



Warrensburg Convention and Visitors Bureau **Board Meeting**

Warrensburg Municipal Center- Council Chambers, 200 S Holden,
Warrensburg MO 64093

Thursday, April 13, 2023 10:00 AM

1. Call To Order
Tom Koenigsfeld, President
2. Roll Call
Marcy Barnhart, Tourism Director
3. Adopt Agenda
4. Minutes From Prior Meeting-March 9, 2023
Marcy Barnhart, Tourism Director

Documents:

[MINUTES 03092023.PDF](#)

5. National Volunteer Month-WCVB Board Recognition
6. Financial Report
Marcy Barnhart, Tourism Director

Documents:

[DETAIL REPORT 04102023.PDF](#)
[LODGING TAX 04052023.PDF](#)

7. Visitor Center: 205 N Holden Update
Marcy Barnhart, Tourism Director

Documents:

[DIRECTOR NOTES 205 N HOLDEN UPDATE.PDF](#)

8. Order Of Business: 205 N Holden Change Order No. 2
Marcy Barnhart, Tourism Director

Documents:

[DIRECTOR NOTES 205 N HOLDEN CHANGE ORDER .PDF](#)
[WCVB CHANGE ORDER NO. 2 04032023.PDF](#)

9. Order Of Business: Visitor Guide Printing
Marcy Barnhart, Tourism Director

Documents:

[DIRECTOR NOTES VISITOR GUIDE PRINTING BID APPROVAL.PDF](#)

10. WCVB Strategic Plan Update
Marcy Barnhart, Tourism Director

Documents:

[DIRECTORS NOTES STRATEGIC PLAN UPDATE.DOCX](#)

11. Directors Report
Marcy Barnhart, Tourism Director

Documents:

[04112023 WCVB DIRECTORS REPORT .PDF](#)
[THANK YOU APRIL 2023.PDF](#)

12. Appearances By The Public
13. City Of Warrensburg Update
Jim Kushner, City of Warrensburg Mayor

Danielle Dulin, City Manager

14. Warrensburg Parks And Recreation Update
Chris Deal, WPR Interim Director

15. Board Comments
WCVB Board Members

16. Other Business
Marcy Barnhart, Tourism Director

WCVB Board

Warrensburg Convention & Visitors Bureau Minutes

Zoom

10 a.m. Thursday, March 9, 2023

A meeting of the Warrensburg Convention and Visitors Bureau was held by Zoom on Thursday, March 9, 2023, at 10:02 a.m. with President Tom Koenigsfeld presiding.

Roll was called as follows:

Present: Kelly Brooks, Tom Koenigsfeld, Ginny McTighe, Diane Thompson, and Diane Whitworth; and exofficio member Chris Deal

Absent: Dana Phelps and Scott Thomason; and exofficio members Danielle Dulin and Jim Kushner

The adoption of the agenda was considered. Brooks made a motion to adopt the agenda as presented. The motion was seconded by Whitworth. Motion passed.

Minutes of the February 9, 2023, WCVB Board meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was seconded by Koenigsfeld. Brooks and Whitworth abstained. Motion passed.

Financial report* was provided by the WCVB director.

FY 2022-2023

As of March 6, 2023, 52% of budgeted expenses have been incurred.

As of March 6, 2023, 31% of the budgeted revenue has been received.

The February 2023 transfer by the City had not been completed by the report date.

Two hotels have not remitted their lodging tax from December 2022 and January 2023.

The WCVB is waiting for the receipt of MDT MMG 2023 Quarter 2 reimbursement of \$22,286.

*Unaudited numbers provided.

The WCVB director provided an update on the renovation of 205 North Holden Street. The WCVB has not received notification from the Missouri Department of Economic Development regarding the Local Tourism Asset Development Grant. The first invoice was received March 3, 2023. It was submitted for payment following approval by Senior Project Manager Bill Graves. The change order approved in February regarding the moisture issue is being worked on.

The WCVB director presented six-month budget amendments to the Board for review and approval. McTighe made a motion to approve the budget amendments as presented. The motion was seconded by Whitworth. Motion passed.

The following budget revisions were presented for approval:

Beginning Fund Balance: \$550,000 (as per the Nov. 2022 bank reconciliation)

Revenue:

Increased \$70,000 from City of Warrensburg allocation of ARPA Funds (205 N Holden Renovation)

Increased interest accrual: \$8,500

Decreased retail: \$0

Total Revenue: \$497,750

Expense:
Increased Personnel Expenses \$133,460 (P-T Employee Expenses-Board approved Oct. 2022)
Decreased Non-Category \$53,350
Increased Total Services \$225,240
Increased Capital Outlay \$461,250 (205 N Holden Renovation Contract)
Total Expenses: \$898,300 (Short \$400,550)
Ending Fund Balance: \$149,450

The WCVB director presented the Visitor Profile Study conducted by Madden Media. The WCVB received a grant through the Missouri Division of Tourism to cover 50 percent of the study's cost. Data from 2021 and 2022 was utilized. 81% of visitors to Warrensburg came from surrounding drive markets (within 300 miles) from neighboring counties. Visitors top five origin states, excluding Missouri, are Kansas, Texas, Illinois, Arkansas, and Oklahoma. The WCVB's top opportunity markets are Kansas City, MO; Springfield, MO; Columbia-Jefferson City, MO area; St. Louis, MO; Joplin, MO-Pittsburg, KS; and Topeka, KS. The in-state visitors' average stay is 1.9 days, and the out-of-state visitors' average stay is 2.8 days. The research will be utilized for the 2024 marketing plan (also included in the MDT grant) Madden Media is creating for the WCVB.

The WCVB Director provided an update on the WCVB's Strategic Plan.

The WCVB Director provided the Director's Report. The director discussed upcoming events; past events; important dates for the Visitor Center; and upcoming agenda items to be presented to the Board.

The Warrensburg Parks and Recreation update was provided by WPR Interim Director Chris Deal.

The WCVB Director reminded the Board of the upcoming WCVB Board meeting schedule. The board discussed the April Board meeting. Due to the lack of quorum, the meeting will not be moved to the afternoon of April 13 to allow the tour of Western Missouri Medical Center. The board will be notified of WMMC tour opportunities. The meeting will remain at 10 a.m. in-person at the Warrensburg Municipal Center.

The meeting was adjourned at 10:52 a.m.



Detail Report Account Detail

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
Fund: 830 - WCVB TOURISM BUREAU								
830-51905	TAXES - LODGING					0.00	-161,543.58	-161,543.58
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER			-30,681.30	-30,681.30
Activity for October, 2022:							-30,681.30	
11/30/2022	GLPKT12904	JE197384		NOVEMBER			-22,975.85	-53,657.15
Activity for November, 2022:							-22,975.85	
12/31/2022	GLPKT13130	JE197462		DECEMBER			-54,849.16	-108,506.31
Activity for December, 2022:							-54,849.16	
01/31/2023	GLPKT13332	JE197561		JANUARY			-14,896.95	-123,403.26
Activity for January, 2023:							-14,896.95	
02/28/2023	GLPKT13631	JE197696		FEBRUARY			-13,542.43	-136,945.69
Activity for February, 2023:							-13,542.43	
03/31/2023	GLPKT13698	JE197723		MARCH			-24,597.89	-161,543.58
Activity for March, 2023:							-24,597.89	
830-52200	GRANTS - STATE					0.00	-22,286.42	-22,286.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/22/2023	GLPKT13594	JE197661		MO DIV OF TOURISM MKT GRANT 2ND Q...			-22,286.42	-22,286.42
Activity for March, 2023:							-22,286.42	
830-57105	INTEREST ON DEPOSITS					0.00	-9,992.01	-9,992.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197301		BANK INT OCT			-1,733.04	-1,733.04
Activity for October, 2022:							-1,733.04	
11/30/2022	GLPKT12905	JE197385		NOV BANK INT			-1,698.19	-3,431.23
Activity for November, 2022:							-1,698.19	
12/31/2022	GLPKT13105	JE197456		DEC BANK INT			-2,109.51	-5,540.74
Activity for December, 2022:							-2,109.51	
01/31/2023	GLPKT13266	JE197532		JAN BANK INT			-2,329.49	-7,870.23
Activity for January, 2023:							-2,329.49	
02/28/2023	GLPKT13548	JE197634		BANK INTEREST EARNED FEB			-2,121.78	-9,992.01
Activity for February, 2023:							-2,121.78	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name				Beginning Balance	Total Activity	Ending Balance	
830-57120	EARNINGS CREDIT				0.00	-301.81	-301.81	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12750	JE197326		OCT BANK FEES AND EARN CR			-64.05	-64.05
							Activity for October, 2022:	-64.05
11/30/2022	GLPKT12965	JE197406		NOV BANK FEES EARN CR			-61.96	-126.01
							Activity for November, 2022:	-61.96
12/31/2022	GLPKT13132	JE197464		DEC BANK FEES AND EARN CR			-64.00	-190.01
							Activity for December, 2022:	-64.00
01/31/2023	GLPKT13556	JE197642		JAN BNK FEES EARN CR			-53.93	-243.94
							Activity for January, 2023:	-53.93
02/28/2023	GLPKT13556	JE197643		FEB EARN CR AND BANK FEES			-57.87	-301.81
							Activity for February, 2023:	-57.87
830-611-1101	WAGES				0.00	35,657.96	35,657.96	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			5,361.54	5,361.54
							Activity for October, 2022:	5,361.54
11/30/2022	GLPKT12904	JE197384		NOVEMBER			5,361.54	10,723.08
							Activity for November, 2022:	5,361.54
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			8,046.08	18,769.16
							Activity for December, 2022:	8,046.08
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			5,629.60	24,398.76
							Activity for January, 2023:	5,629.60
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			5,629.60	30,028.36
							Activity for February, 2023:	5,629.60
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			5,629.60	35,657.96
							Activity for March, 2023:	5,629.60
830-611-1102	WAGES - PART TIME				0.00	8,834.25	8,834.25	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	GLPKT12904	JE197384		NOVEMBER			1,838.63	1,838.63
							Activity for November, 2022:	1,838.63
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			3,198.78	5,037.41
							Activity for December, 2022:	3,198.78
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			1,842.03	6,879.44
							Activity for January, 2023:	1,842.03
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			926.14	7,805.58
							Activity for February, 2023:	926.14

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name				Beginning Balance	Total Activity	Ending Balance	
830-611-1102	WAGES - PART TIME - Continued				0.00	8,834.25	8,834.25	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			1,028.67	8,834.25
Activity for March, 2023:							1,028.67	
830-611-1105	WAGES - SUPPLEMENTAL				0.00	660.00	660.00	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSE			100.00	100.00
11/30/2022	GLPKT12904	JE197384		NOVEMBER			100.00	200.00
Activity for November, 2022:							100.00	
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			100.00	300.00
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			60.00	360.00
Activity for December, 2022:							160.00	
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			100.00	460.00
Activity for January, 2023:							100.00	
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			100.00	560.00
Activity for February, 2023:							100.00	
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			100.00	660.00
Activity for March, 2023:							100.00	
830-611-1106	PTO ANNUAL PAY OUT				0.00	1,195.62	1,195.62	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			1,195.62	1,195.62
Activity for December, 2022:							1,195.62	
830-611-2101	FICA TAXES				0.00	3,563.92	3,563.92	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			405.79	405.79
11/30/2022	GLPKT12904	JE197384		NOVEMBER			546.44	952.23
Activity for November, 2022:							546.44	
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			955.42	1,907.65
Activity for December, 2022:							955.42	
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			649.55	2,557.20
Activity for January, 2023:							649.55	
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			499.44	3,056.64
Activity for February, 2023:							499.44	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

						Beginning Balance	Total Activity	Ending Balance
830-611-2101 FICA TAXES - Continued						0.00	3,563.92	3,563.92
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			507.28	3,563.92
						Activity for March, 2023:	507.28	
830-611-2201 RETIREMENT - LAGERS						0.00	2,546.48	2,546.48
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			360.46	360.46
11/30/2022	GLPKT12904	JE197384		NOVEMBER			360.46	720.92
						Activity for November, 2022:	360.46	
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			622.05	1,342.97
						Activity for December, 2022:	622.05	
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			447.19	1,790.16
						Activity for January, 2023:	447.19	
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			378.16	2,168.32
						Activity for February, 2023:	378.16	
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			378.16	2,546.48
						Activity for March, 2023:	378.16	
830-611-2301 INSURANCE - DENTAL						0.00	417.78	417.78
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			69.26	69.26
11/30/2022	GLPKT12904	JE197384		NOVEMBER			69.26	138.52
						Activity for November, 2022:	69.26	
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			69.26	207.78
						Activity for December, 2022:	69.26	
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			70.00	277.78
						Activity for January, 2023:	70.00	
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			70.00	347.78
						Activity for February, 2023:	70.00	
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			70.00	417.78
						Activity for March, 2023:	70.00	
830-611-2302 INSURANCE - HEALTH						0.00	4,500.28	4,500.28
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			649.76	649.76
						Activity for October, 2022:	649.76	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name				Beginning Balance	Total Activity	Ending Balance	
830-611-2302	INSURANCE - HEALTH - Continued				0.00	4,500.28	4,500.28	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	GLPKT12904	JE197384		NOVEMBER			649.76	1,299.52
							Activity for November, 2022:	649.76
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			649.76	1,949.28
							Activity for December, 2022:	649.76
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			1,517.00	3,466.28
							Activity for January, 2023:	1,517.00
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			517.00	3,983.28
							Activity for February, 2023:	517.00
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			517.00	4,500.28
							Activity for March, 2023:	517.00
830-611-2304	INSURANCE - LIFE				0.00	81.45	81.45	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			13.24	13.24
							Activity for October, 2022:	13.24
11/30/2022	GLPKT12904	JE197384		NOVEMBER			13.24	26.48
							Activity for November, 2022:	13.24
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			13.24	39.72
							Activity for December, 2022:	13.24
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			13.91	53.63
							Activity for January, 2023:	13.91
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			13.91	67.54
							Activity for February, 2023:	13.91
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			13.91	81.45
							Activity for March, 2023:	13.91
830-611-2305	INSURANCE - SHORT TERM DISABIL				0.00	103.89	103.89	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			16.89	16.89
							Activity for October, 2022:	16.89
11/30/2022	GLPKT12904	JE197384		NOVEMBER			16.89	33.78
							Activity for November, 2022:	16.89
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			16.89	50.67
							Activity for December, 2022:	16.89
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			17.74	68.41
							Activity for January, 2023:	17.74

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account					Name	Beginning Balance	Total Activity	Ending Balance
830-611-2305					INSURANCE - SHORT TERM DISABIL - Continued	0.00	103.89	103.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			17.74	86.15
							Activity for February, 2023:	17.74
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			17.74	103.89
							Activity for March, 2023:	17.74
830-611-2306					INSURANCE - LONG TERM DISABILI	0.00	82.17	82.17
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			13.36	13.36
							Activity for October, 2022:	13.36
11/30/2022	GLPKT12904	JE197384		NOVEMBER			13.36	26.72
							Activity for November, 2022:	13.36
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			13.36	40.08
							Activity for December, 2022:	13.36
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			14.03	54.11
							Activity for January, 2023:	14.03
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			14.03	68.14
							Activity for February, 2023:	14.03
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			14.03	82.17
							Activity for March, 2023:	14.03
830-611-2310					WELLNESS	0.00	90.00	90.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			30.00	30.00
							Activity for January, 2023:	30.00
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			30.00	60.00
							Activity for February, 2023:	30.00
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			30.00	90.00
							Activity for March, 2023:	30.00
830-611-2401					WORKER'S COMPENSATION	0.00	97.89	97.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			11.80	11.80
							Activity for October, 2022:	11.80
11/30/2022	GLPKT12904	JE197384		NOVEMBER			15.84	27.64
							Activity for November, 2022:	15.84
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			16.53	44.17
							Activity for December, 2022:	16.53

Detail Report

Date Range: 10/01/2022 - 04/10/2023

						Beginning Balance	Total Activity	Ending Balance
830-611-2401 WORKER'S COMPENSATION - Continued						0.00	97.89	97.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			24.65	68.82
Activity for January, 2023:							24.65	
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			14.42	83.24
Activity for February, 2023:							14.42	
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			14.65	97.89
Activity for March, 2023:							14.65	
830-611-4102 CLOTHING						0.00	236.79	236.79
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/07/2023	POPKT19499	INV0014566	DFT0001669	CENTRAL LOGOS-PT POLOS	0200025 - UMB BANK		40.52	40.52
Purchase Order Number: 23-01523								
Activity for January, 2023:							40.52	
03/06/2023	POPKT20163	INV0015196	101	CENTRAL LOGOS-WCVB CLOTHING FOR S...	0200025 - UMB BANK		179.92	220.44
Purchase Order Number: 23-02422								
03/16/2023	GLPKT13547	JE197629		MV CENTRAL LOGO CHG FR MEET SUPP T...			16.35	236.79
Activity for March, 2023:							196.27	
830-611-4108 MEETING SUPPLIES						0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/07/2023	POPKT19499	INV0014573	DFT0001669	CENTRAL LOGOS-HAT	0200025 - UMB BANK		16.35	16.35
Purchase Order Number: 23-01523								
Activity for January, 2023:							16.35	
03/16/2023	GLPKT13547	JE197629		MV CENTRAL LOGO CHG FR MEET SUPP T...			-16.35	0.00
Activity for March, 2023:							-16.35	
830-611-4109 OFFICE SUPPLIES						0.00	1,050.98	1,050.98
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/28/2022	POPKT18696	10/21/22	524	REIMBURSEMENT OFFICE SUPPLIES	0200036 - BRYANT, MARCY		177.40	177.40
Purchase Order Number: 23-00450								
Activity for October, 2022:							177.40	
12/14/2022	POPKT19156	INV0014479	DFT0001636	WALMART-STORAGE BOX	0200025 - UMB BANK		20.88	198.28
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014485	DFT0001636	STAPLES-CALENDARS & MOUSE	0200025 - UMB BANK		46.16	244.44
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014486	DFT0001636	STAPLES-OFFICE CHAIRS	0200025 - UMB BANK		689.78	934.22
Purchase Order Number: 23-01196								

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-4109	OFFICE SUPPLIES - Continued					0.00	1,050.98	1,050.98
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/14/2022	POPKT19156	INV0014487	DFT0001636	STAPLES-TRASH CAN, PENS & PENCILS	0200025 - UMB BANK		37.42	971.64
	Purchase Order Number: 23-01196							
12/14/2022	POPKT19156	INV0014501	DFT0001636	STAPLES-BOXES & NOTEPADS	0200025 - UMB BANK		43.86	1,015.50
	Purchase Order Number: 23-01196							
Activity for December, 2022:							838.10	
01/07/2023	POPKT19499	INV0014565	DFT0001669	STAPLES-OFFICE SUPPLIES	0200025 - UMB BANK		35.48	1,050.98
	Purchase Order Number: 23-01523							
Activity for January, 2023:							35.48	
830-611-4114	SOFTWARE					0.00	304.33	304.33
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014222	DFT0001614	CANVA-ANNUAL FEE	0200025 - UMB BANK		119.40	119.40
	Purchase Order Number: 23-00553							
Activity for November, 2022:							119.40	
12/14/2022	POPKT19156	INV0014502	DFT0001636	CONSTANT CONTACT-SERVICE CHARGE	0200025 - UMB BANK		86.93	206.33
	Purchase Order Number: 23-01196							
Activity for December, 2022:							86.93	
02/01/2023	POPKT19814	INV0014807	DFT0001700	CONSTANT CONTACT-FEE	0200025 - UMB BANK		98.00	304.33
	Purchase Order Number: 23-01925							
Activity for February, 2023:							98.00	
830-611-4117	FOOD					0.00	234.66	234.66
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014223	DFT0001614	CASEYS-ICE BLIND BOONE SYMPOSIUM	0200025 - UMB BANK		2.85	2.85
	Purchase Order Number: 23-00553							
11/02/2022	POPKT18819	INV0014228	DFT0001614	RISE-COOKIES LMO	0200025 - UMB BANK		56.00	58.85
	Purchase Order Number: 23-00553							
11/02/2022	POPKT18819	INV0014229	DFT0001614	HYVEE-LMO BAG SNACKS	0200025 - UMB BANK		48.36	107.21
	Purchase Order Number: 23-00553							
Activity for November, 2022:							107.21	
12/14/2022	POPKT19156	INV0014493	DFT0001636	HYVEE-COOKIES PUBLIC WORKS	0200025 - UMB BANK		39.02	146.23
	Purchase Order Number: 23-01196							
12/14/2022	POPKT19156	INV0014494	DFT0001636	JIMMY JOHNS-STAFF LUNCH MOVING DAY	0200025 - UMB BANK		30.43	176.66
	Purchase Order Number: 23-01196							
Activity for December, 2022:							69.45	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-4117	FOOD - Continued					0.00	234.66	234.66
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2023	POPKT19814	INV0014808	DFT0001700	WBG CHAMBER-MLK LUNCHEON	0200025 - UMB BANK		18.00	194.66
Purchase Order Number: 23-01925								
Activity for February, 2023:							18.00	
03/06/2023	POPKT20163	INV0015194	101	PLAYERS-LUNCH WITH ERICA COLLINS (W...	0200025 - UMB BANK		40.00	234.66
Purchase Order Number: 23-02422								
Activity for March, 2023:							40.00	
830-611-4199	SUPPLIES NON - CATEGORIZED					0.00	1,811.14	1,811.14
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/17/2022	POPKT18519	10/3/22	514	REIMBURSEMENT-TABLE	0200036 - BRYANT, MARCY		89.00	89.00
Purchase Order Number: 23-00251								
Activity for October, 2022:							89.00	
11/02/2022	POPKT18819	INV0014235	DFT0001614	LASER QUICK-205 N HOLDEN RENOVATIO...	0200025 - UMB BANK		172.80	261.80
Purchase Order Number: 23-00553								
Activity for November, 2022:							172.80	
12/14/2022	POPKT19156	INV0014478	DFT0001636	LASER QUICK-NAMETAGS	0200025 - UMB BANK		34.88	296.68
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014480	DFT0001636	LASER QUICK	0200025 - UMB BANK		5.00	301.68
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014481	DFT0001636	HYVEE-FLOREAL HOTEL OPENING	0200025 - UMB BANK		41.41	343.09
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014482	DFT0001636	ACE-KEY HOLDER AND KEYS 205 N HOLDEN	0200025 - UMB BANK		9.77	352.86
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014484	DFT0001636	WALMART-HOLIDAY DECOR & PARADE	0200025 - UMB BANK		37.52	390.38
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014496	DFT0001636	AMAZON-FISH SUPPLIES (SOCIAL MEDIA)	0200025 - UMB BANK		51.12	441.50
Purchase Order Number: 23-01196								
Activity for December, 2022:							179.70	
01/07/2023	POPKT19499	INV0014567	DFT0001669	DOLLAR TREE-HOLIDAY DECOR & PARADE ...	0200025 - UMB BANK		21.80	463.30
Purchase Order Number: 23-01523								
01/07/2023	POPKT19499	INV0014568	DFT0001669	MO SECT OF STATE-CERT OF GOOD STAND..	0200025 - UMB BANK		10.45	473.75
Purchase Order Number: 23-01523								
Activity for January, 2023:							32.25	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-4199	SUPPLIES NON - CATEGORIZED - Continued					0.00	1,811.14	1,811.14
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2023	POPKT19814	INV0014806	DFT0001700	WESTLAKE-205 N HOLDEN KEYS (GRAVES)	0200025 - UMB BANK		6.08	479.83
Purchase Order Number: 23-01925								
Activity for February, 2023:							6.08	
03/06/2023	POPKT20163	INV0015195	101	4IMPRINT-GRAY PLASTIC BAGS	0200025 - UMB BANK		881.42	1,361.25
Purchase Order Number: 23-02422								
03/06/2023	POPKT20163	INV0015202	101	4IMPRINT-WCVB SUNGLASSES	0200025 - UMB BANK		449.89	1,811.14
Purchase Order Number: 23-02422								
Activity for March, 2023:							1,331.31	
830-611-5101	UTILITY - ELECTRIC					0.00	378.60	378.60
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/14/2022	POPKT18861	4423700001-10/22	DFT0001613	205 N HOLDEN ELECTRIC-APT	0207226 - EVERGY MISSOURI WEST INC		27.91	27.91
Purchase Order Number: 23-00741								
11/14/2022	POPKT18861	4423700001-10/22	DFT0001613	205 N HOLDEN ELECTRIC-OFFICE	0207226 - EVERGY MISSOURI WEST INC		38.65	66.56
Purchase Order Number: 23-00741								
Activity for November, 2022:							66.56	
12/09/2022	GLPKT13613	JE197666		PO FOR EVERGY BANK DRAFT \$3.00 MORE...			-3.00	63.56
12/14/2022	POPKT20246	4423700001-11/22	DFT0001738	205 N HOLDEN ELECTRIC UPPER LEVEL	0207226 - EVERGY MISSOURI WEST INC		29.96	93.52
Purchase Order Number: 23-01201								
12/14/2022	POPKT20246	6278467766-11/22	DFT0001739	205 N HOLDEN ELECTRIC LOWER LEVEL	0207226 - EVERGY MISSOURI WEST INC		36.82	130.34
Purchase Order Number: 23-01201								
Activity for December, 2022:							63.78	
01/07/2023	POPKT19438	4423700001-12/22	DFT0001663	205 N HOLDEN UPSTAIRS ELECTRIC	0207226 - EVERGY MISSOURI WEST INC		35.38	165.72
Purchase Order Number: 23-01522								
01/07/2023	POPKT19438	6278467766-12/22	DFT0001664	205 N HOLDEN LOWER ELECTRIC	0207226 - EVERGY MISSOURI WEST INC		52.74	218.46
Purchase Order Number: 23-01522								
Activity for January, 2023:							88.12	
02/23/2023	POPKT19996	4423700001-1/23	DFT0001714	205 N HOLDEN ELECTRIC-FEB 2023	0207226 - EVERGY MISSOURI WEST INC		40.01	258.47
Purchase Order Number: 23-02237								
02/23/2023	POPKT19996	6278467766-1/23	DFT0001715	205 N HOLDEN ELECTRIC-FEB 2023	0207226 - EVERGY MISSOURI WEST INC		49.30	307.77
Purchase Order Number: 23-02237								
Activity for February, 2023:							89.31	
03/16/2023	POPKT20246	4423700001-2/23	DFT0001740	205 N HOLDEN UPPER LEVEL	0207226 - EVERGY MISSOURI WEST INC		41.54	349.31
Purchase Order Number: 23-02591								

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5101	UTILITY - ELECTRIC - Continued					0.00	378.60	378.60
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/16/2023	POPKT20246	6278467766-2/23	DFT0001741	205 N HOLDEN LOWER LEVEL	0207226 - EVERGY MISSOURI WEST INC		29.29	378.60
Purchase Order Number: 23-02591								
Activity for March, 2023:							70.83	
830-611-5102	UTILITY - GAS					0.00	749.48	749.48
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014233	DFT0001614	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		48.72	48.72
Purchase Order Number: 23-00553								
11/02/2022	POPKT18819	INV0014234	DFT0001614	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		22.76	71.48
Purchase Order Number: 23-00553								
Activity for November, 2022:							71.48	
12/14/2022	POPKT19156	INV0014499	DFT0001636	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		49.56	121.04
Purchase Order Number: 23-01196								
Activity for December, 2022:							49.56	
01/07/2023	POPKT19499	INV0014570	DFT0001669	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		57.37	178.41
Purchase Order Number: 23-01523								
01/07/2023	POPKT19499	INV0014571	DFT0001669	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		59.28	237.69
Purchase Order Number: 23-01523								
Activity for January, 2023:							116.65	
02/01/2023	POPKT19814	INV0014811	DFT0001700	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		160.36	398.05
Purchase Order Number: 23-01925								
02/01/2023	POPKT19814	INV0014812	DFT0001700	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		101.30	499.35
Purchase Order Number: 23-01925								
Activity for February, 2023:							261.66	
03/06/2023	POPKT20163	INV0015197	101	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		197.16	696.51
Purchase Order Number: 23-02422								
03/06/2023	POPKT20163	INV0015198	101	SPIRE-205 N HOLDEN GAS	0200025 - UMB BANK		52.97	749.48
Purchase Order Number: 23-02422								
Activity for March, 2023:							250.13	
830-611-5103	UTILITY - WATER					0.00	127.84	127.84
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014230	DFT0001614	AMERICAN WATER-205 N HOLDEN WATER	0200025 - UMB BANK		10.82	10.82
Purchase Order Number: 23-00553								

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5103	UTILITY - WATER - Continued					0.00	127.84	127.84
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014231	DFT0001614	AMERICAN WATER-205 N HOLDEN WATER	0200025 - UMB BANK		10.35	21.17
Purchase Order Number: 23-00553								
Activity for November, 2022:							21.17	
12/14/2022	POPKT19156	INV0014489	DFT0001636	MAWC-205 N HOLDEN WATER	0200025 - UMB BANK		10.82	31.99
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014490	DFT0001636	MAWC-205 N HOLDEN WATER	0200025 - UMB BANK		10.35	42.34
Purchase Order Number: 23-01196								
Activity for December, 2022:							21.17	
01/07/2023	POPKT19499	INV0014563	DFT0001669	MAWC-205 N HOLDEN WATER	0200025 - UMB BANK		10.35	52.69
Purchase Order Number: 23-01523								
01/07/2023	POPKT19499	INV0014564	DFT0001669	MAWC-205 N HOLDEN WATER	0200025 - UMB BANK		10.82	63.51
Purchase Order Number: 23-01523								
Activity for January, 2023:							21.17	
02/01/2023	POPKT19814	INV0014809	DFT0001700	AMERICAN WATER-205 N HOLDEN WATER	0200025 - UMB BANK		10.82	74.33
Purchase Order Number: 23-01925								
02/01/2023	POPKT19814	INV0014810	DFT0001700	AMERICAN WATER-205 N HOLDEN WATER	0200025 - UMB BANK		15.88	90.21
Purchase Order Number: 23-01925								
Activity for February, 2023:							26.70	
03/06/2023	POPKT20163	INV0015191	101	205 N HOLDEN WATER	0200025 - UMB BANK		26.02	116.23
Purchase Order Number: 23-02422								
03/06/2023	POPKT20163	INV0015192	101	205 N HOLDEN WATER	0200025 - UMB BANK		11.61	127.84
Purchase Order Number: 23-02422								
Activity for March, 2023:							37.63	
830-611-5106	UTILITY - TELEPHONE					0.00	1,458.44	1,458.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12716	JE197303		OCTOBER EXPENSES			60.00	60.00
Activity for October, 2022:							60.00	
11/30/2022	GLPKT12904	JE197384		NOVEMBER			60.00	120.00
Activity for November, 2022:							60.00	
12/31/2022	POPKT19213	INV178080410	88	ZOOM ANNUAL CHARGE	0208576 - ZOOM VIDEO COMMUNICATIONS ...		1,098.44	1,218.44
Purchase Order Number: 23-01161								
12/31/2022	GLPKT13130	JE197462		DEC EXPENSES			60.00	1,278.44
Activity for December, 2022:							1,158.44	
01/31/2023	GLPKT13332	JE197561		JANUARY EXPENSE			60.00	1,338.44
Activity for January, 2023:							60.00	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5106	UTILITY - TELEPHONE - Continued					0.00	1,458.44	1,458.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/28/2023	GLPKT13631	JE197696		FEBRUARY EXPENSE			60.00	1,398.44
							Activity for February, 2023:	60.00
03/31/2023	GLPKT13698	JE197723		MARCH EXPENSES			60.00	1,458.44
							Activity for March, 2023:	60.00
830-611-5109	UTILITY - SEWER					0.00	106.72	106.72
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/15/2022	POPKT18819	INV0014236	DFT0001614	CITY OF WBG-205 N HOLDEN SEWER	0200025 - UMB BANK		26.00	26.00
							Activity for November, 2022:	26.00
12/14/2022	POPKT19156	INV0014500	DFT0001636	CITY OF WBG-205 N HOLDEN SEWER	0200025 - UMB BANK		26.00	52.00
							Activity for December, 2022:	26.00
01/07/2023	POPKT19499	INV0014572	DFT0001669	CITY OF WARRENSBURG-205 N HOLDEN S...	0200025 - UMB BANK		26.00	78.00
							Activity for January, 2023:	26.00
03/06/2023	POPKT20163	INV0015193	101	205 N HOLDEN SEWER	0200025 - UMB BANK		28.72	106.72
							Activity for March, 2023:	28.72
830-611-5202	CONSULTING					0.00	15,000.00	15,000.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/06/2023	POPKT20061	2023-017130	100	VISITOR PROFILE STUDY-MDT MPD GRANT..	0200032 - MADDEN MEDIA		15,000.00	15,000.00
							Activity for March, 2023:	15,000.00
830-611-5203	FINANCIAL SERVICES					0.00	672.55	672.55
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	GLPKT12750	JE197326		OCT BANK FEES AND EARN CR			134.32	134.32
							Activity for October, 2022:	134.32
11/30/2022	GLPKT12965	JE197406		NOV BANK FEES EARN CR			128.77	263.09
							Activity for November, 2022:	128.77
12/31/2022	GLPKT13132	JE197464		DEC BANK FEES AND EARN CR			149.14	412.23
							Activity for December, 2022:	149.14
01/31/2023	GLPKT13556	JE197642		JAN BNK FEES EARN CR			127.50	539.73
							Activity for January, 2023:	127.50

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5203	FINANCIAL SERVICES - Continued					0.00	672.55	672.55
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/28/2023	GLPKT13556	JE197643		FEB EARN CR AND BANK FEES			132.82	672.55
Activity for February, 2023:							132.82	
830-611-5206	LEGAL SERVICES					0.00	75.00	75.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/26/2022	POPKT18599	44411	522	RENOVATION CONTRACT REVIEW-205 N ...	0200003 - HARRIS HARRIS AND SOMMER LLC		75.00	75.00
Purchase Order Number: 23-00435								
Activity for October, 2022:							75.00	
830-611-5299	CONTRACTUAL NON CATEGORIZED					0.00	942.06	942.06
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/25/2022	POPKT18599	484951082	86	PRINTER COPIER AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	157.01
Purchase Order Number: 23-00414								
Activity for October, 2022:							157.01	
11/28/2022	POPKT19011	487444762	87	PRINTER/COPIER AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	314.02
Purchase Order Number: 23-00875								
11/29/2022	POPKT19011	2	530	PHOTOGRAPHY-SERVICES	0208551 - CARR, TOM A.		500.00	814.02
Purchase Order Number: 23-00935								
Activity for November, 2022:							657.01	
01/06/2023	POPKT19438	489900191	92	PRINTER COPIER AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	971.03
Purchase Order Number: 23-01519								
01/23/2023	POPKT19565	492115233	94	PRINTER COPIER AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	1,128.04
Purchase Order Number: 23-01714								
01/25/2023	POPKT19565	1/25/23	533	MO LIFE SCENIC GUIDE WRITE UP	0207200 - GREIFE, MICHAEL		75.00	1,203.04
Purchase Order Number: 23-01813								
Activity for January, 2023:							389.02	
02/01/2023	POPKT19684	001	535	PHOTOGRAPHY SERVICES-PHOTO & CARDS	0208595 - HEAVIN, DIANE JANE		182.26	1,385.30
Purchase Order Number: 23-01924								
02/23/2023	POPKT19996	494550478	98	PRINTER COPEIR AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	1,542.31
Purchase Order Number: 23-02246								
Activity for February, 2023:							339.27	
03/16/2023	GLPKT13547	JE197631		MV FR CONTRACT NON CAT TO SERV NON...			-500.00	1,042.31
03/16/2023	GLPKT13547	JE197632		MV FR CONTRACT NON CAT TO SERV NON...			-75.00	967.31
03/16/2023	GLPKT13547	JE197633		MV FR CONTRACT NON CAT TO SERV NON...			-182.26	785.05

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Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5299	CONTRACTUAL NON CATEGORIZED - Continued					0.00	942.06	942.06
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/27/2023	POPKT20294	496883737	102	PRINTER COPIER AGREEMENT	0207169 - MARCO HOLDINGS, LLC		157.01	942.06
Purchase Order Number: 23-02746								
Activity for March, 2023:							-600.25	
830-611-5301	PROPERTY INSURANCE					0.00	4,319.00	4,319.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	POPKT19011	WARRCOM-2 11/22	531	ANNUAL PROPERTY INSURANCE POLICY 2...	0200024 - MIKE KEITH INSURANCE INC.		4,319.00	4,319.00
Purchase Order Number: 23-00700								
Activity for November, 2022:							4,319.00	
830-611-5401	TRAVEL - MEALS					0.00	53.52	53.52
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014224	DFT0001614	TST-UKRAFT (SANDWICH SHOP)-LUNCH G...	0200025 - UMB BANK		12.51	12.51
Purchase Order Number: 23-00553								
11/02/2022	POPKT18819	INV0014226	DFT0001614	CHEDDARS-LUNCH GOV CONF	0200025 - UMB BANK		22.01	34.52
Purchase Order Number: 23-00553								
Activity for November, 2022:							34.52	
12/14/2022	POPKT19156	INV0014483	DFT0001636	SOPHIAS-MTA BOARD MTG COLUMBIA	0200025 - UMB BANK		19.00	53.52
Purchase Order Number: 23-01196								
Activity for December, 2022:							19.00	
830-611-5402	MILEAGE					0.00	388.75	388.75
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/17/2022	POPKT18519	10/4/22-10/6/22	514	MILEAGE REIMBURSEMENT	0200036 - BRYANT, MARCY		270.00	270.00
Purchase Order Number: 23-00253								
Activity for October, 2022:							270.00	
11/29/2022	POPKT19011	11/9/22	529	MILEAGE REIMBURSEMENT	0200036 - BRYANT, MARCY		118.75	388.75
Purchase Order Number: 23-00918								
Activity for November, 2022:							118.75	
830-611-5403	TRAVEL - ROOMS					0.00	351.44	351.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014225	DFT0001614	ROYAL SONESTA-GOV CONF LODGING	0200025 - UMB BANK		351.44	351.44
Purchase Order Number: 23-00553								
Activity for November, 2022:							351.44	

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name				Beginning Balance	Total Activity	Ending Balance	
830-611-5501	DUES AND MEMBERSHIPS				0.00	1,005.00	1,005.00	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/17/2022	POPKT18519	JUL-JUL 1, 2023	520	MEMBERSHIP DUES MBARNHART	0200029 - WARRENSBURG LIONS CLUB		80.00	80.00
Purchase Order Number: 23-00268								
							Activity for October, 2022:	80.00
11/30/2022	POPKT19011	2023	532	ANNUAL MEMBERSHIP DUES	0200005 - MO ASSOCIATION OF CONVENTION..		700.00	780.00
Purchase Order Number: 23-00936								
							Activity for November, 2022:	700.00
03/06/2023	POPKT20163	INV0015203	101	MO TRAVEL COUNCIL-MEMBERSHIP DUES	0200025 - UMB BANK		225.00	1,005.00
Purchase Order Number: 23-02422								
							Activity for March, 2023:	225.00
830-611-5601	ADVERTISING				0.00	45,543.72	45,543.72	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/11/2022	POPKT18861	2022-5546	526	SPONSORED CONTENT-NOV 2022	0200015 - MISSOURI LIFE, INC		800.00	800.00
Purchase Order Number: 23-00701								
11/11/2022	POPKT18861	2022-5546	526	ENEWSLETTER-OCT 2022	0200015 - MISSOURI LIFE, INC		700.00	1,500.00
Purchase Order Number: 23-00701								
11/18/2022	POPKT18861	29868	527	FULL PAGE AD WINTER 2022	0200041 - SHOW-ME MISSOURI		1,200.00	2,700.00
Purchase Order Number: 23-00754								
							Activity for November, 2022:	2,700.00
12/14/2022	POPKT19156	INV0014492	DFT0001636	STAR JOURNAL-205 N HOLDEN RENO BID ...	0200025 - UMB BANK		118.40	2,818.40
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014498	DFT0001636	TERRAIN MEDIA-NEWSLETTER	0200025 - UMB BANK		350.00	3,168.40
Purchase Order Number: 23-01196								
12/15/2022	POPKT19250	2022-012768	89	SEM-APRIL 2022	0200032 - MADDEN MEDIA		376.23	3,544.63
Purchase Order Number: 23-01208								
12/15/2022	POPKT19250	2022-013295	89	SEM-MAY 2022	0200032 - MADDEN MEDIA		372.10	3,916.73
Purchase Order Number: 23-01208								
12/15/2022	POPKT19250	2022-015314	89	SEM-OCT 2022	0200032 - MADDEN MEDIA		936.43	4,853.16
Purchase Order Number: 23-01208								
12/15/2022	POPKT19250	2022-015756	89	SEM-NOV 2022	0200032 - MADDEN MEDIA		469.63	5,322.79
Purchase Order Number: 23-01208								
12/15/2022	POPKT19295	2022-015849	90	DIGITAL ADV SEPT/OCT 2022	0200032 - MADDEN MEDIA		8,559.31	13,882.10
Purchase Order Number: 23-01211								
12/15/2022	POPKT19295	2022-015850	90	DIGITAL ADV-NOV 2022	0200032 - MADDEN MEDIA		11,214.95	25,097.05
Purchase Order Number: 23-01212								
							Activity for December, 2022:	22,397.05

Detail Report

Date Range: 10/01/2022 - 04/10/2023

						Beginning Balance	Total Activity	Ending Balance
830-611-5601 ADVERTISING - Continued						0.00	45,543.72	45,543.72
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/07/2023	POPKT19438	2022-016157	91	SEM DEC 2022	0200032 - MADDEN MEDIA		933.58	26,030.63
Purchase Order Number: 23-01520								
01/07/2023	POPKT19530	2022-016161	93	DIGITAL ADV-DEC 2022	0200032 - MADDEN MEDIA		16,608.67	42,639.30
Purchase Order Number: 23-01521								
01/14/2023	POPKT19530	667194	534	CHAMBER GUIDE BOOK AD	0208309 - PHILLIPS CAPITAL PARTNERS, INC		500.00	43,139.30
Purchase Order Number: 23-01626								
						Activity for January, 2023:	18,042.25	
02/10/2023	POPKT19812	2023-016602	97	SEM FEBRUARY 2023	0200032 - MADDEN MEDIA		472.64	43,611.94
Purchase Order Number: 23-02079								
02/23/2023	POPKT19996	29905	536	SPRING 2023 FULL PAGE AD	0200041 - SHOW-ME MISSOURI		1,200.00	44,811.94
Purchase Order Number: 23-02238								
						Activity for February, 2023:	1,672.64	
03/06/2023	POPKT20061	2023-017125	100	SEM MARCH 2023	0200032 - MADDEN MEDIA		731.78	45,543.72
Purchase Order Number: 23-02429								
						Activity for March, 2023:	731.78	
830-611-5602 POSTAGE						0.00	73.85	73.85
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	POPKT18819	INV0014237	DFT0001614	PACK N MAIL-STAMPS	0200025 - UMB BANK		70.00	70.00
Purchase Order Number: 23-00553								
						Activity for November, 2022:	70.00	
03/06/2023	POPKT20163	INV0015204	101	PACK N MAIL-POSTAGE PACKET	0200025 - UMB BANK		3.85	73.85
Purchase Order Number: 23-02422								
						Activity for March, 2023:	3.85	
830-611-5603 PRINTING AND BINDING						0.00	773.50	773.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/14/2022	POPKT19156	INV0014488	DFT0001636	CANVA-SPIRIT TRAIL CARD	0200025 - UMB BANK		190.00	190.00
Purchase Order Number: 23-01196								
12/14/2022	POPKT19156	INV0014497	DFT0001636	CANVA-RESTAURANT GUIDE	0200025 - UMB BANK		145.00	335.00
Purchase Order Number: 23-01196								
						Activity for December, 2022:	335.00	
03/06/2023	POPKT20163	INV0015199	101	CANVA-FAMILY FUN CARDS	0200025 - UMB BANK		145.00	480.00
Purchase Order Number: 23-02422								
03/06/2023	POPKT20163	INV0015200	101	CANVA-BUSINESS CARDS	0200025 - UMB BANK		28.50	508.50
Purchase Order Number: 23-02422								

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5603	PRINTING AND BINDING - Continued					0.00	773.50	773.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/06/2023	POPKT20163	INV0015201	101	CANVA-GOLF FUN CARDS	0200025 - UMB BANK		145.00	653.50
	Purchase Order Number: 23-02422							
03/06/2023	POPKT20163	INV0015205	101	CANVA-JR WALKING TOUR	0200025 - UMB BANK		120.00	773.50
	Purchase Order Number: 23-02422							
						Activity for March, 2023:	438.50	
830-611-5699	COMMUNICATION- NON CATEGORIZED					0.00	1,216.06	1,216.06
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/18/2022	POPKT18949	242050	528	ANNUAL FEE	0200039 - CIVICPLUS, INC.		1,216.06	1,216.06
	Purchase Order Number: 23-00816							
						Activity for November, 2022:	1,216.06	
830-611-5999	SERVICES - NON CATEGORIZED					0.00	6,252.26	6,252.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/17/2022	POPKT18519	100	515	PHOTOGRAPHY SERVICES	0208551 - CARR, TOM A.		1,350.00	1,350.00
	Purchase Order Number: 23-00271							
10/17/2022	POPKT18519	INV-000010	516	PHOTOGRAPHY SERVICES-BOARD PIC	0208505 - CHAMBERLIN, SARAH		175.00	1,525.00
	Purchase Order Number: 23-00267							
10/24/2022	POPKT18599	1	521	PHOTOGRAPHY SERVICES-QUILT SHOW	0208551 - CARR, TOM A.		250.00	1,775.00
	Purchase Order Number: 23-00392							
						Activity for October, 2022:	1,775.00	
11/02/2022	POPKT18819	INV0014227	DFT0001614	BEST TAKE MEDIA-BURG FEST PHOTOS	0200025 - UMB BANK		437.50	2,212.50
	Purchase Order Number: 23-00553							
11/02/2022	POPKT18819	INV0014232	DFT0001614	BEST TAKE MEDIA-BURG FEST PHOTOS	0200025 - UMB BANK		437.50	2,650.00
	Purchase Order Number: 23-00553							
						Activity for November, 2022:	875.00	
12/14/2022	POPKT19156	INV0014495	DFT0001636	SUNFLOWER-MOVING SERVICES	0200025 - UMB BANK		720.00	3,370.00
	Purchase Order Number: 23-01196							
						Activity for December, 2022:	720.00	
01/07/2023	POPKT19499	INV0014562	DFT0001669	BEST TAKE MEDIA-HOLIDAY FUN VIDEO	0200025 - UMB BANK		887.50	4,257.50
	Purchase Order Number: 23-01523							
01/07/2023	POPKT19499	INV0014569	DFT0001669	BEST TAKE MEDIA-HOLIDAY FUN VIDEO (F...	0200025 - UMB BANK		887.50	5,145.00
	Purchase Order Number: 23-01523							
						Activity for January, 2023:	1,775.00	
03/13/2023	POPKT20162	INV-000016	537	GRAPHIC DESIGN SERVICES-SHOW ME MO...	0208505 - CHAMBERLIN, SARAH		350.00	5,495.00
	Purchase Order Number: 23-02539							

Detail Report

Date Range: 10/01/2022 - 04/10/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
830-611-5999	SERVICES - NON CATEGORIZED - Continued					0.00	6,252.26	6,252.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/16/2023	GLPKT13547	JE197631		MV FR CONTRACT NON CAT TO SERV NON...			500.00	5,995.00
03/16/2023	GLPKT13547	JE197632		MV FR CONTRACT NON CAT TO SERV NON...			75.00	6,070.00
03/16/2023	GLPKT13547	JE197633		MV FR CONTRACT NON CAT TO SERV NON...			182.26	6,252.26
Activity for March, 2023:							1,107.26	
830-611-6101	BUILDINGS					0.00	95,633.04	95,633.04
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/06/2023	POPKT20061	12/28/22-3/3/23	99	205 N HOLDEN RENOVATION PMT 1	0208596 - ENNEKING, MAURICE J.		95,633.04	95,633.04
Purchase Order Number: 23-02421								
Activity for March, 2023:							95,633.04	
830-611-9301	COMMUNITY AGREEMENTS					0.00	5,174.35	5,174.35
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	POPKT18619	GRANT-BLIND BOONE	525	TOURIMS MARKETING GRANT-BLIND BO...	0208561 - JOHN WILLIAM BOONE HERITAGE ...		2,000.00	2,000.00
Purchase Order Number: 23-00469								
Activity for October, 2022:							2,000.00	
12/14/2022	POPKT19156	INV0014491	DFT0001636	TWISTERS-SPONSORSHIP	0200025 - UMB BANK		500.00	2,500.00
Purchase Order Number: 23-01196								
Activity for December, 2022:							500.00	
03/14/2023	POPKT20250	3/13/23	538	CONCERTS IN THE COURTHOUSE SPONSO...	0200017 - JOHNSON COUNTY HISTORICAL SO...		1,000.00	3,500.00
Purchase Order Number: 23-02576								
03/29/2023	POPKT20294	2023-SPORT GRANT	539	WCVB SPORTS GRANT	0208619 - BIG BROTHERS & BIG SISTERS		1,674.35	5,174.35
Purchase Order Number: 23-02745								
Activity for March, 2023:							2,674.35	
Total Fund: 830 - WCVB TOURISM BUREAU:						Beginning Balance: 0.00	Total Activity: 47,640.95	Ending Balance: 47,640.95
Grand Totals:						Beginning Balance: 0.00	Total Activity: 47,640.95	Ending Balance: 47,640.95

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
830 - WCVB TOURISM BUREAU	0.00	47,640.95	47,640.95
Grand Total:	0.00	47,640.95	47,640.95

**CITY OF WARRENSBURG
LODGING TAX TEN YEAR COMPARISON**



	FY13	FY14	FY15	FY17	FY18	FY19	FY20	FY21	FY22	FY23	CHANGE	%	
OCT				\$ 10,664.28	\$ 14,468.77	\$ 18,136.08	\$ 15,413.84	\$ 25,326.19	\$ 21,376.05	\$ 22,975.85	\$ 1,599.80	7.48%	OCT
NOV				\$ 11,856.62	\$ 10,528.83	\$ 10,744.89	\$ 40,257.33	\$ 13,459.83	\$ 36,383.86	\$ 54,849.16	\$ 18,465.30	50.75%	NOV
DEC				\$ 6,761.43	\$ 7,065.61	\$ 7,629.16	\$ 18,335.22	\$ 18,653.37	\$ 14,828.82	\$ 14,896.95	\$ 68.13	0.46%	DEC
JAN				\$ 7,100.05	\$ 8,711.87	\$ 9,409.07	\$ 14,881.91	\$ 14,549.56	\$ 13,660.80	\$ 13,542.43	\$ (118.37)	-0.87%	JAN
FEB				\$ 4,274.36	\$ 8,630.16	\$ 8,230.30	\$ 21,406.86	\$ 23,358.51	\$ 27,470.67	\$ 24,597.89	\$ (2,872.78)	-10.46%	FEB
MAR				\$ 12,622.11	\$ 11,598.22	\$ 10,533.92	\$ 19,520.74	\$ 28,082.46	\$ 36,567.73				MAR
APR				\$ 9,345.76	\$ 13,836.05	\$ 12,894.11	\$ 14,101.18	\$ 28,468.79	\$ 20,899.61				APR
MAY				\$ 9,755.36	\$ 13,793.79	\$ 19,644.72	\$ 13,024.45	\$ 31,892.71	\$ 41,515.56				MAY
JUN				\$ 12,252.02	\$ 16,832.61	\$ 22,628.16	\$ 19,296.86	\$ 48,620.74	\$ 27,914.46				JUN
JULY				\$ 10,131.03	\$ 11,403.53	\$ 21,351.50	\$ 26,857.44	\$ 21,179.38	\$ 37,349.46				JULY
AUG				\$ 11,683.88	\$ 16,616.52	\$ 44,208.66	\$ 26,943.77	\$ 34,370.55	\$ 35,965.75				AUG
SEP				\$ 17,223.77	\$ 13,882.14	\$ 20,927.52	\$ 32,315.05	\$ 42,351.10	\$ 30,681.30				SEP
TOTAL				\$ 123,670.67	\$ 147,368.10	\$ 206,338.09	\$ 262,354.65	\$ 330,313.19	\$ 344,614.07	\$ 130,862.28	\$ 17,142.08	15.07%	TOTAL

WCVB Board Meeting

Meeting: April 13, 2023

Items:

205 N Holden Renovation Update

Overview:

Enneking Construction proceeded with the items identified in change order no. 1 (\$35,964) upon the Board's approval on February 9, 2023.

Enneking Construction presented the WCVB a second change order for \$30,703 on Monday, April 3, 2023. I contacted Senior Project Manager Bill Graves to discuss the details included. I spoke with Nathaniel Enneking with Enneking in length regarding each item noted. The change order will be presented for Board approval as an agenda item.

As of Monday, April 3 the crews were working on the HVAC system, finishing up framing, and wrapping up work in the crawl space. Cleaning out the crawl space and the installation of the vapor barrier has made a tremendous difference in the building. The windows no longer have condensation running down them each morning!

The City Council approved the WCVB's request to utilize the \$70,000 ARPA funds identified for area tourism for the renovation of 205 N Holden on Monday, March 13, 2023.

Staff will start working on getting bids for the furniture needs of the Center to present to the Board if needed at an upcoming meeting.

WCVB Visitor Center Committee continues to meet the first Wednesday of the month at 9 am via Zoom. Agenda and meeting log in information is posted on the City's website under agendas and minutes. The Committee's last meeting was Wednesday, April 5 (Diane W, Mayor Kushner, and City Manager Dulin). The next meeting is scheduled for 10 a.m. Wednesday, May 3.

Enneking Contract Breakdown:

Enneking Construction:	\$341,614 (Approved 12/8/2023)
Change Order No. 1:	\$35,964 (Crawl space approved 2/9/2023)
Change Order No. 2*:	\$30,703 (Proposed at WCVB April Board Meeting)
	\$408,281
Budget:	(\$400,000)
OVER	\$8,281

Additional Resources:

WCVB Board Meeting

Meeting: April 13, 2023

Items:

205 N Holden Change Order No. 2 – Crawl Space Access, Windows (Upstairs), Electrical and Exterior

Overview:

Enneking Construction presented the attached change order for a variety of items.

Crawl Space Access: Due to the crawl space now having a electricity to run the dehumidifier and sump pump, it changes the space as per code. The crawl space access needs to be modified for fire suppression.

Windows: Removal and replacement of windows on the upper level.

Electrical: Bring the upstairs up to City Code. As per Nathaniel with Enneking Construction, there are several areas throughout the building that are not grounded. He noted the items can be grandfathered in BUT it would be unsafe and believes if the building does not burn down, the WCVB would be making those updates later and the expense would be much higher as drywall would need to be removed.

Exterior: Removal of the wood box under the windows on the upper-level lead to the discovery of extensive damage not seen prior.

Amount of Change Order: \$30,703

Staff Recommendation:

WCVB Staff and Bill Graves, City of Warrensburg Senior Project Manager, recommend the WCVB Board approve the change order for \$30,703. The change order includes repairs the structure to be safe and the bring it up to City Code.

Additional Resources:

Change Order Presented by Enneking Construction



CONSTRUCTION PROPOSAL

Enneking Construction LLC. 1865 NW 565th Rd Kingsville, MO 64061

Phone: (Nathaniel) 816-729-1972 Fax: 816-697-3368 E-Mail:ennekingconstruction@gmail.com

CUSTOMER

WCVB

ESTIMATE NO

DATE

3/29/2023

ADDRESS

205 N Holden

CITY/STATE/ZIP

Warrensburg, MO 64093

PHONE

E-MAIL

SALESPERSON

PROJECT

Change Order #2

PREPARED BY:

ATTENTION

PAYMENT TERMS

DUE DATE

QUANTITY	DESCRIPTION	LABOR	UNIT PRICE	AMOUNT
	Crawl Space Access			
	Demo area under stairs. Cut opening in floor for crawl space access, build stairs. Install 5/8 fire rock for fire suppression.			\$2,500.00
	Windows			
	Removal and disposal of 6 windows on second floor. Install single hung replacement windows with low-e tempered glass.			\$7,260.00
	Electric - Main Level			
	Replace existing electrical panel on main floor. Siemens PN4060B1200C PN Series 200 amp 40-space 60 main breaker plug-on neutral load center indoor with copper bus. Siemens Q120 20 amp single pole type QQP circuit breaker aluminum ground bar kit.			\$1,500.00
	Install 20 amp circuit for new lighting in crawl space, install one round box and surface mount light fixture in crawl space for new lighting (required by inspector)			\$1,200.00
	Electric - 2nd Level			
	Service panel - install new service cable 4 conductor (SER 4-0/4-0/4-0/2-0) from main service disconnect to existing panel (panelboard P2). Install new ground bus in panel so grounds and neutrals can be separated.			\$3,304.00
	Bathrooms 1&2 - Install 20 amp circuit for lighting. Install 20 amp circuit for bathroom outlets. Install bath fan - Panasonic FV-0511VQ1. Install single gang box with SP 20 amp spec grade switch with plate. Install 6" new work can with led trim.			\$3,080.00
	Front office - Install 20 amp circuit for outlet and plugmolding. Install 120v 20 amp commercial grade outlet with box and plate. Replace existing outlets.			\$1,008.00
	Office 2 - Install 20 amp circuit for outlets. Install 120v 20 amp commercial grade outlet with box and plate. Replace existing outlets.			\$1,036.00
	Meeting Room - Install 20 amp circuit for outlets. Install 120v 20 amp commercial grade outlet with box and plate. Install 120v 20 amp commercial grade outlet with floor box and plate. Replace existing outlets.			\$1,708.00
	Kitchen - Install 40 amp 240v circuit for oven -EMT from panel to oven on surface of wall. Install 20 amp GFCI protected circuit for kitchen countertop - EMT from panel to surface of north wall. Install 20 amp GFCI protected circuit for disposal. Install 120v 20 amp commercial grade outlet with box and plate.			\$2,520.00
	Exterior			
	Prep site, assemble scaffold, fence in work area. Install wire lathe on damaged pre-casts. Apply mortar mix to damaged area - build up to restore as closely as possible to original. Repair and seal work area as needed. Removal and disposal of jobsite debris, remove fence and scaffold. (increase in size of scope, height and timeframe of new scope requires scaffolding instead of ladder work as originally proposed)			\$5,587.00

CUSTOMER

QUANTITY	DESCRIPTION	LABOR	UNIT PRICE	AMOUNT
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SUBTOTAL	\$30,703.00
TAX RATE	0.00%
SALES TAX	
OTHER	
TOTAL	\$30,703.00

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Pricing Includes all labor and material required to complete proposed project.

Sign Here to Accept Quote:

Authorized Rep

Date

WCVB Board Meeting

Meeting: April 13, 2023

Items:

Visitor Guide Printing

Overview:

Four printers were contacted for quotes using the below specs.

- **PRINT: 10,000 Quantity**
- **Cover: Gloss Cover, 80 lb**
- **Inside: Gloss, 60 lb (able to be written on)**
- **Saddle Stitch-twice**
- **Matte**
- **Finished Size: Size: 5 1/2 " x 8 1/2"**
- **Full-Color**
- **40 pages**

The following were submitted:

Sourcepoint, KC	\$6,550
Laser Quick Printing, Warrensburg (Print offsite)	\$7,500
Neal/Settle Printing, Grandview	\$7,880

Staff Recommendation:

Staff recommends the WCVB Board approve Sourcepoint for the printing of the Visitor Guide.

The designer has experience working with all the printers. They support using Sourcepoint.

WCVB Board Meeting

Meeting: April 13, 2023

Item: Strategic Plan Update/Committee Updates

(Committee appointments made August 11, 2022)

***Exofficio to all Committees as per WCVB Bylaws: Tom Koenigsfeld, WCVB President*

Goal: 1-Visitor Center

Visitor Center Committee: Dana Phelps, Diane Whitworth, Danielle Dulin and Jim Kushner

The Committee meets the first Wednesday of the month at 9 a.m. via Zoom.

Last meeting April 5; discussed 205 N Holden and change order.

*205 N Holden Update & Change Order included on Board agenda as separate item.

Goal 2-Visitor Profile and Goal 3-Marketing Plan

Marketing Committee: Diane Thompson, Kelly Brooks and Dana Phelps

Both projects have been approved for funding assistance through the Missouri Division of Tourism Marketing Platform Development grant. The director submitting information as requested by Madden Media to start on the projects including budgets, past advertising efforts and more.

*Visitor Profile Study reimbursement submitted to MDT

*Madden is working to have the 2024 Marketing Plan to the WCVB in April.

Parts of Goal 4: Foster Relationships (Grant Program & Sponsorship Program)

Grant: Ginny McTighe and Kelly Brooks

Three sports grants awarded in the Feb review:

- Blaine Whitworth Foundation Go Big or Go Home Golf Tournament
- Big Brothers Big Sisters of Johnson County Cornhole Tournament
- Johnson County Cancer Foundation Golf Tournament

No applications were submitted for the Friday, March 31 deadline. Next deadline is Friday, June 30.

The information for the sponsorship program has been sent via press release, social media posts and direct emails from director to nonprofits. A sponsorship was awarded to the Johnson County Historical Society-Courthouse Concert Spring Series.

Goal 5-Financial Stability/Sustainability

Finance: Ginny McTighe and Diane Whitworth

Financial policies and procedures are in draft form. Committee will review following City Finance's review. All policies will come before the board for review/approval.

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
April 11, 2023

WCVB Community Support

GRANT: The WCVB Board awarded three sports grants at the February Board Meeting. The recipients are Big Brothers Big Sisters of Johnson County-Cornhole Tournament, Johnson County Cancer Foundation-Golf Tournament and the Blaine Whitworth Go Big or Go Home Foundation-Golf Tournament. No applications were received by the March 31, 2023, deadline. Next deadline is June 30, 2023.

SPONSORSHIP: The WCVB was able to help the Johnson County Historical Society with sponsorship of the Courthouse Concert Series. We are publicizing this new program by sharing it on social media and sending a press release to local media.

Missouri Division of Tourism Marketing Matching Grant Update

The second quarter reimbursement for the MDT MMG 2023 totaling \$22, 286 for digital advertising completed October-December 2022 was received March 22, 2023.

I worked with Madden Media and MDT and our spring/summer digital campaigns launched on April 1, 2023, except for Tik Tok. We are working on getting it launched asap.

The MDT Marketing Platform Development Grant reimbursement for the Visitor Profile Study with Madden Media was submitted April 6, 2023. The total reimbursement is \$7,500. The Marketing Plan being created by Madden Media is also covered by this grant.

The grant deadline for the 2024 MDT Marketing Matching Grant is May 15, 2023. The WCVB is eligible to apply for \$37,500. The WCVB can also apply for the MDT Marketing Platform Development Grant for up to \$10,000. Both programs are 50/50 reimbursement grants.

The applications will be presented to the Board for approval at a future meeting.

I have several grant workshops scheduled to learn about the changes being implemented for the 2024 grant year.

ARPA Local Tourism Asset Development Grant

The WCVB was contacted March 22 for follow up information on our application submitted in December.

I had a meeting with DED staff on Friday, March 31 to discuss additional documentation. The requested documentation was provided Monday, April 3. They stated they expect to announce award recipients soon. I will keep WCVB Board and City Council posted on the status.

205 North Holden Update

WCVB Director continues to work with Senior Project Manager Bill Graves and Enneking Construction.

A second change order was received Monday, April 3 for a total cost of \$30,703. This includes electrical work, bringing the crawl space access up to code, window repairs to the upper level and exterior work. The order will be presented to the Board for approval at their April meeting-10 am Thursday, April 13.

Thank you to the City Council and City Administration for the allocation of American Rescue Plan Act Funds of \$70,000 to utilize for the renovation of 205 N Holden.

Contract Breakout:

Agreement Amount: \$341,614

Change Order 1: \$35,964

Change Order 2: \$30,703 (Pending Board Approval)

Total: \$408,281

MACVB Conference

I serve on the Missouri Association of Convention and Visitors Bureau Conference Committee. I will be out of the office attending the upcoming 2023 conference in St. Charles Sunday, April 23 through Wednesday, April 26.

Warrensburg Administrative Staff Retreat

I will be out of the office Thursday, April 27-Friday, April 28 attending the staff retreat for the City of Warrensburg Administrative Team.

Warrensburg Visitor Guide

The format for the guide is changing for the 2023 piece. The reformatting will help us tell Warrensburg's story. It will take a bit more time than the tri-fold brochure we've done in the past. We are working with a designer to assist with the piece. The piece will incorporate stories on the people who make our community what it is!

Small Town + Big Soul

The bid for the printing of the piece will go before the WCVB Board at the April Board Meeting for approval.

Social Media

WCVB Communication Coordinator MaKhi Thurman has been working on the Visit Warrensburg social media accounts. We continue to find the Weekend Fun post is popular and it receives a lot of engagement.

I hope you have noticed his latest social media outreach-Friday Outings. Makhi and I visit stores/attractions and learn about their offerings. We have had several businesses/attractions ask to be included. It is a great way to promote the offerings in our community. We've seen positive engagement from the organic campaign. We hope to see it increase as we continue.

The WCVB is working with a potential William Jewell student regarding an internship this summer. We hope to have Jacelynn Laws join the WCVB to assist MaKhi on social media.

National Travel and Tourism Week May 7-13, 2023

Staff is working on planning out the WCVB's recognition of the week. More details to come!

Missouri River Runner Marketing

Communities along the Missouri River Runner are discussing the opportunity in 2023 to do a station takeover in Illinois, Chicago area, and promote Missouri River Runner, Missouri tourism and our specific communities. The Missouri Division of Tourism will be providing financial support for the expense related to the takeover. The local communities will have a cost to participate and their individual cost of travel.

I believe this will be a worthwhile effort for the WCVB and will provide more details to the Board as they become available. The coalition meets monthly by Zoom to discuss our marketing efforts.

WCVB Board Meeting

The WCVB Board Meeting will be held at 10 am Thursday, April 13, 2023 in the Municipal Center-Council Chambers.

Meeting agendas can be found on the City's website: [Agendas and Minutes](#).

2023 WCVB Board Meeting Schedule:

In-Person	Zoom
January	February
April*	March
July	May
October	June
	August
	September
	November
	December

Mary,

Thank you so much for taking the time
to help us set up the Behind the Scenes

Tour for Wamensburg City Staff! We truly
appreciate the time & effort you put into it &
are thankful to have you on the WMMC
Foundation.

Jennie Snapp

As you know, the Johnson County
Historical Society relies on
memberships and donations to
keep things running. Thank you so
much for your contribution to
making that happen!

Lisa Jeece
JHS Teachers