

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

PARK BOARD

Regular Meeting

September 26, 2013

7:00 PM-Willard City Hall

224 W. Jackson Street

PARK BOARD MEMBERS

Blaine Kennard, President

Valorie Simpson, Vice-President

Tricia Taylor

Becky Miller, Secretary

Laurie Pendergrass

**CITY OF WILLARD
PARK BOARD
September 26, 2013
7:00 P.M.**

Notice posted on September 23, 2013.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., September 26, 2013 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. Elections for President, Vice President and Secretary of the Park Board
4. Citizen's Input (5 minute limit)
5. Financial Statements
6. Directors Report
7. Discussion/Vote for the amendments to the Park Board By-Laws
8. Doggie Dive Report – Anne Fraley
9. Triathlon Report – Anne Fraley
10. Pool Report – Anne Fraley
11. Ice Machine – Community Building Discussion/Vote
12. Old Business
13. New Business
14. 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

9/23/13

In looking at the minutes from the August meeting and the Park Board by-laws, a quorum was not present.

The by-laws state that a quorum will be 4 people.

I spoke with the attorney and he suggested changing the wording regarding the quorum to read: "A $\frac{3}{4}$ majority of the current appointed board will constitute a quorum.

As it stands now, there was not a quorum present at the last meeting and so there are no minutes to approve.

Also, the elections will need to be done at the September meeting, assuming that at least 4 members are present.

Please call me with any questions.

Dale

Passed by Park Board 1/2011

Bylaws for the

Willard, Missouri Park and Recreation Advisory Board

Article I. NAME OF THE BOARD

This Board shall be called the Willard, Missouri Park and Recreation Advisory Board, to serve as the Park Board for the City.

Article II. PURPOSE OF THE BOARD

The purpose of the Willard, Missouri Park and Recreation Advisory Board is to provide recreation opportunities and facilities for all residents of Willard. They shall be vested with the power, duties, and obligations necessary to accomplish this purpose. They shall be charged with advisory ability to the City of Willard Board of Aldermen for the recreation programs and park facilities under their direction.

Article III. MEMBERSHIP

Section 1 The membership of the Board shall be seven members appointed by the Mayor with the approval of the Board of Aldermen. Board members shall hold office for three years or until their successor is appointed.

Section 2 Five (5) members to be chosen from the citizens of the City at large with reference to their fitness for such position, up to two (2) members may be chosen from outside the city limits but within five (5) miles and not in any other city.

Section 3 No member of the Park and Recreation Advisory Board shall be a member of the municipal government. Board members shall serve without salary or compensation, but shall be entitled to documented expenses for mileage, per diem and expenses.

Section 4 Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Board of Aldermen, and shall be filled in like manner as original appointments, for the unexpired term of said member.

Article IV. OFFICERS

Section 1 The officers of this Board shall be a President, Vice President and a Secretary. The officers shall be elected at the organization meeting in June to serve for one year or until a successor shall be elected.

Willard Parks and Recreation
Director's Report
September 26, 2013

Programs

- **Zumba Class** – *Community Building on Tues. and Thurs. @ 7 – 8pm & Sat. 10 – 11am.*
- **Yoga** – *Murray Room on Mondays, Wednesdays, and Fridays @ 630-730pm.*
- **X-treme Fitness**- *Murray Room on Mondays and Wednesdays @ 530-630pm.*
- **Children's Dance Classes** - *Murray Room on Tuesdays and Thursdays @ 4:00 – 7:30pm.*
- **Willard Playgroup** - *Recreation Center on Wednesdays @ 9:30 – 11:00am.*
- **Golden Grooves** - *Community Building on Tuesdays and Thursdays @ 430-530pm.*
- **Tumbling Toddlers** - *Recreation Center on Wednesdays @ 830-930am.*
- **Senior's Fitness Class** - *Murray Room on Monday, Wednesday, Fridays @ 10-11am.*
- **Summer Adventure Camp** – *Planning in progress for 2014*
- **Kid-Venture Days** – *We will be hosting Kid-Venture Days for schools out days.*
 - Pre-registration is required, and is ongoing.
- **Tumbling Toddlers** – *Recreation Center on Wednesdays @ 8:45 – 9:30am.*
- **Homeschool P.E.** – *Recreation Center on Tuesdays @ 1:00 – 3:00pm.*
- **Mad Science** – *Recreation Center on Tuesdays*
 - 4-6 yrs (10 – 10:45am) / K-2 grades (6 – 7pm) / 3-6 grades (7:30 – 8:30pm)

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**
 - Revenue: \$1389.76
 - 59 adult participants and 19 youth participants
 - Sponsors: Kuat Racks, Cox Fitness Centers, Murfins
- **The Doggie Dive** –
 - Sponsors: Debbie's Pet Clips, Willard Veterinary Hospital LLC
 - Revenue- \$61.90
 - 35 dog participants
- **Halloween Events** – *Planning in Progress*
 - Costume Party Dance will be held on October 18th from 7-10.
 - Haunted House will be open October 25th and 26th.
 - Safe Halloween will be held on Saturday, October 26th.
 - Want to partner with Community Businesses and Churches for 'Trunk or Treat' and do games and prizes inside in gyms.
- **Christmas on the Frisco** – *Planning in Progress*
 - This event is set for November 23rd.
 - The event is sponsored by the Willard Area Chamber of Commerce and the Parks Department is a partner.

Willard Parks and Recreation Director's Report

September 26, 2013

- **Turkey Trot – Planning in Progress** (*Met August 21st with Care to Learn to discuss event*)
 - Date for the event is November 28th
 - This will be the second year for the event.
- **Santa's Workshop – Planning in Progress**
 - Date is set for December 14th
 - Will have pictures with Santa, Games, and Craft for the kids to do at the workshop
- **Sweet Heart Dance – Planning in Progress**
 - Date is set for Friday, February 7th from 7-10pm.
- **The Great Egg Hunt and Activities – Planning in Progress**
 - Date for event is April 12th
- **Rummage Sale – Planning in Progress**
 - Date is Set for April 5th
- **Spring Clean Up – Partnering with Jim 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

- **Programs**
 - Pool shut down September 2.
 - Planning birthday party packages and other special promotions for the pool for next season.
- **Winterizing**
 - Met with Blue Water and showed us how to winterize pool.
 - Pool was drained on September 7th.
 - Started cleaning pool for winter
 - Taking furniture and signs off deck, and taking down awnings.

Sports Section

- **Youth Soccer**
 - Youth soccer games began Sept 14th. We have 22 teams with 194 players in four divisions.
- **Youth Volleyball**
 - We have 70 players registered for Recreational volleyball, with a total of 9 teams in two divisions.
- **Youth Basketball**
 - Registration Underway
- **Adult Volleyball / Adult Basketball**
 - There were not enough registrations to start a league.

Sponsorships

Willard Parks and Recreation

Director's Report

September 26, 2013

- **GYM Signs**
 - As of August 21st we have 20 paid signs.
 - Staff have come up with a new way to sell add space in the gyms as well as cover some of the holes in the insulation.
- **Pool Days of Fame**
 - We are still looking at ways to promote and sell. (Summer 2014)

Facilities

- **August Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 13)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 5)
 - Ongoing – Pre-Season, Dance, Volleyball Practice, Mad Science, Senior Exercise, Tumbling Toddlers, Play Group
 - Pavilion (Private Rentals – 7)
 - Pool (Private Rentals – 15)
- **September Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 1)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 2)
 - Ongoing – Pre-Season, Senior Exercise, Mad Science, Play Group, Volleyball Practice, Tumbling Toddlers, Dance
 - Pavilion (Private Rentals – 6)
- **Maintenance**
 - Maintenance staff is putting together a yearly calendar of maintenance needs.
 - Staff is working together to form an ongoing list of jobs and maintenance needs to be completed.
 - Staff continues to work on grounds.
 - We have began rotating soccer field layout year to year to mitigate field distress
 - We have installed professionally designed signs at each of our concessions point of sale to improve image

Other Information

- **Internal Organization**
 - All fulltime staff is working on internal procedures and paperwork to enhance productivity.
- **Website**
 - Please go check it out: www.willardparks.com
- **Facebook**
 - Please go check out: <https://www.facebook.com/WillardParksAndRec>

Youth and Adult Triathlon 2013

Expense	Expenses	Revenue	Donations Value
Shirts	\$ 643.50		
Rec Staff	\$ 330.75		
medals- Donated by Cox	\$ -		\$ 195.00
Food- Donated by Murfins	\$ -		\$ 50.00
Registration Giveaways- Donation Zotts	\$ -		\$ 90.00
Supplies (markers, clipboards etc)	\$ 17.99		
Ridge Runner	\$1,000.00		
Banner	\$128.00		
Registration Revenue		\$ 3,510.00	
TOTAL SPENT	\$ 2,120.24		
Gross PROFIT		\$ 3,510.00	
Total Profit	\$ 1,389.76		

Registration Revenue -Cox participant	6	\$45.00	\$270.00
Registration Revenue -Youth participant	19	\$25.00	\$475.00
Registration Revenue - Participant	52	\$50.00	\$2,600.00
Registration Revenue- Late Fee	33	\$5.00	\$165.00
Registration Winner	1	\$0.00	\$0.00
Total Registration Revenue			\$3,510.00

59 Adult Participants

19 Youth Participants

Doggie Dive 2013

Expense	Expenses	Revenue	Donations Value
Lifeguard Staff	\$ 44.10		
Banner	\$ 64.00		
Debbies Pet Clips			\$ 25.00
Willard Vet Clinic Cash Donation		\$ 30.00	\$ 30.00
Registration Revenue		\$ 140.00	
TOTAL SPENT	\$ 108.10		
Gross PROFIT		\$ 170.00	
Total Profit	\$ 61.90		

Community Building - Ice Machine Hoshizaki

Model: KM-250MAE

Serial: E00579M

Best Refrigeration

Rick Mulheron -- 866-2246 - Owner

Buying

\$2,250.00 -- New Unit

\$400.00 -- Installation

\$2,650.00 -- Total

Leasing

\$105.00 -- Monthly

- Includes all maintenance and parts

1 year contract we pay \$200.00 installation

3 year contract we pay \$0.00 installation

- After the contract period the lease would be month to month

Arctic Good Equipment

Kay Jackson -- 888-0100

Buying

\$2,300.00 -- New Unit

\$250.00 -- Installation

\$2,550.00 -- Total

Leasing

No option

Allied Refrigeration

Daniel -- 800-959-3960

Buying

\$2,300.00 -- New Unit

\$300.00 -- Installation

\$2,600.00 -- Total

Leasing

No option