

# **Leavenworth, Kansas, Parks & Community Activities Advisory Board**

## **Minutes of Monday, March 10, 2025**

**Meeting called to order** – Members in attendance Dave Davis, Steve Zamora, Chuck Johnson, Kara McDaniel, Wendy Sachen, and Marianne Tennant.

**Welcome New Staff Member** – Patrick Clark is the new Supervisor for Aquatics and Special Events. Patrick has been with the City since he was 15 years old and was promoted from Aquatics Manager to this position. Welcome, Patrick!

**Approval of Minutes** – February minutes were approved.

### **Staff Reports**

**Tammy Metzgar** – Riverfront Community Center Manager

- Coming up:
  - Rotary Irish Stew
  - Relay for Life Kickoff
  - USPLK Annual Meeting and Dinner
  - Pipeline Safety Meeting
  - Dark River Artifacts Show
  - A couple weddings, a couple birthdays, and a lot of baby showers.

**Patrick Clark** - Aquatics and Special Events Coordinator

- Turned in request forms for CIP Projects
- Working through files left by my predecessor to learn and organize for my new position
- Attended a recruiting event at Leavenworth High School to recruit for lifeguard class coming next week. Questions were asked if we were hearing anything about Lansing's new pool, if our pay is competitive, etc. The Lansing pool is still supposed to open this year. They are paying more, so we may have challenges keeping guards, but we can offer year-round work, pay differential for swim lesson instructors, and possible reimbursement for the cost of the lifeguard class if criteria is met.
- Special Events
  - Brian Bailey handling the Easter event on April 12.
  - Starting his first special event with the Touch-A-Truck event on May 7.

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

- *A Funny Thing Happened on the Way to the Forum* had 613 in attendance over 6 shows between 2 weekends.
- Ken Ludwig's *Moon Over Buffalo*. Will start on April 11 and run for two weekends, closing on Easter Sunday.

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### David Sommerla – Parks Superintendent

- Finally done with leaves
- 2 new cans mounted at Buffalo Bill Cody Park
- Continuing work on the Haven's Disc Golf Course. Have holes 1-5 and 8-11, so 9 of the 18 fairways are "cleared"
- Equipment lift and snow machine have been ordered. Both items from our 2025 CIP list
- Kara McDaniel asked if our Parks Maintenance staff is pulled to help with snow removal. David answered that our team has responsibilities for certain areas of snow removal, but we have sometimes been asked to help. It is a Streets Department responsibility and they usually pull from Solid Waste or WPC to help clear the streets.

### Tabor Medill – Recreation Program Supervisor

- Two weeks ago on Sunday, we finished our Youth Futsal program for this year. Last day they had a parents against children game.
- Last Saturday, finished Youth Basketball
- Five weeks left of Adult Men's Basketball on Wednesday nights
- First Wednesday in April we will begin pickleball
- Adult Coed Softball, Youth Baseball/Softball are open for registration. Marianne Tennant asked the ages for youth baseball/softball. We have three brackets, ages 5-7, 8-10, and 11-13.

### Old Business

- **Project Updates** - provided by Steve Grant and Brian Bailey
  - **Parks and Recreation Administrative Office Construction** – Really nice. Hopefully moving in within the next 30 days. Getting doors in, ordered new furniture last Friday, and need to do a project punch list.
  - **Cody Park Sports Court Replacement** – No big change. Surfacing company did add coating around the edges. Still need to redo caulking between concrete slabs.
  - **RFCC Fitness Equipment Replacement** – Four of the five items are here. Waiting on the stair-stepper machine. It is on back order.
  - **Seal Coating Parking Lots** – Seal-o-Matic will begin August 1. Have until October 10 to finish.
  - **Havens Trail Construction** – Sands Construction may start in the next few weeks.
  - **Disc Golf Course at Havens** – David mentioned some fairways have been cleared. We need to order baskets. This project is going to be a year-long project.
  - **Wollman Aquatic Center Reroofing Project** – American Roofing will start in the next couple of weeks to pull shingles off and get bundles delivered. Project will be complete before the pool opens on Memorial Day. Project includes the pump house, the main building, and a small storage building.

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- **Seal Coating Parking Lots** – Repave the back parking lot behind the community center and do the driveway going in to Wollman Park towards the pool. Also, the parking lot at Buffalo Bill Cody Park.
- **Elevator Modernization** – Pre-bid meeting this Wednesday. Bids due on March 19. It goes to the City Commission the following week. The modernization is really more about the things you do not see. New digital paneling, but the floor, walls, etc., will remain the same. However, all the things that make the elevator work will be updated.
- **Indoor Pool Restorations** – Laven Electric will do electrical work. Updating lighting and panels and wire-ways where needed. Have between May 27 and June 29 to do the project. Also have Concrete Masonry Restorations will be in the pool area between July 1 and August 18 doing acid-washing of the deck and inside the pool. They will also replace the stainless steel steps, caulking everything, etc.
- **2026 Goal Setting Session** – Brian and Steve will be attending the session with the City Commission next Friday, March 21. We have talked about some of our current projects. Any new projects as well as current projects that are scheduled are due to be sent to the Finance Department on March 28. Budget will follow with the budget due the first part of May.

#### **New Business**

- **Open Positions** –
  - Part-time Parks and Recreation Administrative Clerk (new position) – 20 hours per week, with benefits, sick leave, and annual leave. Starts at \$16.48 per hour.
  - Aquatic Manager – looking for Patrick’s replacement. Finalizing the job description.
  - Full-Time Park Technician I
  - Part-Time Maintenance Custodian for Riverfront Community Center – position open due to employee retiring on March 20. (Also, 20 hours per week with benefits, sick leave, and annual leave.)
  - Shift Coordinator job – Always have this job open. Classified as a temporary, so no benefits. Hours shared between at least two other members of staff.

**\*Save the Date – Leavenworth State of the City on April 15.\***

#### **Board Input**

- **Dave Davis** –
  - Saw the pictures of the damage done to the new pickleball courts at BBCP. Steve Grant asked in the email that people not clear snow or ice from the courts themselves. Damage occurred from the shoveling and chipping at ice. We are in contact with the vendor to get the areas repaired.
  - Jim Mathis says hello.
  - Anyone interested can join us for the Relay for Life Kickoff event on Thursday.
- **Kara McDaniel** – Thank you to staff for all the hard work. Congratulations to Patrick Clark.

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- **Chuck Johnson** – Noticed a pipe near the campground gate that has a liquid being pumped into the river. David Sommerla said it was coming from the Water Treatment Plant on the hill. It's already been treated. Nothing to cause concern.

**Meeting adjourned.**

**Next meeting** – Monday, April 14, 2025

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