

City of Lawrence  
Parks and Recreation Advisory Board  
February 11, 2019 minutes

MEMBERS PRESENT: Chair, Marilyn Hull, Bart Littlejohn, John Blazek, Pat Phillips,  
Patricia Collette, Val Renault, and Jacki Becker  
MEMBERS ABSENT: Sandy Hull, John Nalbandian  
STAFF PRESENT: Derek Rogers, Roger Steinbrock, Lee Ice, Mark Hecker, Brandy  
Shoemaker, Duane Petersen  
PUBLIC PRESENT: Alisa Russell, Courtney Shipley, Sharon Hodges, Kathy Hanks  
(Media)

---

**I. Meeting called to order by Hull**

Board members and LPRD staff went around the table and introduced themselves to the new board member, Jacki Becker.

**II. Approval of December 10, 2018 minutes**

Approval was motioned by Littlejohn; Blazek seconded. **Motion carried 7-0.**

**III. Public Comments**

Concern with the public wi-fi at the Indoor Aquatic Center.

**IV. Highlights/Concerns**

**V. Friends of Oak Hill Cemetery**

Shannon Hodges and Courtney Shipley, members of Friends of Oak Hill, briefly spoke about how Oak Hill Cemetery was established and the historic preservation of Oak Hill the organization would like to see happen, including better maintenance practices and returning Oak Hill to the place of community pride. Feels that it has the potential to be a good historic draw for the City of Lawrence.

Shipley expressed some concerns about some of the rules of the cemetery, including spraying around historic markers. Shipley said spraying degrades the markers and also doesn't allow groundcover to grow, further allowing for erosion. Shipley also expressed other concerns regarding rules of the cemetery.

Rogers commented that items of concern discussed were regulations/procedures that were not updated during our discussion of allowed decorations. Rogers said he appreciated the comments and updates will come at a later date.

Hull suggested that the Friends of Oak Hill Cemetery get with staff, if and when it's appropriate, provide written comment regarding their key issues. Hull said it was a great start to hear the list of things that they wanted to see addressed but specific language changes to the rules would need to be discussed, so she'd like the Friends of Oak Hill submit a document detailing the things they'd liked to see updated to the department.

Littlejohn asked what constitutes a historical marker and there was no answer to specify that.

Steinbrock reported that any changes that we'll have to the rules and regulations will be handled much like we did with Section B., having the public input and having that process done in the public.

#### **VI. Summer Lunch Program**

Mayor Lisa Larsen and Commissioner Stuart Boley are interested in a staff report on plans for the summer lunch program. Lee reported that this program has been around for the Parks and Recreation program for quite some time. We started charging a minimal fee approximately 20+ years ago for our summer playground camps, partnerships between the school district, Kansas State Research and Extension, Boys & Girls Club, and City of Lawrence Health Department. USD 497 heads up the summer lunch program. We're just part of the program. LPRD provides the following for the program -- we staffed and served on the committee for approximately 20 years, they attend meetings, help and plan scheduled events, meal sites and other activities, attend the conferences that are state wide and serve on sub-committees. The locations that we have within our playgrounds that also serve lunches are South Park, Broken Arrow, East Lawrence and Holcom Park Recreation Center. Site location information is that it's free for anybody 18 years old and under to attend the free lunch program. Adults pay \$3.30 per meal. Sites are based on geographic location, 50% of the residents within the geographic location have to qualify as low income. Need 100 participants to attend daily in order to qualify and maintain the site for budgetary purposes. There are open and closed sites. The closed sites are only for the participants within that program and the open site is that anyone can attend. Summer lunch program is advertised through our activity guide, website, and social media. Summer Playground Camp is open to kids 5-12 years old and available at South Park and Broken Arrow Park and licensed through the State since 2014. Enrollments is about 57 kids at Broken Arrow and 100 at South Park.

Blazek inquired who can come to the free/reduced lunch program. Blazek complimented the program. Blazek volunteered to be a liaison if there is a committee for the lprd and free/reduced lunch program.

#### **VII. Lawrence Rotary Arboretum Features Naming**

Derek mentioned to name a facility, building, or a park that there is a process, a procedure and a policy to follow. Features within a facility, a room, building, court, park bench, amenities within the facility has a procedure that we can do in-house within the department.

Looking for a recommendation for consideration that two facilities at the Arboretum be named for two club members and their spouses who have made a substantial and lasting contribution to the to the development of this unique park in Lawrence.

**Blazek motioned that the Parks & Recreation Advisory Board supports the proposal to name the two spots at the arboretum as requested by the Rotary Club; Seconded by Renault**

Hull requested that the Department have a written document stipulating conditions.

**Motion approved 7-0**

#### **VIII. Master Plan Update**

Hecker discussed the masterplan scorecard and what had been accomplished thus far. First set of goals is associated with programming, which is mostly with the Recreation Division. Hecker also went over the CIP list with the board members and discussed a variety of projects.

#### **IX. Review of Ethics Policy | Kansas Open Meeting Act (KOMA)**

Steinbrock reported all advisory board meeting audio will now be posted online for the public to provide further transparency. He said he'd be working with Kevin Powell to get the audio files posted to the web. Steinbrock reviewed the Kansas Open Meeting Act and the responsibilities of the board members to ensure all discussion was conducted with the public in mind. Steinbrock would defer the Ethics Policy review for the March meeting to not take additional time.

#### **X. Staff Reports**

a. **Parks** – Hecker reported the police facility park design is in the final phases with the next meeting scheduled for 7:15-8:30 p.m. Wednesday, March 20. Hecker said the city team, along with consultants are still working on the police facility's design both inside and outside.

Staff have been very busy with ice and snow removal. Holiday lights will be on through Valentine's Day and then staff will remove them. Windows have been replaced on the west and north side of the Community Building as well as new flooring in the basement.

b. **Recreation** – Ice reported there have been tournaments scheduled at SPL every weekend while the maintenance staff has also been busy with snow removal. New cardio equipment is scheduled to be installed at Holcom Park Recreation Center, East Lawrence Recreation Center, the Community Building, and SPL. Shoemaker reported that some pieces of equipment will be kept, other pieces will be traded in and three pieces used by Planning and Development Services to be utilized in their Riverfront Mall offices for staff use.

Parks and Recreation winter programs are winding down and staff is getting ready for spring activities. Staff just returned from the KRPA State Conference in Hutchinson, Kan. Shoemaker reported the water temperature probe at the Indoor Aquatic Center failed overnight, between Saturday evening and early Sunday morning Feb.9-10, causing the water temperature to rise just over 89 degrees, as well as making the temperature rise within the facility. In order to host an aquatic meet, the temperature obviously has to be a lot lower, Shoemaker said. Staff on the maintenance side, as well as the recreational side, worked together as best as they could in order to bring the temperature down. Shoemaker said once the temperature become elevated to a high degree, it takes it awhile to bring it back down. Staff was unable to do so, therefore in a meeting with the coaches of the swim team renting the pool it was determined to cancel the Sunday portion of the meet. As it was a qualifier, our staff is working with Ad Astra to be able to host something Tuesday evening so their participants can try and qualify for future regional meets. As far as fixing the issue, maintenance staff has ordered the probe. Hecker also reported the fire alarm was being tripped, but said it was discovered that a child was the one setting the alarm off.

c. **Staff –Director** – Santa Fe Depot dedication is 4 p.m. Friday, Feb. 22, LPRD will be the caretakers of the facility and it will be available as a rental but be very limited for

the time being. Rogers said the City was approached by Westar for a pilot program to install electric pole vehicle charging stations at SPL. Three spots were selected. There is no charge to the City to put in the charging stations. Rogers believes the contract reads whoever charges their vehicle will pay for the electricity. They will have the capability of doing a 30-minute quick charge. Westar gets the revenue. In relation to the cemeteries, there is a historical grant for a holding vault, a place where they put the bodies in the winter time at the turn of the century when the ground was too frozen to dig graves, our State Historical Society person was able to get a grant for restoring the holding vault in the amount of \$52,000. It will take \$59,000 to get the facility restored to historical standards, so it'll save the City money. It just shows another partnership collaboration that can be done to save the city money.

**Marketing** – Steinbrock reported the reason for the meeting location change. A lot of projects are up in the air. Working on the master plan update, and summer camp brochure, getting the last edits done. Met with a new designer for the activities guides, trying to get the process going for summer/fall ready. Jackson, one of the marketing team's part-time employees, has a new job with Rock Chalk Video, so he won't be able to do as much for the department, but will still work on side projects as he can.

## **XI. Other**

Next Board Meeting, Monday, March 11, at 5:30 p.m.

Meeting adjourned.