

MINUTES
PARKS AND RECREATION ADVISORY BOARD
CITY COMMISSION ROOM
February 5, 2018 - 4:30 P.M.

Present were the following members of the Parks and Recreation Advisory Board: Mr. Ed Klimek, Mr. Mark Bachamp, Ms. Linda Teener, Mr. Dave Schafer, Mr. Darrell Edie and Mr. Curt Herrman.

Absent: None.

Employees present: Mr. Eddie Eastes, Director of Parks and Recreation; Mr. Randi Clifford, Recreation Director; Mr. Scott Shoemaker, Sunset Zoo Director; Ms. Rachel Herrod, Marketing and Development Officer; Ms. Melissa Kirkwood, Community Relations Officer; Mr. Wyatt Thompson, Assistant Director of Parks and Recreation; Mr. Alfonso Leyva, Park Planner; Mr. Casey Smithson, Park Superintendent; and Mr. Robert Ott, Director of Public Works.

MINUTES

Mr. Klimek called the meeting to order. It was moved by Mr. Darrell Edie, seconded by Ms. Linda Teener, to approve the minutes of the meeting held on January 8, 2018. On vote, motion carried 6-0.

PUBLIC COMMENT

None.

FACILITY FEES

Mr. Eastes shared with the board that the department has been working to make the reservation process clearer for the public who is utilizing our facilities. Mr. Clifford shared some background and goals for the reservation process throughout the Parks and Recreation system. Mr. Clifford explained the clarification of commercial and noncommercial use. The department has had the Legal Department for the City review the ordinance governing facility usage. Mr. Clifford provided some legal considerations for the board regarding commercial and noncommercial use. Mr. Clifford shared the proposed fee structure for facility usage for recreation facilities. A vendor fee is being proposed for commercial events where vendors are setup in the park.

Mr. Schafer inquired about fees in comparison with the past rates. Mr. Clifford clarified that the rates have been raised in some facilities. Mr. Eastes clarified that rates are primarily increasing for commercial use and not for a traditional rental. Mr. Edie asked who determines whether an extra supervisor fee needs to be added for a rental. Mr. Clifford indicated that the fee is based on group size and it will occur in most cases when the event has 100 or more attendees. Mr. Clifford indicated this occurs most often at the ice rink when extra supervisors get called in to manage parties that show up with additional people. Mr. Edie also asked why gate admission is charged for Twin Oaks tournaments. Mr. Clifford indicated that admission can be charged when the facility has been rented for a specific event. Mr. Clifford indicated that events in the past have traditionally fit in the noncommercial use. Mr. Schafer asked about equipment usage for events. Mr. Clifford indicated that is why the green space fee increased to cover utilities and restrooms. Mr. Schafer inquired about a fee for renters who do not clean up after events. Mr. Clifford indicated that we do have damage fees that can be charged for those scenarios. Ms. Teener asked about pool fees. The university charges fees for rental and admission for swim meets. Mr. Clifford indicated that the swim team coach will be meeting with the city at the end of the season. Mr. Klimek shared his thoughts that public facilities should be accessible to the citizens and fees should not be associated with usage. Mr. Clifford shared that we try to cover the costs of staff that are required to manage events. Mr. Eastes indicated that fees are not applied when the facilities are open to the public. The fees allow individuals to have exclusive use. Mr. Klimek indicated that he did not want the facilities

to become for profit entities and the city needs to be careful that we are not competing with the private entities. Mr. Clifford indicated that we did not anticipate a surge of commercial use. Mr. Herrman moved to recommend the proposed facility fees for approval to the City Commission. Mr. Schafer seconded. On vote, motion carried 6-0.

CEMETERY BY-LAWS UPDATE

Mr. Eastes shared that current Cemetery Board bylaws state that the board reports through the Parks and Recreation Advisory Board to the City Commission. Mr. Mohler has been working with the City Attorney to clean up the cemetery ordinance and bylaws. The Cemetery Board has made recommendations to the Parks and Recreation Advisory Board to amend their bylaws to report directly to the City Commission. Mr. Smithson shared that the Cemetery Board has reviewed the bylaws at the last two meetings. Mr. Herrman moved to recommend the Cemetery Board report directly to the City Commission. Mr. Teener seconded the motion. On vote, motion carried 6-0.

SOUTHEAST NEIGHBORHOOD RECREATION CENTER DESIGN - UPDATE

Mr. Eastes shared that the design element of a walking track was still being debated. The options for an elevated walking track and an in-grade walking track are being shared with the City Commission work session on February 13, 2018. A discussion with the elevated walking track is ongoing between the design team and the city staff.

Mr. Klimek asked if there were additional funds could be pulled from to fund a walking track. Mr. Eastes indicated that the commission has access to multiple funding sources that they could designate to fund a walking track. Mr. Eastes discussed the design elements of the court for length. Mr. Klimek asked how court length would affect tournament scheduling with a longer court. Mr. Eastes indicated that an elevated track would allow greater flexibility to the facility as it separates user groups. Mr. Schafer asked if considerations were being given to falling risks for younger users. Mr. Eastes indicated that code standards would dictate the safety considerations.

NEIGHBORHOOD RECREATION COMPLEX DESIGN - UPDATE

Mr. Eastes shared that 11 different consultant teams had submitted plans for the centers. The selection committee will be meeting to select teams to interview. The selection committee will then make a recommendation to the City Commission for the design and building of the recreation centers.

MONTHLY STAFF REPORT

Mr. Leyva shared that the RFQ will be going out for the NE Park Irrigation. Planning for construction to be end of summer or beginning of fall. The Warner Park Master Plan focus group is having good response for the community members and HOAs. Mr. Leyva asked for a volunteer from the board to attend the focus group as well. Mr. Klimek asked if the irrigation would help the usability of NE Park. Mr. Leyva indicated that the area to the north of the park would be irrigated to allow a full size soccer field in the park.

Mr. Smithson mentioned that the parks crews have been working snow removal. A project for security lighting will be completed with the irrigation project at NE Park. The road project at Sunrise Cemetery broke ground on Friday and is underway. The mall plaza fountain repair work is going to begin and the fountain will be tented to allow the work. The ice rink will be open through February 23rd. The bridge decking at Marlatt was replaced this year.

Mr. Shoemaker shared that the zoo hosted Science Saturday in the Nature Exploration Center. The zoo also continued the partnership with the Flint Hills Bread Basket to provide a \$1 discount when individuals bring in a canned good item. The zoo master plan process is moving forward with GLMV Architects. The zoo is collaborating with the FHDC on the Rainforest Adventure Exhibit. Annual Happy Zoo Year

on January 27th. Mr. Klimek asked about exact attendance numbers. Mr. Shoemaker shared that every event day in 2016 had perfect weather and that contributed to record attendance for that year.

Ms. Kirkwood has been working to promote the SENRC open house, winter/spring programs, a couple new programs for indoor activities at the City Auditorium, and special events. Summer planning is underway for the activity guide and creating a Douglass Center guide for fitness programs. . Also working on updating signage in our parks and animal shelter.

Mr. Thompson shared the commission will consider the VMI tract tomorrow evening. On February 20th, the Sunset Zoo parking lot expansion will be on the agenda for award for construction. The Sunset Area Historic Survey will help evaluate the area around the Girl Scout House and Sunset Cemetery with a public meeting on March 1st. Phase II of the Douglass Center will be on the commission agenda on March 6.

Ms. Adams discussed the partnership with Sunset Zoo for the Rainforest Adventure Exhibit. The members opening brought in over 400 members. STEM family night is a grant program with the school district, others can come into the event. This program is funded by a grant with the named schools and Westar Energy. Ms. Adams shared information about other events and programs with the FHDC.

Mr. Clifford shared an updated on recreation programs for winter/spring activities. Mr. Clifford indicated that basketball is in full swing and using all the gym spaces we can get access to at this time to support those programs. Summer planning is underway. The Arts in the Park schedule is being finalized. Youth theatre program selections are being made and will be ready to publish in the guide. Mr. Clifford shared participation numbers for 2017 with a five year trend. Mr. Clifford is challenging program staff to create at least one new program a year. The ice rink is getting ready to end the 2017-2018 season as Mr. Smithson mentioned.

FUTURE BUSINESS

Mr. Eastes indicated that the park at Lee Mill Heights master plan will be presented to the City Commission at the work session on March 27th. We will be presenting master plans for Warner Park and City Park to the City Commission at the work session on April 24th. The city is working to develop a joint meeting with Riley County Park Board in the next couple months. Mr. Eastes would like the advisory board to take a facility tour and view current and future projects as they apply to the department. Mr. Eastes indicated that future capital improvement program items be shared with the board and set a goal setting session. Trail improvements and enhancements are part of the sales tax initiative and we need to figure out how to prioritize those projects.

OTHER BUSINESS

Mr. Klimek shared a Johnny Kaw committee update with the board. The committee has a design that they are working towards funding. Mr. Klimek is requesting a site sign in City Park to share the fundraising efforts to fund the design. The CVB will be holding a birthday party for Johnny Kaw for his 52nd birthday celebration during the week of May 10th.

Meeting Adjourned.