



ADVISORY BOARD MEETING AGENDA

Tuesday, February 23, 2016

6:00 PM

Irene B. French Community Center Conference Room

1. Roll Call/Attendance Kathy Stull
2. Public Comments Kathy Stull
3. Approval of January 26, 2016 Minutes Kathy Stull
4. Staff Reports
  - a. Director's Report Anna Slocum
    - i. Project Update
    - ii. Shawnee Mission North Dream Team 5K Update
    - iii. Park Signage Update
    - iv. Park Facilities Master Plan RFP Update
  - b. Assistant Director's Report Dave Smothers
    - i. Heartland Art Exhibition Update
    - ii. Farmers' Market Season Update
    - iii. Brown Park Pavilion Update
  - c. Recreation Supervisor Report Sara Thompson
    - i. Yoga in the Heartland Flyer
    - ii. Turkey Creek Festival Report
    - iii. Daddy Daughter Soiree Report
5. New Business
6. Other Business
  - a. 2015 Year End Video Anna Slocum
7. Adjournment Kathy Stull

Distribution:

Board Members: Leary, Downey, Howard, Heffron, Stull, Fowler, Duft

Mayor Sissom

City Council Members

Phil Lammers

Chris Engel

City Clerk

Anna Slocum

Dave Smothers

Sara Thompson

Ingrid Berg

CITY OF MERRIAM PARK AND RECREATION  
ADVISORY BOARD MEETING MINUTES  
Tuesday, January 26th, 2016  
6:00PM

**Roll Call**

The January meeting of the Merriam Parks & Recreation Advisory Board was called to order at 6:04 pm, by Chairperson Kathy Stull. Board members in attendance included: Tom Heffron, LaVera Howard and Thelma Fowler. Katie Leary and Suzanne Downey called in with conflicts. Hailey Duft was not in attendance. Staff members in attendance included: Anna Slocum, Director; Dave Smothers, Assistant Director; Sara Thompson, Recreation Supervisor, and Ingrid Berg, Assistant Program Coordinator. Also in attendance were members of the Shawnee Mission North Dream Team: Oluoma Obi-Mission, Kansas; Shannon Wray-Overland Park, Kansas; Edan Belihu-Shawnee, Kansas; Becky Sandhaus-Leawood, Kansas and Meaghan Pogorek- Overland Park, Kansas.

**Public Comments**

There was no one present for public comments.

**Approval of Meeting Minutes**

LaVera Howard made a motion to accept the November meeting minutes and Tom Heffron seconded the motion; motion was approved unanimously.

**Staff Reports**

**Director's Report**

Northeast Johnson County Park Passport Program

The six cities of Northeast Johnson County Super pass are again joining forces to offer a fun “scavenger” event in celebration of National Parks and Recreation Month. Each city is selecting a park that will be highlighted through this program. Participants will visit each park and answer questions or perform a challenge. After visiting all six locations and completion of the “passport” or “scavenger” list, participants will be entered in a drawing to win the grand prize of a 2017 aquatic center membership with Superpass or one of six Superpasses for the 2017 season. If not a “swimming” family grand prize will be a \$150 parks and recreation voucher for the city of their choice or a \$50 parks and recreation voucher. The City of Merriam will be providing a small token to anyone that returns their passport to our location. Staff has selected Brown Park with three questions to complete in their passport. 1. Name your favorite play feature; 2. Time yourself and the number of attempts it takes to complete a specific feature; 3. Answer a question about Esther Brown. The program will run July 1 – August 5 in order to provide six weekends to visit each of the six parks.

Fall 2015 Recreation Report

Included in the packet is the participation and attendance report for all events during the 2015 Fall Season. This is the first report to provide a seasonal comparison from 2014 to 2015. Although staff will continue to evaluate how this information is presented, the overall collection of data has been successfully refined. Although some sections do show a decrease; overall there was an increase in participation. Classes “blackened” out were not offered during that time frame, where as classes with a 0 indicate the program was offered but there was either no interest or in the case of Karate – the instructor decided to not offer the class after advertised.

2015 Annual Recreation Report

Also included is the Annual Recreation Report. Although there is no comparison to 2014 as the data was just beginning to transition in Fall of 2014 to the new format, staff felt it was worth recapping the year to show the total impact and participation through the year. Throughout the year, almost 49,000 took advantage of programs and events. Although no direct program to program comparison is available, the total participation can be compared which shows participation has continued to grow from 2014!

### Farmers' and Food Trucks

At the close of the farmers' market season and the Food Truck Events, there was a request to expand Wednesday events to include alcohol in the form of beer and/or wine from a local winery/brewery. The idea was presented to City Council to see if it was worth pursuing. They provided staff permission to continue investigation into the process. Currently, staff has researched the code and is working with the City Attorney to review. Once research is complete, staff will begin to develop a plan that will be presented to Park Board. It will be the Board's responsibility to make a recommendation to City Council for approval.

### **Assistant Director's Report**

#### Art Gallery Update

Beginning this year all exhibits will be opening the first Thursday of the month. The one starting February 4<sup>th</sup> is "Natural History" featuring the works of Shawn McConnell and friends. There were 74 artists entering over 200 works for the 20<sup>th</sup> Annual Heartland Artist Exhibition. Donna Yeager is the juror this year and she had the honor of choosing 100 of those for the show. She will also be teaching the Mixed Media Workshop Friday, February 26 and Saturday, February 27<sup>th</sup>. There is no exhibit scheduled for May therefore, during this time staff will be working on replacing the rest of the lighting with LED's and getting new window blinds. The new window perf is up as are some new lettering above the doors going into the north/new gallery space.

#### 2016 Farmers' Market Season Update

Applications, rules and regulations have been distributed to returning vendors. The deadline for application is February 19<sup>th</sup>. Returning vendors make up most of the market each year, with two to three new ones. The downspouts were replaced this winter and there is a possibility of getting a new dumpster enclosure to match the ones at Chatlain and the community center.

#### Parks Update

Staff is currently securing bid proposals for a shelter at Brown Park. It will be in the spot where the tennis courts are currently.

### **Recreation Supervisor's Report**

#### Sundown with Santa/Mayor's Tree Lighting Report

The weather was great for this event in December 2015. It was a wonderful addition to have both the East Antioch and Crestview Elementary school choirs there and the turnout was great. The "Minute-To-Win-It" games, glow bracelets, hot chocolate and dipped pretzels were all a big hit. There is talk of possibly getting/making risers for the speakers and carolers so they are more easily seen/heard.

#### Breakfast with Santa Report

The theme was Santa and was carried throughout the event details through the menu, decorations, and craft. There may be a sponsor again next year and then children will be free with a paying adult. Possible themes for 2016 are reindeer or gingerbread.

## 2016 Call for Musicians

There were 56 applicants for bands for special events. The following groups will provide music throughout the season.

Turkey Creek Festival: "Stateline Drive" (country), "The Keopeptones" (classic rock) and Percussion Magic (rhythmic percussion)

Party in YOUR Park: "Good Sam Duo" (rock/country), Anna Lee & the Lucky So and So's (swing/jazz) and "Bucket" Band (60s & 70s)

Summer Sundays: "Harbour" (classic rock) and "Blue Orleans" (jazz/blues)

Cruise Night: "Just Another Band" (classic rock)

Pool Party Palooza: "Michelle Hawkins Band" (rock/country)

Funday Sunday: "Kim & The Gasmen" (70s & 80s)

## Daddy Daughter Princess Soiree

The theme this year is "A Soiree in Paris" and it is scheduled for Saturday, February 13<sup>th</sup> from 5:30-8:30 pm. The picture booth background will be a borrowed Eiffel Tower and a Paris backdrop staff is working on. The stage will be more of a focal point with lights and tulle as well as helium balloons and other Paris items on the tables. To cut down on wasted drinks/cups each girl will be getting a personalized cup to reuse and then take home with them. Staff will be coordinating pictures again this year. Volunteers are greatly appreciated.

## 2016 Special Event Schedule

New events scheduled this year are: Yoga in the Heartland (9:30-10:30 am, Saturday, March 5<sup>th</sup>); an event honoring our volunteers (theme, date and time TBA); Tail Waggin' on the Trail (9:30-11:00 am, Saturday, April 23) and to celebrate Older Americans month, a High Tea Garden Party (12:30-3:00 pm, Sunday, May 1). There will not be a July or August Food Truck event. This year they will be May, June and September.

## **New Business**

### 2016 Board Election

Tom Heffron motioned to nominate Kathy Stull for a second term of Chairperson and LaVera Howard seconded; motion was approved unanimously. Katy Stull motioned to nominate Thelma Fowler as Vice Chairperson and LaVera Howard seconded; motion was approved unanimously.

### Shawnee Mission North Dream Team 5K Proposal

Members of the Shawnee Mission North Dream Team are here to begin the process to request a Special Event. There has been an initial meeting with the group, Parks staff and Police Chief to discuss a plan. It is the Parks and Recreation Advisory Boards job to determine if the proposed special event meets criteria to be recommended to City Council as an event to be considered for sponsorship. Consideration of approval will be based upon an appraisal of the information provided and the impact to the facility, area, adjacent property owners and the City. The event proposed is a 5K run to raise awareness on domestic violence as well as drug and alcohol abuse with proceeds going to Safe Home. The route would be the same course as the Turkey Creek 5K which is already a certified course. Merriam Police Department has donated their services for security. Ideally, the event would involve the community and surrounding businesses, as well as many of the other Shawnee Mission North clubs. The fee would be \$35 which includes a run t-shirt and chip timing. Advertising would be done through school announcements, information tables at school sponsored events, flier, posters, City of Merriam calendar and Merriam Parks and Recreation web-site. Sponsorship will be sought from local business for food or monetary donations and volunteers. The tentative rain or shine date is for Saturday, April

30<sup>th</sup> with volunteers arriving at 5:00 am, registration at 7:00 am and the race starting at 8:00 am. If the run is cancelled there will not be any refunds issues since it is a fundraiser. The goal is to have 150+ runners and 50+ volunteers. Registration will be done on-line through Skyward and KC Running Club. If approved, the group will need to present it at the next City Council meeting scheduled for Monday, February 8<sup>th</sup> at 7:00 pm at City Hall. LaVera Howard motioned to accept the proposal as presented and Tom Heffron seconded; motion was approved unanimously.

### New Park Signage Discussion

As part of the 2016 CIP program there are funds allocated to design and replace half of the park signs. Current signs are fading/ posts are breaking and several have the old logo. The first step in deciding what features the new signs should have. Various options were presented. Each member person received three dots to select a sign or feature of preference. There was a brief discussion regarding the features so that possible renderings can be made in order to start the selection process. Once narrowed down to the final option, staff will take the recommendation to Council. The consensus was to try to keep signs consistent and to go with stone or metal as it requires less maintenance.

### **Other Business**

#### Facility Steering Committee Update

At the last meeting on January, 7<sup>th</sup>, the Steering Committee finalized the RFP which was then issued to a large group of possible candidates on January 13<sup>th</sup>. Proposals need to be turned in by February 19<sup>th</sup>. At that time staff will work to narrow the submittals to the top five will be selected for interviews. The goal is to have a firm chosen by May 1<sup>st</sup> so they can see the pool before opening day.

#### Possible Writers Workshop

After talking with a neighbor, Tom Heffron asked if there has ever been any interest for a writers' workshop. Staff will make some inquiries with various contacts to explore the possibility of providing a program to meet this request.

#### Heating Issue

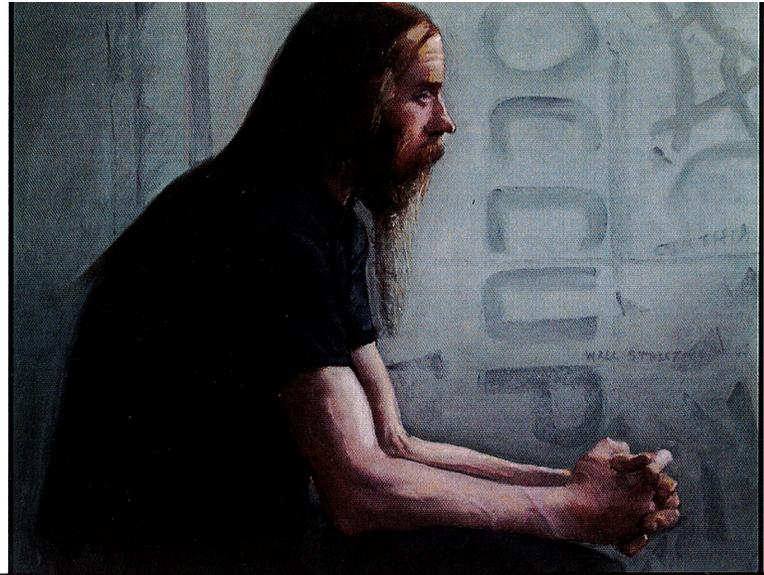
On Monday morning, staff discovered 8" of water in the mechanical room in the 1950 section of the building. The recirculation pump failed and water from the closed loop system filled the room. Staff, with the assistance of Public Works removed the water and a contractor was called to evaluate repairs. Emergency heaters were brought in to maintain some temperature and help prevent frozen pipes. The latest update:

1. The building is three separate systems – so everything other than the south end of the building has heat today. The contractor was able to isolate the seized pump.
2. Two pumps control the heat circulation within the building and both will need to be replaced as the second one is in similar condition as the seized pump. The third pump is operational and although initially there was concern it would need to be replaced, it was confirmed it is fine. The contractor is estimating 4 – 6 weeks to manufacture the second pump. At this time there is no cost estimate for the repair. In addition, there are other features of the system such as a pressure reducing valve that failed. In this case that is positive. The valve if functioning properly would have continued to push water into the system when the pressure in the line dropped.

### **Adjournment**

Thelma Fowler moved to adjourn the meeting at 7:54 pm and LaVera Howard seconded; motion was approved unanimously.





20<sup>th</sup> Annual  
Heartland Artist  
Exhibition

IRENE B. FRENCH COMMUNITY CENTER  
5701 Merriam Drive // Merriam, KS 66203  
913.322.5550 // [www.merriam.org/park](http://www.merriam.org/park)

MARCH 5 – APRIL 2

## 20<sup>th</sup> Annual Heartland Artist Exhibition

The Heartland Exhibit image is the 2015 Best in Show “Occupy Wall Street – Resident” by Diana DeSantis. This is a juried art exhibit featuring original submissions from all over the United States.

### GALLERY HOURS

Monday-Thursday	8:00AM-9:00PM
Friday	8:00AM-5:00PM
Saturday	8:00AM-4:00PM
Sunday	1:00PM-5:00PM

Please join the City of Merriam Parks & Recreation Department for the opening night reception on **Saturday, March 5, 2016** from **5:00pm -7:00pm.**

VISIT THE SHOW ONLINE AT [www.merriam.org/park](http://www.merriam.org/park)

SPONSORED BY  
City of Merriam and the Merriam Parks, Recreation and Community Center Foundation

*Tim Murphy*  
ART GALLERY

# YOGA

*in the*  
HEARTLAND

**SATURDAY, MARCH 5**  
**TIM MURPHY ART GALLERY**

**IRENE B. FRENCH COMMUNITY CENTER**  
**5701 MERRIAM DRIVE**

**9:30AM-10:30AM**

*Please BYOM—bring your own mat! Namasté*

**\$5// PERSON CLASS #12080360**

 /MerriamParks • 913.322.5550 • [www.merriam.org/events](http://www.merriam.org/events)

  
**MERRIAM  
PARKS**  
& RECREATION





TO: Merriam Parks & Recreation Advisory Board  
FROM: Sara Thompson, Recreation Supervisor  
RE: Turkey Creek Festival Update February 2016

The Turkey Creek Festival committee began meeting in January. The committee is comprised of Johnson County Park and Recreation District Antioch Park Maintenance Staff, Park Police, Fine Arts Staff, Overland Park/Merriam Fire Department and representatives from Merriam Public Works, Police, Parks and Recreation Department.

The committee strives to organize a special event that has something for all ages, new attractions that are free , interactive and attractive for families.

This year's festival is Saturday May 21<sup>st</sup> with the race beginning at 8 am at the Irene B. French Community, Lions Club Pancake Breakfast at Shelter #1 at Antioch Park beginning at 8 am and festival activities from 10:00 am-4:00 pm throughout Antioch Park. As in the past, staff will be seeking volunteers to assist the day of event.

Below is an update on several aspects of the event.

**Sponsorship:** Staff has sent applications to 56 businesses.

**Concessions:** There were applications sent to 19 vendors. Due to the various sizes of booths the festival can accommodate 13 vendors. This does not include the Lions Club, who -will once again be flipping pancakes at Shelter #1 beginning at 8 am.

**5K Run/Walk:** KC Running Club will be involved and chip timing will again be used. The City Graphic Designer is creating the run logo.

**Marketing:** JCPRD and MPRD have finalized Summer Highlights copy, bill board location has been secured at 63<sup>rd</sup>/I-35. On-line Marketing will include: Macaroni Kid, I-Family, KC Parent and new this year "Find It-KC". Staff is also going to try Dos Mundos and the City's new Pubic Engagement Manager is looking into new/alternative promotional avenues. Festival Photographers have been secured for the date.

**Kid Zone:** Favorites coming back include Jumpin J's Inflatables, A-Z Exotic Pets, and Pedal Boat rides by the Kiwanis. Staff enjoys the challenge of finding new entertainment each year. For 2016 this will include Say Cheez photo booth and Percussion Magic an interactive rhythm and music show. Staff has contacted the new manager at Home Depot for confirmation of their involvement with a wood craft.

**Logistics:** The shuttle agreement with First Student is complete, 10 golf carts/one flat bed cart are secured, porta potties/ hand wash stations are reserved, Lee Jeans has once agreed to be the Festival Parking area. There will once again be a ATM at the top of the concession area.

**Music:** The Boomer Wagon from KCMO will be the main stage with Box of Chalk running sound. Musical Entertainers are State Line Drive (country) and The Kaopectones (classic rock)

**Summertime Arts & Crafts Show:** This portion of the festival is coordinated by Johnson County Park & Recreation District. They are working to attract a variety of vendors with unique wares.

## Special Event Evaluation Form

**Event Name:** Daddy Daughter Soiree'

**Date:** Saturday February 13, 2016 **Location:** Irene B. French Community Center, Gym



**Number of Registrants:** 49 couples/7 additional girls      **Number of participants:** 105

**Ages:** 4-12      **Cost of Event:** \$ 45 per couple/\$10 additional early bird thru February 5  
\$50 per couple/\$15 additional February 6 - 12

**Total Revenues:**    **\$2,380.00**

**Expenses:**

<b>Meal:</b>	\$374.69
<b>Entertainment:</b>	\$912.00
<b>Photo Supplies:</b>	\$206.53
<b>Decorations:</b>	<u>\$395.18</u>
<b>Total Expenses:</b>	<b>\$1,888.40</b>
<b>Net:</b>	<b>\$491.60</b>

**Special Items Needed:** Steam trays, utensils, photo holders, camera, back drop, list of registrants, tables, chairs, trash cans with covers, sterno's, lighter, decorations, etc.

**Modes of Publicity:** Winter Highlights, flier at parks, flier sent to: past Dad Daughter attendees, IBT, Shawnee Mission Medical Center, Lee Jeans, Seaboard, PTO groups, Community Calendars Channels 4 & 41, Prairie Village post, poster at Community Center, lobby tv, face book, website, outdoor electric sign, NE Chamber Monday Brief.

**Committees/Volunteer/Staff:** *Volunteers:* Greta Berg, Deb & Thomas Long, Megan Smothers *Staff:* Ingrid Berg, Kayt Dahn, Dave Smothers, Sara Thompson

**Strengths:** DJ was excellent with group involvement and music selection, Photographers also were professional and affordable, Encore of Shawnee let us borrow Eifel Tower, cookies (poodles, postcards and Eifel towers) were cute. Stage decorations and photo booth carried the Paris theme without lot's of time and expense. MENU: chicken nuggets, veggie trays with pickles/olives, bagel bites, pretzel wrap mini dogs, cookies and chocolate kisses, water, lemonade

**Weaknesses:** Not every couple was in the gym to hear announcements. It is imperative that all volunteers/staff are in place half hour before start of event due to early arrivals. ONE staff member only to coordinate limo rides, don't allow couples to trade, form was incorrect which also made a snag in limo ride schedule. List of registrants, keep all the same format, either by last name first OR daughters first name, then last name, it was confusing.

**Opportunities:** New this year each girl received a personalized cup. Not only was it a take away but a recycling measure. Taking the photo cards to Walgreens rather than printing here is an idea we may want to continue in the future. DJ prefers to be on floor rather than stage for group interaction.

**Thoughts:** Candy/snacks on individual tables not necessary. There are many organizations that offer Daddy/Daughter events during the month of February, we are unique with the limo rides and changing our theme yearly.

**Possible themes for 2017:**

Under the Sea sort of like Little Mermaid

Fiesta have a Zumba teacher lead some dances, serve taco's, one activity could be piñatas