



MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: April 15, 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 legal counsel to review recommended "Park Ordinances". It is anticipated that legal council will have revised ordinances ready to present at the April 26th Council Meeting.
- c) Continued to work with legal counsel to review recommended "Park Policies".

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 - Have developed a "Draft" of an overall Golf Course Management Plan. Once a new Golf Manager has been hired and has time to review the draft, a final plan will be developed.

4) Personnel

- a) Recreation Supervisor-Programs and Special Events came back from furlough on March 1st.
- b) Recreation Supervisor-Facilities came back from furlough on March 15th.
- c) Recreation Supervisor-Sports, Health & Fitness – Currently interviewing candidates. Position should be filled and on board by the end of May.
- d) Deputy Director of Park Maintenance– Position should be filled and on board by the middle of May.
- e) Golf Manager – This position should be filled and on board by the first week of May.
- f) Parks Crew Leader – Concluded interviews with no viable candidate that met the job requirements. As such, the position is to be reposted.
- g) Golf Course Golf Shop Supervisor – Currently evaluating applications.
- h) Golf Course Attendants – Currently evaluating and interviewing candidates. Three candidates have been hired thus far.
- i) Golf Course PT Laborer – Position has been filled.
- j) Centennial Commons PT Staff – Currently evaluating and interviewing candidates. Several employees that were laid off are currently in the process of being rehired.

- k) Heman Park Pool PT Staff – Currently evaluating candidates. Employees that were laid off are currently in the process of being rehired.

5) Capital Improvement Projects

- a) Annual Tree Trimming – Should be completed by the end of the month.
- b) Ballfield Groomer – Was approved by the Council at the April 12th meeting.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal – Should be completed by the end of the month.
- e) Enclosed Trailer - Identified equipment need and waiting for approval to move forward.
- f) Asphalt Trail Repairs at Heman Park – Remains on hold.
- g) Parking Lot & Trail Sealing and Striping at Heman Park - Was approved by the Council at the April 12th meeting. Work is scheduled to begin by the end of the month.
- 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 – Currently working with MUSCO lighting on options and estimated costs.
- j) Playground Surfacing (Kaufman, Kingsland, and Mooney Parks). Demolition of the Kingsland Park surfacing is scheduled to take place on Friday, April 16, 2021 with work being completed within the month. Work is scheduled to follow on the other two parks.
- k) Golf Course Netting - Project has been completed.
- l) Golf Course Parking Lot Repair/Replacement – Project has been completed.
- m) Wide Area Mower – Received new mower and is currently in use.

6) Grant Projects

- a) Reviewing 90% drawings for Ackert Park Project. Scheduled to go out to bid in May.
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.
- c) MDC Community Stewardship Grant – Was contacted by UCity In Bloom and the Green Center regarding the possibility of cosponsoring a grant application with the Missouri Department of Natural Resources for the removal of invasive species from Ruth Park Woods.

7) FY22 Budget – Working with the City Manager for the FY22 Budget and the CIP.

RECREATION OPERATIONS

1) Reopening of Centennial Commons and Heman Park Pool –

- a) Continued to work on the development of a reopening plan for Centennial Commons and Heman Park Pool for spring.
- b) Staff continued to update and rollover memberships within the computer system.
- c) Researched and requested quotes/bids for needed COVID related items such as glass protection shielding for the front control desk area.

d) 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.

e) Contract Instructors – Continue waiting for legal counsel to review and approve.

- f) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software.
- g) Heman Park Pool – Working with Contractor on plans for the upcoming season.
- h) Baseball/Softball Leagues – Continue to work with outside organizations on the scheduling of leagues for the year. Redbird Rookies program was approved by City Council at the April 12th meeting.

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) Tree Pruning – Continued tree pruning within the parks.
- 3) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 4) In-House Mowing – Staff begin mowing selected sites (Athletic Fields & City Hall).
- 5) Mowing Contract – Began mowing operations the week of April 12th.
- 6) Restrooms – Restrooms opened on Monday, April 5th.
- 7) Athletic Fields – Worked up baseball/softball infields in preparation for the spring season. Applied pre-emergence to all fields.

GOLF OPERATIONS

- 1) Attendance – 2,586 Rounds in March compared to 1,771 Rounds last March: \$21,313 in Driving Range. Fees in March compared to \$13,045 last February; 27,324 Rounds in FY21 compared to 22,157 Rounds. at the same time last year, Overall revenue is up by \$159,984.88 over the same time last year.
- 2) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 3) Mowing – Began mowing operations.
- 4) Lookout Tower – Completed restoration project.
- 5) Parking Lot – Completed construction of the parking lot.
- 6) Chemical Applications – Applied pre-emergence to course.