



ADVISORY BOARD MEETING AGENDA
Tuesday, November 26, 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 October 22, 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. Reports
 1. Farmers' Market Year End Report
 - ii. Upcoming Events
 1. High School Visual Arts Competition
 2. 2020 Art Gallery Schedule
 - c. Recreation Supervisor Report Renee Nagle
 - i. Reports
 1. Halloween Happenings
 - ii. Upcoming Events
 1. Mayor's Tree Lighting Event
 2. Breakfast with Santa
 3. Call for Musicians
 - d. Aquatic Supervisor Report Cole Surber
 - i. Update
5. New Business Anna Slocum
 - a. Election of Officers
 - b. Inter-local Swim Team Agreement
6. Other Business
7. Adjournment Billy Crook

Distribution:

Board Members: Leary, Howard, Stull, Fowler, Getzlow, Crook, Leitch, Cooper
Mayor Sissom

City Council Members

City Staff: Chris Engel, Meredith Hauck, City Clerk, Anna Slocum, Dave Smothers,
Renee Nagle, Cole Surber, Nicole Ritter

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, October 22, 2019
6:00PM

Roll Call

The October 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, Kyle Cooper and Grant Getzlow. Staff members in attendance included: Anna Slocum, Director; Renee Nagle, Recreation Supervisor; Cole Surber, Aquatic Supervisor; and Nicole Ritter, Facility Supervisor.

Public Comments

There was no one present for public comments.

Approval of Meeting Minutes

A minor grammatical error was noted as needing to be corrected. Katie Leary made a motion to approve the minutes noting the change. LaVera Howard seconded the motion. Minutes were approved unanimously.

Staff Reports

Director's Report

TURKEY CREEK CAR SHOW

The event on Saturday, September 14 was a tremendous success. This event is not possible without a dedicated committee and volunteers. There were 204 cars preregistered, a record setting pace. By the end of the day, there were 82 day-of-event registrations for a total of 286 exceeding the previous record of 282. Staff estimated there were approximately 3,400 attendees. In reflecting on the revenue guideline to provide a recap of the financial aspect of this program, the event is a special event providing a community benefit; free to those that want to see the cars. Expenses associated with this aspect include items for safety and logistics such as barricades, and portable toilets. For those registered it is classified as an important program as there are expenses directly associated with the registered participant (shirt, awards, dash plaques). Although in the report the event shows a positive net, indirect expenses are not considered such as electric and staff resources. In applying the revenue guideline for this event, the revenue budget is set to cover expenses estimated at \$12,600 with revenue projections to include sponsorship ~\$5,500, minimum number of preregistrations, 150 at \$20; minimum number of day-of-event registrations, 120 at \$30, and approximately \$500 in souvenir sales. The committee identified the following as ways to improve the event:

1. Identify cars early that do not have a placard in the dash; a sign they have not completed registration. Develop a script for staff to approach the owner to complete the registration process or remove the car from the event. This year committee members estimated there were approximately 300 cars in the show area. At some point the event will hit a maximum number of vehicles and each space will be needed.
2. Shirt sizes are evaluated annually. The committee recommended shifting some of the additional larges to medium and add 3xl as a that size has been requested for several years.
3. This is the first year that calendars were gone day of event. Since the calendars are donated, the committee needs to determine whether it is appropriate to ask for the sponsor to increase the number printed or purchase additional. Since this is the first year to run out, staff will monitor distribution of calendars prior to the event.
4. Signage improvements will include changes to registration, bicycles and barricade detour directions.
5. Improve end of day deposit procedures. There was some a misunderstanding of the exact process.

COMMUNITY CENTER UPDATE

Staff presented the September monthly video. Current project tasks include: site work, utilities, working to dry-in the structure, parking structure finishes and pools. Staff focus is completing IT, AV, furniture, fixtures and art. In addition to the courtyard design that was presented in September, there have been a few additional design enhancements to the facility. They include: indoor lap lane pool depth now is traditional from shallow to deep the length of the pool versus the width of the pool and at its deepest is 4'9". In the original outdoor pool deck plan, staff had salvaged the existing shade structures for repurposing. Due to wanting to maximize shade and deck space, as well as eliminate the need to remove the shade coverings seasonally, a permanent shade structure has been incorporated into design on the north end of the deck. Improvements to the aesthetics of the parking garage will be added to provide screenings that will complement the community center design. The stain of the garage will be extending the entire west wall of the structure. The original design had this ending with the thought it would not be visible. Once installed, it was obvious it was exposed and needed color. On the south end of the property there is a section identified for the library for laydown during construction. The purpose and use of this area has yet to be defined, in preparation for whatever it becomes, sidewalk connections are being installed to eliminate the disruption later. These additions have been tracked throughout the project pending available resources. Due to savings in securing trades, funding is available within the scope of the original budget. Project updates are presented at the 2nd council meeting of the month and information is also available on the building community website.

While preparing for City Council fee presentation, staff recognized that some of the data shared when comparing fees was not presented clearly. There was conversation during Park Board's discussion of fees that the Merriam Community Center is one fee for indoor and outdoor facilities but other municipalities require separate passes for the same access. After reviewing the notes and conversations at Park Board, staff created a chart that compares fees equally. Billy Crook suggested placing an asterisk by all prices that contain an indoor and outdoor price. Katie Leary suggested that the fees be shown separately to justify the combined the rate.

Assistant Director Report

Dave Smothers is in Vermont attending RecTrac training, the report was provided by Anna Slocum.

Upcoming Events

TIM MURPHY ART GALLERY

The next opening reception is Thursday, November 7 featuring the work of Ted Denton, William Eickhorst and Crystal Nederman. The menu for the evening will be: Pumpkin Chocolate Chip Cheesecake Bars, Hot Pizza Dip and Halloween Popcorn mix. The deadline for submission to the High School Art Exhibition is Thursday.

Recreation Supervisor's Report

Updates

Merriam Drive Live

There were more people in attendance this year even though weather was not ideal. Areas to evaluate for next year include: stationing staff and volunteers more effectively; VIP / Sound Booth area due to low attendance of VIP's; and additional ways to promote the event. Christopher Leitch recommended contacting various departments within Johnson County for promotional opportunities in their publications.

Upcoming Events

Halloween Happenings

The event is Saturday, October 26 from 2 pm-3:30 pm. The event is filled with a variety of games and activities for children of all ages.

Aquatic Supervisor Report

Updates

The new community center will continue to operate under the Red Cross lifeguard program. There is a cross-over program from YMCA to Red Cross which staff is in the process of completing. In addition, staff is compiling an equipment list for the new facility. There are a few items that were salvaged and are currently in storage that will be used in the new facility. These were newer items such as lifeguard chairs, lane lines, a chair lift, receptacles for recycling and trash. The Aquatic Coordinator position is posted with the goal of having that person on staff after the first of the year. In addition, staff has finished reviewing all part-time job descriptions that will need to be posted the end of November / first of December.

NEW BUSINESS

As discussed this summer, the Turkey Creek Festival Agreement expired at the conclusion of the 2019 event. After the first discussion with Park Board, staff met with JCPRD staff to discuss evaluating fees being charged. JCPRD staff were open to the recommendation evaluate the special event permit fee and fee's paid for each food vendor on site. Last week, JCPRD approved the 2020 – 2022 agreement. In the agreement, JCPRD has agreed to waive the special event permit and the \$100/food vendor fee. Staff estimates that this will be a savings of ~\$1,300/year. In return, JCPRD will be listed as a sponsor in marketing/promotional materials. A recommendation to continue this agreement from Park Board to City Council is the action required. Christopher Leitch made a motion to recommend to City Council continuation of the agreement. Kyle Cooper seconded. The motion passed unanimously.

OTHER BUSINESS

At the conclusion of the September meeting, Park Board recommended that staff complete additional research regarding the operating hours of outdoor aquatic facilities. Included in the packet was a memo outlining the research of operating hours for community centers as well as outdoor aquatic centers. In addition, Park Board members stated they wanted to pause making a recommendation in order to seek feedback from neighbors. In formulating the recommendation there are various operating concerns to be considered:

1. Aquatic space has to have time to recuperate from bather load
2. There has to be time for programming both the indoor and outdoor spaces. So although space may not be available for "open swim" it is operational for swim team, swim lessons, and other water fitness programs.
3. There has to be time allowed for maintenance, cleaning and backwashing the pool. These tasks are typically performed outside of open swim / public use time.
4. Volume of patrons to staffing requirements. Typical outdoor pools operate 8 hours or less per day due to staffing. This allows for there to be a split between 8-hour shifts and 4-hours shifts. Anything longer than an eight-hour block of time with the design of this pool would require upwards of 36 guards per day. This equates to over 100 guards on payroll to adequately staff the facility. Although the indoor pool will operate longer, not all features will be open at all times and the number of guards will be significantly reduced during those times.
5. Part time staff personnel costs for evenings and weekends during the summer are approximately \$300 - \$325/hr. After summer this would decrease to \$200 - \$225/hr. This would include facility attendants, fitness attendants, child watch, and aquatic personnel.

The revised recommendation from staff to operate the facility presented was:

Hours of Operation (Tuesday after Labor Day – Sunday before Memorial Day)

Monday – Thursday 5A – 9P

Friday 5A – 8P

Saturday 8A – 6P

Sunday 10A – 6P

Summer Hours of Operation (Memorial Day until start of SMSD)

Monday – Thursday 5A – 9P

Friday 5A – 8P

Saturday 8A – 8P

Sunday 10A – 6P

Outdoor Pool Hours (Memorial Day until start of SMSD_

Monday – Saturday 12P – 8P

Sunday 12P – 6P

Outdoor Pool Hours Start of School until Labor Day

Monday – Friday 4P – 7P

Saturday 12P – 8P

Sunday 12P – 6P

Holiday Hours

Closed – Easter, Thanksgiving and Christmas

Close at 4P – Christmas and New Year's Eve

9A-5P New Year's Day, Memorial Day, Independence Day

The recommendation was created as a conversation starter as staff is looking for guidance from Park Board to take the hours to City Council. Katie Leary and Thelma Fowler presented feedback from neighbors. Park Board discussed many different options for weekend pool hours specifically the closing time on Sunday as some members felt that 6P was still too early. The discussion focused on the concept that it is easier to add something than to take something away. Kyle Cooper recommended adding a late night swim one time a month on Sunday to gauge interest as well as tracking the number of people still at the center at the time of close on Sunday evening. Kathy Stull motioned to keep the hours recommended by staff but include a late night Sunday swim once a month during the summer season. Kyle Cooper seconded the motion. The motion passed 5 - 2.

Adjournment

Katie Leary Motioned to adjourn at 8:00pm. Motion approved unanimously.



MERRIAM FARMERS' MARKET

2019 Market Attendance

Shoppers	
2016	17,454
2017	12,436
2018	13,016
2019	9,995

Vendors	
2016	587
2017	622
2018	567
2019	517

2019 Marketplace Improvements

- Design and planted landscaping bed at bridge
- Concrete pads for picnic tables
- Replaced custom made men's toilet seat
- Repaired gutter and down spouts
- Replaced/repaired LED parking lot light
- Repaired electrical for art lights
- Repaired dumpster door handle

Market Revenue	2017	2018	2019
Saturday Market Revenue	\$14,378	13,947	\$11,538
Wednesday Market Revenue	\$1,576	\$677	\$0.00
Rentals & Misc.	\$1,451	\$3,334	\$945
Total Revenue	\$17,405	\$17,958	\$12,483

Market Expenditures	2017	2018	2019
Staff	\$3,296	\$3,390	\$2,489
Program Services	\$4,770	\$5,317	\$4,354
Utilities	\$6,424	\$6,698	\$5,721
Advertising	\$7,772	\$6,952	\$7,675
Building maintenance	\$6,353	\$8,449	\$6,521
Misc.	\$1,627	\$1,116	\$1,764
Total Expenditures	\$30,242	\$31,922	\$28,524

Tim Murphy
ART GALLERY



**23RD ANNUAL
HIGH SCHOOL VISUAL
ART COMPETITION**

DECEMBER 5 – 28

2018 WINNERS:

KATELYN ROBEY + GAUGE KELLOGG + OLIVIA MILLS + SOPHIA BOWERSOCK

OPENING NIGHT RECEPTION

Thursday, December 5 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



2020 Tim Murphy Art Gallery Schedule

<p>January 2-February 1 "Northland Artists Gallery— On the Road"</p> <p>Northland Artist Group</p>	<p>February 6-February 29 "Here, Where we Live"</p> <p>Barbara O'Leary & Associates</p>	<p>March 7-March 28</p> <p>24th Annual National Heartland Artist Exhibition</p>	<p>April 2-May 2 "Senior's Spring Fling"</p> <p>Senior Arts Council</p>
		 <p>2019 Best of Show "Evening on Strawberry Hill" by Timothy Caldwell</p>	
<p>June 4-August 29 Wall of Fame Exhibit New Community Center</p>	<p>June 4-August 29 Wall of Fame Exhibit New Community Center</p>	<p>June 4-August 29 Wall of Fame Exhibit New Community Center</p>	<p>June 4-August 29 Wall of Fame Exhibit New Community Center</p>
<p>September 3-September 26 "Pigments with Imagination"</p> <p>Steven Greenland Yvonne Carroll Cyncha Jeansonne</p>	<p>October 1 –October 31 " Two Men and a Brush"</p> <p>Dennis Broockherd Kermit Dyer</p>	<p>November 5-November 28 " Sensitivity & Beauty"</p> <p>Michael Schupp</p>	<p>December 3-January 2</p> <p>"23rd Annual High School Student Visual Arts Exhibition"</p>
			<p><i>Tim Murphy</i> ART GALLERY</p> <p>Mon-Thurs. 8am-9pm</p> <p>Mon-Thurs. 8am-9pm</p> <p>Friday 8am—5pm</p> <p>Saturday 8am—4pm</p> <p>Sunday 1pm—5pm</p>

Special Event Evaluation Form



Event Name: Halloween Happenings

Date: Saturday October 26, 2019 Location: Merriam Marketplace

Number of Registrants: n/a Number of participants: 367

Ages: 2-9 Cost of Event: FREE

Revenues:	<u>Total Revenues:</u>
Antioch Dentistry-Trick or Treat Sponsor	\$150.00

Expenses:	
Dollar Tree (tablecloths-pumpkin buckets)	\$8
Hobby Lobby (spray paint)	\$8.38
Walmart Neighborhood Market (science lab items/candy)	\$12.40
Sam's Club (candy)	\$58.12
InstafunKC (photo booth)	\$225.00
Creative Carnival (golf game/inflatable)	\$625.00

Total Expenses: **\$936.90**

Special Items Needed: Inflatable pumpkin decor, candy, tables, game supplies, cones, Halloween, trash cans, liners, tablecloths, etc., we have a dedicated list.

Modes of Publicity: Fall Highlights, Fliers at parks, City Hall and Antioch Library, Outdoor sign, 4 x 4 sign at driveway of Community Center, 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: Nancy Hupp, LaVera Howard, Hailey Walker (SMN NHS), Alex Williams (SMN NHS), Alyssa Cobb (SMN Key Club)

Staff: Ingrid, Renee, Pam, Diane, Hannah

Strengths: Good Volunteerism, mid-way games and mini-hole golf game were big hits. Photo booth was also very popular. Saved money by using ring pops and toys leftover from 2018 HH plus candy and snacks from MDL for some prizes. Had just enough candy and toy prizes without a lot of left overs.

Weaknesses: Unable to get sound system to work (be sure to do a run through before event) so were unable to announce costume parade & contest.

Opportunities: Have staff come an hour and a half to two hours before to ensure set up is complete by about 30 minutes prior to event start time. People inevitably show up early.

Thoughts: Costume contest (to keep or not to keep)?

Get your Santa photo without the crowds!

BREAKFAST *with* SANTA

SATURDAY, DECEMBER 7
9-10:30 A.M.

IRENE B. FRENCH COMMUNITY CENTER
5701 MERRIAM DRIVE



ONE-ON-ONE VISIT WITH SANTA ❄️ HOLIDAY GAMES & CRAFT
PANCAKE BREAKFAST ❄️ STORY TIME WITH JOHNSON COUNTY LIBRARY

\$5// ADULT CHILDREN FREE WITH PAYING ADULT
Register online or call – deadline: Thursday, Dec. 5

 /MerriamParks • 913-322-5550 • merriam.org/events


MERRIAM
Parks & Recreation

MAYOR'S TREE LIGHTING



FRIDAY, DECEMBER 6 • 6:30-8 P.M.

IRENE B. FRENCH COMMUNITY CENTER • 5701 MERRIAM DRIVE

TREE LIGHTING ❄️ PHOTOS WITH SANTA ❄️ LIVE MUSIC ❄️ HOLIDAY GAMES ❄️ LIGHT DINNER

ALL AGES

Call to register – deadline: Wednesday, Dec. 4

**Admission: \$1 or canned food item or new toy for
Johnson County Multi-Service Center**

 /MerriamParks • 913-322-5550 • merriam.org/events


MERRIAM
Parks & Recreation



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Swim Team Inter-Local Agreement
Date: November 26, 2019

In 2009, a Letter of Understanding between the cities participating within Super Pass (Merriam, Mission, Roeland Park, Prairie Village, Fairway and Lenexa) introduced an agreement providing an option for resident and non-resident members of each city outdoor pool access to a participating pool during normal business hours on days when their home pool is closed to the public to host a home swim or dive meet. Competitive Dive and Swim meets are held on Tuesday and Thursday respectively. Warm-ups start at 5:30 and meets begin at 6. Some pools will stop admitting patrons as early as 4 to prepare for meets and then officially close to the guests remaining on site around 5.

The intent of the agreement allows members of the host pool to gain admission, at no additional cost, to a non-hosting pool at any point during the day of a hosted swim meet at their home pool by producing their city issued membership card. Visits were recorded as Swim Meet in the recreation software, staff did not track visitors by city. Below is a chart indicating the number of visits to Merriam since inception of the agreement.

Year	Total Number of Visits
2009	3
2010	0
2011	0
2012	0
2013	0
2014	0
2015	6
2016	2
2017	3
2018	0

Since visits are not tracked by city, there is no way to determine how many Merriam residents took advantage of this opportunity when Merriam was a host site which was on average 4 – 5 meets per year (2 swim and 2-3 dive meets). A draft schedule for 2020 has been created, due to the uncertainty of completion, Merriam is not slated to host any home meets but this is subject to change based on building schedule.

Changes to the agreement for 2020 include:

1. Removal of JCPRD from agreement as operator of Roeland Park aquatic facility.
2. Verbiage stating that visitors to Merriam Community Center will receive an indelible stamp indicating access to outdoor aquatic facilities only.
3. Verbiage stating that it will be the responsibility of the hosting agency to notify patrons that passes will not be accepted at Merriam if the outdoor pool is closed.

Recommendation: Park Board provide City Council with a recommendation regarding participation with the Inter-Local agreement.