

**CITY OF LEBANON
PARK BOARD MEETING
WEDNESDAY, JUNE 11, 2025, 12:00 PM
WINFREY HOUSE, 25573 HIGHWAY 5
“TENTATIVE AGENDA”**

1. Call to Order, Roll Call, and Declaration of Quorum
2. Pledge of Allegiance
3. Public Comments
4. Approval of Minutes
 - a. Regular Meeting, May 14, 2025
 - b. Closed Session, May 14, 2025
5. Discussions and Presentations
 - a. Parks Update
 - b. Boswell Aquatic Center Update
 - c. League/Tournament Updates
6. Possible Action Items
 - a. None
7. Comments from the Board and Staff
8. Closed Session Pursuant to RSMo 610.021 (2) Real Estate
9. Adjournment

CITY OF LEBANON
PARK BOARD REGULAR MEETING MINUTES
MAY 14, 2025

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on May 14, 2025 at 12:00 PM in the Winfrey House located at 25573 Highway 5.

Call to Order, Roll Call, and Declaration of Quorum

Upon roll call, the following Officers were present: Melody Allen, John Gideon, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Ramsey Stewart, Chris Wall, and Neal Wilkinson. Absent: None.

A quorum was declared.

Staff members and others in attendance: City Administrator Troy Schulte, Park Director John Shelton, Assistant Park Director Elliot Wilburn, Human Resource Director Kathy Milliken, Deputy City Clerk Melissa Richardson, and City Clerk Lacey Brackett.

Pledge of Allegiance

The pledge of allegiance was led by President Carrie Plassmeyer.

Public Comments

None.

Approval of Minutes

Regular Meeting, April 9, 2025

Doug Smith moved and Holly Goforth seconded that the Board the minutes as presented. Motion carried as follows: Yea: (9) Melody Allen, John Gideon, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Ramsey Stewart, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

Discussions and Presentations

Atchley Park Playground Equipment

Park Director John Shelton shared a potential design of a playground, shelter, and bathrooms for Atchley Park in the area of the lower parking lot. Shelton shared that the equipment would consist of exercise equipment which has become increasingly popular.

Monthly Concert Series at the Amphitheater at Boswell Park during the summer months of 2025

Park Director Shelton presented the idea of a possible concert series at Boswell Park which would be approximately 3 or 4 shows. He proposed the event to be on a Saturday night, incorporating food trucks and bounce houses, but shared it would require Park funds to host the events.

Park Board Member Neal Wilkinson recommended coordinating with the Downtown Business District to align entertainment schedules and avoid competition between events.

Boswell Aquatic Center Opening

Assistant Park Director Elliot Wilburn reported on the operating hours of the Boswell Aquatic Center and announced that the facility is scheduled to open on May 30. He noted that birthday parties have already been booked and several children are registered for the swim team, which holds practices at the pool.

Park Board President Carrie Plassmeyer inquired about staffing levels, and Park Director Shelton confirmed that the facility is fully staffed.

Baseball/Softball Update

Assistant Park Director Elliot Wilburn reported that summer recreational and competition leagues were starting and noted that 35 teams participated in the tournament held the previous weekend.

Park Board Member John Gideon inquired about the age gaps on teams, Wilburn explained that younger players are permitted to play in an older age group; however, players are not allowed to participate at a younger age group level.

Parks Department Job Descriptions

Park Board President Carre Plassmeyer opened the discussion by stating the Board needed to review and update job descriptions.

Human Resource Director Kathy Milliken shared that it had been some time since the descriptions had been updated and presented draft job descriptions. Milliken recommended reviewing the education and experience listed in the descriptions, and shared that at the Director Level, higher education would be listed as a Bachelor's Degree.

Plassmeyer shared that when it came to the Assistant Parks Director, she had reviewed surrounding communities and the requirements were not asking any more or any less.

A brief discussion commenced regarding additional certificates that could be maintained, as well as education and experience. Milliken recommended including education requirements, sharing that doing so could create a larger pool of candidates; however, it was ultimately the Board's decision. Park Director John Shelton shared that he thought years of work experience as an assistant was beneficial.

City Administrator Troy Schulte stated that a bachelor's degree is generally required for director-level positions; however, someone without a degree could still apply and be considered through the interview process. He explained that the interview is an opportunity to evaluate the applicant's qualifications beyond formal education—such as their ideas, innovative approaches, and overall vision for the role. Some members shared concerns about

discouraging applicants from applying who do not have a degree, and Board Member Douglas Smith shared that he didn't feel applicants read the requirements as closely and that they would apply regardless of whether a bachelor's degree was listed. The discussion concluded with the Board asking John for a list of all certificates related to Parks and Recreation that could be required, and action would be taken at a future meeting.

Possible Action Items

None

Comments from the Board and Staff

Park Board Member Ramsey Stewart inquired about the fall protection at Harke Park.

Park Board Member Holly Goforth shared that a teacher took her students to Wallace Park and was complimentary of it.

Park Board Member Neal Wilkinson shared that at a presentation, one of the schools discussed their students helping the Parks Department and shared their appreciation.

Closed Session Pursuant to RSMo 610.021 (2) Real Estate

Neal Wilkinson moved and Doug Smith seconded that the Park Board move out of Regular Session and into Closed Session pursuant to RSMo. 610.021 (2) Real Estate. Motion carried as follows: Yea: (9) Melody Allen, John Gideon, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Ramsey Stewart, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

The Park Board entered Closed Session at 1:06 p.m. and returned to Regular Session at 1:18 p.m.

Adjournment

President Carrie Plassmeyer declared the meeting adjourned at 1:18 p.m.

Park Board President Carrie Plassmeyer

Minutes Approved