

**City of Willard, Missouri
Park Board Meeting
July 31, 2025**

The Willard Park Board met on Thursday, July 31, 2025, at the Willard City Hall in Willard, MO.

Board Members Present:

President Valorie Simpson, Vice President Fred Burk, Secretary Craig Baird, Vanessa Keene, Eric Wilkins, Rachael Mathison.

Board Members Absent: Brooke Jarvis.

Staff Present: Parks Director Jason Knight.

Visitors Present: none.

President Simpson called the meeting to order at 6:00 p.m.

The Board welcomed new member Rachael Mathison. Rachael also serves on the Willard Board of Aldermen.

1. Roll Call:

Valorie Simpson – present, Fred Burk – present, Craig Baird – present, Vanessa Keene – present, Eric Wilkins – present, Rachel Mathison – present.

A quorum was established.

2. Approval of the Agenda:

Motion: Craig moved to approve the agenda. Rachael seconded. The motion passed with 6 votes in favor and 0 votes against.

Brook joined the meeting at 6:05 p.m.

3. Approval of the Minutes from the Meeting on June 26, 2025:

Motion: Valorie moved to approve the minutes. Vanessa seconded. The motion passed with 7 votes in favor and 0 votes against.

4. Citizen's Input:

None.

5. Financial Statements:

The Board reviewed the financial statements in the packet:

- A. Revenue Summary
- B. Director's Detailed Report
- C. Yearly Progress 2025

Motion: Craig moved to approve the financial statements. Eric seconded. The motion passed with 7 votes in favor and 0 votes against.

6. Director's Report:

Jason reviewed the Director's Report with the Board. Highlights and discussions included:

A. Successes and Challenges

- Capital needs and rankings were reviewed. The high priority of the pond boardwalk was questioned.
- Maintenance items are becoming more of a challenge as time goes on. The Community Building roof and Rec Center repairs are high priority.
- Youth Camp attendance was great this year.
- Facility rentals are near capacity.

B. Freedom Fest – successful event, no major issues, less deficit than prior years.

C. Woodburning Program Recap – program was full, it will be repeated in the fall.

D. Fishing Derby – good participation, fun event for kids.

7. New Business:

A. HVAC Bid Tab:

Jason reviewed the bids to replace the HVAC system at the Rec Center. DeLong's bid was the lowest, and they are a local contractor with a good reputation.

Motion: Valorie moved to approve the bid from DeLong's Plumbing, Heating, and Air. Fred seconded. The motion passed with 7 votes in favor and 0 votes against.

B. Applications for Discount:

Jason reviewed two applications for discounted facility rentals with the Board (one from a group promoting a boxing tournament and one from a church group). Discussion focused on the already low facility rental prices compared to communities in the surrounding area, and the difficulty in determining consistent criteria for when discounts should be approved.

Motion: Brooke moved that the Parks department should not offer discounts. Craig seconded. The motion passed with 7 votes in favor and 0 votes against.

C. Circus Ticket Sponsorships:

Jason reviewed the pricing and availability of tickets for the upcoming Culpepper & Merriweather Circus event that will be held on September 11, 2025. Two shows will be held, and advance tickets are available for purchase. Sponsorship by local groups is encouraged.

8. Unfinished Business:

A. Proposed 2026 Fees:

Jason reviewed the proposed rates with the Board.

Motion: Brooke moved to approve the proposed rate schedule. Eric seconded. The motion passed with 7 votes in favor and 0 votes against.

B. Community Building Usage Ordinance:

Jason informed the Board that there is an ordinance that allows for free usage of the Community Building by certain local groups (senior lunch group, Willard Area Chamber of Commerce, etc.). There are maintenance costs and a loss of revenue associated with this.

Motion: Valorie moved to approve that Parks should review the ordinance with the Board of Alderman for possible removal. Fred seconded. The motion passed with 7 votes in favor and 0 votes against.

C. Christmas Committee Update:

Vanessa informed the Board that the Committee has been formed. The Committee met recently and drew up some preliminary plans for the Christmas event. She said there was email traffic (not shared with the Board) between her, Jason, and City Administrator Wesley Young regarding the plan details and staff support. Valorie stated that Wes has suggested that Vanessa meet with him and Jason to resolve any issues and move forward together. Valorie will attend as well.

9. Adjourn Meeting:

Motion: Rachael moved to adjourn the meeting. Craig seconded. The motion passed with 7 votes in favor and 0 votes against. The meeting adjourned at 8:45 p.m.

Submitted by Craig Baird, Secretary

Valorie Simpson, President

Craig Baird, Secretary

Rebecca Hansen, City Clerk