

**PARKS ADVISORY BOARD AGENDA
MONDAY, AUGUST 4, 2025 4:00 P.M.**

- A. CALL TO ORDER** – Frankie Hall, Chairman
- B. ROLL CALL**
- C. REVIEW OF AGENDA**
- D. CONSENT AGENDA**
 - 1. Parks Advisory Board Minutes – Monday, June 2, 2025
 - 2. Parks Accounting Worksheet - August 2025
- E. COMMENTS**
 - 1. Comments from Public

Any citizen desiring to address the Board shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Board. Citizens may address the Board on agenda items as they are brought to the floor.
- REGULAR AGENDA ITEMS**
- F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s)**
- G. OLD BUSINESS**
- H. NEW BUSINESS**
 - 1. Park Department Updates - August 2025
 - 2. Ribbon Cutting Discussion
- I. COMMENTS FROM ADVISORY BOARD MEMBERS AND STAFF MEMBERS**
- J. ADJOURN**

PARKS ADVISORY BOARD MINUTES

MONDAY, JUNE 2ND, 2025 4:00 P.M.

A. CALL TO ORDER- Bob Kriebel, called meeting to order at 4:00 P.M.

B. ROLL CALL

Frankie Hall-Absent

Lisa Brookever-Present

Marcus Kassler-Present

Marcie Roberts-Present

Bob Kriebel-Present

C. REVIEW OF AGENDA

No Motion was made

D. CONSENT OF AGENDA

1. Parks Advisory Board Minutes - Monday, April 7, 2025

2. Parks Accounting Worksheet - May 2025

E. COMMENTS

1. Comments from public

Any citizen desiring to address the Commission shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

REGULAR AGENDA ITEMS

F. PUBLIC HEARING(S), SPECIAL PRESENTATION(S), & PROCLAMATION(S)

G. OLD BUSINESS

H. NEW BUSINESS

1. Update on Sycamore park: Jarrod Powers, Director of Parks Provides an update.

Still waiting on quote for parking lot, no time line available. Just needing signs for the trail, Lisa Brookever asked about a border for the trail Jarrod Powers said he would look into that. Bob Kriebel made a comment about seeing a lady there with a 5-gallon bucket taking asphalt. Lisa Brookever asked about soccer goals Jarrod Said that the Rec Center will not provide them at this park and we would have to purchase them ourselves. Lisa would like Jarrod to look into that.

2. North park: 5 Gazebos with electric have been ordered Cost \$12,495.00

3. Longfellow Park: Still on hold until other parks are completed. Marcus Kassler said he has heard that people want grills installed at this park. Marcie Roberts wants to ask the community

what they want to name the park as they just started calling it that but it is not official. Discussion ensued on why they started calling it Longfellow Park. Marcus Kassler then as if the bus stop by the cemetery could be moved to the park once it is completed because the cemetery is not safe. They all agreed to look into that.

4. Update on the Fountain at Pfister park: Sandblasting is done, water meter has been installed and the electric has been ran to the flag poles. Just waiting on parts now.

5. Pool update: Big Hill splash will be getting painted next year.

I. COMMENTS FROM ADVISORY BOARD MEMBERS AND STAFF MEMBERS

Jarrold Powers, Director of Parks would like to let them know that the staff in the parks department have been working really hard and everything is looking really good even though the weather has been bad. He also wanted to let them know about the vandalism in the bathrooms at some of the parks so he is looking into creating a new locking schedule as well as updating some of the fixtures. He updated them on the new barn and arena, letting them know that we did not get the grant. Golf Course was really busy this weekend, just yesterday they did \$5,000.00. He is also looking into getting mulch for a lot of the parks. There are about 100 trees that also need to come down in and around the parks.

J. ADJOURN- at 4:45 P.M

Motion made by Lisa Brookever

Second by Marcus Kassler

All in favor.

Revenue Category	2022	2023	2024	2025 YTD	Totals by Category	Comments
Sales Tax	\$34,822.15	\$426,552.97	\$418,561.61	\$274,221.88	\$1,154,158.61	40% of a City 1/2 cent sales tax
						2023 Donation Earmarked for Sycamore Park. 2024 Donation earmarked for Tennis Courts at LeClere Park
Donations		\$7,500.00	\$7,500.00		\$15,000.00	LeClere Park
						2024 Reserve Fund Contribution
Reserve Fund Contributions			\$403,908.75		\$403,908.75	Earmarked for Tennis Courts at LeClere Park
Other Contributions		\$24,000.00			\$24,000.00	Proceeds from Sale of 10th Street Lot
Riembursements	\$0.00	\$0.00	\$12.91	\$11.13	\$24.04	
Annual Totals	#####	\$458,052.97	#####	\$274,233.01	\$ 1,597,091.40	

Project/Category	2023	2024	2025 YTD	Totals By Category	Comments
Sycamore Park	\$ 183,302.84	\$ 30,778.13	\$ 50.00	\$ 214,130.97	See Detail
North Park		\$ 37,236.00	\$ 11,446.43	\$ 48,682.43	See Detail
LeClere Park		\$ 123,971.82	\$ 171,299.08	\$ 295,270.90	Non-sales tax funds. See Detail
Misc Park Improvements		\$ 1,500.00	\$ 10,075.37	\$ 11,575.37	See Detail
Annual Totals	\$ 183,302.84	\$ 193,485.95	\$ 192,870.88	\$ 569,659.67	

Year	EOY Balance (Sales Tax Funds Only)
2022	\$ 34,822.15
2023	\$ 285,572.28
2024	\$ 634,632.67
2025	\$ 897,369.25

1. Rails to Trails Ribbon Cutting

1. **Tentative Date/Time:** Wednesday, August 18th at 12 PM – *Amber, can you confirm?*
Wednesday August 20th at Noon!
2. **Status:** Amber reached out to the Kansas Department of Commerce to coordinate. **I sent a follow up email this afternoon**
3. **Next Steps:**
 1. I'll reach out to Candi Westbrook to ask about ribbon and scissors. **Candi would love to come and support and she said we could borrow the scissors and Ribbon**
 2. Once the date is confirmed, I'll:
 1. Create a graphic to promote on social media
 2. Write a press release
 3. Capture photos and video the day of the event

Amber – Are you going to reach out to who needs to be there?

Jim – Can you let Jarrod and the Parks Board know about this?

2. Pfister Park Fountain Ribbon Cutting

1. **Status:** Waiting on rough completion date for the project – **Jim – Do you know a time frame?**
2. **Yesterday 7.21.25** – they poured concrete in the base of the fountain. It takes 30 days to cure – then they are going to Epoxy and paint it. After that – there needs to be some cosmetic things done, like lighting, and assembling the rest of the fountain. 8.21.25 – puts you at 30 days – probably beginning of September? What do you think Jim?
3. **To Do:**
 1. Set a Wednesday date for the ribbon cutting
 2. Determine who needs to be invited and who will send those invitations
 3. I'll handle:
 1. Social media graphic
 2. Press release
 3. Video and photos during the event

3. Tennis and Pickleball Court Ribbon Cutting

1. **Status:** Also waiting on estimated project completion – **Jim – Do you have any idea of where they are on this project and a timeframe that it will be completed? GRDA would like to be there. Ben – Do you have a list of who should be there?**
2. **To Do:**

1. Choose a Wednesday date
2. Identify invite list and assign invites
3. I'll handle:
 1. Social media promotion
 2. Press release
 3. Day-of video and photography

4. Community Proud – Beautification Volunteer Day – First Event – Friday – August 15

Amber – Will we be doing all the items you listed in the email yesterday? Or will this be over multiple Coffeyville Proud Volunteer days?

1. Painting fire hydrants
 2. Painting the purple and gold decorative balls at the ELC Board Office
 3. Trash pickup along Hall Street
 4. Weed removal on the 11th Street sidewalk (under the railroad)
 5. Painting handrails on the 11th Street sidewalk (under the railroad)
 6. Cleanup on Cortez Street
 7. Curb cleanup along North Park Blvd
 8. Limb pickup in various areas
9. **Status:** Need to set a date for the event- I will be chatting with Jim to get tools/equipment lined out and then we can set a date
10. **Questions:**
1. What do we need to prepare ahead of time?
 2. Will City Hall be closing for 4 hours that day?-Yes
 3. Do you want me to write a press release as well?
11. **My Tasks:**
1. Capture video and photos during the event
 2. Create a graphic for social media

5. Pathways Survey – Green Space Visualization – Completed renderings – Poster is up in the Lobby at this time

Survey is July 14 – July 25 – Correct Amber?

1. Are you still wanting me to design a visual concept of what the green space could look like for the Pathways Survey? I'd be happy to work on that if it's still needed. Yes, please create a visual concept for this. I have attached a few renderings.