



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

<b>DATE:</b>	April 26, 2017	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
<b>Board Members Present:</b>		<b>Board Members Absent:</b>	<b>Staff Present:</b>	<b>Other Guests:</b>	
Mindy Aulenbach Paula Belser Lawrence Bivins Hope Davis Nancy Kelley Marly McMillen Beelman Tyler Morehead		Steve Hardin Brian Hutchin Phyllis Edson, Council Liaison	Joe Snook Carole Culbertson David Dean Steve Casey Robert Sanchez Tede Price Beth Comer Andy Carr Andy Holmes	John Beaudoin Sheryl Franke Kim Fritchie Gene Gamber Mayor Pro Tem Rob Binney Councilman Craig Faith	
<b>AGENDA TOPIC</b>	<b>DISCUSSION (Findings/Conclusions)</b>			<b>RECOMMENDATIONS/ ACTIONS</b>	
<b>Special Presentations</b>	Mr. Snook presented the Missouri Parks and Recreation Association Citation Plaques to the Vote Yes For Our Parks Committee; John Beaudoin, Sheryl Franke, Kim Fritchie and Gene Gamber.  Mr. Snook presented Employee of the Quarter to Andy Holmes.  Mr. Snook presented Employee of the Year to Andy Carr.				
<b>Approval of Minutes</b>	Supporting documentation (see pages 1-9). Mr. Morehead requested if there was a verification of the minutes from last meeting necessary. Ms. Davis noted that verification was not necessary.			Mr. Bivins moved to approve the March 22, 2017 minutes and Ms. McMillen Beelman seconded. Minutes approved unanimously.	
	Supporting documentation (see pages 10-11).			Mr. Bivins moved to approve the April 10, 2017 minutes and Ms. McMillen Beelman seconded. Minutes approved unanimously.	
<b>TREASURER’S REPORT:</b>	Supporting documentation (see pages 12-20). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.			There were no comments. Ms. Kelley moved to approve the March 2017 Financial Report as read. Ms. McMillen Beelman seconded. Report approved unanimously.	
<b>Sales Tax Report April 2017</b>	Supporting documentation (see page 21). No questions or discussion.				
<b>BOARD APPROVAL ITEMS</b>					
<b>2016 Annual Report</b>	Supporting documentation (see pages 22-25). Mr. Snook noted that this was included in the March 2017 packet. By charter we are required to submit this report annually to the City Council and the City Manager. Steve Arbo requested that we adopt this as our annual report going forward. We need an approval of adoption.			Ms. Belser moved to accept the annual parks and recreation report for 2016. Mr. Bivins seconded. The motion passed unanimously.	
<b>Legacy Park Community Center Locker Room Change Order</b>	Supporting documentation (see pages 26-27). Mr. Dean explained that this is due to the defective grout that was upgraded in the locker room tiling project. The original contract amount for this project needs to be increased by \$10,295.40. Mr. Dean informed the board that this will wrap up this project.			Ms. Kelley moved to approve the contract modification for the Legacy Park Community Center locker room tile project in an amount not to exceed \$10,295.40. Ms. Belser seconded. The motion passed unanimously.	

<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 28 – 36). No questions or discussion.	
<b>Capital Projects Plan Through 2018</b>	Supporting documentation (see pages 37-38). See notes below on the specific projects.	
<b>Hartman Park Renovations</b>	Supporting documentation (see pages 39-40). Mr. Casey reported that he would have more information and drawings of the playground next month. We are on schedule for completing the project mid-summer. The old equipment has been removed to be replaced with new more modern equipment.	
<b>Legacy Park Practice Field Improvement</b>	Supporting documentation (see pages 41-44). Mr. Casey reported that we have a fair amount of this project completed. The crew has been pulled off this project to help on Summit Waves opening. Then we will be able to finish up the fencing in June or July and other items. He referred the board to the pictures to see the progress.	
<b>North Lea McKeighan Park Improvements</b>	Supporting documentation (see pages 45-54). Mr. Casey wanted to bring to the boards attention that we are putting this project out to bid. The board previously approved 1.6 million. Currently the scope from the architect for the project is estimated at 5 million dollars. That figure includes the updates that have been brought to the board. Carole, Joe and I have found the funding for the 3.4 million dollar difference. The specifics of the funding will be presented to the board at the budget meeting. We will have more information for the board after the bid process. Tomorrow we are having a meeting with the consultants to review the final construction documents before they go out to bid in 2 or 3 weeks. The ice rink is kept as a separate component of the project so that we can send the request for proposal to contractors who have a higher level of expertise with this type of construction.	
<b>Park South and Community Center</b>	Supporting documentation (see page 55). Mr. Casey reported that there is no news on the Kensington property development. This will be removed for the time being from the Capital Improvements report starting in May.	
<b>Harris Park Connection Phase 2 (SW Main from 5<sup>th</sup> to 4<sup>th</sup> Street)</b>	Supporting documentation (see pages 56-60). Mr. Casey informed the board that we are making good progress on this project. The crew has poured the sidewalk from 4 <sup>th</sup> to 5 <sup>th</sup> street. They will start the brick paver work on the sidewalk to match the downtown streetscape. This will be done in the next 30 to 45 days.	
<b>Howard Park Splashpad</b>	Supporting documentation (see pages 61-62). Mr. Casey updated the board on the state of the skate rink at this park. We are considering the following in the viability of the skate rink; it needs to be repaired which is expensive; it is prone to vandalism, inline skating activities have trailed off in the last few years and the new ice skating rink will be built in the near future. We are going to put a request for qualification for design in the next few weeks. This request would	

	be for both Summit and Howard Park. Mr. Snook reminded the board that they approved the funding for the Summit Park project. We believe that we can do the planning for both parks for that amount. Mr. Snook recommends that a master plan should be done so that we can do this right. The board discussed suggestions for the parks redesign.	
<b>Summit Park Shelter Demolition and Master Planning</b>	Supporting documentation (see pages 63-68). Mr. Casey informed the board that the shelter is now demolished.	
<b>South LS Trailhead Study</b>	Supporting documentation (see page 69). No questions or discussion.	
<b>Fundraising Update</b>	Supporting documentation (see pages 70-73). Mr. Snook informed the board that the first Legacy Park Amphitheater sponsor agreement of the season has been signed. We should have our second in the next few weeks. Having the line-up of acts for Mr. Reinoehl to share has been really helpful in signing sponsors. Mr. Snook explained that these sponsorships really help subsidize the free events that we are able to offer. Mr. Morehead asked if there were any complaints about the banner sponsorship program. Mr. Snook responded that there has been one in two years. He spoke with the patron and explained the programs that the banner program supports which dissuaded the patrons concerns. Ms. Davis inquired if we are pursuing any other fundraising other than banners. Mr. Snook responded that we are only approving to sell banner agreements. We include amphitheater sponsors on a PowerPoint at every Movie in the Park before it starts. We also announce their names at the beginning of concerts. Mr. Snook noted the graph and that we will make our goal commitment this year.	
<b>RevUP Update</b>	Supporting documentation (see pages 74-76). Mr. Dean informed the board that the May 1 <sup>st</sup> Community Wellness Workshop at Gamber Center is cancelled due to lack of attendance. Mr. Dean explained that we will continue to work to refine the program, test the assessment tool and gather more data. The plan is to reschedule this event in the fall. Mr. Snook informed the board that we are evaluating and engaging more people. Mr. Morehead inquired if the school district was involved. Mr. Dean responded that we are working with the Health Education Advisor board and they have a representative from the R-7 school district. Ms. Davis suggested the Independence location for Children's Mercy that may be a resource that services this area to get involved. Mr. Snook noted that we had all three Lee's Summit hospitals as sponsors supporting the event. Ms. McMillen Beelman was impressed with the tool and the board would like a presentation at the June Park Board meeting of the Community Health Assessment tool. Ms. Aulenbach inquired about the LSPR Walking Group event on April 11 <sup>th</sup> . Mr. Dean said he would communicate that information to the board. The information is currently on Facebook.	

<b>Arts Council Report</b>	Supporting documentation (see pages 77-81). Ms. Price informed the board that the annual Arts Summit was held on Monday this week. There were 35 people in attendance. Past participants spoke about their experience with the grants given by the Arts Council. Mr. Morehead requested if that was recorded. Ms. Price responded it was and clips will be on the Arts Council website this week.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 82-86). No questions or discussion.	
<b>Board Meeting Telecast Review</b>	Supporting documentation (see pages 87-89). Mr. Dean noted that last month's on demand pay back was 27 which was the highest so far. Mr. Morehead noted that we will review at the next board meeting.	
<b>LPCC Locker Room Tile Project Update</b>	Supporting documentation (see pages 90-92). Mr. Dean informed the board that the family locker room work is complete there is now a 14 day curing time. After the curing period the staff will reinstall fixtures and do a final cleaning. The men's locker room will start on May 15th looking to be completed mid-June. In the women's locker room there is a small repair of an indentation causing puddling that will be done while the contractor is there.	
<b>Right of Way Beautification Study</b>	Supporting documentation (see pages 93-100). Mr. Sanchez informed the board that there is a meeting tomorrow with the Kansas City Audubon Society, Missouri Department of Conservation and MoDot to finalize the timeline and MOU for this project. We want to make sure of everyone's roll to make sure that this is done correctly now and going forward.	
<b>Wi-Fi: Proposal from Comcast</b>	Supporting documentation (see pages 101-110). Mr. Snook updated the board that Comcast's (formerly Time Warner) legal department is currently reviewing the contract. We hope to have something for the board to approve next month.	
<b>Summit Waves Waterfall Repair</b>	Supporting documentation (see pages 111-115) Mr. Dean notified the board that this project is completed. We are very impressed with Quality Custom Construction's work. The project turned out very well.	
<b>Summit Waves Pergola Repair</b>	Supporting documentation (see pages 116-119). Mr. Dean noted that we are currently waiting on the lumber delivery. Following up daily on the status with the vendor.	

<b>1st Quarter 2017 Security Report</b>	Supporting documentation (see pages 120-124). Mr. Sanchez noted that there were no major incidents. He drew the board's attention to the continued	
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	downward trend on incidents in the first calendar quarter of the year.	
<b>New Business</b>		
<b>Discussion on Search for Administrator of Parks and Recreation Position</b>	<p>Supporting documentation (Verbal). Mr. Morehead led the board into a discussion about the options available to choose a new Administrator of Parks and Recreation. Ms. Davis recused herself from the discussion since it contained the option of a professional recruiter, so that it is clear there is no conflict of interest. Since her husband works for an executive search firm, although at no time would he be directly involved in this process at any level. There is a possibility that the firm he works for may participate in the procurement process. Once the decision and related procurement is completed she will participate as a board member in the final selection of the candidate. She excused herself from the meeting until the discussion was complete and the motion voted on. Mr. Morehead opened it up for discussion to the board. Ms. McMillen Beelman asked if there was a conflict with the board doing it themselves. Mr. Morehead comment no there would not be a conflict. Ms. McMillen Beelman commented that the board is a select group and it would be a savings for the board to do the selection process themselves. However a search firm would be helpful if there were a lot of applications but not if it's a select group of candidates. Ms. Aulenbach asked Mr. Morehead on how this has been handled recently by another committee he is a member. Mr. Morehead explained that they had used a professional recruiting firm for the initial screen process. The firm was selected by local business leaders and committee members. The committee developed a matrix which was given to the firm. This matrix was used by the firm to narrow down the pool of candidates. The committee then interviewed the final candidates. Ms. Aulenbach reviewed Mr. Morehead's committee experience in depth. Mr. Bivins commented that we need a formal committee upfront with little involvement from the board to keep the process clean as possible. The search firm has the expertise in this area to reach unique candidates. Mr. Morehead agreed. Ms. Aulenbach agreed that a firm's expertise would be a benefit. Mr. Snook reminded the board that we will follow the procurement process to find the recruiting firm. The process, which Ms. Culbertson will head up, can take approximately four weeks. Mr. Morehead agreed that we want to check with legal and follow the proper process. Mr. Snook requested if the board would like a template of an RFP for similar service to assist</p>	<p>Mr. Bivins moved forward to procure a search firm for the vacancy of the Administrator of Parks and Recreation Position and Ms. Aulenbach seconded. The motion was approved unanimously with the exception of Ms. Davis who was not in attendance during the vote.</p>

	<p>them with their timeline. Mr. Snook also suggested Steve Arbo, City Manager may be a good resource. The board agreed. Ms. McMillen Beelman asked Mr. Morehead if the spirit of the committee and the President would be in favor of making the motion. He agreed and called for a motion. Ms. Davis rejoined the meeting after the vote was taken.</p>	
<b>Youth Sports Association Practice Report</b>	<p>Supporting documentation (see pages 125-148). Mr. Snook presented the practice fields plan report. This will be presented to the Youth Sports Associations. It is an outline of practice space needs for Lee's Summit Parks and Recreation and the Youth Sports Association. Future discussion with R-7 school district is planned.</p>	
<b>MPRA Staff Reports</b>	<p>Supporting documentation (see pages 149-151). Mr. Snook noted that this was a report that was not included in the March board packet. There was no discussion.</p>	
<b>Legacy Park Community Center Lighting Project</b>	<p>Supporting documentation (see pages 152-162). Mr. Dean explained this was a great project brought to his attention by Jeff Lavenau. There were requests from the pickle ball players for better lighting. A staff member found that KCP&amp;L was offering a rebate this year. Various options were researched before the decision was made. The instillation of the new lights is scheduled to start on May 4th and should be finished by May 6th.</p>	
<b>End of Activity Reports</b>	<p>Supporting documentation (see pages 163-196). No questions or discussion.</p>	



#### **PATRON COMMENT REVIEW**

There were no comments or discussion.

#### **MONTHLY CALENDARS**

Mr. Morehead noted the Volunteer Gala tomorrow April 27, 2017 at 6:00pm at the Gamber Community Center.

#### **ROUNDTABLE**

Ms. Belser notified the board that she is participating in the Lee's Summit/Lake Winnebago area Truman Heartland board which will participate in the Toast of the Town. Brad and Sandy Cox will be honored with the Humanitarian Award. She suggested that the board may want to participate. The event is October 24, 2017

Ms. Kelley commented on the Osage Trails.

Mr. Morehead thanked the Mayor Pro Tem Rob Binney and Councilman Craig Faith for their attendance.

Ms. Aulenbach shared her appreciation for participating in the community read at the community college.

Ms. Davis had no additional comments.

Mr. Bivins had no additional comments.

Ms. McMillen Beelman had no additional comments.

#### **OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD**

Mr. Snook notified the board that the Dogwood dog park will be opening next Monday May 1<sup>st</sup>.

Mr. Snook presented the LSPR's letter of support for Lee's Summit Downtown Main street's grant request in the amount of \$10,000 for outdoor musical instruments adjacent to Howard Station Park and the Amtrak platform near 3rd Street and SW Main in downtown Lee's Summit.

Mr. Snook invited the board to the ground breaking ceremony MoDOT is holding for the 291 Hwy improvements. It will be at Harris Park.

Mr. Snook invited the board to the ribbon cutting at Legacy Park Community Center on May 2, 2017 at 4:30pm. Todd Pennington with Bike Stop bike donation will be unveiled on the patio at the community center.

Mr. Snook informed the board about that we are up for reaccreditation. David Dean and Andy Holmes will be managing the project. As part of the accreditation there is training required. To be cost effective we are having a trainer come on-site. So there will be an event and we will make it available to local parks and recreation agencies that will pay to attend to offset costs.

Mr. Snook inquired if the board will be available for a budget meeting on May 10, 2017 at 6:00pm location to be announced.

There were some complaints from the vendors at the softball tournament last week for requiring them to follow our policy. Mr. Snook explained the process and confirmed that we are following are current policy.

#### **BOARD ACTION ITEMS**

Nick Randol Response – Complete

#### **MEETING ADJOURNMENT**

Mr. Bivins 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; and, 3) of the Revised Statutes of the State of Missouri pertaining to the hiring, firing, disciplining or promoting of particular employees. Ms. Davis seconded. Ms. Comer called the role; Mindy Aulenbach, Paula Belser, Lawrence Bivins, Hope Davis, Marly McMillen Beelman and Tyler Morehead .