

**CITY OF LEBANON
PARK BOARD MEETING
WEDNESDAY, MAY 13, 2026, 12:00 PM
CITY HALL, STANLEY H. ALLEN COUNCIL CHAMBERS, 401 SOUTH JEFFERSON, 12:00 PM
“TENTATIVE AGENDA”**

1. Call to Order, Roll Call, and Declaration of Quorum
2. Pledge of Allegiance
3. Public Comments
4. Approval of Minutes
 - a. March 12, 2026, Closed Session
 - b. April 8, 2026, Regular Meeting
5. Finance Report
 - a. April 2026 Financials
6. Discussions and Presentations
 - a. Catherine Lot
 - b. Social Media Presence
 - c. Pacer Data on Baseball and Soccer Tournaments
 - d. LSA Program
 - e. Mountrose Park
 - f. Turf Fields
 - g. Atchley Park Update
7. Comments from the Board and Staff
8. Adjournment

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CITY OF LEBANON
PARK BOARD REGULAR MEETING MINUTES
APRIL 8, 2026

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on April 8, 2026 at 12:00 PM in the Council Chambers at City Hall located at 401 South Jefferson.

Call to Order, Roll Call, and Declaration of Quorum

Upon roll call, the following Officers were present: Melody Allen, John Gideon, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson. Absent: Holly Goforth and Ramsey Stewart.

A quorum was declared.

Staff members and others in attendance: Park Director John Shelton, Assistant Park Director Elliot Willburn, City Administrator Troy Schulte, Budget Analyst Emily Lester, Communications Manager Derek Gean, and City Clerk Lacey Brackett.

Board Member Ramsey Stewart joined the meeting at 12:20 p.m.

Pledge of Allegiance

The pledge of allegiance was led by President Carrie Plassmeyer.

Public Comments

There were no public comments.

Approval of Minutes

March 12, 2026, Regular Meeting

Doug Smith moved and Heather Shadel seconded that the Board approve the minutes as presented. Motion carried as follows: Yea: (7) Melody Allen, John Gideon, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (2) Holly Goforth and Ramsey Stewart.

Discussions and Presentations

Atchley Park Concession Construction Update

Park Director John Shelton presented pictures of the construction at Atchley Park and reported that construction is progressing well and is nearing completion, with major components such as roofing, siding, and restrooms in place, and advised that the project had minor increases due to a replacement of a transformer. Shelton reported that with the plumbing updates, it would also improve the bathroom but would also improve the concession area.

Pickleball Court and Parking Lot (located at the end of Indian Creek) Construction Update
Park Director John Shelton provided an update on the courts advising that the pickleball and basketball courts were progressing well and the pickleball courts were near completion with fencing currently being installed. The courts are expected to be ready for use soon. However, they will remain closed until the adjacent parking lot is nearly completed.

Sport Leagues Update (Baseball, Softball, Soccer)

Assistant Park Director Elliot Wilburn reported that league sign-ups have been completed, and coaches are currently receiving team rosters. He stated that soccer leagues have started, with games being played on Mondays and Tuesdays. Wilburn noted an ongoing challenge in securing enough volunteer coaches for all teams. President Plassmeyer shared that soccer registrations have increased compared to prior seasons, and Member Wilkinson suggested developing a guide to assist coaches. Wilburn also provided an update on tournaments, noting that multiple weekends have been scheduled for upcoming tournaments.

City Parks Update

Park Director John Shelton advised that hiring was in progress for concession stand and lifeguard positions. He also reported that two seasonal maintenance employees have been hired.

Possible Action Items

Boswell Aquatic Center Slide Restoration

Neal Wilkinson moved and John Gideon seconded that the Park Board approve moving forward with the procurement process for the purchase of the Boswell Aquatic Sign Restoration for the Parks Department, and forward to City Council for final approval. Motion carried as follows:
Yea: (8) Melody Allen, John Gideon, Carrie Plassmeyer, Heather Shadel, Doug Smith, Ramsey Stewart, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (1) Holly Goforth.

Comments from the Board and Staff

Board Member Ramsey Stewart discussed and presented a presentation regarding the use of Placer.ai and data analytics to communicate the economic impact of park activities, particularly tournaments. Board members discussed the potential to use this data to support future planning decisions and improve public communication about the value of park investments. Due to the depth of the discussion, the topic will be placed on a future agenda for further discussion.

Adjournment

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

ATTEST:

President Carrie Plassmeyer

City Clerk Lacey Brackett

Minutes Approved

CITY OF LEBANON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

PARKS AND RECREATION FUND

	PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEARNED	PCNT
<u>PARKS OPERATION & ADMIN.</u>						
79-500-41002 TAX-SALES 0.5%	135,755.37	1,460,006.16	1,795,000.00	.00	334,993.84	81.3
79-500-43010 PARK ACTIVITIES	.00	(200.00)	.00	.00	200.00	.0
79-500-43114 MISC-INSURANCE RECOVERIES	.00	(1,596.93)	.00	.00	1,596.93	.0
79-500-43125 SERVICE CHARGES, RENTALS, FEES	.00	.00	5,000.00	.00	5,000.00	.0
79-500-43501 RENTAL-BUILDING/LAND	1,600.00	7,390.00	.00	.00	(7,390.00)	.0
TOTAL PARKS OPERATION & ADMIN.	137,355.37	1,465,599.23	1,800,000.00	.00	334,400.77	81.4
<u>BOSWELL AQUATIC CENTER</u>						
79-515-43025 POOL ADMISSION	.00	22,410.00	.00	.00	(22,410.00)	.0
79-515-43035 ACTIVITIES	.00	250.00	.00	.00	(250.00)	.0
79-515-43125 SERVICE CHARGES, RENTALS, FEES	.00	.00	51,000.00	.00	51,000.00	.0
79-515-43507 RENTAL PARTIES	.00	4,350.00	.00	.00	(4,350.00)	.0
TOTAL BOSWELL AQUATIC CENTER	.00	27,010.00	51,000.00	.00	23,990.00	53.0
<u>PARKS ACTIVITIES</u>						
79-520-43010 PARK ACTIVITIES	9,730.00	47,720.88	.00	.00	(47,720.88)	.0
79-520-43023 CONCESSION SALES	8,804.00	39,239.25	.00	.00	(39,239.25)	.0
79-520-43106 MISC-MISC	.00	425.00	.00	.00	(425.00)	.0
79-520-43125 SERVICE CHARGES, RENTALS, FEES	.00	.00	180,042.00	.00	180,042.00	.0
TOTAL PARKS ACTIVITIES	18,534.00	87,385.13	180,042.00	.00	92,656.87	48.5
TOTAL FUND REVENUE	155,889.37	1,579,994.36	2,031,042.00	.00	451,047.64	77.8

CITY OF LEBANON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

PARKS AND RECREATION FUND

	PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEXPENDED	PCNT
<u>PARKS OPERATION & ADMIN.</u>						
79-500-51001	FULLTIME SALARY	19,263.76	205,661.67	252,509.00	.00	46,847.33 81.5
79-500-51002	PART TIME SALARY	2,389.12	28,713.64	.00	.00 (28,713.64) .0
79-500-51005	FULLTIME OVERTIME	1,557.00	5,454.34	2,500.00	.00 (2,954.34) 218.2
79-500-51101	LIFE INSURANCE	44.12	478.06	.00	.00 (478.06) .0
79-500-51151	LAGERS-GENERAL	2,575.34	28,373.51	36,614.00	.00	8,240.49 77.5
79-500-51154	DEFERRED COMP-EMPLOYER	.00	.00	13,000.00	.00	13,000.00 .0
79-500-51201	FEDERAL PAYROLL TAXES	1,701.01	17,731.80	19,317.00	.00	1,585.20 91.8
79-500-51203	UNEMPLOYMENT COMPENSATION	34.61	676.96	.00	.00 (676.96) .0
79-500-51204	WORKMANS COMPENSATION	.00	.00	38,090.00	.00	38,090.00 .0
79-500-51251	EMPLOYEE-UNIFORMS	.00	1,456.68	.00	.00 (1,456.68) .0
79-500-51252	EMPLOYEE-DUES/LIC/MEMBERSHIP	.00	180.00	.00	.00 (180.00) .0
79-500-51255	EMPLOYEE-TRAINING	.00	75.00	.00	.00 (75.00) .0
79-500-51260	EMPLOYEE-GENERAL	.00	6.49	5,264.00	.00	5,257.51 .1
79-500-51500	BENEFITS-GENERAL	735.00	7,265.00	.00	.00 (7,265.00) .0
79-500-51501	HEALTH/DENTAL PREMIUM	6,615.92	64,918.04	78,215.00	.00	13,296.96 83.0
79-500-52000	CAPITAL EXP-LAND & IMPROVEMENT	.00	259,829.61	495,480.00	241,725.83 (6,075.44) 101.2
79-500-52100	CAPITAL EXP-BLDG & IMPROVEMENT	.00	353,329.25	1,050,000.00	381,778.75	314,892.00 70.0
79-500-52150	CAPITAL EXP-FURNITURE & FIX	.00	5,662.78	8,000.00	.00	2,337.22 70.8
79-500-52200	CAPITAL EXP-MACHINERY & EQUIP	.00	6,858.98	100,000.00	.00	93,141.02 6.9
79-500-52250	CAPITAL EXP-VEHICLES	.00	.00	37,940.00	37,940.00	.00 100.0
79-500-52300	CAPITAL EXP-INFRASTRUCTURE	.00	2,890.00	223,480.00	.00	220,590.00 1.3
79-500-55000	UTILITIES-GENERAL	.00	.00	38,059.00	.00	38,059.00 .0
79-500-55001	UTILITIES-ELECTRIC	.00	6,408.37	.00	.00 (6,408.37) .0
79-500-55002	UTILITIES-WATER	.00	5,464.77	.00	.00 (5,464.77) .0
79-500-55003	UTILITIES-SEWER	.00	1,483.10	.00	.00 (1,483.10) .0
79-500-55101	UTILITIES-LANDLINE AND FIBER	.00	847.92	.00	.00 (847.92) .0
79-500-55151	UTILITIES-CELL PHONES	.00	1,792.34	.00	.00 (1,792.34) .0
79-500-55201	UTILITIES-INTERNET	.00	2,994.83	.00	.00 (2,994.83) .0
79-500-55251	UTILITIES-SOLID WASTE	.00	6,914.35	.00	.00 (6,914.35) .0
79-500-55501	UTILITIES-PROPANE	.00	1,867.36	.00	.00 (1,867.36) .0
79-500-56008	PROF SERV-MSHP BACKGROUND CK	.00	15.55	.00	.00 (15.55) .0
79-500-56011	PROF SERVICES-DUES & FEES	.00	25.00	.00	.00 (25.00) .0
79-500-56013	PROF SERVICES-STUDIES	.00	.00	50,000.00	.00	50,000.00 .0
79-500-56015	PROF SERVICES-SERVICE CONTRA	.00	32,081.53	85,000.00	.00	52,918.47 37.7
79-500-56023	PROF SERVICES-ADMIN SRV CHARGE	.00	.00	149,748.00	.00	149,748.00 .0
79-500-56200	SOFTWARE-RENEWAL/MAINT	.00	5,460.00	6,500.00	.00	1,040.00 84.0
79-500-56203	SOFTWARE-AGREEMENT	.00	144.56	.00	.00 (144.56) .0
79-500-56501	INSURANCE-VEHICLE	.00	.00	5,861.00	.00	5,861.00 .0
79-500-56502	INSURANCE-EQUIPMENT	.00	.00	3,542.00	.00	3,542.00 .0
79-500-56503	INSURANCE-BLDG & PROPERTY	.00	.00	31,307.00	.00	31,307.00 .0
79-500-56521	INSURANCE-GENERAL LIABILITY	.00	.00	12,274.00	.00	12,274.00 .0
79-500-56600	ADVERTISING-GENERAL	.00	.00	1,500.00	.00	1,500.00 .0
79-500-56601	ADVERTISING-PUBLIC NOTICES	.00	68.17	.00	.00 (68.17) .0
79-500-56606	ADVERTISING-RADIO	.00	280.00	.00	.00 (280.00) .0
79-500-57001	SUPPLIES-OPERATIONAL	.00	6,085.65	12,500.00	.00	6,414.35 48.7
79-500-57002	SUPPLIES-COMPUTER ACCESSORIES	.00	3,376.07	500.00	.00 (2,876.07) 675.2
79-500-57003	SUPPLIES-DESK ACC-SMALL OFC EQ	.00	841.23	900.00	.00	58.77 93.5
79-500-57004	SUPPLIES-SMALL TOOLS	.00	663.83	2,000.00	.00	1,336.17 33.2
79-500-57051	SUPPLIES-PRINTING	.00	.00	600.00	.00	600.00 .0
79-500-57052	SUPPLIES-MAILING	.00	13.95	.00	.00 (13.95) .0
79-500-57053	SUPPLIES-POSTAGE	.00	.00	100.00	.00	100.00 .0
79-500-57054	SUPPLIES-PAPER	.00	91.48	.00	.00 (91.48) .0
79-500-57101	SUPPLIES-JANITORIAL	.00	4,265.78	9,500.00	.00	5,234.22 44.9
79-500-57102	SUPPLIES-CLEANING & SANITATION	.00	109.37	126.00	.00	16.63 86.8
79-500-57104	SUPPLIES-CHEMICALS	.00	2,272.89	300.00	.00 (1,972.89) 757.6

CITY OF LEBANON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

PARKS AND RECREATION FUND

	PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEXPENDED	PCNT
79-500-57153	SUPPLIES-FIRST AID	.00	.00	750.00	.00	750.00 .0
79-500-57154	SUPPLIES-SAFETY	.00	715.90	700.00	.00 (15.90)	102.3
79-500-57502	MATERIALS-ROCK	.00	1,974.60	2,000.00	.00	25.40 98.7
79-500-57503	MATERIALS-CONCRETE	.00	5,173.43	7,500.00	.00	2,326.57 69.0
79-500-57504	MATERIALS-LANDSCAPING	.00	6,578.04	15,000.00	2,034.00	6,387.96 57.4
79-500-57511	MATERIALS-PAINT	.00	6,324.84	5,000.00	.00 (1,324.84)	126.5
79-500-57512	MATERIALS-SIGNS	.00	689.81	2,500.00	.00	1,810.19 27.6
79-500-57514	MATERIALS-HARDWARE	.00	1,703.40	2,500.00	.00	796.60 68.1
79-500-57515	MATERIALS-FIXTURES	.00	3,627.81	2,500.00	.00 (1,127.81)	145.1
79-500-57516	MATERIALS-WIRE	.00	1,732.63	5,000.00	.00	3,267.37 34.7
79-500-57517	MATERIALS-LUMBER	.00	747.89	2,500.00	.00	1,752.11 29.9
79-500-57518	MATERIALS-STEEL	.00	952.01	1,000.00	.00	47.99 95.2
79-500-57525	MATERIALS-INFRASTRUCTURE	.00	.00	5,000.00	.00	5,000.00 .0
79-500-57552	MATERIALS-PIPE-PVC	.00	465.65	1,000.00	.00	534.35 46.6
79-500-57553	MATERIALS-PIPE-MISC	.00	511.48	2,000.00	.00	1,488.52 25.6
79-500-57554	MATERIALS-PIPE-CONDUIT	.00	70.27	750.00	.00	679.73 9.4
79-500-58000	TOOLS & PORTABLE EQUIPMENT	.00	.00	2,600.00	.00	2,600.00 .0
79-500-58002	TOOLS-MAINTENANCE	.00	131.80	.00	.00 (131.80)	.0
79-500-58003	TOOLS-SUPPLIES	.00	2,109.96	.00	.00 (2,109.96)	.0
79-500-58301	EQUIPMENT-REPAIR	.00	6,858.96	8,500.00	.00	1,641.04 80.7
79-500-58302	EQUIPMENT-MAINTENANCE	.00	2,673.88	2,500.00	1,006.00 (1,179.88)	147.2
79-500-58303	EQUIPMENT-SUPPLIES	.00	3,141.02	1,000.00	.00 (2,141.02)	314.1
79-500-58304	EQUIPMENT-EQUIPMENT	.00	4,448.55	3,500.00	.00 (948.55)	127.1
79-500-58305	EQUIPMENT-FUEL	.00	5,265.50	5,000.00	.00 (265.50)	105.3
79-500-58306	EQUIPMENT-RENTAL	.00	3,971.90	2,500.00	.00 (1,471.90)	158.9
79-500-58600	VEHICLE-GENERAL	.00	640.00	.00	.00 (640.00)	.0
79-500-58601	VEHICLE-REPAIR	.00	390.30	1,500.00	.00	1,109.70 26.0
79-500-58602	VEHICLE-MAINTENANCE	.00	2,010.68	7,500.00	.00	5,489.32 26.8
79-500-58603	VEHICLE-SUPPLIES	.00	350.42	1,000.00	.00	649.58 35.0
79-500-58604	VEHICLE-EQUIPMENT	.00	.00	250.00	.00	250.00 .0
79-500-58605	VEHICLE-FUEL	.00	4,171.40	10,000.00	.00	5,828.60 41.7
TOTAL PARKS OPERATION & ADMIN.		34,915.88	1,140,562.04	2,872,276.00	664,484.58	1,067,229.38 62.8
 BOSWELL AQUATIC CENTER						
79-515-51002	PART TIME SALARY	.00	36,400.36	122,570.00	.00	86,169.64 29.7
79-515-51005	FULLTIME OVERTIME	.00	2,570.03	.00	.00 (2,570.03)	.0
79-515-51201	FEDERAL PAYROLL TAXES	.00	2,981.27	9,377.00	.00	6,395.73 31.8
79-515-51203	UNEMPLOYMENT COMPENSATION	.00	350.80	1,500.00	.00	1,149.20 23.4
79-515-51251	EMPLOYEE-UNIFORMS	.00	932.25	.00	.00 (932.25)	.0
79-515-51260	EMPLOYEE-GENERAL	.00	.00	4,600.00	.00	4,600.00 .0
79-515-55000	UTILITIES-GENERAL	.00	.00	9,000.00	.00	9,000.00 .0
79-515-55001	UTILITIES-ELECTRIC	.00	46.65	.00	.00 (46.65)	.0
79-515-55002	UTILITIES-WATER	.00	3,014.20	.00	.00 (3,014.20)	.0
79-515-56005	PROF SERVICES-TEMP EMPLOYEES	.00	1,728.00	3,500.00	.00	1,772.00 49.4
79-515-57104	SUPPLIES-CHEMICALS	.00	5,404.80	15,000.00	.00	9,595.20 36.0
79-515-58301	EQUIPMENT-REPAIR	.00	3,176.67	5,000.00	.00	1,823.33 63.5
79-515-58302	EQUIPMENT-MAINTENANCE	.00	818.55	500.00	.00 (318.55)	163.7
79-515-58303	EQUIPMENT-SUPPLIES	.00	1,604.32	2,500.00	.00	895.68 64.2
79-515-58304	EQUIPMENT-EQUIPMENT	.00	5,255.45	5,000.00	.00 (255.45)	105.1
TOTAL BOSWELL AQUATIC CENTER		.00	64,283.35	178,547.00	.00	114,263.65 36.0

CITY OF LEBANON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

PARKS AND RECREATION FUND

	PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEXPENDED	PCNT
<u>PARKS ACTIVITIES</u>						
79-520-51002	PART TIME SALARY	5,575.52	52,625.37	166,816.00	.00	114,190.63 31.6
79-520-51005	FULLTIME OVERTIME	1.58	29.26	.00	.00 (29.26) .0
79-520-51201	FEDERAL PAYROLL TAXES	426.66	4,028.41	12,761.00	.00	8,732.59 31.6
79-520-51203	UNEMPLOYMENT COMPENSATION	55.79	318.94	1,500.00	.00	1,181.06 21.3
79-520-51251	EMPLOYEE UNIFORM	.00	130.00	.00	.00 (130.00) .0
79-520-55101	UTILITIES-LANDLINE AND FIBER	.00	148.16	250.00	.00	101.84 59.3
79-520-56005	PROF SERVICES-TEMP EMPLOYEES	.00	10,980.00	45,000.00	.00	34,020.00 24.4
79-520-56011	PROF SERVICES-DUES & LICENSES	.00	17.50	.00	.00 (17.50) .0
79-520-56522	INSURANCE-PARK ACTIVITIES	.00	4,869.00	5,594.00	.00	725.00 87.0
79-520-57001	SUPPLIES-OPERATIONAL	.00	20,246.85	22,000.00	4,100.00 (2,346.85) 110.7
79-520-57006	SUPPLIES-UNIFORMS	.00	3,989.25	10,000.00	.00	6,010.75 39.9
79-520-57991	COST OF GOODS SOLD-CONCESSIONS	.00	13,771.11	55,000.00	.00	41,228.89 25.0
79-520-58301	EQUIPMENT-REPAIR	.00	268.83	250.00	.00 (18.83) 107.5
79-520-58304	EQUIPMENT-EQUIPMENT	.00	1,077.08	11,000.00	.00	9,922.92 9.8
79-520-58306	EQUIPMENT-RENTAL	.00	382.25	.00	.00 (382.25) .0
	TOTAL PARKS ACTIVITIES	6,059.55	112,882.01	330,171.00	4,100.00	213,188.99 35.4
	TOTAL FUND EXPENDITURES	40,975.43	1,317,727.40	3,380,994.00	668,584.58	1,394,682.02 58.8
	NET REVENUE OVER EXPENDITURES	114,913.94	262,266.96	(1,349,952.00)	(668,584.58)	(943,634.38) (30.1)