

# Leavenworth, Kansas, Parks & Community Activities Advisory Board

## Minutes of Monday, January 13, 2025

**Meeting called to order** – Members in attendance Dave Davis, Marianne Tennant, Steve Zamora, Chuck Johnson, Wendy Sachen, Shelly Cannon, and Jennifer Tobey.

**Approval of Minutes** – December minutes were approved.

### Staff Reports

**David Sommerla** – Parks Superintendent

- All leaves have been picked up except for the cemetery. Snow and ice slowed this down.
- All legacy trees were done right before Christmas.
- All Christmas lights and decorations are down for the season.
- Lots of snow plowing and treatment.

**Tabor Medill** – Recreation Program Supervisor

- Youth Basketball started practices December 1. Had to stop for holidays on December 20. Games started 1/11 due to late return to school and snow days. Grades 1 and 2 play at Nettie Hartnet. Grades 3, 4, 5, and 6 are at University of St. Mary.
- Sunday started Youth Futsal. Kaylee Shaw returned to run the program for the third year. Dave Davis asked where Futsal is played. It is played here at the community center gymnasium. Marianne Tennant asked what Futsal is and Tabor Medill explained it is an indoor sport using a ball smaller than a soccer ball and played inside the basketball lines on a regular basketball court.
- Wednesday, 1/15, starting Men's Adult Basketball this Wednesday. Five teams this year.

**Brian Bailey** for Aquatics and Special Events Coordinator

- Due to snow, we have had cancellations for Aquacise and Water Walking. These classes are always canceled when school is canceled due to weather.
- Patrick is doing a good job keeping lifeguards staffed.
- Brian is working on tasks that Nancy Baker formerly completed.
- Special Events - Daddy and Me Sweetheart Tea on February 2

**Tammy Metzgar** – Riverfront Community Center Manager

- We survived the Christmas season. Maintenance cleared the Christmas decorations to prepare for our new year.
- Coming up:
  - LCDC Annual Luncheon
  - Black History Month Dinner
  - Military Show
  - “Normal Stuff” – Classes, Rotary, Lions, open gym.

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- Many calls. January is usually a busy call month with a lot of people who were engaged over the holidays. Riverview is “very” booked. Marianne Tennant asked what capacity is. Tammy Metzgar explained it depends on setup. In Riverview, a wedding reception would be 200 with a dance area and bar.

### **Carol Varner** – President, River City Community Players

- *A Funny Thing Happened on the Way to the Forum* – Full cast is set. Play is in rehearsals. Play opens the last weekend in February.
- We had around 600 come to see *A Christmas Carol*.

### **Old Business**

- **Project Updates** - provided by Steve Grant and Brian Bailey
  - **Parks and Recreation Administrative Office Construction** – Drywall completed, close to painting. Finalizing the electric and HVAC. Flooring has been ordered, estimate it to be down in the end of February.
  - **Cody Park Sports Court Replacement** – no change. Final punch list items have to be completed in the spring.
- **Recreation Program Supervisor – Aquatics Position** – position has been posted and advertised. Looking forward to getting that position filled. Dave Davis asked how we announce jobs like that. It has been posted through KRPA, also through the City’s website and the local paper. Sometimes there is a social media blast.

### **New Business**

- **Projects** – See list of 2025 CIP Projects – Just under \$770,000 worth of projects for this year.
  - **Snow Removal Equipment Replacement** – Have demo’d one piece of equipment so far to replace what we have already. Like a stand-up mower. 4WD with attachments available. Demo another one next week.
  - **Equipment Lift for Parks Mechanic** – Will be located at the service center. Like a lift you put a car on. Two-post lift made for park equipment. Have a couple bids on this already, waiting on a few more.
  - **RFCC Fitness Equipment Replacement** – Tammy and Steve are working on this. Received budget to replace several items in our weight room a few at a time for the next 5 years. Asked for input from regular patrons and vendors. Goes out for competitive bid.
  - **Wollman Aquatic Center Facility Roof Replacement** – Awarded to American Roofing. PO has been requested.
  - **Seal Coating Parking Lots** – David Brewer, Ray Miller, Sportsfield inside and out and two extensions at Havens.
  - **Havens Trail Construction** – Add more trail. This has gone out to bid. Will have it back in February. Calling for 1,338 feet of trail to be installed.

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- **Disc Golf Course at Havens** – Received email from the designer. Will set up a time soon to mark out the course. Parks Maintenance will start clearing areas for the course. This will probably take most of the year to complete all the stages.
- **Elevator Modernization** – Starting specs soon and will get out to bid in the next month or two. Work will need to be done between Memorial Day and Labor Day to minimize impact to customers who use the pool. Plans are in place to address accessible restroom needs.
- **Indoor Pool Restorations** - Starting specs soon and will get out to bid in the next month or two. Work will need to be done between Memorial Day and Labor Day to minimize impact to customers who use the pool. Plans are in place to address accessible restroom needs. A lot of small things that need to be done that add up.
- **Park Board Seats up for Re-appointment** – Jeff Porter, Kara McDaniel, and Shelly Cannon renewed for another three years.
- **Patrick Clark – KRPA Outstanding Professional Award – Aquatics Branch** – Nominated by Dave Davis. Award will be presented to Patrick at the conference on Tuesday, January 28, in Manhattan, KS.
- **Part-time Administrative Assistant** – 2025 has funding for a part-time assistant. Brian and Steve are working on the job description. Hope to open the posting in the next few weeks.

**Meeting adjourned.**

**Next meeting** – Monday, February 10, 2025