



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
MAY 11, 2021
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. April 8th, 2021 Work Session Minutes**
 - 2. April 13th, 2021 Park Board Meeting Minutes**
- V. Parks and Recreation Department**
 - 1. Director's Report**
 - 2. Fitness Equipment Report**
 - 3. Outdoor Pool Improvement Update**
 - 4. City Lake & Lake Lune Dam / Spillway Improvements**
- VI. Other Business**
- VII. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 8th day of May

Grant Purkey, Parks & Recreation Director



TO: Park Board
FROM: Grant Purkey,
DATE: May 8, 2021
SUBJECT: April 8th, 2021 Work Session Minutes

Type of Item: *Approval*

1. Action Item (ID # 3885)

April 8th, 2021 Work Session Minutes

Attachments:

April 8, 2021 Work Session (PDF)



**MINUTES
CITY OF HARRISONVILLE
PARK BOARD
WORK SESSION
THURSDAY, APRIL 8, 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		Present	
Bret Reece	Harrisonville		Present	6:10pm
Cathy Faris	Harrisonville		Present	
David Atkinson	Harrisonville		Present	
Ed Roberts	Harrisonville		Absent	
Kim Troby	Harrisonville		Present	
Laura Frees	Harrisonville		Present	
Martin Parks	Harrisonville		Absent	
Vanessa Hargrave	Harrisonville		Present	

Others present were: Mayor Judy Bowman, City CPA Ben Hart, Parks & Recreation Director Grant Purkey, Parks Maintenance Supervisor Gabe Dalton, Recreation and Fitness Manager Nichole Cogbill, Park Board Liaison Sandy Franklin, and Recording Secretary Amy Fuller

II. 5-Year Forecast Presented by Ben Hart, City CPA with Baker Tilly

1. Presentation

City CPA Ben Hart gave a presentation on the following:

** Mr. Hart stated that he will be going through the 5-year forecast regarding the 3 Funds (Parks, Aquatics, & Community Center) that make up the Parks and Recreation Department. All 3 Funds receive transfers from the General Fund.*

**The last payment (COP) for the Community Center is due in 2022.*

**Mr. Hart explained Revenues and Expenditures throughout the presentation regarding all 3 Funds.*

**Mr. Hart proposed merging the 3 separate Funds together for 2022 into 1 Fund titled Parks and Recreation Fund. Doing so will create a positive effect and will provide the ability of taking care of any means for all 3 areas of the department.*

**Mr. Hart stated that there are 2 very important factors. The parks system itself would become self-sustainable creating the ability to put aside revenue for future capital projects.*

2. Parks Projects Prioritization

Director Grant Purkey presented a list of all 'funded' and 'unfunded' projects. The 'funded' projects were all previously agreed upon with the short-term note.

**Mr. Purkey stated that he would like to review the 'unfunded' project list and to prioritize. If perhaps we do come in under budget with the funded projects, we could refer to the unfunded project listing and roll those prioritized selections into the short-term note.*

**Mr. Purkey stated that located on both the funded and unfunded listings they will show highlighted projects. These are repairs, updates and or additions to either the Community Center or Parks area.*

**Mr. Purkey stated that the priority would be to first complete repairs for the Community Center, to bring the facility back up to good working and operational condition.*

**Mr. Purkey stated that Wilson and Company will not have their presentation ready by next Park Board meeting scheduled for Tuesday, March 13th. However, Wilson and Company will be ready with their presentation by March 19th for the Board of Alderman work session. Mr. Purkey stated that he would like to see Park Board members attend the Board of Alderman work session planned for the 19th.*

**Mr. Purkey stated that a next step would be is to create a master plan for the ballfield complex. Another work session would be scheduled in the future for further discussion regarding this specific project.*

RESULT: APPROVED [UNANIMOUS]

MOVER: Vanessa Hargrave

SECONDER: Laura Frees

AYES: Brent Caruthers, Dave Atkinson, Brett Reece, Kim Troby, Cathy Faris,

ABSENT: Dr. Martin Parks, Ed Roberts

ADJOURNED: 7:09pm

Regular Park Board Meeting Scheduled for Tuesday, April 13th, 2021

Cathy Faris, Chairman

ATTEST:

Amy Fuller, Recording Secretary



TO: Park Board
FROM: Grant Purkey,
DATE: May 8, 2021
SUBJECT: April 13th, 2021 Park Board Meeting Minutes

Type of Item: *Approval*

2. Action Item (ID # 3886)

April 13th, 2021 Park Board Meeting Minutes

Attachments:

April 13, 2021- Regular Session (PDF)



MINUTES
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
IN-PERSON AND VIA ZOOM
APRIL 13, 2021
6:00 PM

I. Call to Order

The meeting was called to order at 6:01 PM by Acting Chairman Laura Frees

Attendee Name	Organization	Title	Status	Arrived
Brent Caruthers	Harrisonville		Remote	
Bret Reece	Harrisonville		In-person	
David Atkinson	Harrisonville		In-person	
Cathy Faris	Harrisonville		In-person	6:50pm
Martin Parks	Harrisonville		Absent	
Ed Roberts	Harrisonville		In-person	
Kim Troby	Harrisonville		In-person	
Vanessa Hargrave	Harrisonville		In-person	
Laura Frees	Harrisonville		In-person	

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

II. Public Participation

None.

III. Ceremonial Matters

None.

IV. Approval of Minutes**1. March 9, 2020 Park Board Minutes**

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

V. Parks and Recreation Department**1. Director's Report**

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

**Mr. Purkey stated that membership revenue and day passes are up from this same time as last year.*

**Mr. Purkey stated that he sat in on a Cass County Center on Aging meeting, during that meeting it was asked if the Parks and Recreation Department would have interest with taking over operations of the Senior Center with in the next 4 years. Their 20-year contract will be up in the next 4 years.*

**Mr. Purkey stated that staff have begun the process of implementation with the new registration software with CivicRec. Launch date will be June 1st, 2021.*

**Mr. Purkey stated that he met with Wilson and Company to talk over with them the possibility of park projects to roll into the spillway and dam project.*

**Mr. Purkey stated that he has begun working on the RFP for this year's Firework Display. Mr. Purkey suggested if it were to rain on the 4th, would the Park Board members like to move it to the next coming weekend. Mr. Purkey stated that he will share this concern and change with the company.*

**Mr. Purkey stated that this year's Annual Golf Tournament date has been set for Friday, July 23rd. The proceeds made will go towards the Marler-Wirt- Allen Fountain Park renovations. Mr. Purkey stated that he is seeking multiple fundraiser ideas for the fountain park and see about creating a memorial plaque. The current mason is donating his time and experience towards the repairs, and landscaping. Park Board members suggested that they would like to see if we could have the fountain open by the Log Cabin Festival. Mr. Purkey stated that he will look into this and keep the Park Board members updated with any new developments.*

**Mr. Purkey stated that parks staff have repaired the retaining wall at North Park.*

**Mr. Purkey stated that staff filled up the outdoor pool to see about any leaks. There were no leaks in the return lines, the pumps were running fine. However, there was a break in an elbow located in the women's restroom pool, this has since been repaired.*

**Mr. Purkey stated that with the recent down pour we received a concern about the current spillway and contacted Wilson and Company. The company stated to turn on the relief valve to help avoid an overspill and drop the level in the upper lake.*

**Mr. Purkey stated that parks department received the new Polaris Ranger. This vehicle will help with snow removal, maintaining the trails and much more.*

**Mr. Purkey stated that he would like to see the Park Board members attend the upcoming Board of Alderman meeting to hear the preliminary presentation from Wilson and Company. Construction is to begin by late summer.*

**Mr. Purkey stated that staff have been painting the downstairs workout area. The paint will compliment the new flooring that will be installed soon.*

**Mr. Purkey stated that Fit Kids enrollment is continuing to increase. Youth Baseball/Softball/Tball enrollment was very positive this season, practices to start soon. Kids Night Out Program scheduled for Friday, May 14th. Pawpalooza Fundraiser Event scheduled for September 18th at City Park, this event has been partnered with the Harrisonville Animal Shelter, proceeds made will be split 50/50.*

**Mr. Purkey stated that our Group Active class did so well and was recognized, that our facility was highlighted on the MOSSA Facebook/Social Media sites.*

**Mr. Purkey stated that staff are currently seeking a new SilverSneaker Fitness Instructor*

**Mr. Purkey stated that staff are currently seeking umpires for our youth rec. programs. Training is offered through our partnership with South-Metro. Ed Roberts stated that there is an online training program that staff could look into.*

2. Parks and Recreation Logo

Director Grant Purkey stated staff have agreed upon a new logo for the department. Mr. Purkey presented the logo design within the packet.

**Staff recommends approval of the new logo for the Parks and Recreation Department*

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

3. Parks and Recreation Project Prioritization

Director Grant Purkey stated that staff suggest moving the following list of unfunded projects to the funded projects list.

**Staff recommends approval of moving the selected unfunded projects to the list of short-term note funded projects and moving selected short-term funded projects to unfunded.*

**Moving six of the seven suggested items to the funded project however leaving the dog park shade alone at this time. Park Board members suggesting moving the Fountain Park repairs onto the funded list in place of the shade structure for the dog park.*

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

4. Outdoor Pool Improvements Update

Director Grant Purkey stated he will know more information regarding the pool contractor within the next few days and will inform the Park Board members of any updates.

**Mr. Purkey stated that staff are looking to shade structure features to be added to the pool project in the splash pad area.*

**Mayor Bowman stated that the public need to be educated and informed of the age of the pool and that it has lived out its life. The renovations are necessary. Mr. Atkinson agreed along with all board members in attendance.*

**Mr. Purkey stated that Daniel Barnett the City's Public Information Officer will be sending out a press release regarding information of the current state of the outdoor pool along with information regarding the future the pool and renovations.*

5. Fitness Equipment and Flooring Update

Director Grant Purkey stated that the first-floor strength training equipment will go on auction May 1st with possibly the Life Fitness Cardio equipment as well. Staff will be having a meeting to touch base with all auction items to be sold and moved off the floor.

**Mr. Purkey stated that the new flooring has been ordered and will be shipped by June 15th and arrive by the 18th. Projects are running on schedule currently. Second floor renovations will be phase 2.*

VI. Other Business

**Mrs. Franklin along with all members in attendance thanked staff for their continued hard work and appreciates their efforts.*

**Mrs. Frees asked how the new pool management is doing. Mrs. Fuller stated they are exceeding expectations.*

**Mr. Roberts mentioned that past board member, Frank DeMoro has passed away. Mr. Purkey will look into this and see how staff can honor this gentleman and his family.*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ed Roberts
SECONDER:	Kim Troby
AYES:	Brent Caruthers, Ed Roberts, Dave Atkinson, Brett Reece, Kim Troby, Cathy Faris
ABSENT:	Dr. Martin Parks
ADJOURNED:	7:17pm
Next Regular Meeting Scheduled for Tuesday, May 11th, 2021.	

Cathy Faris, Chairman

ATTEST:

Amy Fuller, Recording Secretary



TO: Park Board
FROM: Grant Purkey,
DATE: May 7, 2021
SUBJECT: Director's Report

Type of Item: *Discussion*

1. Discussion Item (ID # 3884)

Director's Report

Attachments:

Directors Report May 21 (DOCX)

thcffund_statement_2021-Q1 (PDF)

**May
2021**

Monthly Report – Harrisonville Parks & Recreation

Membership Statistics:

- **Total Memberships** = 4095 (Primary Account Holders)
- **Total Number of Members** = 2488 (Primary Holders)
- **Total Monthly Visits (HCC)** = 7221 (Member Visits)
- **Most Popular Day (HCC)** = April 12th, 353 visits

February Numbers:

- **Membership Revenue** = \$167,053.47 (up \$77,252.12 from April 2020)
- **Daily Pass Revenue** = \$26,289.80 (up \$11,636.80 from April 2020)
- **Meeting Room Rental Revenue** = \$4090.10 (down \$4621.18 from April 2020)
- **Fitness Class Revenue** = \$823.17 (Down \$1545.79 from April 2020)
- **Before & After School** = \$5325.60 (Down \$13232.80 from April 2020)
- **Miscellaneous Rec. Programming** = \$1366.25 (Down \$5014.92 from April 2020)
- **Community Center revenues are up \$65,838.65 as compared to April 2020.**
- **Community Center expenditures are up \$7389.85 as compared to April 2020.**
- **Harrisonville Parks and Recreation Foundation Balance \$17,801.65**
- **Harrisonville Dog Park Balance \$4790.35**

Administration:

- Staff met with Sand Greens Golf Club members to tour the golf course on April 14th.
- Staff held Youth Baseball/Softball Coaches meeting on April 15th.
- Staff attended Dog Park Committee meeting on April 15th.
- Recreation Coordinator Dani Dalton earned her chauffeur license on April 16th.
- Staff met with Hometown Flooring and Performance Fitness to setup fitness equipment and flooring schedule for delivery and install on April 19th.
- Staff attended CivicRec Facilities Training on April 23rd.
- Staff attended CivicRec Facilities Questions and Answers on April 28th.
- Staff attended CivicRec Activities training on April 30th.
- Director Purkey met with Performance Fitness to review fitness equipment delivery schedule on April 27th.
- Staff started interviewing for the first Facility Maintenance Position on April 26th.
- Staff is working with the Conservation Department trying to trap a beaver at City Lake on April 27th.
- Submitted DNR Non-Playground Scrap Tire Grant Application for new Picnic Tables and Benches for the Aquatic Center on April 28th.
- Outdoor Swimming Pool Improvements RFP was posted on April 30th.
- Staff posted HCC fitness equipment on West Central Auction Website on May 3rd.
- Staff met with a group of citizens to discuss starting a program to reuse youth sports equipment on May 3rd.
- Staff met with Midwest Pool Management to discuss maintenance and lifeguards on May 5th.
- Staff attended CivicRec Activities Q & A session on May 6th.
- Aquatic Center pre-bid meeting was held on May 7th.

Community Center:

- Enter Bills into INcode
- Complete Daily Deposits
- Edit/Display Weekly Manager Schedule
- Create Fitness Class Calendar

**May
2021**

Monthly Report – Harrisonville Parks & Recreation

- 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 and Advanced Swim Classes in RecTrac
- Update Website & Facebook for all Programming & Calendars
- Audit New / Renewed Membership Paperwork
- Audit EFT Account Information
- File completed audited paperwork
- Process March Membership Installment Billings
- Upload March Debits to Bank
- Complete Payment Reversals for Payment Declines
- Complete ACH/EFT onto spreadsheet – mail payment due letters
- Renew March 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 & Park Area Shelters
- Mailed or Emailed Invoices for reservation amounts due
- Process Weekly Rental Set Ups for Maintenance – Place daily/ weekly rentals on bulletin board for all staff (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
- Complete Park Board Minutes

Parks:

- Repaired water line at Lord's Park in restroom
- Set 21 posts in Parks with new posthole digger
- Repaired water leaks at lower concession stand
- Pulled dome off playground at shelter 3 and ordered repair parts
- Repaired monkey bars at upper ballfields
- Daily trash and restroom cleaning in parks
- Worked at Marler-Wirt Allen Park on wall
- Worked on ballfields
- Mowing of all parks
- Staff worked brush drop off
- Picked up downed limbs in parks
- Held interviews for Facility Maintenance position

Attachment: Directors Report May 21 (Director's Report)

Monthly Report – Harrisonville Parks & Recreation

May
2021

Community Center Maintenance:

- Free Weight Equipment area windows tinted on May 6th.
- HCC Duct work cleaning (upstairs) May 10th to May 17th. Upstairs at HCC will be closed for 7 days.
- Repaired bench in sauna at HCC
- Lexington plumbing worked on pool heater
- Waldinger have repaired HVAC units. 5,15, 17, 3, and 6
- Met with Carrier on maintenance contract
- Ordered bottle filler for HCC
- Ordered repair parts for 2 drinking fountains at HCC
- HCC maintenance staff repaired sheetrock and painted senior card room

Recreation:

- Fit Kids currently has 39 children registered for the program.
- Flag Football games started April 17th
- Youth Volleyball games started April 17th
- Youth Baseball/Softball started practice in April and start games in May
- Kids Night Out is scheduled for May 14th and currently has 13 enrolled for the program.
- Pawpalooza Fund Raising Event is scheduled for September 18th.

Fitness:

- Completed 6-week Fitness & Aquatics Schedule (March 29th – May 9th)
- In search of new Silver Sneakers instructor- posted on Tivity website and contacted current instructors
- Silver Sneakers averaged 5 participants
- Group Active averaged 17 participants
- Gentle Yoga averaged 12 participants
- Strength & Body Circuit averaged 3 participants
- Zumba averaged 14 participants
- Martial Arts averaged 2 participants
- HIIT averaged 4 participants
- Basic Water Aerobics averaged 8 participants
- Aquacise averaged 8 participants
- Group Centergy averaged 7 participants
- Spinning averaged 4 participants
- Fitness On Demand FLEX had one participant register

Events:

- Park Foundation Golf Tournament July 23rd.
- Hospital Trail Ribbon Cutting June 8th P&R staff setting up two booths at event.

Harrisonville Dog Park
Fund Statement for period
January 01, 2021 through March 31, 2021

FUND SUMMARY

Fund Activity	Current Period	Year-to-Date
Beginning Fund Balance	\$3,862.85	\$3,862.85
Contributions and Investments		
Contributions	2,000.00	2,000.00
Interest Income	11.71	11.71
Withdrawals		
Administrative Fees	(62.49)	(62.49)
Grants	(1,021.72)	(1,021.72)
ENDING FUND BALANCE	\$4,790.35	\$4,790.35

Your fund is invested in Equities/Fixed Income/Money Market: 100% Money Market

CONTRIBUTIONS RECEIVED FOR THE PERIOD

Date	Donor	Amount
01/11/2021	Swartz, Mr. Don and Mrs. Nancy	1,000.00
01/11/2021	Swartz, Mr. Don and Mrs. Nancy	1,000.00
TOTAL CONTRIBUTIONS		\$2,000.00

GRANTS MADE FOR THE PERIOD

Date	Grantee	Amount
02/02/2021	Fast Signs	228.46
01/19/2021	Fast Signs	793.26
TOTAL GRANTS		\$1,021.72

*The values included in this statement are unaudited and subject to change.
If you have any questions regarding your statement, please contact Bridget Stoppelman at
stoppelman@thcf.org or 816.795.5307. Thank you for your valued partnership.*

Harrisonville Parks and Recreation Foundation
Fund Statement for period
January 01, 2021 through March 31, 2021

FUND SUMMARY

Fund Activity	Current Period	Year-to-Date
Beginning Fund Balance	\$18,112.93	\$18,112.93
Contributions and Investments		
Interest Income	51.21	51.21
Withdrawals		
Administrative Fees	(62.49)	(62.49)
ENDING FUND BALANCE	\$18,101.65	\$18,101.65

Your fund is invested in Equities/Fixed Income/Money Market: 100% Money Market

CONTRIBUTIONS RECEIVED FOR THE PERIOD

No contributions were received this period.

GRANTS MADE FOR THE PERIOD

No grants were made this period.

Attachment: thcffund_statement_2021-Q1 (Director's Report)

*The values included in this statement are unaudited and subject to change.
If you have any questions regarding your statement, please contact Bridget Stoppelman at
stoppelman@thcf.org or 816.795.5307. Thank you for your valued partnership.*



TO: Park Board
FROM: Grant Purkey,
DATE: May 6, 2021
SUBJECT: Fitness Equipment Report

Type of Item: *Discussion*

Circuit Strength and Cardio Equipment Auction May 5th to May 26th

Free Weight Equipment Auction May 26th to June 23rd

Circuit Strength and Cardio areas carpet removal starting June 1st

Flooring scheduled for delivery on June 18th

Flooring installation of the circuit strength and cardio on June 21st

Free Weight Flooring installation June 28th

Fitness Equipment scheduled for delivery week of July 5th

Upstairs flooring installation scheduled for July 15th

2. Discussion Item (ID # 3880)

Fitness Equipment Report



TO: Park Board
FROM: Grant Purkey,
DATE: May 6, 2021
SUBJECT: Outdoor Pool Improvement Update

Type of Item: *Discussion*

Outdoor Swimming Pool Improvement Request for Proposals posted April 30th

Pre-Proposal Conference at Outdoor Pool on May 7th

RFP Deadline May 20th

RFP Evaluation May 21st to May 26th

3. Discussion Item (ID # 3881)

Outdoor Pool Improvement Update



TO: Park Board
FROM: Grant Purkey,
DATE: May 6, 2021
SUBJECT: City Lake & Lake Lune Dam / Spillway Improvements

Type of Item: *Discussion*

Wilson and Company presented the City Park Dam Rehabilitations at the April 19th BOA work session.

Attachment:

City Park Dam Rehabilitations Powerpoint Presentation too large for packet and will be provide at Park Board Meeting.

4. Discussion Item (ID # 3882)

City Lake & Lake Lune Dam / Spillway Improvements