

CITY OF LEBANON  
PARK BOARD MEETING MINUTES  
JANUARY 10, 2024

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on January 10, 2024, at 12:00 p.m. at the Winfrey House located at 25573 Highway 5.

**DECLARATION OF A QUORUM**

Upon roll call, the following Officers were present: Melody Allen, Max Meckem, Carrie Plassmeyer, Heather Shadel, Doug Smith, and Ramsey Stewart. Absent: John Gideon, Holly Goforth, and Neal Wilkinson.

A quorum was declared.

John Gideon entered the meeting at 12:06 pm.

Staff members and others in attendance: Park Director John Shelton, Assistant Park Director Elliot Wilburn, and Deputy City Clerk Lacey Brackett.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

Meckem moved and Allen seconded to approve the December 13, 2023 Regular Meeting minutes as presented. Motion carried as follows: Yea: (7) Allen, Gideon, Meckem, Plassmeyer, Shadel, Smith, and Stewart. Nay: (0) None. Absent: (0) None.

**NOVEMBER FINANCIAL REPORT**

Park Director John Shelton shared the financial report and reported that revenues had slightly decreased.

**DISCUSSION AND PRESENTATIONS**

**Atchley Park Plans**

Park Director John Shelton reviewed the phases that were discussed at the previous meeting. Shelton reported that he had spoken with the City Administrator and the Finance Director regarding taking a loan if interest rates were lower in order to include all phases at one time, vs. over numerous years. He informed the Board that the City Administrator and Finance Director were open to the idea.

**Baseball/Softball League**

Assistant Park Director Elliot Wilburn shared that sponsorship letters had been sent out and that the Spring league started in April, and the Recreation league will have signups online. Stewart addressed potential advertising opportunities to help fund and Wilburn shared that sponsors were currently going in the right direction, with Shelton adding that additional sponsorships through advertising is a top that gets discussed.

### Employee Hiring Process

Shelton shared the rehiring process for seasonal workers and addressed that the Human Resource Department broadened job descriptions to allow an employee to be able to work in more than one position.

### Disc Golf-Ice Bowl

Wilburn shared that the Ice Bowl was scheduled for February 17<sup>th</sup>. He reported that players generally don't pre-register and there was a pot-luck at the event.

### ACTION ITEMS

#### Mower Purchase

Shelton shared they were in the process of working on the procurement process for a mower; however, the bid had been pushed out.

Smith moved and Meckem Seconded that the Park Board approve moving forward with the procurement process for the purchase of a Mower for the Parks Department and forward to City Council for final approval. Motion carried as follows: Yea: (7) Gideon, Meckem, Plassmeyer, Shadel, Smith, Stewart, and Allen. Nay: (0) None. Absent: (2) Goforth and Wilkinson.

#### Capital Improvement Projects FY2025-2030

Shelton shared the list of Capital Improvement Plan Projects which listed budget amounts per project.

Smith moved and Gideon Seconded that the Park Board approve the Capital Improvement Projects FY2025-2030 and forward them to City Council for final approval. Motion carried as follows: Yea: (9) Meckem, Plassmeyer, Shadel, Smith, Stewart, Allen, and Gideon. Nay: (0) None. Absent: (2) Goforth and Wilkinson.

### COMMENTS FROM THE BOARD

Park Board President Carrie Plassmeyer shared that she would follow up on the Park Board Bylaws. She also reported that a concerned citizen asked her about the non-park activities by public citizens, with Wilburn replying that since locks were installed in the bathrooms, they had noticed a decrease in activity.

Shelton shared that he had a citizen reach out regarding playgrounds throughout the City not being inclusive. He relayed this to the Board and shared that just how they are always doing, when reviewing a new playground, they must keep in mind inclusiveness. Shelton also shared that he knew there was a discussion for citizens wanting a recreational facility and with this, the Board had to think about what exactly they wanted the recreational facility for. This created feedback and Plassmeyer shared information about having potential meeting rooms.

Board Member Ramsey Stewart asked how much was in the budget for advertising and discussed creating advertising content.

ADJOURNMENT

President Carrie Plassmeyer declared the meeting adjourned at 1:12 pm.



Carrie Plassmeyer  
Park Board President Carrie Plassmeyer

Minutes Approved: February 14, 2024