



**City of Smithville, Missouri
Parks and Recreation Committee
May 25, 2023
6:00 PM
Smithville City Hall Council Chambers**

Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the City's [YouTube Channel](#).

Public Comment can be made in person or via Zoom, if by Zoom please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

- 1. Call to Order**
- 2. Approval of Minutes from the March 23, 2023, Parks and Recreation Committee Meeting**
- 3. Staff Report**
- 4. Parks and Recreation Department Review and Budget Update**
- 5. New Business**
- 6. Adjourn**

City of Smithville, Missouri
Parks and Recreation Committee Minutes
March 23, 2023
6:00 PM
Smithville City Hall Board Room

1. Call to Order

Dani called the meeting to order at 6:00pm. Parks and Recreation Committee Members present were Dani Wilson, Jeremiah Bloemker, Kyle Squires, Hailey Kellerstrass, Mayor Boley and Alderman Hartman. Staff present were Matt Denton and Alex Threlkeld

2. Approval of Minutes from the January 26, 2023, Parks and Recreation Committee Meeting

Dani made a motion to approve minutes from the January 26, 2022, Parks and Recreation Meeting. Dan seconded. Voice Vote, all ayes

3. Staff Report
Legacy Fund Recap

The Legacy Fund/City of Smithville partnered with the Smithville Area Chamber of Commerce to host the "Night at the Oscars" at White Iron Ridge. The dinner honored citizens and volunteers within the community, while raising funds for the Legacy Fund. Kozak's, Chops BBQ and Aroma Bistro provided a great dinner. 300+ tickets between sponsors, nominees, and individual ticket sold. The event brought in \$27,350 from some great sponsors and \$5,555 from the Silent Auction and Fundraiser Game. After about \$12,000 In Expenses the grand total is \$24,000. The Legacy Fun/ City of Smithville will be splitting 50/50 with the Chamber.

Riverwalk Update

As of March 3, 2023, The City of Smithville has been awarded \$900,000 from the Missouri transportation Alternatives Program (TAP) funds through MARC's Active Transportation Programming Committee. Since that time, the 2025-26 TAP funding recommendations were approved by the MARC Board of Directors and have been incorporated into the 2022-2026 Transportation Improvement Program. With this Committee's recommendation the City will be matching the grant to finishing funding the project. The Riverwalk continues to follow the Parks and Recreation Master Plan and the Transportation Master Plan.

Diamond Crest Park Update

On March 9, 2023, staff met with BluSky PM, management for Clay Creek Apartment, to get an update on the parking lot and shelter house project donation progress. Staff was presented the plan for the parking lot and approved the design. Staff is helping get a quote on the desired shelter and BluSky is in communication with the contractor to get the parking lot and shelter foundation on their calendar. Staff expressed that we would like at least parking lot to be completed by Memorial Weekend. That is when the Splash Pad will be scheduled to open. That is also the goal for BluSky as long as it works with the contractor's schedule.

Recreation Report



March 2023 Recreation Report Alex Threlkeld – Recreation Manager

Sports

- Soccer practices started March 6
- Soccer games begin March 25 for 6 weeks
- Hoping to hire a couple more soccer instructors so we can hold a third clinic session in the fall
- Aspen is creating new curriculum for Little Kickers clinic
- Aspen hired 1 new instructor for spring session
- Baseball, Softball, and T-Ball registration closed on March 19
- Fall Sports Registration opens July 1

Sports Registrations												
	Spring Soccer	Spring Clinic	Spring T-Ball	Spring Baseball	Spring Softball	Spring Kickball	Fall Soccer	Fall Clinic	Fall T-Ball	Fall Volleyball	Winter Basketball	Total Participants
2021	180	40	140	105	71	10	178	32	68	49	132	1,005
2022	221	71	152	116	89	2	169	40	61	54	135	1,110
2023	228	50										

Facilities

2023 Facility Rentals							
	Park Shelters	Senior Center	Baseball Fields	Soccer Fields	Scout Areas	Special Events	Total Rentals
January	0	10	0	0	0	0	11
February	0	14	1	0	0	0	15
March	0	12	4	0	2	0	18

Events & Programs

- Valentine Cookie Decorating Party was held February 10 with 30 participants
- Currently planning June-December programs and hope to have them finalized by end of April. Planning to add several adult programs outside of adult sports, and a full calendar of Parks and Recreation Month activities in July.
- *Upcoming Events:*
 - Tea Party – April 29 (sold out)
 - Bike Race – May 6
 - Movie at the Courtyard – May 20
 - Art in the Park – June Wednesdays
 - Movie in the Courtyard – June 24
 - Learn to Kayak – June 7 & June 29
 - Punt, Pass, & Kick – July 17

Marketing

- Created and ordered Legacy Fund and Sponsorship mailers to be mailed out to Smithville businesses and organizations.
- Signs created and ordered to advertise Senior Center Rentals
- Submitted graphics for the City of Smithville Citizen April Newsletter
- Continuing to update the website – added programs and events page with direct links to online registration, updated staff page, updated Legacy Fund page, updated sponsorship page
- Looking into taking marketing trainings through NRPA

Community

- CIA (Community in Action) member: meet monthly at School District
- CIA (Community in Action) Community Advisory Council – Youth Serving Sector Representative: meet with community representatives monthly and attended council orientation March 10
- Smithville Main Street District Ex-Officio Member: meet monthly with Board and attended Board orientation with Missouri Main Street March 13
- City Wellness Committee member – meet monthly and Attended Lunch and Learn on managing stress February 23
- City Communications Committee member – meet monthly with other City committee members
- Working with Chamber of Commerce to plan Easter Egg Hunt, ordered banners, create event details with all community partners

Other Announcements

- We are currently hiring for part-time Program Instructors. Seeking instructors with special skills or hobbies willing to teach others. Programs could include painting, guided hikes, dance lessons, sign language, cooking tennis, etc. For more information, view the job description and duties at <https://bit.ly/3ZYEJcg>
- Aspen and Alex Attended Missouri Parks and Recreation Association conference in Osage Beach, MO February 14-17
- Attended strategic planning session March 2-3
- Attended Community Awards Banquet February 23



4. **Community Garden**

Mayor made a motion to postpone the discussion of the Community Garden. Alderman Hartman seconded. All Ayes.

5. **Playground Surfacing at Heritage and Smith's Fork Playground**

Matt explained that it is the policy by the City of Smithville, as contained in its Comprehensive Plan, that all newly platted or replatted subdivisions in residential zoning districts shall provide for the placement of recreational open spaces, walking trails, and other park areas based upon the impact the intended residents will have upon the City Park infrastructure. Such open space shall be for either public recreational use or for the future use of the residents of that subdivision to ensure the proper balance of land use, design of urban areas and avoidance of the overcrowding of the land, or by payment of a fee in lieu of dedication to be used to improve other adjacent dedication parks. Those fees go into a Parks Improvement Revenue Fund managed by the City. Currently in the fund is \$83,000. Also, since the community passed the Parks and Stormwater Sales Tax, the fund is exceeding projected revenue. With Parks Improvement Revenue and savings in the Parks and Stormwater Sales Tax Fund, staff is looking at resurfacing Heritage Park Playground and capping Smith's Fork Park Playground surface. Cost varies depending on the desired surface. Staff is looking for the Committee to discuss if this is something you would like staff to pursue and make a recommendation to the Board to amend the FY23 budget or add to the FY24 budget. The committee would need to choose desired surface and vote to make a recommendation. If approved by the BOA, this would go out for low bid. Matt explained that Smith's Fork Playground was patched in 2018 and those patches have been removed by use.

Heritage Park:

Bonded Rubber: \$120,000-\$134,400 (Received two quotes. One was from early 2022) – Can be repaired in-house.

Turf and Pour in Place: \$141,024 (was told they are going to be close to same price)

Smith's Fork Park:

Bonded Rubber: \$30,000-\$50,000 (Received two quotes. One was from early 2022)



Mayor explained that bonded rubber would be better for the playgrounds as they sit in flood plains. Dani said that the bonded rubber being repairable in house is a huge plus. Kyle asked what life expectancy is. Dani asked who else had it. Matt explained he toured a few parks, and it is holding up well. Matt mentioned the life expectancy is 10-15 years.

Mayor made a motion for Heritage Park and Smith's Fork Park Playground to be resurfaced with Bonded Rubber and be funded by the Parks Improvement Revenue Fund and Parks and Stormwater Sales Tax in FY23. Dani Seconded the motion. All Ayes.

6. Adjourn

Mayor moved to adjourn the meeting. Kyle seconded. All ayes.

	<div>STAFF</div> <div>REPORT</div>
Date:	May 25, 2023
Prepared By:	Matt Denton, Parks and Recreation
Subject:	Staff Update

Park Signage:

On July 21, 2022 staff updated the Parks and Recreation Committee, that as part of the first two years of the Parks and Recreation Master Plan, funds were budgeted for parks signs. At that moment only two parks had signs recognizing them as City Parks. The Committee chose to have a “Boulder” theme, similar to the Courtyard Park sign. The Committee also decided to start with only Wilder Flower, Helvey and Smith’s Fork Park as the other four remaining are waiting for future construction to be completed. Last week, the three signs were installed! The signs were installed to allow for some landscaping to be completed around each one. This will be done this summer by staff.



Shared Facilities w/ Smithville United Church:

Smithville United Church leaders are currently drafting a MOU to share indoor and outdoor space for recreation programming. We are looking to start an open gym for Pickleball for the community. The are community members interested in volunteering to help run and coordinate.

Earth Day:

On April 23, 2023 We had a girl scout group plant 8 more fruit trees at Smith’s Fork Park along Main Street Trail. Also, Heritage Tractor planted a tree at Helvey Park to celebrate the 25th anniversary and to honor the communities they serve.



Senior Center Program:

Over the past 6 weeks the seniors have been participating in a Matter of Balance class offered by Clay County Senior Services and MU Extension. This program is an evidence-based program that will help older adults reduce the fear of falling by setting goals to increase activity levels, encourage small changes to reduce fall risks at home, and teach ways to exercise to increase strength and balance. Part of the program is to inspect their homes and the Senior Center for fall hazards. In that inspection the seniors asked if we could add parking blocks to the parking lot so cars cannot block the sidewalk. Staff has parking blocks installed 1-week later.



Easter:

Smithville Parks and Recreation and the Smithville Chamber of Commerce partnered together to host an Easter Egg Hunt of May 8 at Heritage Park. There were over 10,000 eggs that were found in less than 3 minutes! The Chamber is ready for it to be even larger next year.

Community Art:

Worlds Her Canvas was delivered the morning of May 5!



Bike Race/ Wine Walk:

Humphrey's Gravel Adventure and the Smithville Main Street District happened downtown Smithville on May 6. We had 240 Registered riders that took on the challenging course.

Recreation:

May 2023 Recreation Report Alex Threlkeld – Recreation Manager

Sports

- Baseball/Softball games started May 1
- T-Ball practices started April 21
- Punt, Pass, & Kick registration is open
- Fall Sports Registration opens July 1

Sports Registrations

	<i>Spring</i> Soccer	<i>Spring</i> Clinic	<i>Spring</i> T-Ball	<i>Spring</i> Baseball	<i>Spring</i> Softball		<i>Fall</i> Soccer	<i>Fall</i> Clinic	<i>Fall</i> T-Ball	<i>Fall</i> Volleyball	<i>Winter</i> Basketball	Total Participants
2021	180	40	140	105	71		178	32	68	49	132	1,005
2022	221	71	152	116	89		169	40	61	54	135	1,110
2023	228	50	139	109	77							602

Facilities

2023 Facility Rentals						
	Park Shelters	Senior Center	Baseball Fields	Soccer Fields	Scout Areas	Total Rentals
January	0	10	0 hours	0	0	11
February	0	14	1 hours	0	0	15
March	0	12	4 hours	0	2	18
April	9	13	7 hours	0	0	29
May	15	12	48 hours	0	1	76

Events & Programs

- Donuts with Dad registration is this coming Sunday, 15 spots still available!
- Alex and Aspen assisted with registration and packet pickup at the Bike Race
- Finalized May-August programs and events. Included on end of report.

Marketing

- Creating marketing plan by for May-August, scheduling social media posts, creating flyers.
- Program rack cards ordered for May-August and will be distributed throughout town.

Community

- CIA (Community in Action) member: meet monthly at School District
- CIA (Community in Action) Community Advisory Council – Youth Serving Sector Representative: meet with community representatives monthly
- Smithville Main Street District Ex-Officio Member: meet monthly with Board
- City Wellness Committee member – meet monthly, assisted with employee step challenge team captain, coordinating workout class challenge in July, and coordinating City employee appreciation lunch
- Community events held: Larson's Cruise, High School Archery Team Meet, VW Car Show,
- City Communications Committee member – meet monthly with other City committee members and together create citizens newsletter

Other Announcements

- We are currently hiring for part-time Program Instructors. Seeking instructors with special skills or hobbies willing to teach others. Programs could include painting, guided hikes, dance lessons, sign language, cooking, tennis, pickleball lessons, etc. For more information, view the job description and duties at <https://bit.ly/3ZYEJcg>
- Aspen and Alex received CPR + first aid certification
- Met with Clay County 4H/MU Extension about partnering on future programs.
- Registered for National Parks and Recreation conference in Dallas, TX on October 10-12
- Attended Board Retreat on May 17



SMITHVILLE

PARKS & RECREATION

PROGRAMS & EVENTS

May - August 2023

MAY
20

MOVIE AT THE
COURTYARD

SCIENCE IN
THE PARK

JULY
10-31
MONDAYS

MAY
29

SPLASH PAD
OPENS
WEEK OF MEMORIAL DAY

SNACKS &
STORIES
IN THE PARK

JULY
11-25
TUESDAYS

JUNE
3

DONUTS
WITH DAD

ART IN THE
PARK

JULY
5-26
WEDNESDAYS

JUNE
6

KC SYMPHONY
IN THE PARK

POPSICLES
IN THE PARK

JULY
6-27
THURSDAYS

JUNE
6

MINI CAMP
AROUND THE
WORLD: MEXICO

COLORING
CONTEST

JULY
7-28
FRIDAYS

JUNE
7

LEARN
TO KAYAK

FULL BODY FIT
WITH MICHELLE

JULY
8-29
SATURDAYS

JUNE
13

MINI CAMP
AROUND THE
WORLD: AUSTRALIA

PUNT, PASS
& KICK

JULY
17

JUNE
20

MINI CAMP
AROUND THE
WORLD: BRAZIL

SPR AT
FARMERS &
MAKERS MARKET

JULY
19

JUNE
21

SPR AT
FARMERS &
MAKERS MARKET

HAUNTED
CAMPGROUND
SITES OPEN

AUGUST
1

JUNE
27

MINI CAMP
AROUND THE
WORLD: CHINA

SPR AT
FARMERS &
MAKERS MARKET

AUGUST
16

JUNE
29

LEARN
TO KAYAK

GRANDPARENTS
DAY SOCIAL

SEPTEMBER
11

JULY
1

SMITHVILLE
FIREWORKS SHOW

SPLASH PAD
CLOSED FOR
SEASON

SEPTEMBER
24

For more information or to register, visit
WWW.SMITHVILLEPARKSREC.COM/PROGRAMS-EVENTS



SMITHVILLE

PARKS & RECREATION

SPORTS

FALL SPORTS REGISTRATION OPENS

JULY
1



Youth Soccer
August - October
\$75
Deadline: 7/31



**Little Kickers
Soccer Clinic**
August - October
\$55
Deadline: 7/31



Youth Volleyball
August - October
\$75
Deadline: 8/6



Youth T-Ball
August - October
\$55
Deadline: 8/13

WINTER SPORTS REGISTRATION OPENS

OCTOBER
1



Youth Basketball
November - February
\$75

WWW.SMITHVILLEPARKSREC.COM

Parks and Recreation Department Review and Budget Update

Please use the attached PDF for the presentation.

FY2024 Department Review



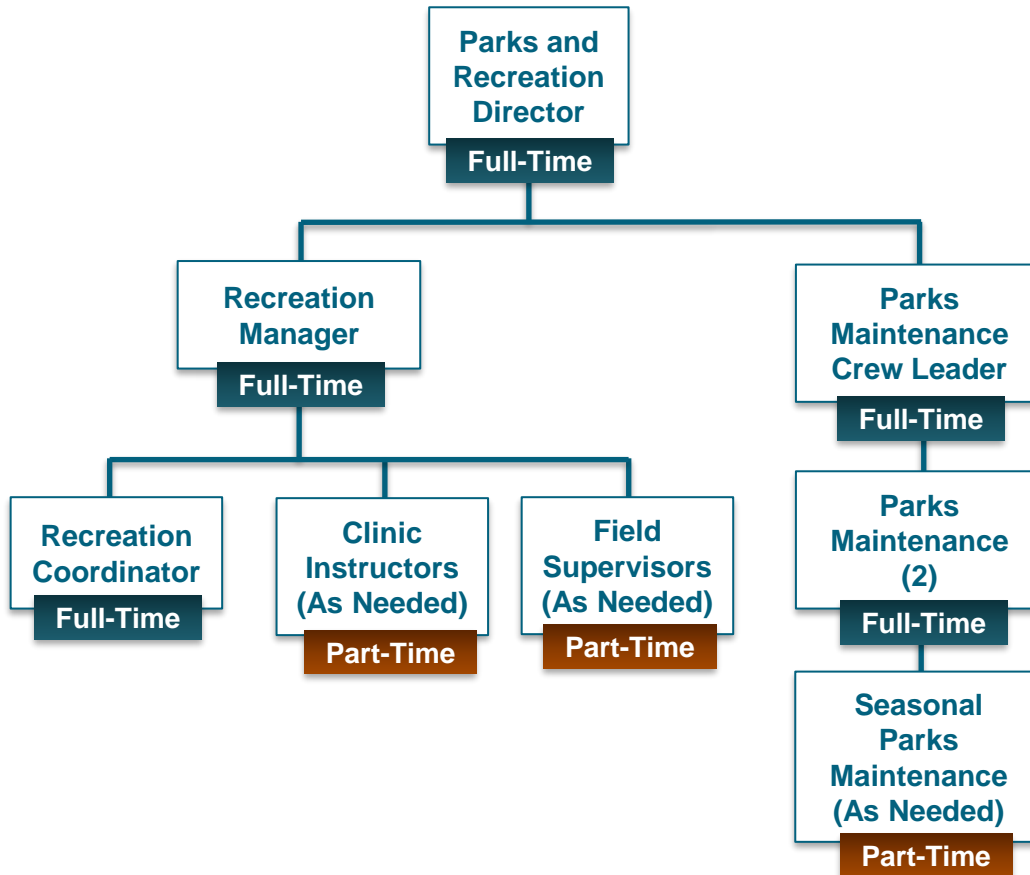
Department Review



- The department review is an opportunity to highlight ***recent accomplishments*** and ***successes*** and identify the ***future goals*** and ***needs*** of departments.
- A high-level budget summary indicating the categories of allocated expenses of each department and a department organizational chart are included in the presentation.

PARKS & RECREATION

Department Structure



2022-2023 Key Accomplishments

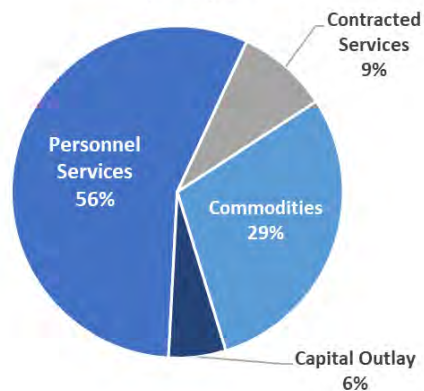
- Continue to pursue short-term goals from the Parks and Recreation Master Plan:
 - Park Signage
 - Diamond Crest Park
 - Emerald Ridge Neighborhood Park
- Expanded Senior Center Fitness classes, increased facility rental revenue from 2021, and painted the inside of the facility.
- Grew participation in current Parks and Recreation programs and added more recreational programs outside of sports (Art in the Park, Learn to Kayak)
- Held first fundraising event with the Smithville Chamber of Commerce to raise funds for Smithville Legacy Fund.
- Incurred no restroom related “report a concern” issues.
- Worked with multiple eagle scouts on projects within the scout area and painted restroom at Smith’s Fork.
- Hired new Recreation Coordinator position (new position funded in FY2023 Budget).

PARKS & RECREATION

2023 Budget Summary

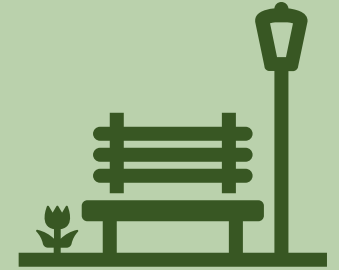
2023 Total Budget	
Personnel Services	\$481,620
Contracted Services	\$76,650
Commodities	\$252,880
Capital Outlay	\$47,850
Grand Total	\$859,000

Parks & Rec Operating Budget -
\$859,000



2024 Discussion Points

- Prioritized park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund.
- Discuss using “Payment in Lieu of Dedication” funds to assist in funding the resurfacing of Heritage Park and Smith’s Fork Park playgrounds (with Park & Stormwater Sales Tax offsetting remaining amount).
- Continue work with the Legacy Fund
- Consideration of the Equipment Replacement & Sharing Program



Park & Stormwater Sales Tax Fund



PARK & STORMWATER SALES TAX FUND

Funding Overview

- The Park and Stormwater Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on June 2nd, 2020.
- The City began to see initial collections of the sales tax in November 2020.
- The Park and Stormwater Sales Tax was authorized by voters to be in enacted until December 31st, 2040 (20 years).
- The sales tax is to be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control.

2022-2023

**Key Projects
In Progress and Completed**

Parks & Recreation

- Completed Diamond Crest Park Playground, Sidewalk, and Fencing Improvements.
- Completed RTP grant application for the “OK” Railroad Trail (Phase I) to connect Diamond Crest to Lake Meadows.
- Completed LWCF (Land Water Conservation Fund) grant application for Emerald Ridge Park.
- Awarded \$900,000 in MARC funding for the Riverwalk Park & Trail.
- Installed Park Boulder Signs around the City Parks

Stormwater

- Completed a “Stormwater Needs Assessment” and cleared blockage in Owens Branch stream.
- Developed an “Illicit Discharge and Elimination Plan” as identified by the MS4 audit.
- Initiating stormwater projects on Quincy Boulevard, Bridge Street, and 4th Street & 4th Terrace during Spring/Summer 2023.

PARK & STORMWATER SALES TAX FUND



Menke Excavating removed large debris from the Owens Branch stream which allowed for the restoration of natural stream flow

2024 Discussion Points

Park & Recreation

- Implement Year 3 of the Parks and Recreation Master Plan with the update to the Emerald Ridge Neighborhood Park.
- Pursue “OK” Railroad Trail Construction.
- Consideration of resurfacing Heritage and Smith’s Fork Playgrounds.

Stormwater (Public Works)

- Stormwater Maintenance Projects
 - Woods Court (Clean Up) – Cost Estimate of \$40,000
 - Rock Creek (Unclogging) – Cost Estimated of \$74,000
 - Northeast 158th and Chestnut (Dredging) – Cost Estimate of \$60,000
- Stormwater CIP Projects
 - Stonebridge (in FY2024), Dundee Road (in FY2025), Forest Oaks (in FY2026), Cedar Lakes (in FY2027), and Maple Lane (in FY2028) stormwater improvements.



**FY2023 Budget
6 Month Financial Update
BOA Work Session
May 16, 2023**

Park & Stormwater Sales Tax Fund



City Park Shelter

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Revenues	\$672,435	\$723,750	\$374,867	55.7%

- The City, on average in the past year 2 years, receives **43.6%** of park and stormwater sales tax annual revenue by the 2nd quarter of the fiscal year.

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
Expenditures	\$557,750	\$549,330	\$61,869	11.1%

PST Funded Capital Project	Phase	Resolution	Contractor/Engineer	Status
Stormwater Discovery & Master Plan	Design	1106	George Butler Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Engineering	1043	Snyder & Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Construction	1199	Menke Excavating	Bid Awarded
Quincy Boulevard – Stormwater Improvements	Construction	1221	Amino Brothers Co.	Bid Awarded



FY2024 Budget Process Schedule

- Board Retreat (**May 17**)
- Five Year Capital Improvement Program Review and Discussion (**June 6**)
- Schedule of Fees Review and Discussion (**July 18**)
- FY2024 Operating Budget and 5 Year CIP Review: 1st Discussion (**August 15**)
- FY2024 Operating Budget and 5 Year CIP Review: 2nd Discussion - If Needed (**September 5**)
- Adopt FY2024 Budget on 2nd Reading (**October 17**)