

Leavenworth, Kansas, Parks & Community Activities Advisory Board

Minutes of Monday, February 12, 2024

Meeting called to order – Members in attendance Dave Davis, Jennifer Brenneman Tobey, Shelly Cannon, Wendy Sachen, and Jeff Porter.

Board Member Appointments –

- Jennifer Brenneman Tobey and Stephanie Ingels were renewed as members for three more years.
- An open board seat that must be filled by a member of the Convention and Visitor's Bureau committee is open. We have an eligible applicant, Marianne Tennant, and her application will go before the City Commission later this month.

River City Community Players (RCCP) President – Ron Mazzia's term as the RCCP President expired. The new President is Melanie Marcec. She will be attending Park Board meetings representing the RCCP for the next two years.

Approval of Minutes – November 2023 and December 2023 minutes were approved.

Staff Reports

Tabor Medill – Recreation Program Supervisor

- Bitty Basketball is done. Everyone seemed to have a good time.
- Youth Basketball – A few weeks away from finishing this sport for the season.
- Adult Men's Basketball – A total of eight teams, program runs until March 24. Program is going well. Tabor is asking two teams who are in graduating classes at the University of St. Mary to recruit members of their programs to participate again next year.
- Adult Softball for the spring will be affected by the work being done at Cody Park. We are offering the teams that register three options to choose from to be able to have spring ball. 1) Play "Chicago" ball at Hawthorn. 2) Play a Saturday league at Eagles. 3) Play a Sunday league at Eagles.
- Jeff Porter asked when we get the fields ready. We will be starting field prep soon to allow for spring adult ball and if we hear from Pleasant Ridge, have the fields ready for them.

Nancy Baker – Aquatics and Special Events Coordinator

- We had five people take our December lifeguard class and all five of them are in the hiring process.
- We had to cancel Winter Session 2 Swim Lessons due to staffing shortages during this time of year. We will have to reevaluate for March classes as the time approaches. We have plenty of WSI (Water Safety Instructors) on staff, but they are in school with sports and activities, so it is hard to offer the classes during the school year.
- New chaise lounge chairs were delivered to Wollman Aquatic Center. We are replacing a set number of chairs each year to keep equipment in good shape. We started in November, and with this recent delivery, we have 40 new chairs.

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- **Special Events:**

- Daddy and Me Sweetheart Tea sold out the weekend before the event. The event was held on February 4. Thanks to the National Honor Society students who volunteered to help with the event.
- Coming up, our annual Easter Egg Hunt and Festivities is coming up on March 23. Our 10,000 eggs are ready. We need a face painter and some volunteers to run kids activities.

Tammy Metzgar – Riverfront Community Center Manager

- Events –
 - March, April, May, June, and July – all Saturdays in the Riverview are booked.
 - September 21 – Camp Leavenworth shows as “open” but we do not reserve rooms during the festival weekend since all of our resources are otherwise engaged.
 - October is booked except for the first weekend, which is when the large fundraiser for the Leavenworth Historical Society is here, so again, all resources are otherwise engaged.
- Phone calls and emails are constant for events being booked in all of our rooms.
- For fitness, we have ordered a new multi-hip machine to replace a broken one. It should arrive in 5 to 6 weeks. Also getting bids for the top three machines being used in the weight room so we can see about adding them to the CIP for the coming year.

Melanie Marcec – President, River City Community Players

- *Into the Woods* is going well. Shows are March 1, 2, 3, 8, 9, and 10.
- *The Miss Firecracker Contest* will have auditions on March 4 and 5.
- We had a productive cleanup day.

Brian Bailey – Deputy Director

- Reporting for David Sommerla – staff has been busy watering trees, cleaning picnic tables, pruning, etc. Removed four trees from Cody to get ready for the new project. We also hired a new Park Foreman, Kenny Irlmeier.
- As Deputy Director - busy working on bids for new projects, which will be discussed later in the meeting.

Old Business

- **Project Updates** - provided by Steve Grant and Brian Bailey
 - **Stubby Park Shelter** – Project is completed.
 - **RFCC Asphalt Shingle Roof** – Waiting for downspouts out front to be installed, then project will be done.
 - **Parks and Recreation Administrative Office Move** – Continuing to work with Sands on the design. The layout has been finalized. Working on interior design including where the data ports and electrical outlets will be placed.

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- **Sidewalk Replacement in Various Parks** – Baker Construction started at 10th Avenue. They will bounce around to Haymarket, the Arborway, David Brewer Park, and other places. Want 10th Avenue done before the Easter Egg Hunt on March 23.
- **Sportsfield Trail/Access Road Replacement** – Once Baker finishes the project above, they will start this project.
- **Cody Park Sports Court Replacement** – We opened bids last Tuesday. Sands Construction won the bid for this project. One big change from the original plan is to put the basketball court on the north side of the drive entry and allows eight pickleball courts in the current tennis court/handball court area. Shelly Cannon asked once they get started, how long to complete the project. Estimated 6-months. Hope to have open by the fall.
- **Riverfront Community Center Pool Women’s Shower Remodel** – Project completed. Just did the shower area, no lockers. New tile, new lights, new trim.
- **Naming of Skatepark “Cody James Clark Skatepark”** – City Commission approved the renaming of the park. The sign is ready. We will be doing a dedication later this spring, mid-to-late April.
- **Skatepark Expansion Discussion** – A request was made to see about expanding the current skate park, which was built in 2009. Now, concrete bowls are what you see at most skate parks. The area to the east of the current park was graded out in 2009 to allow for possible expansion. We mapped out an area 40’ x 70’ to expand possibly with a concrete bowl. There is a company that did the bowl in the City of Lenexa. Steve contacted them and was given a range of costs to start an estimate of what it would cost to expand to the 40’ x 70’ area. This will go to the City Commission on February 20 for a study session. If we want it done this year, funding will have to be pulled from somewhere. There is a project on the books that will closely match the funds. Wendy Sachen asked if there are any options for roller bladers or roller-skating, like a track or a circle around it. Shelly Cannon commented that roller skating is making a comeback. Brian Bailey replied we are limited due to the drainage ditch, but Steve Grant said it may be considered for the next expansion. Dave Davis asked if the new would blend in with the old. Steve replied that it will come up right against the existing park and skaters would be able to go right into the bowl. Jeff Porter asked how the City is protected against personal injury, Steve replied “signage”, basically “skate at your own risk”. Steve asked for the Board’s thoughts on shifting funds from Southside Park (slated for this year) to the skatepark expansion. Board is leaning towards skate park, but do something for Southside in the future.

New Business

- **Budget Calendar and CIP:** It is that time of year. 2025 operating budget is due in April. Budget calendar and CIP requests are in the Board folders. CIP requests are due March 29. Steve asked the Board to let us know if they see or hear things that should be considered. Budget meeting with Administrative Staff and the City Commission is slated for June 28. Jennifer asked if there was any more talk of Gazebo Park. Steve replied we started the

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preliminary designs this week. Brian and Steve to meet via Zoom. Dave Davis asked about getting items for Camp Leavenworth, like a permanent stage. Steve replied that the contracted company who puts on the festival takes care of all of that.

- **Filled Positions:**

- Kenny Irlmeier, new Park Forman (mentioned earlier)
- Charles Fitzhugh, promoted from full-time maintenance to Maintenance Supervisor to replace Chuck Phillips. New full-time maintenance position is being posted.

Other Business –

- Jim Mathis stopped by the Administrative Office and let us know that John Reichley says hello.
- The loss of Marcella Williams was a shock. Her husband will be doing a celebration of life this spring. Steve will keep Board members updated.

Next meeting – Monday, March 11, 2024