



ADVISORY BOARD MEETING AGENDA

Tuesday, January 22, 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 November 27, 2018 Minutes Billy Crook
4. Approval of December 1, 2018 Special Meeting Billy Crook
5. Staff Reports
 - a. Director's Report Anna Slocum
 - i. Community Center Update
 - ii. 2018 Annual Recreation Report
 - iii. 2018 Fall Recreation Report
 - iv. 2018 Projects
 - b. Assistant Director's Report Dave Smothers
 - i. Reports
 1. High School Visual Arts Competition Evaluation
 - ii. Updates
 1. 2018 Farmers' Market Application / Rules / Regulations
 2. Heartland Artist Exhibition
 - iii. Upcoming Events
 1. "Back Roads and Dirt Roads" Art Gallery Reception February 7
 2. "Finding Authenticity in Abstraction: Creation Without Gimmicks or Guiderrails" - Heartland Workshop
 - c. Recreation Supervisor Report Renee Nagle
 - i. Reports
 1. Holly Jolly Holiday Lights Homemade Soup Report
 2. Breakfast with Santa Report
 3. Call for Musicians Selection Memo
 - ii. Upcoming Events
 1. 2019 Senior Bingo Calendar
 2. Daddy Daughter Dance
6. New Business
7. Other Business
 - a. 5701 Steering Committee Update Billy Crook
8. Adjournment Billy Crook

Distribution:

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

Mayor Sissom

City Council Members

Chris Engel

Meredith Hauck

City Clerk

Anna Slocum

Dave Smothers

Renee Nagle

Ingrid Berg

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, November 27th, 2018
6:00 PM

Roll Call

The November 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: LaVera Howard, Kathy Stull, Tom Heffron, Grant Getzlow and Suzanne Downey. Thelma Fowler had a work obligation and Katie Leary was absent. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; Renee Nagle, Recreation Supervisor and Ingrid Berg, Assistant Program Coordinator.

Public Comments

No public present.

Approval of Meeting Minutes

Billy Crook made a motion to accept the October meeting minutes and Kathy Stull seconded the motion; motion was approved unanimously.

Staff Reports

Director's Report

Community Center Update

Site work continues – debris and tree removal occurring but more clean up required.

Design – weekly Owner Architect Contractor(OAC) meetings to get progress update and construction document review leading up to 100% complete construction documents. AV Consultant is under contract with kick-off meeting later this week. Staff will discuss room needs and overall operation of the building.

Upcoming Design Committee Meeting is scheduled for December 12 and will focus on pool features and amenities.

On Monday night, November 26, City Council approved an MOU with the Library to begin the process of formalizing their intent to co-locate at Vavra Park. This was the first in a series of agreements that outlines the overall intent of the project. It acknowledges that there will be construction of a 16,000 sq. ft. library; shared parking with an annual payment to be determined; property conveyance agreement will come forward in 180 days, sale of the property for \$1 and a future shared parking and maintenance agreement will be negotiated.

5701 Steering Committee Process

There were 17 applications received to serve on the committee. At the November 26 City Council meeting nine residents were appointed. They are: Stoney Bogan, Jacob Laha, Carol Whitlock, Staci Chivetta, Larry Cisneros, Nida Dillon, Fred Tebbenkamp, Sean Zaudke, and Billy Crook. In addition, there will be two City Council Liaisons – Chris Evans Hands and David Neal and two staff- Chris Engel and Anna Slocum. The first meeting will be December 17th at 7pm at the Irene B. French Community Center. The meeting will be open to public, but there will not be an opportunity for public comments.

Current Irene B. French Community Center Issues

Currently there is a staff member that is out due to an injury that occurred off-duty. Not knowing the extent or length of absence, a temporary agency has been contacted with a staff member that previously worked for Public Works. There are three major maintenance issues at this time:

- 1) Cold water pump failed and there is no way to balance the heat. The pump was pulled for rebuild that will take four to eight weeks with a price tag of over \$10,000.

- 2) Gym roof HVAC has some motor pulleys that are fraying. If they break a belt will stop working as will the unit.
- 3) Thermostats are pneumatic/air compressed and there is a leak in the system so the compressor is running constantly. The compressor has been replaced once which is cheaper than trying to find the leak.

Assistant Director's Report

Updates

Waterfall Park Playground Update

Public Works did a wonderful job with the relocation and the playground is open and ready for play.

Upcoming Events

High School Visual Arts Competition

The reception is scheduled for Thursday, December 6th from 7-8:30 pm. "Summon the Storm" will be the live entertainment for the evening. The show includes 160 pieces from 140 students from 22 area high schools. Onsite judging will be Wednesday, November 28th. The top three in each category win "Visa" gift cards.

2019 Art Gallery Schedule

Included in the packet.

Recreation Supervisor Report Updates

Call for Musicians Update

Staff have received 29 submissions and will be meeting to review and chose bands 2019 special events.

Upcoming Events

Holly Jolly, Holiday Lights and Homemade Soup

The first holiday event of the season is scheduled for Friday, November 30th from 6:30-8:30 pm. The mayor will light downtown Merriam, then Santa will come on his sleigh. There will be an inflatable snow globe for a picture opportunity. Soup will be catered this year.

Breakfast with Santa

The ever popular event is scheduled for Saturday, December 1st from 10-11:15 am. This event sold out last week. Two Guys & a Grill will be serving pancakes and sausage.

New Business

Election of Officers

Kathy Stull moved to re-elect Billy Crook as chairperson, Tom Heffron seconded the motion and it passed unanimously. LaVera Howard moved to elect Kathy Stull as vice-chairperson, Billy Crook seconded and it passed unanimously.

2019 Operating Schedule Merriam Farmers' Market

The market will run the first weekend in May through the last weekend of September for a total of 22 weeks. Staff is recommending that the Wednesday market be discontinued. There has been a steady decline in vendors and shoppers over the past few years. Staff is recommending that season vendor fees increase to \$370 and daily vendor fees increase \$5 (\$30 for daily off-peak and \$45 for daily peak vendors). Tom Heffron made a motion to recommend approval of increasing market vendor fees and the proposed schedule. LaVera seconded and it passed unanimously.

Esther Brown / Park History Update

On Friday, October 26 Suzanne Downey and Billy Crook met with staff to explore the idea to raise awareness of Esther Brown. Prior to meeting, staff discovered there is a project underway through the Visitor's Bureau to

create a "History Walk" for Merriam. The idea is inspired by the "Freedom Walk" in Boston. The tour will use OtoCast, an app utilized by many cities to create a variety of walking tours, (Liberty and Lawrence locally). The project has just kicked-off. Staff is working to research and create the script of historical areas in Merriam. Inspiration for locations are from the Visitor's Bureau Plaza and Historic Merriam Book. In speaking to the project leader, the South Park Area, specifically Philadelphia Church and Vavra Park will be identified areas on the "walk" with Esther Brown being a key player in both locations. Billy Crook provided suggestions on how to promote the areas to raise awareness. Those ideas were passed to the project leader.

Parcourse, hiking and biking trails and walking path ordinance discussion

Included in the packet is a memo on changes needed to a current ordinance as it relates to motorized vehicles on pedestrian trails. This information was provided for educational purposes as there will need to be changes to the ordinance that when ready will be reviewed by Park Board. There is no solid timeline as to when this will occur but it will be an upcoming agenda item as staff works with other local entities to create similar ordinances across the metro.

Other Business

Suzanne Downey request

Suzanne will be moving to Hawaii to work for four months (December 2018 through April 2019). This will cause her to miss three meetings, January 22nd, February 26th and March 26th. Concerns expressed by Board Members included: the ward will be left unrepresented in her absence, there are only 11 meetings per year so missing three is a lot and with a person gone it increases the risk of there not being a quorum to conduct business. It was brought up to maybe allow call-ins to be able to vote. Since phone link-ups are currently not allowed, research to the definition of "present" in the by-laws needs to be confirmed. Staff will work with the city attorney to clarify the definition of "present". With no meeting scheduled in December and the first meeting of 2019 occurring after City Council meetings, the board decided it would be best to hold a special meeting if it is determined that phone link-up must be amended to the by-laws. Upon reviewing calendars, members decided that a special meeting should be held prior to Suzanne's departure and the best available date would be Saturday, December 1st at 2 pm at the Community Center.

Adjournment

LaVera Howard moved to adjourn the meeting at 7:42 pm and Kathy Stull seconded; motion was approved unanimously.

Merriam Parks and Recreation Advisory Board
Special Meeting Minutes
December 1, 2018

Roll Call

A special meeting of the Merriam Parks and Recreation Board was called to order at 2 pm on Saturday, December 1 by Chairperson Billy Crook. Members in attendance included Tom Heffron, LaVera Howard, Kathy Stull, Suzanne Downey, Thelma Fowler and Katie Leary. Staff in attendance was Anna Slocum, Director of Parks and Recreation.

Public Comments

There was no one present to address the board.

By-Law Discussion

Prior to discussing the changes proposed in the by-laws, board members wanted to better understand reasoning for recommending the changes. The changes should not be a reaction to accommodate when there may already be a mechanism in place to address the request. Since each board member serves by appointment of the mayor, Board members with concerns of an extended absence should be noted. There was confusion as to how members are recommended and appointed. When a vacancy occurs, there is a call for applications from the general public. There have been times when a member vacating the board has also made a recommendation for a potential candidate to fill the created vacancy, specifically if it is a ward representative. Ultimately it is the Mayor's choice. Thelma Fowler recommended outlining what appeared to be the major concerns of the meeting.

Concerns noted included:

Quorum – with one member not available for three months all members need to be diligent in attendance. Staff created an attendance record of a 2-year span of meetings based on prior minutes noting who was in attendance. Quorum was attained at every meeting. Katie Leary and LaVera Howard stated they did not remember missing meetings they were noted as being absent. Since it is possible for staff error, it was recommended that all board members carefully review the meeting minutes and confirm their attendance is accurately recorded. There is a concern that there were several meetings where there were only four members in attendance. Katie Leary commented that work allows for a 12-week absence and still be allowed to maintain employment, volunteer work should allow for an extended absence. Thelma Fowler inquired how many times does staff anticipate the need to vote January – March during the absence? Anna Slocum commented that minutes will require a vote at every meeting. Other items requiring a vote are unknown. It is likely that discussions regarding establishing policies for the new community center will begin during this period, which will require a recommendation to City Council. No matter the outcome of the by-law discussion, there is an avenue for an extended absence to be approved but all board members need to be diligent in attending.

Gap in feedback from citizens- Ward 1 will not have a direct representative attending each meeting.

- a. There is a precedent set that extended leaves of absence will be acceptable.
- b. Eliminates the "over-the-fence" conversations out in the community allowing for an active role with citizens gathering feedback and participating in events. This is a key opportunity with the various recommendations that will be occurring with the new community center and the existing community center discussion that is getting underway.

Counter points to address the gap in feedback concerns were:

- a. With technology, citizens have multiple ways of contacting members (email, social media, text)

- b. Updates to website identifying ways to contact board members – if someone is not readily available each citizen technically has 4 representatives (Ward member and three at-large members) encourage citizens to reach out to another member.
- c. Proxy or temporary replacement recommendation

Suzanne Downey stated that she is willing to be available and feels this is a repercussion of speaking out and past actions related to the aquatic center. Tom Heffron stated that this is not retaliation. There is a concern that this sets a precedent that by-laws will be changed on a whim instead of being well thought out and that actions feel rushed. With the current by-laws, the absence is considered excused but it would be three of the four absences allowed for the year. When a city council member moves out of the Ward, they have had to vacate their seat, although this is not a move, it is an extended period that someone would not be in the community. Billy Crook inquired what Tom would define as an extended time. Tom stated a time longer than vacation – 15 – 30 days. Ultimately, it is the decision of the Mayor how to deal with extended absences and each one needs to be handled on a case-by-case basis since no two circumstances are the same.

Changes to the by-laws

Park Board members at the November meeting stated that if the definition of “present” was physical presence and the Rules of Order do not allow for phone-link, there was a request to review the by-laws. In order to have a prepared conversation about recommended changes, staff provided recommendations to the by-laws to accommodate Park Board’s request.

With an understanding of the major concerns, staff reviewed the history of past changes since the by-laws were established in 2001. The changes recommended were outlined in a memo provided in the packet. Staff provided a high level review of the eight recommended changes. There was discussion after each point. If the board was anonymous of the change and there was limited discussion it was noted so that a final vote could occur at the end of the review versus voting on each change individually.

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.
 - a. No issues from the board with this change.
2. Correcting a typographical error from od to of and one year term to one-year term
 - a. No issues from the board with these changes.
3. Simplifying the resignations to be filed as soon as the member decided versus as soon as possible after the member decides.
 - a. No issues from the board with this change.
4. Amending the number of absences allowed in a year and clarifying the determination of continued membership.
 - a. Request to hold the discussion on this until item #8 was discussed.
5. Remove the classification of excused vs. unexcused absences. Since all absences have the same result noting excused vs. unexcused has no bearing.
 - a. The board felt this was an appropriate change.
6. Adding how and where meeting notices will be posted. This formalizes the current practice for public notification.
 - a. No issues from the board with this change.
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 change of Section VI 4 staff recommended adding the word “voting” to the statement so it would read:

A quorum shall exist when four (4) of the voting appointed members are present.

With the discussion of “present” and the terminology in phone-link up – the board recommended the statement to read:

A quorum shall exist when four (4) of the voting appointed members are in attendance.

The addition of phone-link up was added. Discussion on this point was that it should not be limited to “phone” but should be “virtual”. Second, staff recommended a restriction to the number of link-ups allowed in a year. Some felt that adding the caveat of “allowed in special circumstances”, there should be no limit. It should be considered as a last resort and carefully monitored by the chairperson. There was discussion that limits are necessary so that it is not abused. Some members stated there is a benefit to meeting in person. The board recommended that Section VI item 4a be changed to read:

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.

With discussion on this specific change, Billy Crook made a motion to accept the changes in Section VI 4 / 4a to read “A quorum shall exist when four (4) of the voting appointed members are in attendance. 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.” Katie Leary seconded the motion. The motion passed 4 to 3.

Having a recommendation for the virtual link-up, the board then returned to discuss the recommended changes to Section V 5. Tom Heffron stated that with no restriction on virtual attendance there must be some quantification for attendance. Staff recommended reducing the number of absences to 2 vs. 4 and that the Chairperson contact the Mayor to determine continued membership. After further discussion, since each member serves at the will of the Mayor, there is no need for the Chairperson to be part of the discussion of continued membership. Their role should be to make the Mayor aware of the situation so a decision can be made. Board members recommended the change read:

After two (2) absences within a year, the Chairperson will contact the board member. The Chairperson shall then notify the Mayor.

With discussion on this specific change, Katie Leary made a motion to accept the changes in Section V 5 to read:

After two (2) absences within a year, the Chairperson will contact the board member. The Chairperson shall then notify the Mayor. Billy Crook seconded the motion. The motion passed 5 to 2.

The remaining changes in which the board agreed upon earlier with limited discussion were voted on. Billy Crook made a motion that the five changes noted previously in the meeting by the board be accepted. Thelma Fowler seconded the motion. The motion passed unanimously.

Suzanne Downey reiterated she has a fear of losing her spot on the board. Staff reiterated that all members serve at the will of the Mayor. Even if the recommended changes are not approved by city council, the existing by-laws allow for her to return to her seat in April. The changes would allow for her to remain an active participating member during her vacancy.

Review Rules of Order

Staff found the rules of order doing research of by-law changes. Having not seen the document prior, staff felt it was necessary to bring the document forward for discussion. There are some changes required as it has not been updated since 2005, yet there are changes that are pending the final decision of City Council. Board members thought it would be best to table the discussion of this matter until January. Billy Crook made a motion to table and Tom Heffron seconded. Motion was unanimous. Staff will update accordingly after City Council and present at the January meeting.

Adjournment

Katie Leary made a motion to adjourn the meeting at 3:25 pm. Billy Crook seconded the motion. Motion passed unanimously.

MERRIAM PARKS & RECREATION
Annual Comparison Report

	2016	2017	2018
	Participation	Participation	Participation
YOUTH			
Winter / Spring	952	812	608
Summer	2,354	2,681	2,850
Fall	489	428	432
Total	3,795	3,921	3,890
ADULT FITNESS			
Winter / Spring	1,190	1,186	1,123
Summer	721	729	693
Fall	847	898	793
Total	2,758	2,813	2,609
ADULT ED			
Winter / Spring	25	20	28
Summer	0	0	0
Fall	23	13	35
Total	48	33	63
SENIOR			
Winter / Spring	4,826	4,815	5,008
Summer	2,827	2,806	2,968
Fall	3,704	3,933	3,833
Total	11,357	11,554	11,809
SPECIAL EVENTS			
Winter / Spring	8,468	6,660	5,527
Summer	2,535	1,976	1,865
Fall	4,599	6,055	3,390
Total	15,602	14,691	10,782
RENTALS			
Winter / Spring	3,748	3,623	2,557
Summer	1,871	1,180	1,806
Fall	5,042	3,581	3,871
Total	10,661	8,384	8,234
DAILY VISITS			
Winter / Spring	5,218	4,610	4,935
Summer	2,818	2,714	2,849
Fall	3,334	2,967	3,177
Total	11,370	10,291	10,961
GRAND TOTAL	55,591	51,687	48,348

MERRIAM PARKS & RECREATION
Class Program Report

FALL	2017		2018			
YOUTH					Variance	Variance
Class	Enrolled	Participation	Enrolled	Participation	(+/-)	(+/-)
Okinawan Karate						
Ki Society Aikido	1	13			-1	-13
Challenger Sports Tiny Tykes	0	0				
Preschool Park		261		163		-98
Girls on the Run				141		141
Preschool Fitness Day				0		0
Spectators		154		128		-26
TOTAL	1	428	0	432	-1	4
ADULT FITNESS						
Fit Blend	17	182			-17	-182
Iyengar Yoga Level 1	13	95	18	107	5	12
Iyengar Yoga Level 2	10	63	9	55	-1	-8
Iyengar Yoga Level 3	11	64	9	58	-2	-6
Gentle Yoga	10	82	13	86	3	4
Yoga Express	11	135	13	155	2	20
Unlimited Yoga	5	94	3	31	-2	-63
Intro Ki Society			3	42	3	42
Ki Society	11	54	11	110	0	56
One Hour Wellness Retreat			0	0	0	0
Simplified Tai Chi			5	33	5	33
Yoshokai Aikido	12	50	14	61	2	11
Belly Dancing	6	53	2	21	-4	-32
Belly Dancing - Intermediate/Advanced	5	18	8	34	3	16
Belly Dancing - Advanced	0	8				-8
TOTAL	111	898	108	793	-3	-105
ADULT ED						
The Investment Game	7	13			-7	-13
Friday Paint Group				27		27
What's Cluckin' in the Hen House			9	8	9	8
TOTAL	7	13	9	35	2	22
SENIOR						
Silver Screen Matinee		220		290		70
Merriam 50+ Club		44		29		-15
Flexercise / AFEP		659		603		-56
JOCO Meal Program		2,037		2,121		84
Bingo		167		247		80
Chair Yoga One	16	400	15	174	-1	-226
Chari Yoga Two			14	146	14	146
Ageless Yoga	11	69			-11	-69
AARP Smart Driver Course	6	4	10	8	4	4
Senior Wii	16	96	24	96	8	0
Cut the Clutter, Get Organized	18	16			-18	-16
Getting to Know Your Smart Phone	24	17			-24	-17
Pickleball		203		119	0	-84
TOTAL	91	3,932	63	3,833	-28	-99

SPECIAL EVENTS						
TC CAR/MOTORCYCLE	266	4,100	185	1,200	-81	-2,900
Funday Sunday		285		194		-91
Pooch Paddle	73	73	72	72	-1	-1
Merriam Mutt Strutt		38				-38
Halloween Happening		375		350		-25
Mania in Merriam						0
Holly Jolly Holiday Lights Homemade Soup	103	217	97	150	-6	-67
Breakfast w/Santa	83	117	94	96	11	-21
Merriam Drive Live				325		325
Art Gallery Reception/Visitors		850		1,003		153
TOTAL	525	6,055	448	3,390	-77	-2,665
RENTALS						
Gym (Sports)	76	1,091	65	1,003	-11	-88
Gym (Set-up)	8	940	13	1,426	5	486
City Meetings	25	764	29	447	4	-317
Room	140	786	132	995	-8	209
Field Rentals	16		0		-16	
Shelter Rentals	26		18		-8	
TOTAL	291	3,581	257	3,871	-34	290
DAILY VISITS						
Daily Passes		2,889		3,155		266
Walkers		19		8		-11
IBT		34		14		-20
JOCO Mental Health		0		0		0
Outdoor Volleyball		25		0		-25
TOTAL		2,967		3,177		210
GRAND TOTAL	1,026	17,874	885	15,531	-141	-2,343

Gym (Set-up) Inflatables not available for preschool park.

Special Event Evaluation

Event Name: 22nd Annual High School Visual Art Competition

Date: Thursday, December 6, 2018

Location: IBFCC –Tim Murphy Art Gallery

Number of Registrants: 1,355 works submitted by 864 students from 24 schools
160 works accepted 139 students from 19 schools

Reception Attendees: 409

Grades: 9-12

Cost of Event: Free

Revenues: \$0.00

Expenses: Postcards-\$95.11/Judging Fees-\$400.00/Ribbons-\$63.67/Reception Food-\$250.00
Program-\$217.64/Band-\$200.00/Awards Gift Cards-\$1,259.28/Certificate Holders-\$49.46

Total Expenses: \$ 2,535.66

Year	Submitted Works	Schools	Accepted Works
2018	1,355	24	160
2017	1,008	28	191
2016	963	20	182
2015	832	15	199
2014	832	22	144
2013	765	16	132



2018 Award Winners

Special Items Needed: Tables, chairs, table clothes, sterno's, plates, napkins, cups, camera, serving dishes, big trash cans on wheels, beverage dispensers, name tags for students, award certificates, ribbons, certificate holders, podium, sound system and food ingredient cards/holders.

Modes of Publicity: brochure, facebook, poster at community center and city hall, electronic sign at Marketplace and lobby t.v. slide, registration form sent to schools, teachers and students.

Committees/Volunteer/Staff: Jan, Ingrid, Hannah, Holly, Dave and Anna

Strengths: Summon the Storm (Band) was good entertainment. Food amounts were spot on, not a lot of leftovers. Mac & Cheese bites were well received. We selected two retired art school teachers for the judging. Students really enjoyed the personalized name tags that included their works pictured on the name tag.

Weaknesses: Need two additional food runners and bar back staffing (more help).

Opportunities: Look into an online submittal website like caFE.

Thoughts: The number of submitted works has increased 44% in the last five years. The number of submitting high schools has increased by 8 schools but the average number of work / school has increased by 9 pieces / school. The Gallery space is limited allowing for approximately 12% of the work to be accepted. There is significant staff time spent preparing files for jurors as well as the juror's time to evaluate all the submitted works. To continue as a "free" program, should teachers be limited on the number of works that can be submitted per student or per school?

Consider starting discussions with Foundation to change focus from Heartland Purchase award to a student focused sponsorship of the Arts.



Merriam Farmers' Market

2019 Vendor Application (Full Season)

Merriam Marketplace

5740 Merriam Drive, Merriam, Kansas 66203

2019

SATURDAYS

May 4 – September 28
7am-1pm

Fees

Fees include occupational license, the receipt is the license for the dates indicated. All space sales are final. There are no refunds. The City of Merriam reserves the right to accept or reject any or all applications at its discretion.

Returning Vendors

Saturday Market Stall fee will be \$370.00 per stall, a limit of two (2) stalls per vendor (\$17.62 per week average). All balances must be paid by March 15, 2019.

New Vendors

Applications will be processed on a first come, first served basis. Applications must be accompanied by \$100 deposit check. All applications will be dated and timed, then placed on hold until after the February 15 deadline for returning vendors from previous season. Staff will begin reviewing new applications on Monday, February 18 and notification of acceptance will be made February 26, checks will be processed that same day. If new vendor is accepted, the final balance must be paid by March 15, 2019.

Season Schedule

SATURDAYS May 4 – September 28, 2019 7:00 am – 1:00 pm 22 week season
(No charge for September 14 - Car Show Day)

Important Things to Remember

- Turkey Creek Car & Motorcycle Show (Saturday, September 14, 2019) This is a free day for full season vendors. Those still interested in selling that day will be relocated to the Southeast Parking lot at Irene B. French Community Center, 5701 Merriam Drive.
- ServSafe program- All vendors will be required to be certified to serve samples in 2019. This requires all vendors to complete a ServSafe Starters Employee Online Course www.servsafe.com. Vendors may incur a small fee to take the course. (The manager's course is NOT required.)
- The sale of eggs and frozen meat is permitted at the Marketplace.
- The sale of food related items, i.e. recipes; dried pasta, prepackaged food items like popcorn, etc. will be permitted.
- The maximum of four baked goods and four jewelry vendors at any time will be enforced throughout the year.
- Incentive program for new produce vendors is continuing. Any full season vendor who brings in a **produce** vendor that participates 80% of weekends during June-August will receive a \$100 discount on their 2020 fee.

Vendor Application

Name		Date of Birth	
Company Name		KS TAX ID # (needed for market registration with the State of Kansas)	
Address		City	State Zip
Home Phone	Work Phone	Cell Phone:	
Email Address		Website	

Check the category that best applies

- Produce
- Produce and Some Handmade Crafts
- Handmade Arts and Crafts (limit of 4 jewelry booths for the year)
- Baked goods, concessions, honey (limit of 4 baked goods booths for the year)

Produce Vendors

Are you interested in registering for the 2019 Kansas Senior Farmers' Market Nutrition Program (KSFMNP)?

- Yes I am interested, please get me more information when available
- No I am not interested

What are you selling? Please check all that apply.

- | | | | | |
|---|--------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Carrots | <input type="checkbox"/> Hanging Baskets | <input type="checkbox"/> Nursery Stock | <input type="checkbox"/> Potatoes |
| <input type="checkbox"/> Apricots | <input type="checkbox"/> Cherries | <input type="checkbox"/> Herbs | (specify) | <input type="checkbox"/> Pumpkins |
| <input type="checkbox"/> Asparagus | <input type="checkbox"/> Cider | <input type="checkbox"/> Honey | <input type="checkbox"/> Nuts (in general) | <input type="checkbox"/> Raspberries |
| <input type="checkbox"/> Baked goods | <input type="checkbox"/> Corn | <input type="checkbox"/> Jams/Jellies | <input type="checkbox"/> Peas | <input type="checkbox"/> Rhubarb |
| <input type="checkbox"/> Bedding plants | <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Peaches | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Cut Flowers | <input type="checkbox"/> Melons | <input type="checkbox"/> Pears | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Boysenberries | <input type="checkbox"/> Grapes | <input type="checkbox"/> Misc. Berries | <input type="checkbox"/> Peppers | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Green Beans | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Plums | |
| <input type="checkbox"/> Other _____ | | | | |

Will you be selling any items that you do **not** grow or produce? YES NO

**If you check YES, please remember that you will be required to exhibit where the product was grown.

Handmade Arts & Crafts Vendors (Subject to Jury)

Please list the items you intend to sell

Full Saturday Season May 4 – September 28, 2019

One stall (**\$370**)

Two stalls (**\$740**)

\$ _____ **Total Due** \$ _____ **Deposit** \$ _____ **Balance due 3/15/19**

The City reserves the right to reject applications from vendors with a history of noncompliance or disregard with Merriam Farmers' Market rules and regulations. A list of booth workers may be required for approval during the season.

Your application will not be processed without the following items:

1. Completed application
2. Deposit of \$100 (by February 15) or full stall space payment balance due by March 15, 2019.
3. **Salsa, mustard, and sauce, concession vendors ONLY:** Please attach a copy of your General Liability Insurance Policy listing the City of Merriam as additionally insured.
4. Return application to: Irene B. French Community Center, 5701 Merriam Dr., Merriam KS 66203

Please Check:

Yes, I plan to sell on September 14 during the Turkey Creek Car and Motorcycle Show, and I understand that my booth will be relocated to the southeast parking lot area of the community center.

No, I do not plan to attend on September 14 during the Turkey Creek Car and Motorcycle Show

Yes, I would like to be on the Steering Committee for the 2019 Season. (Current members, please check if you want to continue to be on the committee. **MUST HAVE BEEN A VENDOR FOR ONE YEAR.**)

The undersigned agrees to hold harmless and release the City of Merriam, its agents and employees, from any liability which may be suffered by the above named individual registered with the Merriam Farmers' Marketplace arising out of or in any way connected with participation in this market. The undersigned authorizes the City of Merriam to use at its discretion, any photographs taken of the vendor during the market day and waive any and all claims that the vendor or undersigned or heirs or assigns may have or claim to have resulting from such photographs or reproduction thereof.

The City of Merriam does not discriminate against anyone on the basis of race, color, national origin, age or disability, in the operation of any activity, program or service.

Merriam Parks and Recreation is committed to making accommodations as required by the Americans with Disabilities Act. Requests for reasonable accommodations must be made to Merriam Parks and Recreation one week prior to the start of a program. Please indicate what accommodations are needed

The undersigned acknowledges and understands that all liabilities associated with products sold by the undersigned are solely the responsibility of the undersigned. The undersigned understands that no space refunds will be given if he/she decides to withdraw from the market at any time. The undersigned is solely responsible for collecting and remitting to State of Kansas all applicable sales tax.

Signature of Vendor Submitting Application

Date

Return Application to:

Merriam Farmers' Market, Attn: Dave Smothers
Irene B. French Community Center, 5701 Merriam Drive, Merriam, KS 66203.

Full Amount Due _____ Deposit _____ Receipt # _____

Balance Due _____ Receipt # _____ Assigned Stall/s# _____

For more information about the Merriam Farmers Market contact Dave Smothers, Assistant Director at 913-322-5557 or email dsmothers@merriam.org.



Merriam Farmers' Market

Rules and Regulations

The Merriam Farmers' Marketplace welcomes your interest in participating in our farmers' market program. This document contains the information you need to become a vendor at the marketplace. If you have additional questions, please contact the Merriam Parks and Recreation Department at 913-322-5550.

Our Mission

To provide an accessible, educational and enjoyable experience for area citizens to purchase fresh produce, plants, baked goods, and homemade arts and crafts.

About the Marketplace

The Merriam Farmers' Marketplace is a "farmers" market. Products for sale shall be home grown in the United States or homemade. Commercially manufactured products i.e.: Amway, Discovery Toys, Made in China, etc. are not accepted at this venue.

The marketplace is owned by the City of Merriam and operated by the City of Merriam Parks and Recreation Department.

Site

The farmers' market is housed at the Merriam Marketplace, 5740 Merriam Drive, in the downtown Merriam historic district. The covered marketplace has 36 vendor spaces, 120 parking spaces for visitors and restroom facilities. The streamway trail system connects to the marketplace via a bridge on the west side.

Season Dates/Hours

The Merriam Farmers' Marketplace operates 22 Saturdays beginning the first Saturday in May through September. The market is open from **7:00 a.m. - 1:00 p.m.**

Annually on the second Saturday in September, the Farmers' Market is relocated to the southeast parking lot of the Irene B. French Community Center (5701 Merriam Drive) due to the Turkey Creek Car & Motorcycle Show. Full season vendors will not be charged for this date and the vendor area will be barricaded for vendor and patron safety.

Fees

Saturday Full season vendors: \$17.62 per day (less Car Show day) for a total of **\$370** per stall.

Saturday Daily Vendors: \$30.00 per day per stall for the months of May and September and \$45.00 per day per stall for the months of June, July and August.

2019

SATURDAYS

May 4 – September 28
7am-1pm

**RETURNING
VENDOR
APPLICATION
DEADLINE**

February 15

**NEW VENDOR
APPLICATION**

First come, first
served basis and
reviewed on
February 18



How the Marketplace Works

- The marketplace shelter is lighted. Each vendor space has access to two (2) 110-volt outlets.
- Vendors must supply their own tables and any equipment necessary for the operation of their business.
- Vendors may purchase a maximum of two (2) stalls per vendor/company.
- No gas-powered equipment may be used at this marketplace. This includes gasoline, propane, natural gas, etc.
- The 36 available spaces correlate to the numbers on the parking space. Each vendor booth consists of the parking space to the middle walkway within the Marketplace (**Parking lot lines extended.**) In addition, each vendor receives one parking space adjacent to their booth. All produce/product must be kept within the confines of the designated space.
- All vendors are responsible for protecting their neighboring booths from any residuals from their own booths. (Includes shopper traffic)
- Full season vendors are pre-assigned booth space. Daily vendors must complete an application and include payment by check or cash. Daily vendors must wait to be assigned by the marketplace supervisor on market day.
- Spaces can be resold but only to vendors on the approved vendor list after approval by the market manager. Approved vendor listing requires a completed application and tax id number. Those vendors then must reapply on a first come first served basis the following year
- Vendors will be required to follow all State of Kansas Farmers Markets regulations, which include but are not limited to those published in Seasonal Open-air Market Rules and Regulations



Produce/Product Regulations

The City of Merriam Farmers' Market Regulations are in compliance with the Kansas Department of Agriculture Food Safety Regulations (www.bookstore.ksre.ksu.edu/pubs/MF3138.pdf). Only the following non-potentially hazardous produce/products are permitted to be sold at the Merriam Farmers' Marketplace: baked goods such as cookies, breads, cakes, cinnamon rolls and fruit pies, fresh fruits and vegetables, nuts and honey, jams and jellies, eggs, frozen meats and poultry, pre-packaged items such as popcorn, dried pasta.



Live plants may be sold by vendors who have obtained a Kansas Live Plant Dealer License.

Information can be obtained at KS Dept. of Agriculture at **785-296-2263**.

Frozen meat or meat products, seafood, and poultry are permitted when they are from an inspected source, properly labeled and maintained frozen. *Inspection Certificate shall be displayed at all times during market hours of operation.



Vendors are required to supply and post signage with vendor name, city and address. The signs shall be at least 8.5 x 11 in size. All items being sold are required to have a sign, listing products and prices. If the product was obtained from another grower, the source of the product shall be listed. IE: Peaches from St. Joseph, MO. \$XX.XX.

If selling cooked foods, you must have your State of Kansas Food Service License on location and in view at all times. Exemptions: cookies, bread, cakes, honey, jams, & jellies. Packaged products must be labeled w/common name, vendor name & address.

Pre-packaged food items, such as pasta, popcorn, etc. may be sold at the marketplace. Packaged products must be labeled w/common name, vendor name & address.

There will be a limit of four (4) baked good stalls sold for the season.

NOTE: Vendors must have a valid State of Kansas Food Service License displayed when selling any cooked item such as mustard and salsa or food concessions.

Sale of animals, fresh meat, fresh poultry and fresh fish is prohibited.

Imports

No produce may be imported from outside the United States and all produce is subject to all state/federal regulations.

Produce Scales

All scales used for product resale must be certified by the state of Kansas. Normally, a sticker is given out by the company who does the scale certification.

Sampling

Vendors who wish to serve samples must be certified by taking an online Employee Servsafe course at their expense. www.ServSafe.com

Food & Drink Concessions

The City does consider the operation of concessions as a regular vendor booth and will not regulate prices of approved vendor. If selling cooked foods, you must have your State of Kansas Food Service License on location and in view at all times. Contact the Parks and Recreation Department at **322-5550** to see if food & drink vendors are needed.

Arts & Crafts

Only seven (7) Full time Arts & Craft stalls (of which, only four (4) may be jewelry) will be sold for the season. Crafts must be hand crafted by the vendor from individual materials. Products not permitted include: those made from kit assembly, direct resale of commercially available products (including hand decorated commercially prepared clothing). Reformulating or repackaging of commercially prepared products or bases must demonstrate significant added value.

Craft items may be subject to jury by market manager before being approval for sale. This includes vendors who only sell crafts, as well as farmers who sell crafts in addition to farm products. The focus of the juror is to ensure market success as well as quality, diversity and appropriateness of products sold.

Sales & Weather

There is no guarantee of sales. There are no cancellations of the market, this is a covered facility and the market occurs rain or shine. **Individual vendor prices are not to be regulated by the City.**

State of Kansas Sales Tax

Upon registration, all vendors will be given State of Kansas Sales Tax information to comply with the state department of revenue guidelines. It is the vendor's responsibility to collect and remit sales tax in accordance with these guidelines.

Music Area

Vendors are advised that spaces located in the middle of the Marketplace may be affected by noise from musical entertainment. Marketplace Supervisor will work with performers to adjust volume setting that is not too loud.

Arrival

Vendors must be ready to conduct business by **7:00a.m.** The Farmers Market Supervisor arrives at 6:00am to prepare the facility for the day. Vendors may start their set up as early as **6:00a.m.** on market day and must be in place by **6:30a.m.** Vendors may start setting up earlier than **6:00a.m.** at their own risk. Late arrivals will be allowed to set up with prior approval from the Market Manager.

Departure

All vendors are encouraged to stay until 1:00 p.m. Vendors may leave early if sold out, as long as they check out with the Market Supervisor. Vendors may stay longer than normal working hours at their own risk, if there are no scheduled rentals at the Marketplace. Vendors are responsible for removing all trash, including boxes and placing in dumpster provided on site. Booths must be cleaned up before vendors leave the market.

Storage

There is no storage available.

Overnight

Overnight parking is not permitted.

Restrooms & Drinking Fountains

There are permanent restroom facilities and a drinking fountain on site for public use. Restrooms will be unlocked around 6:00 a.m. each market day and relocked at 2:00 p.m.

No Smoking

Smoking or chew products are prohibited under the pavilion roof.

Social Media

The Merriam Farmers' Market is on Facebook. Content of this page for the 2019 season is contracted with FINDitKC. Vendors are encouraged to like the page and share the posts on their sites.

Safety

The Marketplace Supervisor is the safety officer on the site. His/her word is final.

Disputes

The Marketplace Supervisor's decisions are final for on-site disputes. Appeals or complaints must be submitted in writing within 14 days of incident to the Market Manager and action will be taken within 14 days of being received.

Dress Code

Vendors shall wear clothing that is "clean and without holes" while selling at the market.

General Liability Insurance

Vendors selling any product susceptible to salmonella poisoning, such as salsas, retail food/food related and concession categories must provide and continuously maintain proof of general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants throughout the term of the farmers' market season in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury and property damage, with an aggregate limit on not less than \$1,000,000. **The City of Merriam must be listed as additionally insured.**

No Shows/Absences

Vendors who will be absent on market day are requested to notify the market manager by phone by Friday afternoon at 3:00 p.m. The Market Manager will contact said vendors after two weeks of absence to verify that vendor will be present the following Saturday. If, for three weeks in a row a vendor is a no show or no call by 3:00 p.m. on Friday afternoon or on Saturday by 6:30 a.m., their space will be considered abandoned and will be resold or used for daily sellers.

Non-compliance by Vendors

Any vendor violating the established rules and regulations, or constituting a nuisance may be asked to leave for the day. Vendors who are asked to leave three (3) times for not following rules will forfeit their vendor space and fees will not be refunded.

Acceptance of Vendors

The City of Merriam welcomes all vendor applications and will not discriminate on the basis of race, religion, color, sex, disability, age, national origin or ancestry.

The City reserves the right to reject applications from vendors with a past history of noncompliance or impertinence with Merriam Farmers' Market rules and regulations.

Any current or past vendor wishing to sell or work at the market must be approved by Marketplace staff prior to participating in the market.

For further information regarding the Merriam Farmers' Market, contact the Parks and Recreation Department at **913-322-5550**.

Tim Murphy
ART GALLERY



**BACK ROADS
AND DIRT ROADS**

FEBRUARY 7 – 23

NATE EVANS + GEOFFREY RISTAU + LINDA GUENTHER

OPENING NIGHT RECEPTION

Thursday, February 7 from 7–8:30 p.m.

GALLERY HOURS

Monday-Thursday

8 a.m.–9 p.m.

Friday

8 a.m.–5 p.m.

Saturday

8 a.m.–4 p.m.

Sunday

1–5 p.m.

SPONSORED BY City of Merriam and the Merriam Parks, Recreation and Community Center Foundation

IRENE B. FRENCH COMMUNITY CENTER // 5701 Merriam Drive // Merriam, KS 66203

VISIT THE SHOW ONLINE AT merriam.org/artgallery // 913-322-5550





Finding Authenticity in Abstraction: Creation Without Gimmicks or Guiderrails

A two-day workshop with Mark Kuykendall

In this two-day workshop, artists will find new means of understanding their own unique and authentic voices, using abstract painting as a medium of expression. Artists will follow along as the instructor guides them through his own relationship with the medium and will be asked to define and interpret abstraction for themselves. Artists will be engaged in Socratic dialogue about their underlying assumptions about art. An emphasis on meaning-making, authenticity, and curiosity will be the primary focuses of the course. Students will be asked to bring their own acrylic or oil paints but will also have paints available to them.

Dates & Time: Thursday & Friday, February 21–22
9 a.m.–4 p.m.

Location: IBFCC, Tim Murphy Art Gallery

Cost: \$150 (two days, 14 hours of instruction,
includes breakfast, lunch and snacks)

Class #: 120302L1

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

Irene B. French Community Center 5701 Merriam Drive



Special Event Evaluation Form



Event Name: Ho Ho Ho – Mayor’s Tree Lighting

Date: Friday, November 30, 2018

Location: IBFCC

Number of Registrants: n/a

Number of participants: 150

Ages: ALL

Cost of Event: **Donation for JoCo Multi Service Center**

Revenues: **N/A**

Total Revenues: \$0

Expenses: Walmart (candy canes/craft)	\$169.24
Creative Carnival (snow globe inflatable)	\$450.00
HyVee (décor)	\$19.73
KC Catering	\$1,250.00
Amazon (tablecloths/décor)	\$69.36

Total Expenses: \$1,888.97

Net / (Loss): (\$1,888.97)

Special Items Needed: sound system, iPod w/aux cord, inflatable, M & M filled candy canes for Santa, tables, craft supplies, cones for sleigh parking spot, trash cans, liners, tablecloths, Decorations from Carr’s, used the next day at breakfast – tree (lights, no ornaments), lighted presents, small nut crackers, snowman, red chair, red carpet. Etc.

Modes of Publicity: Fall Highlights, Fliers at parks, City Hall and Antioch Library, Outdoor sign, Poster at Community Center, Lobby TV, Facebook®, MPRD website, Calendars on: Macaroni Kid, iFamily KC & Johnson County, KC Star calendar, KC Parent, and Kids Out & About

Committees/Volunteer/Staff:

Volunteers: Kathy Stull, Tom Stull, Grant Getzlow, Caleb Masters, Greta Berg, Lilianne Winston

Staff: Ingrid, Holly, Hannah, Diane, Pam, Brandy, Renee, Dave, Anna

Strengths: Great Volunteerism - having event catered allowed staff and volunteers to focus on other event elements. Snow globe was a great addition. Pic and Bow played on the stage. The Carr’s help, generosity and kind hearts are very appreciated for these holiday events. We were able to use their time, talent and treasure (decorations, trees, sleigh, etc.)

Weaknesses: Need to move weights in hallway if we are to have line for those waiting to see Santa in the same place. Damp and rainy; could’ve impact the number of folks that came out.

Opportunities: As we transition from this location to the new community center – determining the best time to “light” the tree – possibly have entertainment outside with a children’s choir from one of the elementary schools. Event title / theming needs to be consistent from year-to-year it was changed this year and might have caused confusion. Maybe add local children’s choir either before lighting or during event.

Thoughts: Use similar artist to Pic and Bow, something instrumental- but amplified over snow globe. Rain-out/safety route worked well. Everyone got to see Santa/Mrs. Claus and their sleigh while keeping in mind of the safety of the guests which remained at IBFCC.

SENIOR BINGO

Second Thursdays // 1:30–3:30 p.m.

**IRENE B. FRENCH COMMUNITY CENTER
5701 MERRIAM DRIVE**

\$3 for 15 games

Enjoy snacks and beverages – win great prizes!
Prizes include gift cards and consumables.





DADDY DAUGHTER DANCE

A NIGHT IN WONDERLAND!

SATURDAY, FEBRUARY 9
5:30-8:30 P.M.

IRENE B. FRENCH COMMUNITY CENTER
5701 MERRIAM DRIVE



APPETIZERS,
DANCING,
AND DESSERT!



LIMO RIDE
AND PHOTO BOOTH!



AGES 4-12 REGISTER BEFORE FEB. 4 FOR A CHANCE TO WIN A LIMO RIDE TO THE PARTY!

\$45 // COUPLE (\$10 // ADDITIONAL DAUGHTER) EARLY BIRD SPECIAL UNTIL FEB. 4

\$50 // COUPLE (\$15 // ADDITIONAL DAUGHTER) FEB. 5-8

Register online or call 913-322-5550.

 /MerriamParks • merriam.org/events



MERRIAM
PARKS
& RECREATION