

CITY OF MERRIAM PARK AND RECREATION  
ADVISORY BOARD MEETING MINUTES  
Tuesday, January 21, 2020  
6:00PM

**Roll Call**

The January meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:00 pm, by Chairperson Christopher Leitch. Board members in attendance included: LaVera Howard, Katie Leary, Billy Croan, and Staci Chivetta. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; Cole Surber, Aquatic Supervisor and Nicole Ritter, Facility Attendant. Public members in attendance included Nancy Hupp, representing Merriam Parks, Recreation and Community Center Foundation. Grant Getzlow, Kathy Stull, and Kyle Cooper notified staff of their absence.

**Public Comments**

No public comments were made.

**Approval of Meeting Minutes**

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

**Staff Reports**

**Director's Report**

COMMUNITY CENTER UPDATE

- The site is very muddy due to the changes of temperature and precipitation which creates challenges around the site. It is now a goal that every Tuesday staff create a Facebook Live video to show progress and help provide awareness to the amenities and layout. Drywall, overhead HVAC, plumbing, life safety elements are being installed. The "dance floor" has been constructed so overhead work can begin in the natatorium. Most of the glass is in, the pieces not in are purposeful for getting materials into and out of the building.
- Staff has made significant strides with Tivity Health over the past month in being able to offer SilverSneakers®. The hope is to have an agreement to go to City Council by February 10. In addition, strength equipment has been ordered with the cardio lease agreement slated for City Council agenda on February 10. There will be a fee work study session of February 3 in hopes that on February 10 City Council will be ready to vote on recommended fees. Furniture bid is on the street. Vending proposal will be released on Friday. Staff is completing wish lists for equipment. The next step is to go through the lists and decide need vs. want based on budget restrictions.
- Staff has started to begin the "packing" process of IBFCC. Cleaning closets, identifying items for move, purple wave or trash. Items identified for the move are tagged with their proposed new location to simplify the move.
- The start of a marketing campaign is taking shape. The goal is once fees are known to start pushing membership information as quickly as possible. Meredith continues to give monthly updates.
- Included in the packet are the Recreation Reports for Fall and the Annual Comparison Report. 2019 Fall participation improved slightly from 2018. The annual comparison decreased from 2018. The cause of this impact was not being able to offer swim lessons in the summer and the decrease in rentals this fall.

**Assistant Director's Report  
Reports**

## HIGH SCHOOL VISUAL ARTS COMPETITION

- This show featured 217 high school students from 23 different area schools displaying 151 pieces of art. Live music from “The Band Anna KC” from 7 – 8 pm. There were 454 reception attendees, one of the largest receptions of record.

## **Updates**

### FARMERS’ MARKET UPDATE

- Applications for the 2020 season are available. This year all staff involved in the market will be new.

## **Upcoming Events**

### “HERE, WHERE WE LIVE” ART GALLERY RECEPTION FEBRUARY 6

- This show features Barbara O’Leary & Associates.

### HEARTLAND ARTIST EXHIBITION

- The 24<sup>th</sup> annual event has accepted 119 works of art from 72 different artists. The opening reception is March 7. In addition, the Heartland Workshop, hosted by the juror, is at maximum capacity.

## **Recreation Supervisor’s Report**

### **Reports**

#### MAYOR’S TREE LIGHTING EVENT

- This event had 151 participants. Staff reported that the weather cooperated, it was cold but not frigid. Staff identified one concern for the overall event; catering soup is expensive and it is difficult to estimate quantities.

#### BREAKFAST WITH SANTA

- This event had 123 participants. One of the many strengths is having it catered to help staff and volunteers focus on the other event elements. The only weakness is due to ventilation; the griddle causes the gym becomes smoky. The solution requires the building side doors to be opened which can cause a draft.

#### CALL FOR MUSICIANS

- Call is closed for the year. All musicians have been scheduled for 2020.

## **Upcoming Events**

### DADDY DAUGHTER DANCE

- This event is scheduled for Saturday, February 8 from 5:30 - 8:00 pm. Volunteer spots have already been filled by a local high school and staff. DJ Kirby will be performing again this year. There will be fun dances and limo rides along with heavy appetizers. This year’s theme is “A Night in Arendelle.”

### TURKEY CREEK FESTIVAL

- This event is scheduled for Saturday, May 16 from 10:00 am – 4:00 pm. Volunteers are needed. The first official committee meeting will be held on February 4 at 1:00 pm.

## **Aquatic Supervisor Report**

### UPDATE

- The Aquatic Coordinator, Chris Parnacott has been hired and started on January 6. Recruitment of lifeguards and pool staff is the main priority. Efforts for recruitment include contacting all area high

schools and placing announcements where allowed; Facebook® boosted ads, researching job fairs, contacting past pool employees and ordering a “Now Hiring Banner” to place along the construction fence. The building will require a total of 41,000 part-time hours of which 60 will be required as lifeguards and 10 concession/slide attendants. Other tasks include creating the employee handbook for the new pool.

## **New Business**

### TURKEY CREEK FESTIVAL SPONSORSHIP REQUEST

- Included in the packet is a request from Kansas Strong to sponsor Turkey Creek Festival. The concern staff has is not whether or not they are necessarily a sponsor but whether or not they should be allowed the opportunity to speak as a sponsor. This is not something that a sponsor has been allowed to do. If allowed the opportunity to speak, it is important that their values align with the city. Staff is seeking guidance from Park Board as to if the sponsorship should be accepted as proposed by the organization. They have offered to sponsor at a lesser level forgoing the opportunity to speak at the event. Discussion from the board included concerns of it not being the right venue. Turkey Creek Festival is more about activities for children. There was a concern about impeding freedom of speech. This is not an issue as the request is above and beyond what has been offered to other sponsors. LaVera Howard motioned to allow Kansas Strong the privileges outlined in the sponsor packet that has been presented to all potential sponsors. Katie Leary seconded the motion. Motion passed unanimously.

## **Other Business**

### FUTURE PARK BOARD DISCUSSION ITEMS

- In preparing for 2020 staff sees several items coming forward to Park Board for discussion / advice and recommendation to City Council. Not all items will need to move to City Council but staff feels it is important to bring various topics forward to discuss potential implementation plans.

The “known” list of items with tentative meetings are:

1. Charter Member Benefits – February
2. Policy Review – as ready – February – April
3. Budget / new program ideas - Spring
4. Superpass review – Fall
5. JOCO Nutrition Program Agreement – mid Summer
6. Farmers’ Market Schedule – Fall
7. Home Town Heroes Program request – winter?

### MEETING / AGENDA STRUCTURE DISCUSSION

Christopher Leitch provided a brief introduction and orientation to his style of running a meeting and ground rules (inserted below) he finds helpful. His perspective of the Advisory Board is to support staff and the work done. In addition, he presented his recommendation for improvements to the agenda. The goal is to leave time for discussion and new items, emphasize volunteer opportunities. Staff reports will remain for events but upcoming events and volunteer opportunities will be revised.

# MEETING GROUND RULES

1. Arrive on time to ensure starting and ending on time;
2. Have agenda and come prepared;
3. Be concise, stay on topic (use "parking lot" items);
4. No disruptions: phone, email, text, side conversations;
5. Ask clarifying questions if you don't understand;
6. Value the strength of diverse input;
7. Demonstrate mutual respect, no negative criticism;
8. If you disagree, propose a solution;
9. Respect confidentiality;
10. Have fun / use humor;

## **Adjournment**

LaVera Howard made a motion to adjourn at 7:28 pm. Billy Croan seconded motion.