



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

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|--|--------------|---|---------|--|--------------------------|
| DATE: | May 24, 2023 | TIME: | 6:01 PM | PLACE: | Strother Conference Room |
| Board Members Present: | | Board Members Absent: | | Staff Present: | Other Guests: |
| Lawrence Bivins, President | | Jim Huser, Vice President | | Joe Snook | |
| Samantha Shepard, Treasurer | | Wesley Fields | | Brooke Chestnut | |
| Jon Ellis | | Casey Crawford | | Steve Casey | |
| Bernadette Basham | | | | Jodi Jordan | |
| Mindy Aulenbach | | | | Tede Price | |
| Tyler Morehead | | | | Devin Blazek | |
| | | | | David Dean | |
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| PRESENTATIONS | | | | | |
| | | DISCUSSION (Findings/Conclusions) | | RECOMMENDATIONS/ ACTIONS | |
| AGENDA ITEM | | | | | |
| Approval of Minutes – April 26, 2023 | | Supporting documentation (see pages 1-2). No questions or discussion. | | Ms. Aulenbach made a motion to approve the meeting minutes from the Park Board meeting on April 26,2023. Mr. Ellis seconded. The motion carried unanimously. | |
| Park Board Budget Committee – May 8, 2023 | | Supporting documentation (see pages 3-4). No questions or discussion. | | Ms. Shepard made a motion to approve the meeting minutes from the Park Board meeting on April 26,2023. Mr. Ellis seconded. The motion carried unanimously. | |
| Treasurer's Report – April 2023 | | Supporting documentation (see pages 5-14). Treasurer Shepard read the treasurer's report from April 2023. No questions or discussion. | | Mr. Ellis made a motion to accept the treasurer's report for April 2023; Ms. Aulenbach seconded. Motion carried unanimously. | |
| Sales and Use Tax Report – April 2023 | | Supporting documentation (see pages 15-16). Mr. Blazek stated sales tax and use tax are performing strong; sales tax over 25% for FY23 budget for the month. Use Tax is performing 10% above YTD budget for the month. | | No Board Action. | |
| BOARD APPROVAL ITEMS | | | | | |
| FY24 Budget | | Supporting documentation (see pages 17-88). Mr. Blazek gave an overview of the budget, including highlighting the cost of services and goods have gone up. And, the city is proposing a 6% increase for all staff that will go into effect July 1, if approved by City Council. Noted for FY24 budget includes, an 80% increase in VERP (vehicle equipment replacement plan), the city used to receive a rebate from Ford and a significant discount for purchasing vehicles and now that discount is no longer being offered. The City is looking at moving to another make of vehicle. Mr. Snook said there will not be any new vehicles purchased this next FY, but part of the expense is also the upkeep and depreciation of the current fleet of vehicles. Mr. Blazek said it is about \$55,000 increase to VERP. Mr. Blazek also stated there is a 40% increase (\$70,000) in insurance for all of our property liability. The claims fund is also being increased which impacts Parks. Mr. Bivins asked if there is any discount or rebate to the insurance premiums in future years if claims go down or the cost goes down. Staff did not think so. Staff also reduced the expense of mowing by about 20% with the adjusted mowing schedule to the parks. | | Mr. Ellis made a motion to approve the FY24 Budget; Ms. Basham seconded. Motion carried unanimously. | |
| City/Park MOU | | Supporting documentation (see pages 89-93). Mr. Snook said the MOU presented is what has been practiced by the city and parks department for many years. This document captures the relationship between the city and parks department and what the expectations are to continue to maintain the relationship and coordination. It reflects what the practices are for parks and the city. | | Mr. Ellis made a motion to approve the MOU between City and Park; Ms. Aulenbach seconded. Motion carried unanimously. | |



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| FY22 Annual Report | Supporting documentation (see pages 94-96). Mr. Snook said it is different format than previously. Staff wanted to highlight different points with the board. The annual report tells a good story of the past fiscal year. | Ms. Aulenbach made a motion to approve the FY22 Annual Report; Ms. Shepard seconded. Motion carried unanimously. |
| OLD BUSINESS | | |
| Projects and Services Review – | Supporting documentation (See page 97-104) | No Board Action. |
| Capital Projects Plan | Pleasant Lea Park Update: Supporting documentation (See pages 105-107) Mr. Casey stated there has been some concrete work that has been done. And, staff has received the first installment of the grant. The project should be wrapped up by mid summer. | No Board Action. |
| Land Dedication Ordinance/Park Impact Fees | Supporting documentation (See page 108) Mr. Casey said staff has been working on a draft of both options. And, has asked Planning & Development, as well as the Legal department to review the documents prior to presenting them to the Board for review and discussion. The meeting is scheduled for late June with other city departments to get city staff's feedback based on their expertise and previous experience. | No Board Action. |
| Lower Banner Park | Supporting documentation (See page 109) Mr. Casey said this is the next capital project park renovation. The playground is on ordered, the walking trails will be created and restoration to the ball fields will all be done beginning in the fall. | No Board Action. |
| NEW BUSINESS | | |
| Legacy Wayfinding | Supporting documentation (See pages 110-112). Mr. Casey stated staff is looking at six different locations for entrance points, directing patrons to the venues. Staff is trying to emulate the monument signs that are in the park, with the same look and colors of those signs. The work will be done both with a masonry contract and in house staff. | No Board Action. |
| Slate of Officers | Ms. Aulenbach stated the nominating committee propose the slate of officers for the FY24 year includes Lawrence Bivins, president, Jim Huser vice president and Samantha Shepard treasure. The Board will vote on the FY24 officers at the June meeting. | No Board Action. |
| End of Activity Reports | Supporting documentation (See pages 113-116). No additional comments. | No Board Action. |
| PATRON COMMENT REVIEW | | |
| | Supporting documentation (see pages 117-127) | No Board Action. |
| MONTHLY CALENDARS | | |
| Supporting documentation (see pages 128-129). No additional comments. | | |
| ROUNDTABLE | | |
| Ms. Shepard thanked the Budget Committee for their time and Devin's presentation. And thanked Ms. Basham for her service on the Board. Ms. Basham said she is going to be serving on the newly formed Cultural Commission. | | |
| OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD | | |
| Mr. Snook said the joint event with LSR-7, Meet Me in the Park was a huge success. He also stated security will begin in the parks a couple nights per week at Lea McKeighan, as well as monitoring other surrounding parks for a short period of time. And, congratulated Jon, Wesley and Samantha as they have been reappointed for another term. Mr. Snook reminded the board Summit Waves will open Saturday and Camp Summit next Tuesday. He also stated the reaccreditation team virtual visit will take place in mid June. | | |
| MEETING ADJOURNMENT: | | |
| The meeting adjourned at 8:10 pm. | | |
| CLOSED SESSION: | | |
| No closed session this month. | | |

MEMORANDUM



Date: June 21, 2023

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPRP, CPSI, MW5124 AU,
Superintendent of Park Operations

CC:

Re: Minutes from YSA Subcommittee Meeting, June 12th, 2023

Meeting Start- 9:00am

Attendance:

Board-Lawrence Bivins
Casey Crawford
Staff- Joe Snook
Brooke Chestnut

Summary

Discussions took place regarding the proposed changes to the Lee's Summit Soccer Association Agreement and the Lee's Summit Football Association Agreement. Proposed changes were reviewed and staff confirmed that all changes had been discussed and approved with each Association President and legal counsel for the city. No additional changes were suggested and the YSA Subcommittee recommended presenting the agreements to the board for full approval at the June Park Board meeting.

Meeting Adjourned- 9:10am