

CITY OF LEBANON  
PARK BOARD MEETING MINUTES  
JULY 12, 2023

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on July 12, 2023, 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: John Gideon, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Ramsey Stewart, and Neil Wilkinson. Absent: Melody Allen and Max Meckem.

A quorum was declared.

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Smith moved and Goforth seconded to approve the April 12, 2023 Regular Meeting, May 10, 2023 Regular Meeting, and May 10, 2023 Closed Session meeting minutes as presented. Motion carried unanimously.

MAY FINANCIAL REPORT

Reviewed the May Financial report and there were no comments.

DISCUSSION AND PRESENTATIONS

Park Board Bylaw Review

Park Board President Carrie Plassmeyer shared the bylaws for the Park Board needed to be updated and there were discussions regarding the residency of applicants and voting procedures. Members discussed the attendance for board members with concerns regarding having a quorum at meetings. Plassmeyer shared different options that could help alleviate the attendance concern. Plassmeyer stated the financial and human resources sections of the bylaws had been sent to Finance Director, Kat Gill, and Human Resource Director, Kathy Milliken for review.

Boswell Aquatic Center

Assistant Park Director Elliot Wilburn shared the revenue had decreased from the previous year and advised the closing date for the season would be August 13, 2023.

Park Activities Update

Wilburn informed the Board that the fall ball teams would start around September and October, and they have had numerous teams participating in tournaments in Lebanon. He shared the concession stand sales had increased from the previous year and food trucks had been stationed

at tournaments to provide more food options.

#### Parks Department Vehicle Update

Wilburn stated the Council had approved the purchase for the new vehicles for the Parks Department and they had received them, surplusing the others.

#### ACTION ITEMS

##### Park Master Plan

Wilburn shared the Master Plan, advising they incorporated the survey results from the citizens into the plan.

Smith moved and Stewart Seconded that the Park Board approve the Park Master Plan and that it be moved on to City Council for final approval. Motion carried as follows: Yea: (7) Gideon, Goforth, Plassmeyer, Shadel, Smith, Stewart, and Wilkinson. Nay: (0) None; Abstain: (0) None; Absent: (2) Allen and Meckem.

##### Wallace Park Playground Equipment

Wilburn shared potential quote amounts for the equipment, including fall protection, for Wallace Park. He also shared that \$600,000.00 was budgeted for Wallace Park and the lead time to receive the equipment would be up to a year from the purchase date.

Plassmeyer moved and Smith Seconded that the Park Board approve moving forward with the procurement process to purchase Wallace Park Playground Equipment and Fall Protection for an amount not to exceed \$325,000.00 . Motion carried as follows: Yea: (7) Goforth, Plassmeyer, Shadel, Smith, Stewart, Wilkinson, and Gideon. Nay: (0) None; Abstain: (0) None; Absent: (2) Allen and Meckem.

##### Harke Park Fall Protection

Wilburn shared the quotes for Harke Park Fall Protection.

Plassmeyer moved and Goforth Seconded that the Park Board approve moving forward with the procurement process to purchase Fall Protection for Harke Park for an amount not to exceed \$150,000.00 . Motion carried as follows: Yea: (7) Plassmeyer, Shadel, Smith, Stewart, Wilkinson, Gideon, and Goforth. Nay: (0) None; Abstain: (0) None; Absent: (2) Allen and Meckem.

##### Nelson Park Fall Protection

Wilburn shared the quotes for Nelson Park Fall Protection.

Plassmeyer moved and Smith Seconded that the Park Board approve moving forward with the procurement process to purchase Fall Protection for Nelson Park for an amount not to exceed \$90,000.00 . Motion carried as follows: Yea: (7) Shadel, Smith, Stewart, Wilkinson, Gideon, Goforth, and Plassmeyer. Nay: (0) None; Abstain: (0) None; Absent: (2) Allen and Meckem.

#### COMMENTS FROM THE BOARD

Stewart shared that he had been asked about plans to add shade structures to the park and didn't know if it was in budget to be added. He indicated that he wished to see maintenance options

for the grass areas such as aeration. Stewart also inquired about the Weather Alert System purchase that was approved by the City Council on July 10, 2023.

Wilkinson asked about plans for the soccer fields to be fertilized, and certain areas in the fields to be leveled out, adding the concern for safety of participants in these areas.

#### CLOSED SESSION

Stewart moved and Gideon seconded that the Park Board move out of Regular Session and into Closed Session pursuant to RSMo 610.021 (2) to discuss real estate matters. Motion Carried as follows: Yea: (7) Smith, Stewart, Wilkinson, Gideon, Goforth, Plassmeyer, and Shadel. Nay: (0) None; Abstain: (0) None; Absent: (2) Allen and Meckem

The Park Board went into Closed Session at 1:20 pm and returned to Regular Session at 1:25 pm.

#### ADJOURNMENT

President Carrie Plassmeyer declared the meeting adjourned at 1:25 pm.

  
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Park Board President Carrie Plassmeyer

Minutes Approved: August 9, 2023