

City of Lawrence
Parks and Recreation Advisory Board
December 13, 2016 minutes

MEMBERS PRESENT: Chair, Sue Hack, Vice Chair, Allen Humphrey, Joe Caldwell,
LaRisa Chambers, Andy Clayton
MEMBERS ABSENT:
STAFF PRESENT: Tim Laurent, Ernie Shaw, Roger Steinbrock, Mark Hecker,
Brandy Shoemaker
PUBLIC PRESENT: Commissioner Lisa Larsen, Dave Davison, Chris Tilden

- I. Meeting called to order by Chair Hack
- II. Approval of November 8th 2016 minutes by Caldwell, and seconded by Clayton.
- III. Concerns
Caldwell relayed a compliment he received regarding a patron who visits Eagle Bend Golf Course frequently on how nice it has taken shape. Public Comment was provided by Tilden who relayed compliments of the staff at SPL and their assistance in assisting with the Health Department's recent survey, providing space to get community members to take a survey.
- IV. Introduction Brandy Shoemaker – Recreation Operations Manager
Shoemaker is from Ottawa where she was employed by the Ottawa Recreation Commission for the past eight years. She was involved with programming along with the management of facilities and looks forward to working with staff.
- V. Eagle Bend – Dave Davison
Davison presented to staff information that he compiled comparing fees in the surrounding area. Davison is requesting for fees to revert back to a yearly fee structure. Hack requested staff to create a cost comparison of public courses that are municipality owned. Once data is compiled a meeting will be arranged after the first of the year with those who have shown concerns.
- VI. Lawrence Loop Logo discussion
Discussion regarding clarification on which procedures need to be taken in adopting the Lawrence Loop Logo.
- VII. Sponsorship Policy – review
Shaw presented a copy of the policy to be reviewed. Caldwell asked if all sponsorships would need to be approved at City Hall. Shaw explained there would be approval limits for the department and when they'd need to seek City Manager approval and also when sponsorship would need to be presented to the City Commission for approval. (*Section IV of the policy*). Shaw said the levels were developed by looking at what staff had received from business and

organizations both in donation of services and monetarily by staff in the past for programs. The other sponsorship levels were developed through what had been provided by Premier Sports Management when the City had contracted with them to look at sponsorships for Sports Pavilion Lawrence. The idea of policy is to formalize and clarify the process. Shaw said we would be also developing a donation policy in the near future to also formalize the process of soliciting and receiving donations. Clayton asked about naming rights extended to parks and other structures and not just recreation facilities. Shaw said all the decisions regarding naming of any asset would be brought before the City Commission for consideration and it would be at their discretion. Hack said it was good to formalize the process and to also provide the guidelines so everyone knows the process. Hack said it's good to look at opportunities in support of the department and help offset costs when it was appropriate. Clayton moved to support the sponsorship policy and for its presentation to the City Commission for consideration. Seconded by Caldwell. Motion carried 5-0.

VIII. P & R Master Plan – update

IX. Staff reports

- i. Recreation/ Expenses-Revenue/2016 Financial Updates – Advisory Board was updated on recreation programming.
- ii. Parks/Golf Course/Projects Report/2016 financial updates - Advisory Board was updated on park projects and golf course improvements.
- iii. Marketing Report
Steinbrock provided enrollment figures for the month of November and talked about the toy drive the department was doing to help the Tree of Love program, which provided toys to kids with parents who were incarcerated.

X. Joe Caldwell and Andy Clayton last meeting --- 2 terms each --- 8 years serving on the board --- Thanks Guys.... LaRisa Chambers first term expires this month but wishes to a serve a second term.
Plaques were provided to Caldwell and Clayton for their eight years of service on the Advisory Board.

XI. Other – January meeting we will need to elect Chair and Vice Chair for 2017

Meeting adjourned. Next Advisory Board meeting scheduled for noon, Tuesday, January 10, 2017.