

MINUTES
PARKS AND RECREATION ADVISORY BOARD
CITY COMMISSION ROOM
December 7, 2015 - 4:30 P.M.

Present were the following members of the Parks and Recreation Advisory Board: Mr. Ed Klimek, Ms. Marcia Rozell, Dr. David Dzewaltowski, Ms. Linda Teener, Ms. Pat Hudgins, Mr. Mark Bachamp, and Mr. Dave Schafer.

Absent: None.

Employees present: Mr. Eddie Eastes, Director of Parks and Recreation; Mr. Randi Clifford, Recreation Director; Mr. Scott Shoemaker, Zoo Director; Mr. Casey Smithson, Park Superintendent; Mr. Wyatt Thompson, Senior Park Planner; and Ms. Angie Sutton, Community Relations Director.

MINUTES

Mr. Klimek called the meeting to order. It was moved by Ms. Rozell, seconded by Ms. Hudgins to approve the minutes of the regular meeting held on November 2, 2015. On vote, motion carried 5-0.

Mr. Dave Schafer and Mr. Mark Bachamp joined the meeting.

2017-2022 CAPITAL IMPROVEMENT PROJECTS (CIP)

Mr. Eastes presented the five year CIP list. He indicated that we would begin working on the 2017 budget shortly after the New Year. He wanted to go through the CIP items so the board would have an idea of what the department will be requesting from the City Commission. Mr. Eastes indicated that Finance assigns a Code to each CIP item, the type of CIP request, a brief description of what it is, the funding source used to pay for the project, and the budget impact. The budget impact is the impact to the budget the year indicated. The project can have an actual cost of \$150,000, but it will be temp noted and the budget impact in that calendar year will be \$33,000. Ms. Teener asked when the project is purchased. Mr. Eastes explained that it is purchased in the CIP project year and funded for several years through temp note. The department has several divisions that have different requests based on the individual needs of the department. The City Fleet Department has a vehicle replacement request. Vehicles have to be a 26 to 28 to create a replacement order. If a vehicles rating increases prior to its planned CIP date, it will be moved up on the prioritization schedule. The Parks and Recreation department has many different types of CIP requests ranging from equipment to projects. Equipment will be in the CIP system for 10-15 years. When large equipment is purchased, we enter the item into the CIP program for the end of the life expectancy. This keeps the system updated with the needs of the department. Mr. Eastes wanted the board to have an idea of what the department has planned for the next five years. The Finance department currently has the CIP program unlocked and the entire City is currently updating CIP items. The budget process will begin in February 2016 with an attempt to have the budget completed by end of August 2016. Mr. Klimek asked about the Special Parks and Recreation and Special Sunset Zoo funds and asked Mr. Eastes to explain where funds are obtained. Special Parks and Recreation fund is obtained from alcohol tax funds that the State returns to the County/City. Special Sunset Zoo fund is obtained from admissions and education programs at Sunset Zoo. The funds are restricted to zoo use per City resolution. Mr Shoemaker added that all revenue generating sales at the zoo are deposited to Special Sunset Zoo fund. Those funds are used to fund the operation of those revenue generating areas of the zoo as well. The zoo will use Special Sunset Zoo fund for projects, but equipment falls under the general fund for the City. The decision for funding is ultimately the decision of the City Manager's Office and the City Commission. Mr. Eastes indicated that the board will be reviewing the CIP items at a future meeting with a more detailed look at the short term items.

RFQ FACILITY FEASIBILITY CONSULTANT SELECTION

Mr. Eastes thanked Ms. Pat Hudgins and Dr. David Dzewaltowski for serving on the RFQ consultant selection committee. Seven (7) consultant firms submitted reports, 35 pages each, for the Facility Feasibility Study. The selection committee consisted of Ms. Hudgins, Dr. Dzewaltowski, Commissioner Usha Reddi, Commissioner Mike Dodson, Eddie Eastes, Wyatt Thompson, Jason Hilgers, Deputy City Manager; Karen Davis, Director of Community Development; and Rob Ott, Director of Public Works. The selection committee made a unanimous vote for Bruce McMillan Architect, P.A. to work with Parks and Recreation during the process.

Mr. Klimek noted that Mr. McMillan was in the audience and invited him to address the group. Mr. McMillan is teaming with Schaefer Johnson Cox Frey (SJCF) Architects, a longtime firm out of Wichita, KS; Schwab Eaton, civil engineers and landscape architects, of Manhattan, KS; Orazem & Scalora Engineering, mechanical and electrical engineers, of Manhattan, KS; and Dudley Williams & Associates, structural engineers, also of Wichita, KS. Mr. McMillan has indicated that these firms have worked together through numerous years. Mr. McMillan indicated that he has identified Ballard King & Associates, LTD of Highlands Ranch, CO, to assist with the process. This is in response to a request from the process that a firm be involved to evaluate cost benefit ratio, attendance, fee structures and a number of items for the recreation facility process. Mr. McMillan is meeting with Jason Hilgers, Deputy City Manager; and Eddie Eastes, Director of Recreation; next week to discuss items for the City Commission meeting on December 15, 2015.

Mr. Schafer asked about timeline for the process. Mr. McMillan indicated that the RFQ called for the process to be completed by mid-October 2016. He described their project timeline and eight (8) step process for the work plan. Mr. Klimek asked about the opportunity to use the information from the SFIP for this process. Mr. McMillan indicated that he used numerous components for the proposal they put together for the RFQ process.

Mr. Klimek asked the board to pass on the recommendation of the steering committee to the City Commission. Ms. Teener moved to accept the recommendation of the steering committee for Bruce McMillan Architect, P.A. to conduct the Parks and Recreation RFQ Facility Feasibility Study and forward that recommendation to the City Commission. Ms. Rozell seconded the motion. On 7-0 vote, motion carried.

STAFF REPORTS

Mr. Shoemaker reported that Saturday, December 12, 2015, is the tiger unveiling. The two tigers will be released for public viewing, weather dependent. They are tropical tigers and so they will not be on display during bad weather. The Zoo closed a couple days during the last week due to the ice. The Zoo closes for public safety reasons to give staff time to clean up the facility. Ms. Rozell indicated that she thought it was a safe practice for the zoo to close for inclement weather.

Mr. Goss presented the end of year report for the Flint Hills Discovery Center (FHDC) to the board. According to Trip Advisor, the FHDC is the top ranked attraction in the Manhattan community. The discovery center is one of the few places, outside of Topeka, that celebrate Kansas Day. The celebration is currently a preschool age event. Over the past year, the FHDC has learned that nature and family based experiences are popular. The day camps and adventure camps have strong attendance. The camps are using Science Technology Engineering Math (STEM) programming. Doc Gizmo and The Missing Marsupial were popular programs as they were date night programs. The parents can either stay or drop the kids off and go out for dinner. FHDC hosted five traveling exhibits this year. Staff researches approximately 500 exhibits each year to find exhibits that will fit the mission and the exhibit space. The FHDC advisory board makes the recommendations for exhibits to the City Commission for final approval. The budget for an exhibit can be as much as \$75,000. National Day of the Cowboy is the fourth

Saturday in July. The discovery center has hosted this for two years and will continue to celebrate that on an annual basis. The Flint Hills Festival will always be the third Saturday in May. FHDC joined the national Freedoms Frontier group and have joined the Bus on Us Program. The Bus on Us Program allows Freedom Frontier transportation program to provide 75% of the cost of the bus to transport teachers, students, and parents to the facility for education programming. This year was the first FHDC Educator Open House and the center hosted 20 individuals. FHDC hosted a free admission day for families. Flint Hills Masters exhibit is currently on exhibit. A portion of the sales from the art show will be returned back to the FHDC. The center has begun a student art show to allow students to participate in a show for prizes. FHDC will be having two Breakfast with Santa events. The first one sold out and an additional date was added. Approximately 70% of the attendees from the Breakfast with Santa events are now members of the FHDC. FHDC will be hosting a family New Year's Eve event on December 31, 2015. Mr. Goss indicated that they are going to be making things new and different. In 2016, FHDC will be having How People Make Things Inspired by the Mister Rogers' Factory Tours. It is an educational and interactive exhibit. Amazing Dinosaurs exhibit will bring actual dinosaur fossils. The FHDC is looking for a sea based exhibit to balance out with the land based creatures. The center received a very generous gift from Marty Veneer and Bob Krause. A portion of the money will pay be used for debt reduction for the permanent exhibit and a portion was a sponsorship of naming the immersive experience. Mr. Klimek thanked Mr. Goss for his presentation.

Mr. Smithson reported that the week of Thanksgiving we had our first weather event. All of our Parks crews were out picking up limbs. Mr. Smithson told the board that the City website has traffic cameras and interactive weather maps that citizens can use during inclement weather. The City has a snow partners program that provides assistance for people during the snow and ice season. Individuals can sign up to participate and also sign up to volunteer to assist on the City's website as well. The Parks department uses smaller equipment to move snow. The project for the electrical upgrade for Blue Earth Plaza finished up before the Festival of Lights ceremony. The department was also part of the Mayor's Holiday Parade celebration at Triangle Park. Mr. Klimek asked about piles of limbs that are still around the City. The City will not remove any limbs that are not from City trees or a mixed pile of limbs. The City will only pick up the limbs that fall from trees in the right of way.

Ms. Sutton shared with the board that the department has been over-communicating information to the public. The department has revamped the website and made the site less time consuming for the public. At the bottom of the new site, there is a news carousel that will keep updated information on department happenings. A new activities guide, senior scene guide and special populations guide are all getting ready to be distributed to the public in the next couple weeks. As we transition to our new office, we are trying to let the public know where they will be able to register for programs. The website is a quick registration tool. There will be no interruption in phone during the move timeframe.

Mr. Clifford reported that the ice rink is off to a great start. After three weeks of business, we already have 2,500 attendees, which is a substantial increase over previous seasons. He gave kudos to Ms. Sutton for her marketing efforts for the facility. The facility has some new school functions that will be happening. Adult basketball is underway at City Auditorium and has 20 teams and 3 divisions. Youth basketball is starting practices and will be starting games shortly. Women's and Reverse Co-Rec Volleyball is underway. The seniors program guides are going out for day trips and events. The program will have their holiday luncheon this Friday. In the area of creative arts, the youth programs are winding down their season. The Arts in the Park schedule is being built and acts are being booked for the upcoming season. On January 1, 2016, we will have the First Day Hike with the Kansas Department of Wildlife and Tourism and Corp of Engineers. Mr. Clifford is continuing to evaluate services and look at how we can make changes at realigning staff in the near future.

Mr. Thompson provided an update on three park projects. At Anneberg Park, we are working on synthetic turf and lighting improvements at Twin Oaks Softball Complex and soccer field number one. New light poles will be installed this week. Synthetic turf installers will be here next week. Softball fields should be complete by the end of the year. The soccer field will continue to be worked on through the spring. At City Park, we have a number of projects ongoing. The Public Works project at 11th and Fremont now has stop lights that are not fully operational. Signals will be programmed in the next couple weeks. Sidewalk is being demoed and replaced with a wider eight foot sidewalk. The City Pool parking lot project is now at the intersection of Spring Board Lane and East Park. Light poles are being installed as well as other sidewalk and trail improvements. Starting in January, they will move to the North side of City Park to begin the improvements to the parking area between the two ball fields. The third project is Phase 2 of Triangle Park Brick Sidewalk Replacement is currently out for bid. It is a City and University funded project. It will replace the remaining bricks that weren't replaced previously and to address Americans with Disabilities Act accessibility issues. We also updated the electrical in Triangle Park as we have had an increase in requests to use the park for concerts and things. The work will occur in the spring either before Fake Patty's Day or K-State Commencement.

Ms. Hudgins asked how we prepare the community for a safe introduction of a traffic light in an area that hasn't traditionally had a traffic light. She has concerns about the intersection and people not recognizing the presence of traffic lights. Mr. Thompson asked Mr. Bachamp to provide direction since he has experience with traffic projects. Mr. Bachamp shared that his was not his project, but indicated that lights will be flashing caution yellow for a few days for traffic on 11th Street and flashing red for a few days for traffic on Fremont Street. Mr. Thompson indicated that he could follow up with Brian Johnson, City Engineer, for the City's plan. Ms. Hudgins indicated that her concern is for individuals who are visiting the City that haven't been here every day, but are likely in town for a ball game or other special event. She felt those visitors could be taken by surprise with the new traffic light.

Ms. Teener asked Mr. Thompson to provide an update on the Knox Lane project. He reported that it is in planning stages with Kansas Department of Transportation. There will be a meeting later this week to review the plans and walk the sight with KDOT representatives. We will follow the schedule provided by KDOT for easement acquisition as design progresses and into the bidding process. Mr. Thompson felt it would be late summer 2016 before construction began in that area. Ms. Teener asked for a review of what the grant was for at a later meeting.

FUTURE BUSINESS

Mr. Klimek asked Mr. Eastes to provide an update on the Columbia, MO Intergovernmental Visit. Mr. Eastes has interacted with Mr. Mike Griggs, Parks and Recreation Director for Columbia, regarding the power point that was presented to the attendees of the trip. Mr. Griggs also updated Mr. Eastes on the sales tax initiative passed. Ms. Sutton and Mr. Eastes have been reviewing the PowerPoint presentation that was provided by the Columbia team. They believe there is some information they will be able to utilize. Mr. Eastes, Ms. Sutton and Jason Hilgers, Deputy City Manager; attended the school board meeting and presented information on cooperative efforts for the Facility Feasibility Study. The school board also suggested that the information be presented at the Intergovernmental meeting locally.

Mr. Eastes will also keep disc golf on the agenda. City Administration strongly recommends that the public meetings occur and get those initiated. Mr. Thompson is currently involved with two different master plans that are being developed in-house and so he has a lot on his plate. Mr. Eastes will continue to keep the item on the agenda to keep discussing with the board. Mr. Klimek indicated that we need to figure the climate in the neighborhood and if they are willing to support plans to expand the park.

Mr. Klimek pointed out the 2016 meeting dates to the board and asked them to update calendars.

OTHER BUSINESS

Mr. Eastes provided an update on the City Hall Expansion. We are anticipating a completion date of December 28, 2015, and will have truckloads of office furniture being delivered on that date. The office is anticipating a January 11, 2016, move date for the staff and office equipment. We are creating plans to move the office based on that date. We reviewed carpet samples for installation and the retaining wall is being constructed at the North side of the expansion, which indicates that the project is nearing completion. The sidewalk will be closed all week for replacement of the sidewalk for the entire length of the block. The work in City Auditorium is completed and Thundering Cats will be holding a concert on December 12, 2015. Mr. Eastes indicated that we will have some type of ceremony for the new space.

Mr. Eastes presented the end of year pool report that was prepared for the City Commission. Mr. Eastes indicated that he would deliver the report to the City Commission since Mr. Clifford was not employed with the City during the time the pool was open in 2015. In 2015, admissions were decreased slightly from the previous season. Pools openings were staggered this year due to lifeguard shortage and water temperatures. Twilight swim at City Park pool had increased admissions from the previous year. The Marlins will be posting a bid for the regional meet. We will still have at least one swim meet with the Marlins. We hosted the extended season at City Park pool and kept the facility open weekends from 1p-5p and every day for noon hour swim and twilight swim from 6p-8p. We planned our pool season with the school district plans to start schools the week of August 9, 2015. The school district then delayed the start of school to the week of August 16, 2015. This gave us an extra week of operations without adding the extended season at City Park Pool. We had 108 operating days, but the start of the year was challenging because of water temperatures. Mr. Eastes shared a Wall Street Journal article titled "With Too Few Lifeguards, It's Everybody Out of the Pool" that appeared on the front page of the weekend edition of the Journal. He pointed out that securing lifeguards to open facilities is not a local issue, it's a nationwide issue. Mr. Eastes shared revenue and expense history for the pools for the 2015 season. He felt that the increase in expenses were from staffing costs for the extended season. The staffing costs were the largest budget deficit item for the pool. Mr. Eastes explained the incentive pay that was provided to lifeguards this summer. A sign on bonus was provided to help cover the training costs that were already incurred by lifeguards prior to employment. We provide a longevity bonus to keep lifeguards on staff through the entire pool season. Even with a decrease in admission, we had increased revenues for the 2015 season. The season passes were changed from the previous season to not allow sharing of season passes between individuals. This helped to increase our total annual admissions average revenue per visitor from \$2.26 per visitor to \$2.93 per visitor. The City has changed pricing for the pools every year. We want direction from the City Commission to indicate if they feel we are getting to a comfortable level for the community for admission rates. The City Commission would like the pools to operate on a subsidy of less than 50% and this year we are close to 46% subsidy.

Mr. Schafer asked for the board to see a copy of the PowerPoint for the City Commission. Mr. Eastes indicated that he would share the presentation with the board. Mr. Klimek indicated that prior to the expansion and renovations we needed considerably less lifeguards. We now have new facilities that require more lifeguards to safely operate. Mr. Schafer indicated that this is a reminder that we examine each project for maintenance, staffing costs, etc. Mr. Eastes indicated that we did evaluate the pools for the staffing needs required by the designs presented. All lifeguards must be able to see the bottom of the pool and be able to scan their area of responsibility within 10 seconds and be able to respond within 20 seconds. We have done some different things to reduce the number of guards needed at the facilities by placing customer service in areas that are not a rescue point. Mr. Schafer asked if there was some type of video surveillance that could be helpful and also asked who certifies lifeguards. Mr. Eastes indicated that lifeguards have to do a lot of deck management to manage the people on the deck. We do have customer service staff that walk the deck to assist with managing people on the deck. Mr. Eastes did not provide an answer regarding the video camera question as he does not have any information on that matter. He did indicate that we are researching surveillance options for after-hours security at each of the pools. Mr.

Klimek commented that he felt the number of lifeguards needed is part of the staffing issue for the facilities. Mr. Eastes discussed the options that are being researched for the upcoming season including heating Northview or CiCo park pool to open those facilities earlier to provide training for employees. We need to expand the opportunity to utilize the water earlier in the year to increase certification opportunities for potential employees.

Mr. Klimek asked someone to share the award that one of our employees will be receiving. Mr. Clifford shared with the board that Chris Nelson, Recreation Supervisor, was nominated for the Distinguished Professional of the Year with the Kansas Recreation and Parks Association. Mr. Nelson was selected as the nominee to receive the award and it will be presented to him at the KRPA conference in Dodge City, Kansas, in February 2016.

Meeting adjourned.