

# Leavenworth, Kansas, Parks & Community Activities Advisory Board

## Minutes of Monday, October 9, 2023

**Meeting called to order** – Members in attendance Dave Davis, Kara McDaniel, Jennifer Brenneman Tobey, Shelly Cannon, Steve Zamora, Jeff Porter, Stephanie Ingels.

**Approval of Minutes** – September minutes were reviewed and approved.

### Staff Reports

**Tammy Metzgar** – Riverfront Community Center Manager

- This past Saturday we had the Leavenworth High School (LHS) Class of 73 50<sup>th</sup> Year Reunion. This Saturday we have a Howl at the Moon fundraiser for Rapid Response Veteran Organization. Before we meet again we'll have hosted four weddings, seven birthdays, a rehearsal dinner, a bridal shower, LHS's murder mystery, City of Leavenworth's Business Symposium, LHS Boys Soccer Banquet, St. John's Service Awards Dinner, Faith Evangelistic event, Autoharp Class, Open Enrollment for City employees, a KPERS meeting, plus all of our regular events – Church, fitness classes, Seniors groups, Toddler Tyme, Open Pickleball and Basketball Gym, Rotary, Lions, and Master Gardeners. We will also have the Holiday Flea Market on November 4 on the entire lower level of the building.
- Last week of October into first week of November, the Riverview is booked every night except Tuesday nights.

**Ron Mazzia** – President, River City Community Players

- Currently in rehearsal for **Rumors**. Shows run October 27, 28, 29 and November 3, 4, 5.
- Holding auditions for the youth Christmas show on October 30 and November 1.
- Will hold elections in November for the next RCCP President.
- Lost one of our shows for 2024, so applying for a new play to replace it.

**Tabor Medill** – Recreation Program Supervisor

- **Fall Co-Ed Softball** 4 dates left. Going very smoothly this year.
- **Youth Basketball** registration in process. Youth Futsal, Bitty Basketball, and Adult Men's Basketball registration will begin within the next month.

**Nancy Baker** – Aquatics and Special Events Coordinator

- Session 2 of fall swim lessons are in process. Also offering some private lessons.
- **Wollman Aquatic Center** finished our 2023 season and now preparing facility to be winterized.
- Preparing for fall special events. **Mother-Son Superhero Dance** was October 1. It went well. Lots of games and fun by all. Photographer took photos and gave 20% donation to the City afterwards. Thank you to the LHS National Honor Society for helping out.

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**Brian Bailey** – Deputy Director

- **Hawthorn Splash Pad** - Closing the splash pad for the season this Sunday, October 15.
- **Parks Maintenance Staff** – Sent four of our staff to Kansas Arborists training this week. Also, expect new employee to start next week, which will make us fully staffed, David Gillette.
- **Park Foreman Job Description** – Position is posted. If you know any qualified applicants, please have them apply.
- **Equipment** – We have received our new Bobcat, received two new trailers, and we will receive two new trucks through the City’s lease program shortly.
- **Riverfront Community Center Pool Showers**– Getting quotes for updates. Pricing will help us decide when we can move forward on this project.

## Old Business

- **Project Updates** - provided by Steve Grant and Brian Bailey
  - **Stubby Park Shelter** – Shelter may be here on Wednesday, October 11. Expect to have a finished shelter by our next meeting.
  - **RFCC Asphalt Shingle Roof** – American Roofing, local vendor, were scheduled to begin today, but there were equipment issues. Expect them to start next week (week of 10/16).
  - **Parks and Recreation Office Move** – Steve Grant is taking the request to start the design process before the City Commission on 10/10. Pending their approval, design work will begin. This is just for the design of the offices, which will result in an estimated cost to complete construction of the offices. This will then be taken back to the City Commission for approval on construction.
  - **Sidewalk Replacement in Various Parks** – Baker Construction was awarded the bid. Purchase order completed. No movement since last meeting.
  - **Sportsfield Trail/Access Road Replacement** – Baker Construction was awarded the bid. Purchase order completed. No movement since last meeting.
  - **Cody Park Sports Court Replacement RFP** – Hired VSR Design to manage this project. The main focus is dedicated pickleball courts. More information below.
- **Naming of Skatepark “Cody James Clark Skatepark”** – Date to present to the City Commission has been pushed. Will let the Board know when it is placed on the agenda.
- **Camp Leavenworth** – Completed the weekend of September 22-23. Had to close early on that Saturday due to possible inclement weather. Friday night was a perfect night, great fireworks, and big crowd. Had great support from the Streets and Refuse Departments. Great team effort by City departments.

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## New Business

- **Halloween Trunk or Treat:** Saturday, October 21 from 5 p.m. to 7 p.m. – 65 vendor spots are all booked. Stephanie Ingels asked if she could be added to the waitlist if any vendors back out.
- **Holiday Market:** Saturday, November 4 from 10 a.m. to 4 p.m. – 62 vendor tables sold. Items to be sold include holiday wreaths, candles, toys, books, woodworking, etc. Event open to the public.
- **Mayor’s Holiday Tree Lighting and Lighted Parade:** November 17 from 4 p.m. to 7 p.m. Parade starts at 5:30 p.m., vendor market starts at 4 p.m.
- **Breakfast with Santa:** Saturday, December 2 from 8 a.m. to 11 a.m. Chris Cakes cooking pancakes for us again.

All special events are going to be featured in a Quick 5 article with the Leavenworth Times so the public can get us on their calendars.

**Other Business** – **Public Meetings for Cody Park Sports Court Development** – October 26, 11 a.m. to 1 p.m. and 5 p.m. to 7 p.m. in the Women’s Waiting Room at the Riverfront Community Center. It will be an open house format with design boards up and public comment. VSR Design will be at the meetings and will have a landscape architect there to answer questions. Steve Grant invited the Board to attend if they are available. Meetings invite citizens to provide input on what we would like to do with that area. It will include a dedicated pickleball court area.

**Next meeting** – Monday, November 13, 2023

**Meeting adjourned** at 4:36 p.m.