

# Lawrence Parks and Recreation Advisory Board Meeting Minutes February 9, 2016

**MEMBERS PRESENT:** Chair, Sue Hack, Vice Chair, Allen Humphrey, Joe Caldwell, Andy Clayton and LaRisa Chambers

**MEMBERS ABSENT:**

**STAFF PRESENT:** Ernie Shaw, Tim Laurent, Mark Hecker, Jimmy Gibbs, Roger Steinbrock, Annette Deghand, Gayle Sigurdson

**GUESTS:** Chris Tilden, Kait Perry, Stuart Boley, Ted Boyle

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- I. Meeting called to order by Vice Chair Humphrey
- II. Approval of January 12th, 2016, minutes by Caldwell, and seconded by Chambers.
- III. Concerns  
Chambers inquired if it would be possible to install a trash can in the vicinity of the port-a-john located at 8th and Oak. Hecker will look into having one installed.
- IV. Gayle Sigurdson – report of 50+ programs  
Sigurdson has been with the department for a year and half. During the first year her focus was identifying the other programs in town that were serving the 50 and older citizens. The ultimate goal was to increase the variety of programs and locations that were currently being offered. Another area that is being expanded this year is the Travel Program. Several participants are coming from the Topeka area. By the end of 2016 Sigurdson will have a better idea of what programs are working and direct her focus more on those.
- V. P & R Master Plan -- Firm interviews week of January 25<sup>th</sup> – Steering Committee recommendation going to Commission February 9<sup>th</sup>.  
Shaw reported four firms were interviewed and the committee is recommending GreenPlay LLC be selected as the firm to proceed with a contact. The recommendation is scheduled on the Commission Agenda this evening.
- VI. CIP – Process – new program  
Hecker reported a Capital Improvement Process system has been acclimated for each department to enter all projects and prioritize them. It will assist the City Commission and City Manager upon viewing all projects and the order in which they are prioritized. Hecker presented a list of proposed projects for the new few years.
- VII. KRPA conference in Dodge City Report  
Shaw reported last week eleven staff members attended the conference. It was a great conference with a lot of good speakers.

## VIII. Staff reports

- i. Recreation/ Expenses-Revenue/2016 Financial Updates  
Hecker reported the recreation revenue is off to a great start. Total revenue over expenses is (\$174,660). Golf Course revenue is down, total revenue over expenses is (-48,982). Currently restocking the Pro Shop getting ready for Spring. The revenue will recover once the season warms up and golfers start coming out.
- ii. Parks/Golf Course/Projects Report/2016 financial updates  
Hecker presented the project list when he spoke about the CIP process.
- iii. Marketing Report
  - i. Steinbrock reported the Summer/Fall 2016 Activity Guide is in the process of being created. A grant application for NRPA Nutrition Education was submitted. The grant is similar to the grant we received in 2012. It would be applied to the summer feeding program and supplies. The summer feeding program is run in cooperation with USD497 and KState Extension Office. An application for Playful City USA City and the NRPA Gold Medal Award will be submitted in the coming months. Steinbrock shared with the committee that Lawrence would once again receive the BlueCHIP award. With the award, the department will receive \$2,500, which will be used to fund our Nutrition Education program.

X. Other – None

Meeting adjourned. Next Advisory Board meeting scheduled for noon, Tuesday, March 8th, 2016, Parks and Recreation Conference Room located at South Park Administration Office.