



**PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS**  
**CITY OF LEE'S SUMMIT**

**DATE:** February 22, 2017      **TIME:** 6:00 PM      **PLACE:** Council Committee Room

<b>Board Members Present:</b>	<b>Board Members Absent:</b>	<b>Staff Present:</b>	<b>Other Guests:</b>
Hope Davis Paula Belser Tyler Morehead Mindy Aulenbach Nancy Kelley Lawrence Bivins Steve Hardin Brian Hutchin Phyllis Edson, Council Liaison	Marly McMillen Beelman	Tom Lovell Joe Snook Carole Culbertson David Dean Steve Casey Tede Price Devin Blazek Jodi Bell	Donnie Rodgers David Eames Jonathan Krysa Dave Baker Jim Nail Ken Davis
<b>AGENDA TOPIC</b>	<b>DISCUSSION (Findings/Conclusions)</b>		<b>RECOMMENDATIONS/ ACTIONS</b>
<b>Special Presentations</b>	<p>Mr. Lovell recognized Dave Baker, Jim Nail, and Ken Davis for all their hard work on the William B. Howard Station Park Veteran Memorial Renovation Project.</p> <p>Donnie Rodgers and David Eames with Downtown Lee's Summit gave a presentation on the Downtown Performance Space.</p> <p>Jodi Bell gave an end of year presentation on Legacy Park Community Center. Over 320,000 patrons were served this last year. Overall rating of the facility as surveyed by patrons was a score of 4.47 on a 5 point scale.</p> <p>Jonathan Krysa spoke about the use of Legacy Park baseball fields for private groups.</p>		
<b>Approval of Minutes</b>	Supporting documentation (see pages 1-6).		Mr. Morehead moved to approve the January 25, 2017 minutes and Ms. Kelley seconded. Minutes approved unanimously.
<b>TREASURER'S REPORT:</b>	Supporting documentation (see pages 7-15). Ms. Aulenbach read the Treasurer's Report. No questions or discussion.		There were no comments. Ms. Davis moved to approve the January 2017 Financial Report as read and Ms. Belser. Report approved unanimously.
<b>Sales Tax</b>	Supporting documentation (see page 16). Ms. Culbertson noted the change in the projection for the EATS was too low in the Fiscal Year 2017 budget so it has been adjusted. No questions or discussion.		
<b>BOARD APPROVAL ITEMS</b>			
<b>Summit Waves Paint Supply Contract</b>	Supporting documentation (see pages 17-41). Mr. Dean explained this is a sole source contract with a cost in excess of \$20,000.00 requiring the board's approval. Due to the media blasting and repainting of other bodies of water, the cost is higher. This is offset by the savings on the recoating of the yellow slide. This is a preferred product. If we continue to use the same project in the future there will be an annual agreement that will keep costs down next year.		Mr. Bivins moved to approve the sole source purchase request for paint at Summit Waves with Tnemec, Inc for \$31,592.46. This purchase will be made on March 1, 2017. Ms. Aulenbach seconded. The motion passed unanimously.

<b>2017 Legacy Blast Fireworks Display Contract</b>	<p>Supporting documentation (see pages 42-83). Mr. Dean explained we did an RFP process for this contract. Ms. Davis asked if it was funded this year. Mr. Dean explained that the city is trying to get it funded. We are working with our sponsorship coordinator to fund the event. Mr. Snook made a correction there would be no funding from the sponsorship coordinator this year.</p>	<p>Mr. Bivins moved to approve the contract for firework display services with Wald &amp; Co. Inc. Ms. Kelley seconded. The motion passed unanimously.</p>
<b>2017 Summit Waves Operations</b>	<p>Supporting documentation (see pages 84-87). Mr. Dean stated at the January park board meeting where Mr. Blazek presented the end of season report and recommended increase of part-time rate and hours for managers. This is important to get quality staff for the safety of the operation and provide outstanding customer service. Mr. Blazek's recommendation was based on research of private and municipality pay rates. This memo provides the financial impact of those changes. To offset these costs we are adjusting the gate prices and the concessions. Mr. Lovell explained that we are bringing the board the request for increased expenses with a plan for full cost recovery. He explained the options available to the board. Mr. Hutchin asked when the last time changes were made to salaries. Mr. Lovell explained that every year when reviewing the budget pay by the survey is reviewed. Mr. Dean explained the only adjustments were to meet the new minimum wage. Swim instructor and other part-time salaries have not been adjusted for ten years. Mr. Hutchin asked do we have another option in price increases that would cover the gap for a full-cost recovery of the almost \$16,000.00. Ms. Davis said that increasing just the concessions more than covers the salaries. She is not in favor of raising the admission if makes us less competitive. This is a core service that we provide to the entire community. How do our rates compared to other aquatics centers in the area? We don't want to change the admission fees if we are not competitive. Ms. Davis agreed with the increase in salaries. Mr. Lovell suggested you can look at increasing salaries now and delay on increasing pricing on concessions and or admissions. Mr. Morehead asked when the last increase on concession and admission prices was. Mr. Dean responded we have never had an increase in admission prices in nine seasons. The minimal increases to concessions were to adjust to the cost of the product. Mr. Morehead asked if nine years without a rate increase was normal as compared to other facilities. Mr. Lovell explained that yes we have done a survey to compare our rates with other facilities. Other facilities have not changed their admissions with the exception of family and individual memberships. Mr. Bivins asked what do you think the reaction would be to increase \$1.00 on resident admissions. Mr. Lovell responded that there would be some negative reaction and more people would consider the membership pass. Mr. Bivins</p>	<p>Ms. Davis moved to approve the modifications of adjusting the concessions items to \$27,113.50 and salary adjustments of \$15,992.23 Fund 203 Summit Waves' revenue and expense line items as outlined in the memo above. Mr. Bivins seconded. The motion passed unanimously.</p>

	<p>noted that would be an obvious way to cover the costs and that it would be a small increment. He commented on the concessions increase being a more noticeable. Ms. Edison noted that with \$1.00 per person for a family can be a bigger impact. Mr. Hutchin reviewed the survey report from Mr. Blazek noting that locally we are still competitive with the increases. Mr. Hardin supports the pay increase and concessions increase.</p>	
<p><b>Harris Park Downtown Connection Trail Additional Funding</b></p>	<p>Supporting documentation (see pages 88-93). Mr. Casey explained that we are bringing this increase of \$7,700 forward tonight to subcontract this project. Due to the current workload for our crews including the work on the Legacy Park practice fields a sub-contractor would get this project done expeditiously. Ms. Kelley asked what Dr. Hertzog's reaction was to the project and parking. Mr. Casey responded that the conversation was cordial. This area is a right-of-way for the city. At a meeting with City Public Works there was a concern exposed about the condition of the back alley road and discussion of coating it. Between the improvements to the alley, the addition of a sidewalk and the increased parallel parking there will be enough public options. Mr. Casey and the board discussed the map in the packet.</p>	<p>Mr. Morehead moved to approve additional funding in the amount of \$7,700 from Fund 200 Parks and Recreation Fund Balance to subcontract the concrete work from 4th Street to 5th Street. Mr. Bivins seconded. The motion passed unanimously.</p>
<p><b>Youth Sports Association Agreements</b></p>	<p>Supporting documentation (see pages 94-149). Mr. Lovell explained that Mr. Hardin and Mr. Bivins have been involved in the Youth Sports Association meetings from the beginning. He noted that Mr. Snook has had the difficult assignment to make each of these agreements as consistent as possible. There are several changes and unique challenges for each sport. The contract you received in advance will have modifications as a result of the meeting with the Youth Sport Association last night. The meeting last night was productive. Mr. Snook passed a handout with the changes to the contracts in the packet. The first change was changing the general term board in the contract to the person or persons specifically they are working with. The second change is consolidating payments. Instead of payment being collected at the end of each tournament it would be the end of the season. As there are several tournaments throughout the season. This has been successful with Girls Softball Association. New to the contract are changes six, seven, eight, nine and ten. Change six allows each association to maintain a maximum fund balance of 50% of annual operating expenses. Any excess will be placed in a separate account to be used for improvements or issued to participants as a refund. Each association will manage their own fund. Change seven asked for a list of dates for their board meetings so we could have a liaison attend. Change eight that we receive the minutes from their board meetings. Change nine requests that we receive a current organizational chart. Change ten requires that they will provide a</p>	<p>There were no comments. Ms. Kelley moved to approve the 2017 agreements with Lee's Summit Baseball Association, Lee's Summit Girls Softball Association, Lee's Summit Football Association and the recreational and competitive agreements with Lee's Summit Soccer Association. Mr. Hardin seconded. The motion passed unanimously.</p>

	list of all paid staff, consultants and organizations involved in their associations.	
<b>Summit Waves Waterfall Repairs</b>	Supporting documentation (see pages 150-159). Mr. Dean explained it's a challenging project which will have many benefits once complete.	There were no comments. Ms. Aulenbach moved to approve the project as outlined in the memo above and approve an allocation of funds from the Summit Waves settlement fund in the amount of \$69,294.94 Mr. Bivins seconded. The motion passed unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 160-168). No questions or discussion.	
<b>Capital Projects Plan Through 2018</b>	Supporting documentation (see pages 169-170). Mr. Casey walked the board through the RFPs that have been received for the Hartman and North Lea McKeighan projects.	
<b>Hartman Park Renovations</b>	Supporting documentation (see pages 171-173). Mr. Casey explained the RFP process. The RFP for this project has been received and are in the design phase. Six vendors responded with multiple options. AB Creative carries the Berliner equipment line at Lea McKeighan that has been very successful. Landscape Structures has playground products that are popular with the 2-5 year olds.	
<b>Practice Field Improvement</b>	Supporting documentation (see pages 174-178). No questions or discussion.	
<b>Bailey Park Master Planning</b>	Supporting documentation (see pages 179-188). No questions or discussion.	
<b>North Lea McKeighan Park Improvements</b>	Supporting documentation (see pages 189-196). Mr. Casey explained the RFP process. The RFP for this project has been received and are in the design phase. Seven vendors responded with multiple options. Looking at a design that is compatible with the South side park.	
<b>Park South and Community Center</b>	Supporting documentation (see page 197). No questions or discussion.	
<b>Hartman/South Lee's Summit Katy Trail Connector</b>	Supporting documentation (see pages 198-208). No questions or discussion.	
<b>Howard Park Splashpad</b>	Supporting documentation (see pages 209-211). No questions or discussion.	
<b>Fundraising Update</b>	Supporting documentation (see pages 212-215). Mr. Snook walked the board through the commitments anticipated and the sponsorship dollars received by fiscal year. Our sponsorship consultant is working on the amphitheater commitments may have additions in the next six weeks. Mr. Bivins asked if the commitments in yellow were signed contracts. Mr. Snook confirmed yes the commitments have signed contracts in place. Mr. Lovell asked the board if they were hearing anything about the sponsorships. Ms. Davis has heard a few comments about how the banners look. Mr. Lovell commented that this is allowing us to offer free concerts and more events for the community.	

<b>RevUP Update</b>	Supporting documentation (see pages 216-218). Mr. Dean commented that it is currently the peak season for RevUp. We are staying busy with community participants and 30 members of the Lee's Summit Medical Staff. They are happy with the agreement after the meeting last week. We have decided to step back the symposium to a more regional format. The one day workshop will take place on May 1 <sup>st</sup> at the Gamber Community Center.	
<b>Arts Council Report</b>	Supporting documentation (see pages 219-223). No questions or discussion.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 224-227). No questions or discussion.	
<b>Board Meeting Telecast Review</b>	Supporting documentation (see pages 228-230). Mr. Dean no additional information. Mr. Hutchin noted that we will review at the end of the year.	
<b>LPCC Locker Room Tile Project Update</b>	Supporting documentation (see page 231). Mr. Dean stated that materials are scheduled to be delivered by mid-April. Then a month for each locker room and looking at mid-June for completion.	
<b>Right of Way Beautification Study</b>	Supporting documentation (see page 232). Mr. Casey wrapped up the study and shared our findings with MoDOT. The response was that there is some grant programs for these ideas. Mr. Casey and Mr. Carr will reach out to share their ideas and locations. The area is 470 & 50HWY corridor to beautify that area and medians on 291HWY.	
<b>Summit Park Renovation Report</b>	Supporting documentation (see page 233). Mr. Casey stated structural evaluation has been completed and we have two quotes. There is currently no decision on the shelter. Mr. Lovell and Mr. Casey are concerned about unauthorized use during the summer season. We will be coming back to the board with a rough master plan with a resolution for the shelter.	
<b>Wi-Fi: Proposal from Time Warner</b>	Supporting documentation (see pages 234-243). Mr. Snook stated there is nothing new to report. The legal department is still reviewing.	
<b>New Business</b>		
<b>End of Activity Reports</b>	Supporting documentation (see pages 244-262). There were no comments or discussion.	
<b>PATRON COMMENT REVIEW</b>		
Mr. Lovell passed out a Facebook post about the puppy park recognizing Brooke Chestnut's great work in this situation and for the Patron.		
<b>MONTHLY CALENDARS</b>		
Mr. Lovell noted the CPR event was a great success. The event was full with 180 attendees.		
<b>BOARD ACTION ITEMS</b>		
Training Plan for Board and Staff – In progress Mr. Jonathan Krysa Comment Response		
<b>ROUNDTABLE</b>		



Ms. Edison last Thursday they had a presentation about the Pryor Village at Pryor and Chipman. They are still thinking about it because first it's a gateway and second it one of the last pieces of land left to develop. The presentation included apartments, senior living and a shopping area. We are questioning if that is a good use of the space. The retail component is small and the retail markets are not opening. It is more complicated than we anticipated so there is no decision at this time. Lee's Summit has joined the Whitman Airforce Base to work together to do some activities in each other's communities. There is a monthly meeting of the council at Whitman Airforce Base and the August meeting will feature Lee's Summit. She invited the board to join her at the meeting in August

Mr. Hardin no comment.

Ms. Belser no comment

Ms. Kelley last week she ran into Devin Wetzel at the Zoo. He wanted to pass along his appreciation to the board, staff and Mr. Lovell for all the training, education and opportunities given him.

Mr. Morehead complimented the staff's hard work with all the projects in the packet. He thanked Mr. Krysa for staying through the agenda and thanked him for being involved.

Ms. Aulenbach saw the flyer and poster for the classes at Harris Park. Complimented the staff and thanked them for all of their hard work with many projects going on.

Mr. Hutchin also complimented all the hard work the staff is doing with the many projects on the agenda.

Mr. Bivins no comment.

#### **OTHER ITEMS**

#### **\*\*\*MEETING ADJOURNMENT**

Mr. Hardin moved the board into closed session pursuant to Pursuant to Section 610.021 (3) of the Revised Statutes of the State of Missouri pertaining to the hiring, firing, disciplining or promoting of particular employees. Pursuant to 610.021 (12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected. Ms. Kelley seconded. Ms. Culbertson called the roll which was unanimous with the exception of Ms. McMillen Beelman not being in attendance.

**\*\*\*Note: Ms. Davis moved to approve the minutes as presented with an update of adding Section 610.021 (3) to the Meeting Adjournment section. Mr. Bivins seconded. Motion passes unanimously\*\*\***