



THE CITY OF
HARRISONVILLE
WHERE TRADITION MEETS INNOVATION

AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
DECEMBER 13, 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 - November 8th, 2022**
- V. Parks and Recreation Department**
 - 1. Donation and Memorial Policy**
 - 2. 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: December 8, 2022
SUBJECT: Park Board Minutes - November 8th, 2022

Type of Item: *Approval*

1. Action Item (ID # 4400)

Park Board Minutes - November 8th, 2022

Attachments:

November 8, 2022 Park Board Minutes (DOC)



**MINUTES
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
NOVEMBER 8, 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	6:07 PM
Bret Reece	Harrisonville		Absent	
David Atkinson	Harrisonville		Present	
Cathy Faris	Harrisonville		Present	6:02 PM
Martin Parks	Harrisonville		Present	
Ed Roberts	Harrisonville		Present	
Kim Troby	Harrisonville		Present	
Vanessa Hargrave	Harrisonville		Absent	
Laura Frees	Harrisonville		Present	

Others present were Parks & Recreation Director Grant Purkey, Assistant Parks & Recreation Director Scott Garrie, Mayor Judy Bowman via Zoom, and Recording Secretary Randy Jones.

II. Public Participation – none

III. Ceremonial Matters - none

IV. Approval of Minutes

1. October 11, 2022, Park Board Minutes

- a. Motion to accept by Ed Roberts with a second by Martin Parks. Motion carried.

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

V. Parks and Recreation Department

1. Donation & Memorial Policy

Director Purkey presented a donation and memorial policy for the board to review. He gave explanation for the need of such policy. The board discussed it and recommended to change the wording to show approval by the Park Board and then by the Park Foundation as well as adding Truman Heartland Foundation to the verbiage. It was also recommended to add the word “approximate” to the pricing in section 5.5 as well as adding pricing for trees. Director Purkey will make recommended changes and bring back to the December meeting for board approval.

2. Outdoor Pool Fees and Age Comparisons

Director Purkey presented a comparison of area pools with their age requirements and pool user fees. There was general discussion on how to best gather information from guests for safety, emergency, and tracking purposes. Everyone agreed that this is a good idea and need to present more detailed plans on how to implement changes in pricing, age requirements and guest information. Director Purkey will bring back to board for more discussion.

3. Director’s Report Presented by Grant Purkey. (Complete report attached to agenda)

- a. The most popular time for attendance at the Community Center is at 5:00 a.m.
- b. Director Purkey met Chad Kelly to discuss disc golf course design for Lords Park.
- c. Staff met with the Harrisonville Soccer Club to discuss the Royal Street extension. The TDD will vote by January 3, 2023. Director Purkey stated that the North Park Activity Center and Arena replacement will be part of the TDD project.
- d. Blue Valley Parks & Recreation toured the Community Center on November 8th.
- e. The Parks Department has replaced unsafe boards on Lords Park sledding hill stairs as well as filled cracks in the road throughout the City Park.
- f. Director Purkey will work with the City Clerk to see the best way to offer out the firewood from Lords Park and make sure that the City’s liability insurance approves.
- g. The Community Center membership drive will begin next month.

VI. Other Business

- a. Brent Caruthers asked about the Aquatics Center Revenue and Expenditure handout. He also asked about a possible need for a maintenance reserve fund for the Community Center. Director Purkey responded that he has been in conversation with Ben Hart, CPA, regarding this and they are looking at establishing a reserve fund. Brent expressed his thanks for the tree that was taken down at Lords Park.
- b. Laura Frees said thank you for the flow chart of Department Heads/Personnel.
- c. Ed Roberts asked for an updated board member listing for handbook.
- d. Motion to adjourn:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Parks
SECONDER:	David Atkinson
AYES:	Kim Troby, Laura Frees, Martin Parks, Ed Roberts, Brent Caruthers, David Atkinson, Cathy Faris
ABSENT:	Vanessa Hargrave and Bret Reece
ADJOURNED:	7:01 pm
Next Regular Meeting Scheduled for Tuesday, December 13, 2022.	

Laura Frees, Chairman

ATTEST:

Randy Jones, Recording Secretary

Attachment: November 8, 2022 Park Board Minutes (Park Board Minutes - November 8th, 2022)



TO: Park Board
FROM: Grant Purkey,
DATE: December 8, 2022
SUBJECT: Donation and Memorial Policy

Type of Item: *Approval*

1. **Action Item (ID # 4401)**
Donation and Memorial Policy

Attachments:

Harrisonville Parks and Recreation Donation and Memorial Policy (DOCX)
Memorial-Heritage-Tree-and-Bench-Program-Harrisonville(PDF)



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 Truman Heartland Community Foundation - 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 and Recreation Department and reviewed by the Parks and Recreation Board 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 and Recreation Department and reviewed by the Parks and Recreation Board 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.

5.3.4 Trees

- a. Trees can be selected from the following list of Missouri Native trees and popular landscape trees adaptable to the Missouri soil and climate.
 1. Maples, Dogwoods, Crabapples, Hornbeams, Red Buds, Ginko, Honey Locusts, Oaks, Cypress, Lindens, Elms, Birch, Zelkovas, Pine, Cedars, Spruce, Kentucky Coffeetree.
- b. Trees will be 2' to 3' in diameter depending on the upon the availability from a local nursery.

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 Trees \$200 to \$500 (cost depends on the availability of the local nursery)

5.5.1.5 Others – other features, such as plazas, shelters, etc. will be reviewed on a case by case basis.

DRAFT

BENCH PROGRAM

COST & MATERIALS

Memorial Bench.....\$1,500

The installation price includes labor, materials, maintenance and a 2" x 10" zinc plaque. Benches are made of environmentally-friendly recycled plastic lumber. Benches will be installed on a concrete pad at select locations.

INSTALLATION

Exact placement requires staff approval. Benches will be installed at approved sites within four months after payment and approval of plaque design and text.



*AVAILABLE BENCH LOCATIONS

Approved park bench plans and an updated list of locations can be found on the Harrisonville Parks and Recreation website or by calling 816.380.8980. Harrisonville Parks and Recreation reserves the right to limit other locations as needed.

BENCH ORDER FORM

(please print)

Contact name: _____

E-mail address: _____

Daytime phone: _____

Mailing address: _____

City Park or Trail Preferred*:

First choice: _____

Second choice: _____

**Details online at*

ci.harrisonville.mo.us/25/Parks-Recreation

Check enclosed for: \$ _____

Plaque text to read: (40 letters/characters per line)

1. _____

2. _____

3. _____

4. _____

5. _____

Make checks payable to: Truman
Heartland Community Foundation
Mail check & bench order form to:

Harrisonville Parks and
Recreation Memorial Program
PO Box 367
Harrisonville, MO 64701

Phone: 836.380.8980
recreation@harrisonville.com

MEMORIAL TREE & BENCH PROGRAM

5.1.b



HARRISONVILLE
Parks & Recreation

MEMORIAL TREE & BENCH PROGRAM

The Memorial Tree and Bench Program allows groups and individuals to donate trees and/or benches to commemorate special events or as memorials to loved ones. Trees and benches purchased through the program are planted and placed in city parks, trails, and playgrounds. Exact placement is at the discretion of the Parks and Recreation Department.



Red Maple

Printed 12/22

TREE PROGRAM

Through the Memorial Program, the public can donate a tree or adopt an existing tree, to commemorate a life event or to be planted as a memorial to a loved one. Large shade trees such as oak, bald cypress and sycamore trees are available as well as ornamental species such as redbud, red maple or yellowwood trees.

COST & MATERIALS

Tree, zinc plaque & ongoing maintenance.....\$400

Ongoing maintenance includes mulching, pruning, etc. Trees are living things and longevity cannot be guaranteed. Trees that succumb during the first year will be replaced at no additional expense.

PLANTING AND INSTALLATION

Trees ordered from March 16 to Sept. 15 will be planted in the late fall. Trees ordered from Sept. 16 to March 15 will be planted in the spring. Zinc plaques will be installed 6-8 weeks following planting.

TREE SPECIES AND PARK SELECTION

Species selection may be dependent on the chosen location. **Prior to submitting** the form and payment, please contact the Parks and Recreation Director at 816.380.8985 for confirmation regarding tree species and location.

Types of Trees

Swamp White Oak	Sugar Maple
Bald Cypress	Redbud
Bur Oak	Yellowwood
Sycamore/London Planetree	Tulip Poplar
Red Maple	Pitch/Loblolly Pine

TREE ORDER FORM

(please print)

Contact name: _____

E-mail address: _____

Daytime phone: _____

Mailing address: _____

Preferred Tree Species:

First choice: _____

Alternate: _____

City Park or Trail Preferred:

First choice: _____

Second choice: _____

Check enclosed for: \$ _____

Plaque to read: (Max 8 lines, 20 letters/spaces per line)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Make checks payable to: Truman Heartland Community Foundation
Mail check & tree order form to:

Harrisonville Parks &
Recreation Memorial Program
PO Box 367
Harrisonville, MO 64701

Phone 816.380.8980
recreation@harrisonville.com



TO: Park Board
FROM: Grant Purkey,
DATE: December 9, 2022
SUBJECT: Director's Report

Type of Item: *Discussion*

2. Discussion Item (ID # 4402)

Director's Report

Attachments:

Directors Report December 22 (DOCX)

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

- **Total Memberships** = 2365 (Primary Holders)
- **Total Number of Members** = 4515 Members
- **Total Monthly Visits (HCC)** = 8533

Most Popular Day of Month (HCC) = Nov 16, 389 visits

Most Popular Day of Week (HCC) = 1,820 visits

Most Popular Time (HCC) = 9am, 825 visits

October Numbers:

- **Harrisonville Parks and Recreation Foundation Balance \$77,411.02**
- **Harrisonville Dog Park Balance \$6141.56**

Administration:

- Director Purkey gave Blue Valley Parks and Recreation a tour of the Community Center on November 8th.
- Staff conducted interviews for the Aquatic Manager position on November 21st
- Staff conducted interviews for the Community Center Custodian position on November 14th, 16th, 18th 29th and December 5th.

Community Center:

- Constructing sauna room and installed sauna
- Four Seasons Electric installed electricity to sauna
- Waldinger repaired a motor to a HVAC unit
- RRS Pest control conducted monthly treatment
- American Fire Sprinklers conducted annual inspection
- Fit Service KC connected upstairs cardio equipment to the internet

Parks:

- Picked up 18-disc golf baskets from Dynamic Disc in Emporia, KS
- Installed Holiday lights at MWA Park.
- Repaired damage on Omega Trail from animal tunnels
- Conducted routine winter maintenance to small power equipment
- Removed fallen limbs from parks after high winds
- Conducted lawnmower safety education section with staff

Recreation:

- Youth Basketball Registration ended up with 187 participants with games starting on December 3rd.

Fitness:

- Silver Sneakers averaged 23 participants
- Get Fit Boot Camp averaged 3 participants
- Zumba averaged 14 participants
- Martial Arts 13 participants
- Basic Water Aerobics averaged 17 participants
- Turbo Kick averaged 2 participants
- P90X averaged 5 participants

**December
2022****Monthly Report – Harrisonville Parks & Recreation**

- Spinning averaged 4 participants
- Total Toning – averaged 9 participants
- Aquacise – averaged 7 participants
- Water Aerobics – 8 participants
- Flex Fitness – 6 participants

Events:

- Community Center Membership Drive started December 1st.
- Staff participated in the Mayor's Christmas Tree Lighting on December 3rd.

Programs:

- Home School PE – 6 Participants.
- Irish Dance – 9 participants
- Before School – 20 participants
- After School – 21 participants
- Day Camp (11/21 to 11/23) – 7 participants

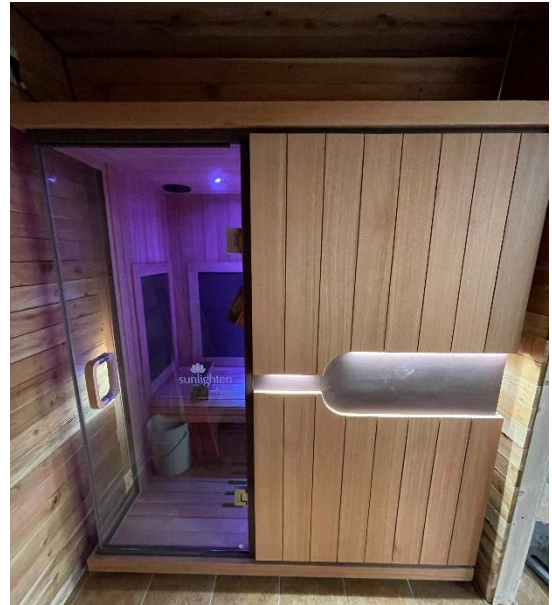
Staffing:

- Hiring for Part-time Recreation Attendants, Front Desk/Tot Watch Attendants and Lifeguards
- Hired Jeff Tanner to fill the open Community Center Custodian position.

**Attachment: Directors Report December 22 (Director's Report)**

Monthly Report – Harrisonville Parks & Recreation

December
2022



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