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NOTICE OF WYANDOTTE COUNTY PARK BOARD MEETING

A meeting of the Wyandotte County Park Board of the Unified Government of Wyandotte County/Kansas City, Kansas, will be conducted in a hybrid format on Wednesday, March 13, 2024, at 6:00 P.M.

We invite you to view the meeting in person in the 5th-floor conference room, Suite 515, 701 N. 7th Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Topic: Meeting of the Wyandotte County Park Board regarding staff updates on various projects.

Join from a PC, Mac, iPad, iPhone, or Android device:

Please click the link below to join the webinar:

Please click this URL to join.

<https://us02web.zoom.us/j/83642959737>

Description: Wyandotte County Park Board Meeting

Or One tap mobile:

+16699009128,87188270404#, *420445# US (San Jose)

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Or join by phone:

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US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 836 4295 9737

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UNIFIED GOVERNMENT WYCO/KCK

REGULAR BOARD OF PARK COMMISSIONERS MEETING

Wednesday, March 13, 2024

City Hall, 701 N. 7th Street, Room 515, KCK 66101

And Via Zoom at 6:00pm

Agenda

Have the proper meeting notices been given? _____

Call to Order, _____ P.M.

Roll Call:

_____ Mario Escobar/Mayor Garner
*Chairman

_____ Dr. Jane Winkler Philbrook/District #6

_____ Kevin Mitchell/District #1

_____ Dani Gurley/District #7
*First Vice Chairwoman

_____ Jim Schneweise/District #2

_____ Laura Flores/District #8
*Secretary

_____ Amanda DeVriese-Sabilla/District #3

_____ Ashley Williamson/District #1 at Large

_____ Karen Daniels/District #4
*Second Vice Chairwoman

_____ Sarah Lynch/District #2 at Large

_____ Andrea Behrman/District #5

Non-Voting Members
_____ Samuel Simmons Sr./KCKPS

Administration Present:

_____ Angel Ferrara, Parks and Recreation, Director

_____ Shaya Lockett, Parks & Recreation, Assistant Director of Recreation

_____ Vincent Billaci, Parks & Recreation Assistant Director Parks

_____ Wendy Green, Counselor

_____ Nichole Marlowe, Administrative Support Supervisor

I – PRELIMINARIES

1. Adoption of the Agenda

The Agenda is presented for Board review, and consideration for adoption.

Additions:

Visitors:

Board Members:

The Agenda is presented for adoption.

Motion:_____ Seconded:_____ Vote:_____

2. Approval of Previous Meeting's Minutes

Minutes of the Wednesday, February 14th, 2024 regular Board of Park Commissioners meeting were presented for review and consideration for approval.

Motion:_____ Seconded:_____ Vote:_____

II – Presentations, Hearings, Communications

1. Visitors

Visitors may speak to the Board at this time. As a general rule, the Board will not enter into discussion, but will direct Administration to take under advisement, make necessary responses, and bring items to a future agenda as may be appropriate.

2. Correspondence

- None

III – Old Business

- Park Board Onboarding Presentation
 - Motion was approved (8-0) to remove from February agenda and present in March

IV – New Business

- CIP Budget Presentation –

V – Other Business

Staff Agenda

- Vincent Billaci –
 - a. Parks Updates –
- Angel Ferrara
 - a. Administration Updates –

2. Board Member's Questions or Comments

3. Adjournment at _____P.M.

Motion:_____ Seconded:_____ Vote:_____

UNIFIED GOVERNMENT WYCO/KCK
REGULAR BOARD OF PARK COMMISSIONERS MEETING
Wednesday, February 14th, 2024

The February 14th, 2024, meeting of the Unified Government WyCo/KCK
Board of Park Commissioners was held at City Hall 701 N. 7th St. Room 515,
Kansas City, KS 66101 & Virtually-Via Zoom

The meeting of the Unified Government Board of Park Commissioners was called to order at 6:03 p.m. by Dani Gurley, Second Vice Chairman. Angel Ferrara, Director stated proper meeting notice had been given.

ROLL CALL:

Members present, were recorded for the minutes.

Board Members Present

Carolyn Wyatt, Member
Jim Schneweis, Member
Amanda DeVriese-Sabilla-Member
Dr. Jane Winkler Philbrook, Member
Karen Daniel, Member
Andrea Behrman, Member
Dani Gurley, Second Vice Chairwoman
Sarah Lynch, Member

Board Members Absent:

Mario Escobar, Chairman
Laura Flores, Member
Ashley Williamson, Secretary
Samuel Simmons Sr., KCKPS

Administration Present:

Angel Ferrara, Director of Parks, and Recreation
Shaya Lockett, Manager of Recreation
Vincent Billaci, Manager of Parks
Wendy Green, Counselor
Nichole Marlowe, Administrative Support Supervisor

I – PRELIMINARIES

- **ADOPTION OF THE AGENDA**

A motion was made by Dr. Jane Winkler Philbrook to adopt the February 14th, 2024, Agenda, seconded by Karen Daniels

Motion carried (Ayes 8, Nays 0)

- **APPROVAL OF PREVIOUS MEETING MINUTES**

Minutes of the Wednesday, February 14th, 2024, regular Board of Park Commissioners, were presented for review and consideration for approval.

A motion was made by Dr. Jane Winkler Philbrook and seconded by Karen Daniels

Motion carried (Ayes 8, Nays 0)

II- PRESENTATIONS, HEARINGS, COMMUNICATIONS

- **Visitors**

Visitors may speak to the Board at this time.

- Pamela Penn-Hicks- Coming in front of the Park Board as a speaker for Wyandotte Common- wealth Advocacy coalition, with a proposal to create a community engagement focusing on our youth and education, along with assisting other community organizations here in Wyandotte County with the same goals. Our organization came to see if we could utilize the Kensington Center upper level to meet once a week to develop our outreach strategies and programming.

As a general rule, the Board will not enter discussion, but will direct Administration to take under advisement, make necessary response and bring items to a future agenda as may be appropriate.

Correspondence

- No Correspondence

III– OLD BUSINESS

- None to report

IV- NEW BUSINESS

- **Park Board Onboarding Presentation**– Angel Ferrara asked the Park Board for approval to present in March due to absent board members, due to last minute unfortunate circumstances.
 - Park Board voted and motion was made by Dr. Jane Winkler Philbrook and seconded by Amanda DeVries-Sabilla

Motion carried (Ayes 8, Nays 0)

- **2024 Budget Presentation**-Matt Zayas presented information on the 2024 Parks and Recreation Department budget that was approved last fall.
 - Matt explained relevant budget terminology for the budget presentation.
 - Budget breakdown for 2024, total original budget is \$17,871,763.00.

We have a lot of different funds that support parks and recreation, the largest is the Consolidated Parks General Fund. This year's budget is very similar to what we had in 2023.
 - Breakdown for various Parks Funds
 - 110-City General Fund by Division, this fund only supports City functions. Parks and Recreation use the funds for mowing and abatement. 99% of funds are used for property maintenance.
 - 113-Consolidated Park General Fund by Division, Matt explained where the Consolidated Parks General Fund sourced from. This is supported by City and County property taxes, intergovernmental revenue, charges for services, contracts, lease revenues, and other sources.
 - 160-County General Fund by Division, is the principal operating account of Wyandotte County.
 - 212-Dedicated Sales Tax fund by Division, revenues generated from this sales tax are dedicated to public safety and infrastructure. The Parks & Recreation Department is receiving \$250,000 from this fund in 2024.
 - 221-Special Parks & Recreation Fund by Division, this fund is raised from the tax levied via liquor sales in restaurants, clubs, and other entertainment venues. 1/3 of the revenue generated supports this Fund.
 - 223-Tourism and Convention Fund by Division, special revenue fund for City's portion of the transient guest tax receipts. 10% of this Fund will support Parks & Recreation in 2024.
 - 565-Sunflower Golf Course Fund is enterprise fund supporting the golf course.

- Wyandotte County Historical Museum is housed under Parks & Recreation, operations largely funded via the County General Fund. \$338,744 is allocated for the Wyandotte County Historical Museum in 2024.
 - 560 & 562 Other funds by Division, Fund 560 and Fund 562 are enterprise funds supported by sewer fees and the public levee, respectively.
 - Cost Recovery & Fees \$872,400 of the Consolidated parks General fund is expected to be recovered in 2024.
- Land Bank Mowing cost ~\$850,000 in 2023.
- 2025 Budget Planning-At the next meeting, Park Board members will have an opportunity to provide feedback for the upcoming 2025 CIP process.
- **Questions from Board Members**
 - Dani Gurley -Asked about employment for Parks & Recreation
 - Angel Ferrara- answered, “We did receive four additional Rec Specialist staff in the budget, Shaya is working to get these positions filled.
 - Dani Gurley -Asked, does Parks & Recreation have a strategic plan?
 - Angel Ferrara- we have the 2017 Master Plan that was created, we underwent as a department. Currently a relevant document that we utilize and then we are in discussion about making a strategic plan. We are working with county administration, and we'll be working with the Commission on some of those conversations. year we did do a Recreation Center feasibility study, and an assessment on Parkwood Pool and we've not been able report back out yet on that we are still waiting for administration to give us the approval. We can expect the data from those two reports sometime this year.
 - Carloyn Wyatt – has been working with Parks & Recreation, Beatrice Lee for the spring break program, wanted to make sure culinary program and basketball clinic was still process for the kids, asked about a flyer, she hadn't received.
 - Shaya Lockett- answered, Shelly Burnett is our program coordinator over activities, she had meeting with Carolyn Wyatt regarding spring break, advised volunteers must go through the background check, and there will be volunteers overseeing this program, and they are in the process of going through the background check, and once that process is completed, flyers will be ready to share.
 - Dani Gurley-with the incremental increase in the budget, have we been able to allocate any of that towards staff salaries.
 - Matt Zayas- answered Yes, staff salaries increased by 4%.
 - 2023-Annual Report was presented by Matt Zayas. The presentation showcased the department work done in the prior year. The report provides transparency to the community and can be found on the [Parks and Recreation Department website](#).

V - OTHER BUSINESS

- **Staff Agenda**

- Shaya Lockett provided Recreation Updates.
 - The Someone Special Dance was held at Joe E. Amayo Argentine Community Center, we had a great turn out, we received a lot of positive feedback. We had a DJ, there were appetizers, treats for them.
 - Spring Sports- Registration is currently open for youth soccer and baseball, T-ball & machine, deadline March 28th, 2024.
 - Staffing Challenges- It's been mentioned tonight that we are still having challenges with staffing. But our staff does a really good job of providing programs and opportunities. As you can see from the annual report. There's been an increase in programming happening at our community centers. At each of our community centers, throughout the holiday season every Community Center had a Fall event and Halloween related event, as well as a Christmas event. In addition to the events, we do as a department. So, we've really been focused.
 - Dr. Jane Winkler Philbrook -said Parks and Recreation did a great job, also complimented Shaya on being infectious positive.
- Vincent Billaci provided Parks Updates.
- Pre-bid meeting – Meeting was held today for contracts we have going out, we have mowing contracts, including one group of UG building mowings are going out and then landscape contract, for medians that will be going to bid for the maintenance of landscape meetings.
- Opening Day- will be March 2nd, 2024.
- Media day will be at Wyandotte County Lake February 29th at 2:00pm
 - Dr. Jane Winkler Philbrook- made comment mowing cemeteries, I think a lot of people don't realize that we don't mow all cemeteries. We only mow the ones that the State says we must mow, reason for nobody claims them anymore.
- Angel Ferrara -stated there are fourteen cemeteries we mow now
 - Carolyn Wyatt-asked if we still stock Big 11 Lake with fish
- Angel Ferrara -answered yes, and will continue to stock
 - Jim Schneweise- shared with the Park Board about trying to keep an eye out on people fishing over their limit.
- Angel Ferrara -stated we will take that feedback, and share this information, we work with the Sheriff department and will pass along.
 - Karen Daniels-ask how contractors find out mowing bids up for bids
- Vincent Billaci-responded bids are on the UG website under the procurement page and Echo paper.
- Angel Ferrara – also stated anything that the organization has for bids that goes through the procurement department, and they do have their own website, there is a landing page there. You can go and see opportunities that the organization has for bids.

- Angel Ferrera provided Project Updates.-
 - Advised staff is constantly working on updating our policies and our processes. I know many of you are involved with the update to the special event policy that we did last year that went through commission. So just a reminder that that work has not stopped. We are still evaluating other areas and updating those processes as we go.
 - Introduction of 2 new board members. We have Mr. Jim Schnewise, representative of District 2, and then also we have Miss Amanda DeVriese Sabilla, Representative of District 3, introduced and welcomed.
 - Dr. Jane Winkler Philbrook-asked when we create project amounts for example Boston Daniels, group, if we have a breakdown how those expenses are being spent, so we are able to ask questions and where we are on the projects.
- Angel Ferrara -answered, it depends on where we are on the projects, if there are projects that have not yet gone out to bid for the integrity of the bid process, we can't share every line. The Project Budget, has been approved, we've presented that in January, and its public information and the bid document.

VI - BOARD MEMBER'S QUESTIONS OR COMMENT

- Dr. Jane Winkler Philbrook-asked when we create project amounts for example Boston Daniels, group, if we have a breakdown how those expenses are being spent, so we are able to ask questions and where we are on the projects.
- Angel Ferrara -answered, depends on where we are on the projects, if there are projects that have not yet gone out to bid for the integrity of the bid process, we can't share every line. The Project Budget, has been approved, we've presented that in January, and its public information and the bid document.
 - Wendy Green-stated Information about the bid process while it's ongoing. And before we've awarded a bid to anybody because this could potentially give up to one of the bidders, and everybody must be on an equal footing when they submit their packets for the bid process. So, until an actual bid has been awarded, we are unable to share.
 - Amanda DeVriese-Sabilla-asked does Parks & Recreation conduct post program surveys with all your programs?
- Angel Ferrara - currently, we do not but I will say, under our new administrator, Mr. David Johnston, he is putting a heavy focus on customer service. I do foresee that as something we will probably implement in the future.
 - Amanda DeVriese-Sabilla-asked if we have any training for our front office employees.
- Angel Ferrara -answered, in Parks and Recreation, we utilize, Human Resources, customer service trainings, and we do send staff to those trainings and keep them up to

date on that, and then whatever opportunities are available when relates to customer service.

- Amanda DeVriese-Sabilla- Does Parks & Recreation have an outline of your processes regarding, for people outside people coming in to use the facilities for programming, that you can provide to the Park Board
- Angel Ferrara - We have a reservation process that a lot of that can be found in civic Rec. If its customer facing. Now, if you're talking for like instructor contracts and bringing in people in to help facilitate programming, Shaya Lockett can send you that information and send what that program looks like, and how we work with instructors and different things. But as far as reservations and the community centers in the halls and facilities, park shelters all that is outlined in our Civic Rec
 - Amanda DeVriese-Sabilla -does Parks & Recreation have facility usage information like, how many people are in your spaces that per hour.
- Angel Ferrara -answered if you look in your annual report. There is some level of data, as it relates to facility usage. Especially as it pertains to shelters. We've got some limited data on the usage and programs. Typically, staff can put, you know, some information together for that. But we are still working to determine how we report out on that data. Okay, we just recently got our civic rec system. We are still working on our process. We discussed in January funding for an asset management software system, that will help our department tremendously on that front. It's not something that our departments ever had or tracked to the degree that it needs to be.
 - Karen Daniels thanked the Park Board for the budget presentation you gave us, and especially at the end. State she agreed with Dr. Jane Winkler Philbrook as far as receiving itemized budgets so that we can see just what the what the funds are going on each part, so we don't have to have that on the parks that are up for bid.
 - Carolyn Wyatt-stated that this her last Park Board meeting
- Angel Ferrara – Thanked, Carolyn Wyatt for her service and dedication with the Park Board

VII – ADJOURNMENT

Dani Gurley -First Vice Chairwoman requested to adjourn; Dr. Jane Winkler Philbrook made a motion; Andrea Behrman seconded the motion meeting was adjourned at 7:19 PM

Motion Carried (Ayes 8, Nays 0)

Dani Gurley/First Vice Chairwoman

