

**CITY OF WILLARD
PARK BOARD
March 27, 2014
7:00 P.M.**

Notice posted on March 25, 2014.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., March 27, 2014 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

Call the meeting to order.

1. Roll Call
2. Agenda Amendments/Approval of the Agenda
3. Approval of the Minutes from the meeting on February 20, 2014
4. Citizen's Input (5 minute limit)
5. Financial Statements
6. Directors Report
7. Basketball Finance Report
8. Spring Break Camp Finance Report
9. Soccer Field Lights Discussion
10. Old Business
11. New Business
12. Adjourn Meeting

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dale Duvall
224 West Jackson
P O Box 187
Willard, MO 65781

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

Dale Duvall, City Clerk

**CITY OF WILLARD
PARK BOARD
February 20, 2014
7:00 p.m.**

Park Board Meeting February 20, 2014

Board present: President Blaine Kennard, Vice-President Valorie Simpson, Secretary Becky Miller, Tricia Taylor and Laurie Pendergrass.

Staff present: Director of Community Services, J.C. Loveland; City Administrator, W. Everett Mitchell and Mayor Forshee.

Citizens in attendance: Mrs. Forshee

President Blaine Kennard called the meeting to order at 7:00 p.m.

Roll Call

Blaine Kennard-aye, Valorie Simpson- aye, Becky Miller-----, Tricia Taylor- aye and Laurie Pendergrass- aye.

Approval of the Agenda

Motion made by Valorie Simpson and seconded by Tricia Taylor to approve the agenda. Blaine Kennard-aye, Valorie Simpson- aye, Becky Miller-----, Tricia Taylor- aye and Laurie Pendergrass- aye. All votes aye. Motion passed.

Approval of the Minutes

Motion made by Tricia Taylor and seconded by Blaine Kennard to approve the minutes from the January 30, 2014 meeting. Blaine Kennard-aye, Valorie Simpson- aye, Becky Miller-----, Tricia Taylor- aye and Laurie Pendergrass- aye. All votes aye. Motion passed.

Citizens Input- None

Becky Miller arrived at 7:05 p.m.

Financial Report

February Unpaid Invoice Report- Motion made by Valorie Simpson and seconded by Laurie Pendergrass to approve the February unpaid invoices. Blaine Kennard-aye, Valorie Simpson- aye, Becky Miller- aye, Tricia Taylor- aye and Laurie Pendergrass- aye. All votes aye. Motion passed.

Directors Report

The Director of Community Services updated the board on current programs and special events. Zumba and Yoga classes are going well and punch cards are very popular for people attending these classes. Youth basketball has an increase of more than 10 kids participating in this session compared to the last session.

A 5k fun run and a Miss Firecracker pageant have been added to the 2014 Freedom Fest agenda. The parade for Freedom Fest will be at 6:00 p.m. instead of 5:00 p.m. this year. The Sweetheart dance on February 7th had 289 children in attendance and made \$1620.65 in profits for the Parks department. Anne Fraley is now LGI certified and will be able to train the new lifeguards this summer.

Discussion on Committees

Current board members assigned to committees:

Finance and Programs- Valerie Simpson, Becky Miller and Laurie Pendergrass

Buildings, Grounds and Equipment- Blaine Kennard and Tricia Taylor

Blaine also requested that Director of Community Services, J.C. Loveland sit on both committees as well.

The first Finance and Programs committee meeting is scheduled for April 25, 2014 at 1:00 p.m. at the Recreation Center. The first Buildings, Grounds and Equipment committee meeting is scheduled for March 27, 2014 at 6:00 p.m. at City Hall.

Park Board Work Date

Blaine asked J.C. to look into maintenance items that need to be done this spring that the park board could do on a work day. No date was scheduled.

Old Business

J.C. Loveland informed the park board that the Board of Alderman approved applying for the DNR Recreational Trails grant. The Director of Development and the Finance Officer have been helping with the grant process.

New Business

The Director of Community Services informed the board of an upcoming fundraiser for the Missouri Parks Association. Staff and park board members would have the opportunity to work the concession stands at a Springfield Cardinals game and a percentage of the money raised during the hours worked will be donated to the Missouri Parks Recreation Association.

J.C. was approached by the Willard school district about a used bus for sale. This bus would cost the Parks department \$2,500. The oldest bus owned by the Parks department would be sold to help pay for the new bus. **Motion** made by Valorie Simpson and seconded by Laurie Pendergrass to recommend to the Board of Alderman that the Parks department purchase a replacement bus from the Willard school district for \$2,500 and sale the Parks oldest bus for at least \$1,000 or more. Blaine Kennard-aye, Valorie Simpson-aye, Becky Miller-aye, Tricia Taylor-aye and Laurie Pendergrass-aye. All votes aye. Motion passed.

Adjourn Meeting

Motion made by Tricia Taylor and seconded by Becky Miller to adjourn the meeting. Blaine Kennard-aye, Valorie Simpson-aye, Becky Miller-aye, Tricia Taylor-aye and Laurie Pendergrass-aye. All votes aye. Motion passed.

Meeting adjourned at 7:56 p.m.

Submitted by Becky Miller, Park Board Secretary

Dale Duvall, City Clerk

Blaine Kennard, Park Board President

Revenues		January '14	January '13	Difference
Adult Programs	18,500.00	1,370.65	1,307.00	63.65
Advertising Income	30,000.00	2,640.00	1,500.00	1,140.00
Capital Asset Sales	0.00	0.00	0.00	0.00
Concession Income	45,000.00	1,571.65	380.75	1,190.90
Fourth of July	7,500.00	0.00	0.00	0.00
Grant Receipts	0.00	0.00	0.00	0.00
Interest Income	1,000.00	27.40	39.01	-11.61
Misc Income	1,000.00	0.00	50.00	-50.00
Mobile Phone Tower	12,500.00	1,045.29	1,024.79	20.50
Park Fees	2,500.00	0.00	0.00	0.00
Real Estate Taxes	56,000.00	34,318.30	38,776.65	-4,458.35
Facility Income	45,000.00	4,210.83	2,530.25	1,680.58
Sales Tax	490,000.00	51,099.60	40,236.88	10,862.72
Sales Tax Capital Imp	120,000.00	0.00	14,942.48	-14,942.48
Special Event Income	15,000.00	680.00	100.00	580.00
Swim Pool Income	100,000.00	0.00	0.00	0.00
Youth Programs	160,000.00	9,454.30	2,295.85	7,158.45
Total	1,104,000.00	106,418.02	103,183.66	3,234.36

Supplies/Services Expenses		January '14	January '13	Difference
Advertising	1,000.00	0.00	40.00	-40.00
Building Maint	1,000.00	0.00	236.50	-236.50
Capital Assest Expenses	10,000.00	0.00	0.00	0.00
Chemicals	8,000.00	0.00	0.00	0.00
Concessions	25,000.00	1,206.14	616.27	589.87
Contract Labor	7,000.00	0.00	0.00	0.00
Dues & Subscriptions	100.00	0.00	0.00	0.00
Equipment-Sports	200.00	0.00	0.00	0.00
Fourth of July	10,000.00	0.00	0.00	0.00
Fiscal Agent Fees	4,000.00	750.00	750.00	0.00
Group Insurance	30,000.00	2,175.85	631.21	1,544.64
Insurance	34,500.00	0.00	0.00	0.00
Interest Expense	244,000.00	302.54	456.31	-153.77
Landscaping	1,000.00	0.00	90.00	-90.00
Lease Payment	145,000.00	0.00	0.00	0.00
Legal	1,000.00	154.00	0.00	154.00
Professional	8,000.00	199.50	1,101.45	-901.95
Miscellaneous Expense	300.00	0.00	0.00	0.00
Office Supplies	6,000.00	454.68	418.50	36.18
Payroll Taxes	27,800.00	1,553.46	1,382.97	170.49
Repairs & Maintenance	10,000.00	0.00	383.55	-383.55
Retirement	8,900.00	548.00	395.73	152.27
Salaries - Full Time	222,500.00	15,154.86	9,993.15	5,161.71
Salaries - Seasonal	140,000.00	5,151.70	8,051.63	-2,899.93
Salaries - Overtime	1,000.00	0.00	33.00	-33.00
Supplies - General	6,000.00	623.92	656.66	-32.74
Supplies - Sports	18,000.00	0.00	873.14	-873.14
Supplies - Aquatic	8,000.00	0.00	0.00	0.00
Supplies-Special Activity	20,000.00	326.40	346.00	-19.60
Supplies - Grounds	500.00	0.00	0.00	0.00
Telephone	7,000.00	627.12	1,330.79	-703.67
Travel & Training	2,000.00	0.00	0.00	0.00
Turf Maintenance	500.00	0.00	0.00	0.00
Utilities - Electric	40,000.00	2,605.26	2,468.25	137.01
Utilities - Gas	6,000.00	0.00	27.30	-27.30
Utilities - Other	2,500.00	634.66	165.00	469.66
Vehicle Expense - Gas	3,000.00	74.84	150.00	-75.16
Vehicle Expense - Other	1,000.00	0.00	80.22	-80.22
Principal (Mid-Missouri)	154,000.00	0.00	0.00	0.00
Total	1,214,800.00	32,542.93	30,677.63	1,865.30

Willard Parks and Recreation

Director's Report

March 27, 2014

Programs

- **Zumba Class** – Community Building on Mondays and Wednesdays @ 6:30pm-7:30pm. Saturdays beginning April 12th @ 9:30am
- **Yoga** – Murray Room on Mondays and Wednesdays @ 6:00-7:00pm.
- **X-treme Fitness**-Community Building on Mondays, Tuesdays, and Thursdays @ 5:30-6:30pm.
- **Children's Dance Classes** - Murray Room on Tuesdays and Thursdays @ 4:00 – 7:30pm.
- **Willard Playgroup** - Recreation Center on Wednesdays @ 9:30 – 11:00am.
- **Tumbling Toddlers** - Recreation Center on Wednesdays @ 830-930am begins Jan 15th.
- **Youth Yoga**- Recreation Center on Mondays @ 845a-930a begins Jan. 13th.
- **Youth Cheerleading**- Recreation Center on Fridays @ 4p-4:45p begins Jan 17th.
- **Kid's Night Out**- Recreation Center on Friday Feb. 14th 5:00pm-9:00pm.
- **Senior's Fitness Class** - Murray Room on Monday, Wednesday, Fridays @ 10-11am.
- **Summer Adv. Camp** – Planning in progress for 2014. Registration Packets available online
- **Kid-Venture Days** – March 10th-14th Spring Break was last Kid-Venture day till fall '14
- **Homeschool P.E.** – Recreation Center on Wednesdays @ 1:00 – 3:00pm.
- **Couch to 5k**- 8wk training sponsored by Ultimate Health and Rehab. Begins April 26th.

Special Events

- **Splash N Bash** – Planning in Progress
 - Date is set for May 26th.
- **Freedom Fest** – Planning in Progress
 - Date is set for Saturday, June 28, 2014
- **Frisco Runaway Triathlon / Splash n Dash Jr. Triathlon** – Planning in Progress
 - Date: August 30th
- **The Doggie Dive** – Planning in Progress
 - Date: September 6th
- **Halloween Events** – Planning in Progress
 - Date for 2014 Haunted House is October 24th and 25th
 - Date for 2014 Safe Halloween is October 25th
- **Christmas on the Frisco** – Planning in Progress
 - Date: November 21st 2014
 - Willard Area Chamber of Commerce and the Parks Department is a partner.
- **Turkey Trot** – Planning in Progress
 - Date for 2014 is November 27th
- **Santa's Workshop** – Planning in Progress
 - Date for 2014 is December 13th
- **Sweet Heart Dance** – Planning in Progress
 - Date for 2015 - TBA
- **The Great Egg Hunt and Activities** – Planning in Progress
 - Date for event is April 12th
 - Hiland Dairy is donating milk for breakfast
 - Willard area churches sponsoring event (candy, games, bounce houses and volunteers)

Willard Parks and Recreation

Director's Report

March 27, 2014

- **Rummage Sale – Planning in Progress**
 - Date is Set for April 5th
 - Indoor Yard Sale, if people want to sell their items they have until March 31st to register
- **Spring Clean Up – Partnering with Tim Roberts**
 - Date is set for April 26th
- **Father Daughter Ball – Planning in Progress**
 - Date for event is May 3rd
 - This will be for Pre-K through 6th Grade.

Aquatics

- **Budget and Expense – Planning for 2014 season**
 - Staff is currently looking for ways to streamline all staffing, expenses, and revenue.
 - We have started ordering equipment and supplies for the pool season.
- **Programs - Planning for 2014 season**
 - Website has been updated for the 2014 season
 - We are now taking reservations for all activities

Sports Section

- **Youth Soccer – Games Began March 22**
 - We have 263 children registered for Spring Soccer
 - We have rotated the layout of our fields to help with turf wear and damage
 - We have purchased new nets for our goals to improve the experience and professionalism of our leagues
 - These nets will be removed at the conclusion of the season to minimize weather wear and sun damage
 - We needed to purchase new goalie jerseys this season
 - We were able to save approximately \$ 10 Per Jersey and get our jerseys customized by shopping local as opposed to an internet purchase of generic jerseys
 - To continue to increase the professionalism of our leagues, striped officials jerseys were purchased. These will remain property of the Parks department, and will be checked out and in each week by the seasonal staff.
 - We were forced to be creative with the schedule due to a Saturday school plan that changed, an Easter Holiday, and our Great Easter Egg Hunt.
- **Youth Volleyball –**
 - Registration for spring leagues is complete; we had 80 girls register to play in the recreational league.
 - Update: We were able to add one player from the wait list and are now at 81 registrations
 - We were able to keep equipment costs low this session, but will need to continue to increase our inventory of volleyballs for future seasons.
 - Registration for the competitive league began March 17.
- **Youth Baseball/Softball – Planning in Progress**
 - Planning in progress for Summer leagues
- **Youth Basketball – The season ended March 8th.**
 - We had registration totaling 163 kids.
 - Update: Final numbers show 155 participants
 - The basketball revenue report is attached.

Willard Parks and Recreation

Director's Report

March 27, 2014

- **Adult Volleyball –**
 - The second session concluded on March 24th.
 - Registration is currently underway for a third session of Adult Volleyball.
 - We are still considering a 1 day, 3 game guaranteed tournament on a Saturday.
- **Adult Basketball–**
 - We have received a lot of interest in an adult basketball league.
 - We will plan to begin registering for adult basketball at the conclusion of our youth volleyball programs
- **Special Camps**
 - We are in the development stage of a series of Mini-Camps for basketball
 - These camps will be 5-6 week programs that focus on various levels of development for individual skills

Advertising

- **Special Events**
 - Staff is currently looking at new and positive ways to include local businesses in special events. Not only with advertising, but also products.
- **Summer Park Board Brochure**
 - We have now begun looking for sponsors. To help with the cost of creating a summer brochure

Facilities

- **February Rentals –** Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 3)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals –15)
 - Ongoing – Xtreme Fitness, Dance, Sports Practice, Senior Exercise, Tumbling Toddlers, Play Group, Youth Yoga
 - Pavilion (Private Rentals –0)
- **March Rentals –** Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 4)
 - Ongoing – Zumba, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 21)
 - Ongoing – Xtreme Fitness, Yoga, Senior Exercise, Play Group, Volleyball Practice, Tumbling Toddlers, Dance
 - Pavilion (Private Rentals –1)
- **Maintenance**
 - Working with Lucille trimming trees at all facilities
 - De-winterizing has started: Soccer Complex/Pool/Baseball Facilities are underway

Other Information

- **Website**
 - www.willardparks.com
- **Facebook**
 - <https://www.facebook.com/WillardParksAndRec>

Basketball Staff	Hours	Expense Cost/Hour	Total Cost	Revenue Income	
Week 1					
Supervisor	0	0	0.00		
Ref	8	15	120.00		
Ref	8	15	120.00		
Ref	10	15	150.00		
Ref	9	15	135.00		
Scorekeeper	6.5	7.5	48.75		
Scorekeeper	7	7.5	52.50		
Gate	6.5	7.5	48.75	816.25	
Concessions	3.75	7.5	28.13	199.20	
Concessions					
Total	58.75	90	703.13	1,015.45	312.33
Week 2					
Supervisor	0	0	0.00		
Ref	11	15	165.00		
Ref	9	15	135.00		
Ref	11	15	165.00		
Ref	11	15	165.00		
Scorekeeper	8	7.5	60.00		
Scorekeeper	8	7.5	60.00		
Gate	7	7.5	52.50	302.90	
Concessions	7	7.5	52.50	306.95	
Concessions	7	7.5	52.50		
Total	79	97.5	907.50	609.85	-297.65
Week 3					
Supervisor	0	0	0.00		
Ref	10	15	150.00		
Ref	10	15	150.00		
Ref	7	15	105.00		
Ref	7	15	105.00		
Scorekeeper	8	7.5	60.00		
Scorekeeper	6.5	7.5	48.75		
Gate	4.33	7.5	32.48	400.00	
Concessions	7	7.5	52.50	312.50	
Concessions	7.12	7.5	53.40		
Total	66.95	97.5	757.13	712.50	-44.63

Week 4

Supervisor	9.91	10	99.10		
Ref	10	15	150.00		
Ref	10	15	150.00		
Ref	8	15	120.00		
Ref	8	15	120.00		
Scorekeeper	8.18	7.5	61.35		
Scorekeeper	6.68	7.5	50.10		
Gate	7.37	7.5	55.28	211.00	
Concessions	8.27	7.5	62.03	276.35	
Concessions					
Total	76.41	100	867.85	487.35	-380.50

Week 5

Supervisor	8.5	10	85.00		
Ref	8	15	120.00		
Ref	9	15	135.00		
Ref	9	15	135.00		
Ref	8	15	120.00		
Scorekeeper	7.5	7.5	56.25		
Scorekeeper	7.5	7.5	56.25		
Gate	7	7.5	52.50	253.00	
Concessions	7.5	7.5	56.25	315.00	
Concessions					
Total	72	100	816.25	568.00	-248.25

353.11	485	4,051.85	3,393.15	-658.70	-1,317.40
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Registrations	155	\$40	\$6,200.00
Late Fee	12	\$5.00	\$60.00
Gate/Concession			\$3,393.15
Staffing			-\$4,051.85
Basketballs/Equipment			-\$152.00
T-shirts			-\$1,085.00

Total Basketball Revenue = **\$ 4,364.30**

Spring Break Camp 2014

Item	Income	Expense	Net
Payroll		\$ 1,799.11	\$ (1,799.11)
Tuition	\$ 3,692.50		\$ 3,692.50
Field Trips		\$ 217.00	\$ (217.00)
Subtotals	\$ 3,692.50	\$ 2,016.11	\$ 1,676.39
Program Totals			\$ 1,676.39

Soccer Field Lights

This is a proposed estimate for lighting at the soccer complex. Empire electric would install and maintenance all lights and equipment.

1000 Watt White light = \$252.70 a month

1000 Watt Off White = 187.71 a month

- Both estimates are 5 flood lights and 1 street light
- These lights would run from dusk till dawn