



ADVISORY BOARD MEETING AGENDA

Tuesday, February 25, 2020

6:00 PM

Irene B. French Community Center Kessler Room

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|---|--------------------|
| 1. Roll Call/Attendance | Christopher Leitch |
| 2. Public Comments | Christopher Leitch |
| 3. Approval of January 28, 2020 Minutes | Christopher Leitch |
| 4. Staff Reports | |
| a. Director's Report | Anna Slocum |
| i. Community Center Update | |
| ii. 2019 Year in Review Video | |
| b. Assistant Director's Report | Dave Smothers |
| i. Updates | |
| 1. Farmers' Market Entertainment | |
| 2. Heartland Artist Exhibition | |
| c. Recreation Supervisor Report | Renee Nagle |
| i. Reports | |
| 1. Daddy Daughter "A Night in Arendelle" | |
| ii. Event Updates / Volunteer Opportunities | |
| d. Aquatic Supervisor Report | |
| i. Update | |
| 5. New Business | |
| a. Charter Membership Benefit Package | Anna Slocum |
| b. New Policy Review | |
| i. Swim Band Policy | Cole Surber |
| 6. Other Business | |
| a. May 2020 Meeting Cancellation | |
| 7. Adjournment | |

Distribution:

Board Members: Leary, Howard, Stull, Chivetta, Getzlow, Croan, 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, January 21, 2020
6:00PM

Roll Call

The January meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:00 pm, by Chairperson Christopher Leitch. Board members in attendance included: LaVera Howard, Katie Leary, Billy Croan, and Stacy Chivetta. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; Cole Surber, Aquatic Supervisor and Nicole Ritter, Facility Attendant. Public members in attendance included Nancy Hupp, representing Merriam Parks, Recreation and Community Center Foundation. Grant Getzlow, Kathy Stull, and Kyle Cooper notified staff of their absence.

Public Comments

No public comments were made.

Approval of Meeting Minutes

LaVera Howard made a motion to approve the minutes. Katie Leary seconded the motion which passed unanimously.

Staff Reports

Director's Report

COMMUNITY CENTER UPDATE

- The site is very muddy due to the changes of temperature and precipitation which creates challenges around the site. It is now a goal that every Tuesday staff create a Facebook Live video to show progress and help provide awareness to the amenities and layout. Drywall, overhead HVAC, plumbing, life safety elements are being installed. The "dance floor" has been constructed so overhead work can begin in the natatorium. Most of the glass is in, the pieces not in are purposeful for getting materials into and out of the building.
- Staff has made significant strides with Tivity Health over the past month in being able to offer SilverSneakers®. The hope is to have an agreement to go to City Council by February 10. In addition, strength equipment has been ordered with the cardio lease agreement slated for City Council agenda on February 10. There will be a fee work study session of February 3 in hopes that on February 10 City Council will be ready to vote on recommended fees. Furniture bid is on the street. Vending proposal will be released on Friday. Staff is completing wish lists for equipment. The next step is to go through the lists and decide need vs. want based on budget restrictions.
- Staff has started to begin the "packing" process of IBFCC. Cleaning closets, identifying items for move, purple wave or trash. Items identified for the move are tagged with their proposed new location to simplify the move.
- The start of a marketing campaign is taking shape. The goal is once fees are known to start pushing membership information as quickly as possible. Meredith continues to give monthly updates.
- Included in the packet are the Recreation Reports for Fall and the Annual Comparison Report. 2019 Fall participation improved slightly from 2018. The annual comparison decreased from 2018. The cause of this impact was not being able to offer swim lessons in the summer and the decrease in rentals this fall.

Assistant Director's Report

Reports

HIGH SCHOOL VISUAL ARTS COMPETITION

- This show featured 217 high school students from 23 different area schools displaying 151 pieces of art. Live music from “The Band Anna KC from 7 – 8 pm. There were 454 reception attendees, one of the largest receptions of record.

Updates

FARMERS’ MARKET UPDATE

- Applications for the 2020 season are available. This year all staff involved in the market will be new.

Upcoming Events

“HERE, WHERE WE LIVE” ART GALLERY RECEPTION FEBRUARY 6

- This show features Barbara O’Leary & Associates.

HEARTLAND ARTIST EXHIBITION

- The 24th annual event has accepted 119 works of art from 72 different artists. The opening reception is March 7. In addition, the Heartland Workshop, hosted by the juror, is at maximum capacity.

Recreation Supervisor’s Report

Reports

MAYOR’S TREE LIGHTING EVENT

- This event had 151 participants. Staff reported that the weather cooperated, it was cold but not frigid. Staff identified one concern for the overall event; catering soup is expensive and it is difficult to estimate quantities.

BREAKFAST WITH SANTA

- This event had 123 participants. One of the many strengths is having it catered to help staff and volunteers focus on the other event elements. The only weakness is due to ventilation; the griddle causes the gym becomes smoky. The solution requires the building side doors to be opened which can cause a draft.

CALL FOR MUSICIANS

- Call is closed for the year. All musicians have been scheduled for 2020.

Upcoming Events

DADDY DAUGHTER DANCE

- This event is scheduled for Saturday, February 8 from 5:30 - 8:00 pm. Volunteer spots have already been filled by a local high school and staff. DJ Kirby will be performing again this year. There will be fun dances and limo rides along with heavy appetizers. This year’s theme is “A Night in Arendelle.”

TURKEY CREEK FESTIVAL

- This event is scheduled for Saturday, May 16 from 10:00 am – 4:00 pm. Volunteers are needed. The first official committee meeting will be held on February 4 at 1:00 pm.

Aquatic Supervisor Report

UPDATE

- The Aquatic Coordinator, Chris Parnacott has been hired and started on January 6. Recruitment of lifeguards and pool staff is the main priority. Efforts for recruitment include contacting all area high schools and placing announcements where allowed; Facebook® boosted ads, researching job fairs, contacting past pool employees and ordering a “Now Hiring Banner” to place along the construction fence. The building will require a total of 41,000 part-time hours of which 60 will be required as lifeguards and 10 concession/slide attendants. Other tasks include creating the employee handbook for the new pool.

New Business

TURKEY CREEK FESTIVAL SPONSORSHIP REQUEST

- Included in the packet is a request from Kansas Strong to sponsor Turkey Creek Festival. The concern staff has is not whether or not they are necessarily a sponsor but whether or not they should be allowed the opportunity to speak as a sponsor. This is not something that a sponsor has been allowed to do. If allowed the opportunity to speak, it is important that their values align with the city. Staff is seeking guidance from Park Board as to if the sponsorship should be accepted as proposed by the organization. They have offered to sponsor at a lesser level forgoing the opportunity to speak at the event. Discussion from the board included concerns of it not being the right venue. Turkey Creek Festival is more about activities for children. There was a concern about impeding freedom of speech. This is not an issue as the request is above and beyond what has been offered to other sponsors. LaVera Howard motioned to allow Kansas Strong the privileges outlined in the sponsor packet that has been presented to all potential sponsors. Katie Leary seconded the motion. Motion passed unanimously.

Other Business

FUTURE PARK BOARD DISCUSSION ITEMS

- In preparing for 2020 staff sees several items coming forward to Park Board for discussion / advice and recommendation to City Council. Not all items will need to move to City Council but staff feels it is important to bring various topics forward to discuss potential implementation plans.

The “known” list of items with tentative meetings are:

1. Charter Member Benefits – February
2. Policy Review – as ready – February – April
3. Budget / new program ideas - Spring
4. Superpass review – Fall
5. JOCO Nutrition Program Agreement – mid Summer
6. Farmers’ Market Schedule – Fall
7. Home Town Heroes Program request – winter?

MEETING / AGENDA STRUCTURE DISCUSSION

Christopher Leitch provided a brief introduction and orientation to his style of running a meeting and ground rules (inserted below) he finds helpful. His perspective of the Advisory Board is to support staff and the work done. In addition, he presented his recommendation for improvements to the agenda. The goal is to leave time for discussion and new items, emphasize volunteer opportunities. Staff reports will remain for events but upcoming events and volunteer opportunities will be revised.

MEETING GROUND RULES

1. Arrive on time to ensure starting and ending on time;
2. Have agenda and come prepared;
3. Be concise, stay on topic (use "parking lot" items);
4. No disruptions: phone, email, text, side conversations;
5. Ask clarifying questions if you don't understand;
6. Value the strength of diverse input;
7. Demonstrate mutual respect, no negative criticism;
8. If you disagree, propose a solution;
9. Respect confidentiality;
10. Have fun / use humor;

Adjournment

LaVera Howard made a motion to adjourn at 7:28 pm. Billy Croan seconded motion.

2020 - Merriam Farmers' Market Entertainment Schedule	
Date	2020 Performers
	Entertainment is 10-11:30 am unless noted otherwise
Sat. May 2	Opening Day - Good Sam Club
	Planting Flower Pots
Sat. May 9	Joe Martin & His 12 Strings
Sat. May 16	none - TCF 5K - DJ
Sat. May 23	Jillian Riscoe
Sat. May 30	Doug Talley Duo
Sat. June 6	Sister Act Face Painting (10a-noon)
	Home Depot Wood Projects
Sat. June 13	Wheat State Sax Quartet
Sat. June 20	Summon the Storm
Sat. June 27	Saxes Plus
Sat. July 4 (7-11 am)	American Legion Band of Greater Kansas City Wind Ensemble (9:30 - 11 am)
	Fireworks painting
Sat. July 11	Johnny Pierce
Sat. July 18	Sean McNown
Sat. July 25	Thorpe & McElroy
Sat. Aug. 1	Erin Eades
Sat. Aug. 8	Anchovy Fishermen
Sat. Aug. 15	Yakety Sax
Sat. Aug. 22	Janie Next Door
	"Chalk it Up" - sidewalk chalk
Sat. Aug. 29	Prairie Country Band
Sat. Sept. 5	Happy Wanderers
	Food Fear Factor
Sat. Sept. 12	none - car show - Mkt at 5701
Sat. Sept. 19	Nicole Springer
Sat. Sept. 26	Nick Nave
	Painting mini pumpkins

Tim Murphy
ART GALLERY



24TH ANNUAL
**HEARTLAND
ARTIST
EXHIBITION**

MARCH 7 – 28

JURIED ARTISTS FROM ACROSS THE UNITED STATES

OPENING RECEPTION

Saturday, March 7 // 5–7 p.m.

IRENE B. FRENCH COMMUNITY CENTER
5701 Merriam Drive; Merriam, KS 66203
913-322-5550 // Merriam.org/artgallery

GALLERY HOURS
M-TH 8 a.m.–9 p.m.
F 8 a.m.–5 p.m.
SAT 8 a.m.–4 p.m.
SUN 1–5 p.m.


MERRIAM
Parks & Recreation

Special Event Evaluation Form



Event Name: Daddy Daughter "A Night in Arendelle" Dance

Date: Saturday February 8, 2020 5:30 – 8 pm

Location: IBFCC, Gym

Number of Registrants: 96

Number of participants: 96

Ages: 4-11

Cost of Event: \$45 per couple/\$10 additional early bird thru February 3
\$50 per couple/\$15 additional February 4 -7th

Revenue:	\$2,235.00
Expenses	
Insta-fun KC - photobooth	\$450.00
DJ Kirby	\$395.00
Showtime Transportation	\$614.25
Food (Walmart, Hy Vee)	\$58.66
Decorations (Hobby Lobby, Dollar Tree)	\$25.45
Balloons	\$150.00
Amazon (décor, tablecloths, choc for fountain)	\$238.15
Sam's Club (plates, food, drink mix)	\$129.02
Total Expenses	\$2,060.53
Net:	\$174.47

Special Items Needed: list of registrants, limo tickets & signup, chafing dishes, drink dispensers, tables, chairs, trash cans with covers, decorations, list of announcements etc. Each girl left with a photo booth picture, balloon and "snowman soup".

Modes of Publicity: Winter Highlights, flier e-mailed to: past Dad Daughter attendees, iFamily, Macaroni Kid, Star Calendar, KC Parent, poster at Community Center, lobby TV, face book, website, outdoor electric sign.

Committees/Volunteer/Staff:

Volunteers: Nancy Hupp, Greta Berg, Alex Williams, Rachel Robinson, Elizeth Moncala, Heaven Getahun, Monisha Biswa, Sophia Ridnour

Staff: Ingrid Berg, Renee Nagle, Nicole Ritter

Strengths: Excellent Volunteerism, themed decorations and balloons very well liked. Moving the photo booth worked well. DJ Kirby is always well received. Using tickets for the limo sign up and having a volunteer walk around with a reminder sign for departures worked very well.

MENU: meatballs, chicken nuggets, carrots & dip, chocolate fountain with strawberries, pretzels & marshmallows. Water, blue Gatorade.

Weaknesses: Maybe have high school volunteers come at 4 pm instead of 4:30 p since we were cutting it pretty close to be fully ready for start time.

Opportunities: The girls loved being able to disassemble and take home the balloons that were used for decoration.

Thoughts: Possible themes for 2020: Under the Sea, Some Enchanted Evening, Somewhere Over the Rainbow, Girls just Wanna have fun 80's flashback.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Charter Membership Benefit Recommendation
Date: February 25, 2020

In an effort to entice potential patrons to purchase memberships prior to the facility opening, it is common practice to create a value added benefit package. The goal is that members can be easily identified as an “early adopter”.

The package will be one per membership sold unless identified differently. The proposed benefit package for consideration for Merriam Community Center Charter Membership include:

- Buy now and get 12 months for the price of 10
- Early access to designated amenities during identified soft opening (dates & times to be announced)
- Charter Member key fob access pass for each member
- Charter Member Key Chain
- Clear beach bag tote
- Beach Towel
- One free fitness evaluation for each member 18 and older
- \$10 MCC cash to be used at Concession Cart or toward Child Watch visits

Memberships will be available for purchase at Irene B. French Community Center beginning March 2. Charter Membership benefits will be available for pick-up beginning May 18 at Irene B. French Community Center. Membership sales and benefit pick-up will transition to the new community center during soft-opening events.

Charter Membership sales will end June 7.

Recommendation: Staff is seeking input on the proposed charter membership benefit package.

City of Merriam Parks and Recreation

Aquatic Department

Aquatic Policies

Swim Band Test Policy

In order to ensure the safety of young patrons while attending the Merriam Community Center, any unattended swimmer without a lifejacket under the age of 14 who wishes to swim in the lap lanes of either indoor or outdoor pool, must have a swim band.

Those patrons who are 14 and older it is assumed they have the maturity and wherewithal to make the correct decisions according to depth. They may be tested or recommended to stay in shallow area if they are struggling in deeper water.

Children will have the option to take one of two tests:

1. Yellow band test will allow the child to swim anywhere indoors and up to the 5ft safety rope outdoors. This test will allow access to the zip line but **not** the diving boards
2. Green band test will allow the child to swim in all bodies of water, access all water feature amenities both indoors or outdoors when they are open.
3. No band is needed for the slides. As long as you meet the height requirement you are able to ride the slides.

No need for both bands. The green band trumps the yellow band.

Testing Procedure

1. To take the test, the child needs to approach a down lifeguard and ask to take either the yellow or green test.
2. The child will jump into the deep end of the pool feet first, resurface on their own, and begin to tread water for 30 seconds continuously.
 - a. If student touches wall at any time between entering the water and the time 30 seconds is counted, it is a failed test and they must retry.
 - b. If the lifeguard must assist in any way other than counting down for the student, it is a failed test and they must retry.
3. After treading, the student is allowed to grab the wall to catch their breath and begin swimming.
 - a. Yellow band testing requires the child to swim half the distance of the of the 25 meter/yard pool.
 - b. Green Band testing requires the child to swim the entire length of the 25 meter/yard pool.
4. The swim must include at least an attempt to put their face in the water, arms must come out of the water (no doggy paddle), and the kick should be proficient enough to keep them in a horizontal position in the pool.

- a. If the child doggy paddles the entire way, doesn't put their face in, or doesn't have a kick strong enough to keep them somewhat horizontal, it is a failed test and they must retry.
 - b. If the child grabs the wall/lane line or needs assistance from the lifeguard at any time once the swimming has begun, it is a failed test and they must retry.
5. A child can take the swim test up to two times per day with a few exceptions:
- a. Not sufficient lifeguards to conduct the test
 - b. Lifeguard deems the swimmer to need to take a break
 - c. The pool is closing.
6. Once earning a band, it becomes the responsibility of the child to bring and wear every visit.
- a. If band is broken, a new one will be issued by a lifeguard.
 - b. If band is lost / stolen child must retest.

Any disputes or issues will be brought to the attention of the Aquatic Supervisor or Aquatic Coordinator.

DRAFT