



ADVISORY BOARD Meeting Minutes – November 14, 2006

5:30 p.m. - Maple Room

Board members in attendance were Steve Martens (Chair), Mark Mergen, Jacquie McKinney, Bob Wright, Amy Vlastic, Karen Reimer, and Council Member Dr. Greg Peppes. Staff members in attendance were Chris Claxton, Kim Curran, Sara Dinkel, Dan Mahanke, Brock Shafer, Jeff Peterson, Lindsay Youle, Brian Anderson, April Bishop and Jackie Zinselmeyer.

Steve Martens called the meeting to order at 5:50 p.m. Jacquie McKinney made a motion to approve the September 12, 2006 meeting minutes and Mark Mergen seconded the motion. The minutes were approved unanimously.

I. Staff Reports

Kim - reported that we are planning on having WebTrac, the on-line registration feature of the RecTrac software, up and running by December 4. She also said she had been working on review/revising the departments cash handling policies again.

Bob asked how the season ended for the pool and Kim shared with the group that the number of season passes sold was up from last year and the daily admissions sold were down from last year. Overall the pool revenue was up \$16,000 over 2005.

Lindsay – Lindsay reported that Freaky Fall Fest was a big success and the weather was great. Attendance was up and we sold 100 more wrist bands than last year. We may want to try some new things next year to curb the lines for some of the attractions like a \$1 charge for the Haunted Hayride. We may also want to consider additional attractions to help ease the demand on the ones we already offer.

Lindsay also reported that Holiday Lighting is scheduled for Tuesday, November 28 at 6 p.m. and Breakfast with Santa is scheduled for Saturday, December 2 at 8:30 a.m. and 10:30 a.m.

Jacquie McKinney asked Lindsay if we charge the people who participate in “Trunk or Treat” and Lindsay told her no. Lindsay explained that we send out a lot of invitations/request to area businesses asking them to participate, but we look at the participation as a supplement to our event. Bob Wright said that he thought the participants seemed to be gone or ran out of treats pretty early on in the event. Chris said maybe we should require them to stay until 8:30 p.m. Lindsay said that they are supposed to do so and she thought that the majority did, unless they ran out of candy.

Mark Mergen said that judging the costume contest was hard and the competition was tough- there were so many great costumes and lots of kids.

Lindsay then told the group that we were holding two sessions for Breakfast with Santa and Jacquie asked how much were we charging. Lindsay said we were charging \$10 for residents and \$12 for non-residents. Chris said there will be other activities going on at the same time and that both the Oxford School and the Nature Center would be open for a holiday event and tours, respectively. Lindsay also added that we have partnered with the Johnson County Library to host a story time during each session of breakfast with Santa.

Jackie – Reported that the Lodge is booked every Saturday next year and throughout May of 2008. She also reported that we are looking into extending the hours till 12:30 a.m. for both the Oak Room and the Lodge. Steve asked what % of the bookings are weddings and Kim said 75%. Steve then asked how does the fee increase affect rentals when they are booked so far in advance? Kim answered that we book with the understanding that there could be an increase in the cost for the rental.

Brock – Reported that he is busy working on Holiday Camps and preparing for the field trips that are a part of the camp. He reported that he is also busy working on trying to develop some type of cooperative relationship with a neighboring golf course to help fill the void in our summer golf programs for kids during the closing of Ironhorse.

Dan - Wrapping up the fall soccer league and the awards and pictures have been distributed. Dan also reported that he is working on closing out and winterizing the concession stand and the ice machine.

Bob asked Dan “what percentage of use does the soccer fields get, are they booked 100% of the time?” Dan said they are pretty well booked by teams in our league but not all the time. Dan also said that Wednesday, Thursday, and Fridays are heavily booked with practices and the fields are booked on the weekend for games. Bob then asked Dan if the flat areas at Ironwoods Park are booked and is there a need for those to be commissioned full time as athletic fields. Dan explained that those areas do get utilized some for practices. Steve Martens then shared with the group that he was of the understanding that the neighbors near Ironwoods did not want those areas being used for organized sports play. Bob asked how many fields are there out at Ironwoods and Chris told him its set up for two. Chris also added that we can permit these areas if we wanted to.

Bob then asked the group if we have too much demand for our fields and are in need of more fields and Dan said we have enough fields for now.

Dan then brought up the topic of the sports field at Tomahawk South Park and how as a result of the Crate and Barrel construction there will be improvements to the sports field in this park. Dr. Peppes asked if they were going to coordinate these improvements with Dan so it doesn't impact his need for the sports field. Dan said he said he hoped they will coordinate the work with his schedule and he thought Crate & Barrel would make some good improvement to the area.

Jeff – Jeff reported that he just attended the NAI Conference and found it to be an excellent conference to learn about trails, nature centers, inside exhibits as well as outside exhibits.

He reported that he is working on the following

- Interactive software for the Nature Center

- New fish for the aquarium
- Bubbling rock and gardening pool
- Bird feeding area
- Possibly getting mail delivered to the Nature Center
- End of the season cabin meeting
- Numbers were up this year in cabin reservations at almost 100% for Friday and Saturday night bookings

Jeff said he gets a lot of requests for tent camping and cold weather camping. Bob asked what was the City's responsibility in case of bad weather during camping and Jeff said they can come in and stay in the Nature Center.

Chris said that during these up coming months we try and plan for any necessary maintenance to the cabins.

Bob said that if the costs were minimal why don't we let them camp during this month and Chris said it gives us a break in the season and that the cabins weren't really designed for year round use. Chris did tell the group that with the addition of the bath house and restrooms that maybe this may change in the future. We could also consider tent camping for scout groups after the cabins close.

Steve asked if there was an orienteering course set up and Jeff said we do not have a permanent course but are looking into a scavenger hunt program. Jeff also said he would consider a small maintained dirt trail to encourage people to venture back into the woods. Chris said she thought a small dirt trail would be easy to do.

April – Listed the things she had been or will be working on as follows:

- A successful studio tour last Friday hosted by the Arts Council
- An in-house forum on this Saturday to determine sculpture sites and new arts projects
- Loopi lighting still a problem and possibly repainting the pole
- Tomahawk Creek Sculpture sites
- Porch Lights Project is permanently on hold
- The new justice center and an art presence
- The wall at the Lodge and Kansas City Art Institute students providing fiber art
- Leawood Stage Co., doing Music Man and have already secured a director and music director

April did report that unfortunately not only is the Leawood Stage Co. doing the Music Man but so is Shawnee's Theatre in the Park. April said the Music Man did not appear on Theatre in the Park's original list when we were deciding what to do this summer. We also personally called them and were told that Music Man was not on their list for consideration. April also reported that she and the Stage Co. were disappointed with this development.

Mark asked if there is a lot of cross over between Theatre in the Park and the Leawood Stage Co. and April said yes especially in the area of casting. She also expressed that this is an aggravating situation because we went as far as to poll our audience as to what production they wanted to see next summer.

Chris – Chris reported on the tree incident out at Ironwoods Park where as a resident cut down two trees that had been fenced in on their side of the fence. Instead of following the property line the resident followed the fence line in a place where we were forced to fence around a tree because of its proximity to the fence line. Chris explained that she gave the facts to the City Administrator and was directed to turn it over to the Police and the Prosecutor.

Chris also reported on the up coming shortlist interview for the Design/Build contracts out at Ironwoods Park. We will be interviewing the two firms who responded to the RFP.

Chris told the group the Winter/Spring program guide is scheduled to go out later this week.

She also reported that she is working on the Golf course projects. We sent back a lot of inventory and will be receiving credit for this merchandise and will be holding a sale next week.

II. Trail Use Policy

The group discussed the options for a trail use policy. Staff looked at what was discussed at the October meeting and made the following recommendation:

Indian Creek and Tomahawk Trails (Primary Trail system with multiple entrance points)

- Must apply via special event permit
- Must conform to being for beautification or educational purposes; or for City sponsored events and maintenance
- Limited to 100 participants
- Must remain open to the public at all times
- Must have permit during event as issued by the Director
- No fees

Ironwoods Park (Loop trail with limited entrance points)

- Must apply via special event permit
- Must supply a detailed plan of the event with permit application
- Considered on a “case by case” basis
- Must provide insurance coverage with City as additional insured
- Event must be posted 14 days prior to implementation date
- Limit of 50 for bicycling and 100 for walking events
- Cycling events cannot be a race format
- Group to supply personnel to man entry points and blind spots.
- Must have permit during event as issued by the Director
- Fee - \$150 per event
- Additional fees may apply (police support, shelter rental, portable restrooms, etc.)

Karen made a motion that we accept the trail use policy as generated above by staff Mark Mergen seconded the motion. The motion was then carried unanimously.

III. Recommendation for 2007 Fee & Charges

Kim handed out the 2007 Proposed Fee Schedule.

Chris explained how it is important to evaluate fees annually and to consider our costs as well as the market. Chris also explained that Overland Park, Olathe, Shawnee and Lenexa will be the cities looked at with the consultants, PFC.

A few changes were made such as pool rentals were now going to be available to not only residents but also to pool pass members and the definition of family size has changed. There is also a new chair rental policy for the Lodge/Amphitheatre events.

It was also noted that the changes in the Golf Course fees were already approved by the Council because of the timeliness surrounding the Course's winter rates.

Amy motioned to approve the new rates/fees for 2007 and Jacquie seconded the motion. The motion was approved unanimously.

IV. Cost Recovery Study for Services Provide Update

Chris shared with the group the format of the report PFC will be compiling once their data collection is complete. Chris said that staff would create a pricing policy and present it to the December Park Board in a rough draft format. The policy will be very specific about our fee philosophy and will give the Governing Body and the public more information pertaining to the services we provide, the fees we charge, how we are paying to provide these services and why we are doing these things.

Karen asked Chris if the Board could get a draft before the next meeting.

Chris also informed the group that the Council has passed an ordinance that would not allow for the carrying of concealed weapons in City Parks or on the City's trail system.

V. NRPA Congress Report

Tabled until next meeting.

VI. CIP – 2008, Shelters A & B

Chris asked the group if they want to consider renovating shelters A & B? These shelters were not part of the park renovation and are need of roof replacement so we might to consider replacing them with a larger single shelter with a restroom attached- similar to the Lion's shelter buy perhaps a little smaller. Chris added that she thought it would cost between \$125,000 and \$150,000.

Karen added that she thought the sooner we could get this accomplished the better.

VII. Holiday Party and Gathering

Chris said the meeting will need to be changed to Wednesday the 13th because of a conflict with the Council Member's calendars. The group agreed to Wednesday December 13 here at City Hall.

VIII. Misc.

Greg asked Chris how long will the parking lot work at I-Lan take and Chris said 30 days.

Jackie asked what the status was of GEZER Park and Chris said it is being planed to restart the meetings of the planning group soon. The art for the east side has been commissioned and the artist will start soon. She will check with Scott to see if we should proceed with design in 2007 and construction immediately following

Bob Wright made a motion to adjourn the meeting. Mark seconded the motion. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Chris Claxton, Director
Parks and Recreation Department