



PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

CITY OF LEE'S SUMMIT

DATE: September 28, 2016 **TIME:** 6:00 PM **PLACE:** Council Committee Room

Board Members Present:		Board Members Absent:	Staff Present:	Other Guests:
Hope Davis Nancy Kelley Paula Belser Tyler Morehead Lawrence Bivins Mindy Aulenbach Marly McMillen Beelman Brian Hutchin Steve Hardin		Phyllis Edson, Council Liaison	Tom Lovell Joe Snook Carole Culbertson David Dean Steve Casey Tede Price Devin Wetzel Beth Comer	Ron Cox Stan Workman Kent Lauer Greg Gragg
AGENDA TOPIC	DISCUSSION (Findings/Conclusions)		RECOMMENDATIONS/ ACTIONS	
Special Presentations	Mr. Lovell – Presented the Presidents of the Lee's Summit Youth Sports Associations with framed sales tax initiative yard signs in recognition of their commitment.			
Approval of Minutes	Supporting documentation (see pages 1-5).		Mr. Bivins moved to approve the minutes and Ms. Kelley seconded. Minutes approved unanimously.	
TREASURER'S REPORT:	Supporting documentation (see pages 6-15). Ms. Aulenbach read the Treasurer's Report. No questions or discussion.		There were no comments. Ms. Besler moved to approve the Treasury Report as read and Ms. McMillen Beelman seconded. Report approved unanimously.	
Sales Tax	Ms. Culbertson had no additional comments. No questions or discussion.			
BOARD APPROVAL ITEMS				
Katy/Rock Island Trail Planning Contract	Supporting documentation (see pages 16-27). Mr. Casey pulled this item from last month's agenda due to a change in scope of the project. We were focusing on a trailhead at Hartman Park. In consideration of the work that the county is doing on the Rock Island trail we are expanding our focus on the corridor.		Ms. Aulenbach moved to approve the professional services agreement with Vireo, Inc. in the amount of \$15,000.00 Hartman/South Lees Summit and Katy Trail Connector Planning Contract and Ms. Kelley seconded. It passed unanimously.	
Janitorial Services for Gamber Community Center	Supporting documentation (see pages 28-31). Ms. Price explained that we already have a contract in place with Town and Country Building Services. They currently clean our outside bathrooms at the parks. We are asking to add cleaning services for the Gamber Community Center to the contract. Mr. Bivins asked if they were associated with Town and Country Disposal services.		Ms. Kelley moved that we add Gamber Community Center to our contract with Town and Country Building Services to clean bathrooms at the Gamber Community Center Contract and Ms.	

	Mr. Wetzel informed him they are not associated in any way.	Besler seconded. It passed unanimously.
Mulch Contract	Supporting documentation (see pages 32-33). Mr. Wetzel stated that this is the first time this has come up because we have always estimated below \$20,000.00 for mulch. This is the same contract that we have used in the past. Due to increased need of mulch for the parks it would reach the \$20,000.00 threshold.	Ms. McMillen Beelman moved to approve the contract with Foster Brother Wood Product, Inc. for Engineered Wood Fiber Mulch 2017-009 Mulch Contract and Mr. Bivins seconded. It passed unanimously.
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 34-42). There were no comments or discussion. Ms. Kelley requested clarification on how the "School Break Days" were calculated (page 37). Mr. Snook provided an explanation.	
Capital Projects Plan Through 2018	Supporting documentation (see pages 43-44). Mr. Casey stated that this was an overview of the phases for each project presented below.	
Hartman Park Renovations	Supporting documentation (see pages 45-46). Mr. Casey explained that they are in the design and equipment selection phase.	
Practice Field Improvement	Supporting documentation (see pages 47-52). Mr. Casey provided a status on planning meetings with the Lee's Summit R-7 School District that he and Mr. Snook are conducting. Mr. Morehead asked who they were meeting with at the school district. Mr. Casey responded, Mr. Blevins and the Facilities Manager. Mr. Bivins asked about the batting and pitching tunnels. Mr. Casey noted they are batting cages throughout the parks. Ms. Kelley asked about working with local churches that have sports fields. Mr. Casey responded that this was analyzed in the past and was not viable.	
Bailey Park Master Planning	Supporting documentation (see pages 53-55). Mr. Casey is currently working with BBN, Lee's Summit R-7 School District and staff on the planning phase of this project. BBN is focusing on the design for a multi-use space.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 56-60). Mr. Casey is actively working with BBN on programming and finalizing designs. This project is coming together rapidly and construction is planned to start in the fall. Before the next phase starts a budget will be presented to the board. BBN still has to finalize the designs and present a bid document. Mr. Hardin asked when this would be complete. Mr. Lovell explained the funding for this project will influence the deadline. The board will review the budget once a final bid document is available from BBN. Bid should be done by the end of the year.	

Park South and Community Center	Supporting documentation (see page 61). Mr. Casey stated that there are no updates at this time.	
Legacy Park Trail Connector	Supporting documentation (see pages 62-65). Mr. Casey notified the board that the asphalt was put down on the trail today. The crew is working on back-filling. The restrooms and additional parking will be well used.	
Fundraising Update	Supporting documentation (see pages 66-69). Mr. Snook stated there was nothing to add to the report.	
RevUP Update	Supporting documentation (See pages 70-71). Mr. Lovell noted the abbreviated report. There were no additional comments or discussion.	
Arts Council Report	Supporting documentation (see pages 72-76). Mr. Hutchin asked if there were any outstanding appointments. Ms. Price responded that there are two open seats and the Mayor is aware of it.	
Beautification Commission Report	Supporting documentation (see pages 77-80). Mr. Lovell stated we are very engaged in the right of way along with the Missouri Highway Department.	
Board Meeting Telecast Review	Supporting documentation (see pages 81-82). Mr. Dean stated the viewership shows a decrease from the first month. However, the first month was inflated due to staff use. Last month we had our first two on-line watchers. Mr. Hutchin asked if we would be reviewing this at the end of the year. There was discussion of reviewing at the end of the year with seven months of data.	
LPCC Locker Room Tile Project Update	Supporting documentation (see pages 83-93). Mr. Lovell explained that the original goal of this project was easier tile maintenance not tile failure. The new tile is right but there are concerns about the grout. We are in the process of determining if it is grout failure or selection of the wrong grout. We are working with a tile expert and working with the contractor to find a solution. This analysis is holding off the completion of one of the changing rooms. Only the floor is affected the walls are fine.	
Canterbury Park/Blackwell Road Improvements	Supporting documentation (see pages 94-105). Mr. Casey notified the board that Blackwell Parkway is closed. This project includes resurfacing, a median and cross-walk. Work has started but nothing specifically related to the parks.	

Fair Labor Standards Act	Supporting documentation (see pages 106-110). Mr. Snook stated that we are on schedule for mid-October planning deadline. We are not waiting on any additional information from Legal. The discussion is now between the Supervisors. Mr. Lovell added that the "Stop Doing" list will be reviewed at the Board Retreat. Mr. Morehead asked if there was an extension by the Department of Labor on the December deadline. Mr. Lovell said that he was not aware of any extension at this time.	
VFW Memorial Update	Supporting documentation (see page 111-116). Mr. Wetzel stated that the contract was confirmed by legal after the packet was submitted. That is the reason the memo did not appear as a Board Approval item. He requested approval from the board.	Ms. Davis moved to approve the VFW Post 5789 Veterans Memorial expansion project and Ms. Besler seconded. It passed unanimously.
Right of Way Beautification Study	Supporting documentation (see page 117-128). The Beautification Board has approved all of the information included in the packet. There is one more meeting to finalize which targets to go after. Mr. Lovell reviewed the ideas on page 128. We are the first community to look at right of way as a whole for beautification. Ms. Davis inquired about the Blackwell exchange. Mr. Lovell responded that improvements of the interchange area are included in the project.	
New Business		
End of Activity Reports	Supporting documentation (see pages 129-181). Ms. Besler complimented the staff's work. Mr. Casey updated the board on the connection continuation to 4 th and 5 th street.	
Committee Appointments	Mr. Hutchin presented the list of new appointments. Mindy Aulenbach will Chair the Budget Committee; Tyler Morehead will Chair the Personnel Committee; Steve Hardin will Chair the Youth Sports Committee; Marly McMillen Beelman will Chair the Foundation Board.	Ms. Kelley moved to approve the Committee Appointments and Ms. Davis seconded. It passed unanimously.
Board Training (Social Media)	Supporting documentation (see page 182). Mr. Lovell reviewed introduced the training presentation. Mr. Snook presented the Social Media training that is mandatory for all Parks and Recreation staff.	
Gamber Community Center New Equipment	Supporting documentation (see page 183-184). Mr. Snook notified the board that the equipment has been ordered. Mr. Lovell shared that this was Mr. Gamber's idea.	
Fall Tree Planning	Supporting documentation (see page 185-186). Mr. Wetzel noted the tree planting grid in the packet. There were no questions or discussion.	



Summit Waves Shade Structure Repair	Supporting documentation (see page 187-190). Mr. Dean wanted to bring this to the board's attention due to the size of the project. This is a repair issue that was discovered while closing Summit Waves. An inspection of the facility is done at opening and closing of the season. The shade structure was not an issue at the opening but deteriorated more than anticipated over the season. A budget and estimate will be brought to the board later.	
PATRON COMMENT REVIEW		
No Comments or discussion.		
MONTHLY CALENDARS		
Mr. Hutchin noted fall activities in October. Ms. Davis noted quarterly breakfast and Mr. Lovell invited the board to attend. Board discussed NRPA conference schedule.		
BOARD ACTION ITEMS		
Rob Stitt Meeting – Complete		
Training Plan for Board and Staff – In progress		
ROUNDTABLE		
Ms. Kelley expressed her concern over the native grass on Legacy Drive. The concern is the ability to see traffic getting in and out of the ball fields. Mr. Lovell explained that the mowers follow site lines set by Public Works to American Association of State Highway and Transportation Officials (AASHTO) standards to cut the grass. They are currently being recalibrated to be compliant. Ms. McMillen Beelman complimented Ms. Price on the Quiet Riot concert. She and her friends had a good time and it was a great way to introduce concert going in Lee's Summit. Ms. Aulenbach noted what great events the Pooch Paddle and the Staff End of Summer Luncheon were. Mr. Morehead agreed the luncheon was a great event. Ms. Davis inquired about the Summit Park shelter repairs. Mr. Lovell stated that we are waiting for the final report to confirm all the structural issues. Mr. Lovell noted the quarterly meeting invitation if board members are available. He announced that he would start scheduling 1 on 1 meetings with board members. Mr. Lovell conveyed a few details regarding the Board Retreat in October.		
OTHER ITEMS		
MEETING ADJOURNMENT		
Mr. Hutchin adjourned the meeting.		