

CITY OF MERRIAM PARK AND RECREATION  
ADVISORY BOARD MEETING MINUTES  
Tuesday, October 26, 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 members in attendance were Anna Slocum, Director and Dave Smothers, Assistant Director. Public in attendance included Nancy Hupp.

**Public Comments**

There were no public comments.

**Approval of Meeting Minutes**

LaVera Howard made a motion to approve the September minutes. Billy Croan 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:

- Staff is working to acquire bids on natatorium equipment the City purchased as part of construction that has been damaged due to corrosion. Items include: Hightower party room and office chair frames, lifeguard stands and stool, under-counter refrigerator, ice machine, pace clock, wall clocks, life-jacket rack, and dock boxes. Invoices will be submitted by McCarthy with photos for insurance claim with HVAC vendor.
- The porter candidate was unable to be offered the position due to retirement from a former KPERS position. There are income restrictions that would significantly impact the City of Merriam. Staff is back to promoting the position and reviewing other options for filling the role. Interviews continue for the Fitness Coordinator position.

Discussion included:

- The KU Sensory Program is a specialized program for children on the autism spectrum. The agreement was signed at the beginning of October with both classes maximized in attendance. This specialized program has a unique agreement based on agreements KU had with other municipalities.
- Is there an option to contract the custodian position? Staff is exploring several options including working with temporary agencies for placement and Johnson County Developmental Services.

- The plaque in the natatorium honoring the swimmer is green. Is that being replaced or can it be cleaned? Is there a different spot to hang it? Hanging it outside is not an option due to the pre-form nature of the building. Staff will explore cleaning options based on the material of the plaque.

### Membership / Visit Reports

- The membership and visit report was included in the packet. Memberships continue to grow with 103 added during September of 2021 compared to 93 in 2020. September 2020 was the last month to purchase an annual charter membership. At the conclusion of the year, staff will compare memberships to the pro-forma to better understand operations. Since the majority of memberships are continuous monthly memberships, it will take time for revenue to be fully reflected.
- Visits fell compared to August. This was anticipated with the closing of the outdoor pool. September visits have improved compared to the first five months of 2021.
- Insurance fell in September compared to August. As stated in August, Sylvester Powell was closed for several weeks which caused many people to seek MCC to continue their fitness routine.

Discussion included:

- Staff is currently working on the development of a membership postcard to target NW Johnson County and Wyandotte County to Turner. The pro-forma had a service radius that people are likely to drive, this will provide a basis for service area.
- There was a suggestion to export memberships into a CSV file to identify where memberships are located and targeting areas where there are gaps in service.
- Investigate the possibility of utilizing Johnson County Magazine for advertisement. The magazine is delivered to every household.
- Has staff considered a promotional event on Sundays of Chiefs games to improve attendance?

### **Assistant Director Report**

#### Farmers' Market Update

The update included in the packet and reflects the entire operating season. Visitation came close to surpassing 11,000. There is typographical error on the report. Week 3 should be 298 and week 4 should be 297.

#### Program Evaluations

##### *Turkey Creek Car Show*

The 20<sup>th</sup> annual show was a success! Although the goal of 300 cars was not reached, it was a gorgeous day with 4,200 in attendance. Revenues of the event exceeded hard cost expenditures, which is a financial goal of the event. The committee is going to explore registration changes to the event to eliminate cars in the show that are not registered. Improvements being discussed include adding an award in memory of Chad

Rowe, adding 3XL to shirt sizing, improving signage for road bicyclists, and improved communication regarding calendar photo shoot logistics for award winners.

### Merriam Drive 5K

Thanks to the volunteers that worked the turn corners, water stations and medal distribution. The weather was perfect. The race was small with no children from the area schools participating in a fall race. Some of the runners were carry overs from three cancellations. A new timing company was utilized that was less expensive and a better option than the shoe chip as the timing was imbedded in the runner's race bib. The race will be moved to spring and incorporated with the Turkey Creek Festival in 2022. One oversight, Bakers Marble was not notified of the street closure for the event.

### Upcoming Events

#### Visual Voyages, Opening Reception, November 4

The November art exhibit opening reception will take place at the Tim Murphy Art Gallery featuring the work of Heather Huettner and Jhulan Mukharji. As with all receptions in 2021, beverages will be served.

Upcoming December events in which volunteers are needed include:

- High School Visual Arts Competition Reception – December 2
- Christmas in the Courtyard – December 3
- Breakfast with Santa – December 4

### **New Business**

#### Public Park and Facility Naming Policy

At the October 11 City Council meeting the Governing Body approved changes with their procedures and operational processes. Through this process, 30 policies were updated, reformatted and combined into 10 policies. The Public Park and Facility Naming Policy was recommended to be transferred to the Parks and Recreation Department. Included in the packet is a red-lined policy as well as clean policy for discussion. Staff is recommending:

1. Format changes to match existing policy formats;
2. Naming Process reduce time from 60 days to 30 days in various locations and update official noticing;
3. Renaming sections removing reference to specific number section to title of section;
4. Removing section referenced in plaques, markers, memorials in naming process.

Discussion included:

- Reference City of Merriam's existing rule for diversion, equality and inclusion in Qualifying Name section.
- Change the weekly newsletter to "electronic newsletter".
- Editing recommendations in the first two paragraphs.

- Is Vavra Park still a park? The land in which the community center is located is Vavra Park. To eliminate confusion, the name is not being used. Depending on future development of green space on the south end of the parcel, the name would be utilized in that location.

## **Other Business**

### Johnson County Public Art Library Committee

Kathy Stull reported that artists have completed the site visit but are waiting on schematic design anticipated to be completed in December. Library leadership is revisiting various building designs to ensure the best possible product for the City of Merriam. With supply chain issues and cost of materials, now is the perfect time to slow down and carefully review the project.

### Downtown Corridor Update

Members of the committee had nothing to report.

### Reappointment of Park Board Members

At City Council meeting on Monday, October 25 three members of the advisory board were reappointed for an additional 2-year term expiring in December 2023. Members were: Kathy Stull, Tony Scott and Staci Chivetta. Thank you for your dedication to the board and your commitment to the community.

## **Adjournment**

Christopher Leitch called for a motion to adjourn. Billy Croan seconded. The meeting adjourned at 6:55 p.m.