Chisholm Trail Recreation Commission

October 14, 2026

129 E. Ross Clearwater, KS 67206

Board Members: Shirley Palmer-Witt - Chair, Landon Doll – Vice-Chair, Sean Phipps, Jessie Kimmel, Jessica Mills

Board Meeting Minutes

1. **Call to Order**

The Clearwater Recreation Commission meeting was called to order at 6:00pm.

Four members of the commission were present, constituting a quorum.

Shirley Palmer-Witt, Landon Doll, Jessie Kimmel, Jessica Mills.

2. **Approval of Agenda**

A request was made to amend the agenda to include an executive session between agenda items 7 and 8.

Motion: Landon Doll moved to approve the agenda as modified to include an executive session. Jessie Kimmel seconded the motion.

Vote: 4-0, Motion Carried

Sean Phipps arrived at 6:04pm, joining the quorum.

3. **Public Comment**

No members of the public were present for public comment.

4. **Consent Agenda**

Commission members reviewed the consent agenda, including previous meeting minutes, claims and warrants, and credit card purchases.

Questions were raised regarding expenses associated with the well and irrigation improvements at the City Park Ball Field. It was clarified that the work included installation of a 50-gallon-per-minute, 2-horsepower pump, removal of the existing 5-horsepower pump, associated piping and fittings, installation of a sprinkler controller, and testing. Additional work related to the irrigation main line was also discussed.

Motion: Landon Doll moved to approve the consent agenda. Jessie Kimmel seconded the motion.

Vote: 5-0, motion carried.

5. **Reports**

Michael Harris presented updates on current programs and activities.

Youth Volleyball: The Commission discussed the scheduling of Clearwater teams and games. Michael indicated he would address scheduling concerns at the postseason meeting with representatives from participating communities.

Youth Basketball: Registration stood at 51 participants, with the deadline of October 23. Michael reported that reminder posts were generating additional registrations and that flyers had been distributed to students in grades 3–6. The Commission discussed additional promotion leading up to the deadline, including displaying registration materials at Fall Fest.

Discussion of the City Report.

Financial Software: The Commission discussed the timing of transitioning from QuickBooks to the City's existing financial software to reduce costs and simplify financial administration. Further discussion with Courtney was planned.

No formal action was taken.

6. **Business**

Sports Complex Management and Maintenance

The Commission discussed the possibility of assuming greater operational and maintenance responsibility for the Clearwater Sports Complex.

Members expressed interest in a management arrangement similar to the memorandum of understanding being developed for the City Park Ball Field, under which the City would retain ownership while the Commission would oversee certain facilities and improvements.

Discussion included the current annual contribution of approximately $75,000 toward recreation-related maintenance and the need to determine how those funds are allocated.

Additional topics included the condition of batting cages and bullpens, maintenance standards, facility rentals, existing agreements, and potential operational expenses.

The Commission reached a consensus to continue exploring the proposal.

Next steps: Michael will work with Courtney to review expenditures associated with the sports complex, determine the financial implications of assuming management responsibilities, and explore a possible memorandum of understanding.

The topic will be returned for discussion at the November meeting.

City Park Ball Field Fencing and Dugout Improvements

Michael presented preliminary information regarding proposed improvements to the City Park Ball Field, including replacement of the backstop, foul-line fencing, and dugout fencing and covers.

Kansas Fence expressed interest in donating labor for the fencing project, while Triple B Construction was identified as a potential contributor of donated labor for dugout improvements. Preliminary project costs were discussed at approximately $55,000, subject to revisions and additional pricing.

The Commission discussed several potential improvements, including black-coated fencing, extending the foul-line fences to meet the temporary outfield fence alignment, protective yellow fence-top material, expanded dugout space, improved benches, additional dugout entrances, and a foul-ball return opening near home plate.

Members also discussed opportunities to recognize donating contractors and establish ongoing sponsorship revenue through field advertising.

The Commission expressed general support for pursuing the improvements, but no expenditure was formally approved.

Michael will obtain revised pricing and additional project details, including fencing dimensions, dugout modifications, materials, and potential sponsorship arrangements.

The Commission also discussed confirming any City approval requirements and restrictions associated with the property before proceeding.

The goal is to review updated pricing at the November meeting and, if approved, present the proposal to the City Council later in November.

Fall Fest Discussion

The Commission discussed the future of Clearwater Fall Fest, particularly the challenges associated with volunteer recruitment and leadership succession.

Members recognized the importance of the event to the community but expressed concern about the Commission assuming full responsibility for its organization.

The Commission discussed supporting Fall Fest through promotion, volunteer recruitment, and possible recreation programming in future years.

There was general agreement that the Commission should not assume full operational responsibility at this time.

The topic will be included on the November agenda, with consideration given to inviting a representative of the Fall Fest Committee to discuss its needs and potential collaboration.

Recreation Program Staffing

Michael provided an update on Rec Mondays and Rec Thursdays.

Participation has increased from approximately 9–12 children during the program's early weeks to 21 children at each of the two most recent Monday sessions.

Michael discussed the challenges of supervising larger groups and presented a preliminary Recreation Aide position description for possible future consideration.

The Commission discussed utilizing high school students completing community service hours, along with additional parent and community volunteers.

Michael reported that arrangements had been made with the high school government class to provide student volunteers on upcoming program dates.

The Commission generally supported maintaining a target supervision ratio of approximately 15 children per supervisor, with participation limits adjusted according to available assistance.

Michael will continue coordinating volunteers and monitoring attendance. The Commission may revisit paid staffing if participation continues to increase.

No formal action was taken.

7. **Executive Session**

Motion: Shirley Palmer-Witt moved to enter executive session for ten minutes from 7:28pm to 7:38pm to discuss matters involving non-elected personnel. Landon Doll seconded the motion.

Vote: 5-0, motion carried.

The commission returned to open session at 7:38pm.

No formal action was taken.

8. **Commission Member Discussion**

November Meeting Date

The Commission discussed rescheduling the November regular meeting because the regularly scheduled date, November 11, falls on Veterans Day.

After reviewing member availability, the Commission agreed to move the meeting to Wednesday, November 4, 2026, at 6:00 p.m.

Youth Baseball and Softball

Jessie raised concerns regarding the use of machine pitching in the 8U softball division, noting that several young players had trouble contacting the ball during the previous season.

The Commission discussed whether coach pitching would provide a more positive developmental experience and potentially improve player retention.

Members also discussed differences in rules among surrounding communities, including the possibility of exploring alternative leagues or proposing changes to the existing league.

Additional concerns were raised regarding the current baseball and softball league's organizational structure, scheduling procedures, rule enforcement, and the lack of a clearly established governing authority for resolving disputes.

The Commission discussed the possibility of establishing a league oversight committee or board with representatives who could provide consistent and impartial decisions.

Michael will begin conversations with league representatives before the January baseball and softball league meeting. Sean offered to assist with these discussions and attend future league meetings as needed.

Adult Volleyball Open Play

Michael provided an update on Adult Volleyball Open Play.

Participation generally consists of five to six regular attendees, with additional participants attending periodically. Feedback from participants has been positive.

The Commission discussed the possibility of reducing the program to twice monthly but also recognized the importance of maintaining a consistent weekly schedule.

Michael indicated his intention to continue offering the program and evaluate participation as fall activities conclude.

The updated program time is Sundays from 2:30–4:30 p.m.

The Commission also briefly discussed potential future adult basketball opportunities during the winter months.

9. Adjournment

Motion: Landon Doll moved to adjourn the meeting. Jessica Mills seconded the motion.

Vote: 5-0, motion carried.

The meeting was adjourned at 7:57pm.

Next Regular Meeting: Wednesday, November 4, 2026, at 6:00pm.