

CITY OF MERRIAM PARK AND RECREATION
ADVISORY BOARD MEETING MINUTES
Tuesday, February 16, 2021
6:00PM

Roll Call

The February 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: Katie Leary, Billy Croan, Kathy Stull, Tony Scott, LaVera Howard, Evan Quinley and Christopher Leitch. 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.

Public Comments

No public in attendance

Approval of Meeting Minutes

Christopher Leitch made a motion to approve the February minutes with no corrections or additions. Billy Croan seconded the motion, which passed unanimously.

Staff Reports

Director's Report

COMMUNITY CENTER CONSTRUCTION UPDATE

- Warranty work on the Natatorium is wrapping up this week. Staff has begun the process of deep cleaning the deck and equipment after construction.
- Palmer Electric is expected to be on site this week to address the lighting solution for "Bask". Their timeline has the project being lit by mid-March.
- The headache bar height warning system was delivered last week. This system will notify drivers entering either level of the parking structure of the maximum height. Staff is waiting on McCarthy to schedule labor to install. There are a few remaining items left on their punch list that staff will have to track through spring due to the nature of the item.
- On Friday, February 12 staff received an email from JOCO Health and Environment with clarification of the Board of County Commissioners Health order as it relates to locker rooms and restroom facilities. This clarification outlined that showers associated with the operation of pools were exempt and allowed to open. There will be social distancing required within the locker rooms. With this clarification, staff met and developed a plan to reopen the pool. With items still needing to be completed in the natatorium, staff training is required after not being in the water since mid-November, the pool will open March 1. Those with suspended annual memberships were notified that their membership would be re-instated on March 1 and they would receive an extension equal to the number of days the pool was closed. Those that pay month-to-month were notified that their memberships would be reinstated and monthly payments would begin on March 5.
- Interviews for the full-time aquatic coordinator position have occurred. Staff has sent "homework" to the top 5 candidates in preparation for round 2 interviews. The goal is to have someone on board by mid-March. Liza Thalken, Fitness Coordinator, has left employment of the City of Merriam. That position has been posted with the first review of applications occurring March 1. In addition, there are several part-time positions available –Fitness Attendant, Facility Attendant, and summer aquatic staff such as lifeguards, slide / concession attendants.

Monthly Community Center Membership Report

Included in the packet were membership reports – The monthly comparison for January shows that 182 memberships were sold with 44 cancelled. In future months this will provide insight on trending membership sales identifying key times for targeted promotions. Annual membership sales report will provide insight to how each month compares to the previous total sales – January sales equals 27% of total sales in 2020. With no sales from January 2020 this information is providing a base for 2022. Also included in the packet are visit comparison reports – there will be a change to reflect annual total visits. January visits are 24% of annual membership visits from 2020 with daily visits 27.5% of 2020 daily visits. Also included are the highest attended days and insurance visit reports. These are established to provide comparisons to the past year similar to membership reports.

Discussion ensued about using the data for marketing purposes, specifically targeted campaigns, as well as staffing requirements. Determining what data is important to track and analyze for the communication team to continue to grow memberships will be key.

Tim Murphy Art Gallery Update

- The current show at the gallery is Movement. Form. Color. Geometry: Abstracts from the Heartland and runs through Saturday, February 27th.
- There were 245 works submitted from 84 artists representing 10 states for the 25th Annual Heartland Artist Exhibition. Eighty works from 53 artists representing six states were accepted. The show will be hung the first week of March. Unfortunately, due to COVID restrictions, there will be no opening reception and awards ceremony the evening of March 6. It will be presented virtually.
- There are eight people registered for Beginnings, the Heartland artist workshop lead by juror, Cris Chapin, scheduled for Thursday and Friday, February 25 and 26.
- Call for Artists for 2022 monthly shows is currently underway with a deadline of Monday, July 12.

Farmers' Market

Summer 2021 market dates are, Saturday, May 1st through Saturday, September 25th. Vendor selection is currently in progress. Until further notice the market will continue to run under the COVID protocols established in 2020. Vendors will be spaced out every other stall and shopping will proceed one way to ensure appropriate physical distancing. Masks are required for all. Live music has been put on hold for now. Once a month there will be “take and make” projects for kids/families to take and complete at home.

Build-a-Plush Evaluation

Included in your packet is an event evaluation for Build a Plush. Although not a traditional special event this evaluation provides staff the opportunity to review the program for future events. Ideally, this program would break even but there was an issue with the registration fee amount that was not initially identified. There are ideas to expand this program into birthday parties or other holiday themed programs that staff will explore.

New Business

Chatlain Park Project Discussion

Included in the packet is a memo outlining the Chatlain Park Project. Staff provided a power point presentation on the three options to replace the structure.

1. Two-Bay Swing with bucket and belt swings
2. Two-Bay Swing with bucket and belt swings + Friendship Swing

3. Two-Bay Swing with bucket and belt swings + WeGo Swing

The presentation provided an overview of the project, outlined the three opportunities, proposed budgets and funding opportunities. The recommendation of Park Board will be presented at the March 8 meeting. Once the project is approved at the Council level, it is staff's goal for the project to be complete by mid-May barring weather delays.

Discussion among Park Board Members ensued. The location is not only central to the City and overall the metropolitan area it is highly visible in one of the highest travel interchanges in Kansas. To have the ability to lead the charge as a small city to be progressive and inclusive is an impressive opportunity. This will be an opportunity to attract visitors and promote the City. There was a concern raised that this would be the first one of its kind in the area with no history for maintenance or durability to seasonal changes and wildlife.

Christopher Leitch made a motion to propose the third option of the Two-Bay Swing with bucket and belt swing + WeGo Swing. Katie Leary seconded the motion with passed with a 6 -1 vote.

Other Business

New Park Board Roster

Included in the packet is a new Park Board Roster. Staff was notified that a phone number for one of the members was incorrect. Please review the roster to confirm correct information and update contacts accordingly.

Adjournment

Christopher Leitch called for a motion to adjourn. Billy Croan seconded. The meeting adjourned at 7:35 p.m.