

# MEETING NOTES

COMMUNITY CENTER IMPROVEMENTS CONCEPT  
CITY OF ROELAND PARK, KANSAS

**MEETING PURPOSE:** Project Kick-Off  
**LOCATION:** Roeland Park CC | Room 6  
**DATE/TIME:** 08/28/2019 @ 6:00p – 8:00p

**NOTES ISSUED ON:** 09/03/2019  
**ISSUED BY:** SFS ARCHITECTURE

*These notes reflect our understanding of the issues discussed and conclusions reached during this meeting. We are proceeding on this basis. Please contact our office within 7 calendar days to request any clarification or amendment to these notes.*

## Attendees

	Name	Company	Phone	Email
<input checked="" type="checkbox"/>	Keith Moody	City Administrator		kmoody@roelandpark.org
<input checked="" type="checkbox"/>	David Mootz	Facility Maintenance Supervisor		dmootz@roelandpark.org
<input checked="" type="checkbox"/>	Libby Scarborough	Community Center Manager		libby.scarborough@jocogov.org
<input checked="" type="checkbox"/>	Donnie Scharff	Public Works Director		dscharff@roelandpark.org
<input checked="" type="checkbox"/>	Jen Hill	City Council Member		jhill@roelandpark.org
<input checked="" type="checkbox"/>	Claudia McCormack	City Council Member		cmccormack@roelandpark.org
<input checked="" type="checkbox"/>	Jan Faidley	City Council Member		jfaidley@roelandpark.org
<input checked="" type="checkbox"/>	Richelle Basgall	Resident		rbasgall@gmail.com
<input type="checkbox"/>	Sarah & Bryan Snyder			secantwell@yahoo.com
<input checked="" type="checkbox"/>	Joel Marquardt			joel_marquardt@hotmail.com
<input checked="" type="checkbox"/>	Brian Garvey	SFS Architecture	816.474.1397	bgarvey@sfsarch.com
<input checked="" type="checkbox"/>	Laura Burkhalter	SFS Architecture	816.474.1397	lburkhalter@sfsarch.com
<input checked="" type="checkbox"/>	Allison Vandever	SFS Architecture	816.474.1397	avandever@sfsarch.com

## Notes and Action Items

### 1. INTRODUCTIONS

- a. Keith Moody, City Administrator, opened the meeting and provided an introduction of the project.

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- i. It was noted that the Ad-Hoc committee was created to address an objective by the City and that there will be HVAC improvements to the building next fall.
- b. SFS introduced their team:
  - i. Brian Garvey, Principal
  - ii. Laura Burkhalter, Interior Designer
  - iii. Allison Vandever, Architect
- c. Remaining members of the committee introduced themselves and provided insight to “*What will make the project successful?*” The following summarizes what was shared:
  - i. Father utilizes the Flexercise classes.
  - ii. Consider making the most of the space; provide a common area to give patrons the ability to have options when planning an event.
  - iii. Enhance the space(s); improve the atmosphere.
  - iv. Several committee members live near the facility.
  - v. The upgrade has the potential to be cool and different.
  - vi. Consider the 50’s theme of the school era to give it a uniqueness that distinguishes itself from other facilities.
  - vii. Consider doing a call of photos for children playing in the school yard or at the facility, from those who attended the school (when it was a school).
  - viii. Currently there is a strong rental business, but there are less desirable aspects of the building that should be updated/upgraded.
  - ix. The fitness center has a loyal community base and the facility recently launched as a Silver Sneakers program.
  - x. People like the simplicity of the space(s).
  - xi. Consider making the spaces more usable / flexible.
  - xii. It was noted that they would like to see more programming options; maybe geared towards young families.
- d. It was noted that JCPRD handles the programming fees, but the programming components of the building are self-sustaining.
- e. The fitness center is known to be competitive with other fitness centers around the area with regards to cost.
- f. It was noted that because of the recent launch of Silver Sneakers, there could be an uptick in membership.

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## 2. PROJECT BACKGROUND and OBJECTIVES

- a. It was noted that no budget has been set for this work as this is a study, but is part of the capital improvements planning projects.
- b. SFS reviewed the scope of the project with the committee.
- c. Final project deliverables will include an assessment report, floor plans, elevations, material boards for both interior and exterior materials suggestions and renderings – 3 interior and 2 exterior.
  - i. It was noted that at the end of the process, the design team will look to the committee to help determine the priorities for the project.

## 3. NEXT STEPS

- a. The committee nominated and appointed Libby Scarborough as chair of the committee.
- b. ACTION ITEM: SFS will coordinate with Libby and David on scheduling a day and time for the building walk-through and field observations.
- c. The next two committee meetings were determined and confirmed by the committee:
  - i. Monday, September 30 at 6:00p-7:30p. To be held at the community center in room 6.
  - ii. Monday, October 28 at 6:00p-7:30p. To be held at the community center in room 6.
  - iii. ACTION ITEM: SFS will send out a meeting invitation for the confirmed meetings.

## 4. BUILDING WALK-THROUGH

- a. The committee took a tour of the facility to gain an understanding of the operational challenging and desires within each space.
- b. General comments heard throughout each room:
  - i. Carpet is not desired.
  - ii. Sinks are a nice amenity in rental rooms.
  - iii. Exposed conduit is challenging.
  - iv. Lighting needs to be upgraded, but City plans to address this.
  - v. Replace finishes.
  - vi. Consider A/V in the building for flexibility.
  - vii. Utilizing window shades that are easy to operate for all ages.
  - viii. Confirm fixture counts.
- c. Room 6:

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- i. Storage in this room is not used.
  - ii. This room is used frequently but experience some moisture issues. Weekends are always busy for this room, along with several nights during the week.
  - iii. AV for this room would be helpful.
- d. Daycare Room:
  - i. It was noted that it is not currently desired to expand daycare, but Libby will inquire further with the daycare team.
  - ii. It was noted that the daycare pays rent to the City for the use of the space.
- e. Fitness Room:
  - i. Most equipment is used.
  - ii. It was noted to decrease the number of machines and replace with multi-functions types.
  - iii. Consider digital signage.
  - iv. Currently, there are limited TV monitor locations.
- f. Corridor:
  - i. Seating area in main corridor is used frequently.
  - ii. Existing skylights have been removed.
  - iii. Currently have rotating art curated in the facility; consider how that integrates into the concepts developed
- g. Yoga/Ballet Room (Room 2):
  - i. Consider removing the wall between room 2 and 3 and provide a movable wall (possibly with mirrors) to provide a more flexible space. A curtain track can be added in front of mirror is desired.
- h. Art room:
  - i. Used frequently.
- i. Multipurpose Room:
  - i. Consider making the stage area a classroom with a movable partition between the classroom and the larger space to provide more rentable options.
  - ii. Lighting was upgraded last year.
  - iii. This room was in use during our tour.
- j. Senior Room:
  - i. This is used for band practice.
  - ii. Timpani is stored on the stage behind the curtains and music stands are kept in the hallway closet by the restrooms.

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- k. Kitchen:
  - i. 2<sup>nd</sup> most rented space, but typically only used as a staging area when rented.
  - ii. Cooking classes do utilize the space.

**Attachments:** Meeting Agenda, building plan

**Distributed to:** Attendees (See attached sign-in sheet); file.

END MEETING NOTES

# MEETING AGENDA

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## Agenda

### 1. Introductions

- a. Key Points of Contact
- b. Roles and Responsibilities
- c. Scope Review

### 2. Project Background and Objectives

- a. What will make the Project Successful?
- b. Walking Tour of the Building
- c. Accessibility compliance: JCPRD Report
- d. Preliminary Design Thoughts

### 3. Next Steps

- a. SFS Walk-Through and Field Observations
- b. Schedule Future Meetings with Committee
- c. Next Meeting(s):
  - i. Late-September
    - 1. Review Concept Alternatives / Select Concept
    - 2. Visual Conditions Assessments Review
  - ii. Late-October
    - 1. Confirm Design Concept (Preliminary Plans / Renderings)
  - iii. Mid-November
    - 1. Final Deliverables Due
      - a. Parks Committee and Council Presentation?

