



ADVISORY BOARD MEETING AGENDA
Tuesday, September 28, 2021
6:00 PM
Merriam Community Center

1. Roll Call/Attendance Staci Chivetta
2. Public Comments Staci Chivetta
3. Approval of August 24, 2021 Minutes Staci Chivetta
4. Staff Reports
 - a. Director's Report Anna Slocum
 - i. Community Center Update
 - ii. Monthly Community Center Membership Report
 - iii. Summer Recreation Report
 - b. Assistant Director's Report Dave Smothers
 - i. Farmers' Market Update
 - ii. Merriam Drive Live Volunteer Request
 - iii. Program Evaluations
 - 1. Concert in the Courtyard
 - iv. Upcoming Events
 - 1. TMAG Opening Reception "A Moment in Time"
 - 2. Merriam Drive Live
 - 3. Community Garage Sale
5. New Business Anna Slocum
 - a. 2022 Schedule of Fees
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, August 24, 2021
6:00PM

Roll Call

The August 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, Evan Quinley and Tony Scott. Staff members in attendance were Anna Slocum, Director; Dave Smothers, Assistant Director; and Abby Hall, Customer Service Representative. Katie Leary notified staff and chairperson of her absence. Public in attendance included Nancy Hupp

Public Comments

There were no public comments.

Approval of Meeting Minutes

Christopher Leitch made a motion to approve the July minutes. LaVera Howard seconded the motion. No questions or concerns regarding July 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:

- Staff met with TempCon and Pro Balance on Friday, August 20th. There were minor tweaks to the balance of the system to keep it in the range necessary to prevent corrosion. McCarthy is working to create an estimate of repairs with their trade partners to fix the items that have been damaged by corrosion. This continues to be a discussion with McCarthy and TempCon.
- The indoor pool was closed the week of August 19th through August 22nd for tile repair/gutter issues occurring throughout sections of the activity pool. The indoor pool did reopen Monday as planned. Staff purposefully planned to complete the repair while there was still a body of water (the outdoor pool) available for members. Unfortunately, due to the timing there was confusion of the schedule. In addition, there was a weather day that closed the outdoor pool which upset several. Staff are “beat-up” after a long summer of people wanting things their way no matter what the rules of the facility are. As a Park Board Member, although staff might not know who you are, it would be greatly appreciated if you see a staff member that is doing a good job, please take a minute and provide acknowledgement for a job well done. They are not hearing that enough right now. This is not just a “Merriam” issue, all agencies are expressing this concern based upon an area director’s meeting staff recently attended.

- Hermes plans to replace dead plants in September. Lack of weed control has been brought to their attention.
- Child Watch started full operation the week of August 16th. The use of space continues to be sporadic but it is a great time to test procedures and identify improvements in services. In July, 19 children utilized the service. Through Thursday, August 19th there have been 10 children.
- There is currently a vacancy for the day porter. The position is Wednesday-Sunday 7:30 a.m. - 4 p.m.

Discussion after the update included:

- There is no scheduled annual pool maintenance at this time. Maintenance is scheduled as needed. The recent tile repair was not routine. Anytime this type of repair is needed, staff will do their best to schedule during non-peak times to minimize disruption of service, and if possible at a time when the outdoor pool is available.
- In case of a lightning strike or thunder while outdoor pool is open, the outdoor pool must be cleared. A time frame of 30 minutes must pass with no further lightning strike or thunder before re-entry of the outdoor pool area. This is best practice carried out nationwide with all outdoor water facilities.

Membership / Visit Reports

- The membership and visit report was included in the packet. There was an issue with a RecTrac report utilized for member cancellations. This was discovered when comparing cancellations with paper forms. Staff has manually corrected the months prior, which if comparing past reports to this month will indicate the difference being reported. There will be an additional change in reporting at the September meeting for July due to locating an additional file after the packet was released. As staff anticipated, the majority of summer memberships chose the monthly option. Staff is anticipating a significant increase in cancellations in August / September. There have been several members that have recognized the value of the community center and have stated they will be continuing their membership as well as summer only members asking about how to transfer to annual membership.
- Insurance visits continue to increase. American Specialty Health, who offers Active & Fit / Silver & Fit programs, will be adding a 3rd option to their model. This will be available in January 2022 and will include rebranding of all options.

No discussion, questions or comments regarding the Membership/Visit Report.

Assistant Director Report

Farmers' Market Update

The July 2021 update was provided in the packet. Farmers market continues to do well. As in years past, attendance is trending downward as the season is coming to an end.

Program Evaluations

Included in the packet were evaluations for Family Fun Friday – Brown Park and Birthday Party, National Night Out and Cruise Night. It is great to be able to be out in public again with events.

Upcoming Events

Merriam Drive Live Saturday, October 2, 2021

Volunteers are needed for the event for shifts throughout the day. This will be the first fall run, every corner will need a volunteer stationed to help direct runners. A different timing company will be used so instead of chips on shoes the timing mechanism will be in the bib and will not need to be removed. Anyone interested in volunteering, please reach out to Renee or Dave. All volunteers receive food coupons for redemption at the food trucks day of event.

2nd Annual Cornhole Tournament Saturday, October 2, 2021

No questions or concerns.

Turkey Creek Car & Motorcycle Show Saturday, September 11, 2021

Information was included as packet. There are 98 registrations for the event. Volunteers are needed for this event. As with most volunteer opportunities, shifts are two-hour increments. Volunteers receive an event t-shirt and food coupons for redemption at the food trucks day of event.

TMAG Abstract Diversity Opening Reception Thursday, September 2, 2021

Invitation for the reception was included in the packet. Beverages will be served.

Discussion after the update included:

- Why did the event name change from Party in Your Park to Family Fun Friday?
When planning for summer, staff was uncertain of the restrictions that would be in place. Since Party in Your Park has a tradition to be food, inflatables and games coupled with the fact that events were not starting until July prompted the change. Instead of events being spaced throughout the summer, there was an event each Friday as part to celebrate July being named National Parks & Recreation Month.
- The turnout for the MCC Birthday party and Dive in movie were good. Plan to do them again next year as well. Possibility of starting the time for the Birthday party earlier so families with younger children can stay longer.

New Business

Program Instruction Policy

- As has been discussed, staff needed a way to address people using the building for their private gain. In an effort to approach the situation from a positive perspective, the policy focuses on how the department partners with individuals and businesses to offer classes and programs that staff does not have the skill or knowledge to offer. The policy outlines the process to become an instructor as well as the consequence for those providing instruction that are not authorized to do so.

Discussion of the policies included:

- Billy Croan had a concern about the policy in general and why it was even needed. There was a lengthy discussion about public building being used for private gain. Examples of how this policy is applied through rentals, Farmers' Market and food vendors at events. In addition, the increased liability if someone causes harm to a member that has not been completely vetted by the City.
- Christopher Leitch made a motion for staff to implement the policy as presented. Kathy Stull seconded. Motion passed 5 – 1.

Other Business

Next Month:

It is time once again to review fees. While staff is not planning to recommend any changes to membership fees, there have been a few additions identified to help meet needs requested through the first year of operation. This will be a topic of new business in September.

Johnson County Public Art Library Committee

Kathy Stull is serving as the board representative for the committee. The library received 160 applications from artists, of which 157 met the minimum requirements. Committee members were asked to review the works and rate them. Once the reviews are complete, there will be a meeting in early September to discuss the outcome of preferences and start the process of elimination. The goal is to have the art correlate with the design of the new library.

Downtown Corridor Update

Christopher Leitch and Staci Chivetta participated in a walking tour of downtown Merriam to provide insight on the plan to improve the area. There will be several walking tours for the committee with all insights compiled to help guide future discussion and planning sessions.

Adjournment

Christopher Leitch called for a motion to adjourn. LaVera Howard seconded. The meeting adjourned at 7:05 p.m.



To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Director's Report
Date: September 28, 2021

Community Center Update

Staff continues to work with McCarthy to determine next steps for repairing the corrosion issues in the natatorium. Last week McCarthy notified the insurance carrier that they are moving forward with repairs and will seek reimbursement upon final completion. The trade partners were notified to release materials needed.

Staff continues to work with Hermes to determine when the replacement of landscaping will occur.

Staffing continues to be an issue. There were two applications completed for the daytime porter position. One did not show for the interview, the other was not able to work the hours as advertised. Last week, a part-time staff member was identified as someone who was willing to assist in covering duties of the position on a temporary basis until the position can be filled. Training has occurred, and the staff member will provide assistance on several tasks two – three days per week. The fitness coordinator has submitted a two-notice. She and her family are moving to be closer to family. Her last day is October 2. There has been some success in hiring daytime Child Watch staff but there is still a need for part-time Facility Attendants.

Staff is working with Westport Pools to schedule a time to winterize the outdoor pool. As part of our agreement, they are to train staff on two drains and two fills of the outdoor pool. This will be the last time they are contracted to drain and winterize. Next spring will be the last training for filling the pool. In addition, staff continues to work through the autofill issue with Westport. The autofill function is not working correctly, so staff is manually having to complete this task which is less reliable than the autofill technology.

Monthly Community Center Membership Report

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

In August there were a total of 163 annual memberships purchased taking the total number of membership sales to 1,223. Staff has resolved the issue with reporting cancellations. In August 18 memberships were cancelled taking the annual total to 118

which is 9.6% of memberships. Industry standard is between 30 and 50% of members cancel within the first 6 months.

Visitation in the month of August fell compared to June and July. This was anticipated with school starting the second week of the month. There were 9,662 membership visits, 1,774 pass visits, and 19 guest passes. Attendance averaged 369 visits / day. This number does not take into account the number of people that participated in programs or classes. Through September 19 average daily attendance has dropped to 201. Insurance visits increased in five of the six categories.

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

Membership Category	2020*	2021
TWO PERSON CHARTER	44	0
TWO PERSON HOUSEHOLD	26	108
ACTIVE & FIT	1	15
ADULT CHARTER	41	0
ADULT MEMBERSHIP	56	162
COUNCIL - BOARD MEMBERSHIP	8	7
EMPLOYEE MEMBERSHIP	61	65
HOUSEHOLD CHARTER	81	0
HOUSEHOLD MEMBERSHIP	41	306
TIVITY PRIME MEMBERSHIP	30	25
PEERFIT	0	9
RENEW ACTIVE	44	87
RETIRED SENIOR HOUSEHOLD	5	6
RETIRED SENIOR	1	1
SCHOLARSHIP MEMBERSHIP	2	3
SENIOR CHARTER	54	0
SENIOR CHARTER HOUSEHOLD	44	0
SENIOR HOUSEHOLD	6	35
SENIOR MEMBERSHIP	19	60
SILVER & FIT	2	15
SILVER SNEAKERS	105	302
YOUTH MEMBERSHIP	2	17

TOTAL MEMBERSHIP SALES	671	1,223
CANCELLATIONS	66	118
SUSPENDED	30	0
EXPIRED**	***292	14

*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 - August 2021

Membership Category	2020	2021
TWO PERSON CHARTER	6	
TWO PERSON HOUSEHOLD	5	17
ACTIVE & FIT		
ADULT CHARTER	5	
ADULT MEMBERSHIP	5	25
COUNCIL - BOARD MEMBERSHIP		
EMPLOYEE MEMERSHIP	14	6
HOUSEHOLD CHARTER	10	
HOUSEHOLD MEMBERSHIP	1	27
PRIME MEMBERSHIP	7	6
PEERFIT		3
RENEW ACTIVE		11
RETIRED SENIOR HOUSEHOLD		1
RETIRED SENIOR		
SCHOLARSHIP MEMBERSHIP		1
SENIOR CHARTER	3	
SENIOR CHARTER HOUSEHOLD	5	
SENIOR HOUSEHOLD	2	8
SENIOR MEMBERSHIP		9
SILVER & FIT		1
SILVER SNEAKERS	25	42
YOUTH MEMBERSHIPS		6

TOTAL MEMBERSHIPS SOLD	88	163
CANCELLATIONS		18
SUSPENDED		
EXPIRED		10

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					52,508
DAILY VISITS	185	211	482	386	576	2,148	2,055	1,774					7,817
GUEST PASSES	3	2	24	20	7	24	18	19					117
TOURS	77	38	93	85	102	90	107	65					657

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)				
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)				

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					3,846
Prime Fitness	24	17	35	56	53	52	118	112					467
Renew & Active	136	138	254	286	291	299	330	349					2,083
Silver & Fit	8	8	13	12	18	22	24	48					153
Active & Fit	3	2	0	3	24	51	42	62					187
PeerFit		3	46	39	27	53	43	55					266

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

MERRIAM PARKS & RECREATION Class Program Report

SUMMER	2021	
YOUTH		
Class	Enrolled	Participation
Parent / Child Swim Lessons	37	172
Preschool Swim Lessons	75	403
Youth Swim Lessons	114	633
Dolphins Swim and Dive	44	883
Private Swim Lessons	56	146
Infant Survival Swim	6	133
Superkids	38	228
Aiki Kids Child/Parent Fundamentals	12	30
Cheer 4 Fun	3	8
Karate for Kids	6	23
Kids / Teens Swordsmanship & Weapons	23	32
Tumbling / Gymnastics	49	147
Youth Basketball Skills	0	0
Youth Martial Arts	5	20
Kids Ceramic Camps	4	4
TOTAL	472	2,862
ADULT FITNESS (LAND)		
Building Strength	0	0
Cardio & Strength	23	102
Core & More	10	30
Beginner Line Dance	3	7
Line Dance Mania	16	60
Mix Fit	5	58
WERQ		5
Zumba	8	26
Zumba Gold	0	0
Aikido Yoshinkan	31	106
Martial Arts	1	1
Self-Defense	0	0
Simplified Tai Chi	12	73
Stage Combat	0	0
Swordsmanship & Weapons	6	41
The Ki Society	11	83
Gentle Iyengar Yoga	11	34
Iyengar Yoga Express	0	0
Iyengar Yoga- Level 1	14	60
Iyengar Yoga - Level 2	0	45
Restorative Yoga	0	0
Vinyasa Flow	0	0
Yoga Flow for Beginners	0	0
TOTAL	151	731

ADULT ED		
Essential Oils Make and Take	3	3
Adult DIY	0	0
Wellness Classes	0	0
TOTAL	3	3
WATER FITNESS		
Adult Swim Lessons	7	29
Aqua Interval Fitness	29	83
Aqua Zumba	12	31
Deep + Shallow Aerobics	0	0
QiGong	0	0
Warm Water Therapy	0	3
Water Aerobics	8	22
Water Walking / Therapy	21	43
TOTAL	77	211
SENIOR		
Silver Screen Matinee		103
Merriam 50+ Club		0
AFEP (Flexercise)		350
JOCO Meal Program		0
Bingo	105	105
Yoga Chair One	4	34
Yoga Chair Two	0	3
Senior Wii	0	0
TOTAL	109	595
SPECIAL EVENTS		
Family Fun Fridays		266
National Night Out + Party in Your Park		140
Cruise Night		221
Concert in the Courtyard		245
Art Gallery Attendance		201
TOTAL	0	1,073
RENTALS		
Gym	19	220
Pool	0	0
City Meetings	6	138
Room	19	999
Pool Birthday Parties	# 10	215
Field Rentals	0	
Shelter Rentals	21	
TOTAL	75	1,572
DAILY VISITS		
Membership Visits		31,553
Daily Passes		5,977
Walking Track Punch Pass		52

Pickleball Punch Pass		97
Aqua Toddler Swim Time		16
Sensory Hour		0
Child Watch Visits		54
Tours		262
Guest Passes		61
TOTAL	0	38,072
GRAND TOTAL	887	45,119

1 Class in August Primarily Fall Classes





The relocate to 5701 Merriam Dr. on September 11th for TCCS went smoothly and there were still a good number of vendors and shoppers in attendance.

The September 18th Take & Make giveaway is “decorate your own pumpkin” and is FREE to the first 25 kids.

The last market day for this summer is Saturday, September 25th.

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

Special Event Evaluation Form



Event Name: Concert in the Courtyard

Date: Friday, August 20, 2021

Location: Merriam Community Center Courtyard

Number of Registrants: N/A

Number of participants: 243

Ages: all ages

Cost of Event: FREE

Revenues: AdventHealth (sponsor)

Code Ninjas (sponsor)

Total Revenues: \$3,125.

Expenses:

Troubadour Retrievers	\$600.00
DJ Balloonman	\$175.00
Caricature artist	\$100.00*
Banner – Shawnee Copy Center	\$129.99
Sister Act Face Painting	\$172.50
Creative Carnivals (inflatables)	\$790.00
InstaFun KC Photo Booth	credit
TOTAL	\$1,967.49

Special Items Needed: Yard game supplies, table/tent for face painter, table for AdventHealth (sponsor), 4 chairs for caricature artist, banner to be hung behind band, collapsible trash cans,

Modes of Publicity: Facebook Posts, Flyers at Parks, City Hall, Library, Brightsign at Community Center

Committees/Volunteer/Staff: Renee, Ingrid, Rachel, Dave

Strengths: Event was very well attended for a first time event in this space. Folks brought their own chairs, or enjoyed the furniture already in the courtyard. Kids enjoyed all of the kid-friendly activities i.e. face painter, balloon artist, while everyone enjoyed the caricature artist and inflatables. The band was a big hit!!

Weaknesses: Event felt like it went by so fast. While we are hosting the event to coincide with the operating hours of the building, is there a way that we can extend event to be a full two hours somehow? That would mean starting earlier.

Opportunities: Possibly additional sponsors to offset some event costs since next year we will not have the credit from InstaFunKC, this would be a hard cost for us to pay i.e. \$225.00. *Caricature artist was also a partial credit from 2020, this would've been an additional \$100.

Thoughts: We'll need to creatively layout the event space next year since we will not have the grass to use since the library will probably be under construction. So while 2022 will potentially look different, I am hopeful that 2023 will be a shared space event with the library. Definitely have the band back!!

Tim Murphy
ART GALLERY



A MOMENT IN TIME

OCTOBER 7 - 30

LAURA HEWITT + GEOFFREY RISTAU + SYLVIA AUGUSTUS

OPENING RECEPTION

Thursday, October 7 // 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.

MERRIAM DRIVE



LIVE MUSIC
FOOD TRUCKS
ADULT BEVERAGES
YARD GAMES

FOUR FRIED CHICKENS AND A COKE
NICK SCHNEBELEN
RICOCHET

FREE

Saturday, Oct. 2
1–6 p.m.
Merriam Marketplace

SIGN UP! 5K Run/Walk – starts at 8 a.m!
Individual, teams, and youth sprint ▶ Register at merriam.org/5k
Cornhole Tournament – cash prizes!
\$20/team ▶ Register at merriam.org/cornhole by Sept. 26



LINDAN AUTO





Saturday, Oct. 9
7 a.m.–1 p.m.
Merriam Marketplace

- ▶ \$15 per stall
- ▶ Call 913-322-5550 to reserve your space

FREE FOR SHOPPERS

MERRIAM COMMUNITY CENTER | 6040 SLATER ST. | 913-322-5550 | MERRIAM.ORG/PARKS





To: Merriam Parks and Recreation Advisory Board
From: Anna Slocum, Director of Parks and Recreation
Subject: Annual Schedule of Fee Review
Date: September 28, 2021

On an annual basis, staff is tasked to review fees charged for various services. Staff has identified three areas where the structure of fees can be enhanced for patrons. Attached to the memo is a list of all fees charged by Parks and Recreation.

The first proposed enhancement is adding a “Nanny Pass” as an add-on option for memberships. This pass would be defined as an “add-on” purchase for household memberships purchased by the head of household. Anyone who identifies as a nanny, babysitter and child care provider must purchase an individual membership. There rate structure proposed is:

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

The second proposed change expanding age options for the day pass fee. This summer, several families noted that children under the age of 12 do not have access to all facility amenities indicating the need for a reduced price point. Since a youth membership is for a person 17 and under, the youth day pass would apply to anyone 2 – 17. In addition, there are senior membership rates but not a discounted day pass fee. A senior is defined as 60+. Children under 2 would remain free. In an effort to provide a more equitable experience for these patrons, staff is proposing the following change:

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

The last proposed change is to change the structure of child watch visit fees. Prior to operating the area, the fee was established as a per child per hour rate. Upon implementation, feedback from staff was consistency in applying the visit rate. A rate of visit / child vs. a rate of hour / child would provide a better customer service experience and eliminate potential conflict of when to round up or round down for time over one hour. The proposed change would be:

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

Recommendation: Staff is seeking Park Board recommendation to City Council to approve the changes proposed.

CITY OF MERRIAM, KANSAS
SCHEDULE OF FEES
JANUARY, 2022

PARKS & RECREATION

ROOM RENTAL FEES (PRICES PER HOUR)

Room Type	Res./Bus.	Non-Res.	Comm.
Small Banquet / Meeting Room	\$35	\$45	\$55
Medium Banquet / Meeting Room	\$60	\$75	\$90
Large Banquet / Meeting Room	\$95	\$120	\$145
Classroom	\$30	\$35	\$45
Conference Room	\$25	\$30	\$40
Party Room	\$30	\$35	\$45
Gymnasium			
Half	\$30	\$40	\$50
Whole*	\$40	\$50	\$60
Aquatics*			
Outdoor	\$200	\$250	\$300
Indoor	\$200	\$250	\$300
Therapy	\$120	\$150	\$180
After Hour Staff Charges	\$20/hr./ea.	\$20/hr./ea.	\$20/hr./ea.
Coffee Service			
25 cups	\$10	\$10	\$10
50 cups	\$20	\$20	\$20
100 cups	\$35	\$35	\$35
Sound System / AV Equipment	\$50	\$50	\$50
TV/DVD	\$15	\$15	\$15
Tablecloths	\$5	\$5	\$5
Table skirting	\$10	\$10	\$10
Dry Erase Board / Easels	\$5	\$5	\$5
Portable Bar	\$25	\$25	\$25
Temporary Alcoholic Beverage License	\$25	\$25	\$25
Security Officer	\$40/hr./ea.	\$40/hr./ea.	\$40/hr./ea.
Special Event Fee	\$50	\$50	\$50
RENTAL DISCOUNTS			
Rentals spending \$2,100 - \$3,000	10%		
Rentals spending \$3,001 - \$5,000	20%		
Rentals spending \$5,001 and above	\$1,500 max		

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

MERRIAM MARKETPLACE FACILITY RENTAL RATES

Rental Hours	Half Day	8:00 a.m. – 2:00 p.m. <or> 3:00 p.m. – 9:00 p.m.
	Full Day	8:00 a.m. – 9:00 p.m.
Rental Rate Categories		
Resident*	Non-Resident	Commercial
Half Day/ 75.00	Half Day/ 110.00	Half Day/ 120.00
Full Day/125.00	Full Day/140.00	Full Day/170.00

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

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

Merriam Community Center Membership Fees

Resident Memberships	Annual	Monthly	Summer
Household [^]	\$660	\$60	\$200
2 Person Household ^{^^}	\$595	\$55	\$185
Senior Household ^{**}	\$530	\$50	\$160
Adult	\$400	\$40	\$130
Senior	\$330	\$30	\$110
Youth	\$330	\$30	\$110
Additional Members	\$110	\$10	\$30
Nanny Pass ^{^^^}	\$200	\$25	\$70
Non-Resident Memberships			
Household [^]	\$825	\$75	\$250
2 Person Household ^{^^}	\$745	\$70	\$225
Senior Household ^{**}	\$660	\$60	\$200
Adult	\$495	\$45	\$155
Senior	\$415	\$40	\$130
Youth	\$415	\$40	\$130
Additional Members	\$140	\$11	\$40
Nanny Pass ^{^^^}	\$250	\$30	\$80

[^]Household shall be defined as two adults and up to four (4) dependent children as defined by IRS Qualifying Age Rule at the same address. Children 18 – 24 must provide proof of residency. The IRS Qualifying Age Rule per the IRS website (<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>)

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

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

^{^^^}Nanny Pass is an add-on pass for household memberships purchased by the head of household. All other nanny’s, babysitters and child care providers must purchase an individual membership

Day Pass Fee***	
Resident Adult	\$9
Resident Youth / Senior	\$7
Non-Resident Adult	\$11
Non-Resident Youth / Senior	\$9

*Residency is defined as:

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

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

*** Children Under 2 are Free. Youth is defined as children 2 – 12. Senior is defined as 60+.

OTHER FEES

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

Programs and Special Events

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

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

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

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

Differential Fees

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

Late Fees

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

PICNIC SHELTER RENTAL FEES

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

FARMER’S MARKET VENDOR FEES

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

JULIUS MCFARLIN FIELDS AT WATERFALL PARK

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