

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

DATE:	March 22, 2017	TIME:	6:00 PM	PLACE:	Council Committee Room
Board Members Present:		Board Members Absent:	Staff Present:	Other Guests:	
Hope Davis Paula Belser Tyler Morehead Mindy Aulenbach Nancy Kelley Lawrence Bivins Steve Hardin Brian Hutchin Marly McMillen Beelman		Phyllis Edson, Council Liaison	Tom Lovell Joe Snook Carole Culbertson David Dean Steve Casey Tede Price Dan Cogan Beth Comer	Gladys Bratton Ron Williams George Binger Nick Randol Russ Pulley John Lovell	
AGENDA TOPIC	DISCUSSION (Findings/Conclusions)			RECOMMENDATIONS/ ACTIONS	
Special Presentations	Gladys Bratton and Ron Williams gave a presentation about the April 4, 2017 – General Municipal Election information about the proposed amendments to the Lee’s Summit City Charter as recommended by the 2016 Charter Review Commission and George Binger gave a presentation regarding the Capital Improvement Sales Tax.				
Citizen Comments	Nick Randol spoke to the board regarding suggestions for additional skate parks in Lee’s Summit.				
Approval of Minutes	Supporting documentation (see pages 1-6). Ms. Davis requested a verification of the Meeting Adjournment notes in the February minutes. That will be clarified and the minutes modified and presented at the April 26, 2017 meeting.			Ms. Davis moved to approve the February 22, 2017 minutes as presented with an update to the Meeting Adjournment section. Mr. Bivins seconded. Motion passes unanimously.	
TREASURER’S REPORT:	Supporting documentation (see pages 7-15). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.			There were no comments. Ms. Belser moved to approve the February 2017 Financial Report as read. Ms. Kelley seconded. Report approved unanimously.	
Sales Tax Report March 2017	Supporting documentation (see page 16). No questions or discussion.				



BOARD APPROVAL ITEMS

**Summit Park Shelter
Demolition**

Supporting documentation (see pages 17-26). Mr. Lovell commented on the significance of the shelter. He noted the cost analysis considered in this proposal. The evaluation and strategic plan considers improvements to the functionality of the park. He also noted that addressing the shelter condition is a priority for safety reasons. Mr. Casey explained that this is a great opportunity to make necessary updates to the entire park. Mr. Casey asked the board to consider the proposal to approve funding in the amount of \$45,000 from Fund 200 Fund Balance to complete demolition of the existing park shelter and funding to bring a consultant on board to assist with master planning for the park. Mr. Casey reviewed the areas of improvements; fields, playgrounds, parking, pickle ball courts; etc. Ms. McMillen Beelman noted that those are the only lighted tennis courts in the city and asked if that will be preserved in the renovations. Mr. Casey said this will be considered in the planning. Mr. Hutchin asked about the visibility of the shelter and the timing in regards to the funding. Mr. Casey said that the majority of the improvements will fall in fiscal year 2019. At that time there is funding set aside from the Sales Tax. The only immediate funding need is removing the shelter for safety reasons. He also noted that the shelter will not be available for rental for a year. We do have Legacy Shelter #1 to supplement requests. Mr. Lovell responded to the visibility issue that once the shelter is taken down there will be a green space instead of leaving it in disrepair for up to two years while planning. Mr. Hutchin voiced his concern that it will change the landscape once it is removed and it is highly visible. Ms. Davis asked if there would be something available for rentals. Mr. Lovell explained that Legacy Shelter #1 is the only other shelter that is comparable in size. There will be no temporary shelter at Summit Park. Mr. Bivins asked about the space underneath the shelter and the masonry chimney. Mr. Lovell responded that under the structure was a bathroom and storage area. The chimney was part of the fireplace at the end of the shelter. Ms. Davis suggests that staff consider communicating the project to the community. Mr. Lovell agreed that staff will be reaching out to various media outlets for that purpose.

Ms. McMillen-Beelman I, move to approve funding in the amount of \$45,000 from Fund 200 Fund Balance to complete demolition of the existing park shelter and complete a park master plan. Mr. Bivins seconded. The motion passed unanimously.



OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 27-35). No questions or discussion.	
Capital Projects Plan Through 2018	Supporting documentation (see pages 36-37). See notes below on the specific projects.	
Hartman Park Renovations	Supporting documentation (see pages 38-40). No questions or discussion.	
Practice Field Improvement	Supporting documentation (see pages 41-45). No questions or discussion.	
Bailey Park Master Planning	Supporting documentation (see pages 46-60). No questions or discussion.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 61-69). Mr. Casey informed the board that they are approximately 50% through the planning process on this project. Staff is currently working through the technical specifications with the consultants. We have a tentative timeline depending on internal review. We hope to have a funding strategy to present to the board in the near future.	
Park South and Community Center	Supporting documentation (see page 70). No questions or discussion.	
Harris Park Connection Phase 2 (SW Main from 5th to 4th Street)	Supporting documentation (see pages 71-76). Mr. Casey informed the board that Steve Thomas is working with the neighbors. Neighbors are supportive. Public Works will be working on improvements to the alley behind the buildings. These improvements along with the sidewalks give the neighbors access to their businesses. This project will start in the next few weeks. Update to the memo there is no motion at this time.	
Howard Park Splashpad	Supporting documentation (see pages 77-78). No questions or discussion.	
Fundraising Update	Supporting documentation (see pages 79-82). No questions or discussion.	
RevUP Update	Supporting documentation (see pages 83-85). No questions or discussion.	
Arts Council Report	Supporting documentation (see pages 86-88). Mr. Lovell noted that the transition to a full-time staff member is proceeding. Mr. Hutchin inquired about the timing of the transition. Mr. Lovell responded at this time it is still July 1, 2017 the start of the new fiscal year.	
Beautification Commission Report	Supporting documentation (see pages 89-92). No questions or discussion.	
Board Meeting Telecast Review	Supporting documentation (see pages 93-95). Mr. Dean had no information to add to the memo. Mr. Hutchin noted that we will review at the May 24, 2017 park board meeting.	



LPCC Locker Room Tile Project Update	Supporting documentation (see page 96). Mr. Dean stated they touched base with the consultant last week. We are still on schedule to have that materials delivered by mid-April. Then a month for each locker room and looking at mid-June for completion.	
Right of Way Beautification Study	Supporting documentation (see pages 97-99). Mr. Lovell referred the board to the graphics on page 98 and 99. These graphics illustrate the project that has been selected from the grant. Ms. Davis commented that this will be a good improvement and various members of the board were in agreement.	
Wi-Fi: Proposal from Time Warner	Supporting documentation (see pages 100-109). Mr. Snook updated the board that our Legal Department completed their preliminary review of the agreement today. They saw no major issues. Next our Legal Department will schedule a meeting with Time Warner to review any specific questions. Mr. Snook noted that hopefully we will have an agreement to present to the board in the near future.	
Summit Waves Waterfall Repair	Supporting documentation (see pages 110-113) Mr. Dean state that the project is moving along. There was a weather delay but the final pour of the sidewalk will be done early next week, at the latest. That leaves the rocks, stone work and this project will be finished. He noted he has been really impressed with this project, it has really moved along and it will look really nice once it's done.	
Summit Waves Pergola Repair	Supporting documentation (see pages 114-116). Mr. Dean stated there are no updates to the memo. We are currently waiting on the delivery of the materials. We will meet with the consultant next week. We are looking at a completion date of early May 2017.	

New Business		
MPRA Staff Reports	Supporting documentation (see pages 117-128). There were no comments or discussion.	
Fiscal Year 2016 Annual Report	Supporting documentation (see pages 129-132). Mr. Lovell explained that this was done annually and submitted to the City Manager. Mr. Hutchin inquired if this will be available in the slick printed format. Mr. Lovell confirmed it will be and it will also be available on the City of Lee's Summit Parks and Recreation website.	
End of Activity Reports	Supporting documentation (see pages 133-160). There were no comments or discussion.	
Succession Plan	There is no supporting documentation this is a verbal presentation. Mr. Hutchin announced the discussion and ratification of the succession plan. As provided to the board in October 2016 with an official retirement date of April 3, 2017.	Ms. Aulenbach moved that the current Assistant Administrator of Parks and Recreation be appointed interim Administrator of Parks and Recreation upon the retirement date of the current Administrator of Parks and Recreation Tom Lovell effective April 3, 2017. Ms. Belser seconded. The motion passed unanimously.
	Mr. Hutchin asked the board if they would like to move forward to closed session to discuss compensation for Joe Snook as the new Interim Administrator of Parks and Recreation. He noted that since he is an employee he does have a compensation package in place currently.	There was no motion made to move forward.
	Mr. Hutchin appointed an Executive Committee made up of himself as acting President, Tyler Morehead as Vice President, Treasurer Mindy Aulenbach and as past President Hope Davis as advisor to Joe Snook as the new Interim Administrator of Parks and Recreation. Additionally, if any communication will be received by the Executive Board, myself and Mr. Snook. Post follow-ups and next steps with communication of this change.	
PATRON COMMENT REVIEW		
There were no comments or discussion.		
MONTHLY CALENDARS		
There were no comments or discussion.		
ROUNDTABLE		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Lovell complimented Mr. Snook for addressing a fee waiver request for a service project for Pro Deo that Mr. Hutchin and Mr. Morehead brought to our attention. We have various ways to address these requests including the Angel Fund Grant and the Work Study Program to support the use of our facilities for individuals and groups that cannot afford to pay for the use of our programs or facilities. This would be a way for the kids helping with a service project for use of our facilities. Mr. Morehead reminded everyone to bring requests to staff. We cannot accommodate every request but sometime we can make small		

accommodations.

Mr. Lovell updated the board on the Christy Development project as follows:

City staff asked us to meet with the Christie Development Team several months ago when they were beginning to plan their project. In that meeting we explained the significant neighborhood interest that occurred during the RED Development process which included acquisition of the park. This was over 8 years ago. Hundreds of neighbors from the surrounding subdivisions and John Knox Village residents attended multiple information forums hosted by the Park Board to review the RED proposal. After considerable deliberation the Board determined that it was not in the best interest of the Board or the residents they serve to sell a portion of the park.

After the initial discussions with the Christie Development team we did not hear anything for several months. In August of 2016 we were contacted by Harry Foster and he indicated he was the representative of Christie Development. He showed us plans that had a lake on the south east side of the park. He was informed that due to our previous deliberations the park was not for sale. In a subsequent meeting Mr. Foster showed use of the park for a lake without land purchase by Christie Development He was told that detailed information would be needed before use of the area could be evaluated. We were later told by the Development Center that the project was moving into the review stage and it showed use of the park. We informed them that there was no agreement for use of the park and we a meeting with the Christie Development team was needed to work out a development agreement for any use of the park.

We met with the Christie Team (Dave Olson) and began discussions about how we could work together to help them meet their needs and improve the park without negatively impacting the neighborhoods and the park. Our approach was to look at this as a value added investment for both the development and the park without acquisition of any of the park land. We also met with representatives of the HOA's of Summerfield and Bent Tree. The following letters are representative of our process with the Christie Team.

Note:

During the City Council review process there were concerns expressed about our request to mitigate the use and impact that the development would have on the park. The following is a brief review of our rationale for this proposal.

- *Mitigations for development impacts include not only roads, sewers and emergency services but also parks.*
- *The park sales tax in August of 2016 was passed to support our strategic plan not to support mitigation of private development activities.*
- *The purposes of Tax Increment Financing is to allow the developer to pay for infrastructure improvements needed to serve the development, through a sales tax charged to shoppers using the development.*

Mr. Lovell updated the board on the Paragon Star development as follows:

There has been a question raised about Paragon Star development building a Fieldhouse for Lee's Summit Parks and Recreation on their Paragon Star site. Lee's Summit Parks and Recreation staff has identified several potential sites to consider for Lee's Summit Parks and Recreation to construct a Fieldhouse on. Paragon Star is one of these sites. Its value is due to the city ownership of a Parcel in the Paragon Star property that would accommodate the facility. It would be the responsibility of Lee's Summit Parks and Recreation to build, own and operate the facility.

Mr. Lovell updated the board on the Memorandum of Understanding between the Lee's Summit Parks and Recreation Board the Legacy for Parks Foundation, Inc. as follows:

In 2003 a staff, board, citizen advisory board for parks (now called the Legacy For Parks Foundation) was established. Its purpose was to garner public and private financial and volunteer support for parks and recreation activities, facilities and parks. It has been very successful in its ability to serve this purpose. In so doing the LSPR Board has provided their own time, staff time, financial support for meetings, publishing activities, marketing and use of facilities and parks for foundation activities for many years as their mission aligns with that of the foundation.

Over the past few months, the assistance provided to the Legacy for Parks Foundation (Foundation) by the LSPR Board has been questioned. Further, the City's Law department suggested a need for clarification of the relationship between the Board and Foundation to put these questions to rest.

Due to these concerns a meeting was conducted with Ms. Nail in November 2016 to insure that our procedures and bylaws conformed with not only the legal requirements governing 501c3 corporations but also represented best practice operational activities. She noted that she could not find any case law prohibiting the current practices. Further, she made the comparison to other foundations in the area and that no restrictions were noted as long as the governing body (like a school board of Park Board) allows the activities being conducted. Other items discussed were consideration for an agreement (MOU) between the Park Board and the Foundation Board with clarifications to the bylaws regarding LSPR staff and voting rights.

In December 2016, a meeting was held with the City Law department's Brian Head and Jackie McCormick-Heanue to further discuss their concerns regarding the Legacy for Parks Foundation and the use of Board resources. Our existing relationship with the Youth Sports Association groups, who are also 501c3 entities, was discussed as their agreements spell out the relationship. It was suggested that the relationship with the Foundation could be addressed either in a similar agreement or a Memorandum of Understanding (as discussed with Ms. Nail) including rules regarding purchasing procedures and fundraising for the Board.

A MOU has been drafted implement this recommendation. The draft was modeled using an existing agreement between a St. Louis Parks and Recreation department and their Foundation and provides guidelines for which the two entities will operate. It appears to address the needs that have been identified to protect the efficacy of both entities.

Mr. Lovell read his resignation letter as follows to the board.

It is with more than a bit of sadness—yet expectant happiness—that I begin the process of “re-aiming” my energies and time toward the next season of my life. Some would call this a retirement letter; I simply call it a “realignment” notice.

My 38 years with Lee's Summit Parks and Recreation has been everything I could have asked for. I have had the opportunity to work and raise my family in a great community. I was granted personal and professional challenges which tested my metal. My skills and aptitudes were nourished, and my soul filled with happiness. Who could ask for more?

It is now time to also realign Lee's Summit Parks & Recreation for the pursuit of the next generation of services and facilities that will continue to represent the best practices of parks and recreation. Lee's Summit Parks and Recreation is a special organization, with a culture to match. Composed of bright, skilled employees with a strong work ethic, a high level of integrity, and an unwavering thirst for excellence. I will miss the relationships I have developed over the years with these amazing people; they're the best.

That is why Lee's Summit is one of only 3 cities in Missouri to have received the National Gold Medal Award for excellence in Parks and Recreation. In addition, our parks department has attained and maintained national accreditation for 14 years. Also a feat only 3 other Missouri cities have achieved. Our community expects nothing less.

Lee's Summit is known for our volunteers who will roll up their sleeves and become part of the solution to meet any challenge. This includes managing park boards, city councils, school boards, or youth sports organizations, as well as providing the financial resources to fund our community services and providing the leadership to demand best practice governance in all areas of our community.

To this point, in Lee's Summit I have worked for Boards that have been nothing short of spectacular. They fit the "high performance" model by any standard in public or private service. Their culture and leadership style is how a board should perform.

City of Lee's Summit employees and department directors are some of the most professional and skilled colleagues I have been associated with. The leadership of the city's management team is strong, skilled, driven, ethical, collaborative, and peerless. Our City Manager is one of the best in the nation. It has been a pleasure to work with such fine people.

This is the community Susan, Mason, John, and I fell in love with 38 years ago and we are fortunate to now share it with our children's children. There is a reason Lee's Summit keeps showing up as one of the best places in America to live; because it is.

So in closing:

Besides being asked what I am going to do in the 4th quarter of my life (my son says its overtime) I have been asked what I value most about my time in Lee's Summit.

My family

Staff

Park Boards

City Managers

The community of Lee's Summit

MPRA

700 acre Legacy Park

3 Community Centers that see over 600,000 people per year

An indoor pool and water park

Legacy Amphitheater

77 miles of trails

Over 1 million participants a year

3 successful sales tax issue

14 years of accreditation, three onsite reviews.

The national gold medal

The RevUp Program

The Did you Know and Friends of the Parks program

I have thoroughly enjoyed and benefited by my relationships with MPRA. You have made a difference in Lee's Summit, our state and nation with your work.

So finally in closing my favorite story I'd like to close my DYK presentations with:

Joe Snook was coming back from a meeting and remembered that next week was his mother's birthday. He needed to get her a present but had no idea what to get her. He looked up and saw a pet store down the block. Stopped and looked in—looking for a present. The owner said I have just the thing – two magpies that talk and dance. Perfect! Can you send them to her? Absolutely. His mom's birthday came and went without a word from his mom so he called and asked her, "Mom did you just get the birds I sent you for your birthday?" She said "I did, and they were delicious. Joe was crushed and said "but Mom they could talk and dance." His mom said "Well they should have spoken up." So the morale of the story and its communication to Lee's Summit Parks and Recreation's "brand" is "if you don't speak up about the wonderful value of what we do we will become the magpies. Keep telling the story of the great value that comes with investments in our parks.

BOARD ACTION ITEMS

Training Plan for Board and Staff – In progress
 Nick Randol Response – In progress

MEETING ADJOURNMENT

Ms. Kelley moved the board into closed session pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate. Mr. Morehead seconded. Ms. Comer called the role which was unanimous.