



**ADVISORY BOARD**  
**Meeting Minutes – October 11, 2011 -5:30 p.m.**  
**Leawood City Hall – Maple Room**

Board members in attendance: Karen Ward Reimer (chair), Amy Vlastic, Lorrie Hamilton, Doug Stevens, and Rod Crawford.

Board members absent: Jacquie McKinney and Bob Wright.

Council Liaison attending: None

Council Liaisons absent: Julie Cain and Lou Rasmussen.

Staff members attending: Chris Claxton, Kim Curran, Tonia Morgan, and Brian Anderson.

Staff members absent: April Bishop.

Additional guests attending: Chris White, Karry Phillips, and Brian St. Dennis, residents of Steeplechase.

Chair Karen Ward Reimer called the meeting to order at 5:42 p.m.

Lorrie Hamilton made a motion to approve the September 13, 2011 minutes. Amy Vlastic seconded the motion. The minutes were approved unanimously.

The Committee members introduced themselves to the guests.

Karry Phillips thanked the Committee for welcoming them to the meeting.

**I. Old Business**

**A. Revisit Playground Opportunity at Brook Beatty Park**

Chris reported she added this to the agenda because when the Council agenda for the October 17<sup>th</sup> meeting came out, she noticed that Council member Fila's report indicates that she is interested in looking at this again.

Chris added that she is uncertain if Committee members had a chance to look at the information she e-mailed regarding this, including excerpts from previous meetings. She visited the area and took photos today. Her concern still remains with limited parking.

Amy asked if there is any parking at all in that area despite street parking.

Karen reported that the only parking would be on the street.

Lorrie reported that the playground equipment area couldn't be that large based on the size of the space. Is street parking allowed for a park.

Chris reported that the street that borders on the north may potentially allow for some parking. She didn't notice any no parking signs but it would be tight.

Chair Karen Ward Reimer added that the person who resides in the first house isn't going to like this idea.

Chris reported the park size is less than an acre. (*Chris passed around photos of the park taken from different angles*).

Chris reported that there is a small drainage way that drains into the creek that goes under Lee.

Brian added that when the creek floods; it is not the water coming from that area that floods it is water backing up from the creek. There is higher elevation in the area. A lot of the area can flood when that happens. It is best not to install play equipment to this particular area.

Amy asked if this came about because someone wrote a letter to Council member Fila.

Chris reported that this is correct.

Brian reported that he also received a call from a resident requesting installing play equipment for the neighborhood for people to take their children. He told them that this has been discussed before but parking was an issue. A lot of people may potentially drive to use the park. If so, this may cause a problem with residents who live in the area.

Chris reported that unfortunately one of the best areas to install play equipment would be where the sculpture ("Faith") is located. She is not sure how the Arts Council would feel about relocating it.

Brian reported that this is the best space. It will work if the area is rearranged. There are small dogwood trees there that shouldn't be moved.

Chris reported that she brought this up tonight merely for discussion purposes only. She isn't asking for a recommendation at this time. She is uncertain the direction this will go at the next Council meeting but assumes that it will be referred back to the Park Board.

Chris added that they will break ground on the new Justice Center sometime next spring. They will take occupancy potentially between June and September of 2013. Once they move, the police station will be vacant. She is certain there may be questions concerning what will be done with the old fire station regarding making repairs or tearing it down and building a new one on that sight. It was discussed before that it would be a good idea to wait until this decision gets made. Even though they are far enough apart maybe there could be a small playground for 2-5 year olds at Brook Beatty. She is uncertain if the plan is to restore old City Hall and leave it there or move it as was done with the school house. There are three decisions pending; the Police Station, Fire Station and Old City Hall.

Lorrie asked if this came about when the tree was removed. She noticed that the space appeared much larger when the humungous tree was removed. This may have prompted the interest.

Chris reported that she agrees. The area looks larger now that the tree is gone.

Brian reported that there is a wastewater line on the south end near the creek. He is uncertain how wide the easement is but this will need to be determined. The best flat space is in the vicinity of the art bench if it can be relocated.

Chris reported that unfortunately April, Cultural Arts Coordinator is on vacation this week so she will have to wait until she returns to discuss options. She encouraged committee members to visit the location while the weather is still pleasant. It may come as a referral from the upcoming Council meeting. If so, it will be discussed at the November 8<sup>th</sup> Park Board meeting. The pictures provided tonight are o.k., but it is nothing like standing in the area and seeing it for yourself.

Amy reported that her concern is putting a lot of play equipment in the area due to the traffic. If so, it will become a destination play area. She suggests putting in something small and a couple of swings.

Doug reported that in regards to what Chris sent in April of this year, he thought at that time it was determined that street parking wasn't allowed for parks.

Chris reported that she is uncertain who said that.

Doug reported that he is sure this was determined by Scott Lambers. He thinks the concern was with accessibility. Parking should be factored in once the amenities are developed regarding the park.

Chris reported that if so, there isn't signage to indicate that parking is not allowed.

Amy reported that if they are considering allowing parking on both sides of the street it would be limited space to get through.

Chair Ward Reimer reported that most streets allow parking on both sides.

Lorrie added that one side would definitely have to be signed "no parking".

Doug asked if a playground area is in future plans for the Estates of Old Leawood.

Chris reported that supposedly this is correct, but she thinks there has to be five lots under construction before a playground is required.

Brian reported that the tree was removed because it was extremely hollow and they were afraid it would fall during a storm. His department discussed what can be done to beautify the area as time moves forward and get rid of the Bermuda grass. He would like to reseed next fall. They also discussed expanding the rain garden. They would like to make the park a pleasant walking destination. A possibility would also be to add more park benches and highlight the art. What exactly will be done may be determined if playground equipment is installed.

Chris added that she noticed today that the ring around the sculpture needs to be re-done. It's failed. She will ask April and Anne to look at this whole situation soon.

Chris reported that funding will be one issue if and when a playground is installed. We couldn't do anything until 2013. The CIP is done for 2012.

Chair Ward Reimer asked if research or studies can be done, or have already been done, to determine how often it will be visited and how much traffic it will get. A smaller play area that will accommodate fewer children is better than a lot of equipment with slides for a lot of children. If we put something small there it may be a walking destination. Then parking may not be a major issue.

Chris reported that statistics probably wouldn't be available and if so she wouldn't consider them to be too reliable. These are called pocket parks; and many agencies have sold many of this size off to neighboring developers. Not that we would do that but many have because they are so small they can't provide the amenities needed and also have limited parking. When the art sculpture was installed years ago this spot appeared to be the perfect location but now we have a different situation before us.

Chair Ward Reimer reported that Overland Park has a few pocket parks.

Lorrie reported that she has seen a park in Overland Park that has very minimal parking and a basic small climbing area with a swing. It is self contained with a couple benches.

Brian reported that we could purchase individual slides with swings and install a youth zone around each particular area with the soft mulch in case of falls. There are also some maintenance issues (erosion problems) that need to be addressed before long.

Chris reported that between now and the November meeting she will see what she can find out pertaining to the size. This will also provide an opportunity to see what Council member Fila has in mind.

## **II. New Business**

### **A. Discuss Additional Park Land - Ironwoods**

*Brian gave an overview of the proposed area on the map provided.*

Brian reported that a survey was done by Phelps Engineering when they considered purchasing the land approximately a month ago. He showed the areas that represent the property line, Kenneth Road, and the asphalt path that meanders down from the cabins through the timber. He also showed the pond area and homes in the Leabrooke subdivision. He added that there are a lot of mature oak and hickory trees in the area.

Brian reported that there are several areas with lawn development now on the park land.

Brian also reported about the floodway on the proposed park land. There is also been a bunch of spoils dumped, which we will have to have hauled out. Some rock has also been dumped in the field that may be from digging foundations. There are also some invasive honey locust trees developing. They will be cut down over the winter months. There is also barbwire fence separating two properties that he would like to remove it for safety purposes.

Amy asked if it is feasible to put in a trail in that would go east to Kenneth Rd.

Chris reported that years ago when the plat came in there was a desire by the developer McIntyre to deed some of the land to us along the creek at the south end of the property but this never came to fruition.

Chair Ward Reimer asked the percentage of acreage in the flood zone. It appears that very little is out of the flood zone.

Doug reported that by looking at the map, he agrees. A great portion seems to be located in the flood zone.

Brian reported that a great deal is located in the flood zone. A bridge may be needed to be installed to get across a portion of the area. The entire acreage is forty-five acres. He is uncertain the exact percentage located directly in the flood zone. Although a significant amount is in the flood zone it is a nice addition. Forty-five acres is a lot of land.

Chris reported that Council Liaison Rasmussen asked her to report in his absence on what he's been doing and the information he knows.

Chris reported that he met several weeks ago with the Mayor and the City Administrator to discuss actions and timeframes for an ultimate plan for the newly acquired forty-five acres. The first stage was to determine what utility structures exist and determine needs for future expansion.

Chris added that we are pretty familiar with the survey and we didn't take a hard look at that area but we did look at it when the park was developed because we had to know where the connections were going to be. The information is available. Phelps Engineering also has the information

Chris continued Council Liaison Rasmussen's report by saying that the overall plan is to set up a timeframe one year from the Council action. Restrooms for the amphitheatre were continued for a twelve month period at the September 19<sup>th</sup> meeting.

Council Liaison Rasmussen's report stated that the City Administrator is scheduled to get together with Joe Johnson, Public Works Director, to look at the utilities. Joe will notify the City Administrator and report on the connections and be specific regarding where everything is located.

Chris continued that lastly Council Liaison Rasmussen commented that from his point of view Park Board should begin thinking about programming needs for the new forty-five acres.

Chris reported that when she met with Council Liaison Rasmussen she conveyed to him that when referencing a year from a development standpoint, it goes quickly. It can be done but a lot of meetings will be needed. Similar to planning for the first 70 acres of development.

Chris reported that staff will begin discussing programming needs and areas of deficiency we have. For example, are more soccer fields needed, etc. Staff will need to take a look at what is currently being done and make sure we give the best evaluation we can.

Chris suggested that this can be done as a group. She asked the Committee would like to participate from Park Board to meet as a Sub-Committee. She suggested 3-4 at the most. If so, the Sub-Committee can report to the Park Board. These are mainly ideas however; she hasn't discussed this with Scott Lambers, City Administrator. Essentially a master plan as the two pieces of property have to fit together.

Chair Ward Reimer suggested that it would be best to develop a sub-group due to busy schedules and the difficulties we've had to produce a consistent quorum. Meetings can be held during the lunch hour or a morning breakfast meeting.

Chris reported that this comes at a good time for the Parks Department due to a slower time of year.

Chris agreed with Karen regarding meeting in the morning or at lunch due to the difficulty some have in getting away from work. If possible, meet early mornings or allow an hour and a half for a lunch meeting and aggressively discuss the topic at hand.

Chair Karen Ward Reimer asked if there is any interest from those present tonight to volunteer on the Sub-Committee.

Amy Vlastic, Doug Stevens, and Lorrie Hamilton volunteered for the committee.

Chair Ward Reimer asked the flexibility of the volunteers.

*After a brief discussion it was determined that with enough notice prior to the meetings they will do their best to accommodate their schedules to make the meetings.*

Chris reported that she will meet with Scott to discuss this with him. Her preference is to have the first meeting prior to Thanksgiving to develop a flow chart and a timeline. If Scott agrees with this, she will locate past documentation of conversations regarding general overall facilities and needs we might have. As much information beforehand would be beneficial.

Chair Ward Reimer asked what happened to the "wish list" from several years ago. It would be good to re-visit this.

Chris reported that she will locate the wish list in its entirety within the next two weeks and mail it to the Committee or deliver it to their homes.

Kim reported that it was a thick document.

Chris reported that she would also like to include citizen involvement from Steeplechase, Camden Woods and Leabrooke.

## **B. 2012 Fee Recommendations**

Kim asked if everyone received their e-mail sent prior to the meeting.

All received it and had the opportunity to review it.

Amy asked who runs the challenge course.

Kim reported that Dennis Jones is in charge of the Challenge Course.

Amy asked if the challenge course offers a resident, nonresident and civic rate.

Kim reported that this is correct. The nonresident civic is the same as the resident rate. This is based on not reducing the residence any further. For example, the Lodge has a Leawood civic rate which is cheaper than the Leawood resident. There is also the non-Leawood civic, which is the same as the resident rate.

Doug asked if civic is strictly for organizations or not for profit groups. Is a business group different because they are for profit.

Kim reported that this is correct. Civic groups must provide 501C3 documentation.

Doug asked is there a number that define a group. How many more than one make up a group.

Kim reported that they do up to ten pricing depending on the group. It is determined as a flat rate. This covers staffing. There is also a per person charge above that to a maximum amount.

Chair Ward Reimer opened the floor for additional questions.

Lorrie asked regarding the sports camps, clinic and classes: Is Happy Feet bringing enough money to justify the significant drop.

Kim replied that it is a six week class meeting for thirty minutes. Currently there is a 65/35 split for the class. The reason for the drop is the value of it being a thirty minute class for only four weeks.

Chris added that the range they had didn't accommodate the number. They are asking to adjust the range because of the specific program and it makes more sense with the value.

Lorrie reported that this is a dramatic drop compared to everything else.

Doug asked if the birthday party numbers are accurate. The program guide had a lower cost than what is reflected on the report.

Kim added that it is a range; they increase the upward amount to the range. The birthday parties are set within the range. It will vary between the program length and number of people attending.

Chris reported that swim lessons were added back to the camp. They can't offer them and not charge more because instructor fees have to be covered.

Doug asked Kim to clarify the broad range on the field painting. Is it because of the different sports and size of the fields.

Kim reported that this is correct. It may be a small soccer field to a full size lacrosse field. They continue to receive contact from groups interested in renting our fields. They are currently getting requests for lacrosse. To lay it out is extremely time consuming.

Brian reported that in regards to soccer they have the corner markings and all pegs are in the ground. When changed to a new sport, it is difficult to find new corners. Lacrosse is complicated and takes more lines to lay out. The cost may decrease once initially done, but it will be costly the first initial time.

Amy asked them to clarify the difference in cost of reserving the fire pit. The report states \$75 for a resident per two hour rental. If the firepit is included is there a \$15.00 discount off of that price.

Chris reported that the discount is off of the total if the combo is reserved.

Amy asked if all shelters are reserved for five hours.

Tonia reported that this is correct. All shelters are reserved in five hour blocks of time. The hours are set and cannot be altered. Rentals times are 10:00 a.m. to 3:00 p.m. or 4:00 to 9:00 p.m. This allows an hour of cleaning time in between rentals.

Kim added that this also allows two rentals per day.

Chris reported that the firepit and shelter are very unique. We don't have anything like this in the system.

Chris also reported that although the shelter and firepit are in close proximity she doesn't want people to have to reserve both if only one is desired. Most scout groups won't need the shelter. Or those who reserve shelter may not need the firepit.

Chris added that we will begin reserving the shelter at Tomahawk Park in 2012. We have so many requests for shelters. This would give us an additional shelter to rent.

Chris reported that she will change the wording to clarify the discrepancy regarding the \$15.00 discount. If Park Board has questions or are unsure, she is sure Council will also.

Chair Ward Reimer reported that potentially a scout group could be using the firepit hosting a ceremony while another group has reserved the shelter. This could pose a problem.

Chris reported that typically we try to avoid this. Tonia will notify the patron who reserves second that another event is scheduled. For example, if someone rents the firepit and another person inquires about renting the shelter at the same time, she will let them know that the other event is going on. Then, the shelter will be booked but we want to be up front to let them know other people will be there. Ninety-five percent of people will select another date but there will be some who will go ahead with it.

Chris added that the same is done with soccer. People don't understand what it's like to try to rent shelters on soccer Saturday. As much as we would like to allow this, it would be a bad experience.

Lorrie Hamilton reported that she doesn't like running through the park on soccer Saturday. She understands.

Chris added that in reference to the report. Changes are reflected. If it isn't noted on the report it stayed the same.

Lorrie Hamilton made a motion to approve the changes on the proposal that was put together for the 2012 fee schedule. Doug Stevens seconded the motion. The motion was carried unanimously.

Chair Ward Reimer thanked Kim and Chris for their hard work. She appreciates it being sent early for review prior to the meeting.

### **C. Staff Report**

Brian reported he would like to thank the Police Department for assisting him today. They were extremely helpful, especially today. There have been a lot of instances with homeowners dumping trash regularly in our park trash cans. It is against a City ordinance to dump in our trash cans. A City employee found mail today with a name and address of a person who has been doing this. The Police Department contacted the homeowner. He stated that he was unaware that this is illegal. The Police were really responsive.

Brian reported that changes have been made for snow removal of the City streets this year. In the past, the Park Department has always been responsible for public parking lots like City Hall and access to buildings and providing safe access to the Fire Station and Police Station for the fire trucks and police officers to be able to get out. They also clear the parks and the Lodge.

Brian added that they always give the street department four employees that run trucks and clear the streets. This year because of heavier snows in the past couple of years they've looked at expanding what will be done in terms of street snow removal first. They've decided to add their trucks to the snow removal effort. This will allow them to add five more trucks to all snow routes in the city in any given storm. There is an A and B shift with two people per truck. This will require ten people working twelve hour shifts.

As a result of the change they will transfer some bobcat equipment to the Fire Department. They will be responsible for their own lot moving forward. He will have limited staff to keep the library and City Hall open. After all of the streets are complete, they will branch out and do parks and public sidewalks and additional buildings. This change will be done for four inch snows or greater. Brian's staff will still put salt down in the fire and police lots.

Brian reported that he was told by Public Works that when the snow reaches greater than the four inch level they slow down and trucks can't move as quickly. This is when they need help. Otherwise his staff will do their regular snow removal.

Chair Ward Reimer asked how many total of Brian's staff will be needed.

Brian reported that fourteen staff members will be used. The three Supervisors will be held back to continue to run different segments of our operation. There will also be a few seasonal employees that will be kept on staff to do manual hand work to keep the buildings open.

Chris reported that the Parks Department assisted Public Works last year and were able to help with the heavy snows in the cul-de-sacs. This allowed Public Works to keep the main roads clear.

Brian reported that the primary and the secondary streets are the main focus during a snow. Residential streets will follow after they are complete.

Chris reported that there is money budgeted in 2012 to purchase a program that will allow residents to view snow removal activity online. This is already being done in Overland Park.

Brian reported that purchasing the new program will also be helpful for staff to be able to look at the computer during a shift change to see where his predecessor has been.

Chris added that it is also good for a Supervisor if they receive a call to be able to get online and see if a street has been done. The Supervisor is able to report to the patron calling the location of worker.

Brian added that the imported stone arrived for Gezer Park. It should be completed by Thursday afternoon. They are also installing lighting in the shelter. They are making preparations for the dedication of the Havdalah Garden and ceremony Saturday.

Chair Ward Reimer asked Committee members to R.S.V.P. if you are able to attend or not.

Brian reported that the Bicycle Friendly Committee will meet next month. They are working on a master plan map of routes of suggestions they would like to see for walking and biking improvements that could be made in the future. At that time, he would appreciate comments from Park Board. Stores, schools, parks, and public buildings will be good places to begin with.

Chair Ward Reimer asked if we have a master plan for all new strip malls and things going in that they include a bike rack.

Brian reported not yet. Developers are being asked to put bike racks in.

Chair Ward Reimer asked if the committee should go to Council regarding this.

Rod reported that this should be done.

Brian reported that the development ordinance should be reviewed and amended. The Planning Department is currently working on this. Planners and the City Engineer, as well as a Police Officer, attend the bicycle meetings. All the departments in the City affected by the street improvements attend the meetings.

Rod reported that it has been a part of the agenda of the sub-committee to get this done.

Kim reported that the Fall in the Park Festival was held September 30. The weather was perfect. There were 240 wrist bands sold. The movie *Race to Witch Mountain* was shown. It has been discussed to keep the inflatables up later next year. There was a nice sized crowd wanting to use them when they were shut down when the movie began.

Kim reported that cabin season is winding down. Currently they are booked solid. A lot of reservations are made on weekdays when school is out the following day. Challenge course programs are going strong. The last open climb is Saturday, October 22. The wall will be open at that time.

Kim also reported that she is preparing for a new soft drink bid to go out. The contract with Pepsi ends at the end of this year.

Kim reported that they are working on their marketing push. She will put together a monthly newsletter to be sent to the schools website as they no longer allow us to distribute flyers. The newsletter will also be put on our website. It will also be e-mailed to those who sign up to receive it.

Kim reported she will be attending the Kansas University Career Fair, October 25. Hopefully she is able to recruit seasonal staff.

Kim also reported that she and her staff are putting together information for the next program guide. It will be out in November.

Kim reported that “Holiday Lighting” will be held November 21 before the Council Meeting. It begins at 6:00 p.m. The Leawood Singers will be singing again this year. A group made of singers from the Blue Valley area called Vocalocity will also be performing.

Chris added that she heard they are good and this will be a different.

Lorrie Hamilton reported that she saw them perform. They are similar to the Glee Club.

Chris reported that the Havdallah Garden Dedication and Ceremony will be held this Saturday, October 15. She is in the process of researching if it’s appropriate to have the sukkah up during the event. She noticed a house on 127<sup>th</sup> Street that had a spray painted canvas enclosing their deck that said “Happy Sukkah”. If appropriate she will have it up during the event. Coffee, hot chocolate, cookies and smore’s will be served. Invitations were sent to all congregations. They are prepared to host 75 to 100 people.

Chris also reported that there is an electronic recycling event coming up on Saturday, October 29. Most information is in the program guide. It will be held at Black and Veatch.

Chris added that Scott Fanning and his crew completed the sidewalk leading to the north t-ball field. They did fifty foot sections at a time in house, which saves a lot of money. Chris suggested posting a sign saying *North T-Ball Field Access*. There was an ADA access issue before. Many thanks to Scott and his crew.

Chris reported that she submitted (on behalf of the Sustainability Advisory Board) an application to Bridging the Gap for the Environmental Excellence Award. Because of all the work the citizens on the Committee have done the City has received the award under the classification of “Government”. An awards ceremony to recognize all recipients in every category will be held at the UMB Bank Auditorium, 1010 Grand on Thursday, November 3 at 6:00 p.m. She is happy for the Committee. They have done a lot of work.

Chris also reported that Scott Fanning’s team began working on installing bike racks at the front entrance of City Hall. There will be room for ten bikes. People will not have to cross the parking lot to park their bikes. Anyone who would like to ride their bike to the November meeting is encouraged to do so.

Chris reported that the winter park hours began October 1. The hours are 7:00 a.m. to 9:00 p.m.

Chris added that she has been working with the Leawood Foundation and the Arts Council. They are making a proposal that will be presented soon to consider purchasing the current Art on Loan piece, entitled “Introspection”, by artist Larry Young. The original price was \$150,000 but they have negotiated it down and will report soon with an offer.

Chris also reported that the Foundation has been looking for one or two events yearly that they can have as a recurring event. It is very difficult when they go fundraising to reinvent the wheel every year. One thing they are looking to do in February is in cooperation with the Leawood Arts Council. The event is entitled “Arti Gras”. It will be held at City Hall on a Friday, Saturday, and Sunday in the Oak Room. It is a juried art show around the Mardi Gras theme. There will also have a Gala on Friday night. More information will be presented when April returns. They will work on promotional buttons for the event and will start planning soon.

Chris also reported that she would like to add for future discussion some signage along the trail at key entry points. When we hosted the Bike Lunch and Learn, there was a citizen who had what she thought was a good idea. Not littering the trail with a lot of signs but being able to put information to put your phone next to a QR code with small printed information that would direct you at certain portions of the trail that could possibly direct you to go to Walgreens, Starbucks, and the grocery or to get medical attention. There is a possibility to get sponsors. She encouraged

the Committee members to think about this and it will be discussed at a future meeting. Probably after the first of the year.

Chris reported that the Leawood Fire Chief Ben Florance announced his retirement effective March 2012. He has a son working on his master's degree in I.T. and Technology. He would love to find a project to do GPS work. She asked Ben to have him contact us to discuss working with us as part of his class to possibly implement the QR system for the trail.

Chris reported that the picnic table for the area under the pagoda at I-Lan park has been delivered and will be installed very soon.

#### **Misc.**

Chair Ward Reimer asked how the last Large Item Recirculation day went.

Brian reported that it went well. He is uncertain quantity-wise the exact amount hauled away but we didn't pick up as much as before. The invoice is \$1200.00. We are charged \$600.00 per truck load.

Chris added that there were five truck loads last time.

Brian reported that he received fewer calls from citizens this time. His crew picked up missed items but there weren't many at all.

Chris reported that the Committee has a \$10,000 per year budget. It will be discussed if it is done yearly or every two years moving forward. It makes more sense to do it every other year.

Chair Ward Reimer reported that she would like to have an updated photo of the Committee members in the program guide. We have missed the window to take the photo outside. We will have to meet here and take the photo.

Chris reported that if we could get it accomplished she could save a spot and drop the photo in.

Chair Ward Reimer suggested sending an e-mail to all Committee members notifying them that the photo will be taken. This should be a priority. If a Committee member isn't able to make it on that particular date it will be unfortunate.

Chair Ward Reimer reported that the photo will be taken at the November 8<sup>th</sup> meeting. She would like the photo updated on the website.

#### **D. Next Scheduled Meeting Date – November 08, 2011**

The next meeting is scheduled for November 08, at 5:30p.m.

Amy Vlastic made a motion to adjourn the meeting and Rod Crawford seconded the motion. The motion was approved unanimously.

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Chris Claxton, Director  
Parks and Recreation Department