

MINUTES
PARKS AND RECREATION ADVISORY BOARD
CITY COMMISSION ROOM
January 14, 2019 - 4:30 P.M.

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

Absent: Mr. Darell Edie and Ms. Jurdene Coleman.

Employees present: Mr. Eddie Eastes, Director of Parks and Recreation; Mr. Randi Clifford, Recreation Director; Ms. Melissa Kirkwood, Community Relations Officer, Mr. Wyatt Thompson, Assistant Director of Parks and Recreation; Mr. Scott Shoemaker, Sunset Zoo Director; Mr. Alfonso Leyva, Park Planner; Mr. Casey Smithson, Superintendent; Ms. Deb Watkins, Animal Shelter Director.

MINUTES

Mr. Klimek called the meeting to order. It was moved by Ms. Maes, seconded by Mr. Bachamp, to approve the minutes of the meeting held on December 3, 2018. On vote, motion carried 5-0.

PUBLIC COMMENT

None.

Mr. Klimek wanted to introduce to the board a new staff member with the City, Deb Watkins, she is the new Director at the Animal Shelter. Ms. Watkins stated she is excited to be here and has been very busy taking care of all the animals. She has been with the City for about 45 days.

CITY SPONSORSHIP POLICY AND NAMING OF FACILITIES

Mr. Eastes provided a packet to the board members that included three different documents for this agenda item. The first being a City-wide Sponsorship Policy that we use commonly. He mentioned that we have a purchasing policy within the City and our Department Heads are able to approve up to a \$10,000 expenditure. Anything greater than \$10,000 requires the City Manager, and over \$20,000 requires the City Commission. Mr. Eastes stated the Sponsorship Policy follows those same levels of authority. A Sponsorship Policy is more in line with advertising because it allows somebody to put a name on something with a timeframe on it that covers all departments in the City. Mr. Eastes mentioned we use it a lot at the Zoo commonly with different special events that they have. Mr. Shoemaker stated that is correct, they have multiple layers of naming opportunities that could include naming certain gardens, exhibits, and benches.

Mr. Eastes stated the second item included in the packet is a Naming and Renaming of Parks and Recreation Facilities document that lays out a lot of guidelines to naming a facility. These do not have a dollar amount associated with them. Back when the Pavilion was being constructed, we did not have a Policy at the time for naming or renaming facilities.

Mr. Eastes stated the third item he included was one that was specific to the Flint Hills Discovery Center. The City worked with the architect to attach values to classrooms, to their outside areas, to different exhibit areas and all of those then have a naming opportunity based on a value that was predetermined at the time the facility was being constructed.

Mr. Eastes mentioned that part of the reason for the discussion is that we are constructing new facilities in the future and the Steering Committee for the Neighborhood Recreation Centers brought up naming at their last meeting due to there being potential naming opportunities for these new centers. He stated that naming opportunities need to come through the Parks and Recreation Advisory Board for new facilities.

Mr. Klimek mentioned that he recently visited three different Recreation Centers, two in the Kansas City area and one in Salina. He stated the one in Salina formed a Foundation who goes out to the community and gets business and personal donations and leaves it out of the hands of the City. Mr. Klimek said he believes that is the same as with the Discovery Center. Mr. Eastes stated he is correct; the Discovery Center has a stand-alone Foundation that staff has to separate themselves from Foundation work and City work. The Foundation is a separate board and its responsibility is to support the mission of the Discovery Center.

Mr. Klimek asked if anyone had any thoughts on having some kind of a Foundation formed. Mr. Schafer stated since the funding on ours are different, coming from the taxpayers, he doesn't see a large expenditure at this time. He mentioned we have a Community Foundation which currently serves the needs of many different things in the community. To form a separate Foundation and staff it could add additional costs that may not be necessary.

Mr. Klimek wanted to address about the need for funding. Through the process with the Steering Committee, the Rec Centers have become a little more complicated as far as operations. Mr. Eastes elaborated by stating it will certainly be different. The Strategic Facility Improvement Plan and the Facility Feasibility Study envisioned a Recreation Center being opened after school is let out. It would be school use during the school day and public use in the evenings and weekends. Where the Steering Committee is going with this is these facilities would be open all day long to the public, half the facility would be for school use and half would be for public use. With doing this, it would increase the amount of time that is open therefore the cost of expenses would increase as well.

Mr. Schafer asked if these meeting rooms in the new facility are going to be scheduled by staff, that there might be a fee associated to help cover some of the cost of having a staff person there. Mr. Eastes stated that all of our facilities when there is exclusive use, there is a fee associated with it and that's how we deal with our facilities today.

Ms. Maes asked who was going to be the one to go forward to the public and explain why we need this, is there someone who wants to take that on. She mentioned the simple part would be to put up an expendable fund in the Community Foundation. Mr. Klimek agreed, in order for this to be successful, there would have to be some kind of group that would be dedicated to go out to the public and get that done. He stated the Discovery Center Foundation has been successful in bringing in funds that are much needed and something to keep in mind as we will have expenses on these Rec Centers on equipment upgrades and new purchases. If we have money coming in, we won't have to make that a budget item. Mr. Schafer said he would love someone to step forward and fund those things, but if they didn't, we would have to consider that as Capital Improvements in the regular budget. Mr. Klimek stated that if we had a Foundation, we would most likely be able to get the money to purchase equipment needed if we couldn't get them funded ourselves.

STRATEGIC FACILITY IMPROVEMENT PLAN REVIEW

Mr. Leyva gave a brief update of the Strategic Facility Improvement Plan. Mr. Bachamp wanted to understand why we were reviewing this when it's part of the bond issue that's going to be replaced in 5 to 10 years. Mr. Eastes stated we are looking back at a 2015 document that helps us create our Capital Improvement Projects because this plan reviewed and made recommendations on what improvements needed to happen in the various parks. It's important that our Capital Improvement requests are tied to this planning document.

Ms. Johannes asked if the revenues of the corrections or improvements from the Labor Day Flood at Anneberg Park get factored into something like this. Mr. Eastes answered that they do not, that damage has nothing to do with this plan.

CITY OF MANHATTAN CAPITAL IMPROVEMENT PLAN

Mr. Eastes introduced this item and stated that City Departments make requests to our Administration regarding projects and equipment. We make estimated budgeted amounts for all the projects and equipment and Parks and Recreation has about \$600,000 yearly in requests where we can typically have about \$100,000 to \$150,000 of that funded. Once the Department makes a request to City Administration, City Administration reviews our request and they pair that down into a manageable dollar amount, then that information is brought into Work Sessions and discussed with the City Commission who will also pair that down and will change many times before it ends up as a posted City of Manhattan budget.

Mr. Smithson presented his 2019 approved CIP projects first. He mentioned one of the Forestry trucks broke an axle and it would have costed more money for the repairs so they went ahead and replaced it in 2018 because it was already in the CIP. He stated they were not able to replace some of their equipment in 2018 due to the budget situation so those will have to be put in to CIP for 2020. Mr. Klimek wanted to note that the budgeting process doesn't end until around August, so at some point everyone will need to prioritize what's most important to them. Mr. Schafer stated we are over \$600,000, so this is a request that you start with and the history is that expectations are that \$150,000 will be approved so then you have to make a choice of which project/equipment has priority. Mr. Eastes commented that the software program that we have where we input projects and equipment has a prioritization module and there's a list of about 10 questions that creates that prioritization scoring. Mr. Thompson wanted to point out that the budget impact for 2019 is not \$600,000, it would not all come out in the same year or from the same funding source, it would be over multiple years out of different funding sources.

Mr. Thompson stated there are three playground surfacing projects that will be completed this year. They have CIP for Shultz Park, the park at Lee Mill Heights, and they are going to pair that with the 2018 CIP as well. He stated the Warner Park improvements are in the 2019 CIP and the intention at the time it was approved was to have a final Warner Park Master Plan and to move forward with whatever the Phase 1 improvements were based on discussion in Parks and Recreation Advisory Board and at the City Commission level. They are taking a step back to reevaluate some of those things, so we will see if the 2019 Warner Park improvements actually happen this year or if it gets deferred. Mr. Thompson mentioned the Bluemont Hill Scenic Overlook is in the CIP as a donor funded project. He stated restrooms at Anneberg Park playground has a long-standing request from citizens for a restroom at the south end of the park for people who are using the picnic shelters and the playground and future flooding potential needs to be considered. Ms. Johannes asked if citizens typically get a chance to give input on the list of projects before it gets approved. Mr. Thompson answered there are a few ways citizens are involved. Some of these projects come out of Master Plans, and some come from citizens who can request any project by submitting a citizen request directly to the City where the City Commission will review their request.

Mr. Eastes wanted to comment on the Flint Hills Discovery Center CIP items. They are requesting to increase their signage due to there not being a sign on the Discovery Center that indicates what that building is. They are also requesting to have pedestals to use in their temporary exhibit to help show and assist with temporary exhibits as they come in and are displayed at the Discovery Center.

Mr. Shoemaker stated the only item in their 2019 CIP is a Zoo walk in cooler. It's a full-sized walk in cooler that they use for animal diets and the current cooler they have is about 30 years old. Along with the maintenance cost of the cooler because of its age, it has some rust issues which is an issue with USDA and AZA who inspect the Zoo. In order to stay in compliance with them, that cooler needed to be replaced.

Ms. Johannes asked if the equipment cost related to Parks and Rec, are those costs also considered within the facilities, the street maintenance department, is there any way they equipment can be combined or does each department look at their budget separately and then you have to go to blows with the City Commission.

Mr. Eastes answered that all individual department pieces of equipment are considered separately; Casey is competing with Public Works; the Forestry truck is competing with the Street dump truck.

DOUGLASS RECREATION CENTER UPDATE

Mr. Eastes stated they have run into a hitch with the Community Development Block Grant funds (CDBG) being able to be used for this facility because of a Kansas Cash Basis Law. The City Commission has asked Parks and Rec to take a step back. The Douglass Center Advisory Board has asked for additional input and to reengage with the community, as well as developing a survey to make available to the community to give input. Mr. Eastes mentioned Parks and Rec will be hosting two public meetings on January 17, 2019, and January 20, 2019, at the Douglass Center to gain input from the community.

Mr. Eastes stated the City Commission has indicated that they are willing to consider an alternative funding source. They need to make sure that the Douglass Center Advisory Board is supportive of any design or construction that would occur. Ms. Maes asked if the City Commission had been public on what the alternative funding source might be. Mr. Eastes answered they have not, they haven't discussed it heavily as to what that would be. Mr. Schafer asked if another funding source is not found, has there been a source of funding for the time and effort Bruce McMillan has put in already. Mr. Eastes answered that the funding for his design at that point, CDBG can pay for that design aspect and have paid a considerable amount already. He stated they still need to have some discussion with HUD about funding on some of the outside work and if CDBG can be used for that.

COMMUNITY HOUSE REQUEST FOR PROPOSALS

Mr. Eastes wanted to make sure the board was aware that when this discussion was held by the City Commission in December 2018, they tabled the item. They did not make a determination and were not supportive of this Request for Proposals being advertised at that time and wanted a little more information and for the process to go slower. The Commission took it off the table in the January 8, 2019 meeting and felt they were okay with this RFP being proposed. Mr. Eastes stated that this is being advertised now and the City Administration will potentially be receiving some proposals. The City Commission has asked that any proposals that are received that are to be considered would come back to the Parks and Recreation Advisory Board as well as to the Historic Resource Board for both to consider also before it actually goes to the City Commission for their consideration.

JOHNNY KAW GROUNDBREAKING CEREMONY

Mr. Eastes stated the construction could potentially begin in February 2019, or at the very least the groundbreaking. Mr. Klimek mentioned he met with Melissa, Karen Hibbard from CVB, and Todd Knight from McCown Gordan, who said everything is in place as far as what needs to be done with the City so they advised that we could begin construction the first week in February. The group got together and one of their goals was to figure out the date to have the groundbreaking and they landed on Monday, February 4, 2019 at 4pm. He stated he would want the Advisory Board members to be able to be there so that's why they chose the same day as a Parks and Recreation Advisory Board meeting.

Mr. Klimek mentioned the actual dedication once the project is finished is scheduled for May 9, 2019. He stated the price tag on this is around \$280,000 and of that the construction community has come forward and has donated labor and materials so the cash amount we will need for this is around the \$77-80,000 figure, the rest of it has been donated by our construction partners in town.

FUTURE BUSINESS

Mr. Klimek mentioned the goal setting session for the board is on January 24, 2019, and asked if everyone was able to attend. He would like to have everyone submit a list of goals for Parks and Recreation for the community by January 22, 2019 so that Mr. Eastes had time to put them together for the board.

Mr. Eastes stated the Neighborhood Recreation Center Steering committee will be coming to the Parks and Recreation Advisory Board in February where the consultant will be making a presentation based on Steering Committee input. They will be presenting to the Parks and Recreation Advisory Board first before they go to the City Commission.

Mr. Thompson stated Bluemont Hill had their ceremonial groundbreaking back in October 2018 that was well attended and had media present. All of the agreements are being finalized and should be issuing that notice to proceed this week.

Mr. Eastes stated the City Commission wants all advisory boards to follow the same public input process. Right now, there is no language in Parks and Recreation Advisory Board by-laws that stipulate how public input occurs. There needs to be some consistency as the City has around 20 different advisory boards.

Mr. Eastes stated looking forward, there needs to be some discussion in regards to public land and how that needs to be reviewed and how it comes to this board for consideration. The past document had some criteria associated with it that is well outdated and the board needs to have some discussion to develop guidelines that would be helpful to have.

Mr. Eastes mentioned that Community Development as well as the Historic Resource Board has been working on the Sunset Historical Survey and they have slowed that down as they are working with survey and that area. It needs to come to the Parks and Recreation Advisory Board as it encompasses Sunset Cemetery, Girl Scout Park, and the Sunset Zoo. Mr. Eastes stated we want to understand the impacts to those and make sure the board is aware of that survey and the implications of it. It will come as a presentation from Community Development to the board sometime in the future.

STAFF REPORTS

Mr. Thompson stated he is wrapping up the trail prioritization process and will bring that project list back to the board next month and out to the public for additional feedback. Planning the Douglass Recreation Neighborhood Center public meetings and survey. Wrapping up design on the Ledgestone Park grating project and will be bidding that out this spring. Planning the kick off for construction for the Bluemont Overlook and wrapping up plan review on the Johnny Kaw plaza.

Ms. Kirkwood mentioned we opened registration for our Winter/Spring activities today so we've been very busy. We have a new registration software called CivicRec which is a product of CivicPlus and we have had lots of good comments from the public about this registration software being easy to use. She stated our prior software was over 10 years old. Mr. Kirkwood state the Deb Watkins, Director of the Animal Shelter, has launched several different adoption events that have been going very well. Starting the planning process for the Summer Guide as well.

Mr. Leyva stated he has many projects going on. The Zoo parking lot irrigation went out to bid yesterday and looking to get installed this spring. Started on Phase 1 design of the Loma Ridge entrance at Shultz Park and looking to get that to bid this spring or summer. Assisting Casey and Matt on some playground surfacing at Northview, Goodnow, Northeast and potentially Anneberg Parks. Looking to restart the Northeast project, a CIP item from last year. He stated that something has come up very recently, the Zoo received a \$2,000 grant from AZA and he was contact by Rachel from the Zoo, they are looking to install some pollinator plants in one of our parks and they are looking at the Flag Plaza at the Leavenworth entrance at City Park and it's an area that is going to be kept according to the City Park Master Plan.

Mr. Smithson stated the Mayor's Holiday Parade and the Tree Lighting at Triangle Park back in December was very successful and received good feedback. Right now staff is going through equipment maintenance and repairs to make sure they can minimize breakdowns during the summer and our busy season. Snow

removal is ongoing and looks like it will continue with the upcoming weather. Have already started to look at hiring seasonal positions for summer, those will hopefully be posted at the beginning of February.

Mr. Shoemaker mentioned the Zoo was closed on Christmas Eve, Christmas Day and New Year's Day. The Zoo had their annual Happy Zoo Year event on January 13 where they have special enrichment items for the animals and the public can come out and watch them interact with those items. The Zoo is busy filling out their AZA (Association of Zoo and Aquariums) application, they are due for accreditation this year. The Zoo has been a member since 1989. Working on Expedition Asia to get that wrapped up and out to the public. The Zoo is also looking to hire for seasonal positions.

MISCELLANEOUS

Mr. Eastes wanted to encourage board members to attend the Kansas Open Meetings Act training led by the Kansas Attorney General's Office on January 29, 2019 at 5:30pm. They have invited all Advisory Board members to attend who are affected by the open meetings act. It will be a City Commission Work Session and City Commission will be in attendance as well.

Meeting Adjourned.