



ADVISORY BOARD MEETING AGENDA
Tuesday, October 27, 2020
6:00 PM
Merriam Community Center

1. Roll Call/Attendance Christopher Leitch
2. Public Comments Christopher Leitch
3. Approval of September 22, 2020 Minutes Christopher Leitch
4. Staff Reports
 a. Director's Report Anna Slocum
 i. Community Center Construction Update
 ii. Monthly Community Center Membership Report
 iii. Farmers' Market Monthly Report
 iv. Tim Murphy Art Gallery Schedule
5. New Business
 a. 2021 Fee Schedule Anna Slocum
 b. PeerFit Recommendation Anna Slocum
6. Other Business
 a. Ward 1 Vacancy
7. Adjournment

Distribution:

Board Members: Chivetta, Croan, Howard, Leary, Leitch, Quinley, Stull

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, September 22, 2020
6:00PM

Roll Call

The September 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, Kathy Stull, Staci Chivetta and Evan Quinley. Staff members in attendance included: Anna Slocum, Director; and Nicole Ritter, Customer Service Representative. Due to COVID-19 gathering restrictions, other staff did not attend.

Public Comments

There was no one present for public comments.

Approval of Meeting Minutes

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

Staff Reports

Director's Report

COMMUNITY CENTER UPDATE

- Since the last meeting the following has occurred: banquet chairs and monitor arms have been delivered; completion of various furniture punch list items and furniture in aquatics as well as the courtyard has been installed. A Plexiglas sneeze guard has been installed at the Welcome Desk using Velcro. This will allow for it to be removed or installed again if needed without causing damage to the desk. Site work changes include: sod in the location of what will be the future home of the Johnson County Library and artificial turf has been installed in the courtyard and next to the outdoor pool deck. Work will begin next week on the south end of the outdoor pool for terraced seating. Any dead plants will be replaced. In addition, all plants have a one-year warranty. Hermes continues to work through the site planting with a goal to be complete by the end of the month. The art work for the courtyard is anticipated to ship the end of September.
- Staff is preparing for the indoor pool to be available for a soft opening, allowing staff to evaluate COVID-19 protocols. Reservations will be required for swimming laps and water walking. During open swim, the capacity will be 75 patrons. The remaining issues to finalize opening are safety related. Monitoring social media engagement, video response is significantly higher than pictures. Staff will begin to incorporate more videos in posts.
- The building is in the punch list stage of construction. Crews are fixing items that did not quite meet expectation. The walking track will be closed Thursday, September 24 – Friday, September 25 and Monday, September 28 – Thursday, October 1 to install more lighting along the perimeter. This section of lighting was added when the track was dark after a cloudy day. In addition, more paint and graphics will be installed in the gymnasium, walking track and locker rooms in the coming weeks.

MONTHLY COMMUNITY CENTER MEMBERSHIP REPORT

- Membership sales have increased by one hundred compared to August. Staff is anticipating sales to increase once an announcement of when the indoor pool will open. To assist with membership sales, a corporate membership policy was created during the establishment of operations in 2019. This will allow Merriam businesses to provide an incentive for their employees to purchase memberships at the resident rate. Once the business signs the agreement, employees only need to show proof of employment, either by a paystub or identification badge to be eligible for resident rates. Currently, three businesses have completed the process.

Staff is creating a full educational / marketing campaign for this opportunity. A news story will be included in Highlights and a letter will be inserted in business license renewals and digital signage is being created. Once the digital signage is complete, staff will share with Park Board. Staff has re-engaged Advent Health to determine if there is the opportunity to partner for various programs.

- The September visit report is included in this packet. Visits have been slightly up from this time last month. The center tours have declined since August. There has been an increase in Silver Sneakers visits as well as Renew Active. Staff continues to work on acquiring one additional insurance based membership and has contacted PeerFit.

FARMERS' MARKET MONTHLY REPORT

- There is one weekend left of the 2020 Farmers' Market season. Vendor numbers are down this year compared to last year due to COVID-19 restrictions. The number of shoppers is relatively the same as last year even with all entertainment being cancelled. Ingrid Berg and the Farmers' Market supervisors were all new to their positions. They did a great job establishing COVID-19 protocols and ensuring implementation.

Tim Murphy Art Gallery Schedule

- There will be no reception for the upcoming show "Two Men and a Brush". This exhibit runs from October 1 - 31 and features two local artists. The artists for next year have been selected and staff is working to finalize the schedule.

New Business

Youth Member Appointment

- The youth member position has been filled with the Mayor appointing Evan Quinley.

Other Business

Ward 1 Vacancy

- The candidate for this position has passed on the opportunity, so staff is promoting the vacancy of Ward One. For those who have terms expiring at the end of 2020, please remember to inform the Mayor of your intent to serve for another two-year term.

Meeting

- Due to staff vacation, the October packet will be available one week early; approximately by October 15th. Upcoming agenda items will include a review of fees, Farmers' Market schedule and annual election. There will not be a meeting in December.

Adjournment

Evan Quinley called for a motion to adjourn. LaVera Howard seconded. The meeting adjourned at 6:43 p.m.



October 2020 Update

Adjustments made due to COVID remained in effect throughout the end of the 2020 market season, which finished with strong numbers in the last two weeks thanks to vendors and staff helping keep shoppers safe. The perfect fall weather helped as well. Public Works is going to be winterizing the Marketplace this fall and will begin the first week of November. The end of season vendor meeting is scheduled for Thursday, November 12 from 6 – 7 pm and will be both in person and by Zoom for those who are unable to make it.

Week	2019 Vendor #s	2019 Attendance	2020 Vendor #'s	2020 Attendance
1	17	275	N/A	N/A
2	20	160	N/A	N/A
3	20	314	N/A	N/A
4	19	334	16	348
5	20	262	20	393
6	24	463	18	555
7	21	337	17	608
8	23	361	19	456
9	24	571	21	506
10	27	680	20	423
11	27	723	21	718
12	26	714	20	612
13	27	758	21	734
14	25	639	20	582
15	29	570	18	617
16	25	486	20	703
17	24	640	20	655
18	23	409	20	384
19	27	443	19	620
20	22	285	21	471
21	23	319	22	475
22	24	244	21	469
YTD	517	9,987	374	10,329



MERRIAM FARMERS' MARKET

2020 Market Attendance

Shoppers	
2017	12,436
2018	13,016
2019	9,995
2020	10,329

Marketplace Improvements for 2020

New timer for lights

Public Works will be in charge of winterizing and de-winterizing the Marketplace They also planted the beautiful large planters on the east entrance of the pavilion. These small adjustments will save the city around \$1,400 / year.

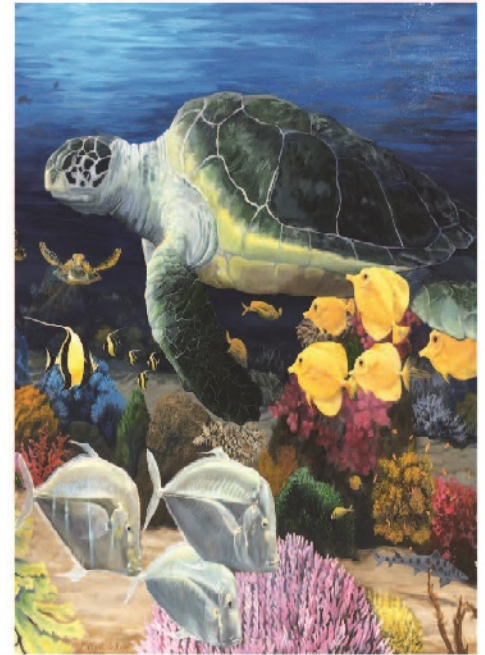
Vendors	
2017	622
2018	567
2019	517
2020	374

Market Revenue	2018	2019	2020
Saturday Market Revenue	\$13,947	\$11,538	\$7,024.90
Rentals & Misc.	\$3,334	\$945	\$0.00
Total Revenue	\$17,958	\$12,483	\$7,024.90

Market Expenditures	2018	2019	2020
Staff	\$3,390	\$2,489	\$2,708
Program Services	\$5,317	\$4,354	\$11
Utilities	\$6,698	\$5,721	\$4,665
Advertising	\$6,952	\$7,675	\$4,408
Building maintenance	\$8,449	\$6,521	\$847
Misc.	\$1,116	\$1,764	\$84
Total Expenditures	\$31,922	\$28,524	\$12,723

Tim Murphy

ART GALLERY



SENSITIVITY & BEAUTY

NOVEMBER 5 - 28 | MICHAEL SCHUPP

NEW LOCATION!

**Come see the exhibit at the Tim Murphy Art Gallery now located
at the Merriam Community Center, 6040 Slater St.**



MERRIAM COMMUNITY CENTER
6040 Slater St.; Merriam, KS 66202
913-322-5550 // Merriam.org/artgallery

GALLERY HOURS
M-TH 5 a.m.-9 p.m.
F 5 a.m.-6 p.m.
SAT 8 a.m.-6 p.m.
SUN 10 a.m.-6 p.m.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: 2021 Fee Schedule
Date: October 15, 2020

In an effort to remain transparent with residents and patrons of the City of Merriam, a fee schedule is reviewed annually. This schedule of fees lists all flat fees and policies used in generating program fees based upon classification and program instruction. Each year, staff must evaluate the schedule and determine if any adjustments to fees or policies are needed to remain competitive in the market.

Since Park Board worked diligently in 2019 to establish fees and policies for Fiscal Year 2020, coupled with the economic downturn due to COVID-19, staff is recommending no changes in the attached fee schedule.

Recommendation:

Recommend to City Council approval of the Fiscal Year 2021 fee schedule as presented with no changes from Fiscal Year 2020.

CITY OF MERRIAM, KANSAS
SCHEDULE OF
FEES JANUARY,
2021

PARKS & RECREATION

ROOM RENTAL FEES (PRICES PER HOUR)

Room Type	Res./Bus.	Non-Res.	Comm.
Small Banquet / Meeting Room	\$35	\$45	\$55
Medium Banquet / Meeting Room	\$60	\$75	\$90
Large Banquet / Meeting Room	\$95	\$120	\$145
Classroom	\$30	\$35	\$45
Conference Room	\$25	\$30	\$40
Party Room	\$30	\$35	\$45
Gymnasium			
Half	\$30	\$40	\$50
Whole*	\$40	\$50	\$60
Aquatics*			
Outdoor	\$200	\$250	\$300
Indoor	\$200	\$250	\$300
Therapy	\$120	\$150	\$180
After Hour Staff Charges	\$20/hr./ea.	\$20/hr./ea.	\$20/hr./ea.
Coffee Service			
25 cups	\$10	\$10	\$10
50 cups	\$20	\$20	\$20
100 cups	\$35	\$35	\$35
Sound System / AV Equipment	\$50	\$50	\$50
TV/DVD	\$15	\$15	\$15
Tablecloths	\$5	\$5	\$5
Table skirting	\$10	\$10	\$10
Dry Erase Board / Easels	\$5	\$5	\$5
Portable Bar	\$25	\$25	\$25
Temporary Alcoholic Beverage License	\$25	\$25	\$25
Security Officer	\$40/hr./ea.	\$40/hr./ea.	\$40/hr./ea.
Special Event Fee	\$50	\$50	\$50

*Only available for rent after close of facility. Additional staffing charges apply for gymnasium.
Pool fee includes staffing up to 40 guests.

RENTAL DISCOUNTS	
Rentals spending \$2,100 - \$3,000	10%
Rentals spending \$3,001 - \$5,000	20%
Rentals spending \$5,001 and above	\$1,500 max

Damage Deposit: Community Center and Merriam Marketplace reservations must be accompanied by a \$150.00 refundable damage deposit without alcohol; \$250 refundable damage deposit with alcohol. A damage deposit (payable by cash, check or credit card) is required for all facility rentals and is due three weeks prior to the rental date. The damage deposit will be refunded within 10 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents. After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the damage deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash or credit card within 5 business days.

Merriam Community Center Membership Fees

	Annual	Monthly	Summer
Resident Memberships			
Household [^]	\$660	\$60	\$200
2 Person Household ^{^^}	\$595	\$55	\$185
Senior Household ^{**}	\$530	\$50	\$160
Adult	\$400	\$40	\$130
Senior	\$330	\$30	\$110
Youth	\$330	\$30	\$110
Additional Members	\$110	\$10	\$30
Non-Resident Memberships			
Household [^]	\$825	\$75	\$250
2 Person Household ^{^^}	\$745	\$70	\$225
Senior Household ^{**}	\$660	\$60	\$200
Adult	\$495	\$45	\$155
Senior	\$415	\$40	\$130
Youth	\$415	\$40	\$130
Additional Members	\$140	\$13	\$40

Day Pass Fee ^{***}	
Resident	\$9
Non-Resident	\$11

[^]Household shall be 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>)

^{^^}2 Person Household shall be defined as two people, at the same address, one of which must be at least 18 years of age.

^{**}Senior Household shall be defined as two adults, at the same address, one of which must be 60 years of age.

^{***}Children under 2 are free.

Residency is defined as:

- any person who has a permanent residence within the Merriam City limits
- any person owning taxable real estate in Merriam

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

OTHER FEES

Child Watch Fees			
Members	\$3/hr./child		
Members Punch Pass	12 visits \$30	24 visits \$54	36 visits \$72
Non Members	\$4/hr./child		

Programs and Special Events

Recreation programs and special events shall recover their costs in a manner that is proportional to their benefit to the general population. Recreation programs and special events will be established in a manner that the revenues collected recover costs in the following manner:

- Essential 0 - 40% direct cost recovery
- Important 100% direct cost recovery
- Value-Added 125% direct cost recovery

Direct Cost is defined as all the specific, identifiable expenses associated with providing a service. These expenses include, but are not limited to wages and benefits, contracted services, rental of facilities and equipment directly related to the service and purchased equipment and supplies.

Most recreation programs shall be planned that the minimum enrollment shall recover costs. There shall be no cost differential between resident and non-resident participants.

Differential Fees

Differential fees between resident and non-residents will be charged for memberships and rentals of facilities such as rooms, shelters and field space. The differential will be 125% of the resident fee. In addition, a commercial rate will be established for those that will be charging a fee to participants or the event will provide a level of monetary gain back to the individual or organization renting the facility. This rate will be 150% of the resident fee.

Late Fees

Late fees will be charged for recreation programs in which the planning of the program depends on the number of registrants at the time that the advertised registration period ends since late registrations can cause disruptions and delays. The late fee must be advertised in all promotional material in which the fee is posted. The fee shall not exceed \$20.

MERRIAM MARKETPLACE FACILITY RENTAL RATES

Rental Hours	Half Day	8:00 a.m. – 2:00 p.m. <or> 3:00 p.m. – 9:00 p.m.
	Full Day	8:00 a.m. – 9:00 p.m.
Rental Rate Categories		
Resident	Non-Resident	Commercial
Half Day/ 75.00	Half Day/	Half Day/
Full Day/125.00	Full Day/140.00	Full Day/170.00

*To qualify for Merriam resident rate, applicant must furnish proof of residency at the time of application.

PICNIC SHELTER RENTAL FEES

Rental Hours	Half Day	8:00 a.m. – 2:00 p.m. <or> 3:00 p.m. – 9:00 p.m.
	Full Day	8:00 a.m. – 9:00 p.m.
Rental Rate Categories		
Resident	Non-Resident	Commercial
Half Day/ 50.00	Half Day/ 60.00	Half Day 95.00
Full Day/85.00	Full Day/105.00	Full Day/150.00

FARMER'S MARKET VENDOR FEES

Season Vendor Spaces	360.00/stall
Daily Vendor Fee	25.00/stall/day

JULIUS MCFARLIN FIELDS AT WATERFALL PARK

Field Size	Resident	Non-Resident
Full Field	\$12 /hr.	\$15/ hr.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: PeerFit
Date: October 15, 2020

In an effort to maximize membership opportunities, staff has been researching various insurance based membership programs. Peerfit is a digital fitness platform to simplify Corporate Wellness. The benefit is available to any employee of a corporation that participates in the platform. It is designed as an individual benefit, if there is an extension to family members it would still be managed per individual. Participants receive monthly “credits” allowing access to a variety of fitness studios, gyms and digital workouts. Participants make reservations through the Peerfit website for either a day pass or monthly membership. Once the reservation is complete, an email is sent notifying the location who is coming and when they will arrive. Reimbursement is via direct deposit monthly and includes total reimbursement with a breakdown of attendance.

To be selected to participate in the Peerfit Network is “by invitation only”. The designation is a mark of quality ensuring everyone in the network offers the best experience possible.

Peerfit creates a bridge to insurance dollars as it awards wellness dollars to participating members to spend at Peerfit Partners, who are featured in a directory that showcases the facilities offerings, location and business information. Peerfit credits are the currency used by a member to build a personalized fitness experience by purchasing day passes or monthly memberships.

Reimbursement is on a monthly basis. Similar to other insurance based programs, there is a standard reimbursement rate for services. Peerfit will reimburse as follows:

Daily Visit Reimbursement	\$9 /visit - unlimited
Monthly Membership Reimbursement	\$28/month

This program expands the opportunity for patron participation. Residents with this benefit will seek facilities that are participating in this program as there is no additional money out of pocket. Currently, Mission, Lenexa, Olathe and Blue Valley Recreation participate in the program.

Staff is seeking recommendation from Park Board to pursue an agreement with Peerfit. If approved, staff will negotiate an agreement of services with Peerfit. Once an agreement has been negotiated, it will be presented to City Council requesting approval for staff to execute the agreement.