



## Meeting Agenda

Buhler Recreation Commission  
525 Parkside Dr. Buhler, KS 67522  
April 26, 2023 / 7:00 PM

### Call to Order

Meeting was called to order at 7:06pm by Jeremy Lindahl.

### Roll Call and Announcement of Quorum

1. Board Members:
  - a. Present: Jayme Theissen, Cody McReynolds, and Jeremy Lindahl
  - b. Absent: Curtis Morgan and Haley Ledbetter.
2. Staff Members:
  - a. Present: Tegan Meadors and Michelle Brunk.

### Consent Agenda

1. Approval of February 7, 2023 Meeting Minutes
2. Approval of February 23' and March 23' expenditures.  
**Motion to approve consent agenda items was made by Jayme Theisen, seconded by Cody McReynolds. The motion passed unanimously.**

### Items for Approval

1. Pathways to a Healthy KS Project - Memorandum of Understanding.  
Tegan Meadors gave a presentation to update the board members on the Blue Cross Blue Shields Pathways to a Healthy KS initiative pledge that was made by the City Council. The pledge allows the City the opportunity to receive \$110,000 in grant money to be used for a trail related project. Tegan explained that the initiative requires the City of Buhler to partner with several community partners to ensure the project is a success and that the City would like Buhler Recreation to participate in the project. This participation is outlined in the M.O.U.  
Cody McReynolds mentioned as we proceed in this project there may be opportunities to utilize High School groups to help keep some costs down. Jeremy Lindahl asked if there would be opportunities to voice opinions on adding additional amenities to Becker Park such as Skate equipment. Tegan Meadors confirmed that there would be opportunities for more input on amenities after we finalize the grant application process.  
**Motion to approve the Pathways to a Healthy KS Project - Memorandum of Understanding was made by Cody McReynolds and seconded by Jayme Theisen. The motion passed unanimously.**
2. Activity Room Rental Policies.  
Tegan Meadors shared with board members the current Activity Room rental policies, and a proposal to adjust hours we offer rentals and the rates. The proposed changes allow

for a partnership with the outdoor pool operating organization to offer the activity room as a pool party option. The proposed changes are outlined in the spreadsheet that was provided to board members.

Staff also brought up other rate considerations to discuss which included discounts for City staff. All board members agreed discounts were not necessary as we already provide free family memberships to City Staff.

**Motion to approve the updated hours of Activity Room rentals and Rates shown in the provided spreadsheet was made by Jayme Theisen and seconded by Cody McReynolds. The motion passed unanimously.**

### Items for Discussion

1. Director Report:
  - a. Board Member Binders
 

Tegan walked board members through a Board Member binder that staff put together. The binder includes a directory of members, Board By-Laws, Budget Info, and State information regarding Recreation Commissions. The idea is to have these available for new board members moving forward.
  - b. End of Activity Reports (Jan-Mar Programs)
 

Tegan showed an End of Activity Report for Spring Break Activities. He explained staff will be doing these for every program and if at any time board members wanted information on how programs have been going, staff would be happy to share the notes.
  - c. Recreation Program Highlights
    - i. Summer Activity Guides
 

Tegan shared how Activity Guides have been promoted.
    - ii. Registrations
 

Registrations are open for all summer programs and so far we've had great numbers coming in primarily through online registrations.
  - d. Wellness Center Highlights
    - i. Membership/Contract/Revenue Data
 

Memberships saw a 4% decrease in March but we are still well over our monthly revenue goal.
2. Board members:
  - a. Welcome Cody McReynolds to the Board!
  - b. Vice President position vacancy
 

**Motion to appoint Haley Ledbetter was made by Jayme Theisen and seconded by Cody McReynolds. The motion passed unanimously.**

### Adjournment:

**At 8:22pm Motion to adjourn was made by Jeremy Lindahl, seconded by Cody McReynolds. The motion passed unanimously.**

# Buhler Recreation Commission

## Transaction List by Date

February - March, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	SPLIT	MEMO/DESCRIPTION	AMOUNT
02/01/2023	Check	Teresa Robinson	Buhler Wellness Center	Programs/Classes/Leagues:20/20/20	Instructor Fees	-160.00
02/01/2023	Check	Ideatek	Buhler Wellness Center	Utilities:Internet	Internet bill	-270.02
02/01/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	30.00
02/01/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	EFT Membership Dues	2,817.90
02/01/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Tivity Membership Dues	22.50
02/02/2023	Check	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues Refunds	-82.51
02/03/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	274.00
02/03/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	61.00
02/06/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	179.00
02/06/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
02/06/2023	Check	Jacks for all trades	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Silicon Caulk	-4.89
02/06/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	174.00
02/06/2023	Check	Jacks for all trades	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Allen Wrench	-6.50
02/06/2023	Check	Digital Office Systems	Buhler Rec	Administrative Costs:Printing/Marketing/Promotional Supplies	Monthly Printer Rental	-32.58
02/06/2023	Check	Intuit	Buhler Rec	Administrative Costs:Management Softwares	Intuit Monthly Fee	-85.00
02/07/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
02/07/2023	Check	Mid States Fitness	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Treadmill Servicing	-421.00
02/08/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	560.00
02/08/2023	Deposit	Sand Hills ISR	Buhler Wellness Center	Rentals:Indoor Pool	Indoor Pool Rental	46.89
02/09/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	65.00
02/10/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	198.00
02/10/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	125.00
02/13/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	58.00
02/14/2023	Check	Wal-Mart	Buhler Rec	Administrative Costs:Office Supplies	Storage boxes and hanging files	-43.10
02/15/2023	Check	Amazon	Buhler Wellness Center	-Split-	Coat Hanger Rack, clothes hangers, Room Thermometers, Speed Bag Swivel, band wall anchors	-88.71
02/15/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	80.00
02/15/2023	Check	Amazon	Buhler Wellness Center	Building/Facility Maintenance:Cleaning & Maintenance Supplies	Waterproof bags for pool roku remote	-7.98
02/16/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	100.00
02/17/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	102.00
02/17/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	251.00
02/21/2023	Check	Mid States Fitness	Buhler Wellness Center	Miscellaneous:Fundraising	WC Organization Project (Buhler Community Foundations grant)	-2,703.00
02/21/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	56.00
02/21/2023	Check	Advance Pest Control	Buhler Wellness Center	Building/Facility Maintenance:Contractual Services	Perimeter Insect Spray	-82.50
02/21/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	36.00
02/21/2023	Check	Digital Office Systems	Buhler Rec	Administrative Costs:Printing/Marketing/Promotional Supplies	Printer Monthly Rental	-32.58
02/22/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	25.00
02/22/2023	Check	Canva	Buhler Rec	Administrative Costs:Management Softwares	Canva Monthly fee	-12.99
02/23/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	85.00
02/23/2023	Deposit	Sand Hills ISR	Buhler Wellness Center	Rentals:Indoor Pool	Indoor Pool Rental	41.65
02/24/2023	Check	Leslies Pool	Buhler Wellness Center	Building/Facility Maintenance:Cleaning & Maintenance Supplies	Pool Maint Supplies. Acid	-96.98
02/24/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	663.00
02/24/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	63.00
02/24/2023	Deposit	Buhler Nationals	Buhler Rec	Rentals:Ballfield Rentals	Field Rentals from 22'. Paid by Myca Welch	148.62
02/24/2023	Check	Mailchimp	Buhler Rec	Administrative Costs:Management Softwares	Mailchimp monthly fee	-26.50
02/27/2023	Check	Lowe's	Buhler Wellness Center	Building/Facility Maintenance:Building Repairs	Hallow wall anchors	-21.96
02/27/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	53.00
02/27/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	16.00
02/27/2023	Check	Wal-Mart	Buhler Wellness Center	Programs/Classes/Leagues:Wellness Center Contests	Just Show Up Challenge Gift Card Prizes	-114.82
02/27/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	60.00
02/28/2023	Check	Teresa Robinson	Buhler Wellness Center	Programs/Classes/Leagues:20/20/20	Instructor Fees	-320.00
02/28/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	32.00
03/01/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	32.50
03/01/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	2,809.30
03/01/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	164.40

# Buhler Recreation Commission

## Transaction List by Date

February - March, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	SPLIT	MEMO/DESCRIPTION	AMOUNT
03/02/2023	Check	Jacqueline Johnson	Buhler Wellness Center	Building/Facility Maintenance:Contractual Services	Cleaning Services	-300.00
03/02/2023	Check	Dish Network	Buhler Wellness Center	Utilities:TV Service	TV	-147.20
03/02/2023	Check	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Feb. Payment Processing debits	-107.34
03/03/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	142.00
03/03/2023	Check	Prairie Bank of KS	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues-FEE NSF	-30.00
03/03/2023	Deposit	Sand Hills ISR	Buhler Wellness Center	Rentals:Indoor Pool	Swimming lessons rental	49.51
03/03/2023	Check	Sara Donner	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues RETURN	-40.00
03/03/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	190.00
03/03/2023	Check	Oriental Trading Co.	Buhler Rec	Programs/Classes/Leagues:Out of School Drop In Activities	Prizes for Spring Break Activities	-91.02
03/06/2023	Check	Ideatek	Buhler Wellness Center	Utilities:Internet	Internet	-270.02
03/06/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	110.00
03/06/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	105.00
03/06/2023	Check	Intuit	Buhler Rec	Administrative Costs:Management Softwares	Quickbooks monthly bill	-85.00
03/07/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	76.00
03/07/2023	Check	Amazon	Buhler Rec	Programs/Classes/Leagues:Out of School Drop In Activities	Spring Break Craft Supplies	-282.10
03/08/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	73.00
03/09/2023	Check	Pure O Zone	Buhler Wellness Center	Building/Facility Maintenance:Cleaning & Maintenance Supplies	Floor Cleaner Repair	-89.50
03/09/2023	Deposit	Sand Hills ISR	Buhler Wellness Center	Rentals:Indoor Pool	Swimming Lessons Rental	15.43
03/09/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	64.00
03/10/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	234.00
03/10/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	40.00
03/13/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	107.00
03/13/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	21.00
03/13/2023	Check	Wal-Mart	Buhler Rec	-Split-	6 Totes for Bball/Sball Storage. Craft Supplies for SB Act.	-267.10
03/13/2023	Check	Lowes	Buhler Rec	Miscellaneous:Fundraising	Blackstone Griddle Accessories - Paid by Grant	-108.82
03/13/2023	Check	Lowes	Buhler Rec	Miscellaneous:Fundraising	Griddle Purchase using grant funds	-563.97
03/15/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	315.00
03/16/2023	Check	Jacqueline Johnson	Buhler Wellness Center	Building/Facility Maintenance:Contractual Services	Cleaning Services	-200.00
03/16/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	55.00
03/17/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	79.00
03/17/2023	Deposit	Global Payments	Buhler Wellness Center	-Split-	WC dues and Rec Registrations.	90.00
03/17/2023	Check	Dollar General	Buhler Rec	Programs/Classes/Leagues:Out of School Drop In Activities	Craft supplies for SB Act.	-23.00
03/17/2023	Check	Erin Heizelman	Buhler Rec	Administrative Costs:Contractual Services	Graphic Design Services	-245.28
03/20/2023	Check	Amazon	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Foot straps for rower	-36.75
03/20/2023	Check	Amazon	Buhler Wellness Center	Administrative Costs:Office Supplies	Laminating pouches	-17.18
03/20/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	95.00
03/20/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	32.00
03/20/2023	Check	American Fun Foods	Buhler Rec	Concessions:Food/Beverages	Nacho Cheese	-62.20
03/21/2023	Check	We Wash Windows	Buhler Wellness Center	Building/Facility Maintenance:Contractual Services	Window Washing Services	-242.40
03/21/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	25.00
03/21/2023	Check	Digital Office Systems	Buhler Rec	Administrative Costs:Printing/Marketing/Promotional Supplies	Printer rental	-32.58
03/22/2023	Deposit	Amazon	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Cable Handle REFUND	17.59
03/22/2023	Deposit	Global Payments	Buhler Wellness Center	-Split-	WC dues and Rec Registrations.	265.00
03/22/2023	Check	Canva	Buhler Rec	Administrative Costs:Printing/Marketing/Promotional Supplies	Canva monthly bill	-12.99
03/22/2023	Check	Wal-Mart	Buhler Rec	Concessions:Food/Beverages	Griddle Supplies	-91.61
03/23/2023	Deposit	Global Payments	Buhler Wellness Center	-Split-	WC dues and Rec Registrations.	646.00
03/24/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	324.00
03/24/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	225.00
03/27/2023	Check	Amazon	Buhler Wellness Center	Building/Facility Maintenance:Equipment Repairs/Replacement	Cable handles	-25.64
03/27/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	88.00
03/27/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	16.00
03/27/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	68.00
03/27/2023	Check	Mailchimp	Buhler Rec	Administrative Costs:Management Softwares	Mailchimp monthly bill	-23.85
03/27/2023	Check	Hometown Foods	Buhler Rec	Concessions:Food/Beverages	Propane Tank	-23.99

# Buhler Recreation Commission

## Transaction List by Date

February - March, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	SPLIT	MEMO/DESCRIPTION	AMOUNT
03/28/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	32.00
03/29/2023	Deposit	Global Payments	Buhler Wellness Center	Registration/Membership Sales:Recreation Program Requiring Transfers to Rec. Acct.	Rec Registrations.	132.40
03/31/2023	Deposit	Global Payments	Buhler Wellness Center	-Split-	WC dues and Rec Registrations.	136.00
03/31/2023	Deposit	Members	Buhler Wellness Center	Registration/Membership Sales:Wellness Center Membership/entrance fees	WC Dues	85.00
03/31/2023	Check	Jacqueline Johnson	Buhler Wellness Center	Building/Facility Maintenance:Contractual Services	Cleaning Services	-200.00
03/31/2023	Check	Teresa Robinson	Buhler Wellness Center	Programs/Classes/Leagues:20/20/20	20/20/20 Instructor Fees	-320.00
03/31/2023	Check	Dish Network	Buhler Wellness Center	Utilities:TV Service	Dish TV	-147.20
03/31/2023	Deposit	Jr. Crusaders	Buhler Rec	Rentals:Ballfield Rentals	ballfield rental	72.52

## **Becker and Wheatland Parks Trail and Lighting Initiative Memorandum of Understanding**

The Becker and Wheatland Parks Trail and Lighting Initiative Memorandum of Understanding is designed to support the development of trails and installation of lighting in public parks in the City of Buhler, Kansas. The following Memorandum of Understanding (MOU) reflects the agreement between the City of Buhler, Buhler Recreation Commission, Sunshine Meadows Retirement Community, and HEAL Reno County as part of the *Pathways to a Healthy Kansas*, a Blue Cross and Blue Shield of Kansas (BCBSKS) initiative regarding the use of a *Pathways* implementation grant to support the construction of an accessible trail around Becker Park and provide lighting for the Wheatland Park Trail, as outlined, below.

Partners to this MOU recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative and commit to acknowledging this financial contribution in any signage, social media, written documentation, or other forms of communication regarding the activities outlined in this MOU.

### **Background**

The project includes improving the sidewalk, trail, and lighting infrastructure in Becker Park and Wheatland Park in the City of Buhler, Kansas. Becker Park is located at the corner of Avenue A and Buhler Road. Wheatland Park is located at 5<sup>th</sup> and Parkside Drive. Becker Park is located across the street from the Sunshine Meadows Retirement Community (SMRC).

The Becker and Wheatland Parks Trail and Lighting Initiative will develop a one-fifth mile, 8-foot wide, ADA compliant, public shared-use trail around Becker Park in addition to paths connecting the perimeter trail to amenities in the park. Becker Park does not have any trails or sidewalks around the perimeter of the park or paths that provide a route to enter the park to access park amenities. Park amenities include a playground, one-half basketball court, picnic tables, a shelter building, horseshoe pits, and a green space. The trail around Becker Park will also connect to the existing City of Buhler sidewalk system. (See attached Project Design for additional detail)

Wheatland Park currently has a 1-mile loop asphalt trail with additional access paths throughout the park. The trail is one of the most used park amenities in the City of Buhler but has very limited lighting for evening and morning users. Providing lighting along the trail in Wheatland Park will extend the safe operating hours of the trail which will offer more outdoor recreation opportunities to the community.

The populations of focus for this initiative are seniors living at Sunshine Meadows Retirement Community, which includes seniors with complicated health issues residing in the memory care and skilled nursing facilities. The construction of ADA compliant trails/sidewalks at Becker Park will create opportunities for seniors living at SMRC to utilize the amenities at Becker Park in addition to providing safe walking facilities for seniors with disabilities and impaired mobility.

The following partners will be involved in the funding, construction, and maintenance of the facilities provided as part of the Becker and Wheatland Parks Trail and Lighting Initiative:

## City of Buhler

The City of Buhler supports the ability of community members to be physically active through the provision of city services and facilities, including public sidewalks, city parks, and public recreation facilities. The City supports the Becker and Wheatland Parks Trail and Lighting Initiative as part of its broader goal to enhance the health and well-being of community members by improving the park and sidewalk system in Buhler.

## Buhler Recreation Commission

The Buhler Recreation Commission is dedicated to enhancing the community of Buhler by promoting health and wellness through physical activity, social interactions, and education. The Recreation Commission coordinates recreational activities in Becker and Wheatland Parks and manages the Buhler Wellness Center, which is located in Wheatland Park. The Buhler Wellness Center works with community partners to provide recreational opportunities to a wide range of community members, including targeted programming for youth, seniors, and young families, amongst others.

## Sunshine Meadows Retirement Community

Sunshine Meadows Retirement Community (SMRC) is located at 400 South Buhler Road in the City of Buhler. SMRC provides a range of residential settings and continuum of care for seniors, including skilled nursing, memory care, assisted living, and independent living facilities. SMRC provides housing for up to 130 residents and employs approximately 140 employees. SMRC provides a wide range of programming and enrichment activities for residents, including exercise classes, social outings, musical performances, and church services, amongst others. SMRC residents have had limited use of Becker Park as the park does not have handicap accessible facilities and would benefit from the development of ADA accessible sidewalks and trails at Becker Park.

## HEAL Reno County

Heal Reno County is a community coalition that seeks to make Reno County, Kansas, a healthy place to live, work, learn, and play by creating opportunities for healthy choices and building a culture that embraces healthy eating and active living. Its work involves collaborating with cities and recreational departments in Reno County to increase opportunities for community members to be physically active. HEAL Reno County is the recipient of a *Pathways to a Healthy Kansas* grant through Blue Cross Blue Shield of Kansas, which includes implementation grant funding to support specific community-based work supporting the health and wellbeing of community members.

HEAL Reno County supports the Becker and Wheatland Parks Trail and Lighting Initiative to provide accessible and safe walking and biking opportunities in the City of Buhler. HEAL Reno County has committed \$100,000 of *Pathways to a Healthy Kansas* implementation grant funds to this effort.

## **Financial Plan**

The total cost of the Becker and Wheatland Parks Trail and Lighting Initiative is \$141,485.78. (See attached budget). Partners to this MOU are seeking \$100,000 from *Pathways to a Healthy*

*Kansas* implementation grant through Blue Cross Blue Shield of Kansas. The funding for this effort will be provided through the following:

- *Pathways to a Healthy Kansas* Phase 2 coordination funds in the amount of \$10,000 for engineering services;
- *Pathways to a Healthy Kansas* Phase 2 implementation grant in the amount of \$100,000;
- City of Buhler will provide project oversight, in-kind labor, and fiscal management of the Becker and Wheatland Parks Trail and Lighting Initiative valued at approximately \$8,800; and
- Commitment to obtain additional funds, as provided, below.

Partners to this MOU recognize that *Pathways* must be acknowledged as it relates to the activities outlined in this MOU, with specific attribution to any financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative. This includes any signage, social media, written documentation or other forms of communication regarding the activities outlined in this MOU.

### **Roles and Responsibilities**

#### **City of Buhler**

The City of Buhler commits to providing the following support for the Becker and Wheatland Parks Trail and Lighting Initiative:

- Collaborate with HEAL Reno County to apply for a *Pathways* implementation grant in the amount of \$100,000 as partial funding for the trail and lighting initiative;
- Provide general oversight and management of the construction of trail and lighting initiative, including hiring and supervision of any contract labor, traffic management, use of City equipment, and other in-kind contributions;
- Collaborate with HEAL Reno County, Buhler Recreation Commission, SMRC, and other community partners to develop and maintain the trails and lighting at Becker Park and Wheatland Park;
- Include a plan to promote the use of enhanced facilities at Becker Park and Wheatland Park with signage and community outreach as part of the construction of the trail to increase visibility and use of the trail and connection to community facilities;
- Work with Buhler Recreation Commission to obtain additional funds, if needed, to complete the project and fund items that would be complementary to the project such as benches, tables, signage, trees, and landscaping;
- Provide a written justification if any portion of the project does not include access to bicyclists or pedestrians due to cost, environmental considerations, or other reason;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in any signage, social media, written documentation or other forms of communication regarding the activities outlined in this MOU;
- Work with partners to activate the project within two (2) years or less of signing the MOU;
- Maintain the trail and lighting elements that were paid for with *Pathways* funds for 10 years after construction;
- Share all policies with the coalition and BCBSKS to build a portfolio of best practices;



- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort; and
- Explore comprehensive commercial tobacco and vape-free policy for any indoor spaces or covered outdoor spaces included in Becker and Wheatland parks, such as restrooms, covered wayfaring maps, or shelters; and
- Complete an Impact Report one year after grant funding is approved to share your impact, successes, challenges and other lessons learned so that BCBSKS continues to improve its work with and support communities throughout the state. The report request will be sent via email and can be completed by logging in to the BCBS portal.

### Buhler Recreation Commission

The Buhler Recreation Commission commits to providing the following support for the Becker and Wheatland Parks Trail and Lighting Initiative:

- Collaborate with the City of Buhler, SMRC, HEAL Reno County and other community partners to develop and maintain the trails;
- Collaborate with SMRC to establish an outdoor wellness program for senior citizens to encourage walking and use of facilities at Becker and Wheatland parks;
- Work with the City of Buhler to obtain additional funds, if needed, to complete the project and fund items that would be complementary to the project such as benches, tables, signage, trees, and landscaping;
- Organize volunteer efforts at Becker Park in efforts to continue to make improvements in the park while also instilling community pride for the Park;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in any signage, social media, written documentation, or other forms of communication regarding the activities outlined in this MOU;
- Work with partners to activate the project within two (2) years or less of signing the MOU;
- Share all policies with the coalition and BCBSKS to build a portfolio of best practices; and
- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort.

### Sunshine Meadows Retirement Community

The Sunshine Meadows Retirement Community commits to providing the following support for the Becker and Wheatland Parks Trail and Lighting Initiative:

- Collaborate with the City of Buhler, the Buhler Recreation Commission, HEAL Reno County and other community partners to develop and maintain the trails;
- Collaborate with Buhler Recreation Commission to establish an outdoor wellness program for senior citizens to encourage walking and use of trail and sidewalk facilities at Becker and Wheatland Parks;
- Work to obtain funds to improve the sidewalk system at the SMRC to ensure campus sidewalks don't have dead ends and give opportunities for all residents to access the City of Buhler's sidewalk/trail system;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in any signage, social media, written

documentation, or other forms of communication regarding the activities outlined in this MOU;

- Work with partners to activate the project within two (2) years or less of signing the MOU;
- Share all policies with the coalition and BCBSKS to build a portfolio of best practices; and
- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort.

### HEAL Reno County

HEAL Reno County commits to providing the following support for the Becker and Wheatland Parks Trail and Lighting Initiative:

- Dedicate \$100,000 from *Pathways to a Healthy Kansas* Phase 2 implementation grant funds for the Becker and Wheatland Parks Trail and Lighting Initiative;
- Collaborate with the City of Buhler, Buhler Recreation Commission, and other community partners to develop and maintain the facilities provided through the *Pathways* funding;
- Work with the City of Buhler and Buhler Recreation Commission to obtain funding to fully fund the Becker and Wheatland Parks Trail and Lighting Initiative as needed;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in any signage, social media, written documentation or other forms of communication regarding the activities outlined in this MOU;
- Work with partners to activate the project within two (2) years or less of signing the MOU;
- Share all policies with the coalition and BCBSKS to build a portfolio of best practices;
- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort; and
- Work with community partners to publicize the project in the community.

### Non-discrimination

Specifically relating to the Becker and Wheatland Parks Trail and Lighting Initiative and the collaboration outlined in this MOU, partners agree to not discriminate against persons by reason of their actual or perceived age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status or any other factor protected by law.

### Risk Management

The partners to this agreement are each responsible for any liability risks for their respective operations, including activities covered in this Memorandum of Understanding.

The agreement of the parties included in this MOU indicates the good faith intention of the parties to work together to identify needed funding and other resources to fully fund the Becker and Wheatland Parks Trail and Lighting Initiative according to the design and cost estimates referenced, above.

**Duration**

Partners agree to start Becker and Wheatland Parks Trail and Lighting Initiative within two years of signing this MOU. The City of Buhler agrees to maintain the Becker and Wheatland Parks Trail and Lighting Initiative for at least 10 years after its construction.

This MOU may be amended in writing as necessary in order to establish the smoothest operation of the Becker and Wheatland Parks Trail and Lighting Initiative.

A signature below indicates agreement with all of the terms outlined herein.

\_\_\_\_\_  
Jake Schmidt, Mayor  
City of Buhler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Lindahl, President  
Buhler Recreation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candace Davidson, Health Promotion Supervisor  
HEAL Reno County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Parkratz, CEO  
Sunshine Meadows Retirement Community

\_\_\_\_\_  
Date

## Activity Room Rental Policy Review 2023

### Activity Room Past Rental Summaries

2017-Present

Time Slots	# of rentals
10am-5pm	1
11-4pm	3
Noon-4pm	9
12:30-4:30pm	1
1:00-5:00pm	4
1:30-5:30pm	2
2:00-6:00pm	2
2:00-7:00pm	3
3:00-7:00pm	4
3:00-8:00pm	1
5:00-9:00pm	2
6:00-10:00pm	2
24 hour election	3
8am-8pm blood drive	1
8am-5pm reno co youth leadership day	1
<b>TOTAL:</b>	<b>39</b>

Day of the Week	# of rentals
Monday	0
Tuesday	3
Wednesday	1
Thursday	2
Friday	3
Saturday	13
Sunday	17
<b>TOTAL:</b>	<b>39</b>

### CURRENT: Activity Room Rental Rates and Hours

#### Year Round Rental

Days	Hours	Rate:	Notes:
Monday - Sunday	Any	\$50/ 4 hrs. + \$10/ additional hr. w/ \$50 deposit	Not Staffed

### PROPOSAL: Activity Room Rental Rates and Hours

#### Regular Rental (while Buhler Pool is closed)

Days	Hours	Rate:	Notes:
Monday - Friday	5pm - 9pm	\$25/hr. (2 hr. min.) w/ \$50 deposit	Not Staffed
Saturday - Sunday	11am - 9pm	\$25/hr. (2 hr. min.) w/ \$50 deposit	Not Staffed

#### Summer Rental (while Buhler Pool is open)

Days	Hours	Rate:	Notes:
Monday - Sunday	11am - 9pm	\$25/hr. (2 hr. min.) w/ \$50 deposit	Not Staffed

#### Pool Party Rentals

Days	Hours	Rate:	Notes:
Monday - Sunday	1pm - 6pm	\$50 / Party (1 Hour)	<b>During Buhler Pool Hours.</b> Staffed. Available in 90 min. increments (includes 30 mins of cleanup time between parties.) Revenue is split 50/50 with Buhler Pool management organization.
Monday - Sunday	7pm - 9pm	\$50 / Party (2 Hours)	<b>Private Pool Party</b> outside of Buhler Pool Hours. Staffed. Revenue is split 50/50 with Buhler Pool management organization.

Rentals sceduled by BRC

Rentals sceduled by Pool Operating Agency utilizing a shared Activity Room Calendar.

#### Other Considerations:

Membership discounts  
City Employee discounts  
Board Member discounts