

NOTICE OF MEETING

Public notice is hereby given that a meeting of the **Rock Port Park Board** will be held on **Wednesday, May 8, 2024, at 7:00 p.m. at the Pool Shelter House** 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 April 10 & 26, 2024 Meeting Minutes
 - B) Approve April Financials
 - C) Approve Payables
 - D) Park
 - a) Park Updates
 - b) Wood Chip Order
 - E) Pool
 - a) Pool Updates
 - b) Set Pool Dates & Costs
 - c) Approve Job Descriptions
 - F) Old Business
 - a) Park Maintenance Agreement
 - b) Financial Procedures
 - c) Outstanding Payments
 - d) ARPA Funds
 - e) Board Vacancy
 - G) New Business
 - a) Administrative vs Advisory Park Boards - Michael Graves
 - b) Areas of Concern
 - H) Set next meeting date for June 12th @ 6:00 p.m. at the Pool Shelter House
- 5. Adjourn**

This meeting will be open to the public.

Dated this **7th** day of **May, 2024**.

Emily Schulte

City Clerk – City of Rock Port, Missouri

Rock Port City Park Board

April 10, 2024 Minutes

The Rock Port Park Board met Wednesday, April 10, 2024 at 6:00 p.m. at the Atchison County Memorial Building. Members present were Jennifer Geib, Sheena Roup, Amber Graham, Tawni Ellis, Jax Lutz, Clint Dougherty.

Visitors/Presentations

Mayor Thomas and Alderwoman Farmer, Jeff Geib and Rhonda Lingerfelt

Jennifer G ▾ called the meeting to order at 6:05 pm.

Jax ▾ moved to accept the meeting agenda for April 10, 2024. Tawni ▾ seconded. All votes aye.

Business

A) Amber ▾ moved to amend the April 2, 2024 meeting minutes to remove Jill Lager and add Clint Dougherty to the members present. Tawni ▾ seconded the motion. All votes aye.

B) Jax ▾ made a motion to approve the March financials. Amber ▾ seconded the motion. All votes aye.

C) Payables Approval-See chart below.

April 11, 2024 Payables			
Company	Invoice #	Amount	Approved
ACCO ▾	0241116-IN	40.00	NO ▾
RPMU-601 ▾		\$57.14	YES ▾
RPMU-501 ▾		\$25.00	YES ▾
RPMU-401 ▾		\$203.40	YES ▾
RPMU-301 ▾		\$29.46	YES ▾
RPMU-201 ▾		\$198.06	YES ▾
RP Telephone ▾		CR \$27.72	YES ▾
Kloseks LLC Tra... ▾		\$155.77	YES ▾
Commerce Bank ▾		\$362.80	YES ▾
Cardio Partners ▾		CR \$74.95	YES ▾

D) Pool

- We need a plan for pool draining, cleaning and painting. A request has been put in for the water table levels. Jen also asked what the levels need to be. Finally Jen asked to borrow the pumps. We are thinking that we need to drain, clean and paint the first week in May. Once it has been filled, we will have to put chemicals in.
- Tawni reported that Dennis Buckles reached out and offered that his company could help if we needed to make any repairs.
- Employment: 2 new applicants-Norah Watkins, Bannack Skillen and a second year return guard, Tarver Muntz. Tawni made a motion to hire Norah Watkins, Bannack Skillen and Tarver Muntz. Jax seconded. All in favor aye.
- Jen made a motion to hire Bannack and Norah at a year one guard wage and Tarver as a second year guard.
- We currently have 2 applications for manager. Jen made a motion to table hiring a manager due to time constraints. Sheena seconded it. All in favor aye.

E) Park Updates

- Jen received an insurance update. The city of Rock Port is on the school's insurance. Jen has received the certificate of liability insurance and has it on file.
- The 4th of July committee has asked if the park board would like to host any sort of event on the 4th of July. Jen asked if everyone would begin thinking about this and we will discuss further at the next meeting.
- Jen read a text message from Holly Huntley regarding the tourism board. They would like to utilize the park for Summer Palooza again this year. Jen requested that they have a hold harmless and liability insurance and any other appropriate documentation on file. Jen made a motion to accept the request to use the park for Summer Palooza. Clint seconded. All in favor, aye.
- Holly had a second request for August 17th to hold a band in the park. They would like to have alcohol. Jen is going to visit with them to find additional information to find out whether or not they are planning to serve alcohol or if it will be BYOB.

Other Business

- Terms-Tawni Ellis has decided to not renew her term. We thank her for her service to the board and the community.
- Clint nominated Jen Geib as the president. Tawni seconded it. All in favor, aye.
- Jax nominated Jill Lager as the Vice President. Clint seconded it. All in favor aye.
- Clint nominated Sheena Roup as the secretary. Jax seconded it. All in favor aye.

Next regularly scheduled meeting date – May 8, 2024 @ 6 pm at the Rock Port City Park weather permitting. If not, it will be held at the Rock Port School Room Number 24.

Jennifer G - motioned to adjourn the meeting at 6:44 pm. Tawni - seconded. All in favor.

Respectfully submitted

Sheena Roup

Secretary

Rock Port City Park Board April 26, 2024 Minutes

The Rock Port Park Board met Friday, April 26, 2024 at 4:30 p.m. at the Rock Port City Park. Members present were Jennifer Geib, Sheena Roup, Devon Sons, Jax Lutz, Clint Dougherty via phone.

Visitors/Presentations

No visitors were present.

Jennifer G ▾ called the meeting to order at 4:41 pm.

Jennifer G ▾ made a motion to amend the meeting agenda for April 26, 2024 and to include the discussion of steps to be ordered for the pool. Sheena ▾ seconded. All votes aye.

Business

A. Seasonal Employment

- Already approved - Jacoby Driskell, Jayme McEnaney, Tarver Muntz, Bannock Skillen, Norah Watkins
- To consider for hire - Cara Davis, Debbie Riley, Rachel Schoonover, Brylea Shrader, Morgan Garst, Dylan Kemerling, Claire Miller, Keira Roup
- Two applications for manager were received and one offer via conversation was received to the board from Rachel Schoonover. Discussion was had over who could best meet the current needs of the pool and manager position. Jen made a motion to hire Debbie Riley as the pool manager for the 2024 pool season. Jax seconded it. All in favor aye.
- Devon made a motion to hire Keira Roup as a 2nd year guard and Dylan Kemerling as a 3rd year guard. Jax seconded. All in favor aye. Sheena Roup abstained from the conversation.

- Devon made a motion to hire Claire Miller as a 1st year guard. Jax seconded. All in favor aye.
- Devon made a motion to hire Brylea Shrader and Morgan Garst as sub guards for the 2024 season. Jax seconded. All in favor aye.

B. Wages

Guards will receive base pay with \$0.25 increase per year of service.

Assistant Manager-Holding off on hire until May 8th meeting.

Season pay for the 2024 season will be kept on file with the Rock Port Park & Pool Board.

C. Purchase of new steps for the pool

- We need a new set of pool steps to use in the 3ft on the west side. These would replace the current ones that are broken. Jen presented two sets of steps, one which is curved and one set that was not curved and the same as we had before. Jen made a motion to purchase the steps with the curve. Jax seconded. All votes aye.

Next regularly scheduled meeting date – May 8, 2024 @ 6 pm at the Rock Port City Park weather permitting. If not, it will be held at the Rock Port School Room Number 24.

Jen made a motion to adjourn the meeting at 5:07, Sheena seconded. All in favor aye.

PARK BOARD
Transaction Detail by Account
April 2024

Date	Num	Name	Memo	Paid Amount
INTEREST EARNED - ACCT 11142				
04/30/2024			Interest	16.47
Total INTEREST EARNED - ACCT 11142				16.47
OTHER INCOME				
04/03/2024	dep	DEPOSIT	donation from scrap - not specified	186.00
Total OTHER INCOME				186.00
TAXES RECEIVED				
04/30/2024	DEP	ATCHISON COUNTY ...	March 2024	437.19
04/30/2024	DEP	ATCHISON COUNTY ...	banking error, belongs to city portion of real estate ta...	14.20
04/30/2024	413	CITY OF ROCK PORT	banking error with taxes, return to city	-14.20
Total TAXES RECEIVED				437.19
DONATIONS SPECIFIED EXPENSE				
04/01/2024	ach	COMMERCE BANK	AED enclosure tax refund	74.95
Total DONATIONS SPECIFIED EXPENSE				74.95
PARK MAINTENANCE & REPAIR				
04/30/2024	414	CITY OF ROCK PORT	trash service - April-June	-155.77
Total PARK MAINTENANCE & REPAIR				-155.77
PARK SUPPLIES				
04/10/2024	412	DARRAH CUSTOM E...	AED device address sign	-6.50
Total PARK SUPPLIES				-6.50
PARK UTILITIES				
04/12/2024	ACH	CITY OF ROCK PORT	electric, water, sewer	-455.92
Total PARK UTILITIES				-455.92
POOL ADMIN EXPENSE				
04/01/2024	ach	COMMERCE BANK	Train the Trainer (to be reimbursed by MIRMA)	-437.75
Total POOL ADMIN EXPENSE				-437.75
POOL CHEMICALS				
04/10/2024	411	ACCO	credit for return of bromine tablets	125.00
Total POOL CHEMICALS				125.00
POOL MAINTENANCE & REPAIR				
04/10/2024	411	ACCO	winterization fluid - winterization	-97.90
04/10/2024	411	ACCO	winterization plugs - winterization	-27.40
04/10/2024	411	ACCO	twist plugs - winterization	-30.24
04/10/2024	411	ACCO	fitting - winterization	-8.25
04/10/2024	411	ACCO	end cap - winterization	-28.70
04/10/2024	411	ACCO	winterization service	-2,552.50
Total POOL MAINTENANCE & REPAIR				-2,744.99
POOL UTILITIES				
04/12/2024	ACH	CITY OF ROCK PORT	electric, water, sewer	-57.14
Total POOL UTILITIES				-57.14
TOTAL				-3,018.46

PARK BOARD
Account Balances
As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
PARK BOARD CHECKING	
MARLINS SWIM TEAM ACCOUNT	2,698.53
PARK BOARD CHECKING - Other	61,787.98
Total PARK BOARD CHECKING	64,486.51
SWIMMING POOL DONATIONS	8,653.25
WALK/BIKE PATH DONATIONS	25.00
Total Checking/Savings	73,164.76
Total Current Assets	73,164.76
TOTAL ASSETS	73,164.76
LIABILITIES & EQUITY	0.00

PARK BOARD 2024 BUDGET

	January	February	March	April	YTD	2024	2024
	Actuals	Actuals	Actuals	Actuals	Actuals	Budget	Remaining
Beginning Balance	12,903.13	78,208.86	76,051.07	76,183.22			
PARK BOARD INCOME							
1 DONATIONS SPECIFIED RECEIPTS	1,195.00	0.00	125.00	0.00	1,320.00	1,000.00	-320.00
2 INTEREST EARNED - ACCT 11142	2.48	10.63	17.30	16.47	46.88	50.00	3.12
3 OTHER INCOME	2,000.00	0.00	0.00	186.00	2,186.00	0.00	-2,186.00
4 POOL AUDIT	0.00	0.00	0.00	0.00	0.00	3,300.00	3,300.00
5 POOL CONCESSION STAND	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
6 POOL RECEIPTS	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
7 TAXES RECEIVED	63,232.99	412.39	451.39	437.19	64,533.96	69,571.00	5,037.04
Total PARK BOARD INCOME	66,430.47	423.02	593.69	639.66	68,086.84	87,921.00	19,834.16
PARK BOARD EXPENSE							
8 DONATIONS SPECIFIED EXPENSE	933.95	1,486.84	0.00	-74.95	2,345.84	1,000.00	-1,345.84
9 INSURANCE	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
10 PARK ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.00	100.00	100.00
11 PARK FUEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12 PARK MAINTENANCE & REPAIR	0.00	155.77	0.00	155.77	311.54	10,000.00	9,688.46
13 PARK MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14 PARK SUPPLIES	0.00	0.00	23.02	6.50	29.52	150.00	120.48
15 PARK UTILITIES	190.32	190.86	269.98	455.92	1,107.08	4,500.00	3,392.92
16 PAYROLL & PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	26,000.00	26,000.00
17 POOL ADMIN EXPENSE	-85.21	300.00	90.00	437.75	742.54	1,000.00	257.46
18 POOL AUDIT EXPENSE	0.00	0.00	0.00	0.00	0.00	3,300.00	3,300.00
19 POOL CHEMICALS	0.00	0.00	0.00	-125.00	-125.00	2,500.00	2,625.00
20 POOL CONCESSION STAND	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
21 POOL MAINTENANCE & REPAIR	0.00	368.80	0.00	2,744.99	3,113.79	15,000.00	11,886.21
22 POOL PHONE	0.00	0.00	0.00	0.00	0.00	150.00	150.00
23 POOL REPAIR FUND	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
24 POOL SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
24 POOL UTILITIES	85.68	78.54	78.54	57.14	299.90	15,721.00	15,421.10
Total Expense	1,124.74	2,580.81	461.54	3,658.12	7,825.21	87,921.00	80,095.79
Net Income	65,305.73	-2,157.79	132.15	-3,018.46	60,261.63	0.00	
SWIMMING POOL DONATIONS INCOME							
1 SPLASH PAD DONATIONS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 SWIMMING POOL DONATIONS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SWIMMING POOL DONATIONS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SWIMMING POOL DONATIONS EXPENSE							
3 DONATIONS SPECIFIED EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SWIMMING POOL DONATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	
WALK/BIKE PATH DONATIONS INCOME							
1 DONATIONS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total WALK/BIKE PATH DONATIONS INCOME	0.00	0.00	0.00	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	0.00	0.00	0.00
Total WALK/BIKE PATH DONATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	
Ending Balance	78,208.86	76,051.07	76,183.22	73,164.76			

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	\$0.00	\$0.00	1.00	\$20.00	\$20.00	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	2.00	\$84.48	\$40.00	1.00	\$20.00	\$60.00	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	\$0.00	\$0.00	1.00	\$20.00	\$20.00	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	\$0.00	\$0.00	1.00	\$20.00	\$20.00	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	2.00	\$92.20	\$40.00	1.00	\$20.00	\$60.00	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	2.00	\$59.24	\$40.00	1.00	\$20.00	\$60.00	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
	6.00	\$235.92	\$120.00	8.00	\$160.00	\$280.00		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 (Street only)		<i>No wages paid on agreement as of 4/29/24</i>					Agreement Profit/Loss						Agreement Profit/Loss					<i>\$3,500.00</i>
							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