

# Leavenworth, Kansas, Parks & Community Activities Advisory Board

## Minutes of Monday, March 11, 2024

**Meeting called to order** – Members in attendance Dave Davis, Jennifer Tobey, Shelly Cannon, Kara McDaniel, Marianne Tennant, Steve Zamora, and Jeff Porter.

**Board Member Appointments** – Marianne Tennant joined the Board for a term through January 15, 2026.

**Approval of Minutes** – February 2024 approved.

### Staff Reports

**Nancy Baker** – Aquatics and Special Events Coordinator

- Spring 1 swim lessons are underway. Lifeguard class runs 3 days this week with 6 students enrolled. Summer swim lesson registration will start April 1.
- Broken window in the indoor pool area is in being replaced. Waiting for replacement glass to arrive.
- Working to compile information for CIP (Capital Improvement Projects).
- **Special Events** - Preparing for our Easter Egg Hunt and Festivities on March 23. We have volunteers, bounce houses are back this year, and face painters have been hired through an Overland Park entertainment company, and confirmed a couple of food trucks.

**Melanie Marcec** – President, River City Community Players

- *Into the Woods* wrapped. Melanie reported 888 people attended.
- *The Miss Firecracker Contest* is cast. Opening night is April 19 and shows the last two weekends of April.
- The youth play, *Cyrano – A Nose by Any Other Name*, is set for auditions in early April.

**David Sommerla** – Parks Superintendent

- Staff is watering trees.
- Havens Park has four bollards installed. Two fold down for maintenance vehicles. (Brian Bailey mentioned the staff did a great job with the work at this park.)
- Removed two trees from Cody and moved a small tree to make room for the new basketball court.
- The practice soccer fields have a new, permanent goal. The Leavenworth Soccer Association provided the goal, our staff installed it.
- Three new grill pads have been poured – Wollman Main, Stubby (two grills), and David Brewer.
- Replacement panel for playground equipment at Jefferson Park finally arrived and was installed.

**Brian Bailey** – Deputy Director

- Hawthorn Park – Restroom floors have new epoxy coating.
- Working on CIP and Budget items for 2025 meetings coming later this spring and summer.

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### **Tabor Medill** – Recreation Program Supervisor

- February 25 and 26 ended our Youth Basketball and Futsal for 2024.
- Adult Men’s Basketball has five more games and ends on March 25.
- Youth Baseball and Softball registration is underway.
- Adult CoEd Softball does not seem to be a go for this year since Cody field will not be available to play. Registration is open until March 15, but we do not expect there will be any teams for this year.

### **Old Business**

- **Project Updates** - provided by Brian Bailey
  - RFCC Asphalt Shingle Roof – Project is complete.
  - Parks and Recreation Administrative Office Move – Reviewed interior design. Gaining ground on the project and hoping to take to the City Commission in late April for final approval for the project.
  - Sidewalk Replacement in Various Parks – Baker Construction continuing the work on sidewalks throughout the City including Landing, Haymarket Square, 10<sup>th</sup> Avenue, and David Brewer Parks.
  - Cody Park Sports Court Replacement – The Notice to Proceed was sent and will start on March 18.
- Naming of Skatepark “Cody James Clark Skatepark” – Working with the Clark family on a date for the sign unveiling. Most likely will be sometime in early May.
- Skatepark Expansion Discussion – The City Commission agreed to move funds away from Southside to get the expansion at the skatepark done instead. It does not mean Southside will not get updated, it just will be pushed to a later time.

### **New Business**

- **Board Directory Form:** Board Member Information forms were given so the administrative assistant can update our records. Information is mainly used for staff to be able to reach the Board and for the Tree City USA report done each year.
- **2023 Annual Report** – The report is complete. Board members received a copy. A digital copy will be on the website.
- **Celebration of Life for Marcella Williams** – Marcella’s Celebration of Life information was shared with the Board. Marcella Williams was the administrative assistant for this department for 23 years.

### **Board Input** –

- Jennifer Tobey:
  1. Is there a new disc golf course being propose for Havens? Brian replied that we are working on a design for an 18-hole course, but it is just design and costs to consider for the budget.

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2. Does Parks and Recreation have any kind of newsletter specific to our department that is emailed to subscribers? Brian replied we send information via the First City Connection, but nothing that is just our department. We use social media to get the word out. Brian also mentioned the new magnet being made with our youth sports registration dates and some of our special event dates listed. It also includes a QR code that will take people directly to the Parks and Recreation website page.
- Jeff Porter:
    1. Jeff echoed Jennifer saying he also did not know about the plans for a disc-golf course at Havens.
    2. Jeff had questions about the concrete barriers at Havens. David and Brian explained the need for the traffic limitations to ensure overall integrity of the land, amenities, and safety at the park. Jeff suggested maybe doing a study of what is the use for Havens and possibly get more amenities geared to drive use of the park. Brian explained the park has the new restrooms, trails extensions, and paved pathways to bring people there, but it does not necessarily mean there should be playground equipment and splash pads at every park. It is a good natural park location.
    3. Noticed that Cody has pickleball lines on it, and is excited about the new project for dedicated pickleball courts to be installed.
    4. Finally, a suggestion for a CIP item – the sidewalk on Ottawa on the south side of the ball fields at Sportsfield needs to be considered for upgrading to a larger sidewalk.

**Next meeting** – Monday, April 8, 2024