CITY OF LEBANON
PARK BOARD MEETING
WEDNESDAY, SEPTEMBER 9, 2026, 12:00 PM
CITY HALL, STANLEY H. ALLEN COUNCIL CHAMBERS, 401 SOUTH JEFFERSON
"TENTATIVE AGENDA"

1. Call to Order, Roll Call, and Declaration of Quorum
2. Pledge of Allegiance
3. Public Comments
4. Approval of Minutes
    a. August 12, 2026, Regular Meeting
5. Finance Report
    a. August 2026
6. Discussions and Presentations
    a. Indian Creek Restrooms located at Atchley Park
    b. Basketball Courts located at Atchley Park
    c. Dog Park located at Atchley Park
    d. Atchley Park Shelter
    e. Bowell Aquatic Center Update
    f. Baseball/Softball Leagues and Tournament Updates
7. Comments from the Board and Staff
8. Adjournment

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CITY OF LEBANON
PARK BOARD REGULAR MEETING MINUTES
AUGUST 12, 2026

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on August 12, 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, Holly Goforth, Doug Smith, Ramsey Stewart, Joni Milligan. Absent: John Gideon, Heather Shadel, Chris Wall, Neal Wilkinson.

A quorum was declared.

John Gideon and Chris Wall was noted as having an excused absence, and Heather Shadel was noted as having an unexcused absence.

Board Member Neal Wilkinson joined the meeting at 12:09 p.m.

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

Pledge of Allegiance

The pledge of allegiance was led by President Doug Smith.

Public Comments

There were no public comments.

Approval of Minutes

July 8, 2026, Regular Meeting

Holly Goforth moved and Melody Allen seconded that the Board approve the minutes as presented. Motion carried as follows: Yea: (5) Melody Allen, Holly Goforth, Doug Smith, Ramsey Stewart, Joni Milligan; Nay: (0) None; Abstain: (0) None; Absent: (4) John Gideon, Heather Shadel, Chris Wall, Neal Wilkinson.

Finance Report

July 2026 Financials

Park Director John Shelton and City Administrator Troy Schulte discussed the financials, with Schulte presenting the year-end figures and expenditures and reporting that reserves were healthy. The Board discussed reserve levels, and Schulte shared that five to ten percent would be workable for parks and that the appropriate level is a matter of the Board's comfort.

Board Member Ramsey Stewart inquired about changes to how costs are allocated between departments. Schulte explained that the City eliminated internal cross-charging in favor of a single administrative service charge covering the information technology, finance, and human resources departments, allocated based on the Parks Department's share of full-time equivalent employees and number of computers, etc.

Discussions and Presentations

Indian Creek Restroom

Park Director John Shelton presented a proposed restroom design similar to the restrooms at Downtown Plaza, consisting of two-family restroom stations rather than separate men’s and women’s facilities, each with a single toilet and sink and equipped with changing tables. Shelton reported that staff would do most of the labor in house, which should help keep the project under prevailing wage requirements. Shelton advised that he still needs to coordinate with Public Works to identify a location based on sewer line elevations, and that the restroom will likely be located near the existing shelter rather than nearer the pickleball courts.

Skate Park Update

Park Director John Shelton reported that the contract has been sent to American Ramp Company and that staff is waiting on completion of the paperwork with the Finance Department, after which the company will begin conceptual design work. Shelton anticipated having preliminary concepts to review at the next Park Board meeting, possibly by Zoom or conference call, and suggested a separate evening come-and-go informational meeting so that skateboarders could attend and provide input. Shelton also noted that the project had been budgeted for in the prior year, was not carried over, and had to be re-added to the current budget.

Turf Fields

Park Board President Douglas Smith shared that they were moving the discussion of the turf fields to a later date.

Possible Action Items

Atchley Park Front Parking Lot

Park Director John Shelton presented the proposed redesign of the front parking lot at Atchley Park, noting that the existing lot was originally designed as a pass-through and is difficult to exit, particularly for trucks and trailers. Shelton reported the redesign would provide approximately 58 parking spaces, roughly twenty to thirty more than currently exist, along with eight ADA-accessible spaces and spaces providing close access to the shelter and the inclusive playground.

Shelton reported that the project cost increased approximately five percent from the original estimate of $240,000, attributable to increases in petroleum-based asphalt prices.

Board Members discussed the walking trail and separating it from the area of the new one to avoid any congestion with only having one area.

Holly Goforth moved and Neal Wilkinson seconded that the Park Board approve moving forward with the procurement process for the purchase Atchley Park Front Parking Lot for the Parks Department with the change to separate the walking trail from the curb, and forward it to City Council for final approval. Motion carried as follows: Yea: (6) Melody Allen, Holly Goforth, Doug Smith, Ramsey Stewart, Joni Milligan, and Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (3) John Gideon, Heather Shadel, and Chris Wall.

Comments from the Board and Staff

Park Board President Douglas Smith shared that the last day the pool would be open to the public was August 16th. Park Director John Shelton noted that Assistant Parks Director Elliot Wilburn would provide a report at the next meeting.

Wilburn reported that the disc golf baskets built in house about fifteen years ago and donated to Laurie Parks and Recreation were being passed on to another park as Laurie replaces them. He also reported continued heavy use of the disc golf course.

Shelton asked the Board to begin considering what amenities it would like to see at the new Mount Rose park property.

Board Member Goforth inquired about the need for bike trails. Shelton suggested placing the item on a future meeting agenda for discussion.

Board Member Ramsey Stewart inquired about park infrastructure costs and asked whether future changes at the Civic Center would become a Parks function. City Administrator Troy Schulte explained that the facility would be envisioned as a standalone operation should City Council take over management, but noted that nothing had been decided.

Adjournment

President Doug Smith declared the meeting adjourned at 12:56 p.m.

ATTEST:	President Doug Smith
City Clerk Lacey Brackett	Minutes Approved

PARKS AND RECREATION FUND

		PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEARNED	PCNT
	PARKS OPERATION & ADMIN.						
79-400-41002	TAX-SALES 0.5%	167,760.05	313,704.51	1,770,000.00	.00	1,456,295.49	17.7
79-400-43010	PARK ACTIVITIES	.00	50.00	.00	.00	(50.00)	.0
79-400-43108	MISC-GAIN/LOSS-ASSET DISPOSAL	.00	18,275.00	.00	.00	(18,275.00)	.0
79-400-43501	RENTAL-BUILDING/LAND	1,345.00	2,410.00	9,000.00	.00	6,590.00	26.8
	TOTAL PARKS OPERATION & ADMIN.	169,105.05	334,439.51	1,779,000.00	.00	1,444,560.49	18.8
	BOSWELL AQUATIC CENTER						
79-401-43025	POOL ADMISSION	6,446.00	23,302.00	45,000.00	.00	21,698.00	51.8
79-401-43035	ACTIVITIES	.00	.00	5,000.00	.00	5,000.00	.0
79-401-43507	RENTAL PARTIES	2,100.00	4,350.00	5,000.00	.00	650.00	87.0
	TOTAL BOSWELL AQUATIC CENTER	8,546.00	27,652.00	55,000.00	.00	27,348.00	50.3
	PARKS ACTIVITIES						
79-402-43010	PARK ACTIVITIES	3,475.00	4,525.00	55,000.00	.00	50,475.00	8.2
79-402-43023	CONCESSION SALES	4,122.00	24,529.75	90,000.00	.00	65,470.25	27.3
79-402-43116	MISC-SPONSORSHIPS	.00	.00	25,000.00	.00	25,000.00	.0
	TOTAL PARKS ACTIVITIES	7,597.00	29,054.75	170,000.00	.00	140,945.25	17.1
	TOTAL FUND REVENUE	185,248.05	391,146.26	2,004,000.00	.00	1,612,853.74	19.5

PARKS AND RECREATION FUND

PARKS OPERATION & ADMIN.

		PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEXPENDED	PCNT
79-400-51001	FULLTIME SALARY	20,213.60	40,524.19	257,943.00	.00	217,418.81	15.7
79-400-51002	PART TIME SALARY	6,633.95	18,511.85	46,490.00	.00	27,978.15	39.8
79-400-51003	SEASONAL SALARY	2,173.35	2,173.35	24,000.00	.00	21,826.65	9.1
79-400-51005	FULLTIME OVERTIME	648.20	1,559.23	.00	.00	(1,559.23)	.0
79-400-51010	PREMIUM PAY	.00	.00	2,100.00	.00	2,100.00	.0
79-400-51151	LAGERS-GENERAL	2,754.24	5,488.32	39,208.00	.00	33,719.68	14.0
79-400-51154	DEFERRED COMP-EMPLOYER	675.00	1,325.00	8,125.00	.00	6,800.00	16.3
79-400-51201	FEDERAL PAYROLL TAXES	2,195.13	4,685.62	25,124.00	.00	20,438.38	18.7
79-400-51204	WORKMANS COMPENSATION	26.97	88.62	35,984.00	.00	35,895.38	.3
79-400-51251	EMPLOYEE-UNIFORMS	26.72	53.44	3,500.00	.00	3,446.56	1.5
79-400-51255	EMPLOYEE-TRAINING	180.00	180.00	6,080.00	.00	5,900.00	3.0
79-400-51500	BENEFITS-GENERAL	.00	105.00	.00	.00	(105.00)	.0
79-400-51501	HEALTH/DENTAL PREMIUM	6,216.98	9,325.47	74,208.00	.00	64,882.53	12.6
79-400-51506	BENEFITS-CELL PHONE STIPENDS	105.00	105.00	.00	.00	(105.00)	.0
79-400-55001	UTILITIES-ELECTRIC	765.23	1,668.17	8,500.00	.00	6,831.83	19.6
79-400-55002	UTILITIES-WATER	3,937.16	9,131.02	8,500.00	.00	(631.02)	107.4
79-400-55003	UTILITIES-SEWER	991.69	5,234.38	150.00	.00	(5,084.38)	3489.6
79-400-55025	UTILITIES-TRASH SERVICE	845.40	845.40	7,500.00	.00	6,654.60	11.3
79-400-55101	UTILITIES-LANDLINE AND FIBER	108.88	217.76	1,500.00	.00	1,282.24	14.5
79-400-55151	UTILITIES-CELL PHONES	.00	.00	2,600.00	.00	2,600.00	.0
79-400-55201	UTILITIES-INTERNET	251.26	555.86	3,500.00	.00	2,944.14	15.9
79-400-55501	UTILITIES-PROPANE	.00	126.14	2,500.00	.00	2,373.86	5.1
79-400-56013	PROF SERVICES-STUDIES	.00	.00	50,000.00	.00	50,000.00	.0
79-400-56018	PROF SERVICES-DAMAGE CLAIMS	.00	1,522.00	.00	.00	(1,522.00)	.0
79-400-56023	PROF SERVICES-ADMIN SRV CHARGE	.00	.00	154,240.00	.00	154,240.00	.0
79-400-56032	PROF SERVICES-MOWING	13,087.30	23,425.14	45,000.00	.00	21,574.86	52.1
79-400-56034	PROF SERVICES-SECURITY SERVICE	1,001.81	1,001.81	5,000.00	.00	3,998.19	20.0
79-400-56035	PROF SERVICES-VEHICLE LEASE	.00	.00	9,458.00	.00	9,458.00	.0
79-400-56200	SOFTWARE-RENEWAL/MAINT	10,577.21	10,577.21	23,600.00	.00	13,022.79	44.8
79-400-56501	INSURANCE-VEHICLE	.00	.00	10,550.00	.00	10,550.00	.0
79-400-56502	INSURANCE-EQUIPMENT	.00	.00	229.00	.00	229.00	.0
79-400-56503	INSURANCE-BLDG & PROPERTY	.00	.00	38,329.00	.00	38,329.00	.0
79-400-56521	INSURANCE-GENERAL LIABILITY	.00	1,369.00	3,794.00	.00	2,425.00	36.1
79-400-56600	ADVERTISING-GENERAL	.00	.00	1,500.00	.00	1,500.00	.0
79-400-57000	SUPPLIES-GENERAL	857.47	1,379.79	20,000.00	.00	18,620.21	6.9
79-400-57101	SUPPLIES-JANITORIAL	.00	946.26	12,500.00	.00	11,553.74	7.6
79-400-57502	MATERIALS-ROCK	2,614.94	4,054.94	3,500.00	.00	(554.94)	115.9
79-400-57503	MATERIALS-CONCRETE	163.16	163.16	8,000.00	.00	7,836.84	2.0
79-400-57504	MATERIALS-LANDSCAPING	5,522.49	6,391.49	11,000.00	.00	4,608.51	58.1
79-400-57511	MATERIALS-PAINT	490.69	736.03	10,000.00	.00	9,263.97	7.4
79-400-57512	MATERIALS-SIGNS	890.00	890.00	5,000.00	.00	4,110.00	17.8
79-400-57514	MATERIALS-HARDWARE	245.23	368.63	2,500.00	.00	2,131.37	14.8
79-400-57515	MATERIALS-FIXTURES	.00	446.97	2,500.00	.00	2,053.03	17.9
79-400-57516	MATERIALS-WIRE	30.52	498.91	5,000.00	.00	4,501.09	10.0
79-400-57518	MATERIALS-STEEL	.00	.00	1,000.00	.00	1,000.00	.0
79-400-57525	MATERIALS-INFRASTRUCTURE	1,578.00	2,382.00	10,000.00	.00	7,618.00	23.8
79-400-57553	MATERIALS-PIPE-MISC	36.84	131.62	2,000.00	.00	1,868.38	6.6
79-400-58000	TOOLS & PORTABLE EQUIPMENT	174.39	241.36	3,000.00	.00	2,758.64	8.1
79-400-58301	EQUIPMENT-REPAIR	1,540.78	1,588.55	10,000.00	.00	8,411.45	15.9
79-400-58302	EQUIPMENT-MAINTENANCE	77.00	108.50	2,500.00	.00	2,391.50	4.3
79-400-58303	EQUIPMENT-SUPPLIES	173.21	323.65	5,000.00	.00	4,676.35	6.5
79-400-58304	EQUIPMENT-EQUIPMENT	3,821.51	3,821.51	23,000.00	.00	19,178.49	16.6
79-400-58305	EQUIPMENT-FUEL	877.91	1,645.15	5,500.00	.00	3,854.85	29.9
79-400-58306	EQUIPMENT-RENTAL	1,878.11	1,878.11	6,000.00	.00	4,121.89	31.3
79-400-58601	VEHICLE-REPAIR	.00	398.52	1,500.00	.00	1,101.48	26.6

CITY OF LEBANON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

PARKS AND RECREATION FUND

		PERIOD ACT	YTD ACTUAL	BUDGET	ENCUMBRAN	UNEXPENDED	PCNT
79-400-58605	VEHICLE-FUEL	949.12	2,202.09	10,000.00	.00	7,797.91	22.0
	TOTAL PARKS OPERATION & ADMIN.	95,336.45	170,396.22	1,058,712.00	.00	888,315.78	16.1
	BOSWELL AQUATIC CENTER						
79-401-51002	PART TIME SALARY	9,347.43	29,480.93	.00	.00	(29,480.93)	.0
79-401-51003	SEASONAL SALARY	6,420.30	6,420.30	64,275.00	.00	57,854.70	10.0
79-401-51005	FULLTIME OVERTIME	1,471.49	3,158.81	2,000.00	.00	(1,158.81)	157.9
79-401-51201	FEDERAL PAYROLL TAXES	1,318.81	2,988.11	4,854.00	.00	1,865.89	61.6
79-401-51204	WORKMAN'S COMPENSATION	172.39	390.62	.00	.00	(390.62)	.0
79-401-51251	EMPLOYEE-UNIFORMS	.00	.00	1,500.00	.00	1,500.00	.0
79-401-55001	UTILITIES-ELECTRIC	.00	.00	2,000.00	.00	2,000.00	.0
79-401-55002	UTILITIES-WATER	.00	.00	4,000.00	.00	4,000.00	.0
79-401-55201	UTILITIES-INTERNET	.00	.00	1,000.00	.00	1,000.00	.0
79-401-56005	PROF SERVICES-TEMP EMPLOYEES	2,700.00	2,700.00	3,500.00	.00	800.00	77.1
79-401-57104	SUPPLIES-CHEMICALS	2,933.70	7,742.78	15,000.00	.00	7,257.22	51.6
79-401-58301	EQUIPMENT-REPAIR	1,897.85	1,983.66	10,000.00	.00	8,016.34	19.8
79-401-58303	EQUIPMENT-SUPPLIES	.00	.00	2,500.00	.00	2,500.00	.0
79-401-58304	EQUIPMENT-EQUIPMENT	2,950.00	2,950.00	5,000.00	.00	2,050.00	59.0
	TOTAL BOSWELL AQUATIC CENTER	29,211.97	57,815.21	115,629.00	.00	57,813.79	50.0
	PARKS ACTIVITIES						
79-402-51001	FULLTIME SALARY	.00	.00	60,702.00	.00	60,702.00	.0
79-402-51002	PART TIME SALARY	2,705.55	8,981.40	.00	.00	(8,981.40)	.0
79-402-51003	SEASONAL SALARY	1,909.98	1,909.98	62,250.00	.00	60,340.02	3.1
79-402-51151	LAGERS-GEERAL	.00	.00	8,809.00	.00	8,809.00	.0
79-402-51154	DEFERRED COMP EMPLOYEE	.00	.00	2,352.00	.00	2,352.00	.0
79-402-51201	FEDERAL PAYROLL TAXES	353.09	833.16	9,196.00	.00	8,362.84	9.1
79-402-51204	WORKERS COMPENSATION	46.16	108.92	.00	.00	(108.92)	.0
79-402-51501	HEALTH/DENTAL PREMIUM	.00	.00	18,209.00	.00	18,209.00	.0
79-402-55101	UTILITIES-LANDLINE AND FIBER	.00	.00	250.00	.00	250.00	.0
79-402-56005	PROF SERVICES-TEMP EMPLOYEES	240.00	12,650.00	45,000.00	.00	32,350.00	28.1
79-402-56522	INSURANCE-PARK ACTIVITIES	.00	.00	1,609.00	.00	1,609.00	.0
79-402-57000	SUPPLIES-GENERAL	500.00	1,294.56	25,000.00	.00	23,705.44	5.2
79-402-57006	SUPPLIES-UNIFORMS	.00	.00	10,000.00	.00	10,000.00	.0
79-402-57991	COST OF GOODS SOLD-CONCESSIONS	1,607.06	4,859.51	50,000.00	.00	45,140.49	9.7
79-402-58304	EQUIPMENT-EQUIPMENT	.00	.00	5,000.00	.00	5,000.00	.0
	TOTAL PARKS ACTIVITIES	7,361.84	30,637.53	298,377.00	.00	267,739.47	10.3
	TOTAL FUND EXPENDITURES	131,910.26	258,848.96	1,472,718.00	.00	1,213,869.04	17.6
	NET REVENUE OVER EXPENDITURES	53,337.79	132,297.30	531,282.00	.00	398,984.70	24.9