



ADVISORY BOARD MEETING AGENDA

Tuesday, April 23, 2019

6:00 PM

Irene B. French Community Center Conference Room

- | | |
|---|---------------|
| 1. Roll Call/Attendance | Billy Crook |
| 2. Public Comments | Billy Crook |
| 3. Approval of March 26,2019 Minutes | Billy Crook |
| 4. Staff Reports | |
| a. Director's Report | Anna Slocum |
| i. Community Center Update | |
| b. Assistant Director's Report | Dave Smothers |
| i. Updates | |
| 1. Farmers' Market | |
| ii. Upcoming Events | |
| 1. Turkey Creek Festival 5K | |
| c. Recreation Supervisor Report | Renee Nagle |
| i. Reports | |
| 1. Brunch with the Bunny | |
| 2. Volunteer Appreciation Event | |
| ii. Upcoming Events | |
| 1. Turkey Creek Festival | |
| 2. Grandpa's War | |
| 5. New Business | |
| 6. Other Business | |
| a. New Community Center Room Naming Discussion | Anna Slocum |
| b. Residency / Household Policy – Second Review | Anna Slocum |
| c. Hometown Heroes Program | Anna Slocum |
| d. Park Board By-Laws | Billy Crook |
| e. 5701 Steering Committee Update | Billy Crook |
| 7. Adjournment | Billy Crook |

Distribution:

Board Members: Leary, Downey, Howard, Stull, Fowler, Getzlow, Crook, Leitch

Mayor Sissom

City Council Members

City Staff: Chris Engel, Meredith Hauck, Anna Slocum, Dave Smothers, Renee Nagle, Ingrid Berg, City Clerk

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, March 26, 2019
6:00PM

Roll Call

The March meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:00 pm, by Chairperson Billy Crook. Board members in attendance included: Kathy Stull, LaVera Howard, Christopher Leitch, Thelma Fowler, Katie Leary and Grant Getzlow. Suzanne Downey was absent but called in to listen to discussion. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; and Renee Nagle, Recreation Supervisor.

Public Comments

There was no one present for public comments.

Approval of Meeting Minutes

Christopher Leitch made a motion to accept the February meeting minutes and LaVera Howard seconded the motion; motion was approved unanimously.

Staff Reports

Director's Report

Community Center Update

Staff shared the monthly construction video produced by McCarthy. On-site pier drilling has started and staff has seen a sample form of the pre-cast wall that will be used for the community center.

Assistant Director's Report

Reports

Heartland Artist Exhibition Evaluation

The evaluation was included in the packet. Artist participation was down slightly from 110 to 91 artists in 2019. Based on feedback received by staff it is possibly due to having an abstract juror. The opening reception attendance was down from 300 to 275. This is likely due to the reduced number of artists and the unfavorable weather forecast the evening of the event. The quality of the art continues to improve each year.

Updates

2019 Farmers Market Season Update

To date, there have been 25 out of the 36 stalls sold. Staff is actively searching for new vendors. It is important to note that the vendors not returning are not moving markets but have personal conflicts. Unfortunately, there is a high competition for vendors with the increase in markets in surrounding cities over the past several years.

- Board members inquired if there will still be daily drop-in vendors allowed. Yes, there are two rates for daily – one for non-prime time (May and September and a prime rate for June-August).
- Is there a relationship with other markets that would allow for vendor referral if their space is full? Typically, vendors will apply with the larger markets first, filtering to smaller markets as space fills.

Turkey Creek Festival 5K Run Volunteers

Staff asked the board members if they would like to volunteer for the TCF 5K run on Saturday, May 18, 2019.

Several members commented about checking calendars. Billy Crook and Kathy Stull confirmed availability at the meeting.

Upcoming Events

Layers of Creativity... Mixed Media Unleashed

The next art gallery reception is slated for Thursday, April 4, 2019.

Recreation Supervisor's Report

Reports

Turkey Creek Festival Update

Turkey Creek Festival is Saturday, May 18. There are 13 confirmed food vendors. Staff has secured \$8,400 in sponsorship to date. There will be new roving entertainment as well as Drum Safari. The Police Department will be sponsoring a fundraiser for the two Merriam Police Officer battling cancer. They will have a dunk tank and Home Depot is providing a BBQ grill to auction as part of the event. Volunteers are needed for a variety of tasks the day of the event.

Upcoming Events

Volunteer Reception

The volunteer appreciation reception will be Thursday, April 11. Invitations were sent out the week of March 18. RSVPs are starting to come in. The event will be catered and feature live music.

Brunch with the Bunny

The flyer for the event was included in the packet. The event will be April 13. Maximum attendance is 100. Chris Cakes will be serving pancakes. In addition, the event will feature a visit with the Easter Bunny, egg hunt, games and giveaways.

New Business

Hometown Heroes Program

During a recent City Council meeting an area business owner requested a banner program for US Military Service People. The request was the program be similar to the existing banners that hang from the streetlights throughout town. The focus of the program would provide a way to remember local heroes and put meaning back into Memorial Day as being more than a kick-off to summer. The mayor has requested a discussion at Park Board about developing a program of this nature. The concept presented were individualized personalized banners. The decision point for the meeting is: "Should staff work to develop a draft program concept to present to Park Board to determine if this is a program to pursue with future recommendation to City Council?"

Discussion included:

- Does it have to be a banner program?
- Who manages the program?
- Should it be inclusive – honoring every veteran no matter what the economic status of the family might be?
- Would this be a break even program or would there be a need for profit?
- If the banner is purchased by a citizen, can the city legally retain possession?
- Should donations be pooled and honor one person each year?
- Should the banners be generic versus personalized?
- It should be easy to manager.
- Is this something that Flags4Freedom would manage?
- Should the City provide some subsidy to help cover expenses?

After discussion, staff will research how other entities have established their programs for future discussions.

Residency/Household Policy – First Review

Included in the packet was a memo outlining staff's recommendation for defining residency and households for the new community center. The memo included 12 surrounding community's definition of household with key words identified in each definition that helped formulate the proposal. The goal of the change is that the definition of household will be applied to residents and non-residents, specific enough to allow for efficient administration yet broad enough for non-traditional families. With current definitions it is too easy to find loop-holes, it is difficult to enforce and there are different definitions based on residency.

Proposed definition of residency:

- a. Any person who has a permanent residence within Merriam City limits
- b. Any person owning taxable real estate within Merriam City limits
 - Proof required with a valid drivers' license, current city business license or Notice of Appraised Value issued by Johnson County Assessor's Office.

Proposed definition of household:

Two (2) adults and up to three (3) dependent children as defined by IRS Qualifying Age Rule. Children 18 – 24 must provide proof of residency.

With the proposed definitions staff will not ask for proof of dependency but there needs to be limit on the number in household.

Discussion included:

- Children should be up to four (4).
- Should there be only individual memberships and not consider "units" of memberships?
- The definition needs to be used to regulate revenue, easily manageable, inclusive and accessible.
- Definition will manage people – any household larger than the quantity could have an "add-on" option.
- Is there a concern about overselling membership?
- Consider allowing for a utility bill as proof of residency to be all-inclusive.
- Are memberships buying a time-slot?
- Should there be a limit on children?
- Avoid binary standards.
- Should there be a definition of what combination defines a household? Should it be a number of slots with proof of residency within the household.
- Definition should reflect a combination of Roeland Park, Mission and Shawnee utilize.

Topic will be discussed in further detail at the April meeting.

New Community Center Room Naming Discussion

With the new community center under construction, staff is preparing for the operation of the facility. A key component is naming spaces within the facility that will generate revenue. Included in the packet was a memo outlining suggestions for naming the individual spaces. The three meeting rooms that open into one were proposed to have an over-arching theme that ties together. Suggestions for the classroom stem around names tied to education in Merriam. Suggestions for the party rooms tie to early entertainment. The goal is that each room would have an educational component with a plaque in the space explaining the significance to history.

Discussion included:

- Confirm the tie of Chouteau to Native American Settlers
- For Early Transportation the entire space could be the "Rails Room"
- Was there a consideration of street names?
- Is there a concern about utilizing names with the recent debate in cities with leaders who were not always law-abiding citizens?

Topic will be discussed in further detail at the April meeting with Board members encouraged to bring forth additional ideas for room names.

Other Business

Park Board By-Laws Update

Per discussion at the February meeting, the board unanimously decided to revisit the changes proposed to the By-laws at the December special meeting. Included in the packet was a memo summarizing the recommended changes as well as copy of the red-lined by-laws for discussion.

Discussion included:

- The number of absences should be limited to no more than 3 as that is approximately 25 – 30% of the meetings.
- Kansas statutes allows for telephone conferencing – is this an equipment issue?
- The National Council of Non-Profits states that allowing for teleconferencing allows for higher quorum, redefines attendance, diversity and inclusion. Attendance is required and stimulate conversation.
- There is a difference between a governing body and an advisory board. The different functions define if teleconferencing is necessary. It is difficult to have robust discussions with members linking in. There is also a concern if the space is “safe”. Who is listening in and possibly influencing the decision maker?
- City Council should make the determination if it is necessary and establish it as a policy and send it down to the boards.
- Could virtual link-up be offered on a trial period as a way to measure the basic parameters?
- With people volunteering their time the board needs to be more accommodating.

Thelma Fowler made a motion to allow virtual link up with safeguards in place. Katie Leary seconded the motion. The motion failed on with 2 yeses and 4 nos.

Christopher Leitch made a motion to recommend changes 1 – 7 be presented to City Council with three absences defined in change #4 and the term “recreational facilities” be added in change #1. Kathy Stull seconded the motion. The vote ended in a tie of 3 yeses and 3 nos. The discussion was tabled due to time limit of meeting almost to expiration.

5701 Steering Committee Update

The committee held its’ second meeting on Monday, March 18. The group met the consultant, CNA, who has been hired to facilitate the process and shared ideas regarding key issues, constraints and opportunities. Meeting dates were set including the first public meeting on April 29.

Adjournment

Katie Leary moved to adjourn the meeting at 8:30 pm and Kathy Stull seconded; motion was approved unanimously.

Special Event Evaluation Form



Event Name: Brunch with the Bunny

Date: Saturday April 13, 2019

Location: Irene B. French Community Center, Gym

Number of Registrants: 117

Number of participants: 117

Ages: various

Cost of Event: \$5/ until March 19

\$6/March 20-23

Revenues:

Total Revenues: \$ 585.00

Expenses:

Fun Express	\$	99.29
Amazon - tablecloths	\$	36.58
breakfast - Chris Cakes	\$	425.60
Walmart - jelly beans	\$	8.00
Amazon - fillable eggs	\$	23.99
A to Z Theatrical (costume)	\$	65.00
Total Expenses	\$	658.46

Special Items Needed: Game supplies, pre-stuffed eggs, craft, tattoos, Bunny costume, themed games, tables, chairs, trash cans.

Modes of Publicity: Winter Highlights; flier at parks, city hall and library; e-mailed to 2018 event attendees; Mac Kid, iFamily; KC Star calendar; Kids Out and About; KC Parent; poster at Community Center; lobby tv; Facebook®; website & outdoor electric sign.

Committees/Volunteer/Staff: *Volunteers:* Kaori Peterson as Bunny, LaVera Howard

Staff: Ingrid Berg, Renee Nagle, Brandy Peterson, Diane Timmons, Shellie Hardisty, Joe Segura, Hannah Daily

Strengths: Dorian from JOCO library had an "EGG book" and bunny song, before other activities began. Reserved signs at tables for family seating worked well. Chris Cakes flipped pancakes. Folks mentioned that they liked having the meal catered. Having each child find 10 eggs rather than having children just find whatever they could, made it much more fair for all involved. Each child, after finding 10 eggs, then received a chocolate bunny rubber duck.

Weaknesses: Make sure that we have eggs that we can actually toss when hiding. The eggs we had were continuously opening which made hiding them difficult and time consuming.

Opportunities: Activities included: story-time, Easter craft, tattoos, photos with Easter Bunny, catered meal Photo area with cardboard eggs was cute but we need a chair.

Thoughts: Love to be able to include more people. Can we have the event not sell-out, include anyone that wants to come? Is there a way that we can turn/flip tables so that more people can enjoy the event?

Special Event Evaluation Form



Event Name: Volunteer Appreciation Reception- "Volunteers are the Heart of Our Team"

Date: Thursday, April 11, 2019

Location: Irene B. French Community Center, Jenks Gym

Number of participants: 57

Expenses:

EXPENSES	
Marquee Event Rental	\$ 238.30
Coasters	\$ 435.00
Entertainment (Pastense)	\$ 300.00
Food	\$ 559.30
Dessert	\$ 32.99
Award	\$ 43.00
Décor	\$ 178.81
Total Expenses	\$ 1,787.40

Special Items Needed: Name tags, decorations, volunteer gift, bar tables and dining tables, chairs, screen, TV, platters, utensils, trash cans, portable bar and beverages.

Modes of Publicity: Invitation was mailed to volunteers with a follow up email.

Committees/Volunteer/Staff: Staff: Front Desk-Dianne Timmons & Shellie Hardisty
Other staff: Ingrid Berg, Dave Smothers, Anna Slocum, Renee Nagle, Brandy Peterson and Holly Jessen

Strengths: New table decorations were purchased. We used mirrors, glass bowls with submersible tea lights and greenery as a wreath around the glass bowl. Round tables with linens provide a better opportunity for conversation among all seated at the table, coasters were a very nice gift. Slide show improved over previous year as staff has made it a priority to photograph volunteers in action at each special event. High top tables provided a place for guests to gather in a more laid back atmosphere.

Weaknesses: We've already started working on next year's invite list to make the RSVP process quicker.

Opportunities: Guests seemed to like seeing name tags with where everyone volunteered. This gave them the opportunity to interact with each other seeing as how they had an event in common.

Thoughts: We spent more on food but guests mentioned that they liked that the meal was catered. The proper tone was set for the event that volunteers were truly appreciated and extra effort was taken to make this something very special. The line-up of the introduction of the volunteers worked very well with Special Event volunteers mentioned at the end. It was much more impactful to show how much we rely on volunteers for most of the work we do.



MERRIAM TURKEY CREEK FESTIVAL



FREE KID ZONE

501ST AND REBEL LEGIONS CHARACTERS
PONY RIDES + PETTING ZOO
PARAKEET ADVENTURE + BOUNCE HOUSES
DRUM SAFARI + GIANT CANDY LAND GAME

FREE CONCERTS

11 A.M. MICAH BURDICK
12:30 P.M. MIDDLE THEORY
2 P.M. THE ROAMIES

PEDAL BOATS (\$5)

CREEK CHIC:
SHOP LOCAL ARTISANS
FOOD TRUCKS

PANCAKE BREAKFAST

7:30 - 11:30 A.M. \$6/\$4 FOR KIDS, SHELTER #1

SATURDAY
MAY 18

10 A.M. — 4 P.M.

ANTIOCH PARK
6501 ANTIOCH ROAD



5K RUN/WALK & YOUTH SPRINT

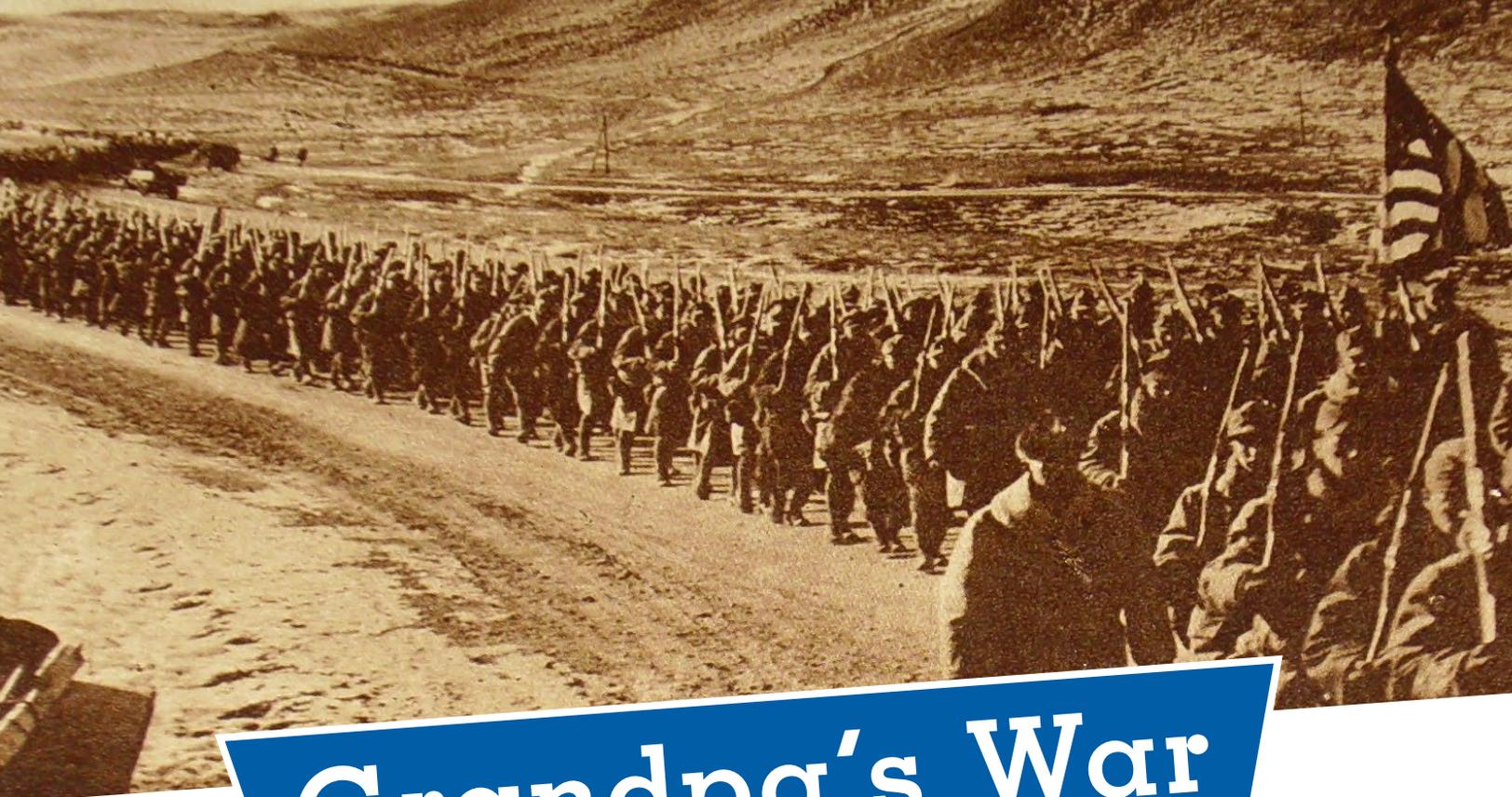
8-10 A.M. IRENE B. FRENCH COMMUNITY CENTER
5701 MERRIAM DRIVE

To register, call Merriam Parks & Recreation at
913-322-5550 or go online at runsignup.com.



MERRIAM.ORG/TCF 913-322-5550





Grandpa's War

The WWI Experiences of Corporal John George Rakers
Presented by author Mark Armato

Thursday, May 16 // 10 a.m.–Noon // \$2

With no living veterans from the Great War, keeping the history alive is an important reminder of the sacrifices made by the approximate 9.7 million military deaths during the conflict. Mark Armato, author of "Grandpa's War," grew up listening to his grandfather's engaging tales. Determined to preserve those stories, Armato shares one man's experiences in World War I with narratives full of humor, sadness, rebellion, and faith.

A light brunch will be served. Registration required by May 14.

Register online at merriam.org/parks, call 913-322-5550, or stop by the Irene B. French Community Center at 5701 Merriam Drive.





To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: New Community Center Banquet Room Naming
Date: April 23, 2019

The ideas below were presented at the March 26 meeting. Per the discussion at the meeting additional information was requested on the name “Chouteau”. According to research by staff Frederick Chouteau operated the trading post and was adopted into the tribe after marrying an Indian woman. As discussed in the March meeting, the Conference Room was not listed as a space requiring naming. Due to the nature of its use, there are no identified suggestions.

Individual rooms converting in to large banquet space:

Theme Idea	Room 1	Room 2	Room 3	Entire Space
Instrumental in establishing Merriam	Campbell	Kessler	Loomis	Founders Room
Native American Settlers	Bluejacket	Chouteau	Silverheel	Settlers Room
Inhabitant Dates	1826	1864	1957	Merriam Room
Neighborhoods in Merriam	Hocker Grove	South Park	Merriam Hills	Community Room
Early Transportation	Frisco	Trolley	Depot	

Suggestions for the classroom

Hickory Grove	Corinthian Nutter	Madam C.J. Walker
Ester Brown	Webb Room	Sharum

Suggestions for the Party Rooms

Lockwood Room	Trolley Room	Depot Room
Welcome Wagon Room	Merriam Park	Pioneer Room

Action Required: Staff recommends Park Board provide City Council with room name recommendations for the rentable spaces within new community center.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Household Definition
Date: April 23, 2019

Staff presented the following information at the March 26 Park Board meeting. Currently, household is defined differently for residents and non-residents. The definition is broad and difficult to enforce fairly. The current definitions are:

Merriam residency is defined as any person owning taxable real estate in Merriam or any person whose has permanent residence within Merriam city limits. To qualify for Merriam resident season pass rate, proof of residency is required with a valid photo driver's license.

Household membership is defined as more than one person living permanently within the same residence/address. Proof of residency is required for all adults age 18 and over with a valid photo driver's license prior to ID card being produced.

Non-residents may include no more than 6 household members. "Add-on" passes may be purchased for households with more than 6 members. Household membership is defined as more than one person living permanently within the same residence/address. Proof of address is required for all adults age 18 and over with a valid photo driver's license prior to ID card being produced.

Staff drafted a residency and household definition based on research from neighboring cities.

Residency defined as:

(a) Any person who has a permanent residence within the Merriam City limits

(b) Any person owning taxable real estate in Merriam

Proof required with a valid driver's license, current city business license or Notice of Appraised Value issued by the Johnson County Assessor's Office

Household defined as:

Two (2) adults and up to three (3) dependent children as defined by IRS Qualifying Age Rule. Children 18 – 24 must provide proof of residency (see residency proof documents)

The IRS Qualifying Age Rule per the IRS Website (<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>)

- At the end of the filing year, child was younger than you (or your spouse if your file a joint return) and younger than 19

- At the end of the filing year, your child was young than you (or your spouse if you file a joint return) younger than 24 and a full-time student
- At the end of the filing year, your child was any age and permanently and totally disabled*

*Permanently and totally disabled. Your child is permanently and totally disabled if both of the following apply: The child cannot engage in any substantial gainful activity because of a physical or mental condition and a doctor determines the condition has lasted or can be expected to last at least a year or lead to death.

After the discussion and advise provided at the March meeting the definitions are proposed as:

Residency defined as:

- (a) Any person who has a permanent residence within the Merriam City limits
- (b) Any person owning taxable real estate in Merriam

Proof required with a valid driver's license, **current utility bill (electric, gas or water)**, current city business license or Notice of Appraised Value issued by the Johnson County Assessor's Office

Household defined as:

Two (2) adults and up to **four (4)** dependent children as defined by IRS Qualifying Age Rule. Children 18 – 24 must provide proof of residency (see residency proof documents)

Action Required: Staff recommends Park Board provide City Council with residency and household definition recommendations for the new community center.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Park and Recreation Advisory Board By-Law Amendments
Date: April 23, 2019

In November 2018, Park and Recreation Advisory Board meeting, Park Board members requested a review of the by-laws. Due to the timing of meetings, the Board called for a special meeting which occurred on December 1, 2018. At the end of the meeting there was a recommendation for changes to be considered by City Council. City Council did not take action on the recommendation. Due to the emergency nature in which it appeared the changes had occurred, it was advised that the Board revisit the changes. With no January meeting, Park Board members decided at the February meeting to revisit the changes in March prior to making a final recommendation. In March, Park Board members could not come to a consensus on the recommended changes. Below is a summary of the recommended changes proposed.

1. Eliminating the aquatic center from facilities operated. Moving forward the building will be referenced as the community center. This may require an update pending the 5701 discussion. In the March meeting, it is recommended that the facilities operated should remain generic. The suggested change to wording was “operation of city parks and facilities”
2. Correcting a typographical error from “od” to “of” and “one year” term to “one-year” term
3. Simplifying the resignations to be filed as soon as the member decided versus as soon as possible after the member decides.
4. Amending the number of absences allowed in a year and clarifying the determination of continued membership.
5. Remove the classification of excused vs. unexcused absences. Since all absences have the same result noting excused vs. unexcused has no bearing.
6. Adding how and where meeting notices will be posted. This formalizes the current practice for public notification.
7. Clarifying a quorum to include “voting” appointed membership since there is a non-voting member.
8. Adding the ability for “phone” link-up to be allowed.

The by-laws, with changes tracked are attached for review and discussion.

Action Required: With multiple changes, it is recommended that each change be voted on separately. Any formal changes to the by-laws needs requires a majority vote of the board and will be presented as a recommendation to City Council for final approval.

MERRIAM PARKS & RECREATION
ADVISORY BOARD
BY-LAWS

(Approved by City Council 7/24/01)
(Revised & Approved by City Council 4/27/04)
(Revised & approved by City Council 4/11/11)
(Revised & approved by City Council 4/8/2013)
(Revised & approved 11/28/2016)
Revised 12/01/2018

I. CREATION

The Merriam Parks and Recreation Advisory Board was established by the City of Merriam to advocate for recreational opportunities in the City of Merriam, and to oversee the implementation of the Merriam Park and Recreation Master Plan

II. NAME

Title name of this organization is Merriam Parks and Recreation Advisory Board, hereinafter referred to as the PRAB.

III. PURPOSE

The PRAB exists to aid the City of Merriam in providing ample and diverse recreational opportunities for city residents, in part by advising the Governing Body, through Director of Parks and Recreation, on the implementation of the Parks and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose. Objectives may be added to or deleted as necessary.

1. Maintain active communications with the Director of Parks & Recreation and other relevant city staff.
2. Make plans and recommendations to the governing body relating to the operation of the city parks, community center, ~~aquatic center~~, and Merriam Marketplace.
3. Make plans and recommendations to the governing body relating to the need for additional recreational programs and facilities.
4. Meet with interested civic groups and other park and recreation authorities in the planning and study of recreation programs and facilities on a local and area-wide basis.
5. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.
6. Approve applications for demonstrations, exhibitions, and special events within city parks.

Commented [AS1]: Updating to existing facilities

7. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
8. Provide public meeting time for citizen input.

IV. ORGANIZATION

The city park and recreation board shall be composed of seven voting members, with one member from each of the four city wards and three members appointed at-large. The board shall also contain one non-voting youth representative who must live within three miles from the corporate city limits. All members of the board, voting and non-voting, shall be appointed by the mayor with the confirmation of the governing body. The term of the appointment shall be two years, commencing on January 1, and ending on December 31 with no more than four (4) appointments expiring each year. Members of the board serve at the pleasure of the Mayor. Vacancies shall be filled by appointment for the unexpired term.

V. MEMBER ELIGIBILITY

1. The Mayor of Merriam will make appointments to the PRAB.
2. The terms will be structured so that no more than four members' terms expire during any one-year.
3. The terms for the PRAB will be two (2) years.
4. Member resignations will be filed with the Chairperson as soon ~~as as possible after~~ the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
5. After two (2) ~~consecutive unexcused absences, or four (4)~~ within a year, the ~~Chairperson will contact the~~ Board member ~~, will be contacted by the Chairperson. The Chairperson shall then notify the Mayor, who shall then determine continued membership.~~
6. ~~Notification of Request for an excuse~~ absence shall be submitted to the PRAB Chairperson or the park and recreation director prior to the start of the meeting.

VI. MEETINGS

1. A minimum of nine (9) regular meetings shall be scheduled annually, at a time and place agreed upon by the Board. The meeting shall ordinarily begin at 6:00PM on the 4th Tuesday of the month, and end no later than 8:30pm.

Commented [AS2]: If phone link-ups are allowed below then the number of absences can be reduced – thought being that a member who would have missed a meeting now has the ability to make arrangements to call in

Commented [AS3]: This seemed rather vague – since each member serves at the will of the Mayor if there are attendance issues he should be included in the discussion of whether service is continued or not

Commented [AS4]: Since excused and non-excused are not defined an absence is an absence and impacts quorum and decision making

2. At the November meeting, the PRAB shall elect one member as Chairperson and one member as Vice-Chairperson who shall serve a ~~one~~ year/one-year term beginning at the January meeting.

3. The Chairperson, Park and Recreation Director, or the City Council may call special meetings, as needed. A minimum notice of 72 hours must be provided for any called special meeting.

~~3.a.~~ Meeting notices will be posted at the community center and the city website calendar. The agenda and meeting packet will be available on the city website.

4. A quorum shall exist when four (4) of the voting appointed membership ~~is~~ are in attendance. ~~present.~~

~~4.a.~~ Attendance via virtual link-up will be allowed to establish attendance for conducting meetings when special circumstances exist with prior notice to the PRAB Chair and parks and recreation director.

5. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.

6. Voting will be by voice vote. No voting by proxy.

7. Formal agenda items must be submitted to the Director of parks and recreation no less than seven (7) working days prior to the meeting date.

8. Citizens may introduce future agenda items at the beginning of each meeting (limited to five (5) minutes per person).

9. Meeting Procedure: The parliamentary procedure for meeting and operations of the Board shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Merriam City Council Governing Body Rules of Procedure shall constitute the authority.

VII. AMENDMENTS

1. The Merriam City Council must approve modification of these by-laws before they become effective.

2. The procedure to recommend modification of these by-laws to the Merriam City Council shall be:

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Commented [AS5]: This is based on City Council policy with the exception that the preference be that members are present -

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- a. All recommended modifications are to be presented and discussed at regularly scheduled PRAB meeting; recommendation to the Merriam City Council may be made at the same meeting if consensus is reached.
- b. A majority vote of the PRAB membership present is necessary to recommend a change in the by-laws.