

Leavenworth, Kansas, Parks & Community Activities Advisory Board

Minutes of Monday, November 13, 2023

Meeting called to order – Members in attendance Kara McDaniel, Jennifer Brenneman Tobey, Shelly Cannon, Wendy Sachen, and Steve Zamora.

Approval of Minutes – October minutes were reviewed and approved with date correction in header.

Welcome to guest Chuck Johnson.

Staff Reports

Kevin Albee – Vice President, River City Community Players

- *Rumors* concluded with about 300 people attending over the two weekends.
- Currently in rehearsal for *A Christmas Carol*. Shows run December 8, 9, and 10.

Tabor Medill – Recreation Program Supervisor

- Youth Basketball – currently have 177 registered, late registration ends 11/15.
- Youth Futsal – currently have 20 registered, regular registration ends 11/15, late registration runs until 11/30.
- Bitty Basketball – currently have 35 registered, registration runs until 11/30, late registration runs until 12/15.
- Men's Adult Basketball – Registration starts on 11/15 and ends on 12/15. Games begin in January.

Nancy Baker – Aquatics and Special Events Coordinator

- Swim Lessons – Currently in Session 3 of our swim lessons for fall.
- WAC – Had 36 new lounge chairs delivered. Plan to order new chairs each season to keep equipment rotating and in good shape.
- Annual Trunk or Treat: October 21 – Had 806 children attend this year. A new feature was a volunteer DJ who played music during the event. Leavenworth High School's theatre group also came in costume to interact with the people standing in line and promote their musical, *Disney's The Little Mermaid*.
- Holiday Market: Saturday, November 4 from 10 a.m. to 4 p.m. – 47 of 49 vendors showed. Attendance was steady until about 2 or 2:30 p.m. Will be getting feedback from the vendors to see if we should adjust the hours we are open to the public.

Leavenworth, Kansas, Parks & Community Activities Advisory Board

Minutes of Monday, November 13, 2023

Brian Bailey – Deputy Director

- Home Depot Grant – Working with a contact at Home Depot on a small grant that will provide picnic tables and some benches at Hawthorn
- Riverfront Campground – Closed for the season. Managers from this year will return next year.
- Equipment for Parks Maintenance – Received a new leaf blower, Bobcat, and two new trailers.
- Fleet – Working with Enterprise Fleet to replace park vehicles.

Tammy Metzgar – Riverfront Community Center Manager

- Events – Coming up this week and weekend:
 - Women’s Division Athena Award Luncheon
 - Main Street Annual Banquet
 - VA 3-day Training Session
 - Military Memorabilia Show and Sale
 - Two weddings/receptions coming this weekend
- Events in the next month
 - Three more weddings later
 - Several birthday parties, a retirement party, two celebrations of life
 - OISS Thanksgiving Dinner
 - Three Christmas parties
 - Breakfast with Santa
- Maintenance – Repairing curtain rods in Riverview

David Sommerla – Parks Superintendent

- Parks Maintenance is fully staffed.
- 4 technicians successfully completed Arborists training
- Done mowing for the season, working on Christmas lights
- Winterized irrigation systems
- Soon to be planting 27 trees and picking up leaves.

Old Business

- **Project Updates** - provided by Steve Grant and Brian Bailey
 - **Stubby Park Shelter** – Shelter is completed! Just need to get some tables there and some grills mounted.
 - **RFCC Asphalt Shingle Roof** – Work is in progress. Expect to be done by December’s meeting.

Leavenworth, Kansas, Parks & Community Activities Advisory Board Minutes of Monday, November 13, 2023

- **Parks and Recreation Office Move** – Brian and Steve meeting with Sands Construction this Wednesday to get the design started.
- **Sidewalk Replacement in Various Parks** – Baker Construction was awarded the bid. No movement since last meeting.
- **Sportsfield Trail/Access Road Replacement** – Baker Construction was awarded the bid. No movement since last meeting.
- **Cody Park Sports Court Replacement RFP** – Held two public meetings on 10/26. The afternoon and evening sessions were well attended. We received good feedback and suggestions. We are currently working with the input we received, the design team, and our budget and adjusting designs accordingly. When this is done, it will be a great addition to Buffalo Bill Cody Park.
- **Naming of Skatepark “Cody James Clark Skatepark”** – Approved unanimously by the City Commission. Scheduling a meeting with the Clark family to work out the design.

New Business

- **Mayor’s Holiday Tree Lighting and Lighted Parade:** This Friday, November 17, from 4 p.m. to 7 p.m. Parade starts at 5:30 p.m., vendor market starts at 4 p.m. This is a collaborative effort with all of the Parks and Recreation team. Everyone is doing a great job preparing for this big event that kicks off our holiday season.
- **Breakfast with Santa:** Saturday, December 2 from 8 a.m. to 11 a.m. Chris Cakes cooking pancakes for us again. Dancers coming to perform. Santa and Mrs. Claus will be available to have photographs taken with the kids. Already have 34 advance tickets sold, but most people wait and buy tickets at the door.

Other Business – None

Board Input - None

Next meeting – Monday, December 11, 2023

Meeting adjourned at 4:28 p.m.