No update as of February 6th, but we are assured it is in process.
- Staff is also working with the Missouri Department of Conservation on a new contract for North Lake. In the past, the MDC Contract went through Public Works 20 years ago, because North Lake was a city drinking water source. Since that is no longer the case and the MDC will still stock the lake with fish, the Parks & Recreation Director is working with MDC on the care of North Lake and a new contract. We are also looking into the possibility of adding City Park Lakes in the “Community Assistance Program”, which would include stocking the lake with fish and possible grant opportunities for lake weed control. Staff will keep the Park Board posted on this project
- Continue work with Dog Park Committee, have raised approximately \$36,078 YTD. Next meeting is Thursday, February 27th
- 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 Day in Jefferson City on Wednesday, January 29th and met with our local legislators, and the Lt. Governor, Mike Kehoe to discuss Parks & Recreation current issues for the state.
- The Indoor Pool HVAC will cost close to \$5,000 to repair, which is within budget. The Pool Heater is having some preventative maintenance work done, but it is still within warranty
- Last but not least, full time staff met with our new City Administrator, Brad Ratliff, to meet each other and talk about future expectations going forward

PARKS

- Completed bid process on new Zero Turn mower, produced money savings
- Parks Crew continue winter work within the parks and facilities
- The Parks Crew continues to work on equipment maintenance shop reorganization
- Working on all building repairs when weather permits
- Interviews for the Full Time Maintenance Worker are underway

RECREATION

- We have 190 registered for Youth Basketball which exceeds budget and last years numbers. Practices took place in December with games starting in January, continuing through February
- Total of 495 Group Fitness registrations across 32 classes per week. This is an increase of 22 classes per week with the addition of our new class offerings. The new Jazzercise class has 22 class participants with half of those are Community Center members. The MOSSA Centergy class has been averaging 18 per class
- Youth and Adult Fitness Orientations ongoing

MEMBERSHIP

- Total Membership Count as of December 31, 2018 is 4,000
- Total Membership Count as of December 31, 2019 is 4,202
- Total Membership Count as of January 2020 is 4,305
- Prepared January 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 regrading accounts, the building or overall satisfaction
- Continue to Supervise the Front desk 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 swim classes have increased
- 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. Interviews have taken place for the new Full Time Custodian, decision to be made soon
- 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!