



ADVISORY BOARD MEETING AGENDA  
Tuesday, April 27, 2021  
6:00 PM  
Merriam Community Center

1. Roll Call/Attendance Staci Chivetta
2. Public Comments Staci Chivetta
3. Approval of March 23, 2021 Minutes Staci Chivetta
4. Staff Reports Anna Slocum
  - a. Director's Report
  - i. Community Center Update
  - ii. Monthly Community Center Membership Report
  - iii. Tim Murphy Art Gallery Update
  - iv. Farmers' Market Update
  - v. Program Evaluation
    1. Easter Egg Hunt
5. New Business
- a. Switzer Senior Villas Recreation Partnership
- b. Election Procedure Discussion
6. Other Business Anna Slocum
  - a. Chatlain Park Project Update
  - b. Banner Replacement Program Update
7. Adjournment

Distribution:

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

Mayor Sissom

City Council Members

City Staff: Chris Engel, Jennifer Jones-Lacy, City Clerk, Anna Slocum, Dave Smothers,  
Renee Nagle, Cole Surber, Nicole Ritter

**CITY OF MERRIAM PARK AND RECREATION  
ADVISORY BOARD MEETING MINUTES  
Tuesday, March 23, 2021  
6:00PM**

**Roll Call**

The March meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:00 pm, by Chairperson Staci Chivetta. Board members in attendance included: Billy Croan, Kathy Stull, LaVera Howard, Evan Quinley and Christopher Leitch. 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. Nancy Hupp, representing the Merriam Parks, Recreation and Community Center Foundation was in attendance. Katie Leary and Tony Scott notified staff of their absence.

**Public Comments**

There were no public comments.

**Approval of Meeting Minutes**

Billy Croan had concerns regarding the wording “climate change” in the Chatlain Park project discussion section of the February minutes. He suggested the phrasing be changed to “seasonal changes” to better describe his concern with the equipment. Christopher Leitch made a motion to approve the minutes noting the wording change. Billy Croan seconded the motion, which passed unanimously.

**Staff Reports**

**Director’s Report**

COMMUNITY CENTER UPDATE

- Bask is lit, but it is not operating correctly. There is a flicker that should not be occurring. The equipment to correct this issue has been ordered. Palmer Electric will be installing the same controller panel used in the trellis lighting. There is also a section on the parking structure piece that is not lit. The artist is working with the fabricator and the electrician to solve this issue. The goal is to have “Bask” and the trellis on the same lighting schedule.
- The warning system on the headache bar has been installed but the stickers that actually provide the warning were not delivered. In addition, the bar on the lower level is too big and will not allow a handicap accessible van to enter. A new bar has been ordered along with replacement stickers.
- The current health order will expire on March 31. This order provides gathering restrictions along with other operational restrictions. With limited insight on what might be changing, staff will closely monitor BOCC meetings. If changes are allowed, the plan is to announce a date that the changes will be implemented. This will provide staff time to make appropriate adjustments. For example, if gathering limits are greater than 50 outdoors we would announce a date when we begin accepting reservations to allow equal access for all patrons.
- Michael Lincoln has been hired as the Aquatics Coordinator. He was an internal candidate as a head lifeguard who has been employed at the MAC since he was 15.

Interviews are occurring for the Fitness Coordinator position. Anne Glosenger has been hired as the daytime Facility Attendant. There have been several interviews conducted for Fitness Attendants, currently staff is planning to bring four additional staff onboard. Cole completed an orientation on Friday for several aquatic staff. He continues to interview and promote aquatic positions.

- Staff is working to promote corporate memberships. This month there have been two additional request applications submitted. Merriam Highlights is in the process of being delivered to all businesses, there is information in that publication about corporate memberships. The new website allows for business to “apply” online for this membership from their office. Information has been provided to all businesses when they renew their business licenses.

#### MONTHLY COMMUNITY CENTER MEMBERSHIP REPORT

- There were 70 memberships purchased in February this is 112 less than January. While on the surface could appear troubling there are several renewals that occur in January that skew the comparison. The true comparison will occur in February 2022. The sale of summer memberships will begin in April. This will add another comparison opportunity but will be kept separate from annual comparisons.
- The visit comparison report is included in the packet. February visits were down 57 from January with three less days. Through the first two months’ visits are 50% of the total visits of 2020 which is a positive trend. In reviewing preliminary visit reports for March, visits continue to increase with the pool opening on March 1. The single highest day increased over January and daily visit sales held steady with January. Insurance visits held steady in February compared to January. The first PeerFit visits have been recorded and there have been additional requests in March.

#### TIM MURPHY ART GALLERY REPORT

- Included in the packet is the evaluation of the Heartland Artist Exhibition. The goal of this event is that registrations cover the expense of the awards. Because this event has a community event aspect it is not intended that the fees cover reception and other miscellaneous expenses normally associated with the event.
  - Billy Croan inquired as how this program would be classified as part of the revenue guideline established in 2020. The contest part of the event would be considered Value-Added where the reception would classify as Essential.
- Also included in the packet is an evaluation of the Heartland Artists Workshop. This event is designed that fees collected does cover expenses. As the report reflects, this event made a slight profit. Overall the evaluation by participants thought it was a great event. There is a concern that the windows on the west side causes the room to be too bright at times. Staff is evaluating options to this issue that do not take away from the lighting design aspect of the overall building.
- Prior to the demolition of the Irene B. French Community Center, a section of the Tim Murphy Art Gallery flooring was salvaged with the intent to create something to honor the facility. Council person Scott Diebold original wanted to create a piece of furniture. After the dust settled on construction, he worked with staff to create a sign. It will be

hung at the north entrance of the art gallery. Upon its completion, there was discussion about what the extra boards could be used to create. Staff is working on developing a fundraising concept to present to the Merriam Parks, Recreation and Community Center Foundation to benefit the Heartland Purchase Award.

#### FARMERS' MARKET UPDATE

Included in the packet is the most recent layout of approved vendors for the 2021 season. With the spacing requirements of COVID, there is only one stall available. If the restrictions are lifted, staff will work to fill the remaining stalls either with season vendors or daily vendors.

#### **New Business**

No new business to discuss.

#### **Other Business**

##### WATERFALL PARK / BROWN PARK UPDATE

- The soccer goals from Waterfall Park have been temporarily moved to Brown Park. The fields at Waterfall needed to be reseeded. Moving the goals allowed staff the ability to accommodate a rental request. The goals will be moved back once grass has matured.
- The We-Go-Swing was approved by City Council. Demolition of the existing structure is scheduled to begin March 29. Staff anticipates the project to be completed by late Spring. On Thursday, April 1 there will be a project meeting with McConnell, Athco and Public Works to ensure all parties can evaluate the existing concrete pad and the nuances of the project.

##### WEBSITE PREVIEW / UPDATE

- The new website launched last week. The main page is easy to navigate and Parks and Recreation services are listed in multiple locations in an effort to simplify navigation. There is still some mapping required to ensure that if on the Parks Events page, only Park events are listed. This upgrade has a form integration module that allows for patrons to complete and submit forms directly from the website without having to first download the form and then send in an email.
- JOCO library announced last week they awarded the design contract for the Antioch Branch to Dake Wells Architecture. The next step is to select a construction manager. According to a schedule released as part of this announcement, design will occur in 2021, construction in 2022 and opening in 2023. There should be an updated timeline in April to include the public engagement plan.

#### **Other Business**

LaVera Howard made a motion to adjourn. Christopher Leitch seconded. The meeting adjourned at 7:00 p.m.



**To:** Merriam Parks and Recreation Advisory Board  
**From:** Anna Slocum, Director of Parks and Recreation  
**Subject:** Community Center Department Update / Membership Report  
**Date:** April 27, 2021

The 11-month warranty walk of the facility is scheduled for Thursday, May 20. Staff continues to monitor facility conditions and identify concerns to be addressed with the contractor.

- Bask is still not operating correctly. Staff has been working with the electrician to provide information needed to program the controllers. There is no timeline as to when this will be complete.
- The warning system headache bar has been completed on the parking structure.
- There have been several lighting issues this month in the courtyard as well as in Group X. There is one outstanding item with the emergency existing lights remaining on during the day. The electrician has identified a potential solution but wants to test the theory before proceeding.
- Aquatic staff have started the cleaning process to prepare the outdoor pool for opening. In the process, they have identified cracking issues that are not uncommon the first year as well as paint defects. The pool contractor is scheduling this repair to be completed in the next few weeks, pending weather. The outdoor pool will open Memorial Day for members.
- There are several tile issues along the gutter of the indoor pool. This repair will require the pool to be closed for 24-hours. The repair includes lowering the water level, patching the areas and allowing the repair time to cure. Staff has requested that the repair occur on a Saturday evening, closed Sunday and reopen Monday preferably before Memorial Day. As soon as this is scheduled, it will be publicized so as not to surprise anyone. This time frame was identified as it currently would have the least impact on users.
- The department welcomed Desiree Schloterer as the Fitness Coordinator on Monday, April 19. In addition, there have been four new fitness attendants hired. They are: Miles Cole, Patrick Poe, Joey Segura, and David Skinner. Positions still needing to be filled include: Farmers' Market Assistant; Program Assistant; Lifeguard; Slide/Concession Attendants and Weekend Facility Attendant. Staff has held interviews for the Farmers' Market Assistant; first review of applications for the Program Assistant was Monday, April 26. The other positions open will have applications reviewed as received and will remain open until positions are filled since there are multiple vacancies for each of these job postings.

- The Johnson County Board of County Commissioners extended the mask order until April 30. With that deadline looming, staff is preparing several scenarios for operation depending on what occurs. The final decision will be shared with members and staff will develop a communication / education plan to share whatever changes may occur.
- At the conclusion of the Winter/Spring programs, staff will bring back the Recreation Report which tracks enrollment and participation in programs and activities. This helps staff track the reception of programs. This is key in identifying what should be continued, promoted or dropped from offerings.
- Shelter reservations began on April 12. There are currently 10 confirmed rentals (4 at Chatlain / 6 at Brown) and inquiries daily for future events. The new website makes it very easy for potential renters to complete a reservation application. After submission, staff receives the application via email. Upon receipt, they confirm availability and call to collect payment to finalize the rental. Requestors also receive an email with the application and information about next steps.
- The new website is live. Staff continues to evaluate pages, review user comments and make adjustments. This will be an ongoing process but overall reception to the new website has positive.
- On April 14 staff participated in a ZOOM meeting with Library staff. This was an introductory meeting of the project team and an update on the timeframe of the project. There will be a virtual public engagement event on May 19 from 6 – 7:30 p.m. They are planning two additional public engagements one in June the other mid-to-late August. Location on these is still TBD pending COVID restrictions. April 19 the Construction Management requests were due so they are currently reviewing 12 proposals. At this time their project team is anticipating Q2/Q3 2022 for move-in and opening. Staff will continue to have regular group meetings and when the project moves into construction, staff has asked to be part of the OAC (owner, architect, contractor) meetings especially early in construction to when there will be more disruption on site for patrons.

### Membership Sales

In March, there were 113 memberships added, taking the total number of memberships to 365 units of membership that account for 1,774 individual members. Of the new memberships 37 are part of the insurance membership programs offered. Of the 365 total memberships – 195 are insurance based. Summer memberships are available to be purchased at this time. To date, none have been purchased but there have been inquiries as people want to understand the COVID requirements before purchasing.

### Membership Visit Report

Through various conversations, staff realized that the daily attendance reporting was inaccurate. The number reported in total membership visits did not include insurance pass visits. For comparison purposes, staff wants to be able to understand what total percentage of visits are from these programs. In this month's report, the 2021 membership visits for January and February have been corrected to reflect these programs visits. March saw a significant increase in visits over February with an additional 1,755 visits. This increase was reflected in the highest attended day of March 15<sup>th</sup> with 213 visits which was 54 more people than the highest day in

February. Daily visits also increased significantly with 482 – which was 271 more than February. This is a positive sign that people are comfortable to visit the center and feel they are safe while here.

Insurance visits continue to improve with all categories seeing an increase in visits from February to March. Renew Active had the largest spike almost doubling participation over February. SilverSneakers continue to be the most widely requested program.

**Recommendation:** This memo was provided for your information. No action required.

# ANNUAL MEMBERSHIP SALES COMPARISON (MARCH)

<b>Membership Category</b>	<b>2020*</b>	<b>2021</b>
TWO PERSON CHARTER	44	0
TWO PERSON HOUSEHOLD	26	26
ACTIVE & FIT	1	2
ADULT CHARTER	41	0
ADULT MEMBERSHIP	56	43
COUNCIL - BOARD MEMBERSHIP	8	6
EMPLOYEE TWO PERSON HOUSEHOLD	4	4
EMPLOYEE ADULT	18	1
EMPLOYEE HOUSEHOLD	8	5
EMPLOYEE SENIOR HOUSEHOLD	1	2
HOUSEHOLD CHARTER	81	0
HOUSEHOLD MEMBERSHIP	41	52
EMPLOYEE PART TIME TWO PERSON	0	0
EMPLOYEE PART TIME ADULT	5	0
EMPLOYEE PART TIME HOUSEHOLD	9	1
EMPLOYEE PART TIME SENIOR	2	0
EMPLOYEE PART TIME YOUTH	14	0
TIVITY PRIME MEMBERSHIP	30	8
PEERFIT	0	0
RENEW ACTIVE	44	28
RETIRED SENIOR HOUSEHOLD	5	3
RETIRED SENIOR	1	1
SCHOLARSHIP MEMBERSHIP	2	0
SENIOR CHARTER	54	0
SENIOR CHARTER HOUSEHOLD	44	0
SENIOR HOUSEHOLD	6	7
SENIOR MEMBERSHIP	19	15
SILVER & FIT	2	7
SILVER SNEAKERS	105	152
YOUTH MEMBERSHIP	2	2

<b>TOTAL MEMBERSHIP SALES</b>	<b>671</b>	<b>365</b>
CANCELLATIONS	66	46
SUSPENDED	30	0
EXPIRED**	***292	0

\*Charter Sales for Grand Opening began in March

\*\*All Council and Employee related passes expire annually in December

\*\*\*Includes 80 IBFCC memberships carried over due to COVID-19 closures

# MARCH MEMBERSHIP SALES COMPARISON

<b>Membership Category</b>	<b>2020</b>	<b>2021</b>
TWO PERSON CHARTER	2	
TWO PERSON HOUSEHOLD		10
ACTIVE & FIT		
ADULT CHARTER	1	
ADULT MEMBERSHIP		17
COUNCIL - BOARD MEMBERSHIP		
EMPLOYEE TWO PERSON HOUSEHOLD		
EMPLOYEE ADULT		1
EMPLOYEE HOUSEHOLD		1
EMPLOYEE SENIOR HOUSEHOLD		
HOUSEHOLD CHARTER	3	
HOUSEHOLD MEMBERSHIP		31
EMPLOYEE PART TIME TWO PERSON		
EMPLOYEE PART TIME ADULT		
EMPLOYEE PART TIME HOUSEHOLD		
EMPLOYEE PART TIME SENIOR		
EMPLOYEE PART TIME YOUTH		
PRIME MEMBERSHIP		7
PEERFIT		
RENEW ACTIVE		11
RETIRED SENIOR HOUSEHOLD		
RETIRED SENIOR		
SCHOLARSHIP MEMBERSHIP		
SENIOR CHARTER	6	
SENIOR CHARTER HOUSEHOLD	5	
SENIOR HOUSEHOLD		5
SENIOR MEMBERSHIP	2	11
SILVER & FIT		2
SILVER SNEAKERS		17
YOUTH MEMBERSHIPS		

<b>TOTAL MEMBERSHIPS SOLD</b>	<b>19</b>	<b>113</b>
CANCELLATIONS		2
SUSPENDED		0
EXPIRED		0

2021 TOTAL VISITS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL VISITS
MEMBERSHIP VISITS	3,318	3,169	4,924										11,411
DAILY VISITS	185	211	482										878
TOURS	77	38	93										208

2020 TOTAL VISITS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL VISITS
MEMBERSHIP VISITS							388	1,765	1,862	3,159	2,833	2,490	12,497
DAILY VISITS							3	53	59	197	104	144	560
TOURS							366	378	149	133	56	31	1,113

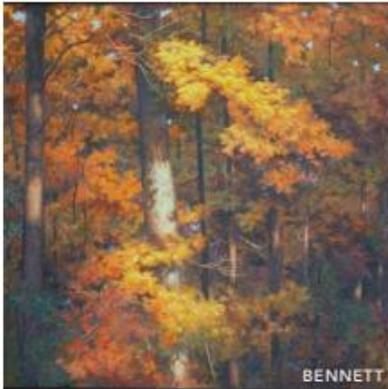
2021 Highest Attended Day	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
MEMBERSHIP VISITS	149 (Mon 5th)	159 (Tues 2nd)	213 (Mon 15th)									
DAILY VISITS	22 (Sat 16th)	66 (Thurs 25th)	45 (Fri 19th)									

2020 Highest Attended Day	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
MEMBERSHIP VISITS							72 (Thur 30th)	85 (Mon 24th)	92 (Thur 10th)	148 (Tues 27th)	159 (Wed 11th)	117 (Wed 30th)
DAILY VISITS							2 (Tues 28th)	6 (Mon 31st)	11 (Sat 5th)	19 (Sat 10th/ Tues 27th)	16 (Sat 14th)	16 (Mon 28th)

2021 INSURANCE VISITS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL VISITS
Silver Sneakers	328	347	443										1,118
Prime Fitness	24	17	35										76
Renew Active	136	138	254										528
Silver & Fit	8	8	13										29
Active & Fit	3	2	0										5
PeerFit		3	46										49

2020 INSURANCE VISITS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL VISITS
Silver Sneakers							32	156	187	264	308	287	1,234
Prime Fitness							0	26	37	33	29	32	157
Renew Active								1	19	98	118	121	357
Silver & Fit												6	6
Active & Fit												0	0
PeerFit													0

*Tim Murphy*  
ART GALLERY



# PERCEPTION OF PLACE

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MAY 6 - 29

RANDALL BENNETT + ROBERT KLAUSING + GREGORY LARSON

## OPENING RECEPTION

Thursday, May 6 // 7-8:30 p.m.



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**MERRIAM COMMUNITY CENTER**  
6040 Slater St.; Merriam, KS 66202  
913-322-5550 // [Merriam.org/artgallery](http://Merriam.org/artgallery)

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



The pre-season vendor meeting was held Thursday, April 15<sup>th</sup> with ten in attendance.

Opening day for the 2021 season is Saturday, May 1. Market bag give away for first 200 shoppers. Set up & policies will remain under COVID protocol – only using 24 of 36 stalls to allow for physical distancing, masks are required and shopping will be one-way. This year, staff opted not to have live music this season as it did not seem impact shopper numbers last year. There will be a Take & Make activity for the first 25 kids once a month.

This year the market is partnering with “After the Harvest”. Their mission is to provide “healthy food for hungry people”. They will be collecting leftover produce that may otherwise be discarded to donate to Hillcrest Transitional Living in KC, KS. This is completely optional. Volunteers will ask vendors if they are interested in participating. If so, they get a bag or box to fill with whatever they can/want. Volunteers then pick up after close.

New at the Merriam Marketplace is the ability to access WiFi. This addition will allow for vendors who want to complete financial transactions electronically, a better connection. It will also be beneficial for staff for the Car Show and other special events.

## Special Event Evaluation Form



**Event Name:** Easter Bunny Egg Hunt

**Date:** Saturday March 27, 2021  
10 – 11 am

**Location:** Merriam Community Center,  
courtyard & lawn

**Number of Registrants:** 68

**Number of participants:** 54

**Ages:** 2 – 10 + adults

**Cost of Event:** FREE

**Expenses:** \$162.66

Fun Express	\$	99.29
Amazon - tablecloths	\$	36.58
breakfast - Chris Cakes	\$	425.60
<b>Walmart</b> - jelly beans	<b>\$</b>	<b>8.00</b>
Amazon - fillable eggs	\$	23.99
A to Z Theatrical (costume)	\$	65.00
<b>Total Expenses</b>	<b>\$</b>	<b>658.46</b>

**Special Items Needed:** pre-filled eggs; Bunny costume; camera; table, chair, signage, clipboard and roster for check in; cones and caution tape to divide lawn; age group signage for egg hunt; towels to dry off chairs

**Modes of Publicity:** Winter Highlights; flier at parks, city hall and library; Mac Kid, iFamily; KC Star calendar; KC Parent; BrightSigns; Facebook®; website.

### **Committees/Volunteer/Staff:**

Staff: Ingrid Berg, Renee Nagle, Anne Glosenger (as the Bunny); Sarah Mathews from JoCo library, lifeguard helpers (Aubrey Bell, Emma Bell, Maddie ???)

**Strengths:** Sarah from JOCO library was amazing for story time at the beginning of the event. Each child found 10 eggs. After finding 10, they received an activity sheet and crayons to take home. Two “golden eggs” had coupons for Merriam swag (Merriam bag, towel, keychain and four guest passes). Attendees were so grateful for and said they really enjoyed the event. The weather was near perfect!

**Weaknesses:** COVID limited our event numbers. Registration was required, although many people signed up their child/children but not themselves. Be sure staff knows this is the case so they are getting proper registration. Many others found out about the event from other sites that advertised it and didn't realize it was registration only, so they had to be turned away.

**Opportunities:** Activities included: story-time, physically distanced photos with Easter Bunny and an egg hunt. Open to more people post-COVID.

**Thoughts:** Can't wait to be able to include more people. Go back to the usual Brunch with the Bunny format? Switch it up and do an Easter Egg Dive at the indoor pool? Have it at the Marketplace (games, egg hunt, etc) no registration, people can just show up (run it similarly to Halloween Happenings)?



**To:** Merriam Parks and Recreation Advisory Board  
**From:** Anna Slocum, Director of Parks and Recreation  
**Subject:** Switzer Senior Villas Recreation Partnership  
**Date:** April 27, 2021

In April 2019, Merak Development Group, doing business as Woodco Inc. propped five (5) 5-plexes, (5) 4-plexes and one (1) clubhouse building to be built at 71<sup>st</sup> and Switzer. The proposal was that 25 of the units be two (2) bedroom units and 20 units be one (1) bedroom units. Woodco Inc. submitted an application to the State of Kansas Resources Corporation for low-income housing tax credits providing the developer the opportunity to offer some of the units at or below market rate to make them affordable for moderate to low income families.

In order to show support of the the project for the tax credit application, the City of Merriam “partnered” in the project. This partnership included waiving building / permit fees, allowed access to the trail, provided access to the Franchise Fee Rebate program and stated “provide discounted recreation fees”. The project qualified for tax credits. Now that the Villas are fully occupied, management would like to explore “discounted fees”.

Switzer Senior Villas is designed to facilitate the housing needs of moderate to middle-income families. Tennant restrictions include:

1. Residence requires that applicants meet certain qualifying standards established by the government. It is not connected with Section 8 but housing choice voucher holders are encouraged to apply.
2. Residency is limited to households that have at least one-member 55 or over and all members are age 19 or over.
3. Residency is limited to those qualifying families having moderate incomes based upon Merriam, KS census data by family size.
4. Qualification and certification process must be completed annually.
5. Rent is a sliding scale based on income.

Since residents are required to provide proof of income annually, staff saw a correlation in this program and the scholarship assistance program that is already developed. Instead of creating something new and ease the burden on residents at Switzer Senior Villas, staff is proposing the following:

1. Promote insurance based programs (SilverSneakers, Active & Fit, Silver & Fit, Renew Active, and Prime)
2. Residents at Switzer Senior Villas are eligible for a reduced membership with proof of lease. There would not be a need for residents to submit a scholarship application.
  - a. \$20/household
  - b. \$10/individual

These rates mirror the scholarship assistance program. Historically, scholarship assistance is funded by Merriam Parks, Recreation and Community Center Foundation and Downtown Merriam Partnership. Staff would not seek reimbursement from these organizations for Switzer Senior Villa memberships.

**Recommendation:** Staff is seeking input and recommendation on the proposal to be offered to residents of Switzer Senior Villas. After approval, staff will work with the communication team to develop marketing material for management of Switzer Senior Villas to share.



**To:** Merriam Parks and Recreation Advisory Board  
**From:** Anna Slocum, Director of Parks and Recreation  
**Subject:** Recommendation to Update Meeting Procedures and Rules of Order  
**Date:** April 27, 2021

At the January Parks and Recreation Advisory meeting, Board members recommended reviewing the election process after concerns were raised about the November election. Staff has completed the review of the Meeting Procedures and Rules of Order that were last revised in December 2018. Attached to this memo is an updated Meeting Procedures and Rules of Order with recommended for adding election protocol.

Changes include:

1. Updating how the notice of the agenda will be posted.
2. Questioning the process of “discussion of issues” and the formality outlined.
3. Questions about the “Point of Order” being necessary.
4. Typographical error in tabling changing “stope” to “stop”
5. Adding an annual election protocol loosely based on “Roberts Rule of Order Chapter 12 – Nominations and Elections”

**Recommendation:** Staff is seeking input and recommendation of proposed changes to the Meeting Procedures and Rules of Order to be adopted.

Merriam Parks and Recreation Advisory Board  
Meeting Procedures and Rules of Order  
Adopted 11/23/2004  
Revised 4/26/2005  
Revised 12/1/2018  
Revised 4/27/2021

GENERAL MEETING RULES

**Meetings to Be Public (Open Meetings)**

All meetings at the which a majority of a quorum of the Advisory Board (4) is present are required to be open to the public. Written notice in the form of an agenda ~~or weekly calendar~~ specifying when and where meetings will be **held will be posted on the City of Merriam's website**, ~~may be disturbed to the local news media pursuant to a list compiled and updated by the City Clerk's office.~~ Minutes of the meetings are open to public inspection.

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**Quorum**

A majority of the Advisory Board members appointed (4) shall constitute a quorum to do business. A quorum is necessary for the transaction of business or discussion. If a quorum is not present, those in attendance will be recorded and the meeting adjourned and the Chairperson shall set a new meeting date. (K.S.A. 14-111)

**Attendance**

The Advisory Board members should inform the Chairperson if they are unable to attend any meeting.

**Attendance Via Phone Link-Up**

Phone link-ups will not be allowed to establish attendance for conducting meetings.

**Public Comment**

The Advisory Board may designate portions of meetings to receive public comment.

**Business from the Floor**

Any person desiring to address the board on an issue not listed on the agenda must request permission of the Chairperson during the Public Comments section of the agenda. Once recognized, the speaker will communicate his or her name and address for the record, and if acting as spokesperson for a group, must name the group for the record. Unless further time is granted by the Chairperson, the speaker will limit remarks to no more than five minutes.

Petitions or other items of information or correspondence presented during a meeting shall be filed with the parks and recreation director.

Any person desiring to address an agenda item will be invited to do so at the conclusion of the staff report during the pre-discussion period. The chair will set a five-minute time period for these remarks. Further remarks from persons in the audience will not be permitted once the board has begun its formal discussion.

**Personal or Slanderous Remarks**

Any person making personal, impertinent or slanderous remarks or becoming boisterous while addressing the board may be requested to leave immediately and barred by the Chairperson from further audience before the board at that meeting.

**Minutes of Meetings**

The park and recreation director shall ensure that written minutes of each meeting are taken. Written minutes are kept permanently.

**Right of Floor**

The Chair will recognize members of the board, staff or audience desiring to speak. Persons speaking should confine their remarks to the subject under consideration.

**RULES OF ORDER**

This document shall govern all Advisory Board meeting proceedings

**Call to Order**

The Chairperson will call the meetings to order. In the event the Chairperson is absent, the Vice-Chairperson will call the meeting to order. In the event that both are absent, the parks and recreation director will elect a temporary Chairperson.

**Preservation of Order**

The Chairperson preserves order and decorum and keeps those in debate to the question under discussion.

**Discussion of Issues**

A member of the Advisory Board or staff shall gain the attention of the Chair by raising their hand and being acknowledged. Comments and questions should be limited to the issue before the board. The public should refrain from entering formal discussion with board members and staff.

**Commented [AS1]:** Is this formality required? This is taken from City Council rules and procedures.

**Non-Agenda Business**

The City's commitment to open government requires that all interested parties have the opportunity to know the issues to be considered at a public meeting. When business not on the agenda is brought before the board from the floor during Public Items, it shall be referred to the staff for consideration before returning, if necessary, to the board for action. When a board member brings business not on the agenda, it shall be discussed under new business. In an emergency, the board may take immediate action by stating the nature of the emergency for the record, voting to declare an emergency, and then proceeding to address the issue.

**Call for the Question**

After extensive debate of an issue for which a motion is on the floor, a member can “call for the question,” meaning an immediate vote on the motion then under discussion. The Chairperson, being satisfied that members are ready to vote, then puts the question to the body.

### Point of Order

A point of order is made when there is an assertion that a rule is being violated, and a request is made to the Chairperson to enforce the rule. It should be made as soon as possible following the violation, and should state the point (violation) simply, without debate or questions. The Chairperson will then rule on the point.

Commented [AS2]: Necessary?

### Tabling

If a motion is made to table an item, discussion must stop immediately and causes a vote to postpone the matter indefinitely or to a time and date certain.

### Recess

At any point in the agenda, the Chair may declare a short recess until a specified time. A meeting may be recessed until a future date certain by a majority vote of the Board.

### Adjournment

The Chairperson must have a motion and majority vote of the Board to adjourn the meeting.

### Annual Election Protocol

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The process of nominating and election of Chairperson and Vice-Chairperson is an important task that is completed annually in November. The newly elected Chairperson and Vice-Chairperson begin their year of service in January.

### Nomination Process:

1. The procedure for nomination of the position will be from the floor at the November meeting. Each position will have a separate nomination process.
2. Nominations can be brought forth from any member. A member should know beforehand if the person he or she wishes to nominate is eligible and willing to serve.
3. A person may nominate themselves.
4. A member cannot nominate more than one person for an office until everyone has had the opportunity to make nominations.
5. The presiding Chairperson can continue presiding, even if they are one of the nominees for the office.
6. A member can decline the nomination during the nominating process.
7. After each nomination, the Chairperson will repeat the name for the members and ask for further nominations.

At the completion of the nominating process, the election of candidates will occur by voice vote for each position.

Election Process:

1. If more than one person has been nominated, the Chairperson will take the vote on candidates in the order in which they were nominated. Members must remember to vote yes for the candidate they want and vote no for the other candidates. The first candidate to receive a majority of the vote wins.
2. In the event of a tie vote, members keep voting until someone is elected.
3. At the conclusion of the voting process, the Chairperson officially announces the results of the vote.

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