

MEETING AGENDA AND PACKET

**PARK BOARD
Regular Meeting**

May 26th, 2022

**7:00 PM-Willard City Hall
224 W. Jackson Street**

PARK BOARD MEMBERS

Valorie Simpson -President

Fred Burk-Vice President

Craig Baird-Secretary

Troy Winingear

Stephanie Polites

Robinne Morgan

Lisa Shabowski

Jason Knight, Park Director



AGENDA ITEM #1

Roll Call

AGENDA ITEM 2

Agenda Amendments / Approval of the Agenda

**CITY OF WILLARD
PARK BOARD
May 26th, 2022
7:00 P.M.**

Notice posted on May 24th 2022.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., May 26th 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 4/28/2022
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
See Attached

This page intentionally blank

**City of Willard, Missouri
Park Board Meeting
April 28, 2022**

The Willard Park Board met on Thursday, April 28, 2022, at the Willard City Hall in Willard, MO.

Board Members Present:

President Valorie Simpson, Vice President Fred Burk, Secretary Craig Baird, Troy Winingear, Lisa Shabowski.

Board Members Absent: Stephanie Polites, Robinne Morgan.

Staff Present: Park Director Jason Knight.

Visitors Present: Auston Key and his parents.

President Simpson called the meeting to order at 7:01 p.m.

1. Roll Call:

Valorie Simpson - present, Fred Burk - present, Craig Baird - present, Troy Winingear - present, Lisa Shabowski - present. A quorum was established.

2. Approval of the Agenda:

Jason proposed to amend the agenda by adding a new item 5: Eagle Scout firepit project at Miller Farm Park.

Motion: Craig moved to approve the amended agenda. Lisa seconded. The motion passed with 5 votes in favor and 0 votes against.

3. Approval of the Minutes from the Meeting on March 31, 2022:

Motion: Fred moved to approve the minutes. Lisa seconded. The motion passed with 5 votes in favor and 0 votes against.

4. Citizen's Input:

None.

5. Eagle Scout firepit project at Miller Farm Park:

Boy Scout Auston Key made a proposal to the Board to build a firepit with gravel surround and path at Miller Farm Park as his Eagle Scout project. Jason has reviewed and approved the project.

Motion: Fred moved to approve the project. Lisa seconded. The motion passed with 5 votes in favor and 0 votes against.

6. Financial Statements:

The Board reviewed the financial statements in the packet.

The following questions regarding the March meeting financial report were answered by Jason:

- A. Duplicate charges for sunflower seeds – one of the charges was reversed.
- B. Duplicate charges for ring pliers – legitimate, two were purchased.
- C. Large expenditure for nuts / bolts – legitimate, refilled parts bins.
- D. Skid steer expenditures – legitimate, Parks has taken over its maintenance from Public Works.
- E. Large expenditure for gas – legitimate, price increases and cold weather.
- F. Options to replace DirectTV in the Fitness Center – no good options available.

Motion: Troy moved to approve the financial statements. Fred seconded. The motion passed with 5 votes in favor and 0 votes against.

7. Director's Report:

Jason reviewed the report with the Board, including budget status, staffing changes, and repairs at the Aquatic Center.

8. New Business:

A. Roundabouts. MoDOT recently rehabilitated the three Willard roundabouts with fresh topsoil. Parks has agreed with the City to provide the following services:

- i. Plant a mix of flower seeds (Zinnias, Marigolds, etc.) in the roundabouts as soon as possible.
- ii. Investigate more formal landscaping for future upgrades.
- iii. Investigate signage, but any signage proposal would have to meet MoDOT requirements.

9. Unfinished Business:

A. Park Board logo shirts for the Board members. Jason brought the shirts for the Board members to try on and confirm correct sizes. The next step is to get the shirts embroidered.

B. Bylaws, proposed revision. Board members submitted their comments to the draft proposal for a revision of the Park Board Bylaws. Valorie will review and incorporate at her discretion.

C. Miscellaneous. Valorie brought up the following ideas for the Board and Jason to consider:

- i. Possible activities for kids at the Aquatic Center.
- ii. Possible adult swim time at the Aquatic Center.
- iii. Possible public scavenger hunt event.

D. Troy reviewed recent issues regarding the recycling center and litter:

- i. Temporary fencing has been installed to help prevent litter from blowing onto the adjacent property. Jason got a quote on a permanent chain link fence (six feet tall) for approximately \$5,000.
- ii. There has been a general improvement in the amount of litter around the city.

10. Adjourn Meeting:

Motion: Troy moved to adjourn the meeting. Fred seconded. The motion passed with 5 votes in favor and 0 votes against. The meeting adjourned at 8:20 p.m.

Submitted by Craig Baird, Secretary

Valorie Simpson, President

Craig Baird, Secretary

Jennifer Rowe, City Clerk

AGENDA ITEM #4

Citizens Input

AGENDA ITEM #5

Financial Statements: See Attached

This page intentionally blank.



		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	20.00	19,654.50	-5,345.50	21.38 %
30-800-40400	CONCESSION INCOME	30,000.00	30,000.00	1,498.50	4,606.87	-25,393.13	84.64 %
30-800-40600	FACILITY INCOME	35,000.00	35,000.00	1,641.23	10,018.73	-24,981.27	71.38 %
30-800-40650	FITNESS CENTER INCOME	40,000.00	40,000.00	3,329.35	21,746.35	-18,253.65	45.63 %
30-800-40800	MISCELLANEOUS INCOME-PKS	2,000.00	2,000.00	0.00	0.74	-1,999.26	99.96 %
30-800-40850	CONVENIENCE FEE-PKS	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
30-800-40900	PARK FEES-PKS	15,000.00	15,000.00	0.00	1,000.00	-14,000.00	93.33 %
30-800-40950	SWIM POOL INCOME	75,375.00	75,375.00	8,709.77	19,014.77	-56,360.23	74.77 %
30-800-41300	FRANCHISE MOBILE PHONE TOWE	13,771.69	13,771.69	0.00	4,898.88	-8,872.81	64.43 %
30-800-43000	INTEREST INCOME-PKS	100.50	100.50	0.00	84.24	-16.26	16.18 %
30-800-45300	TAX REAL ESTATE-PKS	63,817.50	63,817.50	130.89	62,907.45	-910.05	1.43 %
30-800-45400	TAX SALES & USE REVENUES-PKS	301,500.00	301,500.00	0.00	102,896.12	-198,603.88	65.87 %
30-800-45500	TAX SALES CAP IMP-PKS	288,435.00	288,435.00	20,082.52	109,159.54	-179,275.46	62.15 %
30-800-46000	TRANSFER FROM GCG	305,000.00	305,000.00	0.00	0.00	-305,000.00	100.00 %
30-800-46500	TRANSFER IN PARKS	40,000.00	40,000.00	0.00	0.00	-40,000.00	100.00 %
30-800-47000	ADULT PROGRAMS-PKS	9,000.00	9,000.00	24.00	708.31	-8,291.69	92.13 %
30-800-47100	YOUTH PROGRAMS-PKS	2,500.00	2,500.00	2,610.00	3,930.00	1,430.00	157.20 %
30-800-47200	YOUTH CAMP-PKS	75,000.00	75,000.00	1,660.00	12,999.56	-62,000.44	82.67 %
30-800-47300	YOUTH SPORTS-PKS	40,000.00	40,000.00	5,620.00	24,013.02	-15,386.98	39.97 %
30-800-48000	FREEDOM FEST INCOME	3,500.00	3,500.00	1,655.00	7,180.00	3,680.00	205.14 %
30-800-48100	SPECIAL EVENT INCOME	10,000.00	10,000.00	0.00	704.00	-9,296.00	92.96 %
	Revenue Total:	1,376,999.69	1,376,999.69	46,981.26	405,523.08	-971,476.61	70.55 %
Expense							
30-800-50000	CHEMICALS-PKS	15,000.00	15,000.00	8,464.38	8,464.38	6,535.62	43.57 %
30-800-50110	SUPPLIES - GROUNDS	1,000.00	1,000.00	102.45	414.93	585.07	58.51 %
30-800-50130	SUPPLIES GENERAL-PKS	1,500.00	1,500.00	135.20	1,199.50	300.50	20.03 %
30-800-50140	SUPPLIES-AQUATIC	7,000.00	7,000.00	1,598.26	1,963.82	5,036.18	71.95 %
30-800-50150	SUPPLIES-SPORTS SHIRTS (PARKS)	10,000.00	10,000.00	0.00	1,988.56	8,011.44	80.11 %
30-800-50170	SUPPLIES SPECIAL ACTIVITY-PKS	9,000.00	9,000.00	103.40	4,147.43	4,852.57	53.92 %
30-800-50175	SUPPLIES YOUTH PROGRAM-PKS	1,000.00	1,000.00	0.00	282.73	717.27	71.73 %
30-800-50177	SUPPLIES-YOUTH CAMP	6,000.00	6,000.00	6.52	875.25	5,124.75	85.41 %
30-800-50180	SUPPLIES SPORTS-PKS	9,000.00	9,000.00	100.97	3,909.32	5,090.68	56.56 %
30-800-50190	TREE CITY USA-PKS	12,700.00	12,700.00	0.00	1,109.50	11,590.50	91.26 %
30-800-50200	CONCESSIONS-PKS	14,000.00	14,000.00	3,177.45	6,354.53	7,645.47	54.61 %
30-800-50210	TURF MAINTENANCE-PKS	4,500.00	4,500.00	0.00	3,078.91	1,421.09	31.58 %
30-800-50450	FREEDOM FEST EXPENSE	18,000.00	18,000.00	0.00	12,032.73	5,967.27	33.15 %
30-800-50500	BUILDING MAINTENANCE-PKS	9,000.00	9,000.00	890.14	1,893.06	7,106.94	78.97 %
30-800-50550	CUSTODIAL SUPPLIES-PKS	4,000.00	4,000.00	1,055.21	1,595.92	2,404.08	60.10 %
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	3.99	373.44	626.56	62.66 %
30-800-50750	POSTAGE-PKS	100.50	100.50	0.00	36.70	63.80	63.48 %
30-800-51000	REPAIRS AND MAINTENANCE-PKS	5,000.00	5,000.00	96.97	1,224.97	3,775.03	75.50 %
30-800-52000	SUPPLIES SMALL EQUIPMENT-PKS	5,000.00	5,000.00	972.63	3,766.54	1,233.46	24.67 %
30-800-55200	ADVERTISING-PKS	7,000.00	7,000.00	644.80	5,114.01	1,885.99	26.94 %
30-800-55400	AUDIT EXPENSE-PKS	500.00	500.00	0.00	874.08	-374.08	-74.82 %
30-800-55500	BANK/CREDIT CARD FEES-PKS	2,000.00	2,000.00	0.00	671.03	1,328.97	66.45 %
30-800-55600	CONTRACT LABOR-PKS	6,000.00	6,000.00	0.00	12.00	5,988.00	99.80 %
30-800-55800	DUES AND SUBSCRIPTIONS-PKS	2,500.00	2,500.00	748.21	2,998.20	-498.20	-19.93 %
30-800-55850	EQUIPMENT RENTAL-PKS	2,000.00	2,000.00	68.28	392.42	1,607.58	80.38 %
30-800-56000	INSURANCE-PKS	38,039.22	38,039.22	0.00	13,384.17	24,655.05	64.81 %

Yearly Progress

For Fiscal: 2022 Period Ending: 05/31/2022

		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	232.50	455.50	544.50	54.45 %
30-800-56400	PROFESSIONAL-PKS	5,000.00	5,000.00	288.00	1,395.70	3,604.30	72.09 %
30-800-56450	CONTRACT SERVICES/SECURITY-PK	600.00	600.00	184.45	484.45	115.55	19.26 %
30-800-56500	SAFETY PROGRAM-PKS	2,000.00	2,000.00	146.94	1,382.36	617.64	30.88 %
30-800-56900	TRAVEL EXPENSE-PKS	2,000.00	2,000.00	0.00	150.87	1,849.13	92.46 %
30-800-56950	TRAINING & EDUCATION-PKS	3,500.00	3,500.00	0.00	2,022.25	1,477.75	42.22 %
30-800-57400	EQUIPMENT/SOFTWARE CONTRAC	11,000.00	11,000.00	580.06	8,137.70	2,862.30	26.02 %
30-800-61000	TELEPHONE-PKS	2,220.00	2,220.00	223.47	1,117.11	1,102.89	49.68 %
30-800-61050	INTERNET-PARKS	6,960.00	6,960.00	435.08	2,191.90	4,768.10	68.51 %
30-800-62000	UTILITIES ELECTRIC-PKS	48,000.00	48,000.00	2,764.95	11,937.49	36,062.51	75.13 %
30-800-62100	UTILITIES GAS PKS	5,000.00	5,000.00	276.76	4,706.14	293.86	5.88 %
30-800-62300	UTILITIES OTHER-PKS	3,618.00	3,618.00	353.22	1,766.10	1,851.90	51.19 %
30-800-70000	VEHICLE EXPENSE FUEL-PKS	5,250.00	5,250.00	537.71	2,620.82	2,629.18	50.08 %
30-800-70100	EQUIPMENT FUEL-PKS	4,200.00	4,200.00	1,371.85	2,102.65	2,097.35	49.94 %
30-800-71000	VEHICLE REPAIR & MAINT-PKS	1,500.00	1,500.00	117.76	838.08	661.92	44.13 %
30-800-71100	EQUIPMENT REPAIR & MAINT-PKS	8,000.00	8,000.00	1,583.58	4,994.55	3,005.45	37.57 %
30-800-75000	VEHICLE LEASE-PKS	26,000.00	26,000.00	1,086.79	5,433.33	20,566.67	79.10 %
30-800-90000	SALARIES-PKS	275,486.27	275,486.27	19,155.80	95,096.76	180,389.51	65.48 %
30-800-90500	SALARIES OVERTIME-PKS	3,000.00	3,000.00	25.93	108.70	2,891.30	96.38 %
30-800-91000	SALARIES SEASONAL-PKS	280,000.00	280,000.00	15,237.12	66,316.88	213,683.12	76.32 %
30-800-91500	PAYROLL TAXES-PKS	44,678.90	44,678.90	2,611.89	12,243.58	32,435.32	72.60 %
30-800-92000	RETIREMENT-PKS	18,658.58	18,658.58	856.31	3,389.49	15,269.09	81.83 %
30-800-92500	UNIFORMS-PKS	500.00	500.00	0.00	0.00	500.00	100.00 %
30-800-93000	GROUP INSURANCE-PKS	58,866.01	58,866.01	3,193.27	17,220.99	41,645.02	70.75 %
30-800-95100	CAPITAL ASSET EXP-PKS	32,000.00	32,000.00	7,055.00	9,376.06	22,623.94	70.70 %
30-800-95500	CAPITAL ASSET EXP EQUIPMENT-PK	38,300.00	38,300.00	14,134.56	14,625.38	23,674.62	61.81 %
30-800-96000	PRINCIPAL EXPENSE-PKS	205,000.00	205,000.00	0.00	205,000.00	0.00	0.00 %
30-800-96200	INTEREST EXPENSE-PKS	89,000.00	89,000.00	0.00	45,727.89	43,272.11	48.62 %
30-800-96400	FISCAL AGENT FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
	Expense Total:	1,373,777.48	1,373,777.48	90,621.86	599,000.86	774,776.62	56.40 %
	Fund: 30 - PARKS FUND Surplus (Deficit):	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99	6,104.51 %
	Report Surplus (Deficit):	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99	6,104.51 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 30 - PARKS FUND						
Revenue	1,376,999.69	1,376,999.69	46,981.26	405,523.08	-971,476.61	70.55 %
Expense	1,373,777.48	1,373,777.48	90,621.86	599,000.86	774,776.62	56.40 %
Fund: 30 - PARKS FUND Surplus (Deficit):	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99	6,104.51 %
Report Surplus (Deficit):	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99	6,104.51 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
30 - PARKS FUND	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99
Report Surplus (Deficit):	3,222.21	3,222.21	-43,640.60	-193,477.78	-196,699.99

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Name	Beginning Balance	Total Activity	Ending Balance
<u>30-800-50170</u>	SUPPLIES SPECIAL ACTIVITY-PKS - Continued	4,044.03	103.40	4,147.43
05/03/2022	AMZN EVENT TBL CLOTH - PKS	Project Account	Amount	Running Balance
05/03/2022	112-552-0066-776424 46627		25.48	4,147.43
<u>30-800-50177</u>	SUPPLIES-YOUTH CAMP	868.73	6.52	875.25
05/23/2022	AMZN FLTRS, BANDAGES, MESH BAG, S	Project Account	Amount	Running Balance
05/23/2022	113-2350327-865784		6.52	875.25
<u>30-800-50180</u>	SUPPLIES SPORTS-PKS	3,808.35	100.97	3,909.32
05/03/2022	TECH SOLUTIONS GRP SCOREBOARDS R	Project Account	Amount	Running Balance
05/03/2022	232761 46627		65.00	3,873.35
05/23/2022	AMZN FLTRS, BANDAGES, MESH BAG, S	Project Account	Amount	Running Balance
05/23/2022	113-2350327-865784		35.97	3,909.32
<u>30-800-50200</u>	CONCESSIONS-PKS	3,177.08	3,177.45	6,354.53
05/03/2022	CO2 TANK FOR CONCESSIONS - PKS	Project Account	Amount	Running Balance
05/03/2022	27076203 46509		97.00	3,274.08
05/03/2022	BEVERAGES FOR REC CENTER CONCESSIONS - PKS	Project Account	Amount	Running Balance
05/03/2022	27076205 46509		343.25	3,617.33
05/03/2022	BEVERAGES FOR REC CENTER CONCESSIONS - PKS	Project Account	Amount	Running Balance
05/03/2022	27080439 46509		58.00	3,675.33
05/03/2022	BEVERAGES FOR BASEBALL FEILDS CON	Project Account	Amount	Running Balance
05/03/2022	27080450 46509		537.74	4,213.07
05/03/2022	BEVERAGES FOR POOL CONCESSIONS - PKS	Project Account	Amount	Running Balance
05/09/2022	INV0021808 46509		245.27	4,458.34
05/09/2022	COKE CONCESSIONS-PKS	Project Account	Amount	Running Balance
05/09/2022	27019283 46509		63.00	4,521.34
05/09/2022	AMZN POPCORN SUPPLIES & YTH RIBB	Project Account	Amount	Running Balance
05/09/2022	111-42361589-94210 46627		37.92	4,559.26
05/09/2022	CONCESSIONS BEVERAGES - PKS	Project Account	Amount	Running Balance
05/09/2022	27083517 46548		161.97	4,721.23
05/09/2022	CONCESSION SNACKS - PKS	Project Account	Amount	Running Balance
05/09/2022	2791 46612		736.00	5,457.23
05/17/2022	CONCESSIONS BEVERAGES COKE-PKS	Project Account	Amount	Running Balance
05/17/2022	27089754 46612		56.72	5,513.95
05/23/2022	AMZN FLTRS, BANDAGES, MESH BAG, S	Project Account	Amount	Running Balance
05/23/2022	113-2350327-865784		126.00	5,639.95
05/23/2022	SNACKS FOR CONCESSIONS-PKS	Project Account	Amount	Running Balance
05/23/2022	9094 508.64		33.50	5,673.45
05/23/2022	SAMI'S SNACKS, TRAYS, CUPS, CHIPS, FO	Project Account	Amount	Running Balance
05/23/2022	9855154337 508.64		172.44	5,845.89
<u>30-800-50500</u>	BUILDING MAINTENANCE-PKS	1,002.92	890.14	1,893.06
05/03/2022	AMZN EVENT SUPP BUILDING MAINT G	Project Account	Amount	Running Balance
05/03/2022	112-40367918-77002 46627		72.00	1,074.92
05/03/2022	AMZN OUT SIDE SOLAR LIGHTS - PKS	Project Account	Amount	Running Balance
05/03/2022	112-5957081-902906 46627		35.98	1,110.90
05/03/2022	TENSION PINS, FILL VALVE, WEEDEE, LO	Project Account	Amount	Running Balance
05/03/2022	B200522 46526		12.99	1,123.89
05/03/2022	ASSEMBLY KIT FOR PLUMBING REPAIRS	Project Account	Amount	Running Balance
05/03/2022	54669298.001 46542		128.73	1,252.62
05/09/2022	PVC PIPE AND COUPLINGS PLUMBING R	Project Account	Amount	Running Balance
05/09/2022	54673408.003 46542		46.56	1,299.18
05/17/2022	AMAZON-TOILET PARTS-PKS	Project Account	Amount	Running Balance
05/17/2022	112-6901207-808666 46627		33.22	1,332.40
05/23/2022	HVAC OFFICE AIR HANDLER REPAIRED -	Project Account	Amount	Running Balance
05/23/2022	6469 375.00		375.00	1,707.40
05/23/2022	PAINT, STRIPPER, MISC HARDWARE, GL	Project Account	Amount	Running Balance
05/23/2022	B202611 19.49		19.49	1,726.89
05/23/2022	WTV SUPPLIES-PKS	Project Account	Amount	Running Balance
05/23/2022	B204108 166.17		166.17	1,893.06
<u>30-800-50550</u>	CUSTODIAL SUPPLIES-PKS	540.71	1,055.21	1,595.92
05/03/2022	LINERS- TOWELS-BOWL CLEANER-CONT	Project Account	Amount	Running Balance
05/03/2022	604716809 46545		33.24	573.95

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
30-800-50550									
CUSTODIAL SUPPLIES-PKS - Continued									
	05/03/2022	POPKT03812	604725883	46545	LINERS- TOWELS-BOWL CLEANER-CONT	HIL100 - HILLYARD / SPRINGFIELD	540.71	1,055.21	1,595.92
	05/17/2022	POPKT03840	6	46591	CUST CLEANING SUPPLIES-PKS	APM100 - APPLE MARKET		317.66	891.61
	05/17/2022	POPKT03840	604733930	46603	LINERS, TISSUE, BOWL CLEANER - PKS	HIL100 - HILLYARD / SPRINGFIELD		46.75	938.36
	05/17/2022	POPKT03840	71275103	46609	CUST GLOVES, WALL SCRAPPER, & MAI	LOW505 - LOWE'S CREDIT SERVICES		557.84	1,496.20
	05/23/2022	POPKT03856	113-2350327-865784		AMZN FTTRS, BANDAGES, MESH BAG, S	COMMGN - COMMERCE CREDIT CARD SER		43.53	1,539.73
	05/23/2022	POPKT03856	604742640	46603	TOILET BRUSH - PKS	HIL100 - HILLYARD / SPRINGFIELD		18.79	1,558.52
	05/23/2022	POPKT03856						37.40	1,595.92
					OFFICE SUPPLIES-PKS		369.45	3.99	373.44
	05/09/2022	POPKT03831	B201919		OFFICE SUPPLY, SNAP LINK, RDY MIX, TI	WTV100 - WILLARD HOME CENTER LLC		3.99	373.44
30-800-51000									
REPAIRS AND MAINTENANCE-PKS									
	05/09/2022	POPKT03823	B201990	46526	READY MIX WITH GRAVEL - PKS	WTV100 - WILLARD HOME CENTER LLC		10.70	1,138.70
	05/09/2022	POPKT03831	B201919		OFFICE SUPPLY, SNAP LINK, RDY MIX, TI	WTV100 - WILLARD HOME CENTER LLC		86.27	1,224.97
							1,128.00	96.97	1,224.97
30-800-52000									
SUPPLIES SMALL EQUIPMENT-PKS									
	05/03/2022	POPKT03812	B200522	46526	TENSION PINS, FILL VALVE, WEEDER, LO	WTV100 - WILLARD HOME CENTER LLC		219.99	3,013.90
	05/03/2022	POPKT03812	PO4829	46553	HIGH LIFT BLADES FOR MOWER - PKS	S&H410 - S&H FARM SUPPLY INC		70.74	3,084.64
	05/09/2022	POPKT03831	B201919		OFFICE SUPPLY, SNAP LINK, RDY MIX, TI	WTV100 - WILLARD HOME CENTER LLC		41.95	3,126.59
	05/17/2022	POPKT03840	01555G	46627	GEN RENTAL-LAWN ROLLER RENTAL-PK	COMMGN - COMMERCE CREDIT CARD SER		39.60	3,166.19
	05/17/2022	POPKT03840	71275103	46609	CUSTODIAL GLOVES, CADDY, WALL SCR	LOW505 - LOWE'S CREDIT SERVICES		11.38	3,177.57
	05/23/2022	POPKT03856	113-2350327-865784		AMZN FTTRS, BANDAGES, MESH BAG, S	COMMGN - COMMERCE CREDIT CARD SER		18.50	3,196.07
	05/23/2022	POPKT03856	2367-426118		SOCKET - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		9.99	3,206.06
	05/23/2022	POPKT03856	49801	46627	OEM MOWER BLADES - PKS	COMMGN - COMMERCE CREDIT CARD SER		56.12	3,262.18
	05/23/2022	POPKT03856	B202611		PAINT, STRIPPER, MISC HARDWARE, GL	WTV100 - WILLARD HOME CENTER LLC		46.36	3,308.54
	05/23/2022	POPKT03856	B204108		KEYS, TRAY LNRS, DRIVER KIT, AIR FILTE	WTV100 - WILLARD HOME CENTER LLC		458.00	3,766.54
							4,469.21	644.80	5,114.01
30-800-55200									
ADVERTISING-PKS									
	05/03/2022	POPKT03812	1639	46539	ALUMINUM COMPOSITE SIGNS - PKS	FRO560 - FROGS DETAILED SPECIALITIES		300.00	4,769.21
	05/09/2022	POPKT03831	0196567-IN	46532	PARKING & EVENT SIGNS - PKS	CPI100 - COLORGRAPHIC PRINTING INC		344.80	5,114.01
							290.11	380.92	671.03
	04/30/2022	GLPKT18165	JN02953		TO RECORD BANK AND CR CARD FEES			380.92	671.03
30-800-55800									
DUES AND SUBSCRIPTIONS-PKS									
	05/03/2022	POPKT03812	7907986	46627	WYZE CAMERA SUBSCRIPT - PKS	COMMGN - COMMERCE CREDIT CARD SER		59.96	2,309.95
	05/03/2022	POPKT03812	874750769340492100	46627	WEEBLY SUBSCRIPT - PKS	COMMGN - COMMERCE CREDIT CARD SER		19.95	2,329.90
	05/03/2022	GLPKT18278	JN02981		To record Weebly in Equip/Software ex			-19.95	2,309.95
	05/23/2022	POPKT03856	039779009X220503	46627	DIRECTV SUBSCRIPT - PKS	COMMGN - COMMERCE CREDIT CARD SER		100.43	2,410.38

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
<u>30-800-55800</u>			DUES AND SUBSCRIPTIONS-PKS - Continued				2,249.99	748.21	2,998.20
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/23/2022	POPKT03856	20033774	46627	DNR LICENSE MISSOUR - PKS	COMMGN - COMMERCE CREDIT CARD SER		204.30	2,614.68	2,614.68
05/23/2022	POPKT03856	42960172	46593	BMI MUSIC LICENSE-PKS	BMI100 - BMI GENERAL LICENSING		391.00	3,005.68	3,005.68
05/23/2022	APPKT03933	CM0000342	46627	TAXES REFUNDED	COMMGN - COMMERCE CREDIT CARD SER		-7.48	2,998.20	2,998.20
<u>30-800-55850</u>			EQUIPMENT RENTAL-PKS				324.14	68.28	392.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/17/2022	POPKT03851	28507175	46595	COPIER LEASE - ALL DEPTS	CFS100 - CANON FINANCIAL SERVICES, INC		68.28	392.42	392.42
<u>30-800-56000</u>			INSURANCE-PKS				9,862.02	3,522.15	13,384.17
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
04/30/2022	GLPKT18165	JN02957		TO DISTRIBUTE INSURANCE			3,522.15	13,384.17	13,384.17
<u>30-800-56200</u>			LEGAL-PKS				223.00	232.50	455.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/03/2022	POPKT03812	05977	46511	LEGAL & PROSECUTOR FEES - ALL DEPT	R&G100 - REYNOLDS & GOLD, LLC		232.50	455.50	455.50
<u>30-800-56400</u>			PROFESSIONAL-PKS				1,107.70	288.00	1,395.70
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/23/2022	POPKT03856	1580	46624	IT SERVICES - ALL DEPTS	VDS100 - VDS VISION LLC		288.00	1,395.70	1,395.70
<u>30-800-56450</u>			CONTRACT SERVICES/SECURITY-PKS				300.00	184.45	484.45
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/03/2022	POPKT03812	2861839	46627	WYZE 2 PK CAMERAS - PKS	COMMGN - COMMERCE CREDIT CARD SER		184.45	484.45	484.45
<u>30-800-56500</u>			SAFETY PROGRAM-PKS				1,235.42	146.94	1,382.36
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/03/2022	POPKT03812	B200522	46526	TENSION PINS, FILL VALVE, WEEDER, LO	WTV100 - WILLARD HOME CENTER LLC		19.99	1,255.41	1,255.41
05/03/2022	POPKT03812	D61987	46526	STORM BLADES, GLOVES, SOIL, SNAP LI	WTV100 - WILLARD HOME CENTER LLC		8.99	1,264.40	1,264.40
05/09/2022	POPKT03831	B201919		OFFICE SUPPLY, SNAP LINK, RDY MIX, TI	WTV100 - WILLARD HOME CENTER LLC		14.99	1,279.39	1,279.39
05/17/2022	POPKT03840	604733931	46603	RED SHARPS CONTAINER-PKS	HIL100 - HILLYARD / SPRINGFIELD		67.00	1,346.39	1,346.39
05/23/2022	POPKT03856	B202611		PAINT, STRIPPER, MISC HARDWARE, GL	WTV100 - WILLARD HOME CENTER LLC		35.97	1,382.36	1,382.36
<u>30-800-57400</u>			EQUIPMENT/SOFTWARE CONTRACTS-PKS				7,557.64	580.06	8,137.70
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/03/2022	GLPKT18278	JN02981		To record Weebly in Equip/Software ex			19.95	7,577.59	7,577.59
05/17/2022	POPKT03840	5153-2	46571	MONTHLY TIME CLOCK LEASE - ALL DEP	INF103 - QUEST SOFTWARE SYSTEMS INC		353.66	7,931.25	7,931.25
05/17/2022	POPKT03851	025-380048		SOFTWARE SUBSCRIPTION RENEWAL -	TYL103 - TYLER TECHNOLOGIES INC		206.45	8,137.70	8,137.70
<u>30-800-61000</u>			TELEPHONE-PKS				893.64	223.47	1,117.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Running Balance
05/04/2022	POPKT03826	9904874068	46513	CELL PHONE SERVICE - GEN/LAW/P&D/	VER100 - VERIZON WIRELESS		85.70	979.34	979.34
05/17/2022	POPKT03846	283	46570	PILOT WIRELESS EXPENSE - ALL DEPTS	PIL100 - PILOT WIRELESS LLC		87.77	1,067.11	1,067.11
05/17/2022	POPKT03846	MAY2022	46606	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	1,117.11	1,117.11

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Packet Number	Post Date	Source Transaction	Name	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
30-800-61050				INTERNET-PARKS					
	POPKT03812	05/03/2022	IN7101111855		GOTOCNECT SERVICE- ALL DEPTS	LOG100 - LOGMEIN COMMUNICATIONS IN	1,756.82	435.08	2,191.90
	POPKT03831	05/09/2022	050122212711495		INTERNET SERVICE - ALL DEPTS	HYP100 - HYPERCORE NETWORKS INC		130.58	1,887.40
								304.50	2,191.90
30-800-62000				UTILITIES ELECTRIC-PKS					
	POPKT03830	05/09/2022	522022		ELECTRIC UTILITIES - ALL DEPTS	EMP210 - LIBERTY UTILITIES-EMPIRE DISTR	9,172.54	2,764.95	11,937.49
								2,764.95	11,937.49
30-800-62100				UTILITIES GAS PKS					
	POPKT03840	05/12/2022	592022E		REC CENTER GAS UTILITIES - PKS	MIS315 - SPIRE	4,429.38	276.76	4,706.14
	POPKT03840	05/12/2022	INV0021914		COMMUNITY BUILDING GAS UTILITIES -	MIS315 - SPIRE		121.71	4,551.09
								155.05	4,706.14
30-800-62300				UTILITIES OTHER-PKS					
	POPKT03823	05/04/2022	0394-006810667		TRASH EXPENSE - ALL DEPTS	REP425 - ALLIED SERVICES, LLC	1,412.88	353.22	1,766.10
								353.22	1,766.10
30-800-70000				VEHICLE EXPENSE FUEL-PKS					
	POPKT03803	05/02/2022	80331799		VEHICLE & EQUIPMENT FUEL - LAW/STS	WR1110 - WEX BANK	2,083.11	537.71	2,620.82
								537.71	2,620.82
30-800-70100				EQUIPMENT FUEL-PKS					
	POPKT03803	05/02/2022	80331799		VEHICLE & EQUIPMENT FUEL - LAW/STS	WR1110 - WEX BANK	730.80	1,371.85	2,102.65
	POPKT03830	05/09/2022	116386/116387		FUEL FOR PARKS - S/PKS	REX380 - REX SMITH OIL CO.		281.95	1,012.75
								1,089.90	2,102.65
30-800-71000				VEHICLE REPAIR & MAINT-PKS					
	POPKT03812	05/03/2022	2367-421618		BATTERY FOR KUBOTA TRACTOR - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		104.17	824.49
	POPKT03812	05/03/2022	2367-422038		GAP GAUGE - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		2.99	827.48
	POPKT03831	05/09/2022	8201919		OFFICE SUPPLY, SNAP LINK, RDY MIX, TI	WTV100 - WILLARD HOME CENTER LLC		10.60	838.08
								117.76	838.08
30-800-71100				EQUIPMENT REPAIR & MAINT-PKS					
	POPKT03812	05/03/2022	0116388		CAVE ENGINES CARB FOR POWER WAS	COMMGN - COMMERCE CREDIT CARD SER	3,410.97	1,583.58	4,994.55
	POPKT03812	05/03/2022	30857469		MOWER BELT - PKS	BSS100 - PURVIS INDUSTRIES		62.99	3,473.96
	POPKT03812	05/03/2022	4783-2		TREADMILL REPAIRS- PKS	FER105 - FITNESS E.R.		135.42	3,609.38
	POPKT03812	05/03/2022	8200522		TENSION PINS, FILL VALVE, WEEDER, LO	WTV100 - WILLARD HOME CENTER LLC		857.30	4,466.68
	POPKT03812	05/03/2022	D61987		STORM BLADES, GLOVES, SOIL, SNAP LI	WTV100 - WILLARD HOME CENTER LLC		39.35	4,506.03
	POPKT03812	05/03/2022	PRI-O		SEAL OIL & SHIPPING - PKS	COMMGN - COMMERCE CREDIT CARD SER		89.15	4,595.18
	POPKT03830	05/09/2022	11495485		ROTARY SWITCH FOR TRACTOR - PKS	HER100 - HERITAGE TRACTOR, INC		42.16	4,637.34
	POPKT03830	05/09/2022	134320		TIRE TUBE MOWER - PKS	STI150 - MONRO INC		56.48	4,693.82
	POPKT03830	05/09/2022	2367-424037		TRACTOR FLUIDS MAINT - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		26.99	4,720.81
	APPKT03912	05/09/2022	134320		TIRE TUBE MOWER - PKS	STI150 - MONRO INC		22.99	4,743.80
	APPKT03912	05/09/2022	134320		TIRE TUBE MOWER - PKS	STI150 - MONRO INC		-26.99	4,716.81
								26.99	4,743.80

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
<u>30-800-71100</u>					EQUIPMENT REPAIR & MAINT-PKS - Continued			3,410.97	1,583.58	4,994.55
	05/23/2022	POPKT03856	2367-424749		PWR BELT FOR GRASSHOPPER MOWER	ORE145 - O'REILLY AUTOMOTIVE, INC		Project Account	Amount	Running Balance
	05/23/2022	POPKT03856	2367-424760		PWR RTD BELT FOR GRASSHOPPER MO	ORE145 - O'REILLY AUTOMOTIVE, INC			23.89	4,767.69
	05/23/2022	POPKT03856	2367-425518		WHL BEARINGS FOR TRUCK- PKS	ORE145 - O'REILLY AUTOMOTIVE, INC			5.68	4,773.37
	05/23/2022	POPKT03856	2367-427110		BATTERY FOR TRUCK-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC			83.87	4,857.24
	05/23/2022	POPKT03856	B204108		WTV SUPPLIES-PKS	WTV100 - WILLARD HOME CENTER LLC			97.72	4,954.96
									39.59	4,994.55
<u>30-800-75000</u>					VEHICLE LEASE-PKS			4,346.54	1,086.79	5,433.33
	05/09/2022	POPKT03830	607396	DFT000I726	VEHICLES LEASE - ALL DEPT	EFM100 - ENTERPRISE FLEET MANAGEMEME		Project Account	Amount	Running Balance
									1,086.79	5,433.33
<u>30-800-90000</u>					SALARIES-PKS			75,940.96	19,155.80	95,096.76
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				9,801.11	85,742.07
									9,354.69	95,096.76
<u>30-800-90500</u>					SALARIES OVERTIME-PKS			82.77	25.93	108.70
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				7.53	90.30
									18.40	108.70
<u>30-800-91000</u>					SALARIES SEASONAL-PKS			51,079.76	15,237.12	66,316.88
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				7,167.95	58,247.71
									8,069.17	66,316.88
<u>30-800-91500</u>					PAYROLL TAXES-PKS			9,631.69	2,611.89	12,243.58
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				1,288.01	10,919.70
									1,323.88	12,243.58
<u>30-800-92000</u>					RETIREMENT-PKS			2,533.18	856.31	3,389.49
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				390.32	2,923.50
									465.99	3,389.49
<u>30-800-93000</u>					GROUP INSURANCE-PKS			14,027.72	3,193.27	17,220.99
	05/06/2022	PYPKT00978	PYPKT00978 - 4/16/22		PYPKT00978 - 4/16/22-4/30/22: Paid 5/			Project Account	Amount	Running Balance
	05/20/2022	PYPKT00981	PYPKT00981 - 5/1/22 -		PYPKT00981 - 5/1/22 - 5/14/22: Paid 5/				1,717.74	15,745.46
									1,475.53	17,220.99
<u>30-800-95100</u>					CAPITAL ASSET EXP-PKS			2,321.06	7,055.00	9,376.06
	05/17/2022	POPKT03840	7170	46608	CRACK FILL, SEALING, & RE-STRIPING PK	LPS100 - LAZER PERFECT STRIPING & SEALL		Project Account	Amount	Running Balance
									7,055.00	9,376.06

My Detail Report (Park Board Packet)

Date Range: 04/28/2022 - 05/26/2022

Account	Post Date	Packet Number	Source Transaction	Name	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
30-800-95500				CAPITAL ASSET EXP EQUIPMENT-PKS				490.82	14,134.56	14,625.38
	05/03/2022	POPKT03812	10581376269	6 LAPTOP & 6 DOCKS I DSKTP & MNT-W	46534	6 LAPTOP & 6 DOCKS I DSKTP & MNT-W	DEL100 - DELL MARKETING LP		Amount 5,084.56	Running Balance 5,575.38
	05/09/2022	POPKT03823	01058G	MIDWEST TRANS DEP ON BUS BEING B	46627	MIDWEST TRANS DEP ON BUS BEING B	COMMGN - COMMERCE CREDIT CARD SER		500.00	6,075.38
	05/17/2022	POPKT03840	V101013007	2008 76 PASSENGER BUS - PKS	46610	2008 76 PASSENGER BUS - PKS	MTE100 - MIDWEST TRANSIT EQUIPMENT		8,550.00	14,625.38
Total Fund: 30 - PARKS FUND:								Beginning Balance: 232,159.71	Total Activity: 94,524.93	Ending Balance: 326,684.64
Grand Totals:								Beginning Balance: 232,159.71	Total Activity: 94,524.93	Ending Balance: 326,684.64

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	232,159.71	94,524.93	326,684.64
Grand Total:	232,159.71	94,524.93	326,684.64

AGENDA ITEM #6

Director's Report

Director's Report

Parks & Recreation – Director's Report –May 2022

Quote of the Month

"The growth and development of people is the highest calling of leadership."- Harvey S. Firestone

Budget

Our budget is in good shape. We continue to add revenue as programs grow, and as we add new programs. Aquatics is off to a quick start- swim team registration boosts our aquatics revenue right out of the gate. We are bringing back swim lessons this year, so we expect a small bump from that program, and we have adjusted the fees for season passes, and we expect a very slight increase from that. We are expecting, however, fitness center memberships to level off, and potentially decline as weather improves, but we expect most of that to come back in the fall. We have had several expenses at the aquatic center as we open it up and discover new and unexpected items for repair. A couple of Capital improvements (or equipment) on the near horizon are a bus, sealing the aquatic center lot, and improved signage at the Rec Center.

Event/Program Planning & Recap

Camp is registering, summer baseball is registering, and as mentioned previously, swim team and swim classes. Freedom Fest is nearing, and we are still working with vendors, partners, and sponsors to make that event the largest ever. We are very excited about the event- and even though there has been a transition in the staffing for the event with Taylor's departure- things are progressing ahead of schedule.

Maintenance/Improvements

Resealing the pool lot, refreshing filter sand, refinishing the diving boards, and touching up paint at the aquatic center are the most notable. We have had our oldest mower go down, a Grasshopper with 2300 hours, but we do have it in the budget to replace a mower this year. I had hoped to limp through, but it seems that this is not the year for that. We have planted 48 trees so far this year, with trees from Liberty Utilities as well as the trees sponsored by Kuat, and we have another 30 still on the agenda for planting. Many of these have replaced trees in Jackson Street Park that have died or need to be removed to control the spread of pests such as the Emerald Ash Borer, as well as replacing a few Bradford Pear trees.

Staffing

Part time, seasonal, and summer hiring is nearly complete. We are close to being fully staffed at the aquatic center and summer day camp. We still need at least 2 (prefer 3) additional part time maintenance staff. Our Sports Coordinator, Mike, has moved to a more lucrative position as a VA social worker; we have offered a position to his replacement. We have brought Emily McCall on board as our Marketing and Special Events Coordinator.

AGENDA ITEM #7

New Business

AGENDA ITEM #8

Unfinished Business

AGENDA ITEM #9

Adjourn