

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

Present were the following members of the Parks and Recreation Advisory Board: Mr. Ed Klimek, Mr. Dave Schafer, Mr. Mark Bachamp, Ms. Sue Maes and Ms. Jurdene Coleman.

Absent: Ms. Elaine Johannes and Mr. Darell Edie.

Employees present: Mr. Eddie Eastes, Director of Parks and Recreation; Mr. Randi Clifford, Recreation Director; Mr. Scott Shoemaker, Sunset Zoo Director; 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. Brian Johnson, City Engineer.

MINUTES

Mr. Klimek called the meeting to order. It was moved by Mr. Schafer, seconded by Mr. Bachamp, to approve the minutes of the meeting held on October 1, 2018. On vote, motion carried 4-0.

PUBLIC COMMENT

None.

NEW ADVISORY BOARD MEMBER INTRODUCTION

Mr. Klimek was going to introduce a new member of the Parks and Recreation Advisory Board, Jurdene Coleman, but she was unable to attend. He encouraged fellow members to welcome her to her role on the Parks and Recreation Advisory Board.

NEIGHBORHOOD RECREATION CENTER STEERING COMMITTEE UPDATE

Mr. Eastes mentioned this item is actually two items, the second being Johnny Kaw update. He stated that we are pleased to have McCownGordon construction who is leading the efforts on both of these adventures. The Middle School Recreation Centers' design team as well as Anderson Knight Architects have been conducting steering committee meetings. Mr. Eastes mention they have had several meetings and they have been well attended and had good engagement from the group. This will also be a City Commission work session item in November.

Mr. Barry Schmidt introduced himself as the project manager for the two Middle School Improvement Projects at Eisenhower and Anthony Middle Schools. He introduced Tracy Anderson with Anderson Knight Architects as one of their design partners for the project. He started out stating the purpose of the project which is the quality of life sales tax with the top item being to create additional indoor space geographically located in Manhattan. A list of project teams was provided; these teams were focused on creating the essentials for the project.

A master budget review was provided to the board with the bare essentials of the project that were required to fill the bill. He stated the total funding amount available is \$17 million, which includes both Middle School facilities.

Mr. Anderson talked about the site concepts starting with Eisenhower. He stated that Concept B was the preferred option from the Steering Committee with all of the benefits it presents. Concept B was also the preferred option for Anthony Middle School. The parking lot location for Anthony was going to present a challenge in Concept B however due to it being a detention area.

Mr. Anderson presented the floor plans for both centers next stating where courts, stairways, multipurpose rooms, restrooms, classes, etc. will potentially be located. Mr. Bachamp asked if Traci could elaborate on the turf versus the courts and what's making that decision. Mr. Anderson stated it doesn't turf the entire gym, it would be turf for two courts at each school. You would have enough turf to do an entire building but it gives you a lot of flexibility for different uses. It is also portable turf in 2x2 foot squares. Mr. Bachamp wanted to confirm that the turf was going to be portable and not permanent. Mr. Anderson confirmed it would be portable.

Mr. Schafer asked if we were going to have three courts or four courts within the budget. Mr. Anderson confirmed there was room in the budget for four courts. Mr. Schafer also asked how serious they were on having a kitchen activity upstairs. Mr. Anderson stated it was not going to be a commercial kitchen, it would be more of a warming kitchen that wouldn't have any major appliances, it would be more for countertop equipment or space to have vendors set up for a tournament.

Ms. Maes asked if one of the four courts could be more flexible in being able to be set up for exercise or senior classes as the space upstairs looks a little small. Mr. Anderson answered they have several options to where a court could be programmed for those types of activities. Mr. Klimek stated the courts could be used and reserved for all sorts of activities not necessarily sports activities. Mr. Anderson stated there would be high velocity netting between each of the courts to offer maximum flexibility for usage. Mr. Schafer wanted to make sure with the high volume of people in the stands upstairs along with a running track, the foundation would be able to hold firmly without collapse. Mr. Anderson stated it will be designed accordingly.

Mr. Anderson discussed the color scheme, textures, and materials that both recreation centers would potentially be built in. He stated that we wouldn't want to look the exact same as the middle schools but don't want to clash with their colors either.

Mr. Schmidt discussed the design build process. He stated they wanted to present to the City Commission in late January for their approval. He stated in 2019, they will be laying the ground work for sub-contractors and trade partners to develop the plans and get the design completed. Then set up to begin construction in late spring of 2020 and hopefully have the facilities open in early 2021.

Mr. Klimek asked with the progression of this, will they get into the interior effects such as lighting, interior walls, sounds systems coming up with the Steering Committee. Mr. Anderson stated that Kelsey should be coming back with more interior graphics ideas and how they can make each one of these have their own unique interior design. This will be where they can really set these two facilities apart and have their own identity. He also stated they can start discussing sound systems and different lighting but won't dive too deep with the Steering Committee. Mr. Klimek wanted to express the importance of the netting that would be placed between each of the courts and making it easy for the small amount of staff that we would have to make those changes when necessary. Mr. Klimek also wanted to make sure that the lighting fixtures and sound systems would potentially be able to be separated for announcements and be able to turn lights on for specific courts and not all at once. Mr. Anderson confirmed those topics would be addressed.

Mr. Schmidt introduced Todd Knight also with McCownGordon. Mr. Knight stated they have been working on an improvement plan for a plaza to go around Johnny Kaw. The intent of this project is to draw some interest and information back into the statue in City Park. Mr. Knight stated there would be a pathway that connects the plaza to the sidewalk that would be ADA accessible. He also mentioned possibly adding a QR reader for people who want additional information. Mr. Knight also talked about promotional labor and materials for the Johnny Kaw plaza. He stated they are hoping to start this project in the next 60-90 days.

CITY PARK MASTER PLAN

Mr. Leyva presented an overview of the draft for the master plan for City Park. He stated the previous City Park Master Plan was designed in 2006, and in 2015 City Administration recommended a process to the Parks and Rec Advisory Board to update the City Park Master Plan. Mr. Leyva mentioned there were a few studies done within the park; tree inventory to assess tree conditions as well as a traffic count both done in 2015. A City Park usage study was also done that looked at pedestrians and bicycles that traveled through the park.

Mr. Leyva stated they held meetings in the Park for public input on the planning process as well as for them to view concepts and development. Between 2015 and 2018 there were 40 public meeting and two surveys with 1,900 responses combined that gave feedback. Using the information that was collected, multiple layouts for the park were developed in 2015; Concepts A and B. Mr. Leyva stated that from those studies, the community was most interested in seeing a covered swimming pool and expanded tennis courts. The Parks and Rec Strategic Facility Plan supported this, however the City was interested in determining if City Park was the most feasible to accommodate these amenities. The Feasibility Study of 2016 determined that CiCo Park was better suited to provide those expanded tennis courts and indoor swimming pool. In 2018 they took Concepts A and B and created Concept C and a few others.

Mr. Leyva stated in response to the community feedback, a final park proposal was prepared. The community expressed interest in a park that restricts vehicular access and properly organizes parking in order to create more open space. The City Park Master Plan also looks at renovating the old Parks and Rec building to expand programmable indoor space. Mr. Leyva mentioned that the highest priority for City Park Master Plan is to promote pedestrian and bicycle access to and through the park and to eliminate vehicle traffic. He mentioned the City Park Master Plan will be presented at the Work Session with the City Commission on November 13, 2018, and then present a Final Master Plan Report to the City Commission in December 2018 or January 2019.

Ms. Maes asked what the timeline for remodeling the building downtown was. Mr. Eastes responded by saying there is no specific timeline, it's something we will continue to place in our Annual Capital Improvement request of our annual budgeting. The Community House is a building that we use for our programs almost daily and the remodel of that space would be substantial.

Mr. Klimek asked if these functions were moved to the City Park building, have we taken into account the amount of parking needed for that. Mr. Leyva stated yes, if they were to remodel the old park building they would have enough space for expanded number of activities by remodeling the existing parking area as well.

Ms. Coleman asked if big events like Juneteenth and Purple Power Play would still occur in City Park. Mr. Leyva answered that those big events including the Cars in the Park would still occur in City Park.

Mr. Klimek asked how the Aggieville plan would affect City Park. Mr. Leyva said there could be a potential for possibly closing down 12th street. He mentioned there is not a whole lot that is happening on 12th street going into the park. Mr. Klimek stated that City Park has some overnight parking and spillover parking from Aggieville and we need to work with Aggieville so that doesn't occur in the future. Mr. Leyva responded saying he had been in contact with Lieutenant Ascher with the Riley County Police Department regarding the parking situation in City Park and mentioned potentially creating an ordinance or reform a current ordinance to get the parking situation under control.

Ms. Coleman asked how parades would work in the new plan. Mr. Leyva stated in the plans they have created a sidewalk spine roughly 10 foot across that would have removable bollards so the parades could still be staged in City Park.

Mr. Bachamp encouraged to make sure there was a plan for the additional parallel parking on 14th and Poyntz to make sure it wasn't permanent, possibly make it timed parking. Mr. Johnson responded by saying there's not a great answer, there are several pieces that would need to come together and Aggieville would need to be a part of that discussion.

Mr. Bachamp moved to recommend for the City Commission to accept the Final Draft of the City Park Master Plan. Ms. Coleman seconded. On vote, motion carried 5-0.

PARKS AND RECREATION FEES

Mr. Clifford started by giving background information with the last adjustments for fees being made back in 2017. Prior to that fee increase, adjustments had been made approximately every five years. It was recommended that we adjust fees more frequently to stay better aligned with cost recovery goals. Mr. Clifford stated that it was recommended that we raise program fees by \$5 with the exception of admission fees. He stated the aquatic daily admission fees for youth would remain the same and we would make an adjustment of \$1 on the adult admission rate. The group admission fees would still be half of the regular admission rates for youth and adult. The twilight swim rate would go up \$1 for both youth and adults. Mr. Clifford stated there would be a \$5 increase on the season pass due to the high level of usage. He also mentioned on our Summer Youth Theater programs, those adjustments would need to be made higher due to the low cost recovery. Mr. Clifford stated that based on the 2017 program registration numbers, this \$5 increase would generate approximately \$35,000 in additional revenue on the recreation side, not the aquatics side.

Mr. Klimek asked if the \$35,000 number was all the increase we were going to see. Mr. Clifford answered that will be all the increase you will see in the Recreation budget due to the aquatics having a different budget. Mr. Klimek stated that these proposed fee increases really don't address the shortfall between revenue and expenses. Mr. Clifford responded saying they start that process of moving closer to that, we have talked about doing this on an incremental bases and trying to make progress over several years instead of having a significant one time increase.

Mr. Schafer wanted to confirm that Mr. Clifford mentioned a Civic Rec transition. Mr. Clifford answered that we are indeed moving to a different software for our program registration, facility reservations across the department in all the ways we conduct business that will go into effect January 1 of 2019. He mentioned that we have had some challenges with our current software provider and the online portion has been difficult at times and has not always been the most customer friendly. Mr. Schafer asked with it improving customer service will it also make the staff more productive in not having to spend so much time with it and being able to do something else. Mr. Clifford responded that we certainly hope so, it would be one of the goals. He also mentioned that we were set up to do this a year ago but weren't quite ready to make the transition and the staff has been doing some follow up training with Civic Plus and we hope this new product will improve our productivity greatly. Mr. Schafer asked if it does not then would that also become an additional cost of operation. Mr. Clifford responded with it would be a safe bet that we would be improving ourselves in this situation.

Mr. Bachamp asked the last time we increased by \$5, how that worked out with our registration and did the registration numbers continue to grow. Mr. Clifford answered that in the last two years, 2016 and 2017, our registration numbers are the highest we've ever had based on recent history. Mr. Bachamp asked if the \$35,000 was still way short and that we will never catch up. Mr. Clifford answered no, but we are trying to narrow the gap. Mr. Eastes commented that within those recreation expenses there's an excess of \$75,000 that shows up as expenses and there's not an offsetting revenue generation. He gave an example of Arts in the Park and the Municipal Band are both reflected in the annual expenses and don't generate any revenue at all.

Ms. Coleman wanted to address the twilight swim hour rate increase and the change this year isn't as big of a jump but looking forward we might want to consider locking in that twilight swim hour. She mentioned we have a lot of lower income families that choose to access the pool during this time because of the lower cost and it's something to consider. Ms. Coleman also stated that she feels the changes being proposed right now are reasonable. Mr. Clifford stated that the last time we increased the fees for the 2017 season we kept it in place for two years and it was beneficial and helped us keep revenue levels where we need them to be. Ms. Coleman asked if there had been any discussion about adjusting the entrance fees for the different pools since they have different features. Mr. Clifford answered that there has not been any discussion and agreed that each of the pools are different in what they offer but it is something that could be considered.

Mr. Klimek asked if we had given any consideration into non-resident fees in our fee structures. Mr. Clifford answered that he had consider it and stated he had asked a non-resident question when he had conducted a survey. He stated it was questionable on whether it would be a benefit or a detriment in our situation and was not in favor of making that recommendation. Mr. Klimek stated that housing has shifted out to the east and will complicate this matter.

Ms. Coleman stated that it would be interesting to see what our out of resident trends are once the Wamego City Pool is complete and does that shift our numbers and send more people that way. Mr. Clifford stated we were concerned from the employee aspect as we have a decent number of staff members from that area. We will have to evaluate employee recruitment and attendance trends once the new facility is operational.

Mr. Schafer moved to recommend the proposed fees as presented to the City Commission. Mr. Bachamp seconded. On vote, motion carried 5-0.

MONTHLY STAFF REPORT

Mr. Shoemaker shared the Spooktacular event was held on October 27 and 28, 2018, and had almost 5,600 people in attendance. The Zoo held a Safari Edventure Day on October 5, 2018, and had over 400 children from surrounding schools participate. Sunset Zoo moved to winter hours starting on November 1, 2018, those hours are from 12pm to 5pm daily. The Zoo will have a Military Appreciation Day on November 11, 2018, where admission is free for everyone in honor of our military.

Mr. Leyva stated that the City Park Master Plan was set to go before the City Commission on November 13, 2018. He also mentioned the Warner Park Master Plan would go before the City Commission in a Work Session on the November 27, 2018.

Mr. Thompson gave an update on trail prioritization and talked about the Old Blue River Trail. He also discussed the Bluemont Scenic Overlook.

Ms. Kirkwood announced that she has been representing the department at the HyVee Trick or Treat event, Spooktacular, Punt Pass and Kick, Bewitching in Westloop, and Lights on After School at the Boys and Girls Club during the month of October. She has been making edits to the 2019 Winter/Spring Guide and mentioned we will possibly be shifting from three guides a year to two guides a year. Ms. Kirkwood also reminded the board of the Old Blue River Trail dedication on November 15, 2018.

Mr. Clifford reported that fall programs are winding down with good numbers in most activities. We are gearing up to move indoors for adult and youth basketball along with other winter programs. Special events held during the past month included the Punt Pass & Kick competition and the Little Apple Glow Paddle, which was moved to the Tuttle Creek State Park River Pond due to conditions on the river. Upcoming activities include a new ATV 4-wheeling event in partnership with Ft. Riley MWR, a dance recital on November 17, 2018 and the 3rd annual Red Cedar Holiday Harvest scheduled for December 1, 2018. Ice rink staff have been making final preparations for the ice skating season opening November 12, 2018.

Mr. Smithson stated that the Depot renovations are complete. All water features are now shut down for winter and the irrigation winterization is occurring. We are working through the FEMA and NRCS processes for funding for the Labor Day flooding. Mr. Smithson announced they are finalizing details for a cooperative agreement for prairie restoration and cedar removal at Roger Schultz Community Park with the USFWS and the Kansas Grazing Lands Coalition. Preparations are being made for the upcoming Holiday events. The Festival of Lights will have their tree lighting ceremony on November 23, 2018, at BEP. The Red Cedar Holiday Harvest is on December 1, 2018, at Roger Schultz Park. The Mayor's Lighted Parade and Tree Lighting is on December 7, 2018, Downtown to Aggieville. Mr. Smithson stated they are preparing for snow and ice removal and ask that the public watch out for our crews when working. Ice Rink installation went well in preparation this winter.

FUTURE BUSINESS

Mr. Eastes stated the Advisory Board By-laws will need to be a future agenda item.

MISCELLANEOUS

Mr. Johnson provided an overview of the Stonehaven parkland donation and the roadway development. He mentioned that it would be about 14 acres of land. The Parks and Recreation Advisory Board recommended acceptance for this in a previous meeting.

Meeting Adjourned.