

CITY OF LEBANON  
PARK BOARD MEETING MINUTES  
OCTOBER 12, 2022

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on October 12, 2022, 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: Carrie Plassmeyer, David Matlock, Max Meckem, Dan Mizell, Doug Smith, and Ramsey Stewart. Absent: Holly Goforth, Bobby Mowery, and Heather Shadel.

A quorum was declared.

Staff members and others in attendance: Park Director John Shelton, Assistant Park Director Elliot Wilburn, Deputy City Clerk Lacey Brackett, City Administrator Mike Schumacher, Human Resource Director Kathy Milliken, Finance Director Kat Gill, and Assistant City Administrator/City Clerk Laina Starnes.

PRESIDENT'S OPENING COMMENTS

None.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Stewart moved and Meckem seconded to approve the September 14, 2022, Regular Meeting minutes as presented. Motion carried unanimously.

FINANCE REPORT

The Park Board reviewed the August Financial Report as presented.

DISCUSSION AND PRESENTATIONS

Procurement Process

Finance Director Kat Gill gave an overview of the City Purchasing Policy. Gill explained the thresholds for written and formal bids, along with explaining the difference between sole source and cooperative purchasing. Gill also shared the process for the surplus and disposition of items.

Survey Results

Park Director John Shelton shared that the survey went very well. He gave an overview of key aspects that residents rated of importance, walking trails and park shelters as the main focus. A brief discussion commenced regarding opportunities of improvements for the Boswell Aquatic Center. Discussion of the park and park facility improvements would continue throughout more meetings.

Walking Trails

Park Director John Shelton presented ideas for walking trails to be added in the area of Nelson and Harke Park, as well as the area near Boswell Park. Shelton advised that these trails could be developed in a timely manner.

### Park Shelters

Park Director John Shelton presented an overview of shelters to the Park Board. Shelton shared the bathrooms at park facilities had been renovated at the parks; however, the shelters were dated. Shelton expressed that the overall presence of park facility bathrooms and shelters would have an impact on residents who utilize the facilities.

### Update

City Administrator Mike Schumacher informed the board that on October 24<sup>th</sup>, the City Council will have a retreat which will include Council Goals for City departments. Schumacher expressed that along with the survey results and master plan, the discussion of improvements and goals for the parks would continue. Schumacher expressed that he was pleased with all the progress the Park Board had made to improve City parks and park facilities.

### Employee Hiring

Human Resource Director Kathy Milliken communicated that the Human Resource Department had updated and altered the hiring process for the City. Milliken shared a summary of the new process. Park Director John Shelton expressed how pleased he was with the new process.

### Donation of Trees from the Rotary Club

Park Director John Shelton shared the Rotary Club donated 70 trees to the Parks Department. Shelton also expressed that there were a variety of trees and that this program was part of being a Tree City.

### ACTION ITEMS

#### Purchase of a Mower for the Parks Department

Park Director John Shelton advised that the Park Department needed a new mower. He shared if the Park Board approved to move forward, they would be able to start working with the Purchasing Agent to get a bid.

Smith moved and Mizell seconded to approve moving forward with the procurement process to purchase a Mower for the Parks Department. Motion passed unanimously.

### COMMENTS FROM THE BOARD

Assistant Park Director Elliot Wilburn shared that the dates for baseball tournaments had been scheduled for 2023. He advised the tournaments would be held on Saturdays and Sundays.

### ADJOURNMENT

President Carrie Plassmeyer declared the meeting adjourned at 12:54 pm.



Park Board President Carrie Plassmeyer

Minutes Approved: November 9, 2022