

MINUTES
PARKS AND RECREATION ADVISORY BOARD
CITY COMMISSION ROOM
FEBRUARY 5, 2001
4:30 P.M.

Present were the following members of the Parks and Recreation Advisory Board: Ms. Beverly Page, Mrs. Phyllis Moore, Mr. Gerald Reeck, and Ms. Jean Darbyshire reported later to the meeting. Mr. Roger Brannan, Mrs. Marie Steichen, and Mr. Larry Weaver were absent at this meeting. Also present at this meeting was Mr. Terry DeWeese, Director of Parks and Recreation; Mr. Jim Colley, Recreation Superintendent; Mr. Scott Shoemaker, Zoo Director; Mr. Jerry Dishman, Park Superintendent; Mr. Frank Gibbs, Park Planner; Mr. Ivan Wilkinson, Recreation Supervisor; and Mrs. Debbie Dugan, Parks and Recreation Administration Supervisor.

The meeting was called to order by Ms. Page. Ms. Page made a correction to the minutes. It was moved by Ms. Darbyshire, seconded by Mrs. Moore to approve the minutes of the Regular Meeting held on January 8, 2001, as corrected. On vote, motion carried 4-0.

Ms. Page thanked City Administration for the information presented at the meeting on January 29, 2001.

STAFF REPORTS

Mr. Shoemaker discussed the following:

- Began working on Capital Improvements Program
- Performed physical exams on the animals
- Reintroduced female chimp to the group
- Received a \$10,000 grant from the Manhattan YES! Fund and a \$7,400 grant from Western Resources

Mr. Dishman discussed the following:

- Began working on Capital Improvements Program
- Began purchasing equipment from the 2001 CIP
- Assisted in snow and ice removal
- Began preparations for the annual Fishing Derby

Mr. Frank Gibbs discussed the following:

- Northeast Community Park:
 - ❖ Opened bids for the Utilities and Grading Project. Bayer Construction Company, Inc., was the low bidder and has been approved by the City Commission. The low bid was below the project budget by an amount sufficient to construct a small parking lot.

- Began plans and specifications for a new backstop at Wilson Field in City Park
- Verified project costs for various future Capital Improvements Projects
- Processed various customer service requests for information

Mrs. Dugan discussed the following:

- Processed 1,078 registrations
- Performed customer service by directing incoming telephone calls and assisting mail-in/walk-in customers
- Copied 35,850 forms for a variety of activities
- Distributed Winter/Spring Brochure in the *Manhattan Mercury*
- Typeset/layout and distribution of Senior Brochure
- Typeset/layout and distribution of Special Populations Brochure
- Created the Spring Break and Youth Soccer forms
- Processed Pavilion reservations
- Processed refunds for rabies and spay/neuter certificates
- Continued updating website page for Parks and Recreation Department
- Processed scholarship forms

Mr. Colley discussed the following:

- Hosted the Special Olympics Sports Banquet with Jim McLaughlin as the guest speaker
- Reserved facilities through the School District for summer activities
- Began preparations for the "Roundabout" Volksmarch on April 21, 2001

Mr. Reeck inquired about changing the name of the Volksmarch. Mr. Colley explained that the name could be changed.

Mr. DeWeese informed the Board that Ivan Wilkinson has been promoted to Recreation Superintendent and Mike Buchanan has been promoted to Assistant Recreation Superintendent.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

Mr. DeWeese explained that he has spoken with Janet Benson on development of the Skate Park for this year with the money that is available. He stated that City Administration would be applying for a grant later this year. A meeting will be scheduled to review the plans, and an Interlocal Agreement will be developed and submitted for approval by the School District for use of land.

Mr. DeWeese stated that during the discussion of the Capital Improvements Program at the January Board Meeting, the Board asked for information on what the Department is doing to keep the parks low in maintenance and to be efficient in operations. Mr. DeWeese explained that City Administration listed 21 items on the Park Division's efficiencies, which was included in the Board's packet.

The Board was also interested in the process City Administration utilized in developing and looking at potential property. Mr. DeWeese explained that a park site selection process, consideration for development, an inventory checklist form, and reviewing the Comprehensive Parks Master Plan and Strategic Park Plan are tools that are used when looking at potential property. He stated that this process was utilized for the Northeast Park property selection.

The Board asked for some revised cost estimates on what it would take City Administration to maintain the Northeast Park beginning in 2002. Mr. DeWeese explained that the start-up expenses would total approximately \$234,715, which includes manpower, equipment, and a maintenance building with public restroom. He stated that

the Dix Addition Neighborhood Association has applied for a Neighborhood Grant to provide the signage for the park, so this would reduce the dollar amount by approximately \$2,800. He further explained that the manpower would come out of the operation budget.

Mr. DeWeese explained that the Board would need to submit a memo to the City Commission listing their priorities for the Capital Improvements Program. He stated that the Chairperson would attend the meeting to answer any questions from the City Commission.

Mr. DeWeese listed the following items as City Administration's priorities:

Northeast Park – maintenance and operation equipment
Skate Park
Infrastructure
Renovated playground equipment at City Park, Sunset Zoo, Douglass Center Park, and Don Harbour Park

Ms. Page stated that the infrastructure should identify the most pressing areas for improvement.

Ms. Page inquired if any Citizen's Requests have been submitted. Mr. DeWeese stated that there have not been any requests to date, and the deadline to submit requests is February 28, 2001.

Ms. Darbyshire inquired about developing a five-year plan for the infrastructure items. Mr. DeWeese explained that a five-year plan would be great, but items are cut throughout the CIP process and have to be resubmitted the next year.

Mr. DeWeese stated that City Administration would develop a priority list for infrastructure needs with dollar amounts for 2002-2007 and submit to the Board for their review.

The Board held discussion on land acquisition.

Mr. Doug DeMonbrun spoke about the need for a foundation/trust to have more freedom in purchasing property. Mr. DeWeese explained that City Administration would be looking at joining the Community Foundation this year.

Mr. Bill Warner, 1907 Bluestem Terrace, spoke about a neighborhood park in the Blue Hills area due to younger families moving into the area. He also stated that he would be returning to the Board to discuss Warner Park and to do whatever it takes to look at this area again.

Mr. DeMonbrun spoke about the possibility of a benefit district in the Blue Hills area to fund a neighborhood park.

Mr. Warner also inquired about the Warner Park survey boundaries. Mr. DeWeese explained that this item would be discussed at a future meeting. Mr. Warner also inquired about placing directional signs for Warner Park. Mr. DeWeese explained that City Administration would review this area for signage.

The Board held considerable discussion on their priorities for the Capital Improvements Program. The Board's initial priorities are as follows:

Northeast Park
Land Acquisition – Northeast (Eisenhower Middle School area) and Northwest
Infrastructure
Renovation of playground equipment

Mr. DeWeese explained that a draft of the CIP would be submitted to the Board for the March meeting.

It was moved by Mr. Reeck, seconded by Mrs. Moore to adjourn the meeting. On vote, motion carried 4-0.

The meeting was adjourned.

Approved by Chairperson Parks and Recreation
Advisory Board

Date