



Lakes, Parks and Recreation Commission Meeting Agenda

November 4, 2025 12:00 pm
Aquatic Center Meeting Room, 801 E. Mill Street

Call Meeting to Order:

Order of the Agenda:

Parks and Recreation Director's Report of Additions or Changes

Minutes:

Regular Meeting November 4, 2025

Public Comment:

Members of the public will be permitted to address the commission for up to three minutes during. Repetitive addresses may be limited at the discretion of the Chair to ensure that time is available for all agenda items.

Old Business:

P.C. Mills Park Improvements
Rock Lake Conservation Area Site Plan
North Park Soccer Complex Site Plan
2026 Parks and Recreation Budget and Project Highlights

New Business:

Activity Report

Adjourn:

Next Meeting, January 6, 2025 – Aquatic Center Meeting Room

Notice of Nondiscrimination:

All persons within the City of Kirksville are free and equal and shall be entitled to the following equal use and enjoyment within the city at any place of public accommodation without discrimination or segregation on account of age, ancestry, color, disability, gender, gender identity, marital status, national origin, race, religion, sexual orientation or on any other basis that would be in violation of any applicable federal, state, or local law.

Notice of Disability Accommodations:

Any person with a disability desiring reasonable accommodation to attend this meeting may contact the City Clerk at 660.627.1225 to make such arrangement.

The City of Kirksville will create a welcoming and thriving community as northeast Missouri's center for education, commerce, health, recreation, and culture.

Lakes Parks and Recreation Commission Minutes

November 4, 2025, 12:00 pm
Aquatic Center Meeting Room, 801 E. Mill Street

PRESENT: Carol Cox, John Gardner (Entered at 12:15 PM), Hank Janssen, Jerry Jones, Scott Meredith, Sean Murphy, Logan Peckosh.

ABSENT: Yvette Amerman, Ryan Huseman, Tony Vazzana.

STAFF PRESENT: Robin Harden; Parks and Recreation Director, Luke Callaghan; Assistant Parks and Recreation Director, Austin Miller; Communications Director.

Chairperson Calls the Meeting to Order

Chairperson Hank Janssen called the meeting to order at 12:09 PM, with a quorum present.

Approval of the Order of the Agenda

Cox made a motion to approve the order of the agenda, Murphy seconded. Ayes (6) – Cox, Janssen, Jones, Meredith, Murphy, Peckosh; Nays (0); Absent (4), Amerman, Gardner, Huseman, Vazzana.

Approval of the Minutes – October 7, 2025

The minutes were approved as presented, with no corrections.

Public Comment

No public comments were offered.

Old Business

Harden provided an update on the P.C. Mills Park Splash Pad Project. The CXT restroom has been installed, and all splash pad piping has been completed. The project is now ready for concrete. While the contractor was installing the drains for the splash pad, they discovered an unrecorded storm drain on the eastern side of the park. This drain was very shallow and would have impacted the parking lot expansion. The Street Department quickly jumped into action to remedy the issue, and the project was not delayed.

Harden then discussed the site plans for the Rock Lake Conservation Area and the North Park Soccer Complex. SWT attended the October 13, 2025 City Council Study Session and presented draft versions of both site plans. Feedback from the October LPRC meeting was used to revise the plans prior to the presentation. For Rock Lake, the need for sidewalk connectors from First Street was noted, the playground and upper parking lot were moved to phase two, and the development near the lake was shifted to phase three.

For North Park, there were no major changes presented. Councilman Gardner did a great job of sharing the concerns discussed by the LPRC. He encouraged the Council to keep pedestrian access to Rock Lake as a priority. He also addressed concerns about the loss of the Green Field and emphasized the need to be thoughtful about how that change may impact

the scheduling of KBSL games. In addition, he noted that the lack of parking is currently a challenge at North Park. He also mentioned that the Commission viewed the southern pavilion and playground area as their lowest priority for development.

John Garder entered the meeting.

Harden showed the Commission the proposed layout for a new feature shelter, precast concrete restroom, and connecting sidewalks at Rotary Park. At a previous meeting, the Commission made a motion to amend the Master Plan to relocate the feature shelter and restroom to an area near the western parking lot of the Aquatic Center. The City Council also voted to approve that amendment. Once the design was completed and the amenities were staked out in the park, it was determined that it would be best to shift the project to a flatter area on the opposite side of the sidewalk leading to the playground. Rather than the development sitting to the west of the sidewalk, it is now planned for the east side. This adjustment will allow the shelter to remain accessible from the parking lot and provide views overlooking the amphitheater and playground. Staff would like to apply for an LWCF grant for this project. The two previous LWCF applications, which were not funded, sought support for the development of pickleball courts at North Park. Currently, the Rotary Park shelter and restroom project has \$50,000 of pledged support from the Chariton Valley Association, \$10,000 from the Thousand Hills Rotary Club, and \$10,000 from the Rotary Club of Kirksville. These contributions would be used toward the City's portion of the grant match. Gardner made a motion to apply for and LWCF Grant for the development of a shelter, restroom, and connecting sidewalks at Rotary Park. Meredith seconded. Ayes (7) – Cox, Gardner, Janssen, Jones, Meredith, Murphy, Peckosh; Nays (0); Absent (2), Amerman, Huseman, Vazzana.

Harden reviewed the projects listed in the Master Plan Progress Report. One topic the Commission discussed was how best to meet the priority of installing park maps. It was decided that emphasis should be placed on making maps available on the website and providing scannable QR codes that direct visitors to an online map, rather than installing physical maps in each park during this period of park developments.

New Business

Callaghan reviewed the highlights of the activity report. Janssen said he thought Halloween Town went well downtown. Meredith and Cox both said they thought the event was much safer downtown on closed streets rather than on a trail next to an open road.

Adjourn – Next Meeting Date – December 2, 2025.

At 1:04 PM, Cox made a motion to adjourn the meeting. Gardner seconded. Ayes (7) – Cox, Gardner, Janssen, Jones, Meredith, Murphy, Peckosh; Nays (0); Absent (2), Amerman, Huseman, Vazzana.

Respectfully submitted,

Robin Harden
Parks and Recreation Director

Lakes, Parks & Recreation Commission

December 2025 Activity Report

Aquatic Center/Aquatics:

- The second session of fall group swim lessons will conclude on December 3. There are 13 students enrolled.
- A new 'water tots' style program is developing as we work with a mother-child group that has shown interest in specified swim times with their young children, filling a niche in our offerings and availability. This new program will alternate Monday mornings and Wednesday afternoons to ensure that families with children of all ages can utilize this great offering.
- An offer of employment was extended for the Aquatics Specialist position, but was not accepted. The position is once again open for applications.
- Applications are currently be accepted for lifeguards and swim instructors with several new hires expected to complete training early December.
- The Aquatic Center will be closed Wednesday, November 26 – Friday November 28 to allow for a recoating of the anti-slip materials on the hallway and locker room floors.

Recreation Programming:

- Halloween Town post-event feedback has been collected and was overwhelmingly positive from local businesses, booth sponsors and attendees. The new location at Downtown Kirksville has proved to be a great success by all metrics.
- The Paint the Ville series continued with 12 painters on November 20 with Fall Fox and hopeful for even more on December 11 with the Cup of Holiday Cheer painting.
- Collection mailboxes have already been placed for the Letters to Santa program at the ECLC, Kirksville Primary and Elementary schools, as well as at the Kirksville Aquatic Center. Letters will be collected starting on December 1, and Santa's response will be delivered back to the participants before winter break.
- The Annual Breakfast with Santa program will be held again at Mi Casa Restaurant on December 6 at 8:30 am or 10:00, tickets are still on sale with approximately 70 and 50 tickets already sold for those respective times.

Park Projects/Maintenance:

- All park restroom winterization has been finalized for the season. Restrooms will reopen on April 1, weather permitting.

- Spur Pond was restocked by the Missouri Department of Conservation with approximately 1,450 Trout at the beginning of November in preparation for the winter catch and release season.
- Concrete replacement has been completed between the Gardner Field and press box.
- The infield grass and pitching mound on Gardner Field have been removed. The field will be allowed to settle this winter, and additional infield dirt and base anchors will be added this spring. This will allow for expanded use of the field by enabling more age groups to utilize it for games
- Permeable Paver Parking has been installed along the southern edge of Memorial Park and at the Kirksville Labyrinth Center just above Spur Pond. A concrete sidewalk extension is framed up and ready to be poured when weather allows.
- Thanks to the assistance of Public Works, gravel has been added to both the north and south parking lots at Hazel Creek Lake.
- Maintenance staff are preparing for winter snow removal. A new skid steer was purchased for clearing snow along Baltimore Street. This equipment will also be operated by our newest maintenance worker, so considerable time has been spent learning the route and identifying potential hazards along it.

Aquatic Center Attendance

2025

Month	Daily Admission	Pass Visits	Total Visits
January	1,376	1,182	2,558
February	759	1,126	1,885
March	739	1,270	2,009
April	685	1,252	1,937
May	1,090	1,257	2,347
June	6,603	4,157	10,760
July	5,623	3,796	9,419
August	2,955	2,464	5,419
September	405	1348	1,753
October	368	1350	1,718
November			
December			
Total Visits			39,805

2024

Daily Admission	Pass Visits	Total Visits
345	1,030	1,375
418	1,566	1,984
522	1,530	2,052
412	1,406	1,818
1,487	2,240	3,727
6,393	5,302	11,695
4,359	4,673	9,032
3,019	3,068	6,087
303	1,339	1,642
287	1,532	1,819
398	1,129	1,527
334	1,007	1,341
18,277	25,822	44,099

2023

Daily Admission	Pass Visits	Total Visits
602	2,076	2,678
605	1,995	2,600
736	1,980	2,716
635	1,782	2,417
1,583	2,355	3,938
5,473	5,504	10,977
6,250	4,876	11,126
2,554	3,096	5,650
279	1,446	1,725
172	1,500	1,672
229	1,450	1,679
340	1,196	1,536
19,458	29,256	48,714

2022

Daily Admission	Pass Visits	Total Visits
363	1,425	1,788
461	1,663	2,124
595	1,907	2,502
568	1,699	2,267
786	1,637	2,423
5,493	4,485	9,978
5,990	4,817	10,807
3,476	3,811	7,287
379	1,779	2,158
273	1,563	1,836
315	1,507	1,822
367	1,245	1,612
19,066	27,538	46,604

2021

Daily Admission	Pass Visits	Total Visits
556	279	835
7,363	5,248	12,611
5,057	4,255	9,312
826	1,734	2,560
177	1,748	1,925
178	1,467	1,645
324	1,279	1,603
14,481	16,010	30,491

2025 Parks and Recreation Income Report

Month	State & Federal Grants	Admission Fees	Concessions	Activity Fees	Contractual Fees	Parks & Recreation Sales Tax	Sales of Merchandise	Contributions	Sale of Property	Transfer In	Investment Earnings	Misc	Total
January	\$ -	\$ 11,036.01	\$ 3.75	\$ 4,421.00	\$ 693.00	\$ 167,617.99	\$ 78.00	\$ 500.00	\$ -	\$ -	\$ 4,633.91	\$ -	\$ 188,983.66
February	\$ -	\$ 10,791.00	\$ -	\$ 7,363.00	\$ -	\$ 152,694.66	\$ 133.00	\$ 1,190.00	\$ -	\$ -	\$ 4,850.91	\$ (180.00)	\$ 176,842.57
March	\$ -	\$ 12,017.70	\$ -	\$ 27,270.00	\$ 600.00	\$ 140,931.88	\$ 34.00	\$ 1,550.00	\$ -	\$ -	\$ 6,392.08	\$ (330.00)	\$ 188,465.66
April	\$ -	\$ 11,382.00	\$ 1,884.00	\$ 7,494.50	\$ 3,000.00	\$ 182,338.58	\$ 79.00	\$ 3,925.00	\$ -	\$ -	\$ 5,539.08	\$ 465.00	\$ 216,107.16
May	\$ -	\$ 19,044.01	\$ 5,645.75	\$ 10,673.00	\$ -	\$ 169,343.12	\$ 145.00	\$ 1,458.00	\$ -	\$ -	\$ 5,845.91	\$ (727.00)	\$ 211,427.79
June	\$ 24,259.20	\$ 66,488.65	\$ 31,973.00	\$ 14,438.00	\$ 1,600.00	\$ 173,406.68	\$ 665.00	\$ 1,900.00	\$ -	\$ -	\$ 6,073.38	\$ 307.25	\$ 321,111.16
July	\$ -	\$ 47,421.08	\$ 26,060.00	\$ 20,829.00	\$ -	\$ 162,671.44	\$ 917.00	\$ 6,775.00	\$ -	\$ -	\$ 6,224.85	\$ 133.25	\$ 271,031.62
August	\$ -	\$ 23,642.11	\$ 7,174.75	\$ 12,375.50	\$ 320.00	\$ 169,267.16	\$ 306.00	\$ 3,950.00	\$ -	\$ -	\$ 4,980.70	\$ 375.00	\$ 222,391.22
September	\$ -	\$ 10,691.18	\$ -	\$ 5,292.00	\$ 12,000.00	\$ 150,539.14	\$ 467.00	\$ 12,445.31	\$ 35.00	\$ -	\$ 5,258.85	\$ 6.50	\$ 196,734.98
October	\$ -	\$ 8,996.18	\$ -	\$ 4,860.00	\$ -	\$ -	\$ 89.00	\$ 2,250.00	\$ -	\$ -	\$ 4,975.12	\$ 3.00	\$ 21,173.30
November										\$ -			\$ -
December										\$ -			\$ -
YTD Total	\$ 24,259.20	\$ 221,509.92	\$ 72,741.25	\$ 115,016.00	\$ 18,213.00	\$ 1,468,810.65	\$ 2,913.00	\$ 35,943.31	\$ 35.00	\$ -	\$ 54,774.79	\$ 53.00	\$ 2,014,269.12
2025 Budget	\$ 126,576.00	\$ 246,000.00	\$ 85,000.00	\$ 1,418,550.00	\$ 20,000.00	\$ 2,004,622.00	\$ 2,500.00	\$ 58,550.00	\$ 5,000.00	\$ 180,010.00	\$ 35,000.00	\$ 150.00	\$ 4,181,958.00
YTD %	19.2%	90.0%	85.6%	8.1%	91.1%	73.3%	116.5%	61.4%	0.0%	0.0%	156.5%	35.3%	48.2%

2024 Parks and Recreation Income Report

Month	State & Federal Grants	Admission Fees	Concessions	Activity Fees	Contractual Fees	Parks & Recreation Sales Tax	Sales of Merchandise	Contributions	Sale of Property	Transfer In	Investment Earnings	Misc	Total
January	\$ (1,028.40)	\$ 5,304.32	\$ -	\$ 6,846.50	\$ 384.00	\$ 148,155.09	\$ 110.00	\$ 1,025.00	\$ -	\$ -	\$ 4,058.53	\$ -	\$ 164,855.04
February	\$ 1,028.40	\$ 12,031.28	\$ -	\$ 9,571.00	\$ 165.00	\$ 173,058.90	\$ 85.00	\$ 3,050.00	\$ -	\$ -	\$ 3,904.84	\$ 25.00	\$ 202,919.42
March	\$ -	\$ 10,962.51	\$ -	\$ 28,182.34	\$ 2,500.00	\$ 153,090.60	\$ 109.00	\$ 2,262.00	\$ -	\$ -	\$ 4,482.30	\$ -	\$ 201,588.75
April	\$ -	\$ 8,784.88	\$ 3,505.25	\$ 8,940.50	\$ 429.00	\$ 178,788.05	\$ 141.00	\$ 1,560.00	\$ -	\$ -	\$ 4,456.44	\$ -	\$ 206,605.12
May	\$ -	\$ 36,770.30	\$ 13,650.70	\$ 14,897.00	\$ 429.00	\$ 169,535.65	\$ 992.26	\$ 16,010.54	\$ 7,600.00	\$ -	\$ 4,618.64	\$ -	\$ 264,504.09
June	\$ -	\$ 49,079.35	\$ 34,971.51	\$ 13,877.50	\$ -	\$ 174,822.34	\$ 581.74	\$ 1,125.00	\$ -	\$ -	\$ 4,510.08	\$ -	\$ 278,967.52
July	\$ -	\$ 34,696.75	\$ 26,745.25	\$ 21,789.50	\$ 330.00	\$ 184,059.37	\$ 480.00	\$ 5,325.00	\$ -	\$ -	\$ 4,822.44	\$ -	\$ 278,248.31
August	\$ 109,550.00	\$ 22,910.16	\$ 7,246.00	\$ 12,039.00	\$ -	\$ 168,606.91	\$ 204.00	\$ 500.00	\$ -	\$ -	\$ 3,903.02	\$ -	\$ 324,959.09
September	\$ -	\$ 9,074.68	\$ -	\$ 4,611.00	\$ -	\$ 170,867.79	\$ 46.00	\$ 11,509.45	\$ 4,000.00	\$ -	\$ 4,882.71	\$ -	\$ 204,991.63
October	\$ -	\$ 7,979.02	\$ -	\$ 2,696.00	\$ 13,353.00	\$ 162,628.02	\$ 22.00	\$ 2,825.00	\$ -	\$ -	\$ 4,385.51	\$ -	\$ 193,888.55
November	\$ -	\$ 6,643.89	\$ -	\$ 3,643.50	\$ -	\$ 174,201.36	\$ 39.00	\$ 500.00	\$ -	\$ -	\$ 4,368.10	\$ -	\$ 189,395.85
December	\$ -	\$ 11,344.97	\$ -	\$ 5,302.00	\$ -	\$ 171,595.42	\$ 66.00	\$ 4,550.00	\$ -	\$ -	\$ 4,074.08	\$ -	\$ 196,932.47
YTD Total	\$ 109,550.00	\$ 215,582.11	\$ 86,118.71	\$ 132,395.84	\$ 17,590.00	\$ 2,029,409.50	\$ 2,876.00	\$ 50,241.99	\$ 11,600.00	\$ -	\$ 52,466.69	\$ 25.00	\$ 2,707,855.84
2024 Budget	\$ 149,750.00	\$ 200,000.00	\$ 85,000.00	\$ 129,750.00	\$ 18,000.00	\$ 1,886,587.00	\$ 2,200.00	\$ 63,350.00	\$ 5,000.00	\$ 86,500.00	\$ 35,000.00	\$ 150.00	\$ 2,661,287.00
YTD %	73.2%	107.8%	101.3%	102.0%	97.7%	107.6%	130.7%	79.3%	0.0%	0.0%	149.9%	16.7%	101.7%