



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
AUGUST 10, 2021
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. Park Board Meeting - July 13th**
- V. Parks and Recreation Department**
 - 1. Director's Report**
 - 2. Community Center Paid in Full Membership Discount**
- VI. Other Business**
- VII. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 7th day of August

Grant Purkey, Parks & Recreation Director



TO: Park Board
FROM: Grant Purkey,
DATE: August 7, 2021
SUBJECT: Park Board Meeting - July 13th

Type of Item: *Approval*

1. Action Item (ID # 3976)

Park Board Meeting - July 13th

Attachments:

July 13, 2021 Park Board Minutes (DOC)



MINUTES
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
IN-PERSON
JULY 13, 2021
6:00 PM

I. Call to Order

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

Attendee Name	Organization	Title	Status	Arrived
Brent Caruthers	Harrisonville		In-person	
Bret Reece	Harrisonville		In-person	
David Atkinson	Harrisonville		In-person	
Cathy Faris	Harrisonville		In-person	
Martin Parks	Harrisonville		In person	
Ed Roberts	Harrisonville		In person	
Kim Troby	Harrisonville		In-person	
Vanessa Hargrave	Harrisonville		In person	
Laura Frees	Harrisonville		In-person	6:38 PM

Others present were: Mayor Judy Bowman, City Administrator Brad Ratliff, Parks & Recreation Director Grant Purkey, Parks Maintenance Supervisor Gabe Dalton, Park Board Liaison Sandy Franklin, and Recording Secretary Randy Jones.

II. Public Participation

None.

III. Ceremonial Matters

None.

IV. Approval of Minutes**1. June 8, 2021 Park Board Work Session Minutes**

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

2. June 15, 2021 Park Board Minutes

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

V. Parks and Recreation Department**1. Code of Ethics for Boards**

City Administrator Brad Ratliff reviewed the Codes of Ethics for Boards and Commissions and went over social media issues and how to best address them. He also reminded the Board that agendas need to be amended at the beginning of a meeting if discussion is to be held on a topic not already posted.

2. Director's Report

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

**Golf Tournament is scheduled for July 23rd. Currently have 18 sponsors but still needing more teams to sign up.*

**Royal Construction has been awarded the contract for the outdoor pool improvements.*

**Received check from West Central Auction in the amount of \$10,014.20 for the used fitness equipment that was sold online.*

**The new fitness equipment is in and in use. There are a few pieces that are on back order and should be delivered in the next week.*

**Parks Department has placed new mulch around playground equipment and also put down millings on some of the walking trails where it was washed out.*

**The Fourth of July Event was a success.*

**Marler Wirt Allen Park – blocks have been ordered to finish flower bed.*

**The new grate was installed at the indoor pool and brings us up to code for the next ten years.*

**Hometown Flooring has installed most of the flooring in Community Center and should finish up this week.*

**In the free weight area upstairs, the Parks Department installed metal paneling on the lower portion of the walls.*

**Community Center is in need of part-time front desk workers.*

**Scott Garrie has been hired as the Assistant Parks & Recreation Director.*

**Financial report presented to Board as well as year-to-date sales tax report.*

Project Updates*Pool HVAC should have installation completed by next week.***Duct work in Community Center has been cleaned and re-painted.***Entryway to Community Center and pool area flooring to be replaced with carpet after all the equipment has been delivered.***Civic Rec is scheduled to start on August 1st.***Water Fountains have been worked on.***Weight room windows have been tinted.***VI. Other Business**

**David Atkinson asked about a timeline on the Marler Wirt Allen Park. Mr. Purkey is meeting someone next week who might be able to refurbish fountain at cost for us. Kyle Chaney said that he would finish project if the board wanted him to, as time allows. Gabe Dalton gave some history on the park renovations and Martin Parks asked who was responsible and in charge of this project. The Parks Department will work on the railroad ties and landscaping. Brent Caruthers thought the Board should allow Mr. Chaney to complete project with deadline of April 2022. Bret Reece asked if they needed any assistance and Mr. Purkey replied yes. Vanessa Hargrave stated she thought we should form a sub-committee to help with the project and volunteered to be on it. City Administrator Brad Ratliff said that Chief Hofer and Kyle Chaney have said the deadline is April 2022. He said that Mayor Bowman and Alderwoman Franklin both sent Mr. Chaney a letter of apology for any hurt caused by social media. Mr. Ratliff reminded the Board that any votes to expend monies on any projects need to be in the minutes.*

**Ed Roberts asked about Amy Fuller retiring and also about any private classes being held at the Community Center.*

**Vanessa Hargrave asked about the possibility of explaining to the public how the renovations at the Community Center and Outdoor Pool are being funded. Mr. Ratliff stated he believed it was put out at the beginning of the project but not since work has been started. He said they might need to put it out again.*

**Mayor Bowman commended staff for getting projects done while being short on staff. She asked Administrator Ratliff to give a brief summary of the outdoor pool closure and renovations. Mr. Ratliff gave explanation of Certificates of Participation and the timeline of the outdoor pool beginning with the closure during COVID-19 and all the issues that were found that needed to be addressed.*

Motion to adjourn:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bret Reece
SECONDER:	Vanessa Hargrave
AYES:	Brent Caruthers, Cathy Faris, Kim Troby, Martin Parks, Laura Frees, Ed Roberts, David Atkinson
ABSENT:	
ADJOURNED:	7:20 pm
Next Regular Meeting Scheduled for Tuesday, July 10, 2021.	

Regular Meeting (IN-PERSON)

Tuesday, July 13, 2021

6:00 PM

Cathy Faris, Chairman

ATTEST:

Randy Jones, Recording Secretary

Attachment: July 13, 2021 Park Board Minutes (Park Board Meeting - July 13th)



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

Type of Item: *Discussion*

1. Action Item (ID # 3977)

Director's Report

Attachments:

Directors Report August 21 (DOCX)

thcffund_statement_2021-Q2 (PDF)

July
2021

Monthly Report – Harrisonville Parks & Recreation

Membership Statistics:

- **Total Memberships** = 2206 (Primary Holders)
- **Total Number of Members** = 4257
- **Total Monthly Visits (HCC)** = 6021 (Member Visits)
- **Most Popular Day (HCC)** = July 19th, 317 visits

July Numbers:

- **Membership Revenue** = \$285,548.31 (up \$98,879.04 from July 2020)
- **Daily Pass Revenue** = \$43,944.80 (up \$15,634.80 from July 2020)
- **Meeting Room Rental Revenue** = \$7789.65 (down \$3340.66 from July 2020)
- **Fitness Class Revenue** = \$985.75 (Down \$2535.53 from July 2020)
- **Summer Camp** = \$57,867.21 (up \$39,112.67 from July 2020)
- **Miscellaneous Rec. Programming** = \$2989.63 (Down \$5007.04 from June 2020)
- **Community Center revenues are up \$675,516.63 as compared to July 2020.**
- **Community Center expenditures are up \$824,463.14 as compared to July 2020.**
- **Harrisonville Parks and Recreation Foundation Balance \$17,791.28**
- **Harrisonville Dog Park Balance \$4741.55**

Administration:

- Parks and Recreation Foundation Golf Tournament had 11 teams participate, 27 sponsors, deposited \$6003 into the Parks and Recreation Fund and had \$2017.50 in expenses. Total tournament earnings of \$3985.50
- Outdoor Pool Renovation Contract was executed with Royal Construction on August 6th.
- Director Purkey attended a Travel, Tourism and Outdoor Recreation Webinar on August 3rd.
- Director Purkey attended a virtual meeting with American Ramp Company to discuss the skate park and will be meeting with ARC at City Park on August 18th.
- Director Purkey attended a virtual meeting with Wilson and Company to discuss possible grant opportunities for skate parks on August 4th.
- Director Purkey met with Gradex at MWA Park to discuss fountain renovation options.
- Staff attended a virtual meeting with a consulting group to discuss options for a master plan for the North Park Ball Fields on August 6th.
- Director Purkey met with Cunningham Recreation to discuss playground options for the community center and possible grants for the project.

Community Center:

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

July
2021

Monthly Report – Harrisonville Parks & Recreation

- Process July Membership Installment Billings
- Upload July Debits to Bank
- Complete Payment Reversals for Payment Declines
- Complete ACH/EFT onto spreadsheet – mail payment due letters
- Renew July 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
- Back ordered fitness equipment was delivered on July 20th
- 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
- Continue to update or revise Household / Client information

Parks:

- Installed landscaping blocks at Marler-Wirt-Allen Park
- General Parks maintenance
- Scott's Miracle Grow donated top soil for the flower beds at Marler-Wirt-Allen Park

Community Center Maintenance:

- Fitness Flooring install was completed with a few small touch ups to finish.
- Entryway, Front Desk and Pool entry carpet is scheduled to be install on August 8th
- Repaired drywall and reinstalled paper towel dispenser in free weight room.
- Basketball backboard that was shipped was the wrong board and replacement will ship when manufactured.

Recreation:

- Youth Volleyball has 48 enrolled with the registration deadline on August 8th.
- Youth Baseball/Softball has 105 enrolled with the registration deadline on August 8th.
- Youth Flag Football has 31 enrolled with the registration deadline on August 8th.
- Kids Night Out had 26 children at the event on June 16th.
- Summer Camp has 65 participants enrolled for the week 11, two more week of summer camp remain.

Fitness:

- Silver Sneakers averaged 18 participants
- Group Active averaged 8 participants
- Strength & Body Circuit averaged 3 participants
- Zumba averaged 13 participants
- Martial Arts averaged 1 participants
- Basic Water Aerobics averaged 16 participants
- Group Centergy averaged 7 participants
- Turbo Kick averaged 5 participants
- P90X averaged 11 participants
- Spinning averaged 4 participants

Events:

Monthly Report – Harrisonville Parks & Recreation

July
2021

- Pawpalooza Fund Raising Event is scheduled for September 18th.
- Movie in the Park is scheduled for August 20th and is sponsored by Show Me Auto Mall.
- Taco and Craft Night scheduled for October 29th.

Staffing:

- Scott Garrie started as the Assistant Director of Parks and Recreation on July 26th.
- Hiring for Part-time Parks Maintenance, Front Desk/Tot Watch Attendants and Fitness Floor attendants.

Fund Statement for period
April 01, 2021 through June 30, 2021
Harrisonville Dog Park

FUND SUMMARY

Fund Activity	Current Period	Year-to-Date
Beginning Fund Balance	\$4,790.35	\$3,862.85
Contributions and Investments		
Interest Income	13.69	25.40
Contributions	0.00	2,000.00
Withdrawals		
Administrative Fees	(62.49)	(124.98)
Grants	(0.00)	(1,021.72)
ENDING FUND BALANCE	\$4,741.55	\$4,741.55

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: thcfund_statement_2021-Q2 (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 Rachael Watkins at
watkins@thcf.org or 816.912.4185. Thank you for your valued partnership.*

Fund Statement for period
April 01, 2021 through June 30, 2021
Harrisonville Parks and Recreation Foundation

FUND SUMMARY

Fund Activity	Current Period	Year-to-Date
Beginning Fund Balance	\$18,101.65	\$18,112.93
Contributions and Investments		
Interest Income	52.12	103.33
Withdrawals		
Administrative Fees	(62.49)	(124.98)
Grants	(300.00)	(300.00)
ENDING FUND BALANCE	\$17,791.28	\$17,791.28

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

Date	Grantee	Amount
04/20/2021	Country Creek Golf Club	300.00
TOTAL GRANTS		\$ 300.00

*The values included in this statement are unaudited and subject to change.
If you have any questions regarding your statement, please contact Rachael Watkins at
watkins@thcf.org or 816.912.4185. Thank you for your valued partnership.*



STAFF REPORT

TO: Park Board
FROM: Grant Purkey,
DATE: August 7, 2021
SUBJECT: Community Center Paid in Full Membership Discount

Type of Item: *Approval*

GENERAL INFORMATION

Applicant:

Requested Actions:

Date of Application:

PROPOSAL

Implement year round paid in full discount for all community center memberships.

PREVIOUS ACTIONS

Paid in full discount of 10% is only available during the month of December.

KEY ISSUES

Potential members are waiting to sign up for memberships until December to take advantage of the 10% discount.

STAFF COMMENTS AND SUGGESTIONS

Currently there is no discount for partisans that would like to pay the annual membership fee.

STAFF RECOMMENDATION

Staff recommends setting a year-round 8% paid in full membership discount to all membership types.

ATTACHMENTS

2020 Community Center Rates
 Proposed Membership Discounts

2. Action Item (ID # 3978)

Community Center Paid in Full Membership Discount

Attachments:

2020 Community Center Rates (DOCX)

Proposed membership discount (PNG)

HARRISONVILLE COMMUNITY CENTER RATES AS OF 01/01/2020

****\$30 ACTIVATION FEE IS DUE UPON REGISTRATION FOR ALL INSTALLMENT MEMBERSHIPS!!!****

HCC MEMBERSHIP OPTIONS

MEMBERSHIP TYPE	ANNUAL FEE	MONTHLY INSTALLMENT
Family:	\$647.00	\$53.92 *
Adult Individual:	\$464.00	\$38.67 *
Plus One (addition to Adult or Family membership only)	\$278.00	\$23.17 *
Youth Membership (available to youth aged 5- 17 only; requires co-signing guardian)	\$278.00	\$23.17 *
Senior Individual: (age 60+)	\$278.00	\$23.17*
Senior Couple: (at least one spouse is age 60+)	\$458.00	\$38.17 *
U.S. Military Family: (veteran or active duty)	\$581.00	\$48.42 *
U.S. Military Adult: (veteran or active duty)	\$343.00	\$28.58 *
Healthways Silver Sneakers® & Renew Active® **	NO FEE!!	NO FEE!!

SHORT-TERM MEMBERSHIPS; PAY IN FULL AT THE TIME OF PURCHASE

90 Day Individual Pass (all ages)	\$125.00
30 Day Individual Pass (all ages)	\$75.00
30 Day Family Pass	\$90.00

NON-MEMBER, SINGLE DAY ADMISSION

Adult	\$9.00
Senior	\$7.00
Youth	\$7.00
HCC 10-Punch Pass Card	\$60.00

TOT WATCH RATES (2 HOUR MAX)

1 Hour/Per Child	\$3.00
10 Hour Punch Card	\$24.00
20 Hour Punch Card	\$48.00

Tot-Watch Care must be paid for prior to services rendered

***Monthly Installment memberships are a continuous membership; They do NOT expire!!! Written notification is required to cancel an installment membership.**

****Silver Sneakers® Individual must be eligible to participate in the Healthways Silver Sneakers® program. Healthways Silver Sneakers® membership card should be presented at the time of registration.**

**** Renew Active® Individuals must be eligible to participate in the Renew Active® program. Renew Active® confirmation code which will be confirmed on our end at the Renew Active® Site and insurance card should be presented at time of registration.**

MEMBERSHIP ELIGIBILITY REQUIREMENTS

Family: A Maximum of two Adults with or without children (Children ages 24 & Under) living within the same household and can provide "Proof of Residency"

- At a Minimum, one Adult is required to be listed as the Primary Guardian of the household.
- Children of an Adult member may be included in the family membership even though they do not reside permanently within the household.

Plus One: A Plus One Membership is designed for an individual (Ages 18 & Older) that is living within the same household as the Primary account holder.

- Plus One must provide "Proof of Residency" same as Primary account holder
- Plus One is not a stand-alone membership and may only be added onto an Adult or Family Membership.
- EFT must come out of one designated account only.

Senior Couple: A married couple where one spouse is at least 60 years of age or older.

- Or two Individuals that are both age of 60 that are living within the same household and are able to provide "Proof of Residency"

Silver Sneakers: Must be eligible to participate in Healthways SilverSneakers program. Healthways SilverSneakers membership card should be presented at time of registration. **Renew Active:** Must be eligible to participate in RenewActive program. Insurance Card and Confirmation Code should be presented at time of registration.

Attachment: 2020 Community Center Rates (Community Center Paid in Full Membership Discount)

Current					Proposed 8%				Proposed 10%				Proposed 15%			
	Annual	Monthly	Total	Monthly		Annual	Savings		Annual	Savings		Annual	Savings		Annual	Savings
Family	\$ 647.00	\$ 53.92	\$ 647.04		\$ 593.00	\$ 54.00		\$ 582.00	\$ 65.00		\$ 550.00	\$ 97.00				
Adult	\$ 464.00	\$ 38.67	\$ 464.04		\$ 425.00	\$ 39.00		\$ 418.00	\$ 46.00		\$ 394.00	\$ 70.00				
Plus 1	\$ 278.00	\$ 23.17	\$ 278.04		\$ 255.00	\$ 23.00		\$ 250.00	\$ 28.00		\$ 236.00	\$ 42.00				
Senior Ind	\$ 278.00	\$ 23.17	\$ 278.04		\$ 255.00	\$ 23.00		\$ 250.00	\$ 28.00		\$ 236.00	\$ 42.00				
Senior Couple	\$ 458.00	\$ 38.17	\$ 458.04		\$ 420.00	\$ 38.00		\$ 412.00	\$ 46.00		\$ 389.00	\$ 69.00				
Youth Indv	\$ 278.00	\$ 23.17	\$ 278.04		\$ 255.00	\$ 23.00		\$ 250.00	\$ 28.00		\$ 236.00	\$ 42.00				
Military Fam	\$ 581.00	\$ 48.42	\$ 581.04		\$ 533.00	\$ 48.00		\$ 523.00	\$ 58.00							
Military Adult	\$ 343.00	\$ 28.58	\$ 342.96		\$ 314.00	\$ 29.00		\$ 309.00	\$ 34.00		\$ 292.00	\$ 51.00				