

NOTICE OF MEETING

Public notice is hereby given that a meeting of the **Rock Port Park Board** will be held on **Monday, February 12, 2024, at 7:00 p.m. at City Hall** to consider and act upon the matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

1. Call meeting to order

2. Approve meeting agenda

3. Visitors/Presentations

4. Business

- A) Approve January 10, 2024 Meeting Minutes
- B) Approve January Financials
- C) Approve Payables
- D) Pool
 - a) Company Agreements
 - b) StarGuard Elite
 - 1. Client handbook course
 - 2. Audit Questionnaire
 - c) Train the Trainer
 - d) Season Employment Advertising
 - e) Pool Wages
 - f) Schedule pool start-up
- E) Park Updates
 - a) Park Maintenance Agreement Status
 - b) Financial Procedures
 - c) Fertilizer
 - d) Mowing
 - 1. School Agreement
 - 2. Bid
 - e) ARPA
 - f) AED & Manikin
- F) Old Business
 - a) Committees Reports
 - 1) Fundraising/Grant
 - 2) Project Planning
- G) New Business
 - a) Hosting CPR/AED Training on February 22nd @ 6pm
- H) Set next meeting date – March 13 @ 7pm at Rock Port City Hall

5. Adjourn

This meeting will be open to the public.

Dated this 8th day of February, 2024.

Emily Schulte

City Clerk – City of Rock Port, Missouri

**Rock Port City Park Board
January 10, 2024 Minutes**

The Rock Port Park Board met Wednesday, January 10, 2024 at 7:00 p.m. at the Rock Port City Hall. Members present were Jennifer Geib, Sheena Roup, Andrea Cook via phone, Clint Dougherty, Devon Sons, Tawni Ellis and Amber Graham.

Visitors/Presentations

City liaison and Alderman Kory Paris was present.

Jennifer G called the meeting to order at 7:09 pm.

Sheena moved to approve the meeting agenda for January 10, 2024. Devon seconded. All votes aye.

4.Business

- A. Devon moved to approve the December 13, 2023 meeting minutes. Jennifer G seconded the motion. All votes aye.

- B. Tawni made a motion to approve the December financials. Devon seconded the motion. All votes aye.

- C. Payables Approval-See chart below.

January 2024 Payables		
Company	Amount	Approved
CITY OF RP-201	\$110.68	YES
CITY OF RP-301	\$29.64	YES
CITY OF RP-401	\$25.00	YES
CITY OF RP-501	\$25.00	YES
CITY OF RP-601	\$85.68	YES

Pool Update-

- 2024 Season Plan (opening options, train the trainer, chemicals)
- Clint is going to make another phone call to AquaChem to discuss the level of services that they can provide.
- An ad will go into the paper and be posted on FaceBook for seasonal employment at the end of the month. We will accept applications through the month of February with intentions to hire at the March meeting.
- Review and Revise pool wages-tabled until February
- Schedule Pool Start-up-tabled until February

E) Park Updates

- A. **Park Maintenance Agreement Status**-We are continuing to follow-up on some mowing details and will table this until February.
- B. **Financial Procedures**- Geib met with Alderman Paris and City Clerk Schulte to discuss the new financial procedures that we will implement. Geib reported some additional notes that she would like to put in place.
- C. **ARPA Money Recommendations**-Andrea made a motion for Jen to present a recommendation to the alderman for the Weevos toddler playset system with freight as well as 6 new picnic (benches). Tawni seconded. All votes aye. Jen will make a call to MIRMA to make sure it is approved.
- D. **AED & Manikin**-The AED machine lock box has come in and will be placed on the pool house concession stand. Tawni made a motion to approve the purchase of metal plates to be purchased for the AED machine that state the 911 address in the amount of up to \$50. Amber seconded it. All votes aye.
- E. **RPYAA Baseball Field Plans and Updates**-The RPYAA Youth Association will be getting new bleachers, fencing, backstops and dugouts at the baseball field.

Old Business

- Committees-Jen again encouraged the importance of committees for the board.
 - Grants Committee-Sheena, Andrea and Amber
 - Fundraising Committee-Jen and Tawni

New Business

- As stated in our December 2023 meeting minutes, the acceptance of the application for a new park board member has been made and will be given as a recommendation for approval to the Board of Alderman.

Other Business

Set next meeting date – February 12, 2024 @ 7pm at Rock Port City Hall

Jennifer G motioned to adjourn the meeting at 9:49 pm. Sheena seconded. All in favor.

Respectfully submitted,
Sheena Roup
Secretary

PARK BOARD

Transaction Detail by Account

January 2024

Date	Num	Name	Memo	Paid Amount
INTEREST EARNED - ACCT 11142				
01/31/2024			Interest	2.48
Total INTEREST EARNED - ACCT 11142				2.48
MARLINS SWIM TEAM INCOME				
SWIM TEAM INCOME				
01/01/2024	ih	PARK BOARD	transfer of balance into new QB sub-acc...	2,698.53
Total SWIM TEAM INCOME				2,698.53
Total MARLINS SWIM TEAM INCOME				2,698.53
OTHER INCOME				
01/02/2024	1110	DEPOSIT	case for AED at park donation	1,195.00
01/19/2024	51495	ROCK PORT SCHOOL	practice field mowing	2,000.00
Total OTHER INCOME				3,195.00
TAXES RECEIVED				
01/19/2024	10550	ATCHISON COUNTY ...	December 2023	34,946.77
01/19/2024	29722	CITY OF ROCK PORT	real estate taxes	7,336.07
01/19/2024	29722	CITY OF ROCK PORT	in lieu of city person property taxes	15,813.33
01/19/2024	dep	ATCHISON COUNTY ...	sur tax	5,136.82
Total TAXES RECEIVED				63,232.99
DONATIONS SPECIFIED EXPENSE				
01/03/2024	ach	COMMERCE BANK	AED machine, AED interior storage box	-933.95
Total DONATIONS SPECIFIED EXPENSE				-933.95
PARK UTILITIES				
01/17/2024	ACH	CITY OF ROCK PORT	electric, water, sewer	-190.32
Total PARK UTILITIES				-190.32
POOL ADMIN EXPENSE				
01/03/2024	ach	COMMERCE BANK	refund of late fees & finance charges	85.21
Total POOL ADMIN EXPENSE				85.21
POOL UTILITIES				
01/17/2024	ACH	CITY OF ROCK PORT	electric, water, sewer	-85.68
Total POOL UTILITIES				-85.68
Reimb - MARLINS SWIM TEAM				
01/01/2024	IHT	TO MARLINS SWIM T...	transfer of balance into new QB sub-acc...	-2,698.53
Total Reimb - MARLINS SWIM TEAM				-2,698.53
TOTAL				65,305.73

PARK BOARD
Account Balances
As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
PARK BOARD CHECKING	
MARLINS SWIM TEAM ACCOUNT	2,698.53
PARK BOARD CHECKING - Other	66,832.08
Total PARK BOARD CHECKING	69,530.61
SWIMMING POOL DONATIONS	8,653.25
WALK/BIKE PATH DONATIONS	25.00
Total Checking/Savings	78,208.86
Total Current Assets	78,208.86
TOTAL ASSETS	78,208.86
LIABILITIES & EQUITY	0.00

PARK BOARD 2024 BUDGET

	January	YTD	2024	2024
	Actuals	Actuals	Budget	Remaining
Beginning Balance	12,903.13			
PARK BOARD INCOME				
1 DONATIONS SPECIFIED RECEIPTS	0.00	0.00	1,000.00	1,000.00
2 INTEREST EARNED - ACCT 11142	2.48	2.48	50.00	47.52
3 OTHER INCOME	3,195.00	3,195.00	0.00	-3,195.00
4 POOL AUDIT	0.00	0.00	3,650.00	3,650.00
5 POOL CONCESSION STAND	0.00	0.00	5,000.00	5,000.00
6 POOL RECEIPTS	0.00	0.00	10,000.00	10,000.00
7 TAXES RECEIVED	63,232.99	63,232.99	70,875.00	7,642.01
Total PARK BOARD INCOME	66,430.47	66,430.47	90,575.00	24,144.53
PARK BOARD EXPENSE				
8 DONATIONS SPECIFIED EXPENSE	933.95	933.95	1,000.00	66.05
9 INSURANCE	0.00	0.00	2,500.00	2,500.00
10 PARK ADMIN EXPENSE	0.00	0.00	100.00	100.00
11 PARK FUEL	0.00	0.00	0.00	0.00
12 PARK MAINTENANCE & REPAIR	0.00	0.00	4,000.00	4,000.00
13 PARK MANAGEMENT	0.00	0.00	10,000.00	10,000.00
14 PARK SUPPLIES	0.00	0.00	100.00	100.00
15 PARK UTILITIES	190.32	190.32	5,000.00	4,809.68
16 PAYROLL & PAYROLL TAXES	0.00	0.00	28,150.00	28,150.00
17 POOL ADMIN EXPENSE	-85.21	-85.21	2,000.00	2,085.21
18 POOL AUDIT EXPENSE	0.00	0.00	3,650.00	3,650.00
19 POOL CHEMICALS	0.00	0.00	4,875.00	4,875.00
20 POOL CONCESSION STAND	0.00	0.00	3,000.00	3,000.00
21 POOL MAINTENANCE & REPAIR	0.00	0.00	9,000.00	9,000.00
22 POOL PHONE	0.00	0.00	200.00	200.00
23 POOL REPAIR FUND	0.00	0.00	2,000.00	2,000.00
24 POOL SUPPLIES	0.00	0.00	500.00	500.00
24 POOL UTILITIES	85.68	85.68	14,500.00	14,414.32
Total Expense	1,124.74	1,124.74	90,575.00	89,450.26
Net Income	65,305.73	65,305.73	0.00	
SWIMMING POOL DONATIONS INCOME				
1 SPLASH PAD DONATIONS INCOME	0.00	0.00	0.00	0.00
2 SWIMMING POOL DONATIONS INCOME	0.00	0.00	0.00	0.00
Total SWIMMING POOL DONATIONS INCOME	0.00	0.00	0.00	0.00
SWIMMING POOL DONATIONS EXPENSE				
3 DONATIONS SPECIFIED EXPENSE	0.00	0.00	0.00	0.00
Total SWIMMING POOL DONATIONS EXPENSE	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	
WALK/BIKE PATH DONATIONS INCOME				
1 DONATIONS INCOME	0.00	0.00	0.00	0.00
Total WALK/BIKE PATH DONATIONS INCOME	0.00	0.00	0.00	0.00
WALK/BIKE PATH DONATIONS EXPENSE				
2 DONATIONS SPECIFIED EXPENSE	0.00	0.00	0.00	0.00
Total WALK/BIKE PATH DONATIONS EXPENSE	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	
Ending Balance	78,208.86			

Park Maintenance Agreement Wages

2024 Payroll	Labor			Admin		Total Wages	2023 Payroll	Labor			Admin		Total Wages	2022 Payroll	Total Labor	2021 Payroll	Total Labor	Total Wages	
	Hours	Actual Wages	Labor Wages	Hours	Wages			Labor Hours	Actual Wages	Labor Wages	Hours	Admin Wages							
1/11/2024	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	1/12/2023	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	1/13/2022	0.00	1/14/2021	0.00	\$0.00	
1/25/2024	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	1/26/2023	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	1/27/2022	0.00	1/28/2021	0.00	\$0.00	
2/8/2024						\$0.00	2/9/2023	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	2/10/2022	0.00	2/11/2021	0.00	\$0.00	
2/22/2024						\$0.00	2/23/2023	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	2/24/2022	0.00	2/25/2021	0.00	\$0.00	
3/7/2024						\$0.00	3/9/2023	0.00	\$0.00	\$0.00	1.00	\$20.00	\$20.00	3/10/2022	9.50	3/11/2021	4.00	\$116.94	
3/21/2024						\$0.00	3/23/2023	2.00	\$71.76	\$40.00	1.00	\$20.00	\$60.00	3/24/2022	26.00	3/25/2021	0.00	\$0.00	
4/4/2024						\$0.00	4/6/2023	8.00	\$310.04	\$160.00	1.00	\$20.00	\$180.00	4/7/2022	2.00	4/8/2021	31.50	\$759.78	
4/18/2024						\$0.00	4/20/2023	60.50	\$2,010.75	\$1,210.00	1.00	\$20.00	\$1,230.00	4/21/2022	0.00	4/22/2021	18.00	\$665.09	
5/2/2024						\$0.00	5/4/2023	26.50	\$771.29	\$530.00	1.00	\$20.00	\$550.00	5/5/2022	8.00	5/6/2021	2.00	\$56.32	
5/16/2024						\$0.00	5/18/2023	43.50	\$1,172.92	\$870.00	1.00	\$20.00	\$890.00	5/19/2022	36.50	5/20/2021	7.00	\$297.61	
5/30/2024						\$0.00	6/1/2023	44.50	\$902.90	\$890.00	1.00	\$20.00	\$910.00	6/2/2022	56.50	6/3/2021	9.00	\$259.10	
6/13/2024						\$0.00	6/15/2023	54.00	\$1,006.63	\$1,080.00	1.00	\$20.00	\$1,100.00	6/16/2022	4.00	6/17/2021	6.00	\$239.60	
6/27/2024						\$0.00	6/29/2023	32.00	\$633.85	\$640.00	1.00	\$20.00	\$660.00	6/30/2022	12.00	7/1/2021	8.00	\$270.80	
7/11/2024						\$0.00	7/13/2023	90.00	\$1,913.58	\$1,800.00	1.00	\$20.00	\$1,820.00	7/14/2022	3.00	7/15/2021	2.00	\$25.84	
7/25/2024						\$0.00	7/27/2023	62.50	\$1,359.90	\$1,250.00	1.00	\$20.00	\$1,270.00	7/28/2022	0.00	7/29/2021	0.00	\$0.00	
8/8/2024						\$0.00	8/10/2023	44.00	\$589.60	\$880.00	1.00	\$20.00	\$900.00	8/11/2022	6.00	8/12/2021	0.00	\$0.00	
8/22/2024						\$0.00	8/24/2023	42.50	\$569.50	\$850.00	1.00	\$20.00	\$870.00	8/25/2022	4.00	8/26/2021	5.00	\$154.35	
9/5/2024						\$0.00	9/7/2023	41.00	\$653.26	\$820.00	1.00	\$20.00	\$840.00	9/8/2022	0.00	9/9/2021	1.00	\$31.75	
9/19/2024						\$0.00	9/21/2023	36.00	\$482.40	\$720.00	0.00	\$0.00	\$720.00	9/22/2022	0.00	9/23/2021	2.00	\$63.50	
10/3/2024						\$0.00	10/5/2023	35.00	\$469.00	\$700.00	0.00	\$0.00	\$700.00	10/6/2022	0.00	10/7/2021	2.00	\$44.67	
10/17/2024						\$0.00	10/19/2023	31.00	\$493.39	\$620.00	0.00	\$0.00	\$620.00	10/20/2022	0.00	10/21/2021	7.00	\$169.53	
10/31/2024						\$0.00	11/2/2023	37.00	\$836.65	\$740.00	0.00	\$0.00	\$740.00	11/3/2022	19.50	11/4/2021	0.00	\$0.00	
11/14/2024						\$0.00	11/16/2023	2.00	\$26.80	\$40.00	0.00	\$0.00	\$40.00	11/17/2022	0.00	11/18/2021	0.00	\$0.00	
11/28/2024						\$0.00	11/30/2023	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	12/1/2022	14.50	12/2/2021	0.00	\$0.00	
12/12/2024						\$0.00	12/14/2023	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	12/15/2022	0.00	12/16/2021	0.00	\$0.00	
12/26/2024						\$0.00	12/28/2023	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	12/29/2022	0.00	12/30/2021	0.00	\$0.00	
	0.00	\$0.00	\$0.00	2.00	\$40.00	\$40.00		692.00	\$14,274.20	\$13,840.00	18.00	\$360.00	\$14,200.00		201.50		104.50	\$3,154.88	
Contract Agreement						\$20.00/hour	Contract Agreement					\$20.00/hour	Contract Agreement			Contract Agreement	Payments waived Jun-Dec	\$2,500.00	
Agreement Profit/Loss						\$40.00	Agreement Profit/Loss					(\$74.20)	Agreement Profit/Loss			Agreement Profit/Loss		(\$654.88)	
							Baby Pool Project Hours, Not Included Labor Hours Above												
							<i>(Compensation to be determined after project completion)</i>												
							<u>Payroll Date</u>	<u>Hours</u>	<u>Loaded Wages</u>	<u>Total</u>									
							4/20/2023	60.00	\$2,325.30	\$2,325.30									
							5/18/2023	6.00	\$249.78	\$2,575.08									
							6/1/2023	99.00	\$3,955.22	\$6,530.30									
								165.00											

Note:
 New agreement 01/01/2023
 Agreement temporarily suspended May 2021
 Current Park Services Agreement approved 12/21/16 via Resolution #2016-10
 Initial Park Services Agreement approved 4/18/12 via Resolution #2012-4

Rock Port Marlins Swim Team

Donations			
	Date	Description	Amount
	10/10/2014	Beta Gals donation - swim team ropes	\$700.00
	12/18/2015	New Horizons - swim team ropes	\$100.00
	7/28/2016	Warren & Evalyn Morgan Charitable Trust	\$1,000.00
	7/28/2016	Warren & Evalyn Morgan Charitable Residual Trust	\$1,500.00
	10/14/2016	Libby Weber - t-shirt fundraiser	\$67.43
	5/8/2017	Anonymous donation	\$100.00
	5/30/2017	Ryan Meyerkorth Seed Account donation	\$300.00
	5/31/2017	Red Cross Swim Account donation	\$200.00
	6/27/2017	RP Marlins concession stand fundraiser	\$491.55
	10/4/2017	Libby Weber - Spiraledge, Inc.	\$46.52
	1/24/2018	W & E Morgan Charitable Residual Trust	\$2,500.00
	6/21/2018	RP Marlins concession stand fundraiser	\$94.05
	6/26/2019	RP Marlins concession stand fundraiser	\$217.00
		Total income:	\$7,316.55
Expenses			
	Date	Description	Amount
	8/25/2016	swim team program	\$407.00
	5/10/2017	SwimOutlet.com - reel & reel cover	\$1,564.92
	5/10/2017	Ribbons Galore - meet ribbons	\$129.66
	5/10/2017	City of Rock Port - Swimoutlet.com swim team ropes	\$2,128.80
	4/26/2018	Ashtin Paris - Ribbons Galore swim team ribbons	\$119.78
	7/2/2018	Amazon - paddles & kickboard	\$82.62
	6/17/2019	Elizabeth Weber - Crown Awards swim team ribbons	\$185.24
		Total expenses:	\$4,618.02
		Funds remaining as of 1/31/2024:	\$2,698.53

Jennifer Geib
Rock Port Park & Pool Board
500 S MAIN ST
ROCK PORT, Missouri, 64482-1538
United States
T: [6607442636](tel:6607442636)

Email: rpmopark@gmail.com

Jennifer Geib
Rock Port Park & Pool Board
500 S MAIN ST
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T: [6607442636](tel:6607442636)

Payment Method

Credit Card

Transaction ID 317776448055
AVS Response Successful Verification
CVV Response Valid CVV Match
Auth Code 023612

Shipping Method

Federal Express - Ground

Items	Qty	Price
Physio-Control LifePak CR Plus Package (Recertified) SKU: LPCRPLUS-PACK	1	\$884.00
	Subtotal	\$884.00
	Discount (25OFF500)	-\$25.00
	Tax	\$74.95
	Shipping & Handling	\$0.00
	Grand Total	\$933.95

Questions? Give us a call: 800-544-0004
AED.com | 1001 Flagpole Court | Brentwood, TN 37027 | United States

RP City Hall

From: Memorial Park <rpmopark@gmail.com>
Sent: Friday, February 2, 2024 9:57 AM
To: Deputy Clerk; RP City Hall
Subject: Fwd: Your Order Confirmation

This is the invoice for Cardio Partners. This included the AED & an interior box for storage. This invoice does not include the manikin. That was an invoice with the lifeguard store. If you need that, please let me know.

Also, just checking to make sure you noticed we changed our next meeting to Monday, February 12. If there is a conflict with the council room being used, please let me know.

Thanks,
Jen

----- Forwarded message -----

From: AED.com <marketing@cardiopartners.com>
Date: Mon, Nov 13, 2023 at 12:22 PM
Subject: Your Order Confirmation
To: Jennifer Geib <rpmopark@gmail.com>

- AED
- Reschedule Timmy



GOT IT!

Thank you for trusting us with your emergency preparedness needs.

Reminder: Global supply chain shortages are causing significant industry-wide backorders, delaying the availability of AEDs and AED accessories. [Learn more.](#)

Have questions?
[Email us](#) or call us at 800-544-0004.

Your Order #2220045021

Placed on Nov 13, 2023, 12:20:55 PM

Billing Info

Shipping Info

RESOLUTION OF THE BOARD OF DIRECTORS

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSOURI INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION AS FOLLOWS:

SECTION 1: That the Board of Directors does hereby establish that it is in the best interest of the Association to encourage all participating members to utilize the best available sources for lifeguard training and other aquatic risk management services.

SECTION 2: That the Board of Directors does hereby continue to endorse the Aquatic Risk Management Program of Starguard Elite Associates for such services to be provided to Association members on a voluntary basis, for a period of three years commencing January 1, 2022

SECTION 3: That the Board of Directors does hereby establish that StarGuard Elite agrees to provide to Association members, which wish to participate, Lifeguard Training and Certification to include CPR for all age groups, Life Guard Instructor Training and Certification, and up to three risk management audits per year per member for outdoor facilities and up to five audits per year per member for indoor facilities, at the following costs.

	<u>2022-2024</u>
Lifeguard Instructor Training (two-year certification)	\$500.00
Audits for 2022 (each)	\$1,100.00
Audits for 2023 and 2024 (each)	\$1,150.00
MIRMA does not reimburse the following, but the prices are being stated for the benefit of the member:	
Each additional instructor	\$425.00 Each

SECTION 4: That the Board of Directors does hereby establish that as an encouragement to Association members to utilize said program, the Association shall reimburse all members for the cost of one Lifeguard Instructor certification trained by Starguard Elite.

SECTION 5: That the Board of Directors does hereby establish that as an encouragement to Association members to utilize said program, the Association shall reimburse all members in full for the cost of up to three outdoor pool and five indoor pool risk management audits if the member’s Audit Score meets or exceeds Industry Standards on the Final Overall Evaluation.

SECTION 6: That the Board of Directors does hereby authorize the Executive Director to execute all documentation necessary to continue the Starguard Elite program of services.

ADOPTED THIS 28th DAY OF January 2022.

ATTEST:

Chairman of the Board

Secretary

Invoices needing approval:

- ACCO: \$176.00
- ACCO: \$192.80
- City: \$735.94
- Pool Repair Fund: \$2,000.00
- RPMU: \$269.40
- StarGuard: \$300.00