

MEETING AGENDA AND PACKET

**PARK BOARD
Regular Meeting**

**May 27th, 2021
7:00 PM-Willard City Hall
224 W. Jackson Street**

PARK BOARD MEMBERS

Blaine Kennard, President
Valorie Simpson, Vice-President
Craig Baird-Secretary
Fred Burk
Troy Winingear
Stephanie Polites

Jason Knight, Park Director



AGENDA ITEM #1

Roll Call

AGENDA ITEM 2

Agenda Amendments / Approval of the Agenda

**CITY OF WILLARD
PARK BOARD
May 27th, 2021
7:00 P.M.**

Notice posted on May 25, 2021.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., May 27th, 2021 at the 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 4/29/2021
4. Citizen's Input (5-minute limit)
5. Financial Statements
6. Director's Report
7. New Business
8. Unfinished Business
9. Adjourn Meeting

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

Jason Knight
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.

Jason Knight, Park Director

AGENDA ITEM #3

Approval of Minutes

**City of Willard, Missouri
Park Board Meeting
April 29, 2021**

The Willard Park Board met on Thursday, April 29, 2021 at the Willard City Hall in Willard, MO.

Board Members Present:

President Blaine Kennard, Vice President Valorie Simpson, Secretary Craig Baird, Troy Winingear.

Board Members Absent: Fred Burk, Stephanie Polites.

Staff Present: Park Director Jason Knight.

Visitors Present: none.

President Kennard called the meeting to order at 7:02 p.m.

1. Roll Call:

Blaine Kennard - present, Valorie Simpson - present, Troy Winingear - present, Craig Baird - present.
A quorum was established.

2. Approval of the Agenda:

Motion: Blaine moved to amend the agenda to add item 3: a moment of silence for Laurie Pendergrass, who recently passed away. Craig seconded. The motion passed with 4 votes in favor and 0 votes against.

Motion: Valorie moved to approve the agenda as amended. Craig seconded. The motion passed with 4 votes in favor and 0 votes against.

3. Moment of Silence for Laurie Pendergrass:

A moment of silence was held in memory of Laurie and her many years of service to the Park Board.

4. Approval of the Minutes from the Meeting on March 25, 2021:

Motion: Valorie moved to approve the minutes as written. Blaine seconded. The motion passed with 4 votes in favor and 0 votes against.

5. Citizen's Input:

None.

6. Financial Statements:

The Board reviewed the financial statements in the packet.

Motion: Blaine moved to approve the financial statements. Valorie seconded. The motion passed with 4 votes in favor and 0 votes against.

7. Director's Report:

Jason reviewed his report with the Board.

8. New Business:

a. Memorial for Laurie Pendergrass:

The Board discussed several possibilities for a memorial for Laurie. The consensus of the Board was that a memorial bench would be the best idea. The bench would have a dedication to Laurie, including her years of service to the Park Board. Jason will follow up with further information.

b. Stickers:

Jason handed out Willard Parks stickers to the Board members and indicated that they will be free to volunteers and for sale to the public for \$1.

c. Volunteer's Appreciation Day:

Jason discussed the possibility of hosting a Willard Parks Volunteer's Appreciation Day, possibly to be held sometime at the end of May.

9. Unfinished Business:

a. Litter Pick-up:

Troy discussed his continued litter pick-up at the recycle center and along South Quarry Road. Additional perimeter fencing at the recycle center is planned to help mitigate this issue.

b. Recycle Center Enhancements:

Jason discussed the upcoming two-week trial period for longer hours at the recycle center (8:00 a.m to 5:00 p.m., Wednesday through Saturday, starting on May 5, 2021). A decision will then be made as to operating hours going forward. He also discussed that plastic and metal will now be mixed in a single large container. Paper and cardboard will remain as is in separate containers. Also, an information kiosk is planned to be installed next week.

10. Adjourn Meeting:

Motion: Valorie moved to adjourn the meeting. Craig seconded. The motion passed with 4 votes in favor and 0 votes against. The meeting adjourned at 9:00 p.m.

Submitted by Craig Baird, Secretary.

Blaine Kennard, President

Craig Baird, Secretary

Jennifer Rowe, City Clerk

AGENDA ITEM #6

Citizens Input

AGENDA ITEM #8

Financial Statements: See Attached



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 30 - PARKS FUND							
Revenue							
30-800-40000	ADVERTISING REVENUE (PARKS)	25,000.00	25,000.00	0.00	3,885.00	-21,115.00	84.46 %
30-800-40400	CONCESSION INCOME	30,000.00	30,000.00	0.00	175.25	-29,824.75	99.42 %
30-800-40600	FACILITY INCOME	45,000.00	45,000.00	1,652.25	20,245.72	-24,754.28	55.01 %
30-800-40800	MISCELLANEOUS INCOME-PKS	1,500.00	1,500.00	200.00	1,565.00	65.00	104.33 %
30-800-40850	CONVENIENCE FEE-PKS	0.00	0.00	0.00	988.26	988.26	0.00 %
30-800-40900	PARK FEES-PKS	15,000.00	15,000.00	0.00	1,750.00	-13,250.00	88.33 %
30-800-40950	SWIM POOL INCOME	75,000.00	75,000.00	0.00	10,630.00	-64,370.00	85.83 %
30-800-41300	FRANCHISE MOBILE PHONE TOWE	13,635.34	13,635.34	1,200.71	6,003.55	-7,631.79	55.97 %
30-800-43000	INTEREST INCOME-PKS	1,206.00	1,206.00	0.00	30.97	-1,175.03	97.43 %
30-800-45300	TAX REAL ESTATE-PKS	60,601.50	60,601.50	539.24	62,588.05	1,986.55	103.28 %
30-800-45400	TAX SALES & USE REVENUES-PKS	250,000.00	250,000.00	21,836.81	112,320.07	-137,679.93	55.07 %
30-800-45500	TAX SALES CAP IMP-PKS	250,000.00	250,000.00	17,854.84	99,233.92	-150,766.08	60.31 %
30-800-46000	TRANSFER FROM GCG	220,000.00	220,000.00	0.00	0.00	-220,000.00	100.00 %
30-800-46500	TRANSFER IN PARKS	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
30-800-47000	ADULT PROGRAMS-PKS	9,000.00	9,000.00	0.00	115.00	-8,885.00	98.72 %
30-800-47100	YOUTH PROGRAMS-PKS	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
30-800-47200	YOUTH CAMP-PKS	90,000.00	90,000.00	0.00	4,499.40	-85,500.60	95.00 %
30-800-47300	YOUTH SPORTS-PKS	45,000.00	45,000.00	0.00	14,611.95	-30,388.05	67.53 %
30-800-48000	FREEDOM FEST INCOME	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
30-800-48100	SPECIAL EVENT INCOME	10,000.00	10,000.00	0.00	1,368.50	-8,631.50	86.32 %
30-800-48200	SHIRT INCOME	600.00	600.00	0.00	0.00	-600.00	100.00 %
	Revenue Total:	1,152,542.84	1,152,542.84	43,283.85	340,010.64	-812,532.20	70.50 %
Expense							
30-800-50000	CHEMICALS-PKS	10,000.00	10,000.00	5,010.00	5,010.00	4,990.00	49.90 %
30-800-50110	SUPPLIES - GROUNDS	400.00	400.00	0.00	49.44	350.56	87.64 %
30-800-50130	SUPPLIES GENERAL-PKS	1,500.00	1,500.00	40.00	223.47	1,276.53	85.10 %
30-800-50140	SUPPLIES-AQUATIC	7,000.00	7,000.00	1,723.60	3,545.55	3,454.45	49.35 %
30-800-50150	SUPPLIES-SPORTS SHIRTS (PARKS)	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
30-800-50170	SUPPLIES SPECIAL ACTIVITY-PKS	5,500.00	5,500.00	-24.89	1,564.47	3,935.53	71.56 %
30-800-50175	SUPPLIES YOUTH PROGRAM-PKS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
30-800-50177	SUPPLIES-YOUTH CAMP	9,000.00	9,000.00	41.75	155.42	8,844.58	98.27 %
30-800-50180	SUPPLIES SPORTS-PKS	9,000.00	9,000.00	11.50	1,477.24	7,522.76	83.59 %
30-800-50190	TREE CITY USA-PKS	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
30-800-50200	CONCESSIONS-PKS	14,000.00	14,000.00	1,704.63	2,095.05	11,904.95	85.04 %
30-800-50210	TURF MAINTENANCE-PKS	4,500.00	4,500.00	279.71	439.79	4,060.21	90.23 %
30-800-50450	FREEDOM FEST EXPENSE	15,000.00	15,000.00	0.00	9,500.00	5,500.00	36.67 %
30-800-50500	BUILDING MAINTENANCE-PKS	7,500.00	7,500.00	0.00	3,830.11	3,669.89	48.93 %
30-800-50550	CUSTODIAL SUPPLIES-PKS	4,500.00	4,500.00	10.54	945.20	3,554.80	79.00 %
30-800-50600	MISCELLANEOUS EXPENSE-PKS	100.00	100.00	0.00	0.00	100.00	100.00 %
30-800-50700	OFFICE SUPPLIES-PKS	1,000.00	1,000.00	21.11	350.00	650.00	65.00 %
30-800-50750	POSTAGE-PKS	100.00	100.00	0.51	25.40	74.60	74.60 %
30-800-51000	REPAIRS AND MAINTENANCE-PKS	2,020.00	2,020.00	0.00	1,911.35	108.65	5.38 %
30-800-52000	SUPPLIES SMALL EQUIPMENT-PKS	4,700.00	4,700.00	709.98	1,476.14	3,223.86	68.59 %
30-800-55200	ADVERTISING-PKS	2,300.00	2,300.00	623.99	1,456.65	843.35	36.67 %
30-800-55400	AUDIT EXPENSE-PKS	500.00	500.00	0.00	500.00	0.00	0.00 %
30-800-55500	BANK/CREDIT CARD FEES-PKS	100.00	100.00	-350.00	697.33	-597.33	-597.33 %
30-800-55600	CONTRACT LABOR-PKS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
30-800-55800	DUES AND SUBSCRIPTIONS-PKS	2,500.00	2,500.00	387.95	1,603.12	896.88	35.88 %
30-800-55850	EQUIPMENT RENTAL-PKS	2,000.00	2,000.00	68.28	341.40	1,658.60	82.93 %
30-800-56000	INSURANCE-PKS	34,898.37	34,898.37	0.00	11,201.95	23,696.42	67.90 %

Yearly Progress

For Fiscal: 2021 Period Ending: 05/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
30-800-56200	LEGAL-PKS	1,000.00	1,000.00	0.00	434.00	566.00	56.60 %
30-800-56400	PROFESSIONAL-PKS	5,000.00	5,000.00	240.00	1,371.20	3,628.80	72.58 %
30-800-56450	CONTRACT SERVICES/SECURITY-PK	603.00	603.00	0.00	300.00	303.00	50.25 %
30-800-56500	SAFETY PROGRAM-PKS	1,500.00	1,500.00	41.75	481.36	1,018.64	67.91 %
30-800-56900	TRAVEL EXPENSE-PKS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
30-800-56950	TRAINING & EDUCATION-PKS	3,500.00	3,500.00	0.00	320.00	3,180.00	90.86 %
30-800-57400	EQUIPMENT/SOFTWARE CONTRAC	11,000.00	11,000.00	380.17	6,825.31	4,174.69	37.95 %
30-800-61000	TELEPHONE-PKS	3,200.00	3,200.00	259.75	1,307.50	1,892.50	59.14 %
30-800-61050	INTERNET-PARKS	4,600.00	4,600.00	379.02	1,895.10	2,704.90	58.80 %
30-800-62000	UTILITIES ELECTRIC-PKS	48,000.00	48,000.00	2,055.81	9,676.54	38,323.46	79.84 %
30-800-62100	UTILITIES GAS PKS	5,000.00	5,000.00	187.70	2,878.38	2,121.62	42.43 %
30-800-62300	UTILITIES OTHER-PKS	3,600.00	3,600.00	294.35	1,471.75	2,128.25	59.12 %
30-800-70000	VEHICLE EXPENSE FUEL-PKS	5,000.00	5,000.00	631.97	1,661.20	3,338.80	66.78 %
30-800-70100	EQUIPMENT FUEL-PKS	4,000.00	4,000.00	857.26	856.03	3,143.97	78.60 %
30-800-71000	VEHICLE REPAIR & MAINT-PKS	2,000.00	2,000.00	865.14	914.12	1,085.88	54.29 %
30-800-71100	EQUIPMENT REPAIR & MAINT-PKS	5,000.00	5,000.00	1,024.46	1,429.98	3,570.02	71.40 %
30-800-90000	SALARIES-PKS	177,377.95	177,377.95	12,346.81	60,484.92	116,893.03	65.90 %
30-800-90500	SALARIES OVERTIME-PKS	500.00	500.00	96.53	297.42	202.58	40.52 %
30-800-91000	SALARIES SEASONAL-PKS	280,000.00	280,000.00	2,198.80	9,005.00	270,995.00	96.78 %
30-800-91500	PAYROLL TAXES-PKS	36,630.24	36,630.24	1,106.82	5,263.67	31,366.57	85.63 %
30-800-92000	RETIREMENT-PKS	12,558.33	12,558.33	798.23	4,227.26	8,331.07	66.34 %
30-800-92500	UNIFORMS-PKS	500.00	500.00	0.00	0.00	500.00	100.00 %
30-800-93000	GROUP INSURANCE-PKS	39,532.93	39,532.93	2,382.29	13,159.59	26,373.34	66.71 %
30-800-95100	CAPITAL ASSET EXP-PKS	17,000.00	17,000.00	0.00	850.90	16,149.10	94.99 %
30-800-95500	CAPITAL ASSET EXP EQUIPMENT-PK	25,000.00	25,000.00	19,138.00	19,138.00	5,862.00	23.45 %
30-800-96000	PRINCIPAL EXPENSE-PKS	200,000.00	200,000.00	0.00	200,000.00	0.00	0.00 %
30-800-96200	INTEREST EXPENSE-PKS	95,000.00	95,000.00	0.00	48,727.80	46,272.20	48.71 %
30-800-96400	FISCAL AGENT FEES	1,500.00	1,500.00	0.00	784.24	715.76	47.72 %
	Expense Total:	1,149,220.82	1,149,220.82	55,543.52	442,160.35	707,060.47	61.53 %
	Fund: 30 - PARKS FUND Surplus (Deficit):	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73	3,174.93 %
	Report Surplus (Deficit):	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73	3,174.93 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 30 - PARKS FUND						
Revenue	1,152,542.84	1,152,542.84	43,283.85	340,010.64	-812,532.20	70.50 %
Expense	1,149,220.82	1,149,220.82	55,543.52	442,160.35	707,060.47	61.53 %
Fund: 30 - PARKS FUND Surplus (Deficit):	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73	3,174.93 %
Report Surplus (Deficit):	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73	3,174.93 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
30 - PARKS FUND	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73
Report Surplus (Deficit):	3,322.02	3,322.02	-12,259.67	-102,149.71	-105,471.73



City of Willard, MO

My Detail Report (Park Board Packet)

Account Detail

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance
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Fund: 30 - PARKS FUND	CHEMICALS-PKS	0.00	5,010.00	5,010.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/10/2021	POPKT03068	30866	45006	POOL CHEMICALS - PKS	REN390 - RENEGADE CHEMICALS LLC		766.00	766.00
05/24/2021	POPKT03085	8760	45067	AQUATICS CHEMICALS-PKS	BWP100 - WALDEN CHEMICAL d/b/a BLUE		4,244.00	5,010.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/11/2021	POPKT03071	550353471	45009	PEST CONTROL SERVICE - ALL DEPTS	SPS150 - SCHENDEL PEST SERVICES		40.00	223.47

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/18/2021	POPKT03081	000701653		LIFEGUARD STORE POOL SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		831.00	2,652.95
05/18/2021	POPKT03081	000702369		LIFEGUARD STORE SWIM TEAM SUPPLI	COMMGN - COMMERCE CREDIT CARD SER		124.80	2,777.75
05/18/2021	POPKT03081	1393320928		POOLWEB DIVING LADDER STEPS-PKS	COMMGN - COMMERCE CREDIT CARD SER		387.50	3,165.25
05/18/2021	POPKT03081	SO21972909		ZORO.COM POOL SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		83.54	3,248.79
05/24/2021	POPKT03085	0472204		AMAZON POOL TESTING SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		76.90	3,325.69
05/24/2021	POPKT03085	12900342		ZORO-AQUATICS SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		19.28	3,344.97
05/24/2021	POPKT03085	1582630		AMAZON AQUATICS SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		23.72	3,368.69
05/24/2021	POPKT03085	1640240		AMAZON POOL LEAF VACUUM-PKS	COMMGN - COMMERCE CREDIT CARD SER		28.97	3,397.66
05/24/2021	POPKT03085	4965828		AMAZON POOL REAGENT-PKS	COMMGN - COMMERCE CREDIT CARD SER		21.00	3,418.66
05/24/2021	POPKT03085	5115416		AMAZON POOL FIRST AID SUPPLIES &	COMMGN - COMMERCE CREDIT CARD SER		36.92	3,455.58
05/24/2021	POPKT03085	6113027		AMAZON POOL SUN SHADE-PKS	COMMGN - COMMERCE CREDIT CARD SER		89.99	3,545.57
05/24/2021	APPKT03235	12900342		ZORO-AQUATICS SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		19.26	3,564.83
05/24/2021	APPKT03235	12900342		ZORO-AQUATICS SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		-19.28	3,545.55

30-800-50170	SUPPLIES SPECIAL ACTIVITY-PKS	1,589.36	-24.89	1,564.47
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/20/2021	APPKT03237	CM0000289		CUSTOM CANOPY SALES TAX REIMBURS	COMMGN - COMMERCE CREDIT CARD SER		-24.89	1,564.47

My Detail Report (Park Board Packet)

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-50177</u>	SUPPLIES-YOUTH CAMP	113.67	41.75	155.42				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/18/2021	POPKT03081	V02600024		IDENTOGO BACKGROUND CHECK-PKS	COMMGN - COMMERCE CREDIT CARD SER		41.75	155.42
<u>30-800-50180</u>	SUPPLIES SPORTS-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/20/2021	APPKT03237	CM0000289		CUSTOM CANOPY SALES TAX REIMBURS	COMMGN - COMMERCE CREDIT CARD SER		-12.45	1453.29
05/24/2021	POPKT03085	506244		AMAZON REPLACEMENT BASKETBALL N	COMMGN - COMMERCE CREDIT CARD SER		23.95	1,477.24
<u>30-800-50200</u>	CONCESSIONS-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03060	016401		SAMS CLUB CONCESSIONS-PKS	WAL110 - WALMART COMMUNITY/RECSLL		170.46	560.88
05/04/2021	POPKT03060	0222228		SAMS CLUB CONCESSIONS-PKS	WAL110 - WALMART COMMUNITY/RECSLL		106.93	667.81
05/18/2021	POPKT03081	26835516		COKE PRODUCTS-PKS	OZA255 - OZARKS COCA COLA		201.42	869.23
05/18/2021	POPKT03081	26835963		COKE PRODUCTS-PKS	OZA255 - OZARKS COCA COLA		1,225.82	2,095.05
<u>30-800-50210</u>	TURF MAINTENANCE-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/10/2021	POPKT03068	03045-13286654	44988	SUNFLOWER SEED-PKS	GSC300 - GREEN SEED COMPANY		192.30	352.38
05/10/2021	APPKT03218	03045-13286654	44988	SUNFLOWER SEED-PKS	GSC300 - GREEN SEED COMPANY		-192.30	160.08
05/10/2021	APPKT03218	03045-13286654	44988	SUNFLOWER SEED-PKS	GSC300 - GREEN SEED COMPANY		192.30	352.38
05/10/2021	APPKT03219	03045-13286654	44988	SUNFLOWER SEED-PKS	GSC300 - GREEN SEED COMPANY		-192.30	160.08
05/10/2021	APPKT03219	03045-13286654	44988	SUNFLOWER SEED-PKS	GSC300 - GREEN SEED COMPANY		192.30	352.38
05/18/2021	POPKT03081	16507203	45047	GRASS SEED-PKS	BW1100 - BWI COMPANIES, INC		87.41	439.79
<u>30-800-50550</u>	CUSTODIAL SUPPLIES-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/18/2021	POPKT03081	28		CLEANING SUPPLIES-PKS	APM100 - APPLE MARKET		10.54	945.20
<u>30-800-50700</u>	OFFICE SUPPLIES-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/24/2021	POPKT03087	3731411		AMAZON LAMINATING POUCHES - PKS	COMMGN - COMMERCE CREDIT CARD SER		17.99	346.88
05/24/2021	POPKT03093	IN372140	45055	4/20 - 5/19 COPIES - PKS	LOS200 - LAKELAND OFFICE SYSTEMS		3.12	350.00
<u>30-800-50750</u>	POSTAGE-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/18/2021	POPKT03076	051421		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		0.51	25.40

My Detail Report (Park Board Packet)

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-52000</u>	SUPPLIES SMALL EQUIPMENT-PKS	766.16	709.98	1,476.14				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/24/2021	POPKT03085	0422614		AMAZON ROBOTIC POOL CLEANER-PKS	COMMGN - COMMERCE CREDIT CARD SER		679.00	1,445.16
05/24/2021	POPKT03085	1207421		AMAZON SOCCER VESTS-PKS	COMMGN - COMMERCE CREDIT CARD SER		30.98	1,476.14
<u>30-800-55200</u>	ADVERTISING-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03052	R76850446		STICKER MULE PROMOTIONAL STICKER	COMMGN - COMMERCE CREDIT CARD SER		121.50	954.16
05/04/2021	POPKT03060	0189595-IN	44979	HIRING BANNER-PKS	CP100 - COLOGRAPHIC PRINTING INC		194.53	1,148.69
05/04/2021	APPKT03224	R76850446		STICKER MULE PROMOTIONAL STICKER	COMMGN - COMMERCE CREDIT CARD SER		122.50	1,271.19
05/04/2021	APPKT03224	R76850446		STICKER MULE PROMOTIONAL STICKER	COMMGN - COMMERCE CREDIT CARD SER		-121.50	1,149.69
05/10/2021	POPKT03068	00170328		CANVA ADVERTISING SOFTWARE-PKS	COMMGN - COMMERCE CREDIT CARD SER		119.40	1,269.09
05/10/2021	APPKT03218	00170328		CANVA ADVERTISING SOFTWARE-PKS	COMMGN - COMMERCE CREDIT CARD SER		119.40	1,388.49
05/10/2021	APPKT03218	00170328		CANVA ADVERTISING SOFTWARE-PKS	COMMGN - COMMERCE CREDIT CARD SER		-119.40	1,269.09
05/20/2021	APPKT03237	CM0000289		CUSTOM CANOPY SALES TAX REIMBURS	COMMGN - COMMERCE CREDIT CARD SER		-12.44	1,256.65
05/24/2021	POPKT03085	42920217		INDEED JOB POSTING-PKS	COMMGN - COMMERCE CREDIT CARD SER		200.00	1,456.65
<u>30-800-55500</u>	BANK/CREDIT CARD FEES-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2021	GLPKT15367	JN02385		TO RECORD BANK AND CREDIT CARD FE	COMMGN - COMMERCE CREDIT CARD SER		426.63	1,047.33
05/20/2021	APPKT03237	CM0000291		VISA REWARDS CREDIT - PKS	COMMGN - COMMERCE CREDIT CARD SER		-350.00	697.33
<u>30-800-55800</u>	DUES AND SUBSCRIPTIONS-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/18/2021	POPKT03081	40073295	45046	MUSIC LICENSING-PKS	BMI100 - BMI GENERAL LICENSING		368.00	1,583.17
05/24/2021	POPKT03085	894864645564587631		WEEBLY WEBSITE RENEWAL-PKS	COMMGN - COMMERCE CREDIT CARD SER		19.95	1,603.12
<u>30-800-55850</u>	EQUIPMENT RENTAL-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03060	26670086	44978	COPIER LEASE - ALL DEPTS	CF5100 - CANON FINANCIAL SERVICES, INC		68.28	341.40
<u>30-800-56000</u>	INSURANCE-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2021	GLPKT15367	JN02390		TO DISTRIBUTE INSURANCE EXPENSE			2,962.05	11,201.95
<u>30-800-56400</u>	PROFESSIONAL-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/25/2021	POPKT03089	1564	45065	IT SERVICES - ALL DEPTS	VDS100 - VDS VISION LLC		240.00	1,371.20

My Detail Report (Park Board Packet)

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-56500</u>	SAFETY PROGRAM-PKS	439.61	41.75	481.36				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03060	MO921483Z		IDENTOGO BACKGROUND CHECK-PKS	COMMGN - COMMERCE CREDIT CARD SER		41.75	481.36
<u>30-800-57400</u>	EQUIPMENT/SOFTWARE CONTRACTS-PKS	6,445.14	380.17	6,825.31				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03052	025-329998	45015	QUARTERLY SOFTWARE SUBSCRIPTION	TYL100 - TYLER TECHNOLOGIES INC		206.45	6,651.59
05/10/2021	POPKT03071	92218820	45004	MONTHLY TIME CLOCK LEASE - ALL DEP	INF100 - QUEST SOFTWARE SYSTEMS INC		173.72	6,825.31
<u>30-800-61000</u>	TELEPHONE-PKS	1,047.75	259.75	1,307.50				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03065	050121		NEXTIVA TELEPHONE EXPENSE - ALL DE	COMMGN - COMMERCE CREDIT CARD SER		164.26	1,212.01
05/05/2021	POPKT03060	9878303216	44971	CELL PHONE SERVICE - ALL DEPTS	VER100 - VERIZON WIRELESS		45.49	1,257.50
05/18/2021	POPKT03081	051721	45053	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	1,307.50
<u>30-800-61050</u>	INTERNET-PARKS	1,516.08	379.02	1,895.10				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/10/2021	POPKT03071	353415	44997	INTERNET SERVICE - ALL DEPTS	NITEL - NITEL, INC		379.02	1,895.10
<u>30-800-62000</u>	UTILITIES ELECTRIC-PKS	7,620.73	2,055.81	9,676.54				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/11/2021	POPKT03071	120	44992	ELECTRIC UTILITIES - ALL DEPTS	EMP210 - LIBERTY UTILITIES-EMPIRE DISTR		2,055.81	9,676.54
<u>30-800-62100</u>	UTILITIES GAS PKS	2,690.68	187.70	2,878.38				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/17/2021	POPKT03076	051021C	45024	COMMUNITY BUILDING GAS UTILITIES -	MIS315 - SPIRE		75.12	2,765.80
05/17/2021	POPKT03076	051021E	45023	REC CENTER GAS UTILITIES - PKS	MIS315 - SPIRE		112.58	2,878.38
<u>30-800-62300</u>	UTILITIES OTHER-PKS	1,177.40	294.35	1,471.75				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/11/2021	POPKT03071	0394-006471517	44974	TRASH EXPENSE - ALL DEPTS	REPA25 - ALLIED SERVICES, LLC		294.35	1,471.75
<u>30-800-70000</u>	VEHICLE EXPENSE FUEL-PKS	1,029.23	631.97	1,661.20				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/17/2021	POPKT03076	71576067	45025	VEHICLE & EQUIPMENT FUEL - LAW/STS	WR110 - WEX BANK		331.97	1,361.20
05/18/2021	POPKT03076	022316		BULLEYE MOWING FUEL - PKS	COMMGN - COMMERCE CREDIT CARD SER		300.00	1,661.20

My Detail Report (Park Board Packet)

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-70100</u>	EQUIPMENT FUEL-PKS	-1.23	857.26	856.03				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/10/2021	POPKT03068	112366	45007	EQUIPMENT FUEL - PKS	REX380 - REX SMITH OIL CO.		659.57	658.34
05/17/2021	POPKT03076	71576067	45025	VEHICLE & EQUIPMENT FUEL - LAW/STS	WR110 - WEX BANK		197.69	856.03
<u>30-800-71000</u>	VEHICLE REPAIR & MAINT-PKS						48.98	914.12
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/24/2021	POPKT03087	86BC8CEB		HOLLY BROWN MOWING INSURANCE C	DNT100 - DINGS & THINGS COLLISION		865.14	914.12
<u>30-800-71100</u>	EQUIPMENT REPAIR & MAINT-PKS						405.52	1,429.98
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/04/2021	POPKT03060	6439V	44981	GRASSHOPPER MOWER BLADE SPINDLE	CPE100 - CROWN POWER & EQUIPMENT		218.40	623.92
05/10/2021	POPKT03068	11094036	44990	MOWER PARTS-PKS	HER100 - HERITAGE TRACTOR, INC		138.33	762.25
05/10/2021	POPKT03068	2367-356273	45000	MOTOR OIL-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		5.99	768.24
05/10/2021	POPKT03068	2367-356392	45000	BRAKE LINE-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		5.64	773.88
05/10/2021	POPKT03068	2367-356393	45000	BRAKE FLUID-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		18.99	792.87
05/10/2021	POPKT03068	2367-356399	45000	ROD CLIPS-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		3.81	796.68
05/10/2021	POPKT03068	2367-358815	45000	UNIVERSAL LIFT SUPPORT-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		17.18	813.86
05/10/2021	POPKT03068	2367-359922	45000	TIRE SEALANT & VALVE TOOL-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		35.83	849.69
05/10/2021	POPKT03068	2367-360108	45000	WHEEL CYLINDER & SHOP TOWELS-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		19.59	869.28
05/10/2021	POPKT03068	6769V	44981	MOWER PARTS-PKS	CPE100 - CROWN POWER & EQUIPMENT		68.33	937.61
05/10/2021	POPKT03068	6868V	44981	MOWER PARTS-PKS	CPE100 - CROWN POWER & EQUIPMENT		56.22	993.83
05/18/2021	POPKT03081	6980V	45050	MOWER PARTS-PKS	CPE100 - CROWN POWER & EQUIPMENT		275.11	1,268.94
05/24/2021	POPKT03089	042221		GERMAN BLISS MOWER PARTS-PKS	COMMGN - COMMERCIAL CREDIT CARD SER		161.04	1,429.98
<u>30-800-90000</u>	SALARIES-PKS						48,138.11	60,484.92
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			5,969.96	54,108.07
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			6,376.85	60,484.92
<u>30-800-90500</u>	SALARIES OVERTIME-PKS						200.89	297.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			65.77	266.66
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			30.76	297.42
<u>30-800-91000</u>	SALARIES SEASONAL-PKS						6,806.20	9,005.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			980.14	7,786.34
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			1,218.66	9,005.00

My Detail Report (Park Board Packet)

Date Range: 04/27/2021 - 05/26/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-91500	PAYROLL TAXES-PKS	4,156.85	1,106.82	5,263.67

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			530.12	4,686.97
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			576.70	5,263.67
		RETIREMENT-PKS					3,429.03	798.23
								4,227.26

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			404.57	3,833.60
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			393.66	4,227.26
		GROUP INSURANCE-PKS					10,777.30	2,382.29
								13,159.59

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/07/2021	PYPKT00812	PYPKT00812 - 4/18/21		PYPKT00812 - 4/18/21 - 5/1/21 : Paid 5			1,202.58	11,979.88
05/21/2021	PYPKT00815	PYPKT00815 - 5/2/21 -		PYPKT00815 - 5/2/21 - 5/15/21: Paid 5/			1,179.71	13,159.59
		CAPITAL ASSET EXP EQUIPMENT-PKS					0.00	19,138.00
								19,138.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/10/2021	POPKT03071	M43596RO	45008	MOWER - PKS	S&H410 - S&H FARM SUPPLY INC		19,138.00	19,138.00

Total Fund: 30 - PARKS FUND:	Beginning Balance:	116,020.31	Total Activity:	58,932.20	Ending Balance:	174,952.51
Grand Totals:	Beginning Balance:	116,020.31	Total Activity:	58,932.20	Ending Balance:	174,952.51

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	116,020.31	58,932.20	174,952.51
Grand Total:	116,020.31	58,932.20	174,952.51

Revenue By Period - GL Account Summary

Start Date: 4/28/2021 12:00 AM End Date: 5/27/2021 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

		DEBITS										CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other	
000 - Household Credit Account													
110.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	0.00	-110.00	
30-800-40000 - Parks-Advertising/Sponsorship													
11,555.00	11,555.00	5.00	11,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-800-40400 - Parks-Concessions													
326.50	326.50	283.25	0.00	43.25	43.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-800-40600 - Parks-Facility Income													
2,902.50	2,902.50	295.00	1,105.00	1,687.50	1,687.50	0.00	0.00	0.00	0.00	0.00	-185.00	0.00	
30-800-40600 - Rec Center Drop-In													
138.00	138.00	88.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-800-40950 - Parks-Aquatics Income													
8,775.00	8,775.00	0.00	0.00	8,975.00	8,975.00	0.00	0.00	0.00	100.00	0.00	-300.00	0.00	
30-800-47200 - Parks-Youth Camps													
2,330.00	2,330.00	0.00	0.00	2,830.00	2,830.00	0.00	0.00	0.00	0.00	0.00	-500.00	0.00	
30-800-47300 - Parks-Youth Sports													
5,710.00	5,710.00	150.00	0.00	5,710.00	5,710.00	0.00	0.00	0.00	10.00	0.00	-160.00	0.00	
30-800-48000 - Parks-Freedom Fest													
535.00	535.00	0.00	0.00	535.00	535.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
32,382.00	32,382.00	821.25	12,655.00	19,830.75	19,830.75	0.00	0.00	\$0.00	110.00	220.00	-1,145.00	-110.00	

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

Revenue By Period - GL Account Summary

Start Date: 4/28/2021 12:00 AM End Date: 5/27/2021 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

Revenue By Period - GL Account Summary

Start Date: 4/28/2021 12:00 AM End Date: 5/27/2021 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

DEBITS											CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00		0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Convenience Fees

Convenience Fees Assessed **\$613.43**

AGENDA ITEM #9

Director's Report

Quote of the Month: "Don't look too far into the future, just look at tomorrow. One day at a time. Can you win tomorrow? Can you make progress? The answer is yes, you have a choice and tomorrow you're going to win." -- Joe Wicks

Budget

The budget for the parks department on the revenue side is beginning to note some steady increases as programs, sports, and the aquatic center begin preparing to open. On the expense side, as we begin to move into summer programs, we will see an increase in the expense side, primarily in staffing cost.

Event/Program Planning and Recap

Baseball registration is ongoing; it will end on May 15th. Swim team registration is ongoing; it will end June 5th. Camp registration is ongoing and will continue throughout the summer. We are still taking Freedom Fest Vendor applications. Summer programs will be offered throughout, with the anticipation of returning to a more normal schedule in the fall.

Maintenance

The maintenance team is doing a great job keeping the parks looking great. We have added staff, subtracted staff, and added staff again. I believe that we will be in good shape by mid-summer, as the new staff become accustomed to routine. We will see an increase in expense in maintenance as we open more facilities, specifically the pool.

New Playground Project

We have a project management intern beginning in June for this project. Her duties will include grant writing, timeline development, community education and outreach, and others. I expect her work will take some from my plate and allow me to focus on continuing to develop our programs, staff, and a preventative/corrective maintenance program.

Hiring

Recreation side: We are currently hiring for all summer positions. We are not receiving a very large number of applicants for Camp Counselor Lifeguard. These are two critical positions, in that the associated programs cannot (either by state mandate or by industry standards) be operated without a sufficient number of employees. We are posting about our openings on Facebook, have shared the postings on MSU off campus Jobs board, and have ordered signs to be posted in high visibility areas. We have posted these jobs on indeed.com as well.

We are continuing to try to fill these positions, however, if these positions are not filled soon, we may see a delay in opening these program areas. At this point, we will not be able to operate the pool in a normal operational manner. Specifically, we will have to deviate from the advertised hours of operation to meet current program and rental obligations and are currently considering only opening for weekends and the afore mentioned times.

This deviation will likely be for a significant period, as all lifeguards that are hiree will need to be trained by an ARC instructor, and there are a limited number of instructors/classes available.

Operations side: We are hiring part-time maintenance staff for working in the Parks doing mowing and landscaping.

AGENDA ITEM #10

New Business

AGENDA ITEM #11

Unfinished Business

AGENDA ITEM #12

Adjourn