



ADVISORY BOARD MEETING AGENDA
Tuesday, September 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 August 27, 2019 Minutes Billy Crook
4. Staff Reports
 - a. Director's Report Dave Smothers
 - i. Community Center Update
 - ii. 2019 Summer Rec Report
 - iii. New Staff Update
 - b. Assistant Director's Report Dave Smothers
 - i. Reports
 1. Farmers' Market Monthly Update
 - ii. Upcoming Events
 1. "Aldridge Studio Painters" Opening Reception
 - c. Recreation Supervisor Report Renee Nagle
 - i. Reports
 1. Cruise Night
 - ii. Upcoming Events
 1. Merriam Drive Live
 2. Halloween Happenings
5. New Business Dave Smothers
 - a. Community Center hours of operation recommendation
 - b. Scholarship Assistance Draft Policy
 - c. Donation Draft Policy
 - d. 2020 Operating Schedule Merriam Farmers' Market
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, Anna Slocum, Dave Smothers, Renee Nagle, Cole Surber,
Nicole Ritter, City Clerk

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, August 27th, 2019
6:00PM

Roll Call

The August 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, Kyle Cooper, Thelma Fowler and Grant Getzlow. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; Renee Nagle, Recreation Supervisor, and Ingrid Berg, Assistant Program Coordinator.

Public Comments

There was no one present for public comments.

Approval of Meeting Minutes

Billy Crook stated that in the July meeting minutes the motion for the motion made recommending membership fees for the Merriam Community Center was noted incorrectly. The motion passed four to two not five to one. In addition, he noted a few typographical errors. Christopher Leitch made a motion to accept the minutes with corrections and LaVera Howard seconded the motion; motion was approved unanimously.

Staff Reports

Director's Report

Park Board Member Appointment Update

Members welcomed newest member Kyle Cooper from Ward 1.

Community Center Update

Staff thanked members that attended the site visit on Monday, August 19th. Current work includes setting steel. Once the steel is in place in the natatorium walls the next milestone will be excavating the pools. The last piece of structural steel will be celebrated as a "Topping Out" ceremony scheduled for Wednesday, September 18th at 11:00 am on the new community center site. Currently, the project is on time and on budget. In preparing for opening the new facility, staff is anticipating not planning for classes to begin at the new location until September 2020.

Turkey Creek Car and Motorcycle Show Update

Included in the packet was a flyer used to promote the event. Board members were provided the 2019 dash plaques that will be part of the "swag" for car show entries. As of today there are 100 entries for the event on September 14 which is more than average compared to past years. There have been \$6,200 in monetary sponsorships and \$1,300 in kind donations. The goal with sponsorships is to cover the \$4,000 grand prize and \$500 Young Guns award. The financial goal of this event is to for registrations and sponsorships to cover the direct costs.

New Staff Update

A new Aquatics Supervisor, Recreation Coordinator and Maintenance 1 worker have been hired. Staff has scheduled second interviews with two applicants for the Facilities Operations Supervisor position and are still reviewing applications/resumes for a Fitness Coordinator.

Assistant Director's Report

Reports

Farmers' Market Monthly Update

There were 640 shoppers at the market last weekend (8/24) which beat the same weekend last year. This is high season for the market, as harvests usually start to drop off about this time. There was a question about whether the lighting problems on the "Planting the Seed" sculpture has been fixed. Staff stated that there were two issues: one being that water tripped the circuit and the other that the daylight savings time impacted the timer schedule.

Upcoming Events

Tim Murphy Art Gallery

The opening reception for "To See...Photographic Perspective" is scheduled for Thursday, September 5th from 7 - 8:30 pm. This show features artists Roger Cissner and Steve Hauck. The third artist stepped down due to family health reasons. Staff is thinking of a possible art "Hall of Fame" show to kick off the gallery at the new community center.

Recreation Supervisor's Report

Reports

Party in YOUR Park Report-Campbell Park

There were 115 people in attendance at this event which is low and most likely due to the heat. The band, Nick Nave was a hit as were the food, inflatable, yard games and face painting.

National Night Out/Party in YOUR Park-Waterfall Park

There were 256 people in attendance at this event. In addition to MPRD and the Merriam police department being on site, there was Girls on the Run, Natural Grocers, artist-Blessing Hancock, Madman's ice cream, Sister Act Face painting and musician Erica McKenzie. There was a dedication for the art piece "Hmmm" and Home Depot donated a Ring doorbell for the giveaway drawing. There was a question about whether MPRD owns or rents the stage. The stage is a new addition to these events and increases the professionalism to the event. The stage rented is bulky and very heavy. It takes a professional crew approximately 20 minutes to set it and the rental company holds the liability when constructed. A stage of this size would cost upwards of several thousand dollars but then would require staff and equipment to haul and set it up, in addition to finding storage space. Fold up stages cost upwards of tens of thousands of dollars to purchase and have the same liability when assembling as well as the storage and hauling requirements. At this time, rental is the most feasible option but as with all events, this will be an opportunity to evaluate on an annual basis. There was a discussion about the various art pieces remaining to be installed. Kathy Stull shared the process the Art Committee uses in selecting new art pieces and the location of the remaining pieces.

Upcoming Events

MDL

This event is scheduled for Saturday, October 5th from 11 am-6 pm. Embrace the Grape will be on site for beer and wine. Musical entertainment throughout the day will be from: Four Fried Chickens and a Coke, Red Guitar, The Stolen Winnebagos, Fast Times and Noe Palma. Kids activities, a Cornhole Tournament, food trucks and a beer garden round out the event.

New Business

SuperPass Participation Discussion

The SuperPass allows members from six cities, Merriam, Roeland Park, Mission, Fairway, Prairie Village and Leawood, to utilize each other's outdoor pools. This is for outdoor pools only which puts Merriam in a unique situation at the new facility. Staff shared data regarding the Superpass program. In 2017, 37 superpasses were purchased, of which 29 were

purchased by Merriam Residents. In addition, visits to Merriam from other cities garnered an additional 1,901 visits from the other five cities. Since other cities have completed renovations recently, staff provided insight to how their superpass visits were impacted the first years after project completion. Mission has seen their participation almost double from 2,676 to 4,371 and 4,329 the first two years after completion. Fairway experienced a 150% increase the first year from 3,263 visits to 8,031 visits! The second year experienced an additional the increase of 21%. Their superpass visit count has remained over 10,000 in subsequent years. Fairway accounts for approximately 40% of all superpass visits. Discussion from Park Board members included:

- It may be a good way to draw people to the new center.
- There was concern about keeping track of where they are going once in the door. It was suggested to try an arm band indicating access was only allowed to the outdoor pool use only.
- Concern was expressed that if Merriam did not participate in Superpass, residents that are already unhappy about the size of the new outdoor pool now do not have an option to participate in a true outdoor pool experience without having to purchase a non-resident pass at different pool. This would then make them ineligible to purchase a superpass for an additional year due to the restrictions of the pass.
- Considering the foot traffic the first year of people wanting to check out the facility, the uncertainty of grand-opening coupled the nuances of a new facility, it might be better to skip one summer to allow staff time to do more research and evaluate how this program could work moving forward.

Kathy Stull made a motion to not participate in the SuperPass program for summer 2020. and Kyle Cooper seconded; motion passed four (yes) to two (no).

Boards and Commissions Membership Fee Discussion

Currently, there is a city code that states members of Boards and Commissions are eligible to receive a free membership for their household to the Irene B. French Community Center and Merriam Aquatic Center as service to their community. As with all items associated with the fees and existing facilities, evaluation of program fees is required. Staff estimates there are approximately 30 people serving in various roles eligible for this benefit. If all participate in a free household membership based on recommended fees the cost of the benefit would be \$19,800. Discussion included:

- Should there be “buy-in” into the department similar to what other boards and organizations ask of their members?
- Serving is a civic duty, volunteers should not look for a benefit or appreciation for time served.
- There is an expectation that board members regularly use facilities, talk to patrons, this benefit eliminates the barriers to making recommendations.
- Would it be possible to “donate” the benefit as part of the scholarship program if not used?
- Is this really a recommendation that Park Board should be making to City Council? This feels as it is more a Council benefit and mandate.

LaVera Howard moved to leave this benefit as is and Christopher Leitch seconded; motion passed five (yes) to one (no).

Rental Fees

The proposed room rental rate is included in the packet. In preparing the recommendation, staff reviewed and evaluated the current fee structure and processes as well as researched neighboring cities of Mission, Overland Park and Shawnee as comparison. The comparison was based on banquet seating occupancy. The discussion of proposed rates focused on the difference between small, medium and large room rental rates. The small room at \$35 with a medium room at \$60 does not carry the same differentiation to the large room at \$95. Based on the difference between small and medium, the large room rate is too high. Yet when the large room is compared to the neighboring cities that is the market rate. Although occupancy doubles between the spaces, adding the third room with occupancy of 224 people, is

going to be a higher profile event and the additional 112 people will place more strain on resources and staffing. The proposed discount for larger events is for one-time events, not recurring rentals. Since we have groups that like to rent the gymnasium for weekly practices, this discount would not apply in those cases. There was a question regarding the rate associated to the whole gymnasium versus half. It is staff's intent that the whole gym would only be available after hours thus adding staff fees into the rate. At this time, staff feels it is imperative that there always be one court available for open court times. Pool rentals would also only occur after hours. There will be a schedule associated to the pool for lap swimming, open swimming and program time. Kathy Stull moved to accept proposed room rental fees as listed and LaVera Howard seconded; motion passed unanimously.

Corporate Membership Discussion

As a continuation of the Revenue Guideline discussed in previous meetings, staff researched various corporate membership programs. There were numerous types of programs but the general theme included three basic types: a discount to the corporation based on the number memberships sold, a buy in program that required the corporation to pay a fee with employees then provided a discount membership, or employees of resident businesses treated as residents. While reviewing the programs it became evident that administration of a program needed to remain easy which immediately eliminated the first type of program. The second program, it was difficult to determine the corporate buy in rate based on the number of employees. Since Merriam has a variety of small businesses, there was no clear formulate to determine tiers. The last option, of allowing Merriam business to sign an agreement to promote the opportunity to their employees to purchase a membership at the resident rate allowed for the easiest to administer eliminating the concern that someone would be paying less than a Merriam resident. In order to be eligible, the business would sign an agreement with the city, recognizing the benefits of promoting health and wellness with their employees. Once the agreement is signed, employees would need to provide proof of employment through a paystub or letter from the company representative on letterhead. This opportunity also provides for a partnership between the city and businesses and opens the door for other opportunities such as sponsorship. If the business chose to take the benefit further internally by assisting to pay for a portion would be between them and their employee. Through this discuss it was also recommended that staff investigate Pure Fit and Silver Sneakers for the new community center. This will be a task assigned to the new Fitness Coordinator once hired. Christopher moved to accept the above corporate membership policy and Kyle Cooper seconded; motion passed five (yes) and one (abstained).

Other Business

September Meeting Conflict

Anna will be at the NRPA conference for the September, 24th meeting. It was asked if board members would like to go ahead with the meeting as scheduled with Dave Smothers serving in Anna's absence or if they would prefer to reschedule to the week prior. Thelma Fowler made a motion to keep the September Park Advisory Board meeting on Tuesday the 24th and LaVera Howard seconded; motion passed unanimously.

Adjournment

Kathy Stull moved to adjourn the meeting at 8:15 pm and LaVera Howard seconded; motion was approved unanimously.

MERRIAM PARKS & RECREATION
Class Program Report

SUMMER	2018		2019		Variance	Variance
YOUTH					(+/-)	(+/-)
Class	Enrolled	Participation	Enrolled	Participation		
Swim Team	51	1,530	34	850	-17	-680
Parent/Child	31	213			-31	-213
Preschool Aquatics	33	223			-33	-223
Level 1	23	174			-23	-174
Level 2	17	124			-17	-124
Level 3	18	148			-18	-148
Level 4	6	24			-6	-24
Private Lessons	17	68			-17	-68
Challenger Sports Soccer Mini Kickers					0	0
Challenger Sports Soccer Camp	11	50			-11	-50
Preschool Park		170		158	0	-12
Spectators		126		130	0	4
TOTAL	207	2,850	34	1,138	-173	-1,712
ADULT FITNESS	Enrolled	Participation	Enrolled	Participation	Variance	Variance
Belly Dancing	2	29	2	55	0	26
Intermediate Belly Dancing	3	15	1	25	-2	10
Advanced Belly Dancing	1	14			-1	-14
Boot Camp / Fat Burn/ Fit Blend	0	0			0	0
Core & More					0	0
Zumba			0	5	0	5
Gentle Yoga	4	84	12	134	8	50
Yoga Express	6	127	4	60	-2	-67
Iyengar Yoga Level 1	6	65	8	78	2	13
Iyengar Yoga Level 2	5	56	5	46	0	-10
Iyengar Yoga Level 3	5	48	5	51	0	3
Ultimate Yoga	3				-3	0
The KI Society	6	84	6	94	0	10
Simplified Tai Chi			1	11	1	11
Aikido Yoshinkai	8	66	9	65	1	-1
Pickleball		105		90	0	-15
TOTAL	49	693	53	714	4	21
SENIOR	Enrolled	Participation	Enrolled	Participation	Variance	Variance
Merriam 50+ Club		31		22		-9
AFEP///Flexercise		577		554		-23
JOCO Meal Program		1,778		1533		-245
BBQ Bingo	65	72	58	60	-7	-12
Bingo		138		159		21
Chair Yoga Level 1	6	91	7	111	1	20
Chair Yoga Level 2	8	102	7	126	-1	24
Senior Movie		104		149		45
Friday Painters				15		15
Senior Wii	18	75	10	105	-8	30
TOTAL	97	2,968	82	2,834	-15	-134

SPECIAL EVENTS	Enrolled	Participation	Enrolled	Participation	Variance	Variance
Brown Party in Park		211				-211
Quail Creek Party in Park		175		254		79
Campbell Park Party in Park		165		115		-50
Summer Sunday June		263				-263
Annual Pool Party		110				-110
National Night Out/PIYP Waterfall		125		250		125
Cruise Night		360		575		215
Park Passport Program		3				-3
Art Gallery Receptions Attendance		453		455		2
TOTAL		1,865		1,649		-216
RENTALS						
Gym (Sports)	28	271	31	512	3	241
Gym (Set-up)	7	660	4	171	-3	-489
City Meetings	44	240	25	135	-19	-105
Room	102	635	88	475	-14	-160
Shelter Rentals	49		26		-23	
Field Rentals	37		0		-37	
TOTAL	267	1,806	174	1,293	-93	-513
DAILY VISITS						
Daily Passes		2,770		2,248		-522
Walkers		29		4		-25
IBT		33		35		2
JOCO Mental Health		0		0		0
Outdoor Volleyball		17		46		29
TOTAL		2,849		2,333		-516
GRAND TOTAL	620	13,031	343	9,961	-277	-3,070

*2018 June-August



September Update

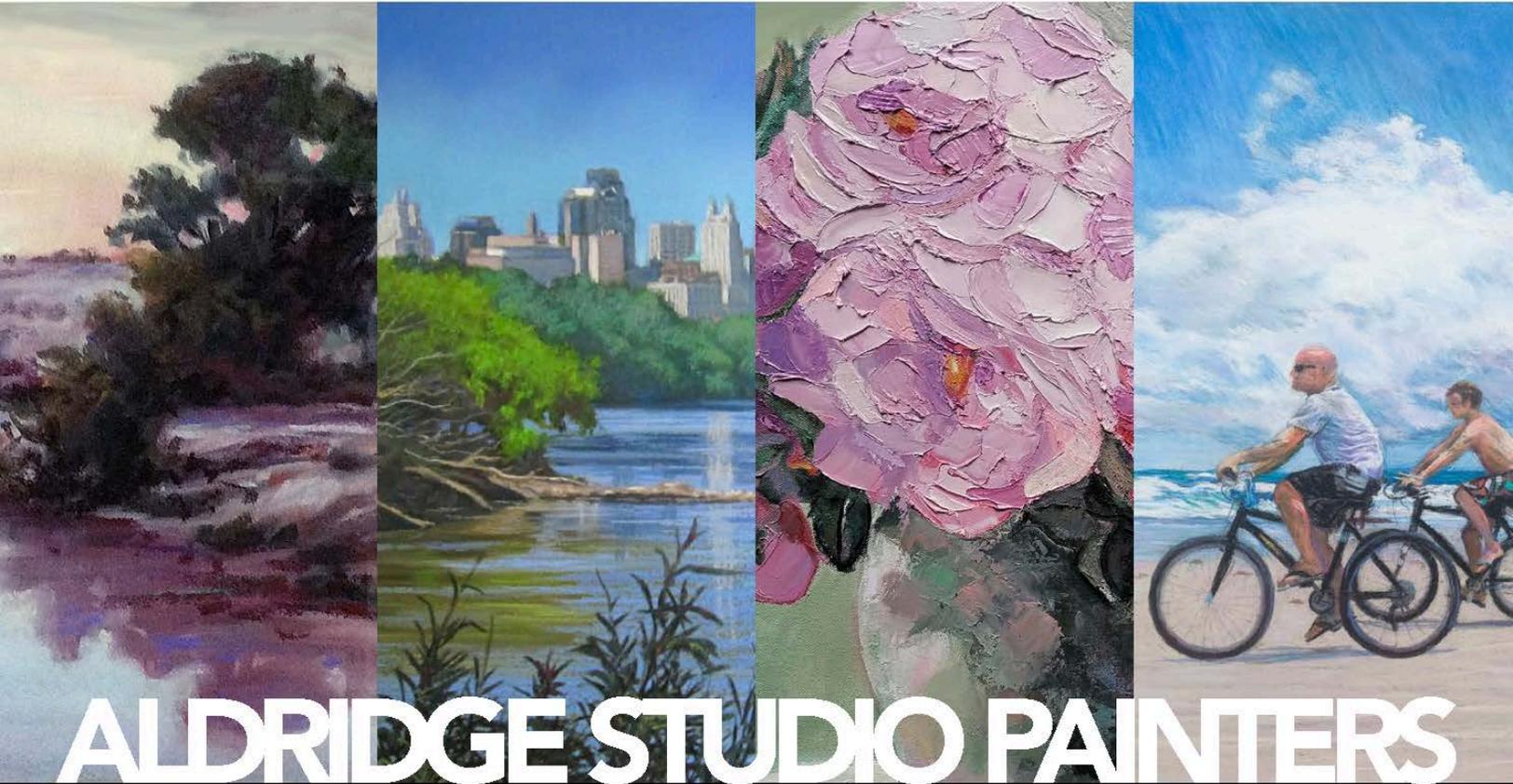
Staff has seen steady shopper numbers the last nine weeks. During the car show, there was a record number of vendors for this week, 22! (The Farmers' Market is relocated to the southeast parking lot of the community center to accommodate the Turkey Creek Car and Motorcycle Show at the Merriam Marketplace.)

Weather permitting, Public Works will be planting three new trees next week. Two will be replacing the trees that removed in the spring whose roots were causing issues to the concrete pad of the pavilion. The other tree will be replacing one that had died. There is also a need for some gutter repair on the northwest corner of the pavilion.

The end of the season vendor meeting is scheduled for Thursday, November 14 at the Community Center.

Week	2018 Vendor #s	2019 Vendor #s	2018 Attendance	2019 Attendance
1	22	17	340	275
2	26	20	303	160
3	25	20	607	314
4	28	19	632	334
5	22	20	350	262
6	32	24	762	463
7	28	21	528	337
8	30	23	808	361
9	26	24	735	571
10	30	27	1,434	680
11	28	27	833	723
12	28	26	617	714
13	31	27	611	758
14	27	25	846	639
15	30	29	623	570
16	25	25	787	486
17	28	24	605	640
18	31	23	545	409
19	4	27	156	443
20	23	22	331	285
YTD	524	470	12,453	9,424

Tim Murphy
ART GALLERY



ALDRIDGE STUDIO PAINTERS

OCTOBER 3 – NOVEMBER 2

ALDRIDGE STUDIO PAINTERS

OPENING NIGHT RECEPTION
Thursday, October 3 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



Special Event Evaluation Form



Event Name: Cruise Night

Date: Saturday August 10, 2019 Location: Marketplace Pavilion

Number of Registrants: n/a Number of participants: 575

Ages various Cost of Event: FREE

Revenues: \$ n/a Total Revenues: \$ n/a

Expenses: The Troubadour Retrievers (Band) \$700.00

Door Prizes

4 – QT \$20 Gas Cards (donated by DMP)

10 – Merriam T-shirts (donated by City of Merriam)

Total Expenses: \$700.00

Special Items Needed: Sign in Sheets, clip boards, pins, list of announcements, door prize tickets, table, lawn chairs, water for band, DMP sponsorship sign, check for band, car show flier and registration forms, recycle container, trash cans/bags, Fall highlights and dash plaques.

Modes of Publicity: Summer Highlights, flier to all park bulletin boards, city hall, City Employees, City Council and Park Board Members. Facebook, electronic sign, and Boomer Buzz Newsletter

Committees/Volunteer/Staff: Volunteer: John Freeman
Staff: Brandy Peterson, Caitlyn Remick, and Pam Oswald.

Strengths: Weather was perfect. Band was really good and interacted with crowd. Fresh & Tasty Food Truck was very busy all night. John Freeman sent out Facebook event to the “car wash gang”, about 75 additional people. People commented on how good the band was.

Weaknesses: The event was at the same time of a Chiefs game (pre-season) could have been 30-60 minutes longer.

Opportunities: Research other Cruises in the area to see if they have other activities or door prizes. Maybe add corn hole games to lawn areas by marketplace pavilion. We received 6 registrations for the car show. Marketplace was in the flight pattern for the A-10 fly over at Sporting KC.

Thoughts: Continue with Fresh & Tasty catering as she has menu items that appeal to the crowd.



MERRIAM DRIVE LIVE

Merriam Marketplace
5740 Merriam Drive

10.05.2019 | 11 a.m.–6 p.m. | FREE

merriam.org/MDL

Photo by Jim Russell



**FOUR FRIED
CHICKENS
AND A COKE**



Red Guitar



CORNHOLE TOURNAMENT » **CASH PRIZES!**
BEER + FOOD TRUCKS + KIDS ACTIVITIES REGISTER AT MERRIAM.ORG/MDL



**Lindan Auto
& Mechanical
Body Shop**





To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Merriam Community Center Facility and Child Watch Hours of Operation
Date: September 23, 2019

Although there are hours of operation for the existing community center, the new community center has different amenities and program opportunities. In an attempt to provide a recommendation for the hours of operation, below is a chart outlining neighboring facilities:

Community Center	Weekdays	Weekends	Holidays
Sylvester Powell	Mon – Thurs 5:30A – 9P Friday 5:30A – 8P	Sat 6A – 7P* Sun 12P – 5P	Memorial Day / Labor Day 7A-7P New Year’s Day/ Easter/ Independence Day/ Thanksgiving Day/ Christmas Day – Closed Christmas Eve / New Year’s Eve 5:30A – 5P
Matt Ross	Mon – Fri 5:30 A – 10P	Sat 7A – 8P* Sun 10A – 8P	New Year’s Day / Memorial Day/Labor Day 8A– 2P Independence Day/ Thanksgiving / Christmas Closed Christmas and New Year’s Eve Close at 5P
Lenexa Rec Center	Mon – Fri 5A-9P	Sat 7A – 6P Sun 10A – 6P	New Year’s Day / Memorial Day/ Labor Day/ Day after Thanksgiving 8A – 5P Easter / Independence Day / Thanksgiving/ Christmas – Closed Christmas and New Year’s Eve close at 4P
Olathe	Mon – Fri 5A – 9P	Sat 7A – 6P Sun 10A – 5P	New Year’s Day / Memorial Day / Independence Day / Labor Day / Day after Thanksgiving / New Year’s Eve 7A – 4P Easter / Thanksgiving / Christmas Eve / Christmas Day - Closed

*Saturday rentals have a “prime rate”

In an effort to align with newer recreation centers, staff recommends the hours of operation for the indoor facility be:

Monday – Thursday 5A-9P
 Friday 5A – 8P
 Saturday 8A – 6P
 Sunday 10A – 6P

Outdoor Pool hours:

Monday – Friday 12P – 8P
 Saturday & Sunday 11A – 6P

Holiday hours:

Easter / Thanksgiving / Christmas – Closed
 Christmas and New Year’s Eve – close at 4P
 New Year’s Day / Memorial Day / Independence Day / Labor Day 9A – 5P

The new community center will operate a child watch for parents utilizing the facility for programs and memberships. Policy and procedures related to the operation of this program are still to be developed. General guidelines will include:

1. Guardian must be participating in a Merriam Park and Recreation program located within the Merriam Community Center.
2. Each child is allowed a maximum visit of 2 hours / shift.
3. Fee will be based on a per child / hour rate. (Punch cards will be utilized to track payments)

Below is a chart outlining neighboring facilities Child Watch Hours of Operation:

Community Center	Weekday Mornings	Weekday Evenings	Weekends
Sylvester Powell	Mon – Thurs 8A– 12P	Mon – Thurs 5P – 8P	Sat 9A – 12P
Matt Ross	Mon – Fri 8:30 A – 2P	Mon – Fri 4P – 8P	Sat 9A- 12P
Lenexa Rec Center	Mon – Fri 8A – 12P	Mon – Thurs 4P – 8:30P	Sat 8A – 12P
Olathe	Mon – Fri 8:30A – 12P	Mon – Thurs 4:30P- 7:30P*	Sat 8A – 11:30A

*closes at 7 if no one is using the service

Staff recommends the hours of operation of Child Watch be:

Monday – Friday 8A – 12P
 Monday – Thurs 4:30 – 8P*
 Saturday 8A – 12P*

*will close 30 minutes early if no one is using the service

Opening time will adjust according to the holiday hours but will not extend past normal closing time.

Recommendation: Staff recommends Park Board provide City Council with a recommendation for facility and child watch hours of operation for the Merriam Community Center scheduled to open summer 2020.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Donation and Scholarship Policy
Date: September 23, 2019

Included in the packet are two policies that are stated as part of the revenue guideline that have been previously discussed to be recommended to City Council. The donation policy formalizes a practice that had been established when the department was first created. As the department grows and service changes, it is important to formalize the practice in the event request for items significantly increases.

The qualifications for the scholarship policy as well as the Dolphin Fund and KanCare programs are unchanged. The current Merriam Parks and Recreation Foundation Scholarship allows for \$100 of assistance annually for each qualifying family. In addition, there is a 20% co-pay for each registration until the \$100 is exhausted. In the past, the majority of the use has been for summer pool passes.

Over the past five years, an average of 13 families have participated in the scholarship assistance program. The assistance provided was approximately \$1,100 with the majority of the assistance off-set by donations from Merriam Parks Recreation Community Center Foundation and Downtown Merriam Partnership.

Recognizing that there might be more requests for assistance with the new community center, staff began researching what other departments offer. The majority of the scholarship programs focus on assistance for youth programs and not memberships. In an effort to build a healthy community, the focus of scholarships shifted to offer assistance for Merriam household memberships. As with the original program, families receiving assistance should be responsible for a co-pay to participate. To fully fund scholarships at 80% assistance would be almost impossible. Staff is requesting that qualifying families have a co-pay of \$20/month for an annual household membership. In addition to seeking assistance to off-set the scholarships through existing organizations, staff is discussing various ways that fundraising efforts could be coordinated with City of Merriam employees and other corporations within Merriam to raise funds to support scholarships.

Recommendation: Park Board recommend the Donation Request and Scholarship Assistance Policy to City Council to complete the Revenue Guideline.



City of Merriam Parks and Recreation Scholarship Assistance Policy

Description

Merriam Parks and Recreation is committed to providing quality recreation opportunities to all resident households, regardless of their economic condition. Since user fees support the recreational programs and facility memberships offered by the City of Merriam Parks and Recreation Department, program participants are required to pay registration fees for each program in which they register. To assist residents in offsetting the costs, there are various scholarships available to qualifying families in order to receive assistance in off-setting fees.

Scholarship Assistance Programs

1. Merriam Parks Recreation and Community Center Membership Scholarship.
 - a. Available only to Merriam household residents.
 - b. Limited to \$420 // household // calendar year to be applied toward resident household memberships.
2. Dolphin Fund
 - a. Available only to Merriam household residents who are 18 years of age or younger and enrolled in school.
 - b. Scholarship to be used toward Dolphin Swim Team and Merriam Community Center swim lessons.
 - c. Limited to \$100 // year // youth.
3. KanCare
 - a. Youth must participate in a qualified KanCare Medicaid Program (no residency restrictions apply).
 - b. Limited to \$50 // year // youth.

Eligibility

All information provided by the applicant will be kept confidential and will be used solely for the purpose of establishing eligibility.

Merriam Parks and Recreation Community Center Scholarship & Dolphin Fund

1. **Proof of Merriam Residency** – proper identification to include a valid driver's license, a state issued identification, current utility bill (electric, gas or water), current city business license or Notice of Appraised Value issued by the Johnson County Assessor's Office.
2. Proof of public assistance – proper documentation of current year assistance to include: Social Security Supplemental Security Income (SSI); Food Assistance (SNAP); or other assistance from SRS, WIC food vouchers, or free school lunches.
3. Household is defined as two adults and up to four (4) dependent children as defined by IRS Qualifying Age Rule at the same address. Children 18 – 24 must provide proof of residency. The IRS Qualifying Age Rule per the IRS website (<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>).
4. Completion of appropriate application.

KanCare

1. Proof of KanCare member identification.
2. Provide appropriate paperwork from KanCare caseworker and a copy of member identification card.
3. Applied toward eligible youth classes.

Application Procedures

1. **Obtain verification of need** from the public assistance agency of the type of assistance being received. Documentation must be provided for the **current year**.
2. **Complete the Scholarship Application form and attach verification of assistance.** Bring the application to Merriam Parks & Recreation Department office, Merriam Community Center, 6040 Slater (Monday-Friday, 8:00 AM – 5:00 PM.)
3. Allow up to seven working days to receive notification of approval or denial.
4. If the scholarship is approved, the recipient is required to pay balance of the program, membership, or class fees, following the normal registration procedures.

Other Information:

1. No portion of the scholarships are transferable to another person, remaining balances are not carried forward into the next calendar year.
2. Age restrictions apply to KanCare and Dolphin Fund scholarships.
3. Recipients must follow all Merriam Parks and Recreation Department rules, regulations, and policies. Failure to do so will result in revocation of scholarship and loss of privileges.
4. Scholarships do not apply to the purchase of class supplies.
5. Scholarship funds are provided from private and civic group donations, and are available on a first-come, first-served basis, subject to availability.
6. Recipients of Membership Scholarships will be responsible for \$20 // month fee for annual household membership.
7. Recipients of Dolphin Fund Scholarships will be responsible for 20% of program fee.



City of Merriam Parks and Recreation Donation Request Policy

Description

Merriam Parks and Recreation is committed to being a good community partner and appreciates the opportunity to help the community. Each year the department receives a large volume of requests for donations from various charitable and non-profit organizations.

Guidelines

- All donation requests must be submitted in writing on letterhead and received at least four (4) weeks prior to the event date.
- To accommodate as many requests as possible, Merriam Parks and Recreation can only make one donation per calendar year to each organization.
- Phoned in requests will not be accepted.
- Any incomplete requests will not be considered.
- All requests will be considered on a first come, first serve basis.
- Submitting a request does not guarantee an organization will receive a donation.
- If approved, all donations are subject to availability and will be fulfilled a minimum of one week prior to the event.
- Items donated will be at discretion of the department.



To: Merriam Parks and Recreation Advisory Board
From: Dave Smothers, Assistant Director of Parks and Recreation
Subject: 2020 Farmers' Market Schedule and Daily Fees
Date: September 23, 2019

Although the 2019 Farmers' Market season still has one week remaining, staff needs to begin preparation for the 2020 season. As part of this preparation, Park Board will need to make a recommendation of the 2020 operational schedule and fees to City Council. The last several seasons, Merriam Farmers' Market has operated the first Saturday in May through the last Saturday in September to allow for Merriam Drive Live to occur the first Saturday in October.

For the 2020 season staff is recommending the following:

1. 2020 schedule to be every Saturday, May 2 – September 26 (22 weeks) 7A – 1P; with the exception of July 4.
2. July 4 operate a short market day 7 -11A, in order to accommodate the Flags 4 Freedom concert, as has been done in years past.
3. No increase to the season vendor fees - remain at \$370
4. Change the daily vendor fee to \$25 based on research of competing markets daily vendor fee.

<u>Merriam</u>	<u>Leavenworth</u>	<u>Overland Park</u>	<u>Lenexa</u>	<u>Olathe</u>	<u>Bonner Springs</u>
\$30/\$45	\$25	\$25	\$22	\$20	\$15