



CITY OF WILLARD PARK BOARD MEETING

February 26, 2026 at 6:00 PM

Willard City Hall, 224 W. Jackson St., Willard, MO

AGENDA

Update Posted on Month DD, 20YY, at 00:00 p.m.

The tentative agenda of this meeting includes:

CALL THE MEETING TO ORDER

1. ROLL CALL
2. AGENDA AMENDMENTS/APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. Approval of Minutes
4. CITIZEN INPUT
5. FINANCIAL STATEMENTS
 - A. Year to Date
 - B. Monthly Expense Report
6. DIRECTOR'S REPORT
 - A. Director's Report
 - B. ZBB Review, Tumbling Toddlers
 - C. ZBB Review, Spring Soccer
 - D. ZBB Review, Spring Break CA
7. NEW BUSINESS
 - A. Rachel Mathison-Park Board Roles
 - B. Fred Burk- Donor Database
 - C. Review of Applications/Resumes, for the position of Parks Assistant Director
8. UNFINISHED BUSINESS
 - A. Christmas on Frisco Recap
 - B. Soccer Complex LWCF Update
9. ADJOURN MEETING

If you have special needs which require accommodation, please notify personnel at the City Hall. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at 417-742-5302.

Rebecca Hansen, City Clerk

**City of Willard, Missouri
Park Board Meeting
February 5, 2026**

The Willard Park Board met on Thursday, February 5, 2026, at the Willard City Hall in Willard, MO.

Board Members Present:

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

Board Members Absent: Brooke Jarvis, Eric Wilkins.

Staff Present: Parks Director Jason Knight, Brenda Pearson (Facilities, Fitness, & Adult Programs Coordinator).

Visitors Present: Jackie Pyle, Amanda Willard, Ian Powers, Melissa Giboney.

President Simpson called the meeting to order at 7:01 p.m.

1. Roll Call:

Valorie Simpson – present, Fred Burk – present, Craig Baird – present, Vanessa Keene – present, Rachael Mathison – present. A quorum was established.

2. Approval of the Agenda:

Craig asked to revise Item 3 to include approval of the minutes for the meeting of December 11, 2025, and to retitle Item 6 to “Proposed Resolutions.”

Motion: Rachael moved to approve the agenda, amended as noted. Craig seconded. The motion passed with 5 votes in favor and 0 votes against.

3. Approval of Minutes:

A. Minutes from the meeting of December 11, 2025.

Motion: Fred moved to approve the minutes. Vanessa seconded. The motion passed with 5 votes in favor and 0 votes against.

B. Minutes from the meeting of January 15, 2026.

Motion: Rachael moved to approve the minutes. Fred seconded. The motion passed with 5 votes in favor and 0 votes against.

4. Citizen’s Input:

Three citizens were present to talk to the Board and staff about joining the Board.

1. Jackie Pyle
2. Amanda Willard
3. Ian Powers

They each reviewed their personal background and thoughts about what they would bring to the Board. The Board thanked them all for their interest in serving.

Brooke Jarvis joined the meeting at 7:25.

5. Financial Statements:

The Board reviewed the financial statements in the packet. For the new monthly projections section, the Board asked Jason to clarify in future reports by breaking it down into projected income and expenses for each line item.

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

6. Proposed Resolutions:

Jason reviewed the proposals with the Board. There was discussion as to whether the Board of Alders (BoA) needs to approve each resolution separately or if they are more for informational purposes. It was decided that the Park Board should review and approve each resolution, and that only Item 6.D. needs to be approved by the BoA. It was noted that some of the items have already been approved by the Park Board.

A. Cost Recovery Metrics.

Jason reviewed the metrics with the Board, revised and condensed for clarity based on last meeting's discussion. Vanessa expressed concern that they were too stringent. The Board agreed that the metrics should function as guidelines and goals, allowing for some flexibility as needed.

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

B. Member vs. Non-Member Rate Structure.

This Item was reviewed and approved by the Park Board in the meeting of January 15, 2026.

C. Concessions Pricing.

This Item was reviewed and approved by the Park Board in the meeting of January 15, 2026.

D. Proposed ¼ Cent Sales Tax for the Ballot of April, 2027.

Jason reviewed the proposal with the Board. Projected income based on last year's sales taxes is approximately \$250,000. This Item would need to be approved by the BoA.

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

E. Aquatic Center Fee Structure.

Jason asked the Board to consider a revision to the fee structure that was approved by the Park Board in the meeting of January 15, 2026, based on input from the Willard Swim Team Coach. The primary change is the new swim team fee is reduced to \$130 per person, with minor changes to the proposed operating hours to make up the difference. The total shortfall is approximately the same as the previously approved fee structure.

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

7. Director's Report:

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

- Assistant Director Samantha Guinn has resigned from the Parks Department. The Board wished her well. Staff are adjusting job responsibilities accordingly until a new Assistant Director is hired.
- Staff continue to evaluate budget constraints and delivery of programs and services.

8. New Business:

A. Park Board Bylaws. Rachael asked that the Board review and discuss the Bylaws at the next meeting. Valorie said that she will email a copy of the latest Bylaws to all Board members as soon as possible.

B. Fundraising Concerts for Parks. Vanessa reviewed some ideas for a possible concert with the Board.

9. Unfinished Business:

A. Soccer Fields. Jason reviewed the possible sale of the Frisco Highline Sports Complex (Soccer Fields) that was discussed at the meeting of January 15, 2026 (per Fred's presentation). There are legal restrictions on the sale of the property since it was partially funded with federal grant money. Maintenance of the property can be reduced within certain guidelines if needed. The Board also discussed the issues with moving the soccer programs to Jackson Street Park. It was decided that, for now, Parks should keep the soccer programs at the Soccer Fields and continue with the current reduced mowing and maintenance at the property.

10. Adjourn Meeting:

Motion: Rachael moved to adjourn the meeting. Brooke seconded. The motion passed with 6 votes in favor and 0 votes against. The meeting adjourned at 8:55 p.m.

Submitted by Craig Baird, Secretary

Valorie Simpson, President

Craig Baird, Secretary

Courtney Meyers, City Clerk



City of Willard, MO

Item # A.
Yearly Progress
Account Summary

For Fiscal: 2026 Period Ending: 02/28/2026

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|------------------------------|-------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| Fund: 30 - PARKS FUND | | | | | | | |
| Revenue | | | | | | | |
| 30-800-40000 | ADVERTISING REVENUE (PARKS) | 22,000.00 | 22,000.00 | 1,000.00 | 1,702.07 | -20,297.93 | 92.26 % |
| 30-800-40400 | CONCESSION INCOME | 37,000.00 | 37,000.00 | 463.50 | 1,390.37 | -35,609.63 | 96.24 % |
| 30-800-40500 | DONATIONS | 4,800.00 | 4,800.00 | 0.00 | 0.00 | -4,800.00 | 100.00 % |
| 30-800-40600 | FACILITY INCOME | 45,000.00 | 45,000.00 | 1,120.00 | 12,276.75 | -32,723.25 | 72.72 % |
| 30-800-40650 | FITNESS CENTER INCOME | 68,000.00 | 68,000.00 | 1,701.79 | 9,680.98 | -58,319.02 | 85.76 % |
| 30-800-40800 | MISCELLANEOUS INCOME-PKS | 2,800.00 | 2,800.00 | 80.00 | 72.00 | -2,728.00 | 97.43 % |
| 30-800-40900 | PARK PERMIT FEES-PKS | 14,000.00 | 14,000.00 | 1,200.00 | 1,600.00 | -12,400.00 | 88.57 % |
| 30-800-40950 | SWIM POOL INCOME | 135,000.00 | 135,000.00 | 200.00 | 200.00 | -134,800.00 | 99.85 % |
| 30-800-41300 | FRANCHISE MOBILE PHONE TOWER | 15,900.00 | 15,900.00 | 1,325.66 | 2,651.32 | -13,248.68 | 83.33 % |
| 30-800-43000 | INTEREST INCOME-PKS | 1,000.00 | 1,000.00 | 0.00 | 232.17 | -767.83 | 76.78 % |
| 30-800-45300 | TAX REAL ESTATE-PKS | 74,218.00 | 74,218.00 | 10,294.69 | 71,212.02 | -3,005.98 | 4.05 % |
| 30-800-45400 | TAX SALES & USE REVENUES-PKS | 390,000.00 | 390,000.00 | 842.27 | 37,014.36 | -352,985.64 | 90.51 % |
| 30-800-45500 | TAX SALES CAP IMP-PKS | 300,000.00 | 300,000.00 | 26,696.90 | 55,201.54 | -244,798.46 | 81.60 % |
| 30-800-47000 | ADULT PROGRAMS-PKS | 2,400.00 | 2,400.00 | 0.00 | 0.00 | -2,400.00 | 100.00 % |
| 30-800-47100 | YOUTH PROGRAMS-PKS | 1,700.00 | 1,700.00 | -150.00 | -125.00 | -1,825.00 | 107.35 % |
| 30-800-47200 | YOUTH CAMP-PKS | 100,000.00 | 100,000.00 | 450.00 | 600.00 | -99,400.00 | 99.40 % |
| 30-800-47300 | YOUTH SPORTS-PKS | 40,000.00 | 40,000.00 | 910.00 | 3,650.00 | -36,350.00 | 90.88 % |
| 30-800-48000 | FREEDOM FEST INCOME | 8,000.00 | 8,000.00 | 0.00 | 0.00 | -8,000.00 | 100.00 % |
| 30-800-48100 | SPECIAL EVENT INCOME | 2,000.00 | 2,000.00 | 304.00 | 424.00 | -1,576.00 | 78.80 % |
| 30-800-48200 | SHIRT INCOME | 50.00 | 50.00 | 0.00 | 0.00 | -50.00 | 100.00 % |
| 30-800-49000 | CAPITAL ASSET SALES-PKS | 20,000.00 | 20,000.00 | 0.00 | 0.00 | -20,000.00 | 100.00 % |
| | Revenue Total: | 1,283,868.00 | 1,283,868.00 | 46,438.81 | 197,782.58 | -1,086,085.42 | 84.59% |
| Expense | | | | | | | |
| 30-800-50000 | CHEMICALS-PKS | 18,000.00 | 18,000.00 | 0.00 | 0.00 | 18,000.00 | 100.00 % |
| 30-800-50110 | SUPPLIES GROUNDS-PKS | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 100.00 % |
| 30-800-50130 | SUPPLIES GENERAL-PKS | 3,000.00 | 3,000.00 | 0.00 | 358.76 | 2,641.24 | 88.04 % |
| 30-800-50140 | SUPPLIES AQUATIC-PKS | 6,500.00 | 6,500.00 | 0.00 | 0.00 | 6,500.00 | 100.00 % |
| 30-800-50150 | SUPPLIES SPORTS SHIRTS-PKS | 7,000.00 | 7,000.00 | 0.00 | 1,483.80 | 5,516.20 | 78.80 % |
| 30-800-50170 | SUPPLIES SPECIAL ACTIVITY-PKS | 7,000.00 | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 100.00 % |
| 30-800-50175 | SUPPLIES YOUTH PROGRAM-PKS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 100.00 % |
| 30-800-50177 | SUPPLIES YOUTH CAMP-PKS | 6,700.00 | 6,700.00 | 0.00 | 0.00 | 6,700.00 | 100.00 % |
| 30-800-50180 | SUPPLIES SPORTS-PKS | 5,500.00 | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 100.00 % |
| 30-800-50190 | TREE CITY USA-PKS | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 30-800-50200 | CONCESSIONS-PKS | 22,000.00 | 22,000.00 | 126.00 | 515.16 | 21,484.84 | 97.66 % |
| 30-800-50400 | FITNESS CENTER EXPENSE-PKS | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 100.00 % |
| 30-800-50450 | FREEDOM FEST EXPENSE-PKS | 22,600.00 | 22,600.00 | 0.00 | 9,500.00 | 13,100.00 | 57.96 % |
| 30-800-50500 | BUILDING MAINTENANCE-PKS | 24,000.00 | 24,000.00 | 0.00 | 84.13 | 23,915.87 | 99.65 % |
| 30-800-50550 | CUSTODIAL SUPPLIES-PKS | 5,000.00 | 5,000.00 | 0.00 | 413.47 | 4,586.53 | 91.73 % |
| 30-800-50600 | MISCELLANEOUS EXPENSE-PKS | 2,062.95 | 2,062.95 | 0.00 | 0.00 | 2,062.95 | 100.00 % |
| 30-800-50700 | OFFICE SUPPLIES-PKS | 2,300.00 | 2,300.00 | 0.00 | 38.97 | 2,261.03 | 98.31 % |
| 30-800-50750 | POSTAGE-PKS | 75.00 | 75.00 | 0.00 | 0.00 | 75.00 | 100.00 % |
| 30-800-51000 | REPAIRS AND MAINTENANCE-PKS | 5,200.00 | 5,200.00 | 0.00 | 0.00 | 5,200.00 | 100.00 % |
| 30-800-52000 | SUPPLIES SMALL EQUIPMENT-PKS | 3,500.00 | 3,500.00 | 0.00 | 42.75 | 3,457.25 | 98.78 % |
| 30-800-55200 | ADVERTISING-PKS | 3,500.00 | 3,500.00 | 0.00 | 2,500.00 | 1,000.00 | 28.57 % |
| 30-800-55400 | AUDIT EXPENSE-PKS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 100.00 % |
| 30-800-55500 | BANK/CREDIT CARD FEES-PKS | 4,000.00 | 4,000.00 | 0.00 | 282.59 | 3,717.41 | 92.94 % |
| 30-800-55800 | DUES AND SUBSCRIPTIONS-PKS | 3,700.00 | 3,700.00 | 0.00 | 951.00 | 2,749.00 | 74.30 % |
| 30-800-55850 | EQUIPMENT RENTAL-PKS | 7,035.00 | 7,035.00 | 420.00 | 901.67 | 6,133.33 | 87.18 % |
| 30-800-56000 | INSURANCE-PKS | 56,500.00 | 56,500.00 | 0.00 | 16,513.96 | 39,986.04 | 70.77 % |
| 30-800-56400 | PROFESSIONAL-PKS | 6,000.00 | 6,000.00 | 288.00 | 576.00 | 5,424.00 | 90.40 % |

Yearly Progress

For Fiscal: 2026 Period Ending Item # A. 6

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|------------------------------|---|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| 30-800-56500 | SAFETY PROGRAM-PKS | 2,500.00 | 2,500.00 | 0.00 | 155.00 | 2,345.00 | 93.80 % |
| 30-800-56950 | TRAINING & EDUCATION-PKS | 6,100.00 | 6,100.00 | 0.00 | 120.00 | 5,980.00 | 98.03 % |
| 30-800-57400 | EQUIPMENT/SOFTWARE CONTRAC... | 16,000.00 | 16,000.00 | 2,057.99 | 8,567.99 | 7,432.01 | 46.45 % |
| 30-800-62300 | UTILITIES OTHER-PKS | 0.00 | 0.00 | 2,250.79 | 4,254.96 | -4,254.96 | 0.00 % |
| 30-800-71000 | VEHICLE REPAIR & MAINT-PKS | 0.00 | 0.00 | 0.00 | 2,736.58 | -2,736.58 | 0.00 % |
| 30-800-90000 | SALARIES-PKS | 310,643.31 | 310,643.31 | 24,869.71 | 52,053.44 | 258,589.87 | 83.24 % |
| 30-800-90500 | SALARIES OVERTIME-PKS | 5,000.00 | 5,000.00 | 5.30 | 19.97 | 4,980.03 | 99.60 % |
| 30-800-91000 | SALARIES SEASONAL-PKS | 270,000.00 | 270,000.00 | 10,595.96 | 21,003.92 | 248,996.08 | 92.22 % |
| 30-800-91500 | PAYROLL TAXES-PKS | 45,592.81 | 45,592.81 | 2,649.04 | 5,461.09 | 40,131.72 | 88.02 % |
| 30-800-92000 | RETIREMENT-PKS | 37,572.56 | 37,572.56 | 2,625.45 | 5,202.85 | 32,369.71 | 86.15 % |
| 30-800-93000 | GROUP INSURANCE-PKS | 81,516.60 | 81,516.60 | 13,661.83 | 7,794.00 | 73,722.60 | 90.44 % |
| 30-800-95100 | CAPITAL ASSET EXP-PKS | 131,290.00 | 131,290.00 | 0.00 | 0.00 | 131,290.00 | 100.00 % |
| 30-800-95500 | CAPITAL ASSET EQUIPMENT-PKS | 42,414.00 | 42,414.00 | 0.00 | 0.00 | 42,414.00 | 100.00 % |
| 30-800-96000 | PRINCIPAL EXPENSE-PKS | 250,000.00 | 250,000.00 | 0.00 | 0.00 | 250,000.00 | 100.00 % |
| 30-800-96200 | INTEREST EXPENSE-PKS | 60,257.00 | 60,257.00 | 0.00 | 0.00 | 60,257.00 | 100.00 % |
| 30-800-96400 | FISCAL AGENT FEES | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 100.00 % |
| | Expense Total: | 1,489,059.23 | 1,489,059.23 | 59,550.07 | 141,532.06 | 1,347,527.17 | 90.50% |
| | Fund: 30 - PARKS FUND Surplus (Deficit): | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 | 127.41% |
| | Report Surplus (Deficit): | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 | 127.41% |

Group Summary

| Account Typ... | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|---|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| Fund: 30 - PARKS FUND | | | | | | |
| Revenue | 1,283,868.00 | 1,283,868.00 | 46,438.81 | 197,782.58 | -1,086,085.42 | 84.59% |
| Expense | 1,489,059.23 | 1,489,059.23 | 59,550.07 | 141,532.06 | 1,347,527.17 | 90.50% |
| Fund: 30 - PARKS FUND Surplus (Deficit): | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 | 127.41% |
| Report Surplus (Deficit): | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 | 127.41% |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) |
|----------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|
| 30 - PARKS FUND | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 |
| Report Surplus (Deficit): | -205,191.23 | -205,191.23 | -13,111.26 | 56,250.52 | 261,441.75 |



City of Willard, MO

My Detail Report (Park Board Packet) Item # B. Account Detail

Date Range: 02/05/2026 - 02/25/2026

| Account | Name | | | | | Beginning Balance | Total Activity | Ending Balance |
|------------------------------|----------------------------------|---------------------------|-------------------|--|---------------------------------|------------------------|----------------|------------------------|
| Fund: 30 - PARKS FUND | | | | | | | | |
| 30-800-56400 | PROFESSIONAL-PKS | | | | | 288.00 | 288.00 | 576.00 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/12/2026 | POPKT06149 | 1625 | | IT SERVICES-ALL | VDS100 - VDS VISION LLC | | 288.00 | 576.00 |
| 30-800-57400 | EQUIPMENT/SOFTWARE CONTRACTS-PKS | | | | | 7,961.54 | 606.45 | 8,567.99 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/18/2026 | POPKT06149 | 00259548 | | SOFTWARE SUBS APR-JUN 2026 - ALL | TYL100 - TYLER TECHNOLOGIES INC | | 206.45 | 8,167.99 |
| 02/18/2026 | POPKT06149 | Q025162 | | ANNUAL SUBSCRPTN - ALL | APA200 - ASSET PANDA | | 400.00 | 8,567.99 |
| 30-800-62300 | UTILITIES OTHER-PKS | | | | | 2,004.17 | 2,250.79 | 4,254.96 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/09/2026 | POPKT06149 | 02172026 290.83 | | PHONES - P&D/PKS/STS/W/S | FNE100 - FIRSTNET | | 123.45 | 2,127.62 |
| 02/09/2026 | POPKT06149 | 2-9-26 133 | DFT0003253 | UTIL EXP GAS REC CNTR-PKS | MIS315 - SPIRE | | 942.35 | 3,069.97 |
| 02/09/2026 | POPKT06149 | 2-9-26 220 | DFT0003254 | UTIL EXP GAS COMM BLDG-PKS | MIS315 - SPIRE | | 377.24 | 3,447.21 |
| 02/12/2026 | POPKT06155 | 34777 | | PHONE & INTERNET SERV - ALL | AWN100 - ARROW NETWORKS | | 807.75 | 4,254.96 |
| 30-800-90000 | SALARIES-PKS | | | | | 27,183.73 | 24,869.71 | 52,053.44 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 13,338.68 | 40,522.41 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 11,531.03 | 52,053.44 |
| 30-800-90500 | SALARIES OVERTIME-PKS | | | | | 14.67 | 5.30 | 19.97 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 2.03 | 16.70 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 3.27 | 19.97 |
| 30-800-91000 | SALARIES SEASONAL-PKS | | | | | 10,407.96 | 10,595.96 | 21,003.92 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 4,765.00 | 15,172.96 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 5,830.96 | 21,003.92 |
| 30-800-91500 | PAYROLL TAXES-PKS | | | | | 2,812.05 | 2,649.04 | 5,461.09 |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 1,352.83 | 4,164.88 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 1,296.21 | 5,461.09 |

My Detail Report (Park Board Packet)

Date Range: 02/05/2026 Item # B. 6

| Account | Name | | | | Beginning Balance | Total Activity | Ending Balance | |
|-------------------------------------|----------------------|---------------------------|-------------------|--|-------------------------------------|----------------------------------|-----------------------------------|------------------------|
| 30-800-92000 | RETIREMENT-PKS | | | | 2,577.40 | 2,625.45 | 5,202.85 | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 1,414.78 | 3,992.18 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 1,210.67 | 5,202.85 |
| 30-800-93000 | GROUP INSURANCE-PKS | | | | 3,897.11 | 3,896.89 | 7,794.00 | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Project Account | Amount | Running Balance |
| 02/06/2026 | PYPKT01688 | PYPKT01688 - 1.18.26... | | PYPKT01688 - 1.18.26-1.31.26 : pd 2.6.2... | | | 1,967.06 | 5,864.17 |
| 02/18/2026 | PYPKT01698 | PYPKT01698 - Payroll 2.. | | PYPKT01698 - Payroll 2.1.26 -2.14.26 pd... | | | 1,929.83 | 7,794.00 |
| Total Fund: 30 - PARKS FUND: | | | | | Beginning Balance: 57,146.63 | Total Activity: 47,787.59 | Ending Balance: 104,934.22 | |
| Grand Totals: | | | | | Beginning Balance: 57,146.63 | Total Activity: 47,787.59 | Ending Balance: 104,934.22 | |

| Fund | Beginning Balance | Total Activity | Ending Balance |
|---------------------|--------------------------|-----------------------|-----------------------|
| 30 - PARKS FUND | 57,146.63 | 47,787.59 | 104,934.22 |
| Grand Total: | 57,146.63 | 47,787.59 | 104,934.22 |

Service Levels & Seasonal Staffing

We are conducting a detailed review of seasonal staffing costs. This includes evaluating staffing levels by program, aligning labor hours with participation trends, and reconciling operating hours with available funding. Seasonal staffing provides flexibility, but it is directly connected to program availability, facility hours, and safety requirements. As funding decreases, service levels must be recalibrated to ensure that operations remain sustainable and compliant. Adjustments to operating hours and programming may be necessary as this review progresses. Reduction in program offerings, and service hours will be tied to a reduction of seasonal salaries, but will likewise reduce revenue generation.

Deferred Maintenance & Accumulated Costs

Some maintenance needs have been delayed in recent years to prioritize immediate operational demands. The financial impact of those decisions is now being realized.

As facilities and equipment continue to age, smaller issues that were temporarily managed are developing into larger repair or replacement needs. Mechanical systems, aquatic components, and equipment are showing signs of accumulated wear. Deferred maintenance does not eliminate expense. We are beginning to see those costs surface in more significant and less predictable ways.

Aquatic Center Investment

The Aquatic Center will require an unplanned and significant investment in order to be fully operational by opening day. We are currently awaiting cost estimates for replacement parts and assessing the scope of mechanical repairs required for safe and compliant operation. Until final pricing is received, a definitive figure cannot be provided. However, the expense is expected to be substantial and necessary to ensure the facility can open as scheduled.

Forecasting & Expense Management

Efforts are underway to improve month-to-month expense forecasting and provide clearer budget visibility. This includes more frequent budget-to-actual reviews and closer monitoring of maintenance expenditures.

Forecasting presents challenges in two primary areas:

Maintenance operations are inherently reactive. Equipment failures, emergency repairs, and weather-related impacts do not follow predictable patterns and can significantly alter monthly expense totals.

Additionally, larger, irregular purchases, such as mechanical components or equipment replacements, create expense spikes that make month-to-month comparisons difficult. Despite these challenges, the department is committed to strengthening forecasting practices and maintaining transparency in financial reporting.

ZERO-BASED BUDGETING DECISION PACKAGE TEMPLATE

Item # B.

Decision Unit: Tumbling Toddlers
Department: Willard Parks & Recreation
Prepared By: Brenda Pearson
Date: February 2026

1. Activity Summary

Purpose of the Activity:

In this class children will work on and learn developmentally appropriate movements. Children will work on early gymnastic skills

What the Activity Delivers:

- 4 – 45 minute classes
- Ages 2-5

2. Full Cost Profile

Personnel Costs:

Positions involved:

1 Instructor

1 Full Time Parks & Recreation Staff for set up/tear down

Direct personnel cost:

Seasonal Staff:

4 hours @16.45/hour = \$65.80

Full-Time Staff:

2 hours @ 19.25/hour = \$38.50

Total Personnel Cost: \$104.30

Overtime / Standby Needs:

- None anticipated; hours scheduled within regular and seasonal staffing capacity.
- Any weather cancellations and rescheduling will impact additional staffing cost totals.

Indirect / Shared Costs:

- Finance / HR Support: Payroll processing and seasonal staff onboarding
- Administrative Overhead: Program marketing, communication, and customer service
- Facility / Utility Allocation: Gym lighting, water, and restroom access (Costs absorbed within departmental overhead.)

Lifecycle or Long-Term Considerations

- Deferred Maintenance Exposure: Increased gym usage contributes to use of mats
- Asset Replacement Cycle: Mats, equipment require periodic replacement
- Cost Escalation Risks: Wage inflation and supply cost increases may affect future seasons

3. Service Level Options

A. Minimum Service Level (Legal/Safe Bare Minimum)

- One class supervised per day
- Minimal administrative support

Impacts:

- Increased safety and liability risk
- Lower program quality and parent satisfaction
- Reduced ability to manage issues during class

B. Current Service Level (Recommended)

- Adequate seasonal staffing for setup, supervision, and participant support
- Full-time staff oversight for scheduling, communication, and program management
- Consistent 4-classes with age-appropriate structure

Outputs:

- Safe, organized classes
- Positive participant and parent experience
- Reliable program delivery aligned with past participation levels

C. Enhanced Service Level (Optional)

- Additional staff to offer more classes and customer service
- Expanded training resources for volunteer coaches
- Potential addition of skills clinics or opening-day event

Impacts:

- Higher operational cost
- Improved program experience and retention

4. Consequences of Not Funding

- Cancellation or significant reduction of gymnastics programming
- Loss of affordable youth recreation opportunities
- Decreased community trust and engagement
- Increased likelihood of safety issues without proper staffing
- Long-term decline in youth programs participation within the community

5. Performance Metrics

- Total number of registered participants
- Cost per participant
- Percentage of classes completed as scheduled
- Staff hours per game delivered
- Participant and parent satisfaction feedback
- Incident or safety reports per season

6. Alternatives Considered

- Volunteer-only model: Reject due to safety, liability, and reliability concerns
- Shortened season: Reduces value to participants and families
- Increased registration fees: Potential barrier to participation

7. Notes / Assumptions

- Anticipated registrations: 10 participants (based on 2025 actuals)
- Registration fee: \$40 per member \$55 non-member participant
- Projected Program Revenue:
 - $8 \times \$40 = \320.00
 - $2 \times \$55 = \110.00
- Program operates March–April

- Gym, equipment, and administrative systems are existing assets

Item # B.

Cost Recovery:

Based on anticipated participation of 10 registrants, the Tumbling Toddler program is projected to recover close to 400% of total operating costs through registration fees.

ZERO-BASED BUDGETING DECISION PACKAGE

Decision Unit: Spring Soccer
Department: Willard Parks & Recreation
Prepared By: Ashlie
Date: February 25, 2026

1. Activity Summary

Purpose of the Activity

Spring Soccer provides structured youth athletic programming focused on skill development, teamwork, physical activity, and community engagement for youth participants in U7–U10 divisions.

What the Activity Delivers

- 8-week season (March 24 – May 14, 2026)
- 160 individual participants
- 3 team registrations
- Uniform shirts for players
- Scheduled practices and games
- Administrative oversight and on-site supervision

2. Full Cost Profile

Personnel Costs

Positions involved:

1 Full-Time Parks & Recreation Administrator
Part-Time/Seasonal Program Staff
Maintenance Staff (Mowing and Striping)

Direct personnel cost:

Full-Time Staff:
240 hours @ \$19.25/hour = \$4,620.00

Part-Time Staff:
168 hours @ \$16.25/hour = \$2,730.00

Maintenance Staff:
48 hours @ \$19.00/hour = \$912.00

Total Personnel Cost: \$8,262.00

Overtime / Standby Needs:

- None anticipated; hours scheduled within regular staffing capacity.
- Weather-related rescheduling may increase staffing costs.

Indirect / Shared Costs:

- Finance / HR Support: Payroll processing and seasonal staff onboarding
- Administrative Overhead: Marketing, communication, scheduling, and customer service
- Facility / Utility Allocation: Field usage, irrigation systems, and restroom access (absorbed within departmental overhead)

Lifecycle or Long-Term Considerations

- Deferred Maintenance Exposure: Increased turf usage contributes to wear
- Asset Replacement Cycle: Goals, nets, striping equipment require periodic replacement
- Cost Escalation Risks: Wage and supply increases may affect future seasons

Non-Personnel Costs

Team Shirts: 200 @ \$5.60 = \$1,120.00
Coach Folder Supplies = \$18.99
Credit Card Processing Fees (3% of \$9,000) = \$270.00

Total Non-Personnel Cost: \$1,408.99

Total Program Cost: \$9,670.99

Revenue Profile

Individual Registrations:
160 @ \$50.00 = \$8,000.00

Team Registrations:
U7-U8 (2 teams @ \$300) = \$600.00
U9-U10 (1 team @ \$400) = \$400.00

Total Registration Revenue: \$9,000.00

Land Frost Sponsorship: \$1,200.00

Total Program Revenue: \$10,200.00

Projected Net Surplus: \$529.01

Cost Recovery Ratio: 105.5%

3. Service Level Options

A. Minimum Service Level (Legal/Safe Bare Minimum)

- Reduced administrative oversight
- Reduced field preparation and supervision

Impacts:

- Increased safety and liability risk

- Lower participant satisfaction
- Reduced program quality

B. Current Service Level (Recommended)

- Adequate seasonal staffing for setup, supervision, and field preparation
- Full-time staff oversight for scheduling and communication
- Consistent 8-week structured season

Outputs:

- Safe, organized games and practices
- Positive participant and parent experience
- Reliable program delivery aligned with participation levels

C. Enhanced Service Level (Optional)

- Additional referee staffing
- Expanded coach training resources
- Opening-day event or skills clinics

Impacts:

- Higher operational cost
- Improved participant development and retention

4. Consequences of Not Funding

- Cancellation or significant reduction of Spring Soccer programming
- Loss of affordable youth recreation opportunities
- Decreased sponsorship engagement
- Long-term decline in youth sports participation within the community

5. Performance Metrics

- Total number of registered participants
- Cost per participant
- Percentage of games completed as scheduled
- Staff hours per season delivered
- Participant and parent satisfaction feedback
- Incident or safety reports per season

6. Alternatives Considered

- Volunteer-only model: Rejected due to safety, liability, and reliability concerns
- Shortened season: Reduces value to participants and families
- Increased registration fees: Potential barrier to participation

7. Notes / Assumptions

- Registrations: 160 individual participants and 3 teams (2026 actual registration count)
- Registration revenue calculated at \$9,000.00
- Sponsorship revenue: \$1,200.00
- Program operates March–May 2026
- Maintenance allocation includes 6 hours per week for mowing and striping over 8 weeks

Cost Recovery

Based on total program revenue of \$10,200.00 and total operating cost of \$9,670.99, Spring Soccer is projected to recover 105.5% of direct operating costs. The remaining surplus supports shared overhead, equipment replacement, and affordability of lower-recovery youth programs.

ZERO-BASED BUDGETING DECISION PACKAGE

Decision Unit: Spring Break Camp
Department: Willard Parks & Recreation
Prepared By: Emily
Date: February 25, 2026

1. Activity Summary

Purpose of the Activity

Spring Break Camp provides structured youth enrichment, recreation, and supervised daytime programming during school spring break. The program supports working families while offering safe, organized activities for youth participants.

What the Activity Delivers

- 5-day camp session (March 16 – March 20, 2026)
- 46 registered participants
- Structured daily schedule of recreation and enrichment activities
- On-site full-time supervisory oversight
- Seasonal camp staff support
- Administrative coordination and participant communication

2. Full Cost Profile

Personnel Costs

Positions involved:

Full-Time Youth Programs & Operations Coordinator
Seasonal Camp Director
Seasonal Camp Counselors
1:1 Support Counselor

Direct Personnel Cost:

Full-Time Coordinator:
70 hours @ \$19.85/hour = \$1,389.50

Camp Director:
40 hours @ \$16.45/hour = \$658.00

Camp Counselors:
72 hours @ \$15.00/hour = \$1,080.00

1:1 Counselor:
40 hours @ \$15.00/hour = \$600.00

Total Personnel Cost: \$3,727.50

Overtime / Standby Needs

- None anticipated; staffing scheduled within allocated hours
- Enrollment fluctuation may adjust seasonal staffing hours

Indirect / Shared Costs

- Finance / HR Support: Payroll processing and onboarding
- Administrative Overhead: Marketing, registration processing, communication
- Facility / Utility Allocation: Building usage, custodial support (absorbed within departmental overhead)

Lifecycle or Long-Term Considerations

- Wear on indoor facilities and recreation equipment
- Wage escalation risk for future seasonal staff
- Participation response to revised registration pricing

Non-Personnel Costs

Credit Card Processing Fees (3% of \$6,900) = \$207.00

Total Non-Personnel Cost: \$207.00

Total Program Cost

Personnel: \$3,727.50

Non-Personnel: \$207.00

Total Program Cost: \$3,934.50

Revenue Profile

Individual Registrations:

46 @ \$150.00 = \$6,900.00

Total Program Revenue: \$6,900.00

Projected Net Surplus

$\$6,900.00 - \$3,934.50 = \$2,965.50$

Cost Recovery Ratio

$\$6,900.00 \div \$3,934.50 = 175\%$

Spring Break Camp is projected to recover 175% of direct operating costs. Surplus revenue contributes toward shared departmental overhead, facility operations, and cost recovery balancing across youth programming.

3. Service Level Options

A. Minimum Service Level (Bare Operational Minimum)

- Reduced seasonal staffing hours
- Limited activity offerings
- Increased supervisory load on full-time staff

Impacts:

- Reduced participant experience
- Higher workload concentration on administrative staff
- Lower program flexibility

B. Current Service Level (Recommended)

- Full-time staff oversight on site
- Seasonal staffing aligned with participant ratios
- Structured 5-day program delivery

Outputs:

- Safe, organized daily programming
- Stable supervision model
- Scalable staffing based on enrollment

C. Enhanced Service Level (Optional)

- Additional enrichment activities
- Expanded staff-to-participant ratio
- Off-site activity components

Impacts:

- Increased personnel cost
- Improved program depth and retention potential

4. Consequences of Not Funding

- Cancellation of Spring Break childcare option
- Reduced service availability for working families
- Potential loss of participant engagement in future seasonal programs
- Reduced contribution toward departmental overhead recovery

5. Performance Metrics

- Total number of registered participants
- Cost per participant
- Staff hours per camp session delivered
- Participant and parent satisfaction feedback
- Incident reports per session

6. Alternatives Considered

- Reduced pricing model: Not aligned with department-wide cost recovery strategy
- Volunteer-supported model: Limited reliability for structured daily camp
- Shortened camp duration: Reduces value to families

7. Notes / Assumptions

- Registrations: 46 participants (2026 projected enrollment)
- Registration revenue calculated at \$6,900.00

- Program operates March 16–20, 2026
- First camp cycle under revised \$150 registration rate
- Full-time staff presence reduces additional seasonal supervisory need

Cost Recovery

Based on total program revenue of \$6,900.00 and total operating cost of \$3,934.50, Spring Break Camp is projected to recover 175% of direct operating costs. The resulting surplus supports shared overhead, full-time staffing structure, and financial stabilization of lower-recovery youth programs.

Stacey Long

Ash Grove, MO 65604

staceylong54_r9a@indeedemail.com

+1 573 795 1635

Professional Summary

- Experienced with putting together fundraisers and organizing marketing events for sporting events.
- Head Track & Field Coach and Assistant Girls Basketball Coach.
- Volunteer Coach for youth Baseball, Basketball and Football.
- Great people skills, able to communicate/ work well with people in a variety of settings and all ages.
- Speak well in front of large or small groups of people.
- Know how to communicate with ASL (American Sign Language) but am not fluent.

Authorized to work in the US for any employer

Work Experience

Volunteer Coach

Mighty Might Football

September 2023 to Present

SPARC

- Volunteer Coach 03/2020 - 07/2024
- Coaching Youth Baseball
- Coaching Youth Football

Office Manager

Robinson Fence Company-Springfield, MO

April 2021 to January 2026

My responsibilities are but not limited to assisting in paying bills; doing weekly payroll checks for hourly, salaried and 1099 employees; follow prevailing wage requirements, put together AIA pay apps for monthly billings, submit certified payroll reports to General Contractors weekly for prevailing wage jobs, managing schedules, vacation/sick leave hours, posting job openings, scheduling interviews, doing required HR paperwork for new hires, w-4's for state and federal taxes, doing e-verify from I9 forms for all new hires, making sure new hires understand when they are eligible for vacation, health benefits, and retirement accounts as part of their employee benefits, invoicing residential and commercial customers; collections for residential and commercial customers; insure all office supplies are ordered and kept in stock at all times. Verify we have all 1099 employees COI's on file, assure all w-9 employees have OSHA 10 certification.

Volunteer Coach

Marucci Midwest Baseball

January 2024 to July 2024

CSR - Customer Service Representative

GLS Insurance Group-Springfield, MO

August 2020 to April 2021

Act as a liaison, provide product/service information, answer questions, and resolve any emerging problems that our customer accounts might face with accuracy and efficiency. Assist customers with payments, renewals of policies and help with filing claims. When it's time for renewal work to make sure customers have the coverage they need at the best value

Office Manager

Prosperity Financial Group-Springfield, MO

August 2017 to July 2020

My responsibilities are but not limited to paying bills with company credit card or business bank acct; buying/ maintaining office supplies with company credit cards; setting up job listings for potential new employees, getting new hires business cards designed and ordered; supervising employees to make sure they are on time and doing what is in their job description, reviewing and submitting bi-weekly time sheets; making sure payroll is sent to employees either by direct deposit or check bi-weekly; entering all banking/credit card expenses each month into Quickbooks; respond to all correspondence or inquiries via telephone; e-mail and mail, contacting clients to schedule quarterly reviews; handling all incoming and outgoing mail; opening all client accounts (Traditional and Roth IRA's, Joint TOD, Trust, UTMA's, and all other accounts); create, update and maintain all electronic and paper documents for client profiles; welcoming all clients upon arrival for appointments, distributing funds to clients when requested; making sure RMD's are met for all clients each year; closing accounts when clients leave. Was laid off due to Covid.

Umpire

SPRINGFIELD-GREENE COUNTY PARK BOARD-Springfield, MO

January 2019 to June 2020

Umpire for co-ed and men's league slow pitch softball

Marketing & Sales Representative

Mid-West Family Broadcasting

December 2016 to August 2017

- Partner with local businesses to plan and produce clients' growing marketing campaigns. Write strategic ad copy that captures listener mind share. Helping good local businesses become great local brands.

Personal Banker

US Bank-Springfield, MO

October 2015 to December 2016

Assisting customers personal and businesses with opening checking, savings accounts, safe deposit boxes, help with refinancing home loans, put in home equity lines and loans, auto loans, credit card applications, and help with all other questions and concerns customers have regarding their financials.

- Received a Bronze Award

Sales Associate

Champs Sports-Tucson, AZ

November 2011 to June 2016

Assisting costumers with their sports shoe and apparel needs, if not able to assist I direct them to someone who can better assist with their personal needs. Help with cashing out customers, do online orders, and get ordered items for the customs. Assist customers with returns and check product to make sure it is in good shape, that they have the receipts for items, and get the proper assistance for the customer if unable to assist on my own. Help restock and clean up the store at closing and opening. At close help with verifying cash registers and cash drops.

Universal Banker

US Bank-Springfield, MO

September 2014 to October 2015

Assisting customers with opening checking, savings accounts, safe deposit boxes, help with refinancing home loans, put in home equity lines and loans, auto loans, credit card applications, and help with all other questions and concerns customers have regarding their financials.

- As a universal banker I also work on the teller line helping to assist the customer's in making deposits, withdrawals, payments and getting cashier checks, money orders and temporary checks.
- Received the 2015 - Second Quarter Star of Excellence

Assistant Basketball Coach

Pueblo Magnet High School-Tucson, AZ

October 2013 to June 2014

Holding practices, making workouts for the Junior Varsity team, make sure score book is ready for all games, coach JV games and help with coaching Varsity games, organized and promoted fundraisers and make sure grades are good for all athletes.

Long Term Substitute Teacher

Tucson Unified School District-Tucson, AZ

January 2012 to June 2014

Go to different High Schools within the district and substitute for classes that need coverage.

- Work primarily at Pueblo Magnet High School for two years in the Exceptional Education Department co-teaching inclusion classes: Essential Math, Essential Global Issues, and Essential Health.
- Worked for one semester at Cholla Magnet High School in the Exceptional Education department with students who have Autism, along with other disabilities, and helping wherever else needed on a day - to - day basis.

Head Girls Track & Field Coach

Pueblo Magnet High School-Tucson, AZ

January 2012 to June 2014

Duties and responsibilities are but not limited to:

* Holding practices, making workouts, making sure athletes are registered for events at each meet, make sure the school is signed up for invitational, make payments for invitational, keep the online score book up to date, organized and helped promote fundraisers, and keep an eye on my athletes grades.

Internship

St. Joseph Mustangs-Saint Joseph, MO

May 2010 to August 2010

- Merchandising Manager
- Ordered and stocked all merchandise to help with marketing and promoting of the St. Joseph Mustangs.
- Field Promotions
- Helped with promotions in-between innings.
- Dizzy Bat Race
- Frozen T-Shirt Contest
- Signed (ASL) The National Anthem before each home game.
- Helped with ticket sales

Work Study Student

NW Student Recreation Center-Northwest, Missouri, US

August 2008 to May 2010

Northwest Missouri State University

- Student Recreation Center 08/2008 - 05/2010
- Intramural Sports

- Softball Official, Softball and Flag Football supervisor.
- Desk Attendant
- Distribute equipment and made sure people were properly checked into facility.

Timothy Jones "Representative of Eureka

Missouri State Capital-Jefferson City, MO

January 2009 to May 2009

Missouri"

- Called Constituents
- P.R. for activities/ events/ guided tours
- Filed Bills/ Amendments
- Tracked bills
- Attended Committees
- Attended Session

NCC (National Communication Coordinator)

Residence Hall Association-Northwest, Missouri, US

May 2007 to May 2008

State University at National and Regional level conferences.

* Work with my team to market and promote campus activities.

Education

Autism Spectrum Disorders (Master's Program (no degree))

Missouri Western State University-Saint Joseph, MO

August 2010 to May 2012

Speech Communication (Bachelor of Arts)

Northwest Missouri State University-Maryville, MO

August 2010

Bachelor's degree

Skills

- Event Planning
- Event Marketing
- Teamwork
- Branding
- Expense management
- Finance
- Salesforce
- Interviewing
- Networking through strategic partnership building
- Office equipment management

- Mentoring
- Higher education teaching
- Content writing
- Recruiting
- Commercial insurance policies
- Training & development
- Accounting software
- General ledger accounting
- Working with middle schoolers
- Relationship building
- Fundraising
- Staff supervision
- Editing
- Supervising experience
- Teaching
- Microsoft Outlook Calendar
- Employee training
- Accounts Payable
- American Sign Language
- QuickBooks
- Office maintenance scheduling
- Coaching
- Special Events
- Youth services
- Sports Coaching
- Presentation software
- Content editing
- Computer operation
- Accounts payable and receivable management
- Team development
- Sports coaching
- Event coordination
- Google Docs
- Program development
- Staff training
- Organizational skills
- Invoice processing
- Media relations
- Managerial strategic planning
- Office management - Office management experience (6-10 years)

- Payroll processing
- Administrative experience
- Working with high schoolers
- Filing
- Research
- Working with people with disabilities
- Phone communication
- Dropbox
- Regulatory compliance
- Coordinating office moves - Office moves coordinated (2-3 moves)
- Autism Experience
- Employee evaluation
- Accounting and finance experience
- Zoom
- School experience
- Compliance audits & assessments
- Budgeting
- Developing staff training programs as an office manager - Staff training programs developed as an office manager (1 program)
- Client relationship development
- Sales Experience
- Quality control
- Accounting
- Human resources - Human resources experience (6-10 years)
- Journalism
- Bookkeeping
- Account Management
- Operations management
- Outbound calling
- Staff development
- Quality assurance
- Personnel management in education
- LIHTC
- Nonprofit management
- Strategic partnerships
- Analysis skills
- Time management
- Public Relations
- 3PL
- Construction
- Community engagement

- Childhood development
- Public speaking
- Office supply management
- Typing
- Tutoring
- SharePoint
- Team management
- Medical coding
- Direct sales
- Special education
- Managing customer accounts
- Customer complaint resolution
- Payroll
- Mental health and behavioral care
- Data analysis skills
- Computer literacy
- Wills, trusts, & estate law
- Managing budgets as an office manager - Largest budget managed as an office manager (\$1-\$100,000)
- Attention to detail
- Microsoft Excel
- Conflict management
- Writing skills
- Front desk
- Microsoft Powerpoint
- Marketing
- Financial Services
- Events Management
- Risk management
- SQL
- Accounts receivable
- Lesson planning
- Word processing
- Safe work practices
- Computer skills
- Databases
- Microsoft Word
- Schedule management
- Property casualty insurance
- Leadership
- Experience in non-profits

- Sports
- Payroll tax
- Task prioritization
- Project management
- Banking
- Management
- IT
- Baseball
- Negotiation
- Office activity coordination
- Team motivation (leadership skill)
- Merchandising
- Managing teams as an office manager - Largest team managed as an office manager (6-10 team members)
- Algebra
- Employment & labor law
- Microsoft Outlook
- Microsoft Access
- Special Education
- Adobe Creative Suite
- Employee onboarding
- Inventory management
- Customer relationship management
- Team leadership
- Google Calendar
- Customer service
- First aid
- Office record organization
- Payment reconciliation
- Microsoft Office
- Financial software
- Commercial insurance knowledge

Languages

- English

Certifications and Licenses

Substitute Teaching Certification

January 2026 to January 2030

Property and Casualty License

March 2021 to March 2023

Driver's License

First Aid Certification

AED Certification

F Endorsement

Certified Notary Public

Groups

Kiwanis - Downtown Springfield Club

May 2019 to October 2024

Helping the community to raise awareness about underprivileged and disadvantaged youth.

Organizing slow pitch softball tournament, making flyers and getting teams to play to help raise money for our baseball camp that is for kids from the Boys and Girls Club and is 100% free to them.

o Treasure 06/2019 - 9/2022

o Co-Treasure 10/2022 - 10/2024

o President Elect 10/2022 - 10/2024

Blake Larsen

Item # C.

Program & Strategy Leader | Youth Development | Workforce Readiness | Postsecondary Access

Springfield, MO

Blake.J.Larsen@gmail.com

PROFESSIONAL SUMMARY

Strategic nonprofit and education leader with extensive experience designing, managing, and evaluating youth development, workforce readiness, and postsecondary access initiatives. Proven ability to translate mission into measurable outcomes, lead cross-functional teams, manage complex programs, and leverage data to inform decision-making. Recognized for building sustainable systems, strengthening partnerships, and scaling impact across multiple sites. Well-suited for leadership, program management, strategy, and evaluation roles in nonprofit, education, and public-sector organizations.

KEY QUALIFICATIONS

- Program Design, Management & Evaluation
- Workforce Readiness & Career Pathways
- Postsecondary Access & Scholarship Administration
- Youth & Community Engagement
- Data Analysis & Outcome Reporting
- Compliance & Policy Alignment
- Staff Training, Coaching & Supervision
- Strategic Planning & Continuous Improvement
- Public Speaking & Stakeholder Communication

RELEVANT EXPERIENCE

Boys And Girls Clubs of Springfield

August 2025- February 2026

Future Ready Director

- Led organization-wide strategy for teen services, workforce readiness, and postsecondary programming across multiple sites serving diverse student populations.
- Designed, implemented, and continuously improved workforce readiness initiatives, including career exploration, employer partnerships, job training, and paid work experiences.
- Oversaw postsecondary scholarship programs, including application redesign, allocation processes, compliance review, and advising students on financial aid and college readiness.
- Directed the Youth of the Year program, managing selection processes, workshops, judging panels, and large-scale events aligned with national standards.
- Analyzed program data (attendance, participation, outcomes) to assess effectiveness, inform strategic decisions, and support reporting to leadership and external partners.
- Collaborated with schools, higher education institutions, employers, and community partners to expand access to career and postsecondary opportunities.
- Supervised and trained professional staff, supported leadership development, and created systems to improve consistency and quality across programs.
- Played a key role in organization-wide teen recruitment, retention, and engagement strategies.

Director of Teen Services

August 2020- August 2025

- Managed large-scale youth programs serving diverse and underserved populations, prioritizing equitable access to education, enrichment, and career pathways.
- Administered scholarships, stipends, and grant-funded initiatives in compliance with organizational and funder requirements.

- Partnered with schools, nonprofits, and community organizations to deliver inclusive programming aligned with donor and grant priorities.
- Supported youth beyond graduation, assisting with transitions to college, trade programs, and employment.

Teen Director - Stalnaker Unit

April 2017- August 2020

- Coordinated and implemented national education programs for middle and high schoolers
- Implemented lesson plans for homework help and tutoring services for BGCA National Power Hour Program and Project Learn
- Planned and implemented College Bound program for middle schoolers college prep
- Researched, tested, and modeled a variety of innovative, exciting new programs in a specific core area that meet the needs of the members, their parents and the community.

OZARKS REGIONAL YMCA

April 2015- March 2017

Program Director

Springfield, MO

- Maintained accurate and current statistics, records, and reports in compliance with state licensing and program requirements.
- Performed administrative activities to support the program, including record and file maintenance, registration, release forms, and emergency forms
- Promoted partnership with families by communication regularly to build mutual understanding and greater consistency for children

Boys And Girls Clubs of Springfield

July 2006- April 2015

Youth Development Professional

Springfield, MO

- Planned activities specific to learning areas within organization
- Organized, officiated, and facilitated sporting teams and events for club athletic programs for BGCA Triple Play National Program. Learning Center Director, September 2012- August 2013
- Implemented lesson plans for homework help and tutoring services for BGCA National Power Hour Program and Project Learn
- Advisor for BGCA Torch Club Charter and Keystone Charter
- Plan and implement fundraisers, social recreation activities, community service projects and community block parties for Torch Club sponsored events. 2012 Survey of Springfield's High Risk & Homeless Youth (Student lead development of Research Survey, June-July 2011, Missouri State University)

EDUCATION

MISSOURI STATE UNIVERSITY

Springfield, Missouri

Bachelor of Science, Sociology

PROFESSIONAL SKILLS

- Systems thinker with strong attention to detail and follow-through
- Comfortable navigating compliance-driven environments and policy frameworks
- Effective communicator across youth, staff, leadership, and external stakeholders
- Adept at translating complex data into clear, actionable insights
- Mission-driven leader with a pragmatic, outcomes-focused approach

Shayna Brubaker

Springfield, MO 65804 • 909-285-8972 • shaynabrubaker@yahoo.com

PROFESSIONAL SUMMARY

Enthusiastic recreation and wellness professional passionate about creating meaningful experiences in parks, community centers, and outdoor settings. Skilled in program coordination, volunteer management, and customer service. Pursuing a B.S. in Sport and Recreation Administration at Missouri State University, to complement more than two decades of community service and leadership experience within the recreation and wellness field.

CORE SKILLS

- Recreation Program Development & Delivery
- Outdoor & Adventure Education
- Youth & Volunteer Leadership
- Facility Operations & Customer Service
- Event Planning & Coordination
- Safety, Risk Management, CPR/First Air
- Curriculum & Activity Planning
- Community Engagement & Inclusive Practices

EDUCATION

Missouri State University – Springfield, MO

Bachelor of Science, Sport and Recreation Administration – *In progress*

Eastern Florida State College – Melbourne, FL

Associate of Arts, 2023 – GPA: 4.0

Travel Career Academy – Springfield, MO

Travel & Tourism Studies, 2003 – Graduated

RELEVANT PROFESSIONAL EXPERIENCE

Recreation Leader – Dan Kinney Family Center/Springfield-Greene County Park Board | Springfield, MO
| Apr 2025 – present

- Support daily recreation and fitness operations.
- Provide front desk services, monitor facility use, and assist with programs/events.
- Ensure safety compliance and deliver excellent customer service.

Wellness Coordinator – Halo Salt Cave | Melbourne, FL | Sep 2022 – May 2023

- Coordinated holistic wellness sessions and community programs.
- Handled scheduling, memberships, and product knowledge/education.
- Assisted with marketing and event promotion to increase community participation.

Camp Host – Serrano Campground, San Bernardino National Forest | Big Bear Lake, CA | Mar–Nov 2021

- Provided guest services, managed reservations, and monitored campground activities for safety.
- Educated visitors on park rules/regulations and local outdoor recreation opportunities.
- Supported emergency response and collaborated with USFS staff.

Volunteer Camp Host – Manatee Cove RV Park, Patrick AFB | Satellite Beach, FL | Mar 2018 – Apr 2019

- Welcomed guests, assisted with reservations, and provided orientation.
- Helped coordinate RV park activities to build community engagement.
- Ensure safe, hospitable environment for military families and retirees.

Zipline/Canopy Tour Guide – Branson Zipline | Branson, MO | May – Sep 2010

- Led canopy tours and delivered safety briefings for groups of up to 20 guests.
- Completed ACCT Challenge Course Guide Certification
- Managed equipment setup, participant safety, and group dynamics.

Children’s Ministry Director – The Journey Church | Big Bear Lake, CA | May 2021 – Mar 2022

- Directed weekly children’s ministry programming and family events.
- Recruited, trained, and scheduled volunteers to support Sunday programs.
- Implemented curriculum and check-in systems to create safe, welcoming spaces.

Preschool Teacher – Westminster Presbyterian Church | Springfield, MO | 2004

- Planned and facilitated developmentally appropriate activities for early learners.
- Maintained a safe and nurturing classroom while supporting social/emotional growth.
- Partnered with parents and staff to monitor progress and readiness skills.

Homeschool Educator – Springfield, MO | 2005 – 2023

- Designed and implemented curriculum across multiple grade levels, integrating outdoor, experiential, and project-based learning.
- Planned and led educational field trips, co-ops, and community programs to supplement classroom learning.
- Developed organizational, instructional, and leadership skills through full-time management of educational programs.

ADDITIONAL EXPERIENCE

Event Coordinator & Cake Decorator – CakeKrush & La Dolce Vita Events | Satellite Beach, FL | Sep 2019 – Mar 2020

- Designed custom cakes and coordinated event orders for weddings and celebrations.
- Assisted clients with planning and logistics for special events.

Chiropractic Assistant – Coastal Chiropractic | Melbourne, FL | May – Oct 2023

- Supported patient care through scheduling, intake, and therapy assistance.
- Maintained accurate records and assisted with front desk operations.

Travel Agent (Leisure Sales) – Great Southern Travel | Springfield, MO | 2003 – 2005

- Planned customized travel itineraries for leisure clients.
- Built strong customer relationships and consistently met sales goals.

Volunteer & Leadership Experience

Boy Scout Superintendent – Ozark Empire Fair | Springfield, MO | (summer) 2014 – 2016

- Organized and managed Scout exhibits, project judging, and Pinewood/Powderpuff Derby races.
- Coordinated logistics, volunteers, and participant engagement for community fair events.

Cub Scout Den Leader – Boy Scouts of America | Springfield, MO | 2013 – 2015

- Led weekly den meetings, advancement activities, and pack events.
- Completed required BSA training including Youth Protection Training and BALOO training.

Girl Scout Troop Leader – Girl Scouts of America | Springfield, MO | 2013 – 2017

- Planned troop meetings, badge activities, and service projects.
- Completed New Leader Orientation, Volunteer Essentials, and safety training modules.

TRAINING & CERTIFICATIONS

- ACCT Challenge Course Certification
- CPR/AEC & First Aid
- BSA- YPT (Youth Protection Training)
- BSA BALOO (Basic Adult Leader Outdoor Orientation)
- GSUSA- NLO (New Leader Orientation)
- GSUSA- Volunteer Essentials Training
- GSUSA- Troop Finance/Managing Troop Funds Training
- GSUSA- Safety Activity Checkpoints

Brenda Pearson

Saint Paul, KS 66771
brendapearson68_2sr@indeedemail.com
+1 417 225 8241

Authorized to work in the US for any employer

Work Experience

Aquatic Director

Willard City Pool-Willard, MO
May 2022 to Present

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons

Facility Coordinator

Willard Recreation Center-Willard, MO
October 2021 to Present

- train Welcome Center staff
- sell memberships
- customer service
- special events
- Organize fitness classes and fitness center
- Facility rentals

Sales Associate

Lifeway Christian Bookstore-Springfield, MO
November 2005 to December 2026

Taught K-12 Physical Education

K-12 Physical Education, Verona R-VII School-Verona, MO
August 2005 to October 2026

- coached junior high basketball and volleyball

Aquatic Director

Pat Jones YMCA-Springfield, MO
November 2010 to May 2017

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons
- Day to day office work - answering phones, filing, computer, spreadsheets, marketing

Director

Pat Jones YMCA-Springfield, MO
November 2010 to November 2010

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons

Welcome Center Staff-Lead

Pat Jones YMCA-Springfield, MO
October 2007 to November 2010

- helps to train other Welcome Center staff
- sell memberships
- customer service

Welcome Center Staff-Lead

Pat Jones YMCA-Springfield, MO
October 2007 to November 2010

- helps to train other Welcome Center staff
- sell memberships
- customer service

Mar. 2008- Apr 2010 Healthy Lifestyle Coach, Pat Jones YMCA, Springfield, MO

- help members feel comfortable with the YMCA
- help members set up a work out routine that fits their lifestyle

Healthy Lifestyle Coach

Pat Jones YMCA-Springfield, MO
March 2008 to April 2010

- help members feel comfortable with the YMCA
- help members set up a work out routine that fits their lifestyle

Sales Associate

Lifeway Christian Bookstore-Springfield, MO
November 2005 to December 2007

customer service, special orders

Verona R-VII School-Verona, MO
August 2005 to October 2005

- taught K-12 Physical Education
- coached junior high basketball and volleyball

Women's Basketball Coach

Cottey Junior College-Nevada, MO
January 1999 to May 2004

(NJCAA - Division II)

- organize and run practices
- advising the student/athlete's class schedule
- recruiting players
- advising student athletes

Athletic Director

Cottey Junior College-Nevada, MO
January 1999 to May 2004

- developed and implemented the Athletic Program
- scheduling games, workers, volleyball and basketball officials
- budgeting (travel, officials, uniforms, meals, etc.)
- supervising volleyball coach and four student workers
- organize and run an intramurals
- oversee the gym usage and weight room
- community liaison and participate in community events
- hire staff, volleyball coach, student workers
- advising student athletes

Women's Basketball Coach

Cottey Junior College-Nevada, MO
January 1999 to May 2004

NJCAA - Division II)

- organize and run practices
- advising the student/athlete's class schedule
- recruiting players
- advising student athletes

OTHER COACHING/TEACHING EXPERIENCE:

Women's Basketball Coach, Fort Scott Community College, Fort Scott, KS (NJCAA- Division I)

Physical Education Instructor, Fort Scott Community College, Fort Scott, KS Exercise Physiology Weight Lifting

Athletic Director, Calvary Bible College, Kansas City, MO

- budgeting, scheduling games, officials and workers for Women's Volleyball and Basketball and Men's Soccer and Basketball
- setting up fundraisers
- gym rentals
- organize and run recreational leagues, tournaments, and Sports Clinics
- advising student athletes

Chairperson Physical Education, Calvary Bible College, Kansas City, MO

- organize Physical Education classes per semester
- developed and taught a Lifetime Fitness class
- advise students on class schedules
- advise Physical Education Majors on their schedules and help set up their student teaching

Women's Basketball and Volleyball Coach, Calvary Bible College, Kansas City, MO
(NCCAA - Division II)

Physical Education Instructor, Calvary Bible College, Kansas City, MO

Beginning Volleyball Tennis Health

Advanced Volleyball Aerobics Swimming

Lifetime Fitness Bowling Racquetball

First Aid/CPR Canoeing Kinesiology

Rules & Officiating Basketball Coaching Theory

Sports First Aid Camping Courses

Education

Higher Educational Administration (M. A.)

University of Missouri-Kansas City, MO

January 1994 to December 1994

Higher Educational Administration (M. A.)

University of Missouri-Kansas City, MO

1994

Major: K-12 Health, Physical Education, and Coaching (B.S.)

Calvary Bible College-Kansas City, MO

January 1990 to December 1990

Physical Education, and Coaching (B.S.)

Calvary Bible College-Kansas City, MO

1990

Missouri Southern State College-Joplin, MO

1986 to 1987

Bachelor's degree

Skills

Organizational skills Microsoft Office Staff training Computer skills Recruiting
 Writing skills Basic math Fiscal management Team management Computer
 operation 10 key typing Office Experience Inventory management Typing Data
 entry

Languages

- English

Certifications and Licenses

Driver's License

Dustin Whitworth

Seeking Management and leadership opportunities.

Springfield, MO 65807

dustywhitworth6_no6@indeedemail.com

+1 417 380 1982

Professional Summary

I have a Master's Degree in Management and Leadership March 2023. I have 25 years customer service knowledge alongside 5 years of Entrepreneurship. I have 7 years of sales experience along with a couple of years in leadership. I am looking to expand into more opportunities in business sales, leadership, or management.

Authorized to work in the US for any employer

Work Experience

Adult Psychiatric Technician

Cox Healthcare-Branson, MO

June 2025 to November 2025

Assisted the doctors and nurses, Initiated direct patient care at (Adult Psych)

- Worked in a hospital
- Provided caring, intimate, hands-on healthcare for patients
- Monitored vital signs
- Assisted with feeding patients
- Took care of approximately 12 Psychiatric patients daily
- Provided compassionate and personalized care to patients, ensuring their comfort and well-being
- Documented patient information accurately in electronic medical records (EMR) system
- Recognized changes in patient condition or behavior that required immediate attention or intervention
- Maintained strict confidentiality regarding sensitive patient information according to HIPAA regulations

Merchandising Manager

Five Below-Branson, MO

March 2025 to July 2025

- Developed and executed merchandising strategies to drive sales and increase customer engagement
- Managed a team of 10 merchandisers, providing guidance, training, and performance evaluations
- Optimized product placement and displays to maximize visibility and drive impulse purchases
- Conducted regular store visits to assess compliance with merchandising guidelines and provide feedback on execution
- Utilized data analytics tools to track key performance indicators (KPIs) such as sales conversion rates, average transaction value, and sell-through rates
- Identified underperforming products or categories and developed action plans for improvement
- Collaborated closely with marketing team on advertising/promotional materials creation. Ensured consistent branding across all channels
- Implemented effective inventory management strategies, resulting in 15% reduction in stockouts and 20% decrease in excess inventory levels

- Led cross-functional teams on new product launches; ensured seamless integration of marketing, operations, and merchandising efforts
- Managed the development of planograms and floor layouts to optimize space utilization and enhance the shopping experience for customers

Store Manager

Pet Supplies Plus-Springfield, MO

October 2024 to March 2025

- Oversaw all aspects of store operations, including sales, customer service, inventory management, and staff supervision
- Implemented effective strategies to drive sales growth and achieve revenue targets on a consistent basis
- Managed a team of 12 employees, providing training, coaching, and performance evaluations to ensure high levels of productivity and customer satisfaction
- Collaborated with vendors to negotiate favorable pricing terms and maintain strong supplier relationships
- Ensured compliance with company policies, procedures, and safety regulations at all times
- Led regular team meetings to communicate goals, provide updates on performance metrics, and foster a positive work environment
- Developed employee schedules based on business needs while effectively managing labor costs within budget constraints
- Conducted regular store audits to assess visual merchandising standards and make necessary adjustments for optimal presentation
- Utilized POS systems to track sales data, monitor inventory levels, analyze trends, and generate reports for informed decision-making
- Implemented incentive programs that motivated employees to exceed sales targets resulting in a 20% increase in monthly revenue
- Developed and maintained strong relationships with key customers, addressing their needs and ensuring high levels of satisfaction
- Managed store budgets, tracking expenses, and implementing cost-saving measures to maximize profitability
- Maintained a clean, organized, and visually appealing store environment that exceeded customer expectations

Lead Rental Sales Agent

Avis Budget Group-Springfield, MO

June 2022 to July 2024

- I help customers with issues with the rental and try to resolve issues that occur during my workday.
- Use customer information to upsell into what the actual customer needs. Using active listening and correct questioning to achieve the goal.
- I help Lead 10 or 12 employees at night. To assure adequate vehicles are ready for rentals for the current shift in the morning.
- Achieved recognition as top-performing Sales Consultant for three consecutive quarters based on exceeding individual quotas
- Increased team productivity by implementing efficient sales processes and providing ongoing training on effective sales techniques
- Demonstrated exceptional problem-solving skills when addressing customer concerns or objections during the sales process

Certified Nurses Assistant (CNA)

CoxHealth-Branson, MO

November 2020 to March 2022

Assisted the doctors and nurses, Initiated direct patient care at (Adult Psych)

- Worked in a hospital
- Provided caring, intimate, hands-on healthcare for patients
- Monitored vital signs
- Assisted with feeding patients
- Took care of approximately 12 Psychiatric patients daily
- Provided compassionate and personalized care to patients, ensuring their comfort and well-being
- Documented patient information accurately in electronic medical records (EMR) system
- Recognized changes in patient condition or behavior that required immediate attention or intervention
- Maintained strict confidentiality regarding sensitive patient information according to HIPAA regulations

Consulative Sales Associate, Electronics Lead

Sears-Springfield, MO

June 2016 to November 2017

Organized sales floor for electronics to include current prices. Thus, increasing sales for the Department for 3 months in a row. organizing cleaning the shelves and TV resets on POG was necessary.

As a consultant sales associate in appliances continuing to stalk the floor with the new pog, customer service, and valuable knowledge of each Appliance.

Manager

Whitworth Family Farms-El Dorado Springs, MO

March 2009 to September 2017

Purchased and sold cattle, maintained fencing of the perimeter of a farm, and purchase supplies and feed for year-round housing of animals.

- Supervised 6 employees
- Handled day-to-day operations
- Handled the daily counts
- Assured excellent customer experience at all times
- Set schedules
- Made periodic deposits
- Supervised event planning
- Administrative & Business Operation
- Developed and implemented HR policies and procedures to ensure compliance with labor laws and regulations
- Managed full-cycle recruitment process, including sourcing, screening, interviewing, and onboarding of new employees
- Conducted training sessions for managers on best practices in performance management and employee development
- Created and delivered HR metrics reports to senior management to track key performance indicators such as turnover rate, time-to-fill positions, and training effectiveness
- Managed employee relations issues including conflict resolution, disciplinary actions, and grievance procedures
- Oversaw the administration of payroll processes ensuring accuracy and timeliness of payments
- Developed strategies for talent acquisition through partnerships with universities, job fairs, online platforms etc

Certified Medication Technician, Certified Nursing Assistant

Medicalodges Nevada-Nevada, MO

February 2007 to February 2015

Purchasing supplies from multiple vendors for the activity department. Prepared and administered medication, managed ordering medication, analyzed and managed the operations of the floor under the supervision of the charge nurse, assisted the nurses, and initiated direct patient care.

- Worked in a nursing home
- Provided individualized and friendly care for patients
- Checked vital signs
- Administered patients' medication
- Assisted with wound care
- Served meals to patients

Certified Nursing Assistant, Certified Medication Technician, and Patient Care Technician

Citizens Memorial Healthcare-Bolivar, MO

July 2005 to October 2006

Bolivar, Missouri, July 2005-October 2006 & March 2006-December 2007

Certified Nursing Assistant, Certified Medication Technician, and a Patient Care Technician

Prepared and administered medication, managed ordering medication, analyzed and managed the operations of the floor under the supervision of the charge nurse, assisted the nurses, and initiated direct patient care. Initiated direct patient care at (Med Surge), assisted the Doctors and Nurses

- Worked in a hospital and a nursing home
- Provided patients/residents with care and companionship
- Checked vital signs
- Delivered medication to patients

Petroleum Supply Specialist (92F)

Missouri Army National Guard-Nevada, MO

October 1999 to April 2004

Nevada, Missouri, October 1999 to April 2004

77 FOX,

Transported 5000 gallon fuel tankers, assisted in the purchase of GP 8, or jet fuel, and diesel fuel.

Minor maintenance on semi, leadership role helping new recruits. Certification in grenades and an expert marksman with the M16

Rental Car Consultant

Avis Budget Group

Education

Management and Leadership (Master of Arts)

Webster University-Fort Leonard Wood, MO

August 2019 to March 2023

Business Management (Bachelor of Arts)

University of Phoenix-Springfield, MO

September 2008 to June 2013

JROTC (High school diploma)

Nevada High School-Nevada, MO

May 2001

Bachelor's degree

Upper secondary education

Skills

- Print advertising
- Maintenance work
- Human resources management
- Medical Records
- Sales
- Critical thinking
- Manual transmission
- Employment law
- Experience Administering Injections
- Analysis skills
- Staff supervision
- Business management
- Front desk
- Retail industry sales team management
- Microsoft Outlook Calendar
- Fashion retail
- HR legal compliance
- Conflict resolution
- Attention to detail
- Excel data analysis
- Vital signs
- Google Sheets
- Computer Skills
- FMLA
- Financial performance measurement
- Tractor-Trailer Experience
- Business operations
- Inventory management
- Geriatrics
- Customer satisfaction surveys
- Human resources
- Google Drive
- Windows
- Nursing
- Sales management

- Multitasking
- Processing cash transactions
- Caregiving
- Customer support
- Client services
- Banking
- Project management
- Wireless sales
- Compliance audits & assessments
- Marketing
- Financial software
- Invoice payment processing
- Client communication
- Office record organization
- Cross-selling
- Staff training
- Furniture sales
- Driving
- Senior care
- Continuous improvement standards implementation
- Customer needs analysis
- Cash Handling
- Presentation software
- Organizational skills
- Social work
- Relationship management
- Microsoft Office
- Demand for possession notice issuing
- Upselling
- HIPAA
- Fair Housing regulations
- Greeting customers
- POS
- Remodeling & fixture sales
- Written communication
- Planograms
- Google Calendar
- Workshop facilitation
- Leadership
- Electronics sales

- Customer service
- Communication skills
- HR compliance
- Kronos
- Phone call management
- Supervising experience
- Guest services
- Long term care experience
- Productivity software
- Negotiation
- Referrals (candidate sourcing)
- Seminar
- Accounting and finance experience
- Job board recruitment
- Internal hiring
- Data analytics
- Square (POS)
- Accounting systems
- Complaint handling
- Cash reconciliation
- Customer relationship building
- Adult education
- Manager experience
- Cash handling
- Construction contract administration
- Fax
- Administrative experience
- Data analysis skills
- Accounts payable
- Interpersonal skills
- Supervising Experience
- Financial concepts
- Quality control
- Cashiering
- Cash management
- Food service inventory management
- Cash flow analysis
- Merchandising
- Tractor-trailer
- Financial aid administration

- Hospitality
- ADLs
- Patient observation
- Office maintenance scheduling
- Recruiting
- Team management
- Teamwork
- On-the-job training (training delivery method)
- Managing hospitality teams
- Delegation
- Social media brand management
- Video shooting
- Training & development
- Invoice matching
- Time management
- Customer service management
- Awarding financial aid grants
- Fiscal management
- Office management
- Retail math
- Employment & labor law
- Clerical experience
- Balancing cash drawers
- Contracts
- E-learning (training delivery method)
- Medication Administration
- Client follow-up
- Pricing
- Formal training programs
- Telemarketing
- Conference training method
- Policy & process development
- Talent management
- Schedule management
- E-commerce
- Coaching
- POS systems
- macOS
- Regulatory compliance management
- Administrative & Business Operation

- Documentation review
- EMR systems
- Achieving monthly sales targets as a sales associate
- Grocery store
- Teaching
- Tanker Experience
- GPS
- Consultive Sales
- QuickBooks
- Conflict management
- Microsoft Word
- Standard Operating Procedures (SOPs) implementation
- Skilled nursing facility
- Instagram
- Crisis intervention
- Social media management
- Performance management
- Cash register
- Team motivation (leadership skill)
- Microsoft Powerpoint
- Canva
- Management
- Office building security management
- Forklift
- Writing skills
- Google Docs
- Managerial problem solving
- Accounts receivable
- Cash register operations
- Quick service & fast food restaurant
- Hospital Experience
- Succession planning
- Revenue management
- Microsoft Excel
- Customer relationship management
- Unloading
- Retail sales
- Microsoft Access
- Awarding federal financial aid
- Sales revenue tracking

- Senior leadership
- Applicant-to-interview ratio tracking
- Insurance verification
- Experience working with students
- Employee relations
- Staff scheduling
- Strategic management
- Operations management
- Filing
- Data-driven decision making
- Office manager experience
- Social media strategy
- Talent acquisition
- Databases
- Facebook
- Patient Care
- Data entry
- Team leadership
- Hospital experience
- Microsoft Outlook
- Customer communication
- Typing
- Bookkeeping
- Retail management
- Health insurance management
- Healthcare management
- Achieving sales targets
- Office equipment management
- Office experience
- Stakeholder management
- Sales strategy
- Google Workspace
- Managing client accounts
- Team development
- Assisted living
- Agriculture
- Interviewing
- Conducting staff training sessions as a first-line manager - Staff training sessions conducted as a first-line manager (More than 50 sessions)
- Job shadowing (employee development activity)
- Overseeing training

- EMR Systems
- Calendar management
- Word processing
- Office supply management
- Live chat
- Mentoring
- Networking event recruitment
- QuickBooks Payroll
- Full cycle recruiting
- Analytical thinking
- Budgeting
- Retail sales transactions
- Presentation skills
- Client invoicing
- OSHA
- Payment card processing
- Cost control
- Store management
- Payroll
- Ability to motivate
- Business development
- Account management
- Computer operation
- Role-playing (training delivery method)
- Work ethic
- Profit and loss analysis
- Recruitment and selection

Languages

- English

Military Service

Branch: Army

Rank: PFC

October 1999 to April 2004

Transported 5000 gallon fuel tankers, assisted in the purchase of GP 8, or jet fuel, and diesel fuel.

Minor maintenance on semi, leadership role helping new recruits. Certification in grenades and an expert marksman with the M16

Certifications and Licenses

Certified nursing assistant

October 2003 to Present

Missouri Driver's License

February 1997 to Present

Certified Medication Technician

March 2024

Driver's License

CNA

BLS Certification

CPR Certification

First Aid Certification

Jayne Shaw, M.S. in Counseling

88 Holly Ridge Road, Willard, MO 65781
 j0710hankins@gmail.com
 417 830 5086

Detail oriented, dependable and organized team player with a record of generating and building relationships, managing projects from concept to completion, an ability to work independently, creating effective presentations utilizing software such as Google Slides and PowerPoint, developing opportunities that further establish organizational goals, and computer proficient with platforms including Microsoft Office, Google Workspace, as well as industry specific student and client information systems.

Work Experience

Legal Assistant

Larson & Miller Personal Injury Law - Springfield, MO June 2025 to Present

My duties include organizing and maintaining client files, correspondence, and evidence for pre-suit demands and litigation. I am responsible for ordering, reviewing, and summarizing medical records, bills, and reports, as well as police reports and transcription of 911 calls. I also track court dates, statute of limitations, and internal deadlines.

Developmental Editor

Pages & Pie Publishing - Springfield, MO February 2024 to Present

My duties include reviewing manuscripts, focusing on overall storyline, plot, and character development, providing feedback to the author. Additionally, I revisit manuscripts later in the process in order to complete a proof edit, focusing on grammar, spelling, and punctuation.

Kitchen Assistant/Line Cook

Homemade Delivered - Springfield, MO December 2022 to June 2025

Harvest Restaurant - Rogersville, MO November 2022 to June 2025

Gunflint Lodge & Outfitters - Grand Marais, MN August 2022 to October 2022

My duties included preparing ingredients and dishes to the chef's expectations, setting up stations, stocking inventory and maintaining sanitation standards.

School Counselor

Gloria Deo Academy - Springfield, MO July 2021 to June 2022

Osceola Public Schools - Osceola, MO July 2014 to June 2021

I was responsible for the junior high and high school guidance curriculum, assisting students with education and career plans, providing individual and group counseling, consultation with staff and parents regarding developmental needs of students, and referrals to outside community resources. Student

registration and orientation, maintaining student records and transcripts, oversight of dual credit programs, and serving as district assessment coordinator were also among my duties.

Family Consumer Science Teacher

Osceola Public Schools - Osceola, MO

August 2009 to July 2014

I taught Career & Family Leadership, Housing & Interior Design, Family & Individual Health, Child Development, Junior High Family & Consumer Sciences, Foods, and Nutrition & Wellness. I also served as the adviser of Family, Career, and Community Leaders of America.

Education

Master's in School Counseling

Missouri State University - Springfield, MO

August 2012 to July 2015

Bachelor's in Secondary Education - Vocational Family & Consumer Sciences

Missouri State University - Springfield, MO

August 1995 to May 1999

Skills

Microsoft Office

Problem Solving

Interpersonal Communication

Management & Organizational Skills

Researching

Individual / Group Counseling

Training & Development

Curriculum Development

Typing (60+ WPM)

Editing

Verbal and Written Communication

Decision Making

Cultural Competence

Teamwork

Grant Writing

Leadership Experience

Proofreading

Data Entry

Certifications / Licenses

Counselor - Career Student Services

September 2019 to Present

Missouri Department of Elementary & Secondary Education

Family & Consumer Sciences - Career Continuous Professional Certificate

August 2013 to Present

Missouri Department of Elementary & Secondary Education

References

Available upon request.

Bradley Beckham

1108 East Walnut
Bolivar, MO 65613
(417) 770 0839
bomobrad@gmail.com

WORK EXPERIENCE

Velocity Health Group, Marshfield, MO - Instructor
08/25- present
Direct care of teen boys 13-17 years of age
Trained in deescalation techniques and procedures
SCM Certified- Well versed in mental health concerns and scenarios
Contributed to planning and processing run protocol
Supervises overnight staff- Responsible for overnight reports

Quarles Supply, Bolivar, MO - Salesperson
05/2025-8/2025
Neighborhood Real Estate, Bolivar, MO — *Salesperson*
01/2023-present
Home sales-contracts- marketing-open houses - negotiations -
customer service-

Southwest Baptist University, Bolivar, MO
Director of Meyer Sports and Wellness Center
06/2018-06/2022

Planned and implemented intramural sports and activities for the students- scheduled intramural seasons and tournaments-hired and coordinated fitness instructors-budget for fiscal year for facility and equipment-hired and supervised facility staff of 40+ - coordinated facility tournaments- presented facility improvement ideas and budget to the VP- provided community member connection to the facility- maintained facility weight room, multiple gyms, pool, fitness studio -interacted daily with staff and community patrons

Church on Bayshore, Niceville, FL — Associate Pastor Chil
08/2012-07/2017

First Baptist Church, Ozark, MO - Student Pastor
05/2007-07/2012

Canaan Baptist Church, St Louis, MO - Student Pastor
07/2004-04-2007

Fee Fee Baptist Church, St Louis, MO - Student Pastor
07/1999-06/2004

Immanuel Baptist Church, Princeton, WV - Youth Pastor
10/1997-06/1999

EDUCATION

Southwest Baptist University, Bolivar, MO— 2021
Masters Ed. Athletic and Activity Administration

Southwest Baptist University, Bolivar, MO — 1997

AWARDS

Staff Newcomer of the Year
2019 Southwest Baptist
University

REFERENCES

Dr. Rob Harris

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417-327-5550
docrobskettlecorn@gmail.com

Mitchell Furtkamp

Springfield, MO 65803
417-880-1759
mitchellfurtkamp@ozarktigers.org

Justin Palmer

Bolivar, MO 65613
1-712-789-0021
justinspencerpalmer@gmail.com

Class C CDL License

CPR Adult and Infant First Aid and AED

SCM Certified

Alison Clouse

20928 Gum Road Granby, MO 64844
(417)-389-3640 ▪ clouseab@gmail.com

Summary Statement

Creative and detail-oriented marketing and events professional with experience in social media content creation, event planning, brand representation, and stakeholder communication. Proven ability to plan and execute engaging programs, manage logistics, and represent organizations in public-facing roles. Strong background in leadership, collaboration, and audience engagement.

Education

B.A. in Elementary Education, Cottey College, Nevada, MO, May 2025
Certificate in Dance

Current Employment

Second Grade Teacher, August 2025 - Current
Goodman Elementary Neosho, MO

Professional Experience

Photo & Social Media Specialist

Girl Scouts of San Diego - Julian, CA

June 2024 - August 2024 | June 2025 - August 2025

- Created and managed weekly social media content across video, photo, and short-form platforms (including TikTok) to highlight camp programming and camper experience
- Photographed campers daily, producing high-volume, organized visual content for internal and external use
- Assisted in planning and executing weekly specialty events, supporting logistics, schedules, and on-site coordination
- Collaborated with staff to capture brand-aligned content that reflected organizational values and community impact

Resident Assistant

Cottey College - Nevada, MO

August 2022 - May 2024

- Designed, marketed, and facilitated group and individual student programs to increase engagement and community participation
- Managed crisis response and emergency communications in high-pressure situations
- Coordinated event logistics including promotion, setup, attendance tracking, and follow-up
- Ensured safety, policy compliance, and positive resident experience

Dance Instructor

The Source Performing Arts Studio - Neosho, MO

September 2017 - Present

- Developed and delivered structured curriculum and programming for diverse age groups
- Led rehearsals, performances, and studio events, supporting scheduling and audience-facing presentations
- Mentored performers and collaborated with staff to support studio branding and community presence

Second Grade Teacher**Goodman Elementary School - Neosho, MO****August 2025 – Present**

- Planned and executed daily instructional programming requiring organization, adaptability, and clear communication
- Managed multiple stakeholders including families, administrators, and support staff
- Developed written and visual materials for classroom communication and engagement

Leadership & Campus Involvement**Student Government Association****President (May 2024 - May 2025) | Treasurer (Nov 2021 - May 2024)****Cottey College - Nevada, MO**

- Led campus-wide initiatives, collaborating with faculty, administrators, and student organizations
- Proposed and presented policy changes to senior leadership and President's Council
- Managed budgets and approved funding for student programs, wellness initiatives, and events
- Served as a key liaison between students and administration

Golden Key Student Ambassador**Cottey College — Nevada, MO****August 2022 – Present**

- Represented the college to prospective students, families, and donors
- Led campus tours and recruitment events
- Planned and hosted donor-focused weekend events, managing logistics, schedules, and guest experience

Skills

Social Media Content Creation | Event Planning & Coordination | Photography & Visual Storytelling |

Public Speaking & Brand Representation | Stakeholder & Donor Relations | Marketing & Promotions |

Leadership & Team Collaboration

Mathe Miller

167 Basil Dr. • Ozark, MO 65721
 ■ (417) 207-7565 | ✉ ■ 97mathe@gmail.com

Education

Missouri State University – Springfield, MO
 Bachelor of Science in Sports, Recreation, and Park Administration
 Graduated: May 2020 | GPA: 3.28

Sports & Coaching Experience

Rogersville City Park – Park Manager (Jul 2023 – September 2025)

- Coordinated youth and adult sports programs, including scheduling and roster management.
- Introduced and developed new sports opportunities for the community.
- Recruited, trained, and supervised referees and umpires to ensure quality officiating.

Republic Parks and Recreation - Special Events Worker and Referee (October 2025-Present) - Help with Special Events run by the Park and help with set up for games and working during games.

City of Springfield Contracted Referee and Umpire --(July 2025- Present)

- Officiate softball, flag football and adult volleyball leagues throughout the year.
- Make sure all games start on time and all rules are being followed.

MSHSAA – Certified Umpire (Mar 2019 – Present)

- Officiate high school softball and baseball games across Missouri.
- Apply rules with fairness and professionalism while maintaining game flow.
- Manage on-field disputes calmly and effectively.

U.S. Ballpark – Intern (Jan 2020 – Oct 2020)

- Prepared fields and facilities for competitive play.
- Operated scoreboard and supported game-day staff.
- Assisted with hosting tournaments and seasonal programming.

Missouri State University Athletics – Marketing & Promotions Intern (Aug 2018 – May 2019) - Supported in-game promotions and fan engagement.

- Operated scoreboard to feature sponsors and game updates.
- Assisted with setup and teardown of athletic events.

Central Kids Sports Camp – Volunteer Coach (Jun 2018)

- Taught baseball fundamentals and mentored children in teamwork and sportsmanship.

Other Work Experience

O' Reilly Distribution Center --Order Processing (2025-2026)

Lowe's – Indoor Garden/Merchandising Service Associate (2018–2023)

King Cash Saver – Manager (2015–2018)

Volunteer Experience

- Story Church Park Project – Assisted in park updates and repairs (Mar 2025)
- Boys & Girls Club – Food service & youth activities (Sep–Oct 2017)
- Little Owls Learning Center – Tutoring and play-based learning (2014–2015)

Skills & Interests

Officiating & sports rules knowledge (MSHSAA), Coaching & youth mentorship, Sports program development,
Field & facility preparation, Strong communication & conflict resolution,
Recreational sports (softball leagues), Music: Violinist, Springfield Youth Symphony (4 years)

**DEVELOPMENT/RENOVATION PROJECT FINAL INSPECTION REPORT
LAND and WATER CONSERVATION FUND**

Item # B.

Final X
 Progress _____ Project Sponsor City of Willard

Project Number 29-01476

Project Title Recreational Activities and Connection Enhancement

Project Period 7/8/2005 to 12/31/2007

Date of Inspection 1/8/08

Project Location Willard

Name of Inspector Chris Buckland

Accompanied by Kerrie Gates Director of Parks and Recreation Dept.
 (Name) (Title)

Project Scope (See Project Agreement)

| <u># of Facilities</u> | <u>Type of Facilities</u> | <u>Status and Comments (C=complete, U=under construction, N=not begun)</u> |
|------------------------|---------------------------|--|
| <u> 6 </u> | <u> soccer fields </u> | <u> C </u> |
| <u> 1 </u> | <u> Comport Station </u> | <u> C </u> |
| <u> 1 </u> | <u> Concession </u> | <u> C </u> |
| <u> 1 </u> | <u> Parking </u> | <u> C </u> |
| | | |

- Has the original project scope been carried out? Yes No
- Have approved Section 6(f)(3) boundaries remained intact? Yes No
- Is the site free of health and safety hazards? Yes No
- Is the area properly signed? Yes No
- Are the facilities designed for use by the disabled? Yes No
- Is the area open and available for public use? Yes No
- Is the area attractive and well maintained? Yes No
- Have all telephone & electric wires (under 15KV) been buried? Yes No

Clearly explain any "no" answers here _____

Additional information: _____

General Warranty Deed

THIS DEED, Made and entered into this 3rd day of September, 2004, by and between
 Grantor: **STEVE M. MAYFIELD AND LISA L. MAYFIELD, HUSBAND AND WIFE**

of the County of GREENE, State of MISSOURI, party or parties of the first part, and

Grantee: **CHARLES S. BURCH**

of the County of GREENE, MISSOURI, party or parties of the second part,

Grantee's mailing address: 3624 S. FARM ROAD 97, REPUBLIC, MISSOURI 65738

WITNESSETH, that the said party or parties of the first part, for and in consideration of the sum of Ten Dollars and other good and valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second part, the following described Real Estate, situated in the County of GREENE and State of Missouri, to-wit:

A Tract of land being a part of the Southwest Quarter (SW $\frac{1}{4}$) of Section Fifteen (15), Township Thirty (30) North, Range Twenty-three (23) West, GREENE County, Missouri, being more particularly described as follows: Commencing at the Northwest corner of said Southwest Quarter (SW $\frac{1}{4}$); thence N88°52'58"E, along the North line of said Southwest Quarter (SW $\frac{1}{4}$), 339.90 feet; thence S01°12'43"E, 1164.16 feet for a point of beginning; thence N86°59'06"E, 565.81 feet; thence N03°57'43"W, 1039.28 feet to the South right-of-way line of Farm Road 64; thence Easterly along said South right-of-way line the following courses: N89°17'57"E, 358.78 feet; through a curve to the right, having a central angle of 09°06'30", a radius of 475.00 feet, an arc length of 75.51 feet, and a chord bearing of S86°08'48"E, S81°35'33"E, 49.37 feet; thence S01°05'36"E, leaving said South right-of-way line, 2166.42 feet to the Northerly right-of-way line of Burlington Northern railroad; thence N53°49'57"W, along said Northerly right-of-way line, 1250.61 feet; thence N01°12'43"W, leaving said Northerly right-of-way line and parallel to the West line of said Southwest Quarter (SW $\frac{1}{4}$), 369.41 feet to the point of beginning, subject to that part taken or used for roads.

SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND COVENANTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD THE SAME, Together with all rights and appurtenances to the same, belonging unto the said party or parties forever.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands the day and year first above written.



050693-04 10 SEP 2004 03:23:32pm

Book:2004
Page:050693-04
2 pages

REAL ESTATE DOCUMENT
GREENE COUNTY, MISSOURI
RECORDERS CERTIFICATION

Linda S. Montgomery

RECORDER OF DEEDS

recsmb

WARRANTY DEED

THIS INDENTURE, Made on the 10th day of September, 2004, by and between Charles S. Burch, party of the first part, and The City of Willard, a Municipal Corporation duly organized under the laws of the State of Missouri, party of the second part.

WITNESSETH, that said party of the first part, in consideration of the sum of ONE DOLLAR, to be paid by the said party of the second part, the receipt of which is hereby acknowledged, do by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said party of the second part, its agents and assigns, the following described lots, tracts or parcels of land, lying, being and situated in the County of Greene, State of Missouri, to wit:

A TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION FIFTEEN (15), TOWNSHIP THIRTY (30) NORTH, RANGE TWENTY-THREE (23) WEST, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID SOUTHWEST QUARTER (SW1/4); THENCE N 88°52'58"E, ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER (SW1/4), 339.90 FEET; THENCE S 01°12'43"E, 1164.16 FEET FOR A POINT OF BEGINNING; THENCE N 86°59'06"E 565.81 FEET; THENCE N 03°57'43"W, 1039.28 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF FARM ROAD 64; THENCE EASTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE THE FOLLOWING COURSES: N 89°17'57"E, 358.78 FEET; THROUGH A CURVE TO THE RIGHT, HAVING A CENTRAL ANGLE OF 09°06'30", A RADIUS OF 475.00 FEET, AN ARC LENGTH OF 75.51 FEET, AND A CHORD BEARING OF S 86°08'48"E, S 81°35'33"E, 49.37 FEET; THENCE S 01°05'36"E, LEAVING SAID SOUTH RIGHT-OF-WAY LINE, 2166.42 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF BURLINGTON NORTHERN RAILROAD; THENCE

N 53°49'57"W, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 1250.61 FEET; THENCE N 01°12'43"W, LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE AND PARALLEL TO THE WEST LINE OF SAID SOUTHWEST QUARTER (SW1/4), 369.41 FEET TO THE POINT OF BEGINNING, SUBJECT TO THAT PART TAKEN OR USED FOR ROADS.

TO HAVE AND TO HOLD the premises aforesaid, with all the rights, privileges, appurtenances and immunities thereof belonging, or in any way pertaining, unto the said party of the second part, and unto its agents and assigns forever; the said Charles S. Burch, party of the first part, hereby covenanting that he is lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that he has good title and right to convey the same; that the said premises is free and clear of any encumbrances done or suffered by him or those under whom he claim and that he will warrant and defend the title to the said premises unto the said party of the second part and unto its agents and assigns forever, against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part have hereunto set his hand and seals on this 10th day of September, 2004.


Charles S. Burch

COUNTY OF GREENE)
)ss
STATE OF MISSOURI)

On this 10th day of September, A.D. 2004, before me personally appeared Charles S. Burch, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Springfield, Missouri the day and year first above written.

My term expires:



Reynolds Gold
1240 Independence #200
Spfld MO 65804


Notary Public

Willard Soccer Park

1150

Driveway
975' x 20' x 9"

Concession Building
16.5' x 41'

Parking Lot
118' x 230'



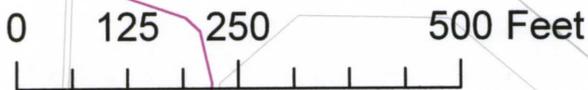
6 Soccer Fields
60' x 100' each

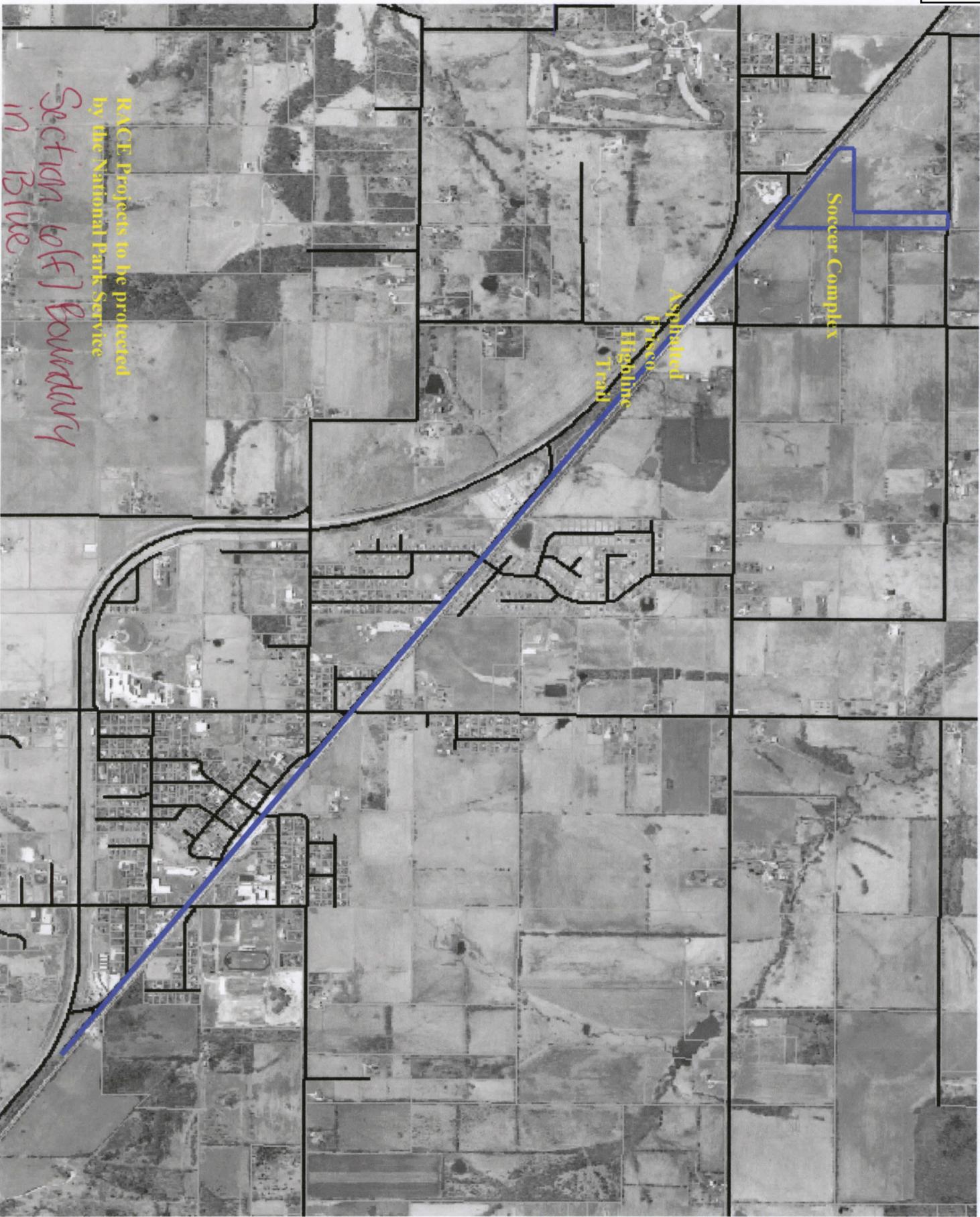
Future Park Land

Frisco-Highline Trail

Legend

— Contours





**LAND AND WATER CONSERVATION FUND
PROJECT AGREEMENT
BETWEEN THE STATE OF MISSOURI
AND A STATE AGENCY OR POLITICAL SUBDIVISION**

Project Sponsor

City of Willard

Project Number

29-01476

Project Title

Recreational Activities and Connection Enhancement

Project Period

7/8/2005 - 12/31/2007

Project Scope (Description of Project)

The city of Willard will develop soccer fields, parking, concessions, comfort station, and utilities; they will renovate trail and signage as further described in the project proposal.

PROJECT COSTS:

| | |
|-------------------------------------|---------------------|
| Total Costs | <u>\$152,400.00</u> |
| Fund Support (not to exceed 50%) | <u>45%</u> |
| Fund Amount | <u>\$68,580.00</u> |
| Cost of this Stage | <u>\$152,400.00</u> |
| Assistance this Stage | <u>\$68,580.00</u> |

ATTACHMENTS:

The following attachments are hereby incorporated into this agreement:

1. Department of Natural Resources
General Terms and Conditions
2. Project Proposal
3. Land and Water Conservation
Fund Special Terms and Conditions
4. Land and Water Conservation Fund
Manual
5. Project Boundary Map

The State of Missouri, represented by the State Liaison Officer, State Inter-Agency Council for Outdoor Recreation and the State Agency or Political Subdivision named above (hereinafter referred to as the Recipient), mutually agree to perform this agreement in accordance with the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964), with the provisions and conditions of the Land and Water Conservation Fund Grants Manual, and with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances attached hereto and hereby made a part hereof.

The State of Missouri hereby promises, in consideration of the promises made by the Recipient herein, to obligate to the Recipient the amount of money referred to above, and to tender to the Recipient that portion of the obligation which is required to pay Missouri's share of the costs of the above project stage, based upon the above percentage of assistance. The Recipient hereby promises, in consideration of the promises made by the State of Missouri herein, to execute the project stage described above in accordance with the terms of this agreement.

The provisions of this agreement remain in effect for all parties, their successors, interest and assigns.

The date of approval begins July 8, 2005

In witness thereof, the parties hereto have executed this agreement as of the date entered below.

THE STATE OF MISSOURI

STATE AGENCY OR POLITICAL SUBDIVISION

By: *Douglas K. Eiken*

By: *Thomas J. Keener*
Signature

Douglas K. Eiken
Alternate State Liaison Officer
State Inter-Agency Council
for Outdoor Recreation

THOMAS J. KEENER
Name

Director, Division of State Parks
Title

Mayor
Title

8/10/05
Date

9-12-05
Date

RECEIVED

AUG 02 2005

**UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
LAND AND WATER CONSERVATION FUND PROJECT AGREEMENT**

PLANNING & DEVELOPMENT

State: **Project Number:**

 Missouri 29-01476

Project Title:

Recreational Activities and Connection Enhancement

Project Period:

Date of Approval through December 31, 2009

Project Stage Covered by this Agreement:

Entire

Proposal Scope (Description of Project):

The city of Willard will develop sports and playfields, trails, and support facilities as further described in the project proposal.

Project Cost
Total Cost \$ 150,900.00

(Fund amt. not to exceed 50% of total)

Fund (LWCF) Amount \$ 75,450.00
Cost of this Stage \$ 150,900.00
Assistance this Stage \$ 75,450.00
The following are hereby incorporated into this agreement:

1. General Provisions
2. L&WCF Grants Manual (NPS-34)
3. Project Application and Attachments
4. OMB Circular A-102
5. Title 43, Code of Federal Regulations
6. _____
7. _____

NPS 10-902 (March 1995)

The United States of America, represented by the Director, National Park Service, United States Department of the Interior, and the State named above (hereinafter referred to as the State), mutually agree to perform this agreement in accordance with the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964), the provisions and conditions of the Land and Water Conservation Grants Manual, and with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, assurances, and certificates attached hereto or retained by the State and hereby made a part hereof.

The United States hereby promises, in consideration of the promises made by the State herein, to obligate to the State the amount of money referred to above, and to tender to the State that portion of the obligation which is required to pay the United States' share of the costs of the above project stage, based upon the above percentage of assistance. The State hereby promises, in consideration of the promises made by the United States herein, to execute the project described above in accordance with the terms of this agreement.

The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:

In witness hereof, the parties hereto have executed this agreement as of the date entered below.

THE UNITED STATES OF AMERICA
By [Signature]
(Signature)
LAND & WATER CONSERVATION
FUND PROJECT OFFICER

National Park Service
United States Department
of the Interior

Date 7/8/05

STATE
Missouri
By [Signature]
(Signature)

Douglas K. Eiken
(Name)

Alternate State Liaison Officer
Director, Division of State Parks, MDNR
(Title)

**LAND AND WATER CONSERVATION FUND
PROJECT AGREEMENT
BETWEEN THE STATE OF MISSOURI
AND A STATE AGENCY OR POLITICAL SUBDIVISION**

Project Sponsor

City of Willard

Project Number

29-01476

Project Title

Recreational Activities and Connection Enhancement

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The city of Willard will develop soccer fields, parking, concessions, comfort station, and utilities; they will renovate trail and signage as further described in the project proposal.

PROJECT COSTS:

| | |
|---|---------------------|
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General Terms and Conditions
2. Project Proposal
3. Land and Water Conservation
Fund Special Terms and Conditions
4. Land and Water Conservation Fund
Manual
5. Project Boundary Map

Parks Director

From: Dunwoody, Ryan <Ryan.Dunwoody@dnr.mo.gov>
Sent: Tuesday, February 10, 2026 11:43 AM
To: Parks Director
Cc: Hubbard, Patti
Subject: LWCF Property questions
Attachments: 29-01476 agreements.pdf; 29-01476 deed-map.pdf; 29-01476 inspection.pdf; LWCF Project Agreement.pdf

*** THIS IS AN EXTERNAL E-MAIL ***

Hi Jason,

Thank you again for reaching out regarding clarification for LWCF encumbered properties within the City of Willard. Below, I have included responses to each question in blue. Additionally, please find pertinent documents attached for Grant #29-01476. Please do not hesitate to reach out with additional questions.

Best regards,

RD

Ryan Dunwoody

Grants, Recreation & Interpretation Program Director
 Division of State Parks
 Missouri Department of Natural Resources
 (573) 522-0571 (office)
 (573) 291-2750 (cell)
 Find us on the web at <https://mostateparks.com/>



We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.

From: Parks Director <parkdir@cityofwillard.org>
Sent: Monday, February 9, 2026 10:03 AM
To: Dunwoody, Ryan <Ryan.Dunwoody@dnr.mo.gov>
Subject: LWCF Property questions

Ryan,

Thanks for taking my call this morning.

I am writing to request clarification regarding properties within the City of Willard that may be subject to oversight under the Land and Water Conservation Fund (LWCF).

We are working to ensure that we fully understand the scope of requirements associated with LWCF-funded properties, including:

- Please refer to the LWCF Manual and Admin. Guide below:

- **LWCF Manual** [LWCF Manual - Land and Water Conservation Fund \(U.S. National Park Service\)](#)
- **2025 LWCF Project Administration Guide** [2025 LWCF Project Administration Guide | Missouri State Parks](#)
- Which specific properties within the City of Willard are currently encumbered under LWCF protections
 - **Grant # 29-01476** Highline Soccer Park (Development of soccer fields, parking, concessions, comfort station, and utilities; trail and signage renovation as further described in the project proposal.)
 - **Grant # 29-01391** Willard North Park (Development of 19.6 acres of land to include lighting for ball fields and nature trail.)
 - **Grant # 29-01379** Willard West Park (Development of 19.7 acres of land to include sports and playfields, multi-use trail, pavilion, and support facilities.)
- How those properties may be used, improved, or modified under current regulations
 - [Page 26 \(Significant Change of Use:\)](#) The LWCF Act requires project sponsors maintain the entire area defined in the Financial Assistance Agreement in some form of public outdoor recreation use. NPS approval must be obtained prior to any change from one eligible use to another when the proposed use would significantly contravene the original plans or intent for the area as described in the original project scope. NPS approval is not required for each facility use change unless the change is substantially different, such as a change from a swimming pool with substantial recreational development to a less intense area of limited development such as a passive park, or vice versa. Project sponsors are required to consult with GMS prior to initiating any such change. GMS will in turn notify NPS. NPS will expedite a determination of whether a formal review and approval process will be required. A primary NPS consideration in the review will be the consistency of the proposal with the SCORP. Changes to any use other than public outdoor recreation use constitute a conversion and will require NPS approval and the substitution of replacement land in accordance with the LWCF Act.
 - [Page 27 \(Obsolete Facilities:\)](#) Project sponsors are not required to continue operation of a particular recreation area or facility beyond its useful life. However, the LWCF Act requires project sponsors to maintain the entire area within the LWCF boundary in some form of public outdoor recreation use. The LWCF Act obligation cannot be discharged by declaring a facility obsolete. Notwithstanding neglect or inadequate maintenance on the part of the project sponsor, a recreation area or facility may be determined to be obsolete if:
 - Reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating.
 - Changing recreation needs dictate a change in the type of facilities provided.
 - Park operating practices dictate a change in the type of facilities required.
 - The recreation area or facility is destroyed by fire, natural disaster, or vandalism.
 A facility may be considered obsolete, and its use may be discontinued or changed if the project sponsor provides a sound justification statement for determining obsolescence and GMS concurs with the change. However, NPS approval must be obtained prior to any change from one LWCF allowable use to another when the proposed use would significantly contravene the original plans for the area. LWCF assistance may be provided to renovate outdoor recreation facilities that have previously received LWCF assistance, if GMS determines the renovation is not required as a result of neglect or inadequate maintenance and the project sponsor provides documentation to that effect.

- Page 27 (Conversion of Use:) Any property acquired and/or developed with LWCF assistance cannot be wholly or partially converted to any purpose other than public outdoor recreation uses without the approval of NPS, per the LWCF Act. Project sponsors must consult early with GMS when a conversion is under consideration or has been discovered. GMS will in turn consult with NPS as early as possible in the conversion process for guidance and to sort out and discuss details of the conversion proposal to avoid mid-course corrections and unnecessary delays. A critical first step is for the sponsor, GMS and NPS to agree on the size of the LWCF boundary park land impacted by any non-recreation, non-public use, especially prior to any appraisal activity. Any previous LWCF Financial Assistance Agreements and actions must be identified and understood to determine the actual LWCF boundary. Situations that may not trigger a conversion if NPS determines that certain criteria are met include:
 - Underground utility easements that do not impact the recreational use of the park and are restored to their original surface condition.
 - Proposals to construct public facilities, such as recreation centers and indoor pool buildings, within the LWCF boundary area where it can be shown there is a gain or increased benefit to the public outdoor recreational opportunity. These proposals must be reviewed by the NPS as a “public facility request.”
 - Proposals for "temporary non-conforming uses," which are temporary non-recreation activities of less than a six-month duration within the LWCF boundary area. These must be reviewed and approved by NPS prior to start, as outlined above.
 - Proposals to build sheltered facilities or to shelter existing facilities within the LWCF boundary area provided they do not change the overall public outdoor recreation characteristics. Prior approval is required by NPS review, as outlined above.
 - Proposals for changing the overall outdoor recreation use of the LWCF boundary area from that intended in the original LWCF Financial Assistance Agreement. These proposals must be reviewed by NPS as outlined above.

Situations that trigger a conversion include:

- Property interests that are conveyed for private use or non-public outdoor recreation uses.
- Non-outdoor recreation uses (public or private) that are made of the project area, or a portion thereof, including those occurring on pre-existing rights-of-way and easements, or by a lessor.
- Unallowable indoor facilities that are developed within the LWCF boundary area without NPS approval, such as unauthorized public facilities and sheltering of an outdoor facility.
- Public outdoor recreation use of property acquired or developed with LWCF assistance that is terminated.

The property to be converted will be required to be replaced with substitute property of at least equal fair market value as established by the appraisal process outlined in Section II. The property proposed for replacement must be of reasonably equivalent usefulness and location as that being converted. Depending on the situation, and at the discretion of NPS, the replacement property need not provide identical recreation experiences or be located

at the same site, provided it is in a reasonably equivalent location. GMS can provide guidance on the evaluation process for determining an equivalent substitute. Consult with GMS immediately when considering a conversion, for assistance with the conversion process.

- Expectations related to maintenance standards or public access requirements
 - [LWCF Manual \(B. Operation and Maintenance\)](#) Property acquired or developed with LWCF assistance shall be operated and maintained as follows:
 1. The property shall be maintained so as to appear attractive and inviting to the public.
 2. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
 3. Any outdoor recreation facilities should comply with all State and Federal legislation (e.g., 42 U.S.C. § 6901 et. seq. and the National Institute for Occupational Safety and Health (NIOSH) as required and compliance will be indicated by signs posted in visible public areas, statements in public information brochures, etc.
 4. Properties shall be kept reasonably open, accessible, and safe for public use. Fire prevention, lifeguard, and similar activities shall be maintained for proper public safety.
 5. Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
 6. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.
 7. A posted LWCF acknowledgement sign shall remain displayed at the project site pursuant to Chapter 7.
- Any limitations or required processes related to conversion, sale, lease, or other forms of disposition
 - [LWCF Manual \(Conversions of Use\)](#) Property acquired or developed with LWCF assistance shall be retained and used for public outdoor recreation. Any property so acquired and/or developed shall not be wholly or partly converted to other than public outdoor recreation uses without the approval of NPS pursuant to the LWCF Act (54 U.S.C. § 200305(f)(3)) and conversion requirements outlined in regulations (36 C.F.R. § 59.3). The conversion provisions of the LWCF Act, regulations, and these guidelines apply to each area or facility for which LWCF assistance is obtained, regardless of the extent of participation of the program in the assisted area or facility and consistent with the contractual agreement between NPS and the State.
 - Please see **Conversion of Use** section for more in-depth information, and also refer to [2025 LWCF Project Administration Guide | Missouri State Parks](#) page 27.
- Whether there are any annual reporting, certification, inspection, or other compliance obligations required of the property owner to maintain good standing
 - [LWCF Manual \(C. Post-Completion Inspections and Reporting\)](#)
 - 1. Purpose. In accordance with 2 C.F.R. § 200.330 and the FAIR, in order to determine whether properties acquired or developed with LWCF assistance are being retained and used for outdoor recreation purposes in accordance with the project agreement and other applicable program requirements, a State post-completion inspection is to be made within five years after final billing and at least once every five years thereafter. The following

points should be taken into consideration during the inspection of properties that have been developed for public use:

- a. Retention and use. Is the LWCF boundary area intact and the property being used for outdoor recreation purposes including those intended through the projects funded with LWCF assistance?
 - b. Appearance. Is the property attractive and inviting to the public?
 - c. Maintenance. Is upkeep and repair of structures and improvements adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem? Is the area being maintained?
 - d. Management. Does staffing and servicing of facilities appear adequate?
 - e. Availability. Is there evidence of discrimination (including based on residence, see Section D below)? Is the property readily accessible and open to the public during reasonable hours and times of the year?
 - f. Signing. Is the area properly signed to allow for user information and safety, and proper acknowledgement of the federal Land and Water Conservation Fund?
 - g. Interim use. Where lands have been acquired but not yet developed, the inspection should determine whether the interim uses of the property are in accordance with agreements with the NPS.
- 2. Reporting. The real property reporting requirements enacted in the FAIR (2 C.F.R. § 1400.329(d)) has resulted in different standards for assisted areas that ever benefitted from an LWCF acquisition or combination grant vs. areas that have received development grants only. (It may simplify matters for States to follow the same process for all assisted areas.) For sites that received acquisition or combination grants, States are required to submit a status report to the NPS every 5 years, regardless of whether there are issues with the park. The SF-429 (cover page and Attachment A) are to be used. Within 90 days of completion of the on-site inspection, the State shall submit to NPS the SF-429 and a copy of the post-completion on-site inspection report. The inspection report should include the date of inspection, description of the findings, and if applicable, a summary report of issues found and corrective actions taken or to be taken. Reports should note the condition of assisted facilities, particularly those that are at or near the end of their useful life and may need a declaration of obsolescence if rehabilitation is not possible. The report should include certification by the SLO that such obsolescence is not a result of neglect or inadequate maintenance on the part of the project sponsor (see Section M).
 - Submitting an SF-429 and on-site inspection report for a park site that received development grants only remains optional except the State must forward the reports if a post-completion compliance problem such as park closure or non-recreation or private use occurring within the LWCF boundary area is discovered, for NPS review and action. Copies of all reports must be retained in the State files. The State shall report to the NPS the project numbers of all sites inspected and the dates of inspection on an annual basis.
 - 3. Applicability. The provisions of this section apply to the LWCF-assisted area encompassing the area or facility assisted by the LWCF, regardless of the extent of LWCF assistance in that area or facility. That is, in cases where assistance is provided only for an acquisition, the entire park or recreational area involved, including developments on the lands so acquired, are subject to the provisions of this section. Where development assistance is given, the lands of the park or recreation area identified on the LWCF boundary area map are subject to this section.
 - 4. State responsibility. Responsibility for enforcement of the provisions of this section rests with the State. The NPS will inspect LWCF assisted areas and facilities from time to time,

but it shall conduct such visits in concert or through consultation with the State agency SLO.

- 5. Costs. The costs of making post-completion inspections by the State are allowable overhead charges for LWCF assistance and are allowable costs covered by the indirect cost rate.
- 6. NPS inspections. Properties acquired or developed with LWCF assistance shall be available for inspection by the NPS Director or other NPS representatives.
- Can the property be dual enrolled in other programs (such as the Conservation Reserve Program)
 - LWCF properties can be enrolled in land management programs, however, each instance is to be reviewed on a case-by-case basis to ensure the proposal compliments guidelines and requirements set forth by the Land and Water Conservation Fund Act.

Our goal is to ensure alignment with the original intent of the grant and all ongoing compliance requirements.

If there are guidance documents, recorded boundary maps, deeds, or other materials specific to Grant #29-01476 that we should reference, we would appreciate direction to those resources.

- [Please see the attached documents.](#)

Thank you for your time and assistance.

Respectfully,
Jason Knight



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