

**CITY OF LEBANON  
PARK BOARD MEETING  
WEDNESDAY, AUGUST 13, 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. July 9, 2025, Regular Meeting
  - b. July 9, 2025, Closed Session
5. Discussions and Presentations
  - a. Tournament Report
  - b. Parks Update
  - c. BAC Report
  - d. Park Staffing
6. Possible Action Items
  - a. BAC Pool Paint Purchase
  - b. Replacement Pool Floats Purchase
  - c. Atchley and Nelson Backstop Netting Purchase
  - d. Pickleball/Basketball Netting and Lights Purchase
7. Comments from the Board and Staff
8. Adjournment

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CITY OF LEBANON  
PARK BOARD REGULAR MEETING MINUTES  
JULY 9, 2025

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on July 9, 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, Doug Smith, Ramsey Stewart, Chris Wall, and Neal Wilkinson. Absent: Heather Shadel.

Neal Wilkinson joined the meeting via Zoom. Wilkinson left the meeting at 12:27 p.m. due to connectivity issues.

A quorum was declared.

Staff members and others in attendance: Park Director John Shelton, City Administrator Troy Schulte, Assistant Park Director Elliot Wilburn, Communications Manager Derek Gean, Downtown Business District Executive Director Sarah Angst, 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

Doug Smith moved and Melody Allen seconded that the Board approve the minutes below as presented. Motion carried as follows: Yea: (8) Melody Allen, John Gideon, Holly Goforth, Carrie Plassmeyer, Doug Smith, Ramsey Stewart, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (1) Heather Shadel.

June 11, 2025, Regular Meeting

June 11, 2025, Closed Session

Discussions and Presentations

Lebanon Area Foundation Donation Account

Park Board President Carrie Plassmeyer shared that City Council approved setting up a donation account through the Lebanon Area Foundation for contributions to the Parks Department. She mentioned that a 2% fee will be processed for all deposits.

### Gasconade Park Security

Park Director John Shelton shared that security had been increased at Gasconade Park, including a more frequent police presence. He also mentioned working with IT to install security cameras, getting an automatic locking door.

City Administrator Troy Schulte shared that, in his previous experience, adding a signature piece of playground equipment in each park helped attract more families and increase overall presence in the parks. He also recommended adding more lighting and continuing the increased police presence to support the Parks Department.

### Goldenwood Road and Cobb Drive Stormwater Update

Park Director John Shelton advised that engineers would be looking into ways to improve the stormwater area on Goldenwood, which may include adding a pond to the Atchley Park.

### Atchley Park Lower Parking Lot

Park Director John Shelton reported that the proposal for asphaltting the lower parking lot at Atchley Park, including the pickleball and basketball courts, would be presented to City Council on April 14th. He noted the estimated cost to complete this project is approximately \$285,000.

### Atchley Park Concessions/Restroom Building

Park Director John Shelton shared they were in the process of looking at a design-build cooperative bid for the bathroom and concessions area at Atchley Park. He shared that this would consist of adding a family restroom.

### Ballfield Netting

Park Director John Shelton shared that the netting cost for the Atchley Park Ballfields shouldn't exceed \$100,000, but advised if the Board wanted to add netting cover to Nelson Park, it would be an additional \$30,000 to \$40,000.

### Skatepark Update

Park Director John Shelton advised that purchasing and parks department were in the process of putting together a bid for engineered drawings and the construction to add additional features to the Skatepark.

### Placer.ai

Downtown Business District Executive Director Sarah Angst shared data from a recent baseball tournament held on June 21st. The data, collected based on location activity, indicated that approximately 2,300 individuals were present at Atchley Park for at least 10 minutes between 8 a.m. and 10 p.m. At Nelson Park, the data reflected 2,600 visitors during the same timeframe. Additionally, the data identified visitors from Texas, Louisiana, Kansas, and Iowa. The Board and City Administrator Troy Schulte discussed the benefits of this information and how similar data could be used to support and plan for future events.

Possible Action Items

None.

Comments from the Board and Staff

Park Director John Shelton reported that a recent power outage in town affected operations at the pool. Due to the time required to obtain the necessary materials for repairs, the pool was temporarily closed but has since reopened and is fully operational.

Park Board President Carrie Plassmeyer shared that a film crew recently visited Atchley Park to film a commercial and was very complimentary of the park.

Closed Session Pursuant to RSMo 610.021 (2) Real Estate

Doug Smith moved and Holly Goforth seconded that the Board move out of Regular Session and into Closed Session pursuant to RSMo. 610.021 (2) Real Estate. Motion carried as follows: Yea: (8) Melody Allen, John Gideon, Holly Goforth, Carrie Plassmeyer, Doug Smith, Ramsey Stewart, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (1) Heather Shadel. Park Board moved into Closed Session at 12:55 p.m. and returned to regular session at 1:02 p.m.

Adjournment

President Carrie Plassmeyer declared the meeting adjourned at 1:02 pm.

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Park Board President Carrie Plassmeyer

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Minutes Approved