

MEMORANDUM



TO: Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation & Forestry
DATE: February 12, 2021
SUBJECT: Parks Monthly Report

ADMINISTRATION

1) Departmental Policies and Procedures

- a) Continued to work on the development of a more formal documented system of policies and procedures.
- b) Continued to work with the Police Department and legal counsel to review recommended "Park Ordinances". It is anticipated that legal council will have revised ordinances ready to present at the February 22nd Council Meeting.

2) Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, Refurbishment/Replacement Plan.

Continued to work on the development of an overall plan to identify the maintenance and operational needs of the department. This plan will include itemized work, life cycles, estimated costs, etc.

3) Golf Course Management Plan - Continued working on the development of an overall Golf Course Management Plan.

4) Department Reorganization

- a) Submitted a proposal for the restructuring of Recreation & Golf Personnel, which included the identification of the needs, roles, and responsibilities of the Recreation & Golf (operations) Division's and employees and analyzing operational changes that are needed to be more efficient and effective. This included the review of existing job descriptions and analyzing individual job scope, goals, and objectives.

5) Personnel

- a) City Council approved the restructuring and title of the Parks Superintendent position to create a Deputy Director of Parks Maintenance position. Job Announcement has been posted on the City Website, Indeed and on the Missouri Park & Recreation website.
- b) City Council approved the restructuring and title of one of the Crew Leader positions to create a Parks Supervisor position.
- c) With the recent resignation of the Golf Manager, a Job Announcement has been posted on the City Website, Indeed and on the Missouri Park & Recreation website.
- d) Advertised the vacant Crew Leader position on the City Website, Indeed and on the Missouri Park & Recreation website.

- e) Working on a plan to bring back furloughed personnel in anticipation of the reopening of Centennial Commons and the Heman Park Pool in the spring.

6) Capital Improvement Projects

- a) Annual Tree Trimming – Contractor is currently on the job.
- b) Ballfield Groomer – Identified equipment need and waiting for approval to move forward.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal - Contractor is currently on the job.
- e) Enclosed Trailer - Identified equipment need and waiting for approval to move forward.
- f) Asphalt Trail Repairs at Heman Park – Working with engineering contractor to develop a scope of work.
- g) Parking Lot & Trail Sealing and Striping at Heman Park - Developed Bid Documents and waiting for approval to move forward.
- h) Pool Painting at Heman Park – Due to timing, will probably have to roll over project until late summer of 21.
- i) Security Lighting – Heman Park – Continue to identify options.
- j) Playground Surfacing – Kaufman, Kingsland and Mooney Parks. Council approved the bid submitted by S. Bollinger & Associates.
- k) Golf Course Netting - Have issued Notice to Proceed. Contractor is waiting for the weather to break to begin work.
- l) Golf Course Parking Lot Repair/Replacement – Council approved the bid submitted by E. Meier & Associates. Project is anticipated to take place this spring.
- m) Wide Area Mower – Received new mower.

7) Supply Bids

- a) Prepared bid specifications and went out to bid for Leaf and Natural Mulch to be used within the Parks System.
- b) Prepared bid specifications and went out to bid for Topsoil to be used within the Parks System.
- c) Prepared bid specifications and went out to bid for Engineered Hardwood Fiber to be used on playgrounds within the Parks System.

8) Grant Projects

- a) Reviewed 50% drawings for Ackert Park Project.
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.

- 9) Park Priorities – Began work on the review and prioritization of park priorities for the Capital Improvement Program and FY22 Budget.

- 10) Reopening of Centennial Commons and Heman Park Pool – Continued to work on the development of a reopening plan for Centennial Commons and Heman Park Pool for spring.

- 11) FY22 Budget – Began preparations for the FY22 Budget and the CIP.

RECREATION OPERATIONS

- 1) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing and will make recommendations on new fees and charges for the FY22 Budget.
- 2) Contract Instructors – Continue waiting for legal counsel to review and approve.
- 3) Volunteer Guidelines – Continued working on guidelines and job descriptions for volunteers used in programs.
- 4) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software. It is anticipated that the software upgrade will take place this spring.
- 5) Heman Park Pool – Met with Contractor on plans for the upcoming season.
- 6) Baseball/Softball Leagues – Continue to work with outside organizations on the scheduling of leagues for the year.

PARK OPERATIONS

- 1) Park Closures – Maintenance staff continues to place caution tape/fencing and on/at all basketball, pavilions and athletic fields. Staff are checking these areas daily and making necessary repairs.
- 2) Leaf Pickup – Continued mulching and picking up of leaves within the park system.
- 3) Tree Pruning – Continued tree pruning within the parks.
- 4) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 5) Equipment Repair – Started winter prep and repair of all equipment.
- 6) Ice & Snow Removal – Performed ice and snow removal on City parking lots and sidewalks.
- 7) Mowing Contract – Met with Contractor to go over plans for the upcoming season.

GOLF OPERATIONS

- 1) Attendance – 669 Rounds in January; 24,246 Rounds in FY21 compared to 19,548 rounds at the same time last year. Overall revenue is up by \$135,293.99 over the same time last year.
- 2) Policies and Procedures – Continued to review and upgrade policies and procedures for tournaments, leagues, high school team usage etc.
- 3) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 4) Leaf Pickup – Continued mulching and picking up leaves.
- 5) Equipment Repair – Continued winter prep and repair of all equipment.