



**AGENDA**  
CITY OF AUGUSTA  
Park Advisory Board Meeting  
December 12, 2022  
5:00 P.M.

*“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce and culture.”*

**A. CALL TO ORDER**

**B. MINUTES**

**1. June 22, 2022 Minutes**

Approval of minutes of the June 22, 2022 Park Advisory Board meeting.

**a) Board Motion/Vote**

**C. BUSINESS**

**1. Discussion of Skatepark Location and Utility Easement**

Make a recommendation to City Council on whether to shift location of Skatepark within same park due to utility easement

**a) Staff Report**

**b) Board Motion/Vote**

**D. Matters From/For Board**

**E. ADJOURNMENT**

## **Park Advisory Board Meeting Minutes June 22, 2022**

Members Present: Bill Slade; Shawn Davis; Bob Bailey; Logan Singhisen; Claire Carpenter

Members Absent: Jayme Chapin

Staff Present: Josh Shaw, City Manager  
Susie Geiger, Assistant to the City Manager  
Brian Alfaro, Parks Superintendent

Guests: Mike Rawlings  
Jerry Primm  
Shirley Stueven  
Cindy Turner  
Rolinda Sample

### Call to Order:

The Park Advisory Board meeting was called to order at 6:00 pm.

### Minutes:

Shaw noted that there was an error on the May 11, 2022 Park Advisory Board meeting minutes in the agenda packet and that Logan Singhisen should be listed under members present instead of Kip Richardson who is no longer on the Board. Shaw said that staff had amended the minutes to correct the error.

Davis made a motion to approve the corrected minutes for the May 11, 2022 Park Advisory Board meeting.

Slade seconded the motion.

Motion carried no opposition.

### Business:

#### Discussion of Future of City-Owned Property at 928 E Kelly Avenue

Shaw introduced the agenda item and provided background on use of the City-owned property at 928 E Kelly Avenue, which has been used by the Girl Scouts organization since the mid 1950s. He explained that the current lease with the Girl Scouts of Kansas Heartland would expire on August 5, 2022. He said that the original lease expired in 2017 and that City Council had approved a 5-year extension extending the lease to August 5, 2022 in September of 2021. The City Council choose not to approve an additional five-year extension extending the lease to 2027 at that meeting. He said that the City Council had asked staff to explore all possible uses for the property. He spoke to the Board about the Parks and Recreation Master Plan, which identifies a lack of parks and recreation facilities in the southeast quadrant of Augusta. The property at 928 E Kelly Avenue be used for the development of a park in the future.

He said staff had also worked with an appraiser to complete an appraisal of 928 E Kelly but did not feel, based on the appraisal report, that selling the property would be the most valuable option for the City. He said that the reason the item was being brought to the Park Advisory Board was due to the potential for the property to be used for park development. He told the Park Advisory Board that they could also request more information from staff if they were not yet comfortable making a recommendation to City Council about the future of the property. He explained that the Girl Scouts had multiple representatives at tonight's meeting to speak to the use of the property by the Girl Scouts.

Jerry Primm, Director of Property for the Girl Scouts of Kansas Heartland, provided background on the history of the Girl Scouts using the property at 928 E Kelly Avenue. He also provided background on the recent developments in regard to the lease and relationship with the City of Augusta, including work that had been done by the Girl Scouts to clean up the property. He also explained their future plans for improving the property, including the construction of a new sign and additional landscaping. He also said that Councilman Tom Leffler had visited the property following the City Council's discussion about the property at their meeting on September 7, 2021. He explained how the pandemic had affected the Girl Scouts operations. He said the Augusta Little House was the only property out of 48 they manage where the Girl Scouts do not own the land but do maintain it.

Primm spoke to the value of having the Little House at 928 E Kelly. He explained that it would be difficult for the Girl Scouts to find a safe, consistent location to meet if they lost access to the Little House, and that it was becoming more difficult to utilize local schools and churches as meeting locations. He said the Little House had a rich history in Augusta and had been used by the Girl Scouts since 1951.

Primm then pointed out that the gate surrounding the Little House was rarely closed, leaving the property open to the public. He suggested that they could entertain the idea of the Girl Scouts and City of Augusta working together to construct a park shelter on the property next to the Little House. He said that this would allow the Girl Scouts to continue having a safe, consistent meeting place and the City of Augusta to address a need identified in its Parks and Recreation Master Plan.

He said that the Girl Scouts of Kansas Heartland Board of Directors had requested that the property be deeded to the Girl Scouts of Kansas Heartland.

Davis asked if we knew how the property had come under the ownership of the City of Augusta with the Little House being used by the Girl Scouts. Shirley Stueven explained that a larger amount of property in that area used to be used by the Girl Scouts and that she suspected that at some point the property was donated to the City of Augusta by the previous owner and continued to be utilized by the Girl Scouts.

Shaw said that the online deed information said that City had acquired the property from the Augusta Country Club in 1964.

Singhisen asked if their recommendation had to be related to the five-year lease extension. Shaw said not necessarily. Shaw explained that it would be difficult to dedicate money to the development of a new park on the property within the next five years, so it may make sense to approve the extension now and explore options for partnership in the following years.

Turner said that having access to the Little House made it much easier for the Girl Scouts to operate in regard to transporting and storing supplies.

Shaw asked if the fence surrounding the Little House was needed if the gate was always open. Primm said from his perspective it does not matter who owns the land; people are welcome to sit on the property. Shaw asked if it was their preference to designate the property as a public park and continue to have the Girl Scouts use the Little House. Sample said yes.

Davis expressed a concern about the prevalence of vandalism in City parks and potentially introducing that vandalism to the property. Carpenter said she was hesitant about advertising the property as a public park for that reason. Davis said his preference is to deed the property to the Girl Scouts and eliminate the need for regular lease renewal.

Slade asked about the condition of the Little House. Primm said the house is heated and has an air conditioner that was donated to them but is not in operation yet. Primm said that six troops use the Little House to meet, with each meeting bi-weekly.

Brown said he believed the property would be best used by the Girl Scouts.

Shaw said it did not make sense to him to have short-term leases for a property that had been used in the same way for 70 years.

Turner said that in September an additional Daisy troop would be using the Little House.

Mike Rawlings if the City deeding the land to the Girl Scouts would make them consider renovating and/or expanding the Little House. The Girl Scout representatives said that was not an immediate discussion item for them.

Primm provided background on various lease agreements that have been approved between the City of Augusta and the Girl Scouts over the years.

Carpenter asked whether the Park Advisory Board should recommend approval of the lease agreement while plans for the future are discussed. Shaw said his impression was that the Park Advisory Board wanted to recommend the land be deeded to the Girl Scouts immediately rather than the lease extension be approved.

Brown said one thing he would like to see is that if the property was deeded to the Girl Scouts and they sold it within a certain amount of years, that the City would have first chance at purchasing it or having it deeded back to the City. Primm said that he did not foresee the sale of the property being an option for the Girl Scouts. Primm said he thought that no matter who owned the land, he believed that a partnership between the City of Augusta and Girl Scouts to add park elements to the property could be possible.

Davis made a motion to recommend to City Council that the property at 928 Kelly Avenue be deeded to the Girl Scouts of Kansas Heartland with the provision that the City have first right of refusal in the case that the Girl Scouts wanted to sell the property. Brown seconded. Motion carried no opposition.

Shaw said that this recommendation would be presented to City Council at their meeting on July 5, 2022.

#### Discussion of Next Steps for Replacing Play Park Pointe:

Prior to introducing the agenda item, Shaw explained how Kansas Open Meetings Act applied to the Board and that conversations between a majority of Park Advisory Board members about Board issues needs to be held in an open public meeting. He explained what “serial communications” are and that the members of the Park Advisory Board need to be careful about not carrying out these conversations with a majority of Park Advisory Board members outside of a public meeting.

Shaw introduced the agenda item and provided background information on the demolition of Play Park Pointe. He explained that the City had submitted an application to the Lowe’s Hometown Grant Program, which, if awarded, required that the City complete the project by November 15, 2022. He said that the City Council had discussed committing around \$250,000 to \$300,000 from ARPA funding received by the City.

Shaw said he had applied for \$175,000 from the Lowe’s Hometown Grant Program, which, in combination with money committed by the City, would still leave a need for additional community fundraising. He gave an overview of the narrative the City had included for the project in their application for the Lowe’s grant.

Shaw explained that Chapin had expressed an interest in working with Kompan, a firm the City had explored early in the process. He explained that Kompan did not use volunteer work in their construction model and that their community involvement was within the design process, not the construction process. Shaw said he had checked with multiple Kompan representatives that community-build was not part of their standard process. Shaw said his impression was that community-build may be possible to incorporate into their process but that it was not part of their standard process.

Shaw said that the community-build component was emphasized in the narrative of the application but that the City could explore other options if they backed out of the grant or were not selected.

Davis said he thought a large reason for pursuing the community-build option was cost savings. Shaw said that was correct. Davis said he also thought that the community-build aspect would be important for community buy-in for the project.

Rawlings said that he had concerns about the City's ability to recruit the necessary level of volunteer involvement. Davis said that if they are going to go that route they need to start recruiting soon. He said he believed there are still people out there that want to help.

Brown asked how many people volunteered for the initial construction in 2022. Shaw said Kristey Williams had said that around 3,000 were involved, but Shaw said all those individuals may not have been involved in the construction of the park itself but in other parts of the process such as fundraising.

Shaw said that if they did not receive the grant from Lowe's, that would open-up other possibilities and remove the rushed timeline.

Shaw talked about his discussions with Play by Design, the firm that the Park Advisory Board had directed staff to begin conversations with at the previous Park Advisory Board meeting. He gave an overview of possible features and design components he had discussed with Play by Design and showed the Board the preliminary sketch the firm had prepared for the City, which is based on a \$600,000 budget and community-build process.

Shaw said that the Park Advisory Board did not need to make any decisions tonight, but he wanted to bring them up to speed and begin discussions about the next steps for community involvement.

Davis said he felt they could begin conversations with the community and fundraising efforts even without knowing whether or not they will receive the grant from Lowe's.

Carpenter asked about the possibility of working with USD 402 to renovate the playground at Robinson Elementary. Shaw said that the school district had plans for those facilities and that he did not believe that would be an option for the City at this point.

Singhisen said he felt that the community-build process was the best fit for this project. Shaw said that, if the Park Advisory Board is comfortable with it, he would work with Play by Design to create an initial sketch design that could be presented to the community with a request for feedback.

Singhisen asked if there were other grant options besides the Lowe's Hometown Grant. Shaw said he had not found a lot of great options. He said he did know of a good grant opportunity to fund soft rubber surfacing which could be pursued if the City is not subject to the Lowe's Hometown Grant deadline. Shaw asked the Park Advisory Board to let staff know if they are aware of any grant opportunities the City could consider.

Shaw said that they could consider giving local businesses and organizations the option of sponsoring a specific piece of equipment.

Davis said he wanted the City to be open to different volunteer strategies, such as working with businesses to have their employees come in to work on the park on a given day.

Shaw asked what the Park Advisory Board wanted him to do before their next meeting. Slade said he would like to see the formation of a committee of citizens to lead the project. Shaw said that because of KOMA requirements it may be best for it to be an outside committee not run by the City.

Shaw said he could begin abstract conversations with community members that the City will soon begin work on the replacement of Play Park Pointe and begin rallying the troops.

Shaw asked the Park Advisory Board if they had any problem with him sharing the sketch plan provided to the City by Play by Design. Brown said he did not have a problem with that and the Board consensus was in agreement.

Carpenter said she believed some of these decisions and communications should wait until after we know whether or not we received the grant.

Shaw said they could adjust their timeline if the City does not receive the grant.

Shaw said that the City would be limited in the amount of cash available to dedicate to this project in the next few years.

Brown suggested that, if we do not get the Lowe's grant, we tell the public that we cannot construct the park until we reach a certain fundraising goal and maybe a goal for volunteers.

Rawlings said he is interested in Play by Design's suggestions and for community outreach materials. He said he would prefer that the City not reinvent the wheel.

Shaw said that Play by Design had shared a folder of materials with the City that has examples of documents used for community-build projects that he would like to share with the Park Advisory Board.

Shaw asked if the Park Advisory Board wanted to have another meeting before the grant is announced. Brown said he would prefer to wait but that he would like to see staff put out some kind of communication to start soliciting volunteers for the project. Shaw said they could start building name lists and contacts.

Board consensus was to wait to meet until after the Lowe's Hometown Grant awards are announced.

Shaw provided more information on how Lowe's would be involved in the project if the City of Augusta receives the funding and the value that the brand connection would provide.

#### Matters From/For Board:

Davis said that Jayme Chapin had shared concerns with him about rotting that exists in the bleachers at Moyle Field. Shaw said they were aware of the issue. Brian Alfaro said that the Streets Division was working on addressing the issue.

Singhisen inquired about the possibility of adding numbers to the fields at Garvin Park and adding more signage to the parking area.

Carpenter asked what the City's concerns were about the dam at Augusta City Lake. Shaw provided information on the erosion issues that exists at the dam and that the water level was lowered by two feet to decrease wave action on the dam. Shaw said that the City Engineer is working with the Division of Water Resources on a scope of repairs for the dam. He provided background information on the history of the dam.

Slade asked about the status of disc golf at Santa Fe Lake. Shaw said that the proposal was included in the presentation to City Council for the 2023 Budget. Shaw said that the replacement baskets for Garvin Park have been ordered but that they may not be installed until Fall of this year due to the workload of staff during the mowing season. He said that Parks staff had found temporary fixes for the current baskets in the meantime.

Bailey inquired about the status of Ignite Augusta's plans for the holiday season. Shaw said he had not heard any updates from the Ignite Augusta group lately. He said he had suggested they talk to the Convention and Tourism Committee but that they had not approached that body yet. He said that the group had not made an ask to the City Council for funding and no electric improvements had been completed for the project. Shaw said he could reach out to Ignite Augusta about the status of their proposal. Davis said he had not heard anything from Zach Hettenbach about Ignite Augusta recently.

#### Adjourn:

Slade made a motion to adjourn at 7:40 PM; Brown seconded the motion. Motion carried no opposition.

Susie Geiger, Assistant to the City Manager





**CITY OF AUGUSTA  
PARK ADVISORY BOARD AGENDA REPORT**

Meeting Date: December 12, 2022  
Department: Administration  
Submitted By: Josh Shaw, City Manager  
Prepared By: Shawna Cortez, Assistant to the City Manager  
Agenda Title: **Discussion of Skatepark Location and Utility Easement**

**BACKGROUND:**

The Land and Water Conservation Fund (LWCF) grant for the skatepark requires the City to get encroachment agreements from utility companies. One of the companies has provided the necessary agreement. The other company requires the City to provide them with the original deeds and easement documents before it will provide an encroachment agreement. City staff has been working with a title company and the registrar of deeds, both of which have been unable to locate the required documents.

Attached is the preliminary site plan showing the location of the skatepark on the upper right side (at the corner of Sunflower Avenue and Cron Street). Also attached is a screenshot showing possible alternate locations of the skatepark within the same park, some of which would avoid building over the utility easement.

**RECOMMENDATION:**

City staff requests that the Park Advisory Board consider recommending that City Council shift the location of the skatepark within the same park, subject to LWCF approval, to avoid building over the utility easement and eliminate the need for coordinating with the gas companies.

**Department Head Approval Date:** 12/08/22  
**City Manager Approval Date:** 12/08/22  
**City Attorney Approval Date:**  
**Attachments** (*list in packet assembly order*):

- 1. Preliminary Site Plan
- 2. Screenshot showing alternate locations of skatepark within same park



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PROJECT TITLE	AUGUSTA SKATEPARK
SHEET TITLE	PRELIMINARY SITE PLAN

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