

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

PARK BOARD Regular Meeting

January 31, 2019

7:00 PM-Willard City Hall

224 W. Jackson Street

PARK BOARD MEMBERS

Blaine Kennard, President

Valorie Simpson, Vice-President

Fred Burk, Secretary

Troy Wisdom

Laurie Pendergrass



AGENDA ITEM #1

Roll Call



AGENDA ITEM #2

Agenda Amendments / Approval of the Agenda



**CITY OF WILLARD
PARK BOARD
January 31, 2019
7:00 P.M.**

Notice posted on January 25th, 2019.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., January 31, 2019 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

Call the meeting to order.

1. Roll Call
2. Agenda Amendments/Approval of the Agenda
3. Approval of the Minutes from the meeting on November 29
4. Citizen's Input (5-minute limit)
5. Financial Statements
 - a. Brad Gray and Carolyn Halverson to report on Financial Forecast
6. Director's Report
7. New Business
 - a. Monkey Business Bounce Houses
 - b. Friends of the Park Program
8. Unfinished Business
9. Adjourn Meeting

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Jason Knight
224 West Jackson
P O Box 187
Willard, MO 65781

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, MO

Park Board Meeting

November 29, 2018

Board Members: President Blaine Kennard; Vice-President Valorie Simpson; Secretary Fred Burk; Laurie Pendergrass; Troy Wisdom

Staff Present: Director of Community Services: J.C. Loveland

Board Members present: Blaine Kennard, Valorie Simpson and Troy Wisdom

President Blaine Kennard called the meeting to order at 7:00

Roll Call

Blaine Kennard -present, Valorie Simpson-present, Troy Wisdom-present

Approval of Agenda

Motion made by Valorie Simpson to approve the agenda and seconded by Blaine Kennard. Motion passed with a vote of 3-0. Voting aye: Blaine Kennard, Valorie Simpson, Troy Wisdom

Approval of Minutes

Motion made by Troy Wisdom to approve the minutes of Oct. 25, 2018 and seconded by Valorie Simpson, Motion passed with a vote of 3-0. Voting aye: Blaine Kennard, Valorie Simpson, Troy Wisdom

Citizens Input

None

Financial Statement

Motion made by Blaine Kennard to approve financial statements with a second by Valorie Simpson. Motion passed with a vote of 3-0. Voting aye: Blaine Kennard, Valorie Simpson, Troy Wisdom

Laurie Pendergrass arrived at 7:14

Directors Report

Park is winding down after many events in October and November: Veterans Day parade with over 100 floats; trunk or treat with 600 participants; Boo Bash dance with 250; Christmas parade; and Christmas on the Frisco

Turkey Trot is organized by Care to Learn, estimating 400 runners. Park assists with this event and 10 % of the revenue goes to scholarship fund.

Coming up is Christmas dance, winter break day camp and the start of basketball

The maintenance depart has finished the fence at the baseball field but they still need to stain fence. They will start working on camp site at Frisco Highland Park and replacing lighting in Community Building with LED lights

Fees and Charges 2019

Blaine Kennard made the motion of approved the fees and charges for 2019 with a second by Laurie Pendergrass. Motion passed with a vote of 4-0. Voting aye: Blaine Kennard, Valorie Simpson, Troy Wisdom and Laurie Pendergrass This will now go to Board of Aldermen for approval.

AGENDA ITEM #4

Citizens Input



AGENDA ITEM #5

Financial Statements





		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 30 - PARKS FUND							
Revenue							
<u>30-800-40000</u>	ADVERTISING REVENUE (PARKS)	30,652.50	30,652.50	750.00	750.00	-29,902.50	97.55 %
<u>30-800-40400</u>	CONCESSION INCOME	43,000.00	43,000.00	818.80	818.80	-42,181.20	98.10 %
<u>30-800-40600</u>	FACILITY INCOME	30,000.00	30,000.00	2,915.00	2,915.00	-27,085.00	90.28 %
<u>30-800-40800</u>	MISCELLANEOUS INCOME-PKS	500.00	500.00	0.00	0.00	-500.00	100.00 %
<u>30-800-40900</u>	PARK FEES-PKS	3,800.00	3,800.00	0.00	0.00	-3,800.00	100.00 %
<u>30-800-40950</u>	SWIM POOL INCOME	70,000.00	70,000.00	25.00	25.00	-69,975.00	99.96 %
<u>30-800-41300</u>	FRANCHISE MOBILE PHONE TOWE	13,500.00	13,500.00	0.00	0.00	-13,500.00	100.00 %
<u>30-800-42000</u>	GRANT REVENUES-PKS	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<u>30-800-43000</u>	INTEREST INCOME-PKS	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
<u>30-800-45300</u>	TAX REAL ESTATE-PKS	60,500.00	60,500.00	0.00	0.00	-60,500.00	100.00 %
<u>30-800-45400</u>	TAX SALES & USE REVENUES-PKS	225,000.00	225,000.00	0.00	0.00	-225,000.00	100.00 %
<u>30-800-45500</u>	TAX SALES CAP IMP-PKS	232,000.00	232,000.00	0.00	0.00	-232,000.00	100.00 %
<u>30-800-46000</u>	TRANSFER FROM GCG	236,000.00	236,000.00	0.00	0.00	-236,000.00	100.00 %
<u>30-800-47000</u>	ADULT PROGRAMS-PKS	7,500.00	7,500.00	162.50	162.50	-7,337.50	97.83 %
<u>30-800-47100</u>	YOUTH PROGRAMS-PKS	3,000.00	3,000.00	553.00	553.00	-2,447.00	81.57 %
<u>30-800-47200</u>	YOUTH CAMP-PKS	95,000.00	95,000.00	687.50	687.50	-94,312.50	99.28 %
<u>30-800-47300</u>	YOUTH SPORTS-PKS	62,500.00	62,500.00	5,246.50	5,246.50	-57,253.50	91.61 %
<u>30-800-48000</u>	FREEDOM FEST INCOME	3,500.00	3,500.00	200.00	200.00	-3,300.00	94.29 %
<u>30-800-48100</u>	SPECIAL EVENT INCOME	9,000.00	9,000.00	165.00	165.00	-8,835.00	98.17 %
<u>30-800-48200</u>	SHIRT INCOME	3,500.00	3,500.00	50.00	50.00	-3,450.00	98.57 %
	Revenue Total:	1,134,952.50	1,134,952.50	11,573.30	11,573.30	-1,123,379.20	98.98 %
Expense							
<u>30-800-50000</u>	CHEMICALS-PKS	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<u>30-800-50110</u>	SUPPLIES - GROUNDS	450.00	450.00	0.00	0.00	450.00	100.00 %
<u>30-800-50130</u>	SUPPLIES GENERAL-PKS	1,250.00	1,250.00	75.84	75.84	1,174.16	93.93 %
<u>30-800-50140</u>	SUPPLIES-AQUATIC	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<u>30-800-50150</u>	SUPPLIES-SPORTS SHIRTS (PARKS)	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
<u>30-800-50170</u>	SUPPLIES SPECIAL ACTIVITY-PKS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<u>30-800-50175</u>	SUPPLIES YOUTH PROGRAM-PKS	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<u>30-800-50177</u>	SUPPLIES-YOUTH CAMP	9,000.00	9,000.00	163.72	163.72	8,836.28	98.18 %
<u>30-800-50180</u>	SUPPLIES SPORTS-PKS	9,000.00	9,000.00	261.01	261.01	8,738.99	97.10 %
<u>30-800-50190</u>	TREE CITY USA-PKS	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
<u>30-800-50200</u>	CONCESSIONS-PKS	22,500.00	22,500.00	118.97	118.97	22,381.03	99.47 %
<u>30-800-50210</u>	TURF MAINTENANCE-PKS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>30-800-50450</u>	FREEDOM FEST EXPENSE	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00 %
<u>30-800-50500</u>	BUILDING MAINTENANCE-PKS	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<u>30-800-50550</u>	CUSTODIAL SUPPLIES-PKS	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<u>30-800-50600</u>	MISCELLANEOUS EXPENSE-PKS	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>30-800-50700</u>	OFFICE SUPPLIES-PKS	1,000.00	1,000.00	20.22	20.22	979.78	97.98 %
<u>30-800-50750</u>	POSTAGE-PKS	150.00	150.00	10.34	10.34	139.66	93.11 %
<u>30-800-51000</u>	REPAIRS AND MAINTENANCE-PKS	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<u>30-800-52000</u>	SUPPLIES SMALL EQUIPMENT-PKS	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00 %
<u>30-800-55200</u>	ADVERTISING-PKS	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00 %
<u>30-800-55400</u>	AUDIT EXPENSE-PKS	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>30-800-55500</u>	BANK/CREDIT CARD FEES-PKS	2,727.00	2,727.00	0.00	0.00	2,727.00	100.00 %
<u>30-800-55600</u>	CONTRACT LABOR-PKS	350.00	350.00	0.00	0.00	350.00	100.00 %
<u>30-800-55800</u>	DUES AND SUBSCRIPTIONS-PKS	3,000.00	3,000.00	1,088.00	1,088.00	1,912.00	63.73 %
<u>30-800-55850</u>	EQUIPMENT RENTAL-PKS	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
<u>30-800-56000</u>	INSURANCE-PKS	33,000.00	33,000.00	0.00	0.00	33,000.00	100.00 %
<u>30-800-56200</u>	LEGAL-PKS	1,000.00	1,000.00	28.00	28.00	972.00	97.20 %

Budget Report

For Fiscal: 2019 Period Ending: 01/31/2019

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<u>30-800-56400</u>	PROFESSIONAL-PKS	6,000.00	6,000.00	313.60	313.60	5,686.40	94.77 %
<u>30-800-56450</u>	CONTRACT SERVICES/SECURITY-PK	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>30-800-56500</u>	SAFETY PROGRAM-PKS	1,450.00	1,450.00	70.00	70.00	1,380.00	95.17 %
<u>30-800-56900</u>	TRAVEL EXPENSE-PKS	2,450.00	2,450.00	0.00	0.00	2,450.00	100.00 %
<u>30-800-56950</u>	TRAINING & EDUCATION-PKS	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00 %
<u>30-800-57400</u>	EQUIPMENT/SOFTWARE CONTRAC	10,000.00	10,000.00	1,165.19	1,165.19	8,834.81	88.35 %
<u>30-800-61000</u>	TELEPHONE-PKS	3,750.00	3,750.00	309.76	309.76	3,440.24	91.74 %
<u>30-800-61050</u>	INTERNET-PARKS	4,700.00	4,700.00	375.68	375.68	4,324.32	92.01 %
<u>30-800-62000</u>	UTILITIES ELECTRIC-PKS	45,450.00	45,450.00	2,612.95	2,612.95	42,837.05	94.25 %
<u>30-800-62100</u>	UTILITIES GAS PKS	5,050.00	5,050.00	698.24	698.24	4,351.76	86.17 %
<u>30-800-62300</u>	UTILITIES OTHER-PKS	4,040.00	4,040.00	252.36	252.36	3,787.64	93.75 %
<u>30-800-70000</u>	VEHICLE EXPENSE FUEL-PKS	5,050.00	5,050.00	225.73	225.73	4,824.27	95.53 %
<u>30-800-70100</u>	EQUIPMENT FUEL-PKS	5,555.00	5,555.00	0.00	0.00	5,555.00	100.00 %
<u>30-800-71000</u>	VEHICLE EXPENSE OTHER-PKS	2,500.00	2,500.00	446.29	446.29	2,053.71	82.15 %
<u>30-800-71100</u>	EQUIP REPAIRS/MAINT-PKS	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
<u>30-800-90000</u>	SALARIES-PKS	232,512.86	232,512.86	19,331.39	19,331.39	213,181.47	91.69 %
<u>30-800-90500</u>	SALARIES OVERTIME-PKS	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>30-800-91000</u>	SALARIES SEASONAL-PKS	186,500.00	186,500.00	5,359.21	5,359.21	181,140.79	97.13 %
<u>30-800-91500</u>	PAYROLL TAXES-PKS	33,545.03	33,545.03	1,865.86	1,865.86	31,679.17	94.44 %
<u>30-800-92000</u>	RETIREMENT-PKS	16,519.88	16,519.88	1,038.78	1,038.78	15,481.10	93.71 %
<u>30-800-92500</u>	UNIFORMS-PKS	1,500.00	1,500.00	128.08	128.08	1,371.92	91.46 %
<u>30-800-93000</u>	GROUP INSURANCE-PKS	49,090.90	49,090.90	4,131.39	4,131.39	44,959.51	91.58 %
<u>30-800-95100</u>	CAPITAL ASSET EXP-PKS	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00 %
<u>30-800-95500</u>	CAPITAL ASSET EXP EQUIPMENT-PK	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<u>30-800-96000</u>	PRINCIPAL EXPENSE-PKS	195,000.00	195,000.00	0.00	0.00	195,000.00	100.00 %
<u>30-800-96200</u>	INTEREST EXPENSE-PKS	107,000.00	107,000.00	0.00	0.00	107,000.00	100.00 %
<u>30-800-96400</u>	FISCAL AGENT FEES	1,500.00	1,500.00	750.00	750.00	750.00	50.00 %
	Expense Total:	1,134,890.67	1,134,890.67	40,840.61	40,840.61	1,094,050.06	96.40 %
	Fund: 30 - PARKS FUND Surplus (Deficit):	61.83	61.83	-29,267.31	-29,267.31	-29,329.14	7,435.13 %
	Report Surplus (Deficit):	61.83	61.83	-29,267.31	-29,267.31	-29,329.14	7,435.13 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 30 - PARKS FUND						
Revenue	1,134,952.50	1,134,952.50	11,573.30	11,573.30	-1,123,379.20	98.98 %
Expense	1,134,890.67	1,134,890.67	40,840.61	40,840.61	1,094,050.06	96.40 %
Fund: 30 - PARKS FUND Surplus (Deficit):	61.83	61.83	-29,267.31	-29,267.31	-29,329.14	17,435.13 %
Report Surplus (Deficit):	61.83	61.83	-29,267.31	-29,267.31	-29,329.14	17,435.13 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
30 - PARKS FUND	61.83	61.83	-29,267.31	-29,267.31	-29,329.14
Report Surplus (Deficit):	61.83	61.83	-29,267.31	-29,267.31	-29,329.14



City of Willard, MO

Detail Report Account Detail

Date Range: 11/29/2018 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance				
Fund: 30 - PARKS FUND								
<u>30-800-50130</u>	SUPPLIES GENERAL-PKS	981.94	439.62	1,421.56				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2018	GLPKT09227	JN01185		To distribute to correct acct			250.00	1,231.94
12/11/2018	POPKT01561	340130333	41341	MATS (ALL DEPTS) & TOWELS (PW)	AMP100 - AMERIPRIDE SERVICES INC		51.80	1,283.74
12/20/2018	POPKT01587	8106308	41520	GLOVES, BUILDING MAINTINANCE SUP	WTVY100 - WILLARD HOME CENTER LLC		21.98	1,305.72
12/30/2018	POPKT01617	550313389	41507	DECEMBER PEST CONTROL SERVICE - AL	SPS150 - SCHEDEL PEST SERVICES		40.00	1,345.72
01/14/2019	POPKT01617	340131817	41463	MATS (ALL DEPTS) & TOWELS (PW)	AMP100 - AMERIPRIDE SERVICES INC		35.84	1,381.56
01/14/2019	POPKT01617	550314911	41507	JANUARY PEST CONTROL SERVICE - ALL	SPS150 - SCHEDEL PEST SERVICES		40.00	1,421.56
<u>30-800-50150</u>	SUPPLIES-SPORTS SHIRTS (PARKS)						1,539.02	10,268.53
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/11/2018	POPKT01569	2821065	41447	AMAZON STAFF SHIRTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		180.09	8,909.60
12/20/2018	POPKT01590	1210	41423	BASKETBALL T-SHIRTS - PKS	BSP100 - BACKCOUNTRY SCREEN PRINTING		1,358.93	10,268.53
<u>30-800-50170</u>	SUPPLIES SPECIAL ACTIVITY-PKS						5,205.54	4,955.54
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2018	GLPKT09227	JN01185		To distribute to correct acct			-250.00	4,955.54
<u>30-800-50177</u>	SUPPLIES-YOUTH CAMP						8,539.70	8,785.78
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01551	6619405	41447	AMAZON CAMP SUPPLIES - PKS	COMMGN - COMMERCE CREDIT CARD SER		82.36	8,622.06
01/14/2019	POPKT01617	1588206		AMAZON PAPER & CAMP ICE PACKS - P	COMMGN - COMMERCE CREDIT CARD SER		35.60	8,657.66
01/14/2019	POPKT01617	2203444		AMAZON CAMP STORAGE TOTES - PKS	COMMGN - COMMERCE CREDIT CARD SER		128.12	8,785.78
<u>30-800-50180</u>	SUPPLIES SPORTS-PKS						8,641.00	8,902.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	3834305		EPIC SPORTS BASKETBALL KEYS SWITCH	COMMGN - COMMERCE CREDIT CARD SER		261.01	8,902.01
<u>30-800-50190</u>	TREE CITY USA-PKS						1,869.00	6,612.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/11/2018	POPKT01561	120618	41375	TREE CITY USA TREES, SUPPLIES, PLANTI	PLL100 - PRESLEY LANDSCAPING LLC		4,743.00	6,612.00

Detail Report

Date Range: 11/29/2018 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-50200	CONCESSIONS-PKS	18,696.97	1,128.08	19,825.05

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2018	POPKT01555	030452	41444	CONCESSIONS - PKS	WAL110 - WALMART COMMUNITY/RFCSSL		49.07	18,746.04
12/10/2018	POPKT01546	016561	41444	CONCESSIONS - PKS	WAL110 - WALMART COMMUNITY/RFCSSL		29.96	18,776.00
12/20/2018	POPKT01587	014177	41444	CONCESSIONS - PKS	WAL110 - WALMART COMMUNITY/RFCSSL		245.56	19,021.56
12/20/2018	POPKT01587	26228238	41501	SOFT DRINK CONCESSIONS - PKS	OZA255 - OZARKS COCA COLA		409.38	19,430.94
12/31/2018	POPKT01610	026443		CONCESSIONS - PKS	WAL110 - WALMART COMMUNITY/RFCSSL		70.70	19,501.64
12/31/2018	POPKT01610	26233667	41501	SOFT DRINK CONCESSIONS - PKS	OZA255 - OZARKS COCA COLA		204.44	19,706.08
01/14/2019	POPKT01617	004191		CONCESSIONS-PKS	WAL110 - WALMART COMMUNITY/RFCSSL		118.97	19,825.05
30-800-50500				BUILDING MAINTENANCE-PKS			5,921.09	7,306.46

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2018	POPKT01555	5421384	41385	AIR FILTERS - PKS	TRA300 - TRANE U.S. INC		216.12	6,137.21
12/11/2018	POPKT01569	133026	41349	CONCESSIONS TABLE REPAIR - PKS	FEL575 - FELLERS FOOD SERVICE EQUIP LL		259.00	6,396.21
12/11/2018	POPKT01569	157501	41353	COMMUNITY BUILDING FIRE INSPECTIO	KEN435 - KENCO FIRE EQUIPMENT, INC		113.50	6,509.71
12/20/2018	POPKT01587	3578604		AMAZON LIGHT REPAIR PARTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		495.60	7,005.31
12/20/2018	POPKT01587	9964	41432	REC CENTER KEYS - PKS	JAY580 - JAY KEY SERVICE, INC.		24.21	7,029.52
12/20/2018	POPKT01587	B106308	41520	GLOVES, BUILDING MAINTINANCE SUP	WTV100 - WILLARD HOME CENTER LLC		66.94	7,096.46
12/20/2018	APPKT01833	3578604		AMAZON LIGHT REPAIR PARTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		-495.60	6,600.86
12/20/2018	APPKT01833	3578604		AMAZON LIGHT REPAIR PARTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		495.60	7,096.46
12/20/2018	APPKT01842	3578604		AMAZON LIGHT REPAIR PARTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		495.60	7,592.06
12/20/2018	APPKT01842	3578604		AMAZON LIGHT REPAIR PARTS - PKS	COMMGN - COMMERCE CREDIT CARD SER		-495.60	7,096.46
12/30/2018	POPKT01630	A108569	41520	REPAIRS & MAINTENANCE SUPPLIES - P	WTV100 - WILLARD HOME CENTER LLC		26.24	7,122.70
12/31/2018	POPKT01610	2102	41477	REC CENTER HVAC REPAIRS & PARTS-PK	JHA100 - JAMESON HEATING & AIR		210.00	7,332.70
12/31/2018	APPKT01855	Item - A108569 : Vend		MAINTENANCE/REPAIRS-PKS			-26.24	7,306.46
12/31/2018	POPKT01626	A108569		REPAIRS & MAINTENANCE SUPPLIES - P	WTV100 - WILLARD HOME CENTER LLC		26.24	7,332.70
12/31/2018	APPKT01857	Item - A108569 : Ven		REPAIRS & MAINTENANCE SUPPLIES - P			-26.24	7,306.46
30-800-50550				CUSTODIAL SUPPLIES-PKS			4,145.51	4,655.39

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01551	R431231562	41447	STICKERMULE TABLE LABELS - PKS	COMMGN - COMMERCE CREDIT CARD SER		146.00	4,291.51
12/20/2018	POPKT01595	21773482	41431	CUSTODIAL SUPPLIES - PKS	HIL100 - HILLYARD / SPRINGFIELD		96.36	4,387.87
12/20/2018	POPKT01595	842129539	41431	CLEANING SUPPLIES - PKS	HIL100 - HILLYARD / SPRINGFIELD		188.14	4,576.01
12/20/2018	POPKT01597	603265077	41431	TRASH CAN LINERS - PKS	HIL100 - HILLYARD / SPRINGFIELD		79.38	4,655.39
30-800-50700				OFFICE SUPPLIES-PKS			432.36	480.57

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/14/2018	POPKT01576	8076022-0	41447	ADMIRAL EXPRESS COPY PAPER - GEN/	COMMGN - COMMERCE CREDIT CARD SER		27.99	460.35
01/14/2019	POPKT01617	1588206		AMAZON OFFICE SUPPLIES	COMMGN - COMMERCE CREDIT CARD SER		15.33	475.68
01/14/2019	POPKT01617	9214624		AMAZON OFFICE SUPPLIES-PKS	COMMGN - COMMERCE CREDIT CARD SER		4.89	480.57

Detail Report

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-50750	POSTAGE-PKS	92.88	19.99	112.87

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01548	835	41447	USPS POSTAGE STAMPS - GEN/PKS	COMMGN - COMMERCE CREDIT CARD SER		1.21	94.09
12/20/2018	POPKT01587	961	41447	USPS SPORTS PICTURES MAILING POST	COMMGN - COMMERCE CREDIT CARD SER		5.34	99.43
12/20/2018	POPKT01595	122018		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		3.10	102.53
12/20/2018	APPKT01834	122018		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		3.10	105.63
12/20/2018	APPKT01834	122018		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		-3.10	102.53
12/20/2018	APPKT01842	122018		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		3.10	105.63
12/20/2018	APPKT01842	122018		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		-3.10	102.53
01/14/2019	POPKT01623	011119		STAMPS.COM POSTAGE - ALL DEPTS	COMMGN - COMMERCE CREDIT CARD SER		10.34	112.87
REPAIRS AND MAINTENANCE-PKS								
30-800-51000							727.68	750.66

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01551	2367-201750	41368	TRAILER REPAIRS - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		19.79	747.47
12/30/2018	POPKT01630	A108569	41520	REPAIRS & MAINTENANCE SUPPLIES - P	WTV100 - WILLARD HOME CENTER LLC		190.46	937.93
12/31/2018	POPKT01610	B106607	41520	MAINTENANCE SUPPLIES - PKS	WTV100 - WILLARD HOME CENTER LLC		3.19	941.12
12/31/2018	APPKT01855	Item - A108569 : Vend		REPAIRS & MAINTENANCE SUPPLIES-PK			-190.46	750.66
12/31/2018	POPKT01626	A108569		REPAIRS & MAINTENANCE SUPPLIES - P	WTV100 - WILLARD HOME CENTER LLC		190.46	941.12
12/31/2018	APPKT01857	Item - A108569 : Ven		REPAIRS & MAINTENANCE SUPPLIES - P			-190.46	750.66
SUPPLIES SMALL EQUIPMENT-PKS								
30-800-52000							7,440.13	7,468.12

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2018	POPKT01610	A108280	41520	AUGER BIT - PKS	WTV100 - WILLARD HOME CENTER LLC		27.99	7,468.12
ADVERTISING-PKS								
30-800-55200							1,748.84	1,860.76

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01546	MC06907485	41447	MAILCHIMP ADVERTISING - PKS	COMMGN - COMMERCE CREDIT CARD SER		40.00	1,788.84
12/10/2018	POPKT01548	352	41384	FREEDOM FEST FIREWOODS BIDS NOTI	SQB100 - SQUIBB MEDIA, LLC		31.92	1,820.76
12/31/2018	POPKT01610	MC07037285		MAILCHIMP ADVERTISING - PKS	COMMGN - COMMERCE CREDIT CARD SER		40.00	1,860.76
BANK/CREDIT CARD FEES-PKS								
30-800-55500							2,265.50	2,466.99

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2018	GLPKT09188	JN01168		To record Bank and Credit Card Fees			183.36	2,448.86
12/01/2018	APPKT01782	67958076	41447	COMMERCE VISA REWARDS CREDIT - G	COMMGN - COMMERCE CREDIT CARD SER		-74.39	2,374.47
12/31/2018	GLPKT09392	JN01210		TO RECORD BANK AND CR CARD FEES			167.52	2,541.99
12/31/2018	GLPKT09436	JN01221		For correct bank fee charges posted			-75.00	2,466.99

Detail Report

Date Range: 11/29/2018 - 01/31/2019

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	Beginning Balance	Total Activity	Ending Balance
30-800-55800			DUES AND SUBSCRIPTIONS-PKS					2,014.95	3,172.95	2,014.95	1,158.00	3,172.95
	12/20/2018	POPKT01590	196002	41447	NRPA.ORG - CPRP CERTIFICATION RENE	COMMGN - COMMERCE CREDIT CARD SER		70.00	2,084.95			
	01/08/2019	POPKT01610	176	41492	MPRA MEMBERSHIP RENEWAL - PKS	MPR200 - MISSOURI PARKS & RECREATION		650.00	2,734.95			
	01/08/2019	POPKT01610	873181	41508	MUSIC LICENSING - PKS	SESAC - SESAC, LLC		438.00	3,172.95			
30-800-56000			INSURANCE-PKS					25,736.38	28,039.22			
	11/30/2018	GLPKT09188	JN01172		To distribute insurance			1,315.91	27,052.29			
	12/31/2018	GLPKT09392	JN01214		TO DISTRIBUTE THE INSURANCE			986.93	28,039.22			
30-800-56200			LEGAL-PKS					728.33	756.33			
	01/14/2019	POPKT01617	02110	41505	ATTORNEY FEES - ALL DEPTS	R&G100 - REYNOLDS & GOLD, LLC		28.00	756.33			
30-800-56400			PROFESSIONAL-PKS					5,510.03	6,338.63			
	12/11/2018	POPKT01561	1525	41387	IT SERVICES - ALL DETPS	VDS100 - VDS VISION LLC		276.00	5,786.03			
	12/11/2018	POPKT01569	CIT041120118-1	41343	BACKGROUND CHECKS - PKS	BIB100 - BACKGROUND INVESTIGATION BU		239.00	6,025.03			
	01/14/2019	POPKT01617	1527	41516	IT SERVICES - ALL DEPTS	VDS100 - VDS VISION LLC		313.60	6,338.63			
30-800-56500			SAFETY PROGRAM-PKS					1,335.70	1,475.70			
	12/11/2018	POPKT01569	2671-2992	41447	ALTRA MEDICAL AED PAYMENT - PKS	COMMGN - COMMERCE CREDIT CARD SER		70.00	1,405.70			
	01/14/2019	POPKT01617	2594-7102		ALTRA MEDICAL AED RENTAL LEASE-PKS	COMMGN - COMMERCE CREDIT CARD SER		70.00	1,475.70			
30-800-56900			TRAVEL EXPENSE-PKS					2,218.10	2,578.23			
	12/04/2018	POPKT01559	120618	41333	MPRA TRAINING MILEAGE - PKS	JCL100 - JAMES LOVELAND		158.05	2,376.15			
	12/11/2018	POPKT01569	120718	41447	MPRA CONFERENCE MEALS & PARKING	COMMGN - COMMERCE CREDIT CARD SER		75.80	2,451.95			
	12/11/2018	POPKT01569	45126656	41447	CANDLEWOOD SUITES MPRA CONFERE	COMMGN - COMMERCE CREDIT CARD SER		126.19	2,578.14			
	12/11/2018	APPKT01822	120718	41447	MPRA CONFERENCE MEALS & PARKING	COMMGN - COMMERCE CREDIT CARD SER		-75.80	2,502.34			
	12/11/2018	APPKT01822	120718	41447	MPRA CONFERENCE MEALS & PARKING	COMMGN - COMMERCE CREDIT CARD SER		75.89	2,578.23			

Detail Report

Date Range: 11/29/2018 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-57400	EQUIPMENT/SOFTWARE CONTRACTS-PKS	8,849.12	1,713.42	10,562.54

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/14/2018	POPKT01576	90304679	41397	TIME CLOCK FEES - ALL DEPTS	INF100 - QUEST SOFTWARE SYSTEMS INC		285.67	9,134.79
12/20/2018	POPKT01580	025-241234	41443	QUARTERLY SOFTWARE FEES - ALL DEPT	TYL100 - TYLER TECHNOLOGIES INC		262.56	9,397.35
01/08/2019	POPKT01610	KHXB306	41466	MICROSOFT SUBSCRIPTION LICENSE - A	CDW100 - CDW GOVERNMENT		846.87	10,244.22
01/14/2019	POPKT01617	90337414	41502	TIME CLOCK FEES - ALL DEPTS	INF100 - QUEST SOFTWARE SYSTEMS INC		318.32	10,562.54

30-800-61000 TELEPHONE-PKS 5,545.84 688.11 6,233.95

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2018	POPKT01546	120118	41447	NEXTIVA TELEPHONE SERVICE - ALL DEP	COMMGN - COMMERCE CREDIT CARD SER		228.41	5,774.25
12/11/2018	POPKT01561	981899002	41389	CELL PHONE SERVICE - ALL DEPTS	VER100 - VERIZON WIRELESS		49.94	5,824.19
12/11/2018	POPKT01569	111018	41352	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	5,874.19
12/11/2018	POPKT01569	3813045909	41351	CELL PHONE REIMBURSEMENT - PKS	JCL100 - JAMES LOVELAND		50.00	5,924.19
01/14/2019	POPKT01617	121819	41479	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	5,974.19
01/14/2019	POPKT01617	18538489555		NEXTIVA TELEPHONE SERVICE - ALL DEP	COMMGN - COMMERCE CREDIT CARD SER		159.82	6,134.01
01/14/2019	POPKT01617	3826191715	41476	CELL PHONE REIMBURSEMENT - PKS	JCL100 - JAMES LOVELAND		50.00	6,184.01
01/14/2019	POPKT01617	9820918136	41517	CELL PHONE SERVICE - GEN/STS/W/S/P	VER100 - VERIZON WIRELESS		49.94	6,233.95

30-800-61050 INTERNET-PARKS 3,990.99 880.05 4,871.04

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/11/2018	POPKT01569	249743	41365	INTERNET SERVICE - AL DEPTS	NITEL - NITEL, INC		493.59	4,484.58
12/31/2018	POPKT01610	122018	41484	POOL INTERNET SERVICE (OFF SEASON)	MED230 - MEDIACOM		10.78	4,495.36
01/08/2019	POPKT01613	253285	41496	INTERNET SERVICE - ALL DEPTS	NITEL - NITEL, INC		375.68	4,871.04

30-800-62000 UTILITIES ELECTRIC-PKS 46,816.19 5,146.27 51,962.46

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/11/2018	POPKT01569	1269	41355	ELECTRIC UTILITIES - ALL DEPTS	EMP210 - LIBERTY UTILITIES-EMPIRE DISTR		2,533.32	49,349.51
01/14/2019	POPKT01617	3652	41471	ELECTRIC UTILITIES - ALL DEPTS	EMP500 - EMPIRE DISTRICT ELECT CO.		2,612.95	51,962.46

30-800-62100 UTILITIES GAS PKS 4,586.65 1,373.90 5,960.55

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/20/2018	POPKT01580	121018B	41405	COMMUNITY BUILDING GAS UTILITIES -	MIS315 - SPIRE		193.77	4,780.42
12/20/2018	POPKT01580	121018E	41402	REC CENTER GAS UTILITIES - PKS	MIS315 - SPIRE		481.89	5,262.31
01/17/2019	POPKT01632	011019C	41529	REC CENTER GAS UTILITIES - PKS	MIS315 - SPIRE		498.02	5,760.33
01/17/2019	POPKT01632	011019E	41528	COMMUNITY BUILDING GAS UTILITIES -	MIS315 - SPIRE		200.22	5,960.55

Account	Name	Beginning Balance	Total Activity	Ending Balance			
30-800-62300	UTILITIES OTHER-PKS	2,843.83	504.72	3,348.55			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/11/2018	POPKT01569	0394-005622868	41339	TRASH SERVICE - ALL DEPTS	REP425 - ALLIED SERVICES, LLC	252.36	3,096.19
01/14/2019	POPKT01617	0394-005656257	41460	TRASH SERVICE - ALL DEPTS	REP425 - ALLIED SERVICES, LLC	252.36	3,348.55
30-800-70000	VEHICLE EXPENSE FUEL-PKS					346.56	5,225.73
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/11/2018	POPKT01561	56872942	41391	VEHICLE & EQUIPMENT FUEL - LAW/W/	WRI110 - WEX BANK	120.83	5,000.00
01/14/2019	POPKT01617	57240034	41518	VEHICLE & EQUIPMENT FUEL - LAW/STS	WRI110 - WEX BANK	225.73	5,225.73
30-800-70100	EQUIPMENT FUEL-PKS					5,234.97	5,363.36
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/11/2018	POPKT01561	56872942	41391	VEHICLE & EQUIPMENT FUEL - LAW/W/	WRI110 - WEX BANK	128.39	5,363.36
30-800-71000	VEHICLE EXPENSE OTHER-PKS					1,980.91	2,449.47
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/14/2018	POPKT01576	2367-206874	41498	TRUCK ANTIFREEZE & WIPER FLUID - PK	ORE145 - O'REILLY AUTOMOTIVE, INC	17.78	1,998.69
12/14/2018	POPKT01576	2367-207687	41498	VEHICLE LIGHT BULB - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC	4.49	2,003.18
01/14/2019	POPKT01617	2052957		SIMPLETIRE.COM TIRES(x4) - PKS	COMMGN - COMMERCE CREDIT CARD SER	446.29	2,449.47
30-800-90000	SALARIES-PKS					35,475.10	256,472.13
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/07/2018	PYPKT00402	PYPKT00402 - 11/18/18	1	PYPKT00402 - 11/18/18 - 12/1/18: Paid		8,071.68	229,068.71
12/21/2018	PYPKT00405	PYPKT00405 - 12/2/18	1	PYPKT00405 - 12/2/18 - 12/15/18: Paid		8,072.03	237,140.74
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/18	1	PYPKT00407 - 12/16/18 - 12/29/18: Pai		8,071.31	245,212.05
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/18	1	PYPKT00422 - 12/30/18 - 1/12/19: Paid		11,260.08	256,472.13
30-800-91000	SALARIES SEASONAL-PKS					8,203.21	172,443.84
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/07/2018	PYPKT00402	PYPKT00402 - 11/18/18	1	PYPKT00402 - 11/18/18 - 12/1/18: Paid		1,289.57	165,530.20
12/21/2018	PYPKT00405	PYPKT00405 - 12/2/18	1	PYPKT00405 - 12/2/18 - 12/15/18: Paid		1,554.43	167,084.63
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/18	1	PYPKT00407 - 12/16/18 - 12/29/18: Pai		1,831.36	168,915.99
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/18	1	PYPKT00422 - 12/30/18 - 1/12/19: Paid		3,527.85	172,443.84

Detail Report

Date Range: 11/29/2018 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-91500	PAYROLL TAXES-PKS	29,451.60	3,295.50	32,747.10

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/07/2018	PYPKT00402	PYPKT00402 - 11/18/1		PYPKT00402 - 11/18/18 - 12/1/18: Paid			704.59	30,156.19
12/21/2018	PYPKT00405	PYPKT00405 - 12/2/18		PYPKT00405 - 12/2/18 - 12/15/18: Paid			725.05	30,881.24
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai			746.07	31,627.31
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid			1,119.79	32,747.10

30-800-92000 RETIREMENT-PKS 13,812.08 1,980.11 15,792.19

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/07/2018	PYPKT00402	PYPKT00402 - 11/18/1		PYPKT00402 - 11/18/18 - 12/1/18: Paid			470.70	14,282.78
12/21/2018	PYPKT00405	PYPKT00405 - 12/2/18		PYPKT00405 - 12/2/18 - 12/15/18: Paid			470.63	14,753.41
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai			498.65	15,252.06
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid			540.13	15,792.19

30-800-92500 UNIFORMS-PKS 1,387.82 287.67 1,675.49

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/11/2018	POPKT01569	3401308917	41341	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		159.59	1,547.41
01/14/2019	POPKT01617	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		160.10	1,707.51
01/14/2019	APPKT01860	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		-160.10	1,547.41
01/14/2019	APPKT01860	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		128.08	1,675.49

30-800-93000 GROUP INSURANCE-PKS 45,369.87 8,962.76 54,332.63

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2018	GLPKT09227	JN01184		To redistribute group insurance expens			700.00	46,069.87
12/07/2018	PYPKT00402	PYPKT00402 - 11/18/1		PYPKT00402 - 11/18/18 - 12/1/18: Paid			2,083.02	48,152.89
12/21/2018	PYPKT00405	PYPKT00405 - 12/2/18		PYPKT00405 - 12/2/18 - 12/15/18: Paid			2,048.35	50,201.24
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai			2,083.06	52,284.30
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid			2,048.33	54,332.63

30-800-96400 FISCAL AGENT FEES 1,500.00 750.00 2,250.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2019	POPKT01610	5223651	41512	2015 COP FISCAL AGENT FEES - PKS	COM375 - THE COMMERCE TRUST COMPA		750.00	2,250.00

Total Fund: 30 - PARKS FUND: Beginning Balance: 674,467.84 Total Activity: 85,456.54 Ending Balance: 759,924.38

Grand Totals: Beginning Balance: 674,467.84 Total Activity: 85,456.54 Ending Balance: 759,924.38

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	674,467.84	85,456.54	759,924.38
Grand Total:	674,467.84	85,456.54	759,924.38



City of Willard, MO

Detail Report Account Detail

Date Range: 01/01/2019 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 30 - PARKS FUND				
<u>30-800-50130</u>	SUPPLIES GENERAL-PKS	0.00	75.84	75.84
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	340131817	41463	MATS (ALL DEPTS) & TOWELS (PW)
01/14/2019	POPKT01617	550314911	41507	JANUARY PEST CONTROL SERVICE - ALL
				SUPPLIES- YOUTH CAMP
Project Account	Amount	Running Balance		
	35.84	35.84		
	40.00	75.84		
<u>30-800-50177</u>	SUPPLIES- YOUTH CAMP	0.00	163.72	163.72
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	1588206		AMAZON PAPER & CAMP ICE PACKS - P
01/14/2019	POPKT01617	2203444		AMAZON CAMP STORAGE TOTES - PKS
Project Account	Amount	Running Balance		
	35.60	35.60		
	128.12	163.72		
<u>30-800-50180</u>	SUPPLIES SPORTS-PKS	0.00	261.01	261.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	3834305		EPIC SPORTS BASKETBALL KEYS SWITCH
Project Account	Amount	Running Balance		
	261.01	261.01		
<u>30-800-50200</u>	CONCESSIONS-PKS	0.00	118.97	118.97
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	004191		CONCESSIONS-PKS
				OFFICE SUPPLIES-PKS
Project Account	Amount	Running Balance		
	118.97	118.97		
<u>30-800-50700</u>	OFFICE SUPPLIES-PKS	0.00	20.22	20.22
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	1588206		AMAZON OFFICE SUPPLIES
01/14/2019	POPKT01617	9214624		AMAZON OFFICE SUPPLIES-PKS
				POSTAGE-PKS
Project Account	Amount	Running Balance		
	15.33	15.33		
	4.89	20.22		
<u>30-800-50750</u>	POSTAGE-PKS	0.00	10.34	10.34
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01623	0111119		STAMPS.COM POSTAGE - ALL DEPTS
Project Account	Amount	Running Balance		
	10.34	10.34		

Detail Report

Date Range: 01/01/2019 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance				
30-800-55800	DUES AND SUBSCRIPTIONS-PKS	0.00	1,088.00	1,088.00				
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2019	POPKT01610	176	41492	MPRA MEMBERSHIP RENEWAL - PKS	MPR200 - MISSOURI PARKS & RECREATION		650.00	650.00
01/08/2019	POPKT01610	873181	41508	MUSIC LICENSING - PKS	SESAC - SESAC, LLC		438.00	1,088.00
30-800-56200	LEGAL-PKS						28.00	28.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	02110	41505	ATTORNEY FEES - ALL DEPTS	R&G100 - REYNOLDS & GOLD, LLC		28.00	28.00
30-800-56400	PROFESSIONAL-PKS						313.60	313.60
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	1527	41516	IT SERVICES - ALL DEPTS	VDS100 - VDS VISION LLC		313.60	313.60
30-800-56500	SAFETY PROGRAM-PKS						70.00	70.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	2594-7102		ALTRA MEDICAL AED RENTAL LEASE-PKS	COMMGN - COMMERCE CREDIT CARD SER		70.00	70.00
30-800-57400	EQUIPMENT/SOFTWARE CONTRACTS-PKS						1,165.19	1,165.19
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2019	POPKT01610	KHX8306	41466	MICROSOFT SUBSCRIPTION LICENSE - A	CDW100 - CDW GOVERNMENT		846.87	846.87
01/14/2019	POPKT01617	90337414	41502	TIME CLOCK FEES - ALL DEPTS	INF100 - QUEST SOFTWARE SYSTEMS INC		318.32	1,165.19
30-800-61000	TELEPHONE-PKS						309.76	309.76
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	121819	41479	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	50.00
01/14/2019	POPKT01617	18538489555		NEXTIVA TELEPHONE SERVICE - ALL DEP	COMMGN - COMMERCE CREDIT CARD SER		159.82	209.82
01/14/2019	POPKT01617	3826191715	41476	CELL PHONE REIMBURSEMENT - PKS	JCL100 - JAMES LOVELAND		50.00	259.82
01/14/2019	POPKT01617	9820918136	41517	CELL PHONE SERVICE - GEN/STS/W/S/P	VER100 - VERIZON WIRELESS		49.94	309.76
30-800-61050	INTERNET-PARKS						375.68	375.68
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2019	POPKT01613	253285	41496	INTERNET SERVICE - ALL DEPTS	NITEL - NITEL, INC		375.68	375.68
30-800-62000	UTILITIES ELECTRIC-PKS						2,612.95	2,612.95
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	3652	41471	ELECTRIC UTILITIES - ALL DEPTS	EMP500 - EMPIRE DISTRICT ELECT CO.		2,612.95	2,612.95

Detail Report

Date Range: 01/01/2019 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-62100	UTILITIES GAS PKS	0.00	698.24	698.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/17/2019	POPKT01632	011019C	41529	REC CENTER GAS UTILITIES - PKS
01/17/2019	POPKT01632	011019E	41528	COMMUNITY BUILDING GAS UTILITIES -
30-800-62300	UTILITIES OTHER-PKS	0.00	252.36	252.36
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	0394-005656257	41460	TRASH SERVICE - ALL DEPTS
30-800-70000	VEHICLE EXPENSE FUEL-PKS	0.00	225.73	225.73
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	57240034	41518	VEHICLE & EQUIPMENT FUEL - LAW/STS
30-800-71000	VEHICLE EXPENSE OTHER-PKS	0.00	446.29	446.29
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/14/2019	POPKT01617	2052957		SIMPLETIRE.COM TIRES(x4) - PKS
30-800-90000	SALARIES-PKS	0.00	19,331.39	19,331.39
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid
30-800-91000	SALARIES SEASONAL-PKS	0.00	5,359.21	5,359.21
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid
30-800-91500	PAYROLL TAXES-PKS	0.00	1,865.86	1,865.86
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid
30-800-92000	RETIREMENT-PKS	0.00	1,038.78	1,038.78
Post Date	Packet Number	Source Transaction	Pmt Number	Description
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid

Project Account	Amount	Running Balance
	498.02	498.02
	200.22	698.24
	252.36	252.36
	225.73	225.73
	225.73	225.73
	446.29	446.29
	19,331.39	19,331.39
	8,071.31	8,071.31
	11,260.08	19,331.39
	5,359.21	5,359.21
	1,831.36	1,831.36
	3,527.85	5,359.21
	1,865.86	1,865.86
	746.07	746.07
	1,119.79	1,865.86
	1,038.78	1,038.78
	498.65	498.65
	540.13	1,038.78

Detail Report

Date Range: 01/01/2019 - 01/31/2019

Account	Name	Beginning Balance	Total Activity	Ending Balance
30-800-92500	UNIFORMS-PKS	0.00	128.08	128.08

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/14/2019	POPKT01617	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		160.10	160.10
01/14/2019	APPKT01860	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		128.08	288.18
01/14/2019	APPKT01860	340132289	41463	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC		-160.10	128.08

30-800-93000	GROUP INSURANCE-PKS	0.00	4,131.39	4,131.39
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/04/2019	PYPKT00407	PYPKT00407 - 12/16/1		PYPKT00407 - 12/16/18 - 12/29/18: Pai			2,083.06	2,083.06
01/18/2019	PYPKT00422	PYPKT00422 - 12/30/1		PYPKT00422 - 12/30/18 - 1/12/19: Paid			2,048.33	4,131.39

30-800-96400	FISCAL AGENT FEES	0.00	750.00	750.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/08/2019	POPKT01610	5223651	41512	2015 COP FISCAL AGENT FEES - PKS	COM375 - THE COMMERCE TRUST COMPA		750.00	750.00

Total Fund: 30 - PARKS FUND: Beginning Balance: 0.00 Total Activity: 40,840.61 Ending Balance: 40,840.61

Grand Totals: Beginning Balance: 0.00 Total Activity: 40,840.61 Ending Balance: 40,840.61

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	0.00	40,840.61	40,840.61
Grand Total:	0.00	40,840.61	40,840.61

AGENDA ITEM #6

Director's Report



Parks and Recreation - Director's Report – January 2019

Department Tasks

- 2018 Final Amended Budget - Ongoing
- 2019 Budget Planning - Ongoing
- 5 Year Budget Plan - Ongoing
- Planning 2019 - 20 School Year Programs
- Parks Comprehensive Plan

2018 Capital Improvements Projects- Final report for 18

- Pool Slide Resurfacing: *100% Completed*
- Community Building Makeover – *100% Complete*
 - *Project list: LED lighting (completed)*
 - *Staff is working on schedule to complete above tasks without shutting down the building for an extended period.*
 - *Storage room for tables, chairs and cleaning supplies will need to be moved to a future budget cycle*
- Miller Farm Park Parking Lot: *90% Completed*
 - *Project budgeted and started in 2017 / To be completed in 2018*
- Miller Farm Park Trails: *70% Completed*
 - *Project started: in-house project to be completed Winter 2018/Spring 2019*
- Miller Farm Park Disc Golf: *100% Complete*
 - *Ongoing maintenance from this point forward*
- Soccer Complex Camping Spots: *40% Complete*
 - *In house project to be completed Winter 2018/2019*
- Fence Line and Brush Clearing: *60% Complete*
 - *Soccer Complex Fence Line along Farm Road 68: Started*
 - *Miller Farm Park: Brush clearing underway*

2019 Capital Improvement Projects

- Prioritizing list
 - Updated list will be provided Jan. 28

Maintenance Department

- Fence building at baseball - Done
- Winter Tree Trimming- *Ongoing*
- Community Building Project – Replace Exterior Lights
- Fence Clearing at Soccer Complex
- Prioritizing City Maintenance Requests
- Prioritizing Projects for the 2019 Year

Upcoming Programs / Events

- Basketball Registration- Now playing; second session currently registering
- Cheerleading Program: Now registering
- Christmas Dance: December 14
- Breakfast with Santa: December 15
- Christmas Break Camp: December 26-28
- Christmas Break Camp: January 2-4

Ongoing Programs

- Youth: Tumbling Toddlers, Youth Dance, Kid–Venture Camps
- Senior: Senior Fitness, Wednesday Lunch
- Fitness: Zumba, Tiger Tone, Cardio Blast
- Facility Rentals: Community Building, Rec. Center, Pavilions, Aquatic Center

AGENDA ITEM #7

New Business





MONKEY BUSINESS EVENTS

Willard Parks & Recreation Bid 2019

Submitted: January 7th, 2019

Freedom Fest- 7 Inflatables: 12:00 PM to 9:00 PM, on June 29th, on grass.

1. Toddler Inflatable:	Circus Toddler Playland	350.00
2. Slide:	Adventure Galley Slide	395.00
3. Bounce House Combo:	Racing Fun Combo	250.00
4. Bounce House:	Wacky Bouncer	200.00
5. Obstacle Course:	40 Foot Obstacle Course	350.00
6. Slide OR Obstacle Course:	Fire & Rescue	850.00
7. Any Inflatable:	Wacky 5 in 1 Combo	250.00
	Total:	2645.00
	Discount:	-650.00
	Your Total:	\$1995.00

Halloween- 3 Inflatables: 5:00 PM-8:00 PM, on October 26th, on grass.

1. Toddler Inflatable:	Farmyard Toddler Playland	250.00
2. Combo/Slide:	Wacky 5 in 1 Combo	200.00
3. Obstacle Course/Slide.	40 Foot Obstacle Course	250.00
	Total:	700.00
	Discount:	-100.00
	Your Total:	\$600.00

School's Out Camp- 3-4 Inflatables: 3 hours of use in a gymnasium. Date & times TBD

1. Slide:	Wacky Slide	295.00
2. Combo:	Clubhouse Combo	200.00
3. Obstacle Course	40 Foot Obstacle Course	250.00
	Total:	745.00
	Discount:	-100.00
	Your Total:	\$645.00

Fall on the Frisco- 3-4 Inflatables: 6 hours of use on grass. Date and times TBD.

1. Toddler Inflatable:	Farmyard Toddler Playland	350.00
2. Slide:	Racing Fun Combo	250.00
3. Bounce House Combo:	Wacky 5 in 1 Combo	250.00
4. Other:	Clubhouse Combo	250.00
	Total:	1100.00
	Discount:	-250.00
	Your Total:	\$850.00

YEAR END DISCOUNT:	1100.00
YEAR END TOTAL:	4090.00

Starting a Friends of the Park Program

Why cultivate friends? Remember, everybody likes having Parks . . .

- Education of the Community/Citizens
- Create support for Parks and Recreation.
- Generate friends and advocates based on solid information that people can remember and can repeat

SO . . . WE SIGN 'EM UP!

What do we want?

An email address.

What do they get?

Sneak peeks, special attention, privileged Information, exclusive events, discounts on programs, valuable discount coupons, cool stuff, free food! –(in development, all or some are on the table, in addition to others)

AND ALL THIS IS JUST IN CASE WE NEED THEM.

FOR WHAT?

Increase knowledge

Generate excitement

Garner support

Be our advocates / voice

Tell their story

Tell our story

DOES IT WORK?

Elected officials:

“The offers and discounts make it well worth the time to sign up for emails. The ‘FOP’ program is an invaluable resource for letting my constituents know about what is going on in the wonderful world of Lee’s Summit Parks and Recreation.”

–Rob Binney, City Council Member, Lee’s Summit (pop. 95,000)

Professionals:

“DYK/FOP has been a valuable educator for our community regarding the benefits of parks and recreation. You realize its effectiveness when community leaders repeat ‘DYK’ facts in their speeches and articles. We have also learned to focus our public presentations on outcomes and not just the commodities we offer. Audiences are noticeably more impressed and it garners support and enthusiasm for what our agency can do for the community.”

–Rebecca Stidham, City of Columbia (pop. 100,000)

TIPS ON HOW TO MAKE THIS WORK

Create a solid implementation plan.

Do not dump it on one person!

Include it in everything you do!

FIRST STEPS

1. WE PLAN FOR IMPLEMENTATION
2. IDENTIFY CHAMPIONS FOR THE TEAM
3. IDENTIFY INDIVIDUALS/GROUPS TO APPROACH (INFLUENCERS)

NEXT STEPS

IDENTIFY OUR PRIORITIES

GET SUPPORT AND BUY-IN FROM ALL LEVELS

DETERMINE BRANDING

CREATE CAMPAIGN SCHEDULE

FINALIZE ASSIGNMENTS

DEVELOP MESSAGES

Attribution: This document is taken almost wholly from a presentation of Jan Neitzert, former Executive Director of the Missouri Parks and Recreation Association

AGENDA ITEM #8

Unfinished Business



AGENDA ITEM #9

Adjourn Meeting

