

PARKS AND RECREATION COMMITTEE
4:00 p.m. | January 8, 2024
City Hall

MINUTES

Attendance: Chairperson Terrence Gallagher, Matt Geary, David Gleason, Diane Mares, Caety Meyer, Matthew Moeder, Jay Moorman, Kevin Murphy, Assistant City Administrator Meghan Buum, Field Superintendent James Carney

Public Participation: NONE

Reports

1. Chairperson's Report – Chairperson Terrence Gallagher was happy to see the parks in heavy use with families enjoying the snow. He reminded committee members that all shoveling in the parks occurs after the roadways are cleared. New committee appointments will be made soon, and he wished the committee well should he not be reappointed to the chairmanship. There are currently three committee vacancies and new appointments will be made in February.
2. Recreation Report – Meghan Buum reported that Daniel Jackson and Suzanne McCullough will be returning to the pool this summer. Suzanne will oversee the administration of hiring, payroll and programs as aquatics supervisor and Daniel will oversee the pool operations as pool manager. Other seasonal positions have been posted and recruitment efforts have started. In the offseason, Daniel completed the American Red Cross Lifeguard Instructor Training, bringing the last piece of guard training entirely in house.
3. Public Works Report – Due to the blizzard, there was no update from Public Works. Mr. Gallagher acknowledged the hard work of the department over the last week.

Consent Agenda

1. Minutes from November 13, 2024 – Jay Moorman moved to approve the minutes from the November meeting. Caety Meyer seconded the motion and it passed unanimously.

Old Business

New Business

1. Summer Recreation Program Agreements
 - a. JCPRD Agreements – Ms. Buum outlined the JCPRD summer day camp and tennis agreements. There are no substantive changes to the programs in 2025 Kevin Murphy moved to approve the agreement. The motion was seconded by Diane Mares and passed unanimously.

- b. SuperPass Interlocal Agreement/Swim Meet Letter of Understanding – Ms. Buum outlined the interlocal agreements. There are no substantive changes to the program in 2025. Diane Mares moved to approve the agreements. The motion was seconded by Kevin Murphy and passed unanimously.
2. Fee Schedule – Ms. Buum presented the 2025 Fee Schedule. There are no proposed changes to the fees in 2025 since they were adjusted in 2023 and are still comparable to peer cities. Jay Moorman moved to approve the 2025 fee schedule. Caety Meyer seconded the motion and it passed unanimously.
3. Park Policy Review – Ms. Buum presented proposed changes to Council policies related to the Parks and Recreation Committee’s oversight. Council policies are written policies that define a method of action to be taken by the City of Prairie Village. These policies are designed to focus on solving immediate problems and prevent future problems; preserve the governing body’s legal authority; clarify council/staff relations; officially express municipal objectives; provide guidance and direction to city employees; and foster stability and continuity. The governing body makes policy and decides “what will be done.” Administrative staff members decide how to carry out the will of the governing body.

Ms. Buum completed a comprehensive review of the policies and procedures on the relevant committee policies, and seeks input from the Parks and Recreation Committee prior to final approval from the Governing Body. Many of the changes are not substantive and reflect current city practices, such as title or responsibility changes, programing changes, technology improvements, and edits for clarity.

Certain policies had more substantial changes:

- CP509 – The removal of the lap lane restrictions reflect a change that was adopted by the committee upon review of the pool rules several years ago, but had not been changed in policy
- CP513 – This policy reflects the current practice of the city, which has been established for several years but was not updated in policy. As a recruitment tool and for more operational control, the City took all lifeguard instruction in house and provides the training at no up-front cost to employees.
- CP515 – Changes to this policy set limits on daycare/camp size, sets standards for supervision, and defines city and care provider responsibilities.
- CP525/526 – Elements of CP526 had been incorporated into CP525 in 2019. The remaining items were combined into CP525 and CP526 will be deleted entirely.
- CP528 – Reservations fewer than seven concurrent days will be staff level approvals. Many of the previous concerns surrounding multi-day rentals have been addressed through the commercial use policies.
- CP529 – The pool is no longer able to be rented per a previous policy change and eliminates the deposit requirements.

Jay Moorman moved to approve the policy changes. Caety Meyer seconded the motion and it passed unanimously.

Information Items

2025 Meeting Schedule:

- March 12, 2025
- May 14, 2025 (parks tour)
- September 10, 2025
- October 8, 2025
- November 12, 2025

Adjourned at 4:56 p.m.