



**THE CITY OF
HARRISONVILLE**
WHERE TRADITION MEETS INNOVATION

**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
NOVEMBER 8, 2022
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. Park Board Minutes - October 11th, 2022**
- V. Parks and Recreation Department**
 - 1. Donation and Memorial Policy**
 - 2. Outdoor Pool Fees and Age Comparisons**
 - 3. Director's Report**
- VI. Other Business**
- VII. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this day of

Grant Purkey, Parks & Recreation Director



TO: Park Board
FROM: Grant Purkey,
DATE: November 4, 2022
SUBJECT: Park Board Minutes - October 11th, 2022

Type of Item: *Approval*

1. Action Item (ID # 4375)

Park Board Minutes - October 11th, 2022

Attachments:

October 11, 2022 Park Minutes (DOC)



**MINUTES
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
OCTOBER 11, 2022
6:00 PM**

I. Call to Order

The meeting was called to order at 6:00 PM by Chairman Laura Frees.

Attendee Name	Organization	Title	Status	Arrived
Brent Caruthers	Harrisonville		Present	
Bret Reece	Harrisonville		Present	
David Atkinson	Harrisonville		Present	
Cathy Faris	Harrisonville		Absent	
Martin Parks	Harrisonville		Present	
Ed Roberts	Harrisonville		Present	
Kim Troby	Harrisonville		Present	
Vanessa Hargrave	Harrisonville		Present	
Laura Frees	Harrisonville		Present	

Others present were Parks & Recreation Director Grant Purkey, Assistant Parks & Recreation Director Scott Garrie, Recreation & Fitness Manager Nichole Cogbill, Mayor Judy Bowman, Park Board Liaison Sandy Franklin and Recording Secretary Randy Jones. Also in attendance were some members from the local Boy Scout Troop.

II. Public Participation – none

III. Ceremonial Matters - none

IV. Approval of Minutes

1. September 13, 2022 Park Board Minutes

- a. Motion to accept by David Atkinson with a second by Brent Caruthers.
Motion carried.

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

V. Parks and Recreation Department

1. Parks & Recreation 2021 & 2022 CIP Projects

a. Mr. Purkey gave a slide presentation reviewing the ten-year CIP for 2017-2027. He highlighted projects that have been completed and those that are still in progress. Areas reviewed were the Community Center, Outdoor Pool, Marler Wirt Allen Park, City Park and Park Maintenance.

2. Director's Report Presented by Grant Purkey. (Complete report attached to agenda)

- a. Community Center total membership has increased to 4623 members.
- b. Community Center most popular time to visit is at 5:00 a.m.
- c. Mr. Purkey met with members of the Kiwanis Club to discuss their 100-year anniversary project for the park.
- d. Mr. Purkey met with the Dog Park Committee, and they had a discussion on a possible shade structure along with benches a picnic table and a concrete pad.
- e. Four Seasons Electric replaced lights in the parking lot at the Community Center.
- f. Ed Roberts asked about the rodeo arena being moved and the plan would be to create a new arena behind the Community Center.
- g. The TDD vote for the Royal Street improvement project is scheduled for January 3, 2023.
- h. Nichole Cogbill has been hired as the Recreation & Member Service Manager.
- i. A new Recreation Fitness Manager has been hired and will begin soon.
- j. Laura Frees asked about the tree harvest at Lords Park. Mr. Purkey stated he was pleased at how it went and that the parks crew did a great job cleaning up afterwards. He also stated that since Walnut prices have dropped, it was recommended to wait on pursuing the City Park trees at this time. David Atkinson asked about the remaining logs. There was discussion on several ideas on how to remove them from the park. Disc Golf was brought up and Ed Roberts asked where the money from the sale of the trees went, and the answer was into the Misc. Line Item which can be used for any project.

k. Financial information was presented. Assistant Parks & Recreation Director Scott Garrie gave explanation of report and stated that he is working on cleaning up several line items and data so that it will be reflective of actual expense and will be easier and more efficient when gathering data. Brent Caruthers asked if the hiring of lifeguards would be returning to in-house and Mr. Purkey stated that is correct. Mr. Garrie stated that staffing control will help in controlling expenses derived from the outdoor pool as well as the indoor pool. There was discussion on possible changes to the current rate structure as well as other profitable events to look at.

VI. Other Business

- a. Bret Reece apologized for not attending last month's meeting.
- b. Ed Roberts inquired about the hot tub – it should be back running this week. He also expressed his support of raising the age limit to 16 at the outdoor pool and supported offering the logs from the park to those who might need it for winter fuel.
- c. Dr. Parks asked if the walking trail behind Thunderbird and the Career Center could be sprayed for weed control. He also requested job descriptions for all staff.
- d. Mayor Bowman stated that on Monday night, the Board of Aldermen would be recognizing those lifeguards who were involved in the incident at the outdoor pool this summer.

Motion to adjourn:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ed Roberts
SECONDER:	Vanessa Hargrave
AYES:	Kim Troby, Laura Frees, Martin Parks, Ed Roberts, Brent Caruthers, David Atkinson, Vanessa Hargrave.
ABSENT:	Cathy Faris (David Atkinson left @ 7:10 pm.)
ADJOURNED:	7:24 pm
Next Regular Meeting Scheduled for Tuesday, November 8, 2022.	

Laura Frees, Chairman

ATTEST:

Randy Jones, Recording Secretary



TO: Park Board
FROM: Grant Purkey,
DATE: November 4, 2022
SUBJECT: Donation and Memorial Policy

Type of Item: *Discussion*

- 1. Discussion Item (ID # 4378)**
Donation and Memorial Policy

Attachments:

Harrisonville Parks and Recreation Donation and Memorial Policy (DOCX)



Donation and Memorial Policy

1.0 Purpose

- 1.1 Process for determining the appropriateness, acceptance, and placement of donations, memorials, plaques, pavers, and tributes in Harrisonville Parks.
- 1.2 To establish policy, criteria, and procedure for acceptance of donation, memorials, plaques, pavers and tributes in Parks.
- 1.3 The policy is needed to encourage and facilitate public and private donations while minimizing detrimental impacts to park and recreation sites such as visual impacts to users, unfunded maintenance needs of a donation, and inappropriate installations at a public site.
- 1.4 To maximize partnership with the Harrisonville Parks and Recreation Foundation by providing clear roles and responsibilities.

2.0 Definitions

- 2.1 “Donor” refers to the individual, family, business, or organization seeking to make a donation to park facilities.
- 2.2 “Parks Foundation” refers to the Harrisonville Parks and Recreation Foundation
- 2.3 “Park facilities” refer to the property managed by the Harrisonville Parks and Recreation Department (HPRD).

3.0 Policy

- 3.1 The HPRD Director is the approving authority for placement of donations, memorials, plaques, and tributes in park facilities.
- 3.2 It shall be HPRD policy not to approve the placement of donations, memorials, plaques, and tributes in Park facilities which may negatively impact the park visitor experience, park use and enjoyment of parks facilities.
- 3.3 All donations, memorials, plaques, or tributes requests shall be submitted to the Parks Foundation and processed as per *Section 4. Procedures*, listed below.
- 3.4 HPRD shall use the following criteria to determine what donations, memorials, plaques, or tributes are to be recommended for approval.
 - 3.4.1 Donations, memorials, plaques, pavers or tributes should benefit the general public as first priority with the benefit to the donor or honoree as a secondary goal so as not to turn park areas into a cemetery-like atmosphere.
 - 3.4.2 All costs associated with installation of donations, memorials, plaques, or tributes shall be borne by the Donor unless otherwise directed by the Parks Director.
 - 3.4.3 The following are examples of HPRD recommended acceptable donations, memorials, plaques, or tributes for parks. Granite plaques may be included with these donations.

- a. New or replacement park furniture such as benches, picnic tables, playground equipment, etc.
- b. Replacement or new facilities such as plazas, picnic shelters, playground equipment, ball fields and courts.

3.4.4 HPRD shall review requests based on park development standards material durability, maintenance requirements, visual impacts, and safety and accessibility requirements.

3.5 HPRD will maintain donations, memorial gifts, and recognition plaques at a level consistent with current park operations and maintenance, within the expected life cycle of the installed feature(s).

3.6 HPRD will not bear responsibility for repair or replacement of vandalized, lost, or stolen donations, memorials, plaques, or tributes, beyond the typical park maintenance standards.

3.7 All donations, memorials, and plaques that have been accepted become the property of the governing jurisdiction(s) and are subject to the laws, policies and procedures that govern park property.

4.0 Procedure

4.1 An Application form will be available to donors via the HRPD website as well as at their places of business. The Donor shall complete the form and submit to the Parks Foundation, as noted on the form.

4.2 The Parks Director reserves the right to make the final decision on the approval or denial of a potential donation, reserving the right to decline proposals that are not in the best interest of the park system or the Public.

4.3 HPRD (Parks and Facilities Maintenance Manager) will coordinate the purchase of the donated item (either through in-stock material or ordering from the vendor) and will have the invoice sent to the Parks Foundation for payment, as necessary.

5.0 Standards

5.1 Style and materials used in construction are to be complementary with the park site or recreation facility, durable, and maintainable and shall utilize Park standard items as a first priority. (Refer to 5.6 below for specific styles/models)

5.2 Specific park sites may be dedicated for certain types of donations or memorials, such as a tree grove or a commemorative plaza.

5.3 The following are basic standards for typical memorial donations.

5.3.1 Benches: Additional design considerations for a specific site will include a minimum size, usage, traffic, security, view obstructions, and location.

5.3.2 Plaques and markers

a. Size and Text:

1. For items such as benches, tables, etc. the standard 4" X 9" granite plaque with text limited to the spacing identified on the application form. All text is subject to approval. All costs to be covered by the donor.
2. For major park improvement gifts, donor may elect to provide a dedicatory plaque not exceeding one square foot and with name, date, and appropriate text.

- b. Placement: Within a concrete/paved surface flush with ground, not creating a visual nuisance or tripping hazard.
- c. Materials: weather and vandal resistant, durable, preference for granite stone.

5.3.3 Pavers

- a. Size and Text:
 - 1. Pavers will be 8"X8" and of an inscribable concrete composition. All text is subject to approval by the HPRD. Any text requests beyond that allowed on the form is subject to approval. All cost to be covered by the donor.
- b. Placement: Within a predefined area for pavers, already designated and constructed.

5.4 Other potential donations such as play equipment, plazas, bike racks, ball fields, flower beds, and fountains require additional design and construction approval.

Determination of pricing: The goal is to provide features that will enhance the park facility with minimal financial impact to the park or its on-going maintenance obligations. All pricing for donations shall take into account the following costs: 1) vendor price for the material; 2) price for granite plaques (inscribed from the suppliers); 3) material costs for paved pad under the feature (concrete if preferred option); 4) all installation cost; and, 5) administrative fees.

5.5 Pricing for donations – Prices will be set at the time of approval for this policy. Policies will be reviewed annually to ensure that pricing is aligned with current vendor pricing and construction pricing. Below is the price that will be listed for donations:

5.5.1 New Park Features:

- 5.5.1.1 Bench \$1200
- 5.5.1.2 Picnic Table \$2500
- 5.5.1.3 Pavers(8"X8") \$150
- 5.5.1.4 Others – other features, such as plazas, shelters, etc. will be reviewed on a case by case basis.



TO: Park Board
FROM: Grant Purkey,
DATE: November 4, 2022
SUBJECT: Outdoor Pool Fees and Age Comparisons

Type of Item: *Discussion*

2. Discussion Item (ID # 4377)

Outdoor Pool Fees and Age Comparisons

Attachments:

Outdoor Pool Fee Comparison (PDF)

Harrisonville Parks and Recreation
2022 Fee Comparison

Fee Category	Harrisonville	Belton	Lee's Summit	Butler	Pleasant Hill	Average	Proposed Change
OUTDOOR POOL							
Season Pass Individual	\$100	\$96R/\$145NR/\$115MNR	\$85R/\$100NR	\$100	\$95	\$95.20	
Season Pass Family	\$175	\$160R/\$216NR/\$178MNR	N/A	\$330	\$195	\$215	
Season Pass Senior	\$80	\$73R/\$115NR/\$91MNR	N/A	\$60	N/A	\$71	
Season Pass Youth	\$80	\$73R/\$115NR/\$91MNR	N/A	\$60	N/A	\$71	
Day Pass	\$7	\$6R/\$8NR	\$9R/\$12NR	\$6	\$6/\$3SR	\$6.80	
Group Pass	\$4	\$5	N/A	N/A	\$4	\$4.33	
Family Swim Pass	\$4	N/A	\$6R/\$9NR	N/A	N/A	\$5	
10 punch Pass	\$60	N/A	N/A	N/A	\$50/\$25.50SR	\$55	

R = Resident
NR = Non Resident
MNR = Member Non Res
SR = Senior

	Harrisonville	Belton	Lee's Summit	Butler	Pleasant Hill	Average	Proposed Change
OUTDOOR POOL							
Age Requirement	9	9	11	N/A	11	10	

Looking to move to at least
14 years of age



TO: Park Board
FROM: Grant Purkey,
DATE: November 4, 2022
SUBJECT: Director's Report

Type of Item: *Discussion*

3. Discussion Item (ID # 4376)

Director's Report

Attachments:

Directors Report November 22 (DOCX)

Monthly Report – Harrisonville Parks & Recreation**Oct 2022 - HCC****Membership Statistics**

- **Total Memberships** = 2369 (Primary Holders)
- **Total Number of Members** = 4525 Members
- **Total Monthly Visits (HCC)** = 7863

Most Popular Day (HCC) = Oct 26, 389 visits

Most Popular Time (HCC) = 5am, 837 visits

October Numbers:

- **Harrisonville Parks and Recreation Foundation Balance \$72,456.19**
- **Harrisonville Dog Park Balance \$6161.11**

Administration:

- Director Purkey met with Historical Society to discuss Civil War reenactment on October 12th.
- Director Purkey met with Chad Kelly to discuss disc golf course design for Lords Park on October 17th.
- Staff attended tour of Snowball Hill Prairie on October 28th.
- Staff met with Harrisonville Soccer Club to discuss Royal Street Extension on November 2nd.
- Staff conduct interview for the Aquatic Manager position on October 27th.

Community Center:

- Waldinger repaired locker room HVAC on October 21st.
- RRS Pest Control treated on October 6th and November 3rd.
- Commercial Aquatics Services repaired sensors on hot tub chemtrol unit on October 31st.
- Fit Services repaired fitness equipment on October 20th 31st.

Parks:

- Annual winterization of the outdoor pool, concession stands, hydrants, drinking fountains and dog park.
- Replaced and repaired rotten and unsafe boards on Lords Park sledding hill stairs.
- Organized Park Maintenance shop and offices.
- Training sessions on backwashing the indoor pool and winterizing the outdoor pool.
- Painted picnic tables.
- Replaced missing and broken boards at shelter #7.
- Setup and remove stage and bleachers for Log Cabin and Sheriffs Rodeo.
- Worked with Street Department installing signs at City Park.
- Worked with Street Department filling cracks in the road through City Park.
- Removed and regraded tree stump area at bottom of sledding hill at Lords Park.
- Stream Clean up was held October 14th.

Recreation:

- Youth Basketball Registration ended November 4th with 179 participants.

Fitness:

- Silver Sneakers averaged 23 participants

Monthly Report – Harrisonville Parks & Recreation

- Get Fit Boot Camp averaged 3 participants
- Zumba averaged 13 participants
- Martial Arts averaging 4 participants
- Basic Water Aerobics averaged 17 participants
- Group Centergy averaged 6 participants (class is moving time to T/Th @ 4:30pm)
- Turbo Kick averaged 2 participants
- P90X averaged 5 participants
- Spinning averaged 4 participants
- Total Toning – averaged 9 participants
- Aquacise – averaged 7 participants
- Water Aerobics – 8 participants
- Flex Fitness – 6 participants
- ***Fitness Class Punch Cards*** Every six weeks a new card is released that will promote a different prize. Participants receive a punch for each class they attend. Once they've attended 10 classes within the current six-week session they turn in their pass to be entered into the drawing. The current sessions prize is a 30-day membership.

Events:

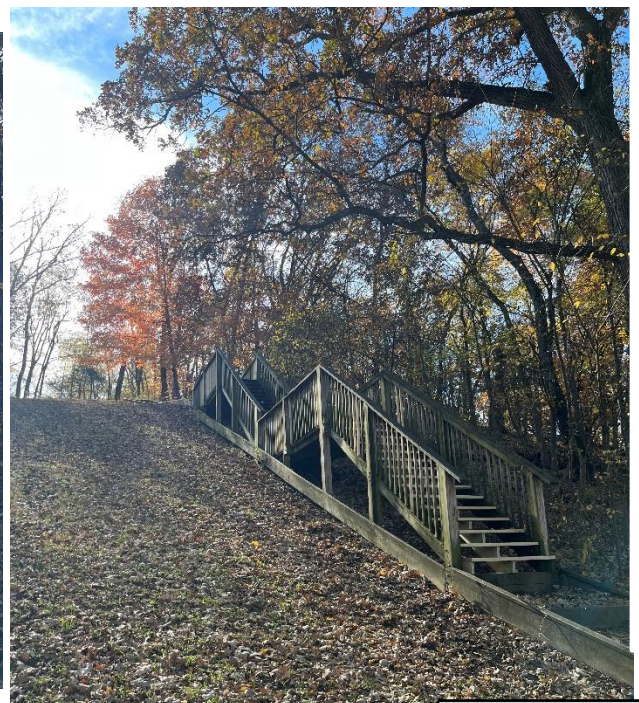
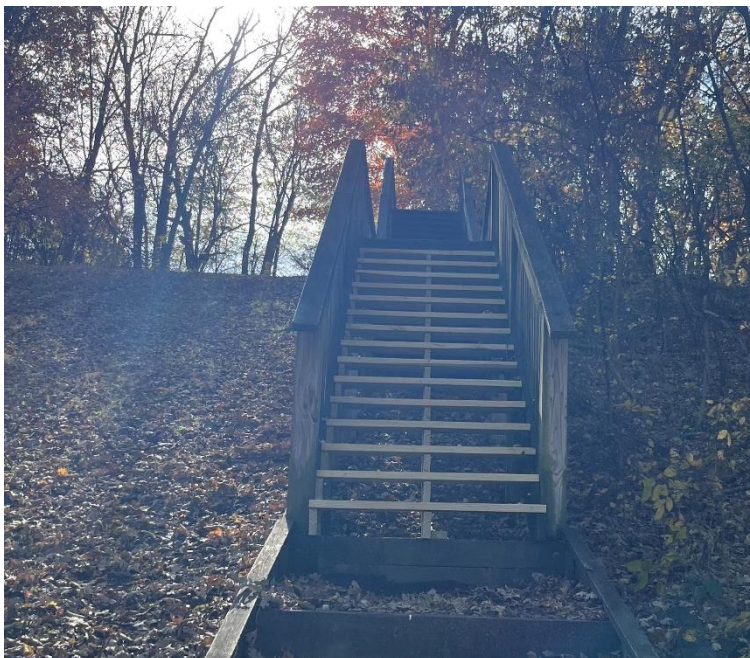
- Community Center Membership Drive starting in December.
- Staff participated in the Trunk or Treat event on the Square on October 30th.

Programs:

- Home School PE – 5 Participants.
- Irish Dance – averages 4 participants
- Before School – 32 participants
- After School – 39 participants

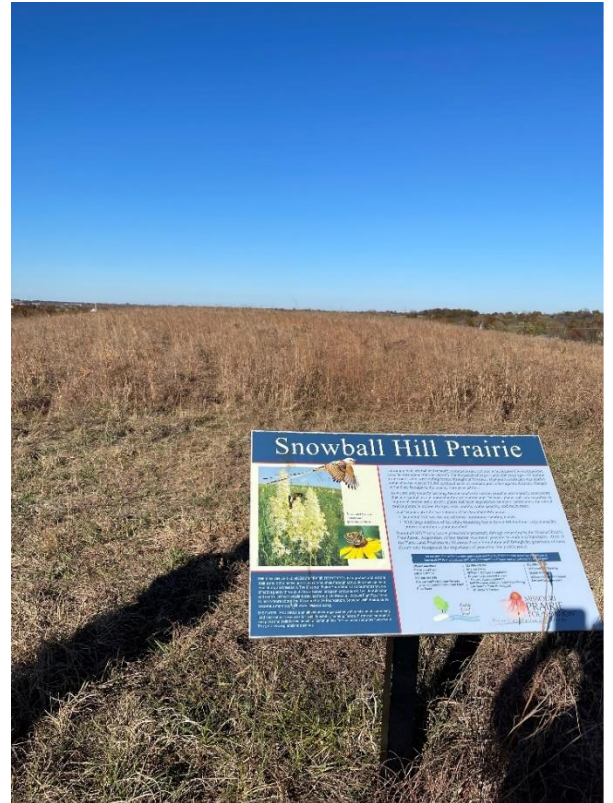
Staffing:

- Hiring for Part-time Recreation Attendants, Front Desk/Tot Watch Attendants.
- Hiring for Full-time Aquatics Manager.



Monthly Report – Harrisonville Parks & Recreation

November
2022



Attachment: Directors Report November 22 (Director's Report)