



ADVISORY BOARD MEETING AGENDA
Tuesday, October 26, 2021
6:00 PM
Merriam Community Center

1. Roll Call/Attendance Staci Chivetta
2. Public Comments Staci Chivetta
3. Approval of September 28, 2021 Minutes Staci Chivetta
4. Staff Reports
 - a. Director's Report Anna Slocum
 - i. Community Center Update
 - ii. Monthly Community Center Membership Report
 - b. Assistant Director's Report Dave Smothers
 - i. Farmers' Market Season Update
 - ii. Program Evaluations
 - 1. Turkey Creek Car and Motorcycle Show
 - 2. Merriam Drive Live 5K
 - iii. Upcoming Events
 - 1. TMAG Opening Reception "Visual Voyages"
 - 2. Christmas in the Courtyard
 - 3. Breakfast with Santa
 - 4. High School Visual Arts Reception
5. New Business Anna Slocum
 - a. Park Naming Policy
6. Other Business
 - a. Downtown Corridor Update Chivetta / Leitch
 - b. Johnson County Public Art Library Committee Update Stull
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, Abby Hall

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, September 28, 2021
6:00PM

Roll Call

The September meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:00 p.m. by Chairperson Staci Chivetta. Board members in attendance included: Billy Croan, Kathy Stull, LaVera Howard, Christopher Leitch, Katie Leary, Evan Quinley and Tony Scott. Staff member in attendance was Anna Slocum, Director. Public in attendance included Nancy Hupp

Public Comments

Nancy Hupp shared the Merriam Park, Recreation, and Community Center Foundation (MPRCCF) support of scholarships for the Parks Department. The Dolphin Fund support allowed 4 children to participate in swim team and 9 children in swim lessons. The MPRCCF funded 5 household scholarships. In total, \$2,746 in funding was provided in 2021.

Approval of Meeting Minutes

Billy Croan made a motion to approve the August minutes. LaVera Howard seconded the motion. No questions or discussion of the minutes. Motion passed unanimously.

Staff Reports Director's Report

Community Center Update

A detailed memo was included in the packet. Updates to information shared in the memo included:

- No other staff are available this evening due to vacation and work injury.
- While McCarthy has been approved to release materials, with the supply shortage, they are anticipating at least a 4 – 8-week delay if not longer. As supplies are received, they will coordinate installation.
- Staff has been working with Westport Pools to schedule winterization. At this time, the project is slated for either the week of 10/4 or 10/11. As part of the construction contract, this is the final winterization training that will be provided.

There was no discussion.

Membership / Visit Reports

- The membership and visit report was included in the packet. Memberships continue to grow with 163 added during August of 2021 compared to 88 in 2020. The year-to-date cancellations, suspended and expired memberships have been corrected after the error discovered in August.

- Visits did fall slightly from July, which was expected with school starting. August visitation is the third best of the year averaging 369 visits per day. The highest attended day was right before school started on August 9.
- Insurance visits continue to increase. In August, Sylvester Powell was closed for several weeks which caused many people to seek MCC to continue their fitness routine. In addition, this week staff was informed that a gym in Shawnee will be closing as many people are now exploring new facilities.

There was a question about insurance reimbursement. Typically, the reimbursement is a month behind. For Silver Sneakers, the reimbursement for August was received in late September and was approximately \$1,800.

Summer Recreation Report

Included in the packet was a recap of enrollment and participation in programs for the Summer 2021 season. Next year there will be a comparison between Summer 2021 and Summer 2022. Due to the facility not opening until July 2020 along with complications of COVID there were minimal classes offered; a comparison did not seem impactful. To provide a benchmark for the 45,119 people participating in programs, events and visits during the Summer of 2021, past reports from similar time frames were reviewed. In 2019, IBFCC had a total summer visitation of 9,961. The MAC last operated in 2018 with a total of 18,216. The two facilities totaled 28,177 visits.

Assistant Director Report

Farmers' Market Update

The update included in the packet is through the second weekend of September. The final report will be in October reflecting the last two weeks of the season. One item to point out is the difference in vendor participation with the Turkey Creek Car Show from 2020 to 2021. Visitation did drop slightly this year with the relocation to the IBFCC parking lot. This is a free weekend for vendors recognizing that they are impacted by the change in venue. This year there was a parking concern for visitors used to parking close to the market. Staff learned a lot about field parking for an event and are discussing various modifications for next year.

Program Evaluations

Included in the packet was the Concert in the Courtyard evaluation. Staff is proposing to continue this event on an annual basis. In addition, promotion as "free day" for Merriam residents will be more prominent. There will be other free days offered throughout the year that will center around days that Shawnee Mission School District is out of school.

Discussion:

- There is an appearance that the event made money. Are sponsors provided a refund? Several of the expenses associated with this event were credits from events cancelled in

2020. The money had been expended in a different budget year and not reported as a direct expense for this year. The expenses listed are only the hard costs associated with the event. There is no staff time calculated, which would greatly change the bottom line of all events. When sponsors decide to participate, depending on the level of sponsorship, there is a list of marketing items that are promised. As long as staff met those obligations we have fulfilled our commitment to the sponsor.

- There was a suggestion that staff consider offering one-day camps for children when the school district has a one-day professional development day. These days provide a child care issue for parents.

Upcoming Events

A Moment in Time, Thursday, October 7, 2021

The October art exhibit opening reception will take place at the Tim Murphy Art Gallery featuring the work of Laura Hewitt, Geoffrey Ristau and Sylvia Augustus. As with all receptions in 2021, beverages will be served.

On Thursday, October 14 at 5:30 p.m., "Celebration" will be unveiled in the lobby of the community center. This piece of work was commissioned by Nancy Hupp in memory of Ron. Nancy had asked staff if there was a need within the new community center in which she could use memorial funds from Ron and donations received in honor of her service on City Council. Staff gave Nancy a proposal of the idea along with the recommendation of Michael Walsh, knowing how much Ron and Nancy admired his work. Nancy worked closely with Michael Walsh to design the piece that will be added to the City's permanent collection.

Merriam Drive Live Saturday, October 2, 2021

Volunteers are still needed for the race on several of the corners and as a DJ Spotter. Anyone interested in volunteering, please reach out to Renee or Dave. Staff is closely monitoring the weather. Unfortunately, rain will cancel cornhole but the other activities can easily be moved under the Marketplace. There are approximately 50 runners registered for the race.

Discussion:

- Could cornhole be moved to the gym at MCC? Staff considered that option but anyone participating would not have access to the other activities of the event and would be completely secluded. In years past, IBFCC was in the footprint of the event allowing for participants to have access to food and beverages. There was discussion of moving it under the pavilion. The bags are loud when they hit coupled with the echoing would be a distraction to those listening to music.

Garage Sale, Saturday, October 9, 2021

The garage sale returns for the first time in many years to the Merriam Marketplace. Participants will rent a stall for \$15 and must provide their own tables. It will run from 7 a.m. – 1 p.m.

New Business

2022 Schedule of Fees

On an annual basis, staff is tasked to review fees charged for various services. Throughout the first operating year of MCC there have been three areas identified that could be enhanced for patron experience.

1. Add a Nanny Pass – this would be an add-on option for a household membership purchased by the head of household. This would allow for the household to add a Nanny or baby sitter to their pass. The pass could be in a specific name offered as a benefit to the nanny or left generic for more fluid babysitter situations. This must be purchased as an add-on membership; it is not a stand-alone membership for someone who has the job as a nanny or babysitter. The proposed rate structure is:

Nanny Pass	Annual	Monthly	Summer
Resident	\$200	\$25	\$70
Non-Resident	\$250	\$30	\$80

2. Add a Youth/ Senior day pass rate. Over the course of the summer, staff received many comments that children do not have access to all of the amenities of the facilities. In addition, seniors pointed out that there is a reduced membership rate but not a reduced day pass rate. Youth are defined as someone 2 – 17 and seniors are defined as someone 60+. The proposed rate structure for this change is:

Day Pass Fee	
Resident Youth / Senior	\$7
Non-Resident Youth / Senior	\$9

3. The last proposed change is related to how fees are charged for child watch. Prior to operating the area, the fee was established as a per child per hour rate. Upon implementation, there has been significant concern in applying the visit rate consistently. The change recommended is to move from a per rate per hour but to a per visit rate. This would align charges to neighboring facilities. The proposed rate structure change is:

Child Watch Fees	Currenty	Proposed
Member	\$3 / hour / child	\$3 / visit / child
Non-Member	\$4 / hour / child	\$4 / visit / child

Discussion of the rate changes:

- There was clarification on Child Watch fees that there is a potential loss of revenue with this change. Staff acknowledged that it will be a reduction if a patron remains longer than an hour but this is a service for members not designed to cover expenses. In addition, this aligns with how the service operates among other community centers.
- There was concern that the Nanny pass could be abused. Unfortunately, that is the case with several membership options currently offered today. The goal is to be easily accessible which does provide loop-holes for those who are more creative to find ways to

potentially abuse the system. One safeguard is that this pass can only be purchased as an add-on fee to a household membership. It is not a stand-alone membership

- Several board members commented that it would be a great benefit for families researching summer options for pre-teen children.
- Christopher Leitch made a motion to recommend all three changes to the 2022 fee schedule be approved by City Council. Kathy Stull seconded the motion. Motion passed unanimously.

Other Business

Johnson County Public Art Library Committee

Kathy Stull reported that the committee has shortlisted the applicants to four, one from the Kansas City metro area. The artists will visit the site and various libraries in the coming weeks. The goal is to have the recommendation of artist to be presented to the Public Art Commission at the November 4, 2021 meeting.

Downtown Corridor Update

The committee has not had any additional meetings but staff have attended several events seeking public input.

Adjournment

Christopher Leitch called for a motion to adjourn. Bill Croan seconded. The meeting adjourned at 7:15 p.m.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Director's Report
Date: October 26, 2021

Community Center Update

- This week staff was notified that there will be a shipment from Spectrum Aquatics scheduled to arrive on November 4. McCarthy will work with Westport to identify manpower and resources to complete the replacement and coordinate with Cole for pool patrons/schedules.
- Tile repair in the men's shower was completed Tuesday, October 12. The tile had been broken during the repair of the epoxy flooring earlier this summer.
- The family change restroom epoxy flooring sealant is peeling. The vendor is not responding to McCarthy's request to address the issue. The week of October 11, a notice was placed on each door alerting patrons that staff is aware of the situation and working with the vendor to determine a solution.
- The outdoor pool was winterized the week of October 11. Due to Model Aquatic Code requirements, draining requires placing large pumps into the basin and pumping the water into deck drains to properly dispose of the water. Staff rented one pump and Westport provided three others which drained the pool in approximately 24 hours. With the completion of this training, staff is determining a plan for next summer to ensure the pool is drained sooner.
- Last week Hermes completed the planting of plants and trees that had not survived the first year. These plants have a new one-year warranty.
- On Wednesday, October 20 KNG Striping completed striping of crosswalks on site identified in the warranty walk in July.
- Staff learned in late September that a privately owned gym in Shawnee was closing. Initial information shared was that the entire facility was closing. Upon further investigation, it is only the pool. Staff reached out to one of their water fitness instructors in hopes to bring the class to MCC. The new class, Cardio Splash, will begin November 1. In addition, several of their aquatic members have been touring the facility, inquiring about membership options.
- Staff has been working with KU Sensory Enhanced Aquatics to develop an agreement to offer an adaptive swim lesson for children with autism. The agreement was signed in early October with the first classes beginning October 14. There are two sessions, both have a maximum enrollment of 3. Both sessions are full.
- On Tuesday, October 19 the community center closed briefly from approximately 7:30 – 9:30 a.m. when power was lost to the building. The cause was a downed transformer

due to an accident. The fire department was called as there was a person stuck in the elevator. During the outage, all patrons were vacated for everyone's safety.

- Staff held interviews the week of October 11 for the day porter/custodian position. The successful candidate has accepted the position and is in the process of completing pre-employment screens. Staff is hopeful to have him on-board by the beginning of November.
- Staff has scheduled 6 interviews, 2 of which are internal candidates, for the Fitness Coordinator position Thursday, October 21 and Friday, October 22. The goal is to have the successful candidate on-board by mid-November.
- Part-time recruitment is ongoing. Currently needing aquatic staff, facility attendants and fitness attendants. Aquatic staff can be 15 years of age, fitness attendants need to be at least 16 years of age and facility attendants at least 18 years of age.

Monthly Community Center Membership Report

Included in the packet are the comparison reports for annual membership and daily visits.

During September there were a total of 103 memberships purchased taking the total number of membership sales to 1,326. This month there was a significant increase in the number of cancellations with 38. As staff suspected, many summer memberships enrolled as a monthly member. Monthly cancellations occur prior to the automatic withdrawal on the 5th of the month but memberships remain active until the purchase date.

Situational example: Purchase monthly membership on June 19. Provide notice not to draw September monthly fee. Staff removes charge but membership will not expire until September 19 to ensure all days paid are received.

Expired memberships are Peerfit members that did not renew or follow procedures to retain the benefit.

September visitation remained strong compared to pre-summer months with 6,138 visits. Day passes fell to just shy of 500 for the month. This is almost double the visits from January and February and approximately a 25% increase from March, April and May visits. October visits to-date have fallen slightly compared to the same time frame in September. Sunday visits are drastically impacted by the Chiefs football schedule. In addition to member visits, another 1,900 people attended classes and programs offered by the department.

Insurance visits decreased in all categories. As previously reported, the significant increase in August was due to the closure of a neighboring community center. Since that facility has reopened, many have returned to their original location.

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

Membership Category	2020*	2021
TWO PERSON CHARTER	44	0
TWO PERSON HOUSEHOLD	26	122
ACTIVE & FIT	1	20
ADULT CHARTER	41	0
ADULT MEMBERSHIP	56	186
COUNCIL - BOARD MEMBERSHIP	8	7
EMPLOYEE MEMBERSHIP	61	65
HOUSEHOLD CHARTER	81	0
HOUSEHOLD MEMBERSHIP	41	323
TIVITY PRIME MEMBERSHIP	30	26
PEERFIT	0	12
RENEW ACTIVE	44	93
RETIRED SENIOR HOUSEHOLD	5	7
RETIRED SENIOR	1	1
SCHOLARSHIP MEMBERSHIP	2	3
SENIOR CHARTER	54	0
SENIOR CHARTER HOUSEHOLD	44	0
SENIOR HOUSEHOLD	6	42
SENIOR MEMBERSHIP	19	67
SILVER & FIT	2	15
SILVER SNEAKERS	105	319
YOUTH MEMBERSHIP	2	18

TOTAL MEMBERSHIP SALES	671	1,326
CANCELLATIONS	66	156
SUSPENDED	30	0
EXPIRED**	***292	17

*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

Annual Membership Sales Comparison
Jan - Sept. 2021

Membership Category	2020	2021
TWO PERSON CHARTER	8	
TWO PERSON HOUSEHOLD	3	14
ACTIVE & FIT		5
ADULT CHARTER	16	
ADULT MEMBERSHIP	12	24
COUNCIL - BOARD MEMBERSHIP		
EMPLOYEE MEMBERSHIP	2	
HOUSEHOLD CHARTER	10	
HOUSEHOLD MEMBERSHIP	8	17
PRIME MEMBERSHIP		1
PEERFIT		3
RENEW ACTIVE		6
RETIRED SENIOR HOUSEHOLD	1	1
RETIRED SENIOR		
SCHOLARSHIP MEMBERSHIP		
SENIOR CHARTER	9	
SENIOR CHARTER HOUSEHOLD	3	
SENIOR HOUSEHOLD		7
SENIOR MEMBERSHIP	1	7
SILVER & FIT		
SILVER SNEAKERS	19	17
YOUTH MEMBERSHIPS	1	1

TOTAL MEMBERSHIPS SOLD	93	103
CANCELLATIONS		38
SUSPENDED		
EXPIRED		3

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	4,775	10,607	11,284	9,662	6,138				58,646
DAILY VISITS	185	211	482	386	576	2,148	2,055	1,774	496				8,313
GUEST PASSES	3	2	24	20	7	24	18	19	10				127
TOURS	77	38	93	85	102	90	107	65	27				684

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)	247 (Wed 19th)	496 (Wed 16th)	478 (Tues 13th)	449 (Mon 9th)	297 (Mon 6th)			
DAILY VISITS	22 (Sat 16th)	66 (Thurs 25th)	45 (Fri 19th)	52 (Sat 10th)	69 (Mon 31st)	136 (Sun 13th)	126 (Mon 5th)	147 (Mon 9th / Wed 11th)	78 (Mon 6th)			

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	410	475	595	811	557				4,403
Prime Fitness	24	17	35	56	53	52	118	112	69				536
Renew & Active	136	138	254	286	291	299	330	349	298				2,381
Silver & Fit	8	8	13	12	18	22	24	48	9				162
Active & Fit	3	2	0	3	24	51	42	62	58				245
PeerFit		3	46	39	27	53	43	55	49				315

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



The market finished strong for the 2021 season as shown below.

Public Works will be winterizing the Marketplace beginning the first week of November. The end of season vendor meeting is scheduled for Thursday, November 11 from 6 – 7 pm at the community center.

Week	2019 Vend	2019 Attend	2020 Vend	2020 Attend	2021 Vend	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	297
4	17	275	16	555	18	29
5	20	262	20	393	19	360
6	24	463	18	555	23	500
7	21	337	17	608	19	516
8	23	361	19	456	24	520
9	24	571	21	506	24	532
10	27	680	20	423	23	688
11	27	723	21	718	20	542
12	26	714	20	612	22	690
13	27	758	21	734	19	574
14	25	639	20	582	24	633
15	29	570	18	617	26	611
16	25	486	20	703	25	625
17	24	640	20	655	28	613
18	23	409	20	384	25	525
19	27	443	19	620	24	297
20 TCCS	22	285	21 No TCCS	471 No TCCS	13	350
21	23	273	22	475	19	422
22	24	298	21	469	24	427
YTD	517	9,995	374	10,329	517	10,907

Special Event Evaluation

Event Name: Turkey Creek Car and Motorcycle Show

Date: September 11, 2021

Location: Merriam Marketplace

Number of Registrants: 274

Number of attendees: 4,200

Cost of Event: \$20 pre-registration; \$30 day-of-registration
\$5 for 2021/2022 calendar; \$15 t-shirt / \$17 (xxl shirt); dash plaques \$3;
retro souvenirs (prices varied items included retro street banners, retro t-shirts and dash
plaques)

Revenues:

210 pre-registration @\$20	\$ 4,200
64 day of event @\$30	\$ 1,920
Sponsorship	\$ 6,100
Concession Vendors (3@\$80 / 1 @\$40)	\$ 400
Souvenir/ Merchandise Sales	\$ 540
People's Choice	\$ 243
Total Revenues:	\$13,403

Expenses:

Regal Plastics - sign sheets	158.75
Outfront Media - billboard	575.00
Rick Frederick - DJ	600.00
Banner - SCC	129.99
Volunteer lunches	290.00
Skyline Screen Printing - Tshirts	2,557.42
Rebecca Fox - photographer	350.00
Amazon - car show placards	87.96
Car Show committee lunch - Old Shawnee pizza	103.39
Lowe's - Plastic tubs	389.48
Home Depot - Sign Ties	16.92
Boelte Hall magnets	493.50
Boelte Hall placards	925.00
Road Runner (barricades)	508.00
Walmart - award envelopes	12.47
Waste Management - Porta-Potty	500.00
SCC TCCS banner	423.12
Gold Sponsor award	4,000.00

*Young Gun Award

\$ 500.00 (unclaimed gift card from 2019)

Total Expenses: \$12,121.00

Net: \$1,039

Special Items Needed: There is an event specific list that is utilized every year and updated that includes necessary items.

Modes of Publicity: MPRD Fall Brochures; flyer at all parks and library, Cruise Night, various businesses on Merriam Drive and event sponsors; Facebook®; Billboard located at 5400 S. I-35 (West Side, Facing North); Hemming's; emailed flyer to city council, city employees; poster at Community Center, Merriam Marketplace and City Hall; registration forms mailed to past two year's participants; posted on various car club websites; lobby BrightSign, outdoor electronic sign at Merriam Marketplace.

Committees/Volunteer/Staff: Parks and Recreation Director, Assistant Director, Recreation Supervisor, Facility Attendant; Program Assistant, 32 volunteers; 3 police officers

Strengths: Registration the day of event works well. Great volunteerism- this event would not be possible without the continued dedication of volunteers. Dedicated photographer to shoot the car calendar awards works well, especially since she has shot the show the past few years. Having the People's Choice Award recipient onsite is a great addition. The National Guard joined us this year with a missile launcher, they were a great addition. Having the additional parking space from 5701 worked well, we used half of this space for spectator parking. We did have additional parking available provided to us by DS Bus Lines.

Weaknesses: Need more signage for NO BIKE ZONE. Create more space for spectator parking at 5701 rather than show cars. Create more spaces for motorcycles at show so that they can all stay together.

Opportunities:

- Solicit additional sponsorship.
- Continue the sound check with DJ and ETI prior to ensure coverage.
- Create an Action Plan for the event within all areas so that if there is an emergency and someone is not available another person can pick up that section and follow through with event details.
- Continue to work on staging ETI's bucket truck on the south end of Merriam Drive / Hocker Drive to get an aerial photo of the event.
- Create a sign that says "DETOUR TO JOHNSON DRIVE" the most asked question on the 57th / Merriam Drive barricade. Have sign made now so that is ready by 2022.

Thoughts:

- End of day deposit transaction review / expectation for all staff.
- Car Show Committee Input:
 - **Registration**
 - There was a glare from the sun that made the laptops hard to read. Is it possible to turn registration to face east?
 - There were a significant number of cars that did not register and when told they had to leave the show leaving gaps in parking. Consider having a tent on the south end checking all pre-registered guests to make sure they have registered for the car show. Several options discussed but will require additional discussions before planning begins for 2022. One idea was a sign in pre-registered cars window and those without would be directed to a different location to complete registration process.

- Cut off pre-registration on Thursday to give staff time on Friday to complete final day-of-preparation for pre-registered participants.
 - Create a schedule that all staff get a break / lunch.
 - Assign staff to help with break down at the end of registration at 2 p.m.
 - Evaluate registration fee with supply increases. Increase pre-registration to \$25 / day of registration to \$35.
 - Consider adding 3XL shirts and adding \$5 to the registration fee for anyone ordering the larger size.
- **Door Prizes** - Due to the passing of Chad Rowe, will need a coordinator.
 - **T-Shirts** – Sizing was spot on however, need to have more “large” goodie bags made up. Stuffing on the fly is difficult. Try to have 300 goodie bags prepared. Need to add 3XL shirts to the order, approximately 10. Logo needs to be finalized early, ideally by March.
 - **Calendar Shoot** – Check photo shoot directions were confusing. Consider having all calendar winners meet at the center of the marketplace at the conclusion of the awards so that the photographer can provide drivers specific directions. Staff lost the photographer several times, have her meet with the award committee so she knows the calendar winners in advance and can create a plan as to where cars should stage.
 - **Awards** – Edges were sharp. There was an equipment malfunction and with the supply chain issues the equipment repair was not completed in time. If awards are brushed metal in 2022 there would be significant increase in cost. Consider adding a new award in 2022 in memory of Chad Rowe.
 - **Logistics**
 - Volunteers – more table space for Great Plains. Need to tell the North Barricade people that they are the north barricade (57th St).
 - Security (Map & Barricades) – Consider curb cuts at the marketplace. Need signs on street barricades alerting bicycle riders to stop and walk their bikes.
 - Expand Biker ally – several options discussed as possibilities.
 - Gold Sponsor Layout – evaluate the number of spots each vendor gets based on the number of gold sponsors who want spots.
 - Sound System – Continue to get the DJ and ETI together before the show for sound check.
 - Radios – Need high quality radios to overcome the frequency interference with cell phones and other electronics.
 - Vendors – Mark the vendor spaces to eliminate confusion at entry. Vendors need to be set up by 7:15 a.m. no exceptions.
 - Consider free activities for kids (cornhole, yard golf, other lawn games).
 - Ideas for 2022 the theme: 21st year “21 and Legal” or 21 Gun Salute.

Special Event Evaluation Form

Event Name: Merriam Drive Live 5K Run, Walk and Youth Sprint

Date: Saturday October 2, 2021 – 5740 Merriam Drive

Number of Registrants: 48 Runner/Walkers **Number of participants:** 40

Ages: 4-99 **Cost of Event:** \$ 25 early bird registrations thru September 24
\$35 registrations after September 25



Revenues

Sponsors: Bag Sponsor \$500 - Advent Health
 Water Station Sponsor \$100 – Nancy Hupp

Registrations: 2021 Registrations
 11 X \$35 = \$385
 28 X \$25 = \$700
 2020 Registrations
 9 X \$25 = \$225 (last years cancelled runners)

Total Revenues: \$1,910.00

Expenses:

Hasty Awards (medals): \$ 621.32
4 Imprint (Run Bags): \$ 231.25
Rellac (T-Shirts): \$ 1,545.00
DJ Kirby (Music): \$ 401.10 (deposit of \$195 paid in 2020)
Sam's Club (food) \$ 57.77
Race Day (Timing) \$700.00

Total Expenses: \$ 3,556.44

Loss \$1,646.44

Special Items Needed: generator, tents, tables, laptop, coolers, cups, chairs, trash cans, first aid kit, list of announcements, traffic vests, tent weights, medals/awards etc.

Modes of Publicity: Fall Highlights, flier at parks, bright sign at Community Center, face book, website, outdoor electric sign, and I35 billboard

Committees/Volunteer/Staff: *Volunteers:* Tom & Jewell Scott, Susie Latas, Nancy Hupp, Evelyn VanGoethem, Kathy & Tom Stull, LaVera Howard, Sharon & George Waugh, Margo Kepford and Tom Long. *Staff:* Ingrid Berg, Nicole Ritter, Hannah Daily, Dave Smothers, Davis Skinner, Rachel Graham, Desiree Schlotterer, Lynn Rash and Renee Nagle and Merriam Police Department

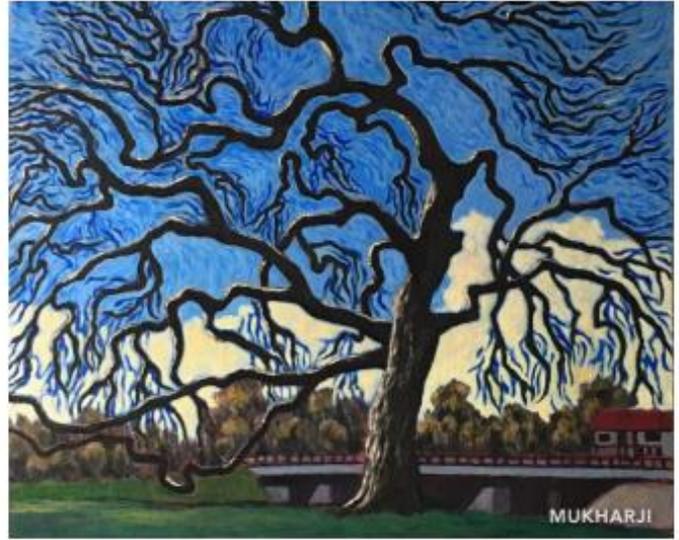
Strengths: The weather was perfect, overcast at the beginning of the race, then the sun came out making for a beautiful morning. The new timing company did a great job. The chips were in the race bibs which eliminated the volunteer(s) needed to remove the chips from the runner's shoes. Many runners expressed their joy in little competition in all the age groups so that they could medal. A great group of volunteers and staff this year!

Weaknesses: Number of runners (48) was a bit low. This was our first time holding a fall run. We really missed all the school kids that normally run in May.

Opportunities: Try to expand on race sponsorship to offset run expenses. If we hold the race again, really try to get at least 100 runners, perhaps more running club runners. There were other 5K runs scheduled in the Metro for this weekend. Work on the recruiting school running clubs maybe promote as a beginning of the year run and TCF be the end of the school year run?

Thoughts: The 5K run did add an event (element) to Merriam Drive Live. I did see some runners come back for the concerts which was nice. Remember to alert the Merriam businesses about road closure one week before the run. The Marble business was caught off guard and didn't know about the run. Reduce the number of t-shirts to 100-120.

Tim Murphy
ART GALLERY



VISUAL VOYAGES

NOVEMBER 4 - 27

HEATHER HUETTNER + JHULAN MUKHARJI

OPENING RECEPTION

Thursday, November 4 // 7-8:30 p.m.



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.-8 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: Public Park and Facility Naming Policy
Date: October 26, 2021

In March 2020 staff undertook the task to update the Governing Body procedures and operational processes. This process included modernizing the look and verifying / updating references to State Statute and excerpts from Municipal Code. There were originally 30 policies, many were outdated and several were very similar in nature. The policies were reformatted and combined into 10 policies. The next step was for a council subcommittee to review and edit the Operating Procedure and Council Policies. The final copy was an agenda item at the October 11 meeting. During the process, *Policy 123 Park Naming Policy* (1999 & 2010) was recommended to be added to Park Board policies.

Upon review of the policy staff is recommending the following changes:

1. Format changes as presented to match existing policy format.
2. Naming Process section (c) and (e),
 - a. reduce time frame of public notice from 60 days to 30 days
 - b. notice from "official newspaper" to city website and weekly newsletter
 - c. reduction of time frame to match 30 days recommended
3. Renaming section removed reference to specific number section to title of the section
4. Plaques, markers, memorials (a) formatting change removing section to process outlined in naming process.

Recommendation: Staff is seeking input on policy presented.

City of Merriam Parks and Recreation Public Park and Facility Naming Policy

The City of Merriam Parks and Recreation Department prides itself in providing first class recreational opportunities to the citizens of Merriam. The purpose of this policy is to determine a policy and process for naming public parklands and facilities are named,

The Merriam Parks and Recreation Advisory Board shall be responsible for naming all public parks and facilities in the City of Merriam subject to the approval of the City Council.

In reviewing suggestions for park names, the Parks and Recreation Advisory Board shall be guided by the following objectives:

- (a) Provide name identification for individual parks;
- (b) Provide name identification where appropriate for public buildings, facilities, and specified areas;
- (c) Provide for citizen input into the process of naming parks and facilities as enumerated above;
- (d) Ensure control for the naming of parks and facilities by the City Council as recommended by the Director of Parks and Recreation and the Parks and Recreation Advisory Board;

Qualifying Names should provide some form of identity related to:

- (a) The geographic location of the facility;
- (b) An outstanding feature of the facility;
- (c) The adjoining subdivision;
- (d) Commonly recognized historical event, group, or individual;
- (e) An individual or group who contributed significantly to the acquisition or development of the facility.
- (f) An individual who provided an exceptional service to the park system or the City of Merriam.

Naming Alternatives:

- (a) Parks and facilities that are donated to the City can be named by deed restriction by the donor. The acceptance of land and naming is subject to approval of City Council;
- (b) Facilities within the parks may be named separately from the parks in which they are located.

Naming Process:

- (a) At the time parkland or facility is acquired but before development occurs, the Director of Parks and Recreation will assign a nondescript temporary working name for the area or facility;

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- (b) Once the development is initiated the Director of Parks and Recreation will receive naming applications in writing for review by the Parks and Recreation Advisory Board;
- (c) After a name is decided upon by the Parks and Recreation Advisory Board, public notice of the recommended name will occur twice during a thirty (30) day period via the City website and weekly newsletter. Citizen comments and recommendations must be in writing to the Director of Parks and Recreation and be postmarked within the thirty (30) day public-notice period;
- (d) For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility, to the park system, or the community. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions;
- (e) After the thirty (30) day public notice period, the Director of Parks and Recreation, will seek final recommendation of the name from the Parks and Recreation Advisory Board for City Council approval.

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Renaming:

- (a) Only those parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming;
- (b) Parks and facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community;
- (c) In order for a park or facility to be considered for renaming, the following must occur:
 - The recommended name must meet qualifying naming standards previously noted in this policy, and;
Be accompanied by a petition from the particular park or facility users.

Deleted: with the approval of the Parks and Recreation Advisory Board, will submit the recommended name to the City Council for final approval.¶

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Plaques, markers, memorials

- (a) All plaques, markers, and memorials are subject to the same naming process outlined in this policy;
- (b) Because of their proneness to vandalism and maintenance, plaques, markers, and memorials should be used sparingly.
- (c) The Parks and Recreation Advisory Board establishes the style, size, and placement of all plaques, markers, and memorials.
- (d) The Irene B. French Giving Tree will be used for recognition rather than placing plaques, markers, and memorials in the park areas;

Deleted: criteria in Section 1.06

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Deleted: , subject to approval by the City Council,

Deleted: <#>The Parks and Recreation Advisory Board shall decide upon all markers that are exceptions to the requirements listed above on a case-by-case basis.¶

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- (e) After the thirty (30) day public notice period, the Director of Parks and Recreation, will seek final approval of the name from the Parks and Recreation Advisory Board and notify City Council of the approved name.

Renaming:

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