



## **ADVISORY BOARD Meeting Minutes – January 10, 2006**

**5:30 p.m.- The Maple Room**

Board members in attendance were Dick Fuller (acting Chair), Mark Mergen, Amy Vlastic, Jacquie McKinney and Steve Martens. Staff members in attendance were Chris Claxton, Sara Dinkel, Kim Curran, Dan Mahanke, Brock Shafer, Logan Wagler, Jeff Peterson, Brian Anderson, and Lindsay Youle.

Dick Fuller called the meeting to order at 5:55 p.m. Jacquie McKinney moved to approve the December 13, 2005 meeting minutes and Mark Mergen seconded the motion. The meeting minutes were approved.

### **I. Staff Reports**

Kim – Kim reported she was taking applications from returning staff and already has close to 60 positions filled. She reported working toward reconciling RecTrac with the finance department and updating WebTrac information. The Salaam Shalom dinner is coming up and they are expecting up to 600 people. This interfaith dinner is comprised mostly of Arab Christians, Muslims, and Jewish denominations. The dinner is scheduled from 5:30 to 8:30 on Sunday, January 22, at the Lodge.

Kim reported they are in the process of implementing background checks for volunteers and part-time or seasonal staff who work with kids. Kim said she was also working on year-end-reports.

Dan – Working on year-end reports and gearing up for the next soccer season, registration deadline is next month. Working on the summer soccer camps and was glad the Wizards had committed to the program for another season. Also working on a youth task force committee and will be presenting on this at a session for the KRPA conference.

Lindsay – Working on Daddy Daughter Date Night and the theme this year is 1970's and is encouraging the staff to dress up. The event usually sells out. Also working on Mom & Son's Sports Night coming up April 21 at the Lodge. We are trying to place more emphasis on sports this year than the dance.

Eggstravaganza is scheduled for April and planning is underway. The National Bank of Kansas is underwriting the event this year so it will be free of charge to participate and a nominal fee for the hot dog lunch. The Kiwanis have committed to do the lunch for the event.

Brock – Brock reported holiday camp attendance was down some from last year. This may be due to the fact the all the camps were held after the holiday. Gearing up for a new round of classes. The Spanish class will be meeting on Saturday for children and on Thursday evenings for adults. Also working on End-of-Year Reports.

Logan – Reported he too was working on Year-end-reports and hiring another recreation attendant, Amanda Gaunt. The Saalam Shalom dinner, the Mayor's State of the City speech and the KPRA facility tour are all upcoming events at the Lodge. Logan reported that a number of staff are returning for this summer's camps. He will be finalizing the material choices for the Oak Room flooring replacement project and have decided on a wood-looking vinyl flooring product. Dick Fuller asked what the flooring was like and Chris went on to explain that it looks similar to a hard wood floor but much more durable and cheaper on maintenance while maintaining a quality look and feel. Logan added that the flooring will give us more options in the Oak room. Dick asked if the floor was cushioned and Logan said yes.

Jeff – Jeff reported he was working on End-of-Year reports and marketing for the upcoming cabin rental season. Steve asked if they were heated and Jeff told him no. Jeff went on to report he was working on getting in program instructors who are able to teach the programs he is unable to teach himself.

Brian – The Christmas tree recycling program is working at three sites and will continue until January 27. The staff is focusing on litter removal along creek banks and parkways. In the process of cleaning up Ironwoods and redoing the cabin road. The original road didn't hold up well and the new road will be 4" thick of asphalt. The split rail fence went up at Ironwoods and looks great. In the process of moving the entry sign at Ironwoods. Expecting the Lodge drive plans from Continental tomorrow. The plans will widen the lodge drive, address the run-off, and improve the dumpster area. Preparing for the KRPA lunch and facility tour out at the Lodge, then on to the Johnson County Arboretum and the Deanna Rose Farmstead. Jacquie asked Brian why there are flashing lights on the east side of Mission Road as you approach the park and not the west side? Chris added that the stretch of road through there could also use a guardrail because the trail comes so close to the road. Dick added that the entrance to Ironwoods is so dark and thinks they could use some overhead lights because the turn into the park is hard to find. Brian suggested fresh paint along the road side and Chris thought reflective tape in the crosswalk would be helpful too. Brian also mentioned that there is no speed limit sign in the park and Chris said we need to put this in a memo to the Police.

*April Bishop joined the group at 6:15. Chris introduced April to Steve Martens.*

April – Updating Cultural Arts information on the web site. She explained to the group if you plan on attending the symphony event April 28th you will need a reservation and that spaces are filling rapidly. Dick asked April where the event was being held and April said the Church of the Resurrection and that Country Club Bank is the sponsor.

Chris – Chris reported that she has received an official request and a possible petition for an off-leash dog park in Leawood and she will have it at the February meeting.

Chris said she told the requestor that they would need to have backup information (facts) that can be presented. April shared with the group how she has recently learned about some of the long-range implications of doing something like this. Chris added that she has been to several sites across the country when attending annual NRPA conferences over the last 4-5 years. Amy asked the group where would we put a dog park? Chris mentioned that there was potential to acquire 10 acres of land from Hallbrook and that may be an option.

Chris also reported that she was working on KRPA conference functions and preparing for the staff budget meeting for 2007. The first staff budget meeting is scheduled for January 31.

We have developed a new logo design and will share with the group next meeting, and working on branding and re-branding and possibly a new tag line.

Chris also reported that the POS at Ironhorse is up and running and the construction slated for the golf course has been postponed to 2007. Steve then asked if they are planning to do all the greens and Dick said possibly. This has yet to be determined.

## **II. Work Session**

Chris asked to hear from the committee members about the work session held January 3, 2006.

Amy - Thought the session was positive concerning the needs assessment and felt everyone was supportive. Amy said the council was questioning the need for the assessment study.

Chris added that maybe we should approach the need for the assessment in pieces. First define the need for an assessment and then budget that into the master plan which then could lead into the determination for a community center. Dick said that the meeting itself demonstrated how much a need there is for an assessment study.

Jacquie - Reported that she thought excellent comments were made to support the need to plan in advance as well as the recommendations about the availability of land, whether you use an existing facility or consider land that is currently being used for something else.

Chris said 8 potential sites for a recreation center have been defined and asked Mark Klein of the planning department to confirm the acreage associated with each site.

Dick asked what do we need in the way of square footage for a community center. Chris said probably 50,000 or 60,000 square feet. Of course that would depend on what was included in the facility amenities, which has yet to be identified.

Jacquie commented on the need for taking in consideration the demographics of the city and to be sure the seniors are included. She also mentioned most of the seniors live in the northern part of Leawood.

Steve – Commented that the meeting got off on a tangent of the community center. Instead of focusing on the benefits of the needs assessment the topic turned to the

need for a community center. Steve added that we have been “working by the seat of our pants” and the discussion about an assessment got hung up on the topic of a community center.

Steve then asked Chris if the assessment was to come out of the Parks and Recreation budget. Chris said that is a possibility but has had no further conversation about it since the work session.

Dick added that the needs assessment is for longer term goals and is very necessary if we are to plan for the future.

Dick made a motion that staff move on a Needs Assessment Study funded from the 2006 budget as soon as possible.

Amy seconded the motion.

The motioned was unanimously approved.

### **III. Recommendation for Project Management Services for the Construction of Bath House, Playground Restrooms and Maintenance Building at Ironwoods Park**

Chris reported on Design Senses’ proposal and scope for the maintenance building, camp area restroom/bath house, and restroom by the playground. Chris said she had discussed it with Joe to determine if they need to get the use of the consultant on a future agenda for the Public Works committee. Chris said she would share with Scott Lambers what benefits Design Sense can add to the project.

Design Sense did express concern whether we had enough budgeted to do all the work planned. Design Sense said they would work closely with us to minimize our risks. They asked for 3% for their fee and they would work closely with them to limit the change orders and keep the costs in line. The project definition and pre-meeting information is outlined in the proposal to Chris. Their services would also include interviewing the firms for construction.

Brian said Public Works did it this way for the Public Works complex. Brian also said by using Design Sense we would not have to manage the project. Chris said we want to minimize our risks by using the consultant. She has been including Joe Johnson, public works director, in the meetings and he is in agreement that this would be a good option.

Dick and Greg both agreed that there would be strong support to use Design Sense, or a company like them. Dick added especially since the other two projects we’ve been involved with, I-LAN and Ironwoods didn’t go all that well.

Mark asked who else provides these types of services and Brian said ACI is another group.

Dick questioned if it was the board’s responsibility to recommend Design Services?

Steve added he would not be comfortable recommending Design Services specifically, but would recommend using a firm that provides these types of services.

Steve then added that we can and should endorse this approach.

Discussion ensued and the board concurred that the staff use a project management consultant in building these facilities at Ironwoods Park for the purpose of getting a good contract, managing the risk, and ultimately having them serve as construction managers in the second phase.

#### **IV. Next Meeting Date**

The group decided that the next meeting be held on Tuesday, February 21.

*Amy asked about Lou's comment concerning the amphitheater during the council meeting. Chris said she would get back to the group on this topic later.*

Jacque moved to adjourn the meeting.

Amy seconded the motion.

The meeting adjourned at 7:15.

Respectfully submitted,

Chris Claxton, Director  
Parks and Recreation Department