

MINUTES
PARKS AND RECREATION ADVISORY BOARD
CITY COMMISSION ROOM
NOVEMBER 6, 2000
4:30 P.M.

Present were the following members of the Parks and Recreation Advisory Board: Mrs. Marie Steichen, Ms. Jean Darbyshire, Mrs. Phyllis Moore, Mr. Gerald Reeck, Mr. Roger Brannan, and Mr. Larry Weaver. Ms. Beverly Page was 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; and Mrs. Debbie Dugan, Office Manager.

MINUTES

Mrs. Moore called the meeting to order. It was moved by Mr. Brannan, seconded by Mr. Weaver to approve the minutes of the Regular Meeting held on October 2, 2000. On vote, motion carried 6-0.

STAFF REPORTS

Mr. Shoemaker discussed the following:

- Hosted Safari Edventure Day with approximately 800 students attending
- Hosted Spooktacular with 2,800 people attending
- Hosted Cub Scout Day with approximately 600 scouts attending
- Performed physicals on several animals
- Moved the tropical and warm weather animals to their winter homes
- Blueville Nursery donated numerous trees and bushes
- Presented 51 programs serving 1,578 people
- Presented Safari Edventure Day Program at the National American Zoo and Aquarium Docent Conference
- Introduced Mr. Oscar Peralta, Education Coordinator of the Paraguay-American Cultural Center in Asunción, Paraguay

Mr. Dishman discussed the following:

- Enclosed City Park Pavilion to begin installation of ice rink
- Completed fertilizing and seeding of turf fields
- Assisted Public Works on levy control
- Attended Kansas Arborist Association Conference
- Winterized facilities

Mr. Gibbs discussed the following:

- Northeast Community Park:
 - ❖ Construction drawings for water and sanitary sewer lines are 90% complete
 - ❖ Completed field surveying
 - ❖ Advertisement for bids in November with award of contract in December
- Contacted consultant for heating and cooling for the Douglass Center and Annex
- Met with representatives of Theis Doolittle Associates to discuss project goals for the Linear Park Trail construction between Eisenhower and Anthony Middle Schools
- Worked on various in-house plans including deck plans, material lists, and cost estimates for Sunset Zoo education building; Anneberg ADA playground as-built mapping; and customer service requests for information

Mr. Colley discussed the following:

- Assisted the Local Chapter of the American Red Cross with the search and interview of candidates for the position of the local Red Cross Director
- Hosted the 38th Annual Senior Fall Festival with approximately 140 attending
- Conducted registration for 3rd Grade Optimist Basketball with 115 boys and girls enrolled
- Completed and posted the job description listings for spring/summer 2001

Mrs. Dugan discussed the following:

- Processed 273 registrations
- Performed customer service by directing incoming telephone calls and assisting mail-in/walk-in customers
- Copied 8,500 forms for a variety of activities
- Began selling “Old Time Christmas” tickets to Silver Dollar City
- Processed promotions for three positions – Administrative Secretary, Secretary, and Administrative Assistant
- Processed refunds for rabies and spay/neuter certificates
- Continued updating web site page for Parks and Recreation Department
- Processed scholarship forms

Mrs. Steichen inquired about the Animal Shelter responsibilities for the department. Mr. DeWeese explained that the Animal Shelter became part of the Parks and Recreation Department in March and is under his supervision. The Animal Shelter has one supervisor, two animal control officers, and two technicians. The shelter is open seven days a week. The shelter is being expanded and will triple its size when completed.

Two full-time staff will be added in 2001. He explained that Mrs. Dugan is responsible for the accounting of fees and processing the necessary paperwork for rabies and spay/neuter information.

Mr. Reeck inquired about the number of dogs adopted per year, the percentage of dogs that are returned to their owner, and the length of stay. Mr. DeWeese stated that he would provide the Board with this information.

BROOKFIELD ADDITION

Mr. DeWeese explained that the proposed Brookfield Addition is located east and south of the two new baseball fields at Eisenhower Baseball Complex. City Administration has met with the developer, Roger Schultz and BG Consultants, on extending the Linear Park Trail from the Eisenhower Middle School through the proposed Brookfield Addition to eventually connect with Casement Road. Mr. DeWeese introduced Mr. Fred Gibbs, BG Consultants, and Mr. Roger Schultz, Schultz Construction, to the Board. Mr. Gibbs explained that he was looking for guidelines from the Board on how to formulate the trail. He showed the Board a map of the area that is being considered for the trail.

Mr. Weaver suggested using a route to the Blue River for the trail. The Board suggested that the trail avoid going through the neighborhood. Mr. Schultz stated that if the trail system goes through the neighborhood, he would suggest utilizing the sidewalks and streets instead of going through the backside of the homes.

Discussion was held on property acquisition and building a bridge to avoid going through the subdivision. The Board suggested that Mr. Gibbs come back with additional alternatives for the trail.

It was moved by Ms. Darbyshire, seconded by Mr. Weaver that the Board favors the Linear Park Trail design that skirts the development rather than going through the development. On vote, motion carried 6-0.

WESTERN HILLS UNIT 11

Mr. DeWeese explained that Mr. Doug DeMonbrun wanted to show the Board the Linear Park Trail alignment through Western Hills, which was discussed at the Cedar Glen Addition presentation.

Mr. DeMonbrun explained that the Western Hills area will be connecting sidewalks and introducing crosswalks.

Mr. DeWeese explained that there is good pedestrian access out of the development.

It was moved by Mr. Weaver, seconded by Mrs. Steichen that the access to the Linear Park Trail System from Western Hills is adequate. On vote, motion carried 6-0.

NORTHEAST PARK MASTER PLAN

Mr. DeWeese explained that the Board had requested to review the Northeast Park Master Plan that was revised following the public presentation made on June 28, 2000.

Mr. Frank Gibbs, Park Planner, explained that the revised master plan contains the original concept with a few changes that were suggested by the community. He discussed the drainage of the park. The Board liked the revised master plan.

Mrs. Steichen informed the Board of the dedication of the Cecil Best Trail on November 12, 2000, at 1:15 p.m.

Mr. Doug Benson, 233 Harvey Drive, spoke about the Northview drainage study being completed and was concerned about one alternative that requires a drainage ditch be placed on the west side of the park that borders the Dix Addition. Mr. DeWeese explained that the drainage report would go directly to the City Commission, but if a drainage channel were proposed for the Northeast Park, the Board would have an opportunity for input. Mr. DeWeese stated that he would ask about the proposed drainage channel and report at the next meeting.

INFORMATION TO CITY COMMISSION

Mr. DeWeese explained that the City Commission approved the hiring of Theis Doolittle Associates to complete the preliminary design for Phase II of the Linear Park Trail at their meeting on October 17, 2000.

MISCELLANEOUS

Singing Tower – Mr. DeWeese explained that City Administration is in the process of completing an agreement between KSU, KSU Foundation, and the City of Manhattan.

Old law enforcement center - The City is in the beginning stages of hiring a consultant to look at the buildings and grounds where the old law enforcement center is located. At some point in the future, the Board will be involved in the process.

Warner Park entrance – Mr. DeWeese explained that there have not been any problems and the key checkout system is working.

It was moved by Mrs. Steichen, seconded by Ms. Darbyshire to adjourn the meeting. On vote, motion carried 6-0.

Approved by Chairperson Parks and Recreation
Advisory Board

Date