

**CITY OF LEBANON
PARK BOARD MEETING
WEDNESDAY, SEPTEMBER 10, 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. August 13, 2025, Regular Meeting Minutes
5. Discussions and Presentations
 - a. Zachary Jones Memorial
 - b. Finance updates
 - c. Harke Park Walking Trail
 - d. Boswell Aquatic Center
 - e. Tournament Report
6. Possible Action Items
 - a. Bleachers-Atchley Park
 - b. Shade Structure—Atchley Park
7. Election of Officers
8. Comments from the Board and Staff
9. Adjournment

CITY OF LEBANON
PARK BOARD REGULAR MEETING MINUTES
AUGUST 13, 2025

BE IT REMEMBERED that the Park Board of the City of Lebanon, Missouri, met in Regular Session on August 13, 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, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson (via Zoom Meeting).
Absent: John Gideon, Ramsey Stewart.

A quorum was declared.

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Carrie Plassmeyer.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

July 9, 2025, Regular Meeting and July 9, 2025, Closed Session

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

DISCUSSIONS AND PRESENTATIONS

Tournament Report

Park Director John Shelton shared that the City hosted 10 tournaments and 5 rainouts. We have 10 tournaments scheduled for this fall, which started on August 1, 2025, and will end on October 19, 2025. He stated that the dollar amount brought in for the tournaments was down due to the number of cancellations, but noted that they were still in a good financial position.

Parks Update

Park Director John Shelton indicated that Willard said there is a possibility they would begin work in the lower parking lot of Atchley Park the week of August 18, 2025.

BAC Report

Park Director John Shelton and Assistant Park Director Elliot Wilburn shared that the Boswell Aquatic Center made approximately \$10,000.00 more this season than the previous season in 2024.

Park Staffing

Park Director John Shelton mentioned a growing need for a full-time maintenance position and put a seasonal worker in a part-time position.

POSSIBLE ACTION ITEMS

Boswell Aquatic Center Pool Paint Purchase

Melody Allen moved, and Holly Goforth seconded that the Park Board approve moving forward with the procurement process for the purchase of the cost of painting and supplies would cost \$7,500.00 to \$8,000.00 and would not exceed \$10,000.00 for the Parks Department, and forward to City Council for final approval. Motion carried as follows: Yea: (7) Melody Allen, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (2) John Gideon, Ramsey Stewart.

Replacement of Pool Floats Purchase

Doug Smith moved, and Heather Shadel seconded that the Park Board approve moving forward with the procurement process for the purchase of 3 pool floats for the Parks Department, and forward to City Council for final approval. Motion carried as follows: Yea: (7) Melody Allen, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (2) John Gideon, Ramsey Stewart.

Atchley and Nelson Backstop Netting Purchase

Chris Wall moved, and Melody Allen seconded that the Park Board approve moving forward with the procurement process for the purchase of Backstop Netting for Atchley and Nelson Park for the Parks Department, and forward to City Council for final approval. Motion carried as follows: Yea: (7) Melody Allen, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (2) John Gideon, Ramsey Stewart.

Pickleball/Basketball Netting and Lights Purchase

Doug Smith moved, and Holly Goforth seconded that the Park Board approve moving forward with the procurement process for the purchase of netting and lighting for the Parks Department, and forward to City Council for final approval. Motion carried as follows: Yea: (7) Melody Allen, Holly Goforth, Carrie Plassmeyer, Heather Shadel, Doug Smith, Chris Wall, Neal Wilkinson; Nay: (0) None; Abstain: (0) None; Absent: (2) John Gideon, Ramsey Stewart.

Comments from the Board and Staff

Park Director John Shelton provided an update on the Parks Department’s completed projects and upcoming land development plans. Board Member Doug Smith suggested that sales tax revenue generated from tournaments and other park-related activities should be considered for park upgrades. Board Member Carrie Plassmeyer emphasized the need for the board to schedule a meeting to discuss guidance on engaging with the City Council regarding potential funding for City pool improvements. Information was provided on the Zach Jones Memorial site at Atchley Park, indicating that a new sign, a bronze plaque, along with donor bricks, will be placed at the site. The family is very pleased, and there will be a dedication to the event. Discussion took place over homeless people staying in our parks.

ADJOURNMENT

President Carrie Plassmeyer declared the meeting adjourned at 1:01 pm.

Park Board President Carrie Plassmeyer

September 10, 2025

Minutes Approved