



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
MARCH 9, 2021
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. Park Board Minutes - February 9th, 2021**
- V. Parks and Recreation Department**
 - 1. Director's Report**
 - 2. Fitness Equipment Report**
 - 3. Outdoor Pool Update**
- VI. Other Business**
- VII. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 5th day of March 2021

Grant Purkey, Parks & Recreation Director



TO: Park Board
FROM: Grant Purkey,
DATE: March 5, 2021
SUBJECT: Park Board Minutes - February 9th, 2021

Type of Item: *Approval*

1. Action Item (ID # 3810)

Park Board Minutes - February 9th, 2021

Attachments:

February 9, 2021 minutes (PDF)



**MINUTES
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
IN-PERSON AND VIA ZOOM
FEBRUARY 9, 2021
6:00 PM**

I. Call to Order

The meeting was called to order at 6:00 PM by Cathy Faris

Attendee Name	Organization	Title	Status	Arrived
Brent Caruthers	Harrisonville		In-person	
Bret Reece	Harrisonville		Remote	
David Atkinson	Harrisonville		In-person	
Cathy Faris	Harrisonville		In-person	
Martin Parks	Harrisonville		Absent	
Ed Roberts	Harrisonville		Remote	
Kim Troby	Harrisonville		In-person	
Vanessa Hargrave	Harrisonville		In-person	
Laura Frees	Harrisonville		In-person	
Sandy Franklin	Harrisonville		Remote	

Others present were: Mayor Judy Bowman, Parks & Recreation Director Grant Purkey, Parks Maintenance Supervisor Gabe Dalton, and Recording Secretary Amy Fuller

II. Public Participation

None.

III. Ceremonial Matters

None.

IV. Approval of Minutes

1. January 12, 2020 Park Board Minutes

Minutes were approved with the notation that Rhonda Coulter is not an employee of the Harrisonville School District.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Laura Frees

SECONDER:	Vanessa Hargrave
AYES:	Reece, Caruthers, Atkinson, Faris, Roberts, Troby
ABSENT:	Martin Parks

V. Parks and Recreation Department

1. Director's Report

Parks & Recreation Director Grant Purkey gave updates on the following:

**Total number of members and visits are up from this same time as last year. Membership revenue however is slightly down from this same time as last year.*

**Truman Heartland Foundation balance is showing 18,112.39.*

**Dog Park Fund balance is showing \$4,840.59 (\$2,000.00 donation received and earmarked for a 'teeter-totter' pay feature)*

**A fundraising event is being planned for this coming fall in September to raise funds for the dog park and the animal shelter.*

**Board of Alderman passed an ordinance to enter a lease purchase transaction for the purpose financing improvement for the Community Center. The lease purchase was approved from Zion Bank which includes the Parks and Recreation Dept. short-term note, for \$2,394,097 5-year term at 1.35% interest rate.*

**Recreation and Fitness Manager position posting closed January 31st with receiving 41 applicants.*

**Barbara McNeece received her 10-year Service Award from Mayor Bowman during the February 1st Board of Alderman meeting*

**Parks Department received their new Ford F-250 Trucks one with snowplow, and the second one with snowplow and service body.*

**Installed a new culvert at the golf course.*

**Gabe and his crew are cleaning up and re-organizing the parks shop.*

**Vandalism at the skatepark. Park staff are going to be removing the graffiti.*

**Indoor Pool rope anchors have been replaced. Staff repaired two pool ladders and the lifeguard chair.*

**Indoor Pool exhaust fan has been repaired.*

**Flynn Roofing have repaired the roof leaks located in the Social Hall.*

**Seth Wansing has started full-time January 21st as our new Athletics Coordinator.*

**Saturday, February 6th 4-TEEZ Broadcasting streamed the Youth Recreation Basketball Games as part of a fundraiser for Hope Haven.*

**Spring Recreation sports have opened for Flag Football, Volleyball, and Baseball/Softball/TBall*

**New signs posted at the Dog Park.*

**Director Purkey suggested to the members of the Park Board that they schedule a work session to prioritize projects. Mr. Purkey would like to set a date as soon as possible, sometime in March.*

2. Outdoor Pool Report

Director Grant Purkey stated that staff met with Tripp Construction and Water's Edge and are reviewed the updated renovation plans and technical specifics. Revisions to the plans were made to include umbrellas, climbing wall and pool floor spray features. Staff will be meeting with Tripp Construction on Monday, February 8th.

3. Fitness Equipment Upgrade

Director Grant Purkey visited 46 Centre to look at Matrix Cardio and Weight Equipment. Mr. Purkey would like to create a proposal for Matrix Cardio and Weight Equipment and would like to have the RFP completed and purchase prior to March 1st.

**Key issues with our current equipment are they are 15 years old; the company ProStar is no longer in business. Staff are not able to purchase replacement parts. LifeTime Fitness 95 series cardio machines are discontinued and are costly to repair.*

Director Purkey included within the packet detail information regarding the possibility of new and upgraded cardio and weight equipment. The loan had been approved in the short-term note. Mr. Purkey stated that staff are looking into auctioning off the older equipment and some pieces for possible giveaway.

Staff asking for recommendation from the Park Board to send out an RFP to upgrade our cardio and weight equipment.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Vanessa Hargrave
SECONDER:	Laura Frees
AYES:	Brent Caruthers, Ed Roberts, Dave Atkinson, Brett Reece, Kim Troby, Cathy Faris
ABSENT:	Martin Parks

VI. Other Business

**Mr. Caruthers would like staff to consider setting monies aside in a reserve fund for any future repairs for the Dog Park Fund. In addition, Mr. Caruthers would like to know what the current balance is for the Community Center's Reserved Fund. Mr. Purkey stated that staff will be looking into that.*

**Mrs. Frees suggested that staff contact local groups, like Casco Workshop for seasonal plantings and things the like. Mr. Dalton stated that would be a great idea to involve local groups.*

**The Park Board members that were in attendance welcomed newcomer and Park Board members Kim Troby to the meeting tonight.*

**Mr. Reece and Mayor Bowman would like to see staff create a gathering area in the Dog Park with more benches, tables, and shade structures.*

**Mr. Reece was curious about member vs non-member discounts for programming. Mr. Purkey stated that staff will be looking into that with the new registration software that staff will be implementing in the coming weeks and months.*

**Mayor Bowman thanked staff for their continued hard work and support of the department.*

**Mrs. Franklin would also like to see shade structures like awnings added to the Dog Park.*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Vanessa Hargrave
SECONDER:	Laura Frees
AYES:	Brent Caruthers, Ed Roberts, Dave Atkinson, Brett Reece, Kim Troby, Cathy Faris
ABSENT:	Martin Parks

Cathy Faris, Chairman

ATTEST:

Amy Fuller, Recording Secretary



TO: Park Board
FROM: Grant Purkey,
DATE: March 4, 2021
SUBJECT: Director's Report

Type of Item: *Discussion*

1. **Action Item (ID # 3809)**
Director

Attachments:

Directors Report Mar. 21 (PDF)

Monthly Report – Harrisonville Parks & Recreation

February
2021

Membership Statistics:

- **Total Memberships** = 3905 (Primary Account Holders)
- **Total Number of Members** = 2392 (Primary and Secondary Account Holders)
- **Total Monthly Visits (HCC)** = 6557 (Member Visits)
- **Most Popular Day (HCC)** = February 1st, 406 visits

February Numbers:

- **Membership Revenue** = \$37,176.30 (Down \$79.93 from February 2020)
- **Daily Pass Revenue** = \$5814 (Down \$126 from February 2020)
- **Meeting Room Rental Revenue** = \$341.20 (Down \$3024.45 from February 2020)
- **Fitness Class Revenue** = \$150.47 (Down \$761.04 from February 2020)
- **Before & After School** = \$1176 (Down \$6311.20 from February 2020)
- **Miscellaneous Rec. Programming** = \$305.32 (Down \$1267 from February 2020)
- **Community Center revenues are down \$71,871.57 as compared to February 2020.**
- **Community Center expenditures are down \$24,404.63 as compared to February 2020.**
- **Harrisonville Parks and Recreation Foundation Balance \$18,112.39**
- **Harrisonville Dog Park Balance \$4840.59**

Administration:

- Nicole Cogbill was hired as the Recreation Fitness Manager and will start on March 24th
- Staff attend virtual training on Volunteer Management in the Community
- Wilson and Company held a virtual kickoff meeting with staff to discuss the Lake Dam and Spillway project
- Staff attended virtual lunch and learn on nutritional coaching
- Staff attended virtual meeting with Ben Hart to create a 5-year financial forecast for the Parks and Recreation Department
- Staff attended virtual National Fitness Campaign briefing regarding fitness court grant opportunities
- Staff attended FitnessOnDemand webinar to review latest updates
- Staff met with Tripp Construction to finalize and sign the Outdoor Pool Improvements contract
- Staff opened Fitness Equipment bids on Wednesday, February 24th
- Staff attended Community for All Ages virtual meeting
- Parks and Recreation Department hosted the Chamber of Commerce First Friday Coffee at the HCC

Community Center:

- Enter Bills into INcode
- Complete Daily Deposits
- Edit/Display Weekly Manager Schedule
- Create Fitness Class Calendar
- Create & Open New Sessions of Land/Water Fitness Classes in RecTrac
- Update All Facility Calendars (Gym, Fitness Rooms, Indoor Pool)
- Create & Open New Sessions for Learn to Swim Classes in RecTrac
- Create & Open Spring Youth Sports Sessions in RecTrac
- Update Website & Facebook for Programming & Calendars
- Audit New / Renewed Membership Paperwork
- Audit EFT Account Information

**February
2021**

Monthly Report – Harrisonville Parks & Recreation

- File completed audited paperwork
- Process February Membership Installment Billings
- Upload February Debits to Commerce Bank
- Complete Payment Reversals for Payment Declines
- Complete ACH/EFT onto spreadsheet – mail payment due letters
- Renew February Monthly Installment Billed Memberships
- Submit Visit Record / Process payment for - SilverSneaker & Renew Active Fitness Membership Payment
- Invoice Corporate Accounts (CITY, CASGV, HSD, Sioux Chief) for Monthly Memberships
- Process payments received from monthly invoices
- Complete Building Rentals (HCC) & All Parks Area Rentals for September reservations
- Mailed or Emailed Invoices for rental amounts due
- Process Weekly Rental Set Ups for Maintenance – Place daily/ weekly rentals on bulletin board for all staff (will update when needed)
- Email/Print Report - Front Desk, Maintenance, & Building Supervisors weekend reservation reports
- Assist and work HCC Front Desk / Tot-watch
- Continue to update or revise Household / Client information
- Continue to answer daily calls / emails / and conduct person to person meetings with new or current members, renters, staff and others regarding various concerns about accounts or rentals
- Display/Update signage throughout facility alerting patrons of upcoming holidays/program changes or cancellations
- Send Textcaster Notifications
- Assist with MPM regarding indoor pool, programs, staff, and other
- Attend Park Board Meeting
- Complete Park Board Minutes

Parks:

- Received New Holland Tractor
- Daily trash and restrooms
- Plowed snow and put down ice melt on the 8th, 9th, 15th, 16th, and 17th
- Completed the reorganization of the park maintenance shop
- Hung trail cam at shelter 9 to gain footage of parking lot vandalism
- Repaired of gravel parking lots
- Put up stay off ice signs and ordered additional stay off ice signs
- Cleaned shop
- Cleaned trucks
- Moved water tank to chevy truck and install new water pump
- Ordered Ranger Polaris
- Ordered John Deere zero-turn mower
- Received bid for 30x40 barn for park shop

Community Center Maintenance:

- Waldinger repaired HVAC on February 9th, 16th and 18th.
- Carrier programmed the HVAC on February 18th

Attachment: Directors Report Mar. 21 (Director's Report)

Monthly Report – Harrisonville Parks & Recreation**February
2021**

- RRS pest control monthly service on February 12th
- MEI elevator monthly service and work order to repack Jack pack megs (hydraulic) on February 15th
- ADT repaired door alarms on February 16th
- Lexington Plumbing repaired the pool heater on February 19th
- Sumner One repaired copier on February 2nd
- Fit Service KC installed fitness equipment rack in the Social Hall on February 10th
- Four Seasons Electric repaired Sauna on February 16th
- Staff worked on pool drinking fountain ordered parts for repair

Recreation:

- Fit Kids currently has 36 children registered for the program.
- Flag Football currently has 29 enrolled for the league.
- Youth Volleyball currently has 98 enrolled for the league.
- Youth Baseball/Softball currently has 73 enrolled for the leagues.



TO: Park Board
FROM: Grant Purkey,
DATE: March 4, 2021
SUBJECT: Fitness Equipment Report

Type of Item: *Discussion*

From the Request for Bids we received one bid from Performance Fitness Equipment.

Matrix Performance Series Cardio Equipment \$156,900

Matrix Ultra and Magnum Weight Equipment \$191,302.50

Timeline for delivery and installation:

Circuit Weight Room - Ultra Series - Mid-June

Cardio Room - Performance Series - Early July

Free Weight Room - Magnum Series - Mid July

Timeline for auction of Prostar and Lifetime Equipment:

Circuit Weight Room - Prostar equipment - May 1st - May 31st

Cardio Room - Lifetime Equipment - May 15th to June 15th

Free Weight Room - Prostar - June 1st - June 30th

2. Action Item (ID # 3807)

Fitness Equipment Report

Attachments:

Fitness Equipment Rendering (PDF)

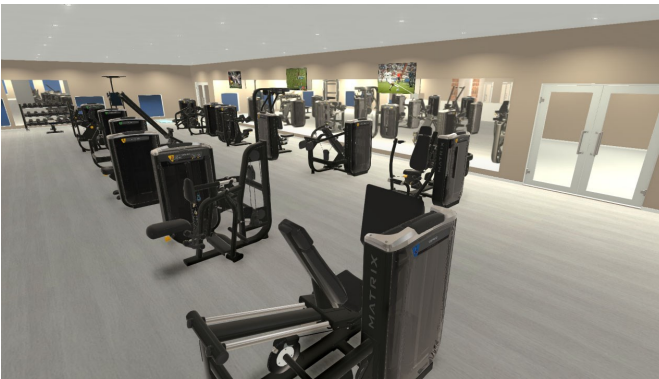
Community Center 3D Rendering of Fitness Equipment



Cardio Area



Cardio Area



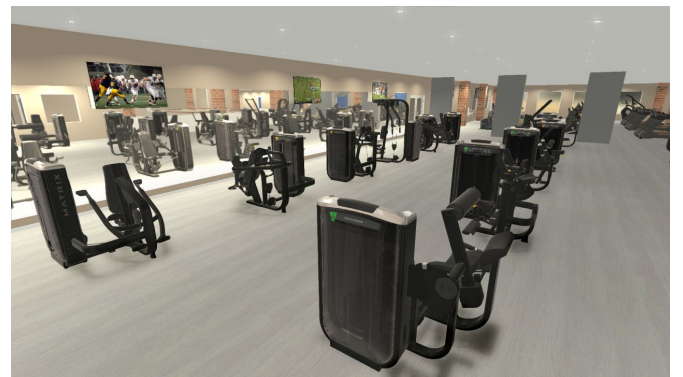
Circuit Weight Area



Circuit Weight Area



Circuit Weight Area



Circuit Weight Area



Lower Level Layout

Attachment: Fitness Equipment Rendering (Fitness Equipment Report)

Community Center 3D Rendering of Fitness Equipment



Free Weight Area



Free Weight Area



Free Weight Area



Free Weight Area



Free Weight Area



Free Weight Area

Attachment: Fitness Equipment Rendering (Fitness Equipment Report)

Community Center 3D Rendering of Fitness Equipment



Free Weight Area



Free Weight Area



Upper Level Layout



TO: Park Board
FROM: Grant Purkey,
DATE: March 4, 2021
SUBJECT: Outdoor Pool Update

Type of Item: *Discussion*

Tripp Construction entered into Outdoor Pool Improvements contract for the amount of \$794,097.50 on February 24th, 2021.

Waters Edge is creating a 3D rendering of the Outdoor Pool Improvements.

Waters Edge is gathering cost for splash pad features.

Waters Edge is gathering cost for re-coating the slides and repairing the tower.

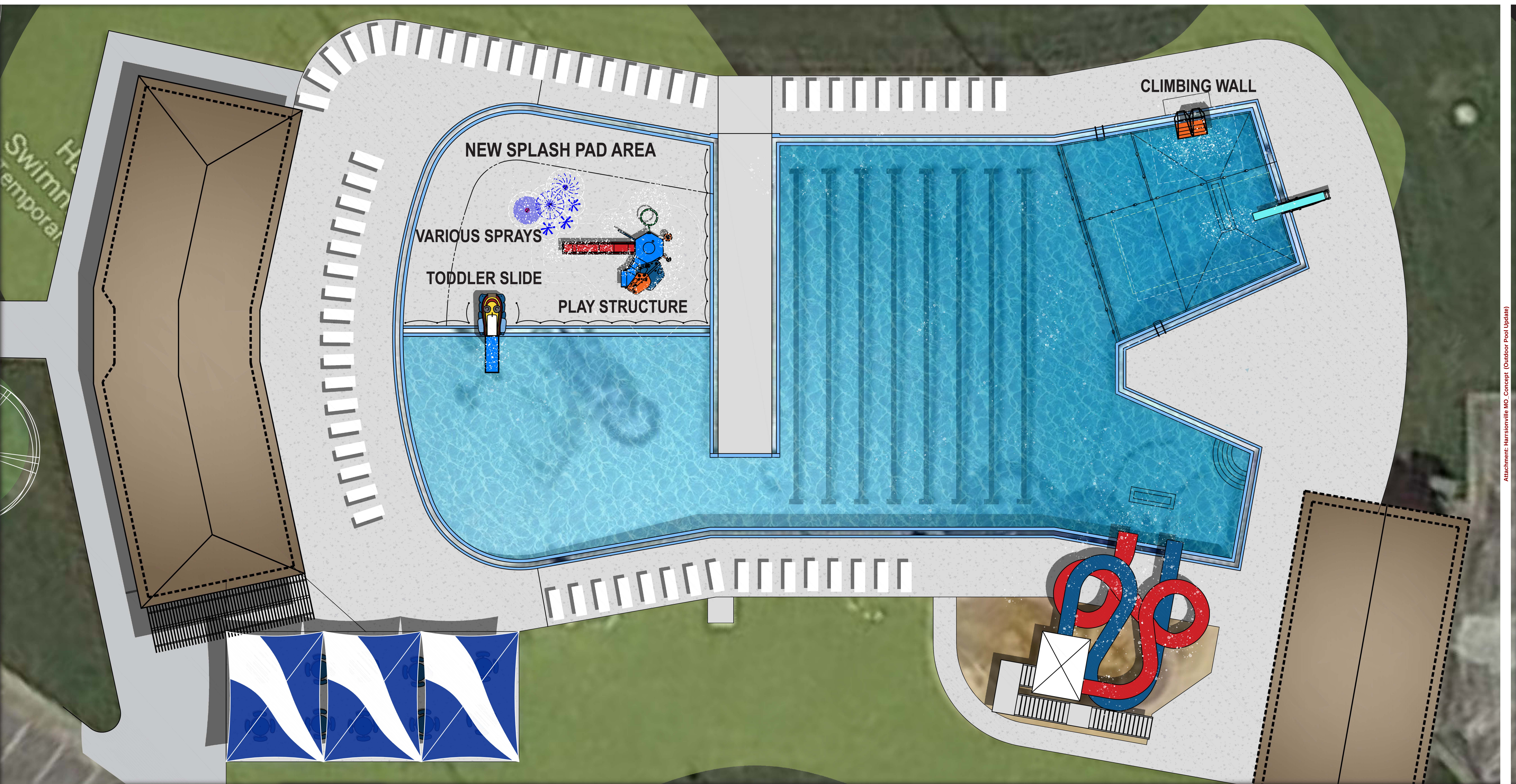
3. Action Item (ID # 3808)

Outdoor Pool Update

Attachments:

Harrisonville MO_Concept (JPG)

HARRISONVILLE OUTDOOR POOL IMPROVEMENTS



COMING SOON 2021