

MEETING AGENDA AND PACKET

**PARK BOARD
Regular Meeting**

June 24, 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



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
June 3, 2021**

The Willard Park Board met on Thursday, June 3, 2021, at the Willard City Hall in Willard, MO.

Board Members Present:

Vice President Valorie Simpson, Secretary Craig Baird, Troy Winingear, Fred Burk, Stephanie Polites.

Board Members Absent: President Blaine Kennard.

Staff Present: Park Director Jason Knight.

Visitors Present: none.

Vice President Simpson called the meeting to order at 7:00 p.m.

1. Roll Call:

Valorie Simpson - present, Troy Winingear - present, Craig Baird - present, Fred Burk - present, Stephanie Polites - present.

A quorum was established.

2. Approval of the Agenda:

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

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

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

4. Citizen's Input:

None.

5. Financial Statements:

The Board reviewed the financial statements in the packet.

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

6. Director's Report:

Jason reviewed his report with the Board.

7. New Business:

a. Recycling Center:

- Jason reported that the trial period for extended hours was deemed a success. The extended hours are still in effect (8:00 a.m. - 5:00 p.m., Wednesday - Saturday).
- Troy suggested setting up a bin for plastic bags. An existing trash can could possibly be used.
- Jason talked to Midwest Fiber about improving pickup response for the mixed-use bin.
- Jason reported that the information kiosk discussed last month is ready to be installed.

AGENDA ITEM # 4

Citizens Input

AGENDA ITEM # 5

Election of Officers

AGENDA ITEM # 6

Financial Statements: See Attached

AGENDA ITEM #7

Director's Report

Quote of the Month: "The secret of getting ahead is getting started. The secret to getting started is breaking your overwhelming tasks into small manageable tasks, and then starting on the first one."—
Mark Twain

Budget

I have met with Carolyn to review the budget for budget amendments 6 months in. We had to make very few amendments, which I feel like puts us moving in the right direction. There are several items that I think are still priorities for the budget year, including repairing the community building roof, (unplanned) and striping and sealing the pool parking lot (planned). The pool has opened, and after a slow start due to weather, is starting to pick up. At this point, I feel confident that we will meet our revenue goals.

Event/Program Planning and Recap

Baseball registration has closed, and most practices have begun. The pool has opened, and camp has started. Camp registration is ongoing and will continue throughout the summer. Freedom Fest is progressing on schedule, and we are hoping for dry weather to allow the park to be ready for the event. Vendor applications are robust, and we do not have space to accept all of the parties interested in participating. Summer programs will be offered throughout, with the anticipation of returning to a more normal schedule in the fall.



		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	15,440.00	-9,560.00	38.24 %
30-800-40400	CONCESSION INCOME	30,000.00	30,000.00	0.00	501.75	-29,498.25	98.33 %
30-800-40600	FACILITY INCOME	45,000.00	45,000.00	0.00	23,453.22	-21,546.78	47.88 %
30-800-40800	MISCELLANEOUS INCOME-PKS	1,500.00	1,500.00	0.00	1,615.00	115.00	107.67 %
30-800-40850	CONVENIENCE FEE-PKS	0.00	0.00	0.00	1,771.28	1,771.28	0.00 %
30-800-40900	PARK FEES-PKS	15,000.00	15,000.00	0.00	2,000.00	-13,000.00	86.67 %
30-800-40950	SWIM POOL INCOME	75,000.00	75,000.00	0.00	18,650.00	-56,350.00	75.13 %
30-800-41300	FRANCHISE MOBILE PHONE TOWE	13,635.34	13,635.34	0.00	6,003.55	-7,631.79	55.97 %
30-800-42000	GRANT REVENUES-PKS	0.00	0.00	6,003.26	6,003.26	6,003.26	0.00 %
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	167.71	62,755.76	2,154.26	103.55 %
30-800-45400	TAX SALES & USE REVENUES-PKS	250,000.00	250,000.00	0.00	112,320.07	-137,679.93	55.07 %
30-800-45500	TAX SALES CAP IMP-PKS	250,000.00	250,000.00	28,961.62	128,195.54	-121,804.46	48.72 %
30-800-46000	TRANSFER FROM GCG	220,000.00	220,000.00	0.00	75,000.00	-145,000.00	65.91 %
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	7,782.12	-82,217.88	91.35 %
30-800-47300	YOUTH SPORTS-PKS	45,000.00	45,000.00	0.00	20,141.95	-24,858.05	55.24 %
30-800-48000	FREEDOM FEST INCOME	3,500.00	3,500.00	-50.00	150.00	-3,350.00	95.71 %
30-800-48100	SPECIAL EVENT INCOME	10,000.00	10,000.00	0.00	1,703.50	-8,296.50	82.97 %
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	35,082.59	483,632.97	-668,909.87	58.04 %
Expense							
30-800-50000	CHEMICALS-PKS	10,000.00	10,000.00	848.00	5,858.00	4,142.00	41.42 %
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	96.21	319.68	1,180.32	78.69 %
30-800-50140	SUPPLIES-AQUATIC	7,000.00	7,000.00	410.84	3,956.39	3,043.61	43.48 %
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	251.50	1,815.97	3,684.03	66.98 %
30-800-50175	SUPPLIES YOUTH PROGRAM-PKS	1,000.00	1,000.00	19.98	19.98	980.02	98.00 %
30-800-50177	SUPPLIES-YOUTH CAMP	9,000.00	9,000.00	298.49	453.91	8,546.09	94.96 %
30-800-50180	SUPPLIES SPORTS-PKS	9,000.00	9,000.00	595.48	2,072.72	6,927.28	76.97 %
30-800-50190	TREE CITY USA-PKS	8,500.00	8,500.00	75.00	75.00	8,425.00	99.12 %
30-800-50200	CONCESSIONS-PKS	14,000.00	14,000.00	3,225.81	5,320.86	8,679.14	61.99 %
30-800-50210	TURF MAINTENANCE-PKS	4,500.00	4,500.00	18.98	458.77	4,041.23	89.81 %
30-800-50450	FREEDOM FEST EXPENSE	15,000.00	15,000.00	4,401.50	13,901.50	1,098.50	7.32 %
30-800-50500	BUILDING MAINTENANCE-PKS	7,500.00	7,500.00	146.49	3,976.60	3,523.40	46.98 %
30-800-50550	CUSTODIAL SUPPLIES-PKS	4,500.00	4,500.00	1,483.82	2,429.02	2,070.98	46.02 %
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	48.32	398.32	601.68	60.17 %
30-800-50750	POSTAGE-PKS	100.00	100.00	4.66	30.06	69.94	69.94 %
30-800-51000	REPAIRS AND MAINTENANCE-PKS	2,020.00	2,020.00	226.13	2,137.48	-117.48	-5.82 %
30-800-52000	SUPPLIES SMALL EQUIPMENT-PKS	4,700.00	4,700.00	441.44	1,917.58	2,782.42	59.20 %
30-800-55200	ADVERTISING-PKS	2,300.00	2,300.00	0.00	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	0.00	875.07	-775.07	-775.07 %
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	0.00	1,603.12	896.88	35.88 %
30-800-55850	EQUIPMENT RENTAL-PKS	2,000.00	2,000.00	68.28	409.68	1,590.32	79.52 %

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	35,082.59	483,632.97	-668,909.87	58.04 %
Expense	1,149,220.82	1,149,220.82	57,992.67	503,275.81	645,945.01	56.21 %
Fund: 30 - PARKS FUND Surplus (Deficit):	3,322.02	3,322.02	-22,910.08	-19,642.84	-22,964.86	691.29 %
Report Surplus (Deficit):	3,322.02	3,322.02	-22,910.08	-19,642.84	-22,964.86	691.29 %



City of Willard, MO

My Detail Report

Account Detail

Date Range: 06/03/2021 - 06/14/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 30 - PARKS FUND				
<u>30-800-50000</u>				
	CHEMICALS-PKS	5,010.00	848.00	5,858.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/14/2021	POPKT03119	31080	45129	POOL CHEMICALS - PKS
				Vendor
				REN390 - RENEGADE CHEMICALS LLC
				Project Account
				848.00
				Amount Running Balance
				5,858.00
<u>30-800-50140</u>				
				SUPPLIES-AQUATIC
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/08/2021	POPKT03107	9974662		AMAZON POOL LOG-PKS
06/08/2021	POPKT03107	041782	45148	REPAIR & CUSTODIAL SUPPLIES-PKS
06/10/2021	POPKT03116	061021	45097	SWIM MEET FEES - PKS
06/14/2021	POPKT03114	58631898		MGMMASTER CARR POOL GASKETS-PKS
				Vendor
				COMMGN - COMMERCE CREDIT CARD SER
				WTV100 - WILLARD HOME CENTER LLC
				VEK100 - VERONICA KELLER
				COMMGN - COMMERCE CREDIT CARD SER
				Project Account
				3,545.55
				Amount Running Balance
				3,852.39
<u>30-800-50170</u>				
				SUPPLIES SPECIAL ACTIVITY-PKS
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/08/2021	POPKT03107	000089240		WIRE & CABLE YOUR WAY ELECTRICAL
				Vendor
				COMMGN - COMMERCE CREDIT CARD SER
				Project Account
				1,564.47
				Amount Running Balance
				1,815.97
<u>30-800-50177</u>				
				SUPPLIES-YOUTH CAMP
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/08/2021	POPKT03107	000123		DICKERSON PARK ZOO CAMP FIELD TRIP
				Vendor
				COMMGN - COMMERCE CREDIT CARD SER
				Project Account
				155.42
				Amount Running Balance
				314.42
<u>30-800-50190</u>				
				TREE CITY USA-PKS
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/08/2021	POPKT03098	2021	45100	2020 - 2021 TREE CITY USA MEMBERSH
				Vendor
				ADT150 - ARBOR DAY FOUNDATION
				Project Account
				2,095.05
				Amount Running Balance
				1,911.40
<u>30-800-50200</u>				
				CONCESSIONS-PKS
Post Date	Packet Number	Source Transaction	Pmt Number	Description
06/08/2021	POPKT03101	26847859		COKE PRODUCTS-PKS
06/08/2021	POPKT03101	26848985		COKE PRODUCTS-PKS
06/08/2021	POPKT03107	273680		SAM'S CLUB CONCESSIONS-PKS
06/08/2021	POPKT03107	345359		SAM'S CLUB CONCESSIONS-PKS
06/08/2021	POPKT03107	625332		SAM'S CLUB CONCESSIONS-PKS
06/08/2021	POPKT03107	970330		SAM'S CLUB CONCESSIONS & CUST SUP
				Vendor
				OZA255 - OZARKS COCA COLA
				OZA255 - OZARKS COCA COLA
				WALL10 - WALMART CAPITAL ONE
				WALL10 - WALMART CAPITAL ONE
				WALL10 - WALMART CAPITAL ONE
				WALL10 - WALMART CAPITAL ONE
				Project Account
				2,095.05
				Amount Running Balance
				4,006.45

My Detail Report

Date Range: 06/03/2021 - 06/14/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-55850</u>	EQUIPMENT RENTAL-PKS	341.40	68.28	409.68				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	POPKT03105	26838820	45078	COPIER LEASE - ALL DEPTS	CFS100 - CANON FINANCIAL SERVICES, INC		68.28	409.68
<u>30-800-56500</u>	SAFETY PROGRAM-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/08/2021	POPKT03107	3615433		AMAZON CAUTION TAPE-PKS	COMMGN - COMMERCE CREDIT CARD SER		86.66	568.02
06/08/2021	POPKT03107	D41782	45148	REPAIR & CUSTODIAL SUPPLIES-PKS	WTVY100 - WILLARD HOME CENTER LLC		34.98	603.00
<u>30-800-56950</u>	TRAINING & EDUCATION-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/14/2021	POPKT03114	060421	45113	LIFEGUARD TRAINING - PKS	LAK100 - LAUREN KANAMAN		375.00	695.00
06/14/2021	POPKT03114	060421-2	45116	LIFEGUARD TRAINING & EQUIPMENT R	LUS100 - LUCY SIDLO		425.00	1,120.00
<u>30-800-61000</u>	TELEPHONE-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	POPKT03105	9880448414	45091	CELL PHONE SERVICE - ALL DEPTS	VER100 - VERIZON WIRELESS		45.49	1,352.99
06/08/2021	POPKT03098	060121		NEXTIVA TELEPHONE EXPENSE - ALL DE	COMMGN - COMMERCE CREDIT CARD SER		164.26	1,517.25
<u>30-800-61050</u>	INTERNET-PARKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	POPKT03105	357002	45083	INTERNET SERVICE - ALL DEPTS	NTEL - NITEL, INC		380.02	2,275.12
<u>30-800-62000</u>	UTILITIES ELECTRIC-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/09/2021	POPKT03107	202	45094	ELECTRIC UTILITIES - ALL DEPTS	EMP210 - LIBERTY UTILITIES-EMPIRE DISTR		2,090.54	11,767.08
<u>30-800-62300</u>	UTILITIES OTHER-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/09/2021	POPKT03107	0394-006496817	45093	TRASH EXPENSE - ALL DEPTS	REPA25 - ALLIED SERVICES, LLC		294.35	1,766.10
<u>30-800-70000</u>	VEHICLE EXPENSE FUEL-PKS							
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/09/2021	POPKT03111	71907749	45096	VEHICLE & EQUIPMENT FUEL - LAW/STS	WR110 - WEX BANK		321.71	1,982.91
06/10/2021	POPKT03114	7133862	45147	VEHICLE & EQUIPMENT FUEL - LAW/STS	WR110 - WEX BANK		-16.50	1,966.41

My Detail Report

Date Range: 06/03/2021 - 06/14/2021

Account	Name	Beginning Balance	Total Activity	Ending Balance				
30-800-91500	PAVROLL TAXES-PKS	5,263.67	787.30	6,050.97				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	PYPKT00819	PYPKT00819 - 5/16/21		PYPKT00819 - 5/16/21 - 5/29/21: Paid 6			787.30	6,050.97
30-800-92000	RETIREMENT-PKS						4,227.26	4,630.60
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	PYPKT00819	PYPKT00819 - 5/16/21		PYPKT00819 - 5/16/21 - 5/29/21: Paid 6			403.34	4,630.60
30-800-93000	GROUP INSURANCE-PKS						13,159.59	14,362.25
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/04/2021	PYPKT00819	PYPKT00819 - 5/16/21		PYPKT00819 - 5/16/21 - 5/29/21: Paid 6			1,202.66	14,362.25
30-800-95100	CAPITAL ASSET EXP-PKS						850.90	1,218.69
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/14/2021	POPKT03119	INV0019082	45101	JACKSON ST PARK SOLAR PANEL CONCR	ASH350 - ASH GROVE READY MIX CO		367.79	1,218.69
30-800-96400	FISCAL AGENT FEES						784.24	1,534.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/14/2021	POPKT03121	858758	45144	SERIES 2015 FISCAL AGENT FEES - PKS	UMB100 - UMB BANK		750.00	1,534.24

Total Fund: 30 - PARKS FUND: Beginning Balance: 144,909.46 Total Activity: 30,059.62 Ending Balance: 174,969.08

Grand Totals: Beginning Balance: 144,909.46 Total Activity: 30,059.62 Ending Balance: 174,969.08

Revenue By Period - GL Account Summary

Start Date: 6/3/2021 12:00 AM End Date: 6/21/2021 11:59 PM

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

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

Regular Revenue

	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	0.00	-28.00
30-800-40000 - Parks-Advertising/Sponsorship	2,250.00	2,250.00	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-40400 - Parks-Concessions	5,694.25	5,694.25	4,938.00	0.00	756.25	756.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-40600 - Parks-Facility Income	1,487.50	1,487.50	0.00	72.50	1,750.00	1,750.00	0.00	0.00	0.00	0.00	0.00	-335.00	0.00
30-800-40600 - Rec Center Drop-In	78.00	78.00	70.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-40800 - Miscellaneous	42.00	42.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-40950 - Parks-Aquatics Income	23,086.00	23,086.00	8,957.00	278.00	14,323.00	14,323.00	0.00	0.00	150.00	28.00	0.00	-650.00	0.00
30-800-47100 - Parks-Youth Programs	20.00	20.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-47200 - Parks-Youth Camps	3,123.40	3,123.40	200.00	0.00	2,923.40	2,923.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-47300 - Parks-Youth Sports	-500.00	-500.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	-550.00	0.00