

AGENDA

HARRISONVILLE PARK BOARD
COMMUNITY CENTER- 2400 JEFFERSON PARKWAY
MARCH 10, 2020
6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES –FEBRUARY 11, 2020
5. PARKS and RECREATION DEPARTMENT
 - 5a. Director Report – Monthly Report
 - 5b. North Lake Update
 - 5c. Kids Fishing Program/Elks Lodge & Parks Foundation (*Vote*)
 - 5d. Dog Park Updates
 - 5e. Parks Trees Inventory/MDC
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 March, 2020

City Clerk, City of Harrisonville

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
February 11, 2020
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: Cathy Faris, Laura Frees, Sandy Franklin, Dr. Martin Parks, Brett Reece, and Vanessa Hargrave

ABSENT: Ed Roberts, Brent Caruthers, & David Atkinson

OTHERS PRESENT: Parks & Recreation Director Chris Deal, Parks & Recreation Assistant Director David Killpack, and Recreation Coordinator of Member Services Amy Fuller

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Cathy Faris asked for a motion to approve the minutes from the January 14, 2020 regular meeting. Dr. Parks moved to approve the minutes of the January 14, 2020 Park Board meeting. The motion was seconded by Mrs. Franklin and approved unanimously by a voice vote of those present, 6-0.

DIRECTOR'S REPORT:

Director Deal stated that staff have started projects with the 2020 budget. The zero-turn mower has been ordered, with a \$6,000.00 savings with the purchase. Mr. Deal stated that bid documents for a new Sauna and assembly are still in process but getting closer. Staff continue to work with Missouri Department of Conservation on the Walnut Trees inventory, which is scheduled to be completed this winter.

Director Deal stated that staff are working with the Missouri Department of Conservation on a new contract for North Lake. Mr. Deal stated that in the past, the MDC Contract went through Public Works 20 years ago, because North Lake was a city drinking water source. Mr. Deal stated that since that is no longer the case the MDC will still stock the lake with fish, the Parks and Recreation Director is working with the possibility of adding the City Park Lakes in the "Community Assistance Program", which would include stocking the lake with fish and possible grant opportunities for lake weed control. Mr. Deal stated that the old dilapidated bathrooms located out at the lake will be torn down and going forward there will be no bathrooms located out at that lake. Mr. Deal stated that mowing at North Lake will be contracted out, Public Works will be paying for that bill. This issue had been brought before the Board of Alderman. Director Deal stated that staff will keep the Park Board posted on this project.

Director Deal stated that staff continue to work with the Dog Park Committee, the amount of donations raised are approximately \$36,078 YTD. The next meeting is scheduled for February 27th and will be finalizing the signage and rules and regulations. Mr. Deal stated that we are pursuing a couple of grants for this project. Mr. Deal stated that we are keeping our goal of \$75,000.00, but we could open this park up at \$50,000.00 we are only \$14,000.00 from that goal. Mr. Deal stated that we are looking at improving the existing parking area for the dog park area. Director Deal stated that staff will keep the Park Board posted on this project.

Director Deal stated that staff are conducting interviews for a full-time maintenance and custodian position. Mr. Deal stated the HVAC issue in the indoor pool area has been fixed, the doors no longer stay open. Mr. Deal stated that however, the follow-up repair will cost \$5,000.00. Mr. Deal stated that this unit is 13 years old, the unit has cracks in the main burner face, the sensor rods rusted and a few other issues. This will be a labor-intensive repair.

Director Deal stated that we do have several cardio machines down at this moment, staff have been working on the contractor for the repairs, but they are not happening as fast as staff would like. Mr. Deal stated that staff is looking at leasing or purchasing new equipment. Director Deal stated that staff will keep the Park Board posted on this project.

Mrs. Faris asked about implementing more ADA exercise equipment. Director Deal stated that we currently have a number of machines now that are accessible.

Director Deal stated that our Annual Princess Ball did really well again this year, with 181 attendees.

Director Deal stated that we have seen substantial growth in programming revenue.

Director Deal stated we do budget reports quarterly. The next report will come out in April. Mr. Deal state that there is nothing substantial to report at this time.

Director Deal stated that he will be attending the MPRA Conference next week, along with David, and other staff. Mr. Deal stated to contact Amy Fuller next week for any questions or concerns.

Dr. Parks wanted to know more about the current contract the Golf Course located at City Park. Director Deal stated that staff will be reviewing the current contract with them and the Paint Ball Field. Mr. Deal stated that staff have a good relationship with both groups.

OTHER BUSINESS:

Mr. Reece stated that his son is in 7th 8th grade basketball, this past Saturday they had a game located in Belton Mo. Mr. Reece stated that in the past the parents don't seem to like each other very well. However, Mr. Reece stated that the referee for this recent game did a very good job with keeping the players and the game going and under control.

Mrs. Hargrave was curious to see about having either more gym time for practice, or if perhaps there was another gym around town that would be available. Director Deal stated that he will bring this concern up with Vince Schroeder the Athletics Coordinator.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mrs. Frees, seconded by Dr. Parks and approved unanimously by a voice vote of those present, 6-0. The meeting adjourned at 6:46pm. The next meeting is scheduled for March 10th, 2020 at 6:00pm.

Cathy Faris, Park Board Chairman

ATTEST"

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 10th day of March 2020.

MEMO

TO: Park Board
CC: Mayor Bowman, Brad Ratliff, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: March 5, 2020,
RE: February Monthly Report

The following is a month end report for the month of February 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. This mower is now at the Parks Maintenance building. Staff is also accepting bids for the Sauna project, working towards an April completion
- The Indoor Pool HVAC unit was repaired for a total of \$5,000. Through the first HVAC preventative maintenance work of the year, two more units were found with cracked heat exchangers and must be replaced. This will cost approximately \$10,000 to repair. This brings the total to \$15,000 for all HVAC work YTD. This is still within budget, but it has taken all of the HVAC repairs budget for the year. With this being year 15 of the Community Center being open, there will be more HVAC units needing repair, as well as other mechanical equipment throughout the Community Center.
- The Pool Heater had some preventative maintenance work done, and this is still within warranty
- The new HCC Custodian will be starting on Monday, May 9th
- Staff implementing new administrative methods as requested from the City Administrator on Financial process, training requests and other issues as requested

PARKS

- Staff has hired the new Parks Maintenance worker to start on March 16th. This employee is a transfer from the Electric Department and was selected after review of 30 applicants
- Parks Crew continues winter work within the parks and buildings
- Several Spring Projects underway with Spillway Bridge railing replacement, fulfilling the Dog Park project list, playground repairs, shelter repairs, etc.
- Ordered new trash cans for better use and aesthetics. Will begin installation soon
- Parks Maintenance Worker, Art Carver completed the Playground Safety Inspection Course and will be implementing upgrades where necessary

Recreation

- Basketball Finished up on March 7, 2020 with Harrisonville Parks and Recreation hosting the 5th-6th Grade Girls Recreation tournament and the 7th-8th Grade boys Recreation tournament.
- Spring Youth Volleyball set to begin practicing March 23, Games set to begin April 4. Participants in Spring 2019 = 50, Participants in Spring 2020 = 82 increase of 32 players. Divisions offered are 3rd-4th Grade, 5th-6th Grade, and 7th-9th Grade.
- Flag Football set to begin practicing March 16, Games set to begin March 28. Participants in Spring 2019 = 8, Participants in Spring 2020 = 26, increase of 18 players. Divisions offered are Kindergarten, and 1st-2nd Grade, these are the players for the spring. We also offer 3rd-4th Grade, and 5th-6th Grade division, however we only had 4 players sign up across these two divisions, so no teams in these divisions.
- Baseball / Softball registrations are ongoing, with the deadline of March 15, 2020.
- Fitness and Aquatic Fitness Numbers
 - Total of 503 Group Fitness Registrations across 33 classes per week. This is an increase of 1 class from session 1 with an increase of 8 participants from session 1.
 - New Tuesday Evening - MOSSA Centergy Class has 11 participants in the class.
- Jazzercise class has 22 participants with half of those being Community Center Members.
- Youth and Adult Fitness Orientations are ongoing, we average about 5-6 per week.

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 February 2020 is 4,300
- Prepared February 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
- Continue training and administration of the Community Center Front Desk and Tot Watch

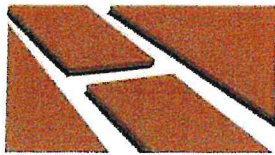
AQUATICS

- 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.
- Training of new Custodian underway
- 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!



City of

Harrisonville ^{est. 1836}

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To: Park Board
From: Chris Deal, Parks & Recreation Director
Date: March 3, 2020
Re: North Lake Maintenance

GENERAL INFORMATION

Applicant: Chris Deal, Parks & Recreation Director
Requested Actions: NA – Update of Request to Board of Alderman at March 16 Work Session
Date of Application: March 10, 2020

PROPOSAL

Since North Lake is no longer a water source for the City of Harrisonville, it is proposed that the care and supervision of North Lake transfer from the Water/Public Works Department to the Parks & Recreation Department. North Lake is included as a part of the Harrisonville Parks & Open Space Master Plan. This proposal has been discussed with the City Administrator, Public Works Director, Park Board and Missouri Department of Conservation (MDC) representative.

In working with the MDC, city staff has agreed to the areas to be mowed under contract service (*see the attached map*) and the Parks & Recreation Director will work with the MDC representative towards the revision of the Community Assistance Program (CAP). This program (contract agreement) included adding a fishing dock, boat ramp area, gravel parking lot and bathrooms at North Lake. With the expiration of this contract, a new/revised CAP contract will be drafted for review. The Parks Director requested that the revised CAP program include North Lake and City Park lakes. Because this will involve additional testing of the City Park lakes by the MDC, the draft agreement will be completed later this spring or early summer. When this agreement draft is completed, it will be brought back to the Board of Alderman for review and final approval.

PREVIOUS ACTIONS

It was stated in the Board of Alderman Work Session on February 3rd, 2020, that city staff would bring back a maintenance plan for the North Lake facility and work with MDC on future revision and possible continuation of the CAP program. The Board of Alderman also gave staff permission to remove the bathrooms at the North Lake location, which was approved by the MDC representative and the bathrooms have been removed.

KEY ISSUES

The attached map shows the areas proposed to be mowed and the road going north into the park to be blocked off. This entrance area of North Lake has been a problem for dumping and other illegal activities. This location will still be a “walk in area” for hiking and fishing, and signs will be posted stating this opportunity. Parks & Recreation staff is working to find a volunteer group to “adopt a park” for the ongoing trash pickup in this area, but Parks staff will take care of this function until a group can be identified. The Parks Department will also oversee the fishing dock, boat ramp and parking lot.

As stated, these areas would be contract mowed with an “estimate cost” of \$4,000 for approximately 14 times to be mowed, from April through October, approximately twice a month, at \$310 for each mow. In comparison to area contract mowing from other cities surveyed, this is within the current bid pricing (approximately \$77 an acre). The contract mowing would be paid for out of the Water/Public Works account, as that is where the North Lake maintenance is currently budgeted. If approved, an official bid will be sent out for the mowing of this area.

STAFF COMMENTS AND SUGGESTIONS

Currently there is a boating and fishing fee for Lake Harrisonville that brings in approximately \$5,000 annually, which shows approximately 400 individuals for boating and 400 for fishing. The fishing permit at Lake Harrisonville is \$2 for Harrisonville residents and \$5 for Cass County residents. You are allowed up to two guests per day who can pay \$1 at the Caretaker station at Lake Harrisonville. Only Cass County residents are considered guests.

Lake Harrisonville tends to attract the more “serious fisherman” and there is no current charge or count of the number using North Lake or City Park Lakes. If a fee were to be charged for North Lake or City Park Lakes, this would be a “new fee” and a topic of further discussion.

STAFF RECOMMENDATION

It is recommended that the Parks & Recreation Department staff take care of the North Lake maintenance as stated in this memo. Staff will bring back the results from the MDC on the Community Assistance Program for review and final approval upon its completion. Staff is asking for Board of Alderman direction on whether a new fee should be charged for fishing or boating at North Lake and City Park lakes.

ATTACHMENTS

Map of North Lake

STAFF CONTACT: Chris Deal, Parks & Recreation Director

NORTH LAKE



FISHING DOCK

- Legend**
- CLOSE DRIVE/WALK IN ONLY
 - MOW AREA
 - NO MOW AREA

North Lake

WALK IN ONLY

E 237th St

S Lake Rd

291

SF Bend Ln

MEMO

TO: Park Board

CC: Mayor Bowman, Brad Ratliff, City Administrator
Mike Hodges, Elks Lodge Volunteer

FROM: Chris Deal, Parks & Recreation Director

DATE: March 2, 2020

RE: Cass County Elks Lodge Youth Fishing Derby

In the past, the Parks & Recreation Department has worked with the Harrisonville Elks Lodge with the **Cass County Elks Lodge Youth Fishing Derby at City Park** on a Saturday scheduled in June. This event also has coordination with the MDC and has other fun contests, such as casting distance, pellet gun and bow & arrow skills. The Parks Department has provided the facility and assisted with promotions, and the Elks Lodge has provided the event planning, including fund raising and volunteer recruitment. **Mike Hodges** is the lead volunteer and coordinator for the Youth Fishing Derby, and Mike is requesting an increased assistance from the Parks & Recreation Department, both in volunteer/staff time and organizational support.

Because of a change in the Grand Elks Lodge operations, they will no longer provide administrative assistance regarding the 501c3 status, because they have had a decrease in administrative staff at the national level, and do not have the ability to process paperwork. This event takes approximately \$7,000 to operate with the prizes, lunch and trophies. Donations are received to cover these expenses. The Harrisonville Elks Lodge receives approximately \$2,500 in donations from Walmart for the prize donations, and they are needing a 501c3 status to receive these donations. The Harrisonville Parks & Recreation Foundation could provide the 501c3 status necessary for this special event.

This Special Event has 300 or more youth participating in the program on this day and Parks & Recreation Staff is willing to assist however we can, both in coordination of the event, marketing and recruiting volunteers. There would not be a risk for the Harrisonville Parks Foundation as the donated revenue would be used for the expenses of fishing rods, trophies, gift cards and other prizes and expenses for this event. Mr. Hodges has stated that he will continue to be the "lead coordinator" for the Cass County Youth Fishing Derby event.

Because the Park Board is the official Board for the Harrisonville Parks Foundation, the Park Board would need to approve this function of the Parks Foundation. Therefore, staff is asking the Board to approve (vote in favor of) the Harrisonville Parks Foundation to be a part of the administrative operations in the Cass County Kids Fishing Derby event, to the extent as listed in this memo.

Staff will answer any questions of the Park Board. Thank you.

MEMO

TO: Park Board
CC: Mayor Bowman, Brad Ratliff, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: March 2, 2020
RE: Harrisonville Dog Park – Updates and Issues to take place before opening

We had 7 in attendance at the Dog Park meeting on February 27th. The following items were covered at the meeting:

- Current funds raised is \$36,076.00. Our goal is still \$75,000, but we will be able to open the Dog Park with approximately \$14,000 more raised
- With input from the Committee, we now have the square yards figured for the “Staging and ADA areas”, which will be in concrete. Charles Sheppard is going to ask Whistle for that donation, approximately \$2,000
- The Committee reviewed the design for the Sign at the Dog Park, and this will go to the printer for a “*draft design*”, which will have a final review by the Dog Park Committee and Park Board before it is manufactured
- Rules and Regulations for the Dog Park were significantly condensed, and I have attached those for your review. These will also go to the printer for “*draft design*” before final review
- The Committee reviewed other potential donors that still need contacting and that will be on going to the end of this project
- Sandy Franklin turned in a Grant to Walmart Corporation for \$5,000, so keep your fingers crossed for that. Thank you, Sandy!

"TO DO LIST" of items left before the Dog Park opening:

1. The remaining \$14,000 must be raised for the DP opening, but we will be using some of our funds already raised for items below
2. The Dog Park Sign, the Donor Sign and Rules Signs all must have final approval, and then be manufactured
3. Water line trenched and connection needs to be completed when the weather gets warmer
4. Parking Lot area needs to be cleared and gravel added
5. Concrete areas need to be laid out and poured for the Staging and ADA areas of the Park
6. Drinking Fountains and Benches ordered and installed
7. After all these items are completed, the fence will be installed
8. *Finally, the Dog Park Signs will go up and a "Ribbon Cutting/Grand Opening Date" will be scheduled*

Parks Staff is working on and scheduling much of the items listed above. But as you can see, the money needs to be raised, and the timing of this project must be carefully coordinated towards a "*positive*" Grand Opening.

Comments, questions?

MEMO

TO: Park Board
CC: Mayor Bowman, Brad Ratliff, City Administrator
FROM: Chris Deal, Parks & Recreation Director
DATE: March 5, 2020
RE: Parks Trees Inventory by the Missouri Department of Conservation (MDC)

As the Park Board is aware, staff was asked by the Board to work with the MDC regarding trees inventory in our City Parks, specifically, an inventory on walnut trees. Walnut tree theft has been reported as a problem across the country and some may have disease or damage. With this information, the Park Board asked staff to research and review the process of potential walnut tree harvesting. Staff met with the MDC this past week and they provided a report on the status of our walnut trees in Harrisonville City Parks.

The number of trees and the potential price for the trees will be mentioned below. Many of these trees are closely surrounded by several other trees, so if a removal of trees was a consideration, in some areas it would include taking out the surrounding trees. ***With this being the case, the MDC discourages harvesting the trees for the sake of revenue only.***

There is an estimate given for the “average price” of walnut trees in City Park, Lords Park and Zeller Property area, which totals approximately \$28,600 for the number of trees they considered “acceptable” for harvesting. There are approximately 90 walnut trees identified, but only a quarter of these are acceptable for harvest and the rest are either too young or damaged. It also shows a “maximum price” of \$40,000 if top dollar was offered for the acceptable trees, but this is based on all conditions of tree quality and difficulty of removal. Also, a “minimum price” of approximately \$12,000 was provided.

This type of tree/wood removal is referred to as “Saw Logs” by the MDC and logging industry and these are the most recent price estimates. ***However, if the Park Board wishes to have a more accurate count and figure given for tree harvesting, the Parks & Recreation Department will “need to hire a Consultant Forester to have the trees appraised” (as quoted by the MDC).***

The contents of this memo will be further discussed at the Park Board meeting. Thank you.

