



ADVISORY BOARD MEETING AGENDA  
Tuesday, May 25, 2021  
6:00 PM  
Merriam Community Center

1. Roll Call/Attendance Staci Chivetta
2. Public Comments Staci Chivetta
  - a. Eagle Scout Proposal – Christian Ryan
3. Approval of April 27, 2021 Minutes Staci Chivetta
4. Staff Reports Anna Slocum
  - a. Director's Report
    - i. Community Center Update
    - ii. Membership / Visit Reports
    - iii. Summer Special Event Update
    - iv. Streamway Trail / 55<sup>th</sup> & Merriam Drive Update
    - v. Tim Murphy Art Gallery Opening Reception
    - vi. Farmers' Market Update
    - vii. Program Evaluations
      1. Kids DIY Class
      2. Finding Your Roots
5. New Business Anna Slocum
  - a. Tim Murphy Art Gallery Fundraiser
6. Other Business Anna Slocum
  - a. Finalization of Meeting Procedures and Rules of Order
  - b. 2021 Project Update
  - c. Future Meeting Protocol
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

## **Eagle Scout Project Proposal: Tree Replacement**

### **WHO**

- Christian Ryan- Life Scout, working towards Eagle Scout, main planner and organizer
- Shannon Ryan- support and guidance for project planning
- Cindy Long- botanical advisor
- Scout troop 0247- help and labor
- City of Merriam Parks and Rec- permission and collaboration 913-322-5550  
Dave Smothers Assistant Director Office 913-322-5557 Cell 913-909-5520

### **WHERE**

Quail creek park in Merriam, Kansas along the walking trail

### **WHAT**

Attempting to replace the damaged and unsafe old growth trees with new young healthy trees that are native to Kansas to keep the tree ratio the same.

- Inform correct authority of old growth damaged trees
- Authority will evaluate damage of the old growth trees
- Collaborate on what native trees to plant to maintain the ratio and where to plant them  
Native tree type- full sun, heat and drought resistant, large growth, minimal droppings to prevent safety hazards
- Age of sapling? How many? Estimated 3 tree replacements. We will not be doing any removal, only installation.

### **WHY**

We are informing Authorities of the hazard and danger of the old growth damaged trees while offering Assistance in tree replacement, planting the new native trees to maintain the tree ratio at the park.

### **WHEN**

April through August 2021- planning  
September- planting new native trees

### **How**

Funding of new native trees will be done by fund raising or tax payer funds depending on discussion with authorities.

# **Agenda**

- Meeting with Dave
- Meeting Cindy
- Refine proposal
- Eagle Scout workbook
- Parks board approval
- Fundraising approval
- Scout leaders signatures
- Fundraising
- Call before we dig to check for underground interference
- Planting of native trees

Damaged Tree Example A: Perspective 1



Damaged Tree Example A: Perspective 2



Damaged Tree Example A: Perspective 3



## Cindy Questions

1. How often do the trees need watering: once a week
2. How long do the trees need watering: 6 months
3. How much water is needed: 10 gallons a tree per week
4. What are Methods of watering : water tank bucket
5. What native trees are best to plant: Serviceberry Amelanchier canadensis (Shadblow) - Burr Oak Quercus Macrocarpa - Red Maple Acer Rubrum (Red Sunset)
6. Should there be a variety or same between the three trees maybe
7. Cost estimate of each tree and total \$150 for younger 300 for older
8. What age trees should we plant: 3 years old. 5 gallon pots
9. Do we want to buy root hormone-Myke- mycorrhizae increases the plants ability to absorb more nutrients from water and soil. It will help the tree get established
10. Stakes and ties for support- yes
11. Do we need mulch 3 bags of mulch
12. Location of trees

Price

On average, mulch prices range **from \$15 to \$65** per yard, with most spending \$18 per yard for bulk delivery. Economy mulch costs **\$15 to \$30** per yard, and colored or hardwood mulch runs **\$30 to \$40** per yard. A yard of mulch covers 110 to 160 square feet based on a depth of 2-3”.

FOOD pizza caesars 6 dollars a pizza  
How many

**CITY OF MERRIAM PARK AND RECREATION  
ADVISORY BOARD MEETING MINUTES  
Tuesday, April 27, 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, Christopher Leitch, Katie Leary and Tony Scott. 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.

**Public Comments**

There were no public comments.

**Approval of Meeting Minutes**

Christopher Leitch made a motion to approve the minutes. Billy Croan seconded the motion. Motion passed unanimously.

**Staff Reports**

**Director's Report**

COMMUNITY CENTER UPDATE

In the packet was a memo that provided a detail update of what has been occurring within the department. Highlights of the update included:

- The 11-month warranty walk is scheduled for Thursday, May 20.
- Staff has started the process of preparing to open the outdoor pool.
- Several new staff members have been welcomed: Desiree Schloterer, Fitness Coordinator; Miles Cole, Patrick Poe, Joey Segura and David Skinner as Fitness Attendants. Continue to promote the facility attendant and a variety of aquatic positions. Interviews for Famers' Market staff and Program Assistant are underway.
- Staff are preparing several operational scenarios depending on what occurs with the mask mandate set to expire at the end of the month.
- Johnson County Library virtual public engagement event is scheduled for May 19 from 6 – 7:30 p.m.. The project completion is anticipated for Q2/Q3 of 2023.

MONTHLY COMMUNITY CENTER MEMBERSHIP REPORT

The membership report was included in the packet. There has been an adjustment to 2021 daily visit numbers as it was discovered that not all membership visits were being captured in reports.

TIM MURPHY ART GALLERY REPORT

May will be the first art gallery reception since the Heartland Reception held March 2020. This event will be held on May 6 from 7-8:30 p.m. Only beverages will be served.

## FARMERS' MARKET UPDATE

Farmers' Market will open for the season on Saturday, May 1. The market will operate Saturdays from 7 a.m. – 1 p.m. through September 25. Staff has prepared to open with COVID-19 precautions with vendors spaced and masks required pending the mask mandate decision.

## Program Evaluation

Included in the packet was the evaluation of the Easter Egg Hunt. While this event will hopefully not be duplicated in this way, it is always beneficial to review the event as a way to learn from the experience.

## **New Business**

### Switzer Senior Villas Recreation Partnership

A memo was included in the packet providing the history of the City of Merriam's involvement with this project. The development applied for Federal low-income housing tax credits with the intent to offer units at or below market rate to make them affordable for low income families. To show support, the City of Merriam partnered in the project by waiving building / permit fees, access to Franchise Fee-Rebate program and access to "provide discounted recreation fees". Since residents are required to provide proof of income annually to the development management company, staff saw a correlation of this process with the scholarship assistance program. Staff is proposing that residents of Switzer Senior Villas be provided access to Merriam Community Center at the same rates offered to scholarship recipients. Residents of the development will need to show proof of lease to qualify. Those who participate would pay \$10/month for an individual or \$20/month for a household; the same fees as a scholarship recipient. Classes were not included in the discount due to the reimbursement agreement with instructors. Discussion occurred. Continue to promote insurance based programs in addition to the discounted program. Traditional scholarships are reimbursed by supporting organizations, these memberships would not qualify for that reimbursement. Clarification of membership access, specifically outdoor pool is included. Christopher Leitch made a motion to approve the proposal as presented. Kathy Stull seconded, motion passed unanimously.

### Election Procedure Discussion

Included in the packet was a memo outlining the potential of five updates to the Advisory Board Meeting Procedures and Rules of Order. The review of this document was requested based on events associated with the November 2020 election process. Recommended changes include:

1. Updating notice of agenda.
2. "Discussion of issues" and formality outlined.
3. "Point of order" and formality outlined.
4. Correction of a typographical error.
5. Adding information regarding "Nominations and Elections" based on Roberts Rule of Order.

Discussion of each recommendation occurred. Members felt that although currently there are no hot topics, the formality of "discussion of issues" and "points of order" are necessary. A point

was raised that there should be a distinction of voting and non-voting members. This distinction is clearly outlined in the by-laws and does not need to be duplicated in this document. A suggestion was made to add "election protocol will be reviewed at the November meeting" to remind members of the procedure. General consensus was in favor for changes to points 1, 3 and 5, with the addition of the suggestion noted. The document will be reviewed again at the May meeting.

## **Other Business**

### **Chatlain Park Project Update**

Demolition of the existing structure occurred March 29. It was determined that the existing pad was able to be salvaged. ATHCO is scheduling an install meeting with Public Works and McConnell to ensure that installation is successful as this is the first swing in the world to be installed. Since the pad is able to be salvaged, staff is expanding the concrete agreement with McConnell as it is more efficient for them to complete some of the smaller ancillary concrete extensions required. In addition, after reviewing the swing instructions, it was necessary that McConnell and Public Works work closely together to set various posts of the We-Go-Swing when concrete is poured. McConnell will begin site work on the new pad May 3. The concern raised about leaves being trapped under the swing as it appeared to be a pit is not the case. There is a solid surface with 1 ½" of poured in place surfacing under the swing. The colors of the We-Go-Swing will be gray and purple to match existing equipment. Staff is planning for a ribbon cutting once a completion date is known.

### **Banner Replacement Program Update**

Included in the operating budget for 2021 were funds to update / replace street banners. Staff is working with the vendor to update the Farmers' Market banners to the current tractor logo. The banners will be a dark green and will debut for the 2022 season. Staff is requesting funding in 2022 to update Turkey Creek Festival banners.

## **Adjournment**

Christopher Leitch called for a motion to adjourn. Billy Croan seconded. The meeting adjourned at 6:54 p.m.



**To:** Merriam Parks and Recreation Advisory Board  
**From:** Anna Slocum, Director of Parks and Recreation  
**Subject:** Director's Report  
**Date:** May 25, 2021

### **Community Center Update**

The 11-month warranty walk occurred on Thursday, May 20. A list of items was identified and an action plan will be created to ensure all items are addressed. This includes everything from landscaping to roof-top units.

- Work to repair "BASK" occurred on Thursday. The work was not as involved as first thought. The decoders ended up not having to be replaced. The programming matches the trellis lighting system and the section of the garage piece that is not lighting was fixed.
- The outdoor pool is filled and balanced, furniture is getting placed and staff training is underway. Staff is finalizing preparations for the concession cart for operation. The indoor pool repairs were completed with no additional surprises. The pool re-opened on Tuesday as planned.
- The Johnson County Board of County Commissioners removed the mask mandate and changed the wording to strongly recommends masks. With this change, signage within the facility changed as well. Staff are required to wear masks when they are in the facility and not behind protective glass with the exception of outdoor lifeguards. In addition, Monday, May 10 limited room rentals reservation applications began. Preschool Indoor Park is scheduled to return June 1 with limited toys and preparations to open Child Watch is scheduled to open July 1 pending the successful hiring of staff. With the CDC changes announced on Friday, May 14 additional operational changes are being implemented. Social distancing in the fitness center has been eliminated, class limits will be increased based on instructor's requests, room rentals will not be limited- the building will operate at full capacity.

### **Membership Sales**

In April, there were 114 memberships added, taking the total number of memberships to 479. Of the new memberships 39 are part of the insurance membership programs offered. Of the 365 total memberships – 236 are insurance based. Summer memberships are available to be purchased at this time.

### **Membership Visit Report**

April held steady with March visits averaging 159 visits per day. The highest attended day of April 8 with 228 visits- the highest attended day to date. Daily visits dropped slightly from March which is to be expected since Spring Breaks were in March.

Insurance visits continue to improve. Renew Active had the largest increase of visits for the month. SilverSneakers continue to be the most widely requested program.

## **Summer Special Events**

Staff is excited to be able to plan for special events this summer. Events planned include:

- July 9 Campbell – Tracy Allison entertainment
- July 16 movie night at pool “Shrek”
- July 23 location TBD Brown or Waterfall – Nick & Ana entertainment
- July 30 “Birthday party” at the pool – pirate and mermaid show, DJ, beach balls as giveaways
- August 3 National Night Out– The Dudes entertainment
- August 7 – Cruise Night – Ronni Ward Band entertainment
- August 20- Concert in the Courtyard – face painting, balloon twister, caricature artist, Troubadour Retrievers (entertainment), photobooth, bumper cars

## **Streamway Trail / 55<sup>th</sup> & Merriam Drive**

- Kincaid Bus Service has been working to improve access for bus drivers. They received approval to make improvements at 55<sup>th</sup> & Merriam Drive to allow buses to enter and leave the site via a light at this intersection. Work will include relocating a section of the Streamway Trail that buffers the parking lot to the north. There will be intermittent closures of the trail in this location. Staff has been working with SuperiorBowen, the contractor completing the work. The trail will be removed and replaced and other site improvements in that area will occur. The entire project is slated to completed in three weeks, weather pending. Signage and detours will be utilized when the trail is closed for traffic.

## **Tim Murphy Art Gallery**

Invitation for the June reception included in packet.

## **Farmers’ Market Update**

See update in packet.

## **Program Evaluations**

Included in the packet for your review.

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

# April Monthly Membership Sales Comparison

<b>Membership Category</b>	<b>2020</b>	<b>2021</b>
TWO PERSON CHARTER	5	
TWO PERSON HOUSEHOLD		8
ACTIVE & FIT		2
ADULT CHARTER	1	
ADULT MEMBERSHIP		17
COUNCIL - BOARD MEMBERSHIP		
EMPLOYEE TWO PERSON HOUSEHOLD		
EMPLOYEE ADULT		1
EMPLOYEE HOUSEHOLD		
EMPLOYEE SENIOR HOUSEHOLD		
HOUSEHOLD CHARTER	4	
HOUSEHOLD MEMBERSHIP		35
EMPLOYEE PART TIME TWO PERSON		
EMPLOYEE PART TIME ADULT		
EMPLOYEE PART TIME HOUSEHOLD		
EMPLOYEE PART TIME SENIOR		
EMPLOYEE PART TIME YOUTH		
PRIME MEMBERSHIP		1
PEERFIT		2
RENEW ACTIVE		13
RETIRED SENIOR HOUSEHOLD		
RETIRED SENIOR		
SCHOLARSHIP MEMBERSHIP		
SENIOR CHARTER	5	
SENIOR CHARTER HOUSEHOLD	4	
SENIOR HOUSEHOLD		5
SENIOR MEMBERSHIP		9
SILVER & FIT		1
SILVER SNEAKERS	5	20
YOUTH MEMBERSHIPS		

<b>TOTAL MEMBERSHIPS SOLD</b>	<b>24</b>	<b>114</b>
CANCELLATIONS		4
SUSPENDED		0
EXPIRED		0

# Annual Membership Sales Comparison through April

<b>Membership Category</b>	<b>2020*</b>	<b>2021</b>
TWO PERSON CHARTER	44	0
TWO PERSON HOUSEHOLD	26	34
ACTIVE & FIT	1	4
ADULT CHARTER	41	0
ADULT MEMBERSHIP	56	60
COUNCIL - BOARD MEMBERSHIP	8	6
EMPLOYEE TWO PERSON HOUSEHOLD	4	4
EMPLOYEE ADULT	18	2
EMPLOYEE HOUSEHOLD	8	5
EMPLOYEE SENIOR HOUSEHOLD	1	2
HOUSEHOLD CHARTER	81	0
HOUSEHOLD MEMBERSHIP	41	87
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	9
PEERFIT	0	2
RENEW ACTIVE	44	41
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	12
SENIOR MEMBERSHIP	19	24
SILVER & FIT	2	8
SILVER SNEAKERS	105	172
YOUTH MEMBERSHIP	2	2
<b>TOTAL MEMBERSHIP SALES</b>	<b>671</b>	<b>479</b>
CANCELLATIONS	66	50
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

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	4,769									16,180
DAILY VISITS	185	211	482	386									1,264
TOURS	77	38	93	85									293

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)	228 (Thurs 8th)								
DAILY VISITS	22 (Sat 16th)	66 (Thurs 25th)	45 (Fri 19th)	52 (Sat 10th)								

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	437									1,555
Prime Fitness	24	17	35	56									132
Renew & Active	136	138	254	286									814
Silver & Fit	8	8	13	12									41
Active & Fit	3	2	0	3									8
PeerFit		3	46	39									88

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**



# LIGHT AND SHADOW

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**JUNE 3 – 26**

**RIC CUMMINGS + CATHARINE DEEVER**

## OPENING RECEPTION

Thursday, June 3 // 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.



Opening day for the 2021 season was Saturday, May 1<sup>st</sup>. New hand dryers were installed in both the men's and women's bathrooms.

On May 8<sup>th</sup> the Mother's Day Take & Make giveaway was a flower pot to decorate with provided stickers and a flower with soil to put in the pot. They were free to the first 25 kids and all were given away.

The new Market Assistant Coordinator started orientation May 15<sup>th</sup> and will be working on her own by Saturday, June 12<sup>th</sup>.

Being early in the season there hasn't been much for "After the Harvest" so they skipped a week to return May 22<sup>nd</sup> hoping for more participation from vendors.

Week	2019 Vendors	2019 Attend	2020 Vendors	2020 Attend	2021 Vendors	2021 Attend
1	17	275	N/A	N/A	20	442
2	20	160	N/A	N/A	20	445
3	20	314	N/A	N/A	18	298

**MERRIAM FARMERS' MARKET**  
EST. 1999

- ▶ Beautiful pavilion with park and trail access
- ▶ Free and convenient parking
- ▶ Restrooms

**SATURDAYS**  
MAY – SEPTEMBER

7 A.M.  
TO  
1 P.M.

**MERRIAM MARKETPLACE**  
5740 Merriam Drive, Merriam, KS

## Class Evaluation Form

**Event Name:** Kids Mother's Day DIY

**Date:** Saturday, May 1, 2021

**Location:** MCC - Loomis Room

**Number of Registrants:** 6    **Number of participants:** 6

**Ages:** 5-10

**Cost of Event:** \$15

**Revenues:**

Registration fee      \$15 X 6

**Total Revenues:**

\$90

**Expenses:**

Hobby Lobby

\$62.82

**Total Expenses:**

\$62.82

**Net Gain**

**\$27.18**

**Special Items Needed:** Tin cans, colored craft sticks, rubber bands, pipe cleaners, pony beads, flowers, potting soil, scissors, hot glue guns, glue sticks, card stock, stickers, markers, gift bags, drop cloths.

**Modes of Publicity:** Winter Highlights, Fliers at parks, City Hall, Brightsign, Facebook®, MPRD website

**Staff:** Ingrid Berg & Desiree Schlotterer

**Strengths:** It was great to have had six participants. Everyone was excited to be making gifts for their mom. Desiree swooped in at the end to help the kids plant their flowers so they were finished in time.

**Weaknesses:** One staff member was not sufficient to help kids complete project in time.

**Opportunities:** Continue offering this type of class for different seasons. Be sure to have an extra staff member on hand.

**Thoughts:** Planning a kids ceramic camp in June.



## **Class Evaluation Form**

**Class Name:** Finding Your Roots – Genealogy Basics

**Date:** Tuesday, May 4th, 2021      **Location:** MCC – Campbell Room

**Number of Registrants:** 10    **Number of participants:** 6

**Ages:** 50+      **Cost of Class:** FREE

**Revenues:**

Registration fee      FREE

**Darlene Jerome & Marsha Bennett from Johnson County Geological Society came and did the class for FREE.**

**Special Items Needed:** Classroom tables and chairs, microphone. JCGS brought packets for participants.

**Modes of Publicity:** Winter Highlights, City Hall, Brightsign, Facebook®, MPRD website

**Staff:** Lisa Naughton helped them get set up in the room.

**Strengths:** Everyone was interested and invested in learning more about their heritage.

**Weaknesses:** Participant numbers weren't what we hoped, but with COVID six was pretty good.

**Opportunities:** Continue offering classes/events for seniors during Older Americans Month (May).

**Thoughts:** IDEAS: Eating well with diabetes?



**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:** May 25, 2021

At the April Park Board meeting, staff provided a recommendation of five possible changes to the Meeting Procedure and Rules of Order document. After discussion, the Board provided direction that three of the five changes were needed. In addition, staff was directed to add language to the Annual Election Protocol that the process of election will be reviewed prior to nominations at the November meeting. Attached to this memo is a clean version of the document for final review. Upon approval, staff will provide a digital file of the final document to all Board Members for their file.

**Recommendation:** Staff is seeking approval of the Meeting Procedures and Rules of Order as presented.

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 5/25/2021

## 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 specifying when and where meetings will be held will be posted on the City of Merriam's website. Minutes of the meetings are open to public inspection.

### **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.

### **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.

### **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**

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. Review of the process will occur at the November meeting prior to the nomination process.
2. The procedure for nomination of the position will be from the floor at the November meeting. Each position will have a separate nomination process.
3. 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.
4. A person may nominate themselves.
5. A member cannot nominate more than one person for an office until everyone has had the opportunity to make nominations.
6. The presiding Chairperson can continue presiding, even if they are one of the nominees for the office.
7. A member can decline the nomination during the nominating process.
8. 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.