



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

DATE:	June 28, 2017	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Mindy Aulenbach Mike Bowles Hope Davis Steve Hardin Brian Hutchin Nancy Kelley Marly McMillen Beelman Tyler Morehead Rob Binney, Council Liaison		Lawrence Bivins		Joe Snook Carole Culbertson David Dean Steve Casey Robert Sanchez Tede Price Beth Comer Joseph Sherman	Tom Lovell Russ Pulley
AGENDA TOPIC		DISCUSSION (Findings/Conclusions)			RECOMMENDATIONS/ ACTIONS
Special Guests		Mr. Hutchin introduced the new Park Board Member Mike Bowles and new Council Liaison Rob Binney.			
		Mr. Sherman gave a presentation of the Health Assessment Tool that will be presented at the Wellness Symposium Fall 2017.			
Approval of Minutes		Supporting documentation (see pages 1-4).			Mr. Morehead moved to approve the April 26, 2017 minutes Ms. McMillen Beelman seconded. Minutes approved unanimously.
TREASURER’S REPORT:		Supporting documentation (see pages 5-13). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.			There were no comments. Ms. Kelley moved to approve the May 2017 Financial Report as read.
Sales Tax Report April 2017		Supporting documentation (see page 14). No questions or discussion.			
BOARD APPROVAL ITEMS					
LPCC Aquatics Area Ceiling Painting Project		Supporting documentation (see pages15-19). Mr. Dean reviewed the information in the memo. He explained that the I-beams are showing rust so this needs to be done to maintain the ceiling. Mr. Hutchin asked if there were any additional repairs that might be needed. Mr. Dean and Mr. Snook confirmed that there was an inspection of the structure done last year and it showed no signs of structural damage. Mr. Snook add that the ceiling hasn’t been painted since the facility opened. The project would start in August 2017. Annually we shut down the pool in August since it’s the slowest time of the year. This project would extend the closure to three weeks. Ms. Kelley inquired if classes would be moved to Summit Waves. Mr. Dean responded that as many activities as possible will be transferred to Summit Waves while the pool is unavailable. Ms. Davis asked if there would be a communication plan. Mr. Dean confirmed that various notifications would start mid-July.			Ms. McMillen Beelman moved to approve the quote from Dayco Painting utilizing KCMO Contract #Ev1832 and Lee’s Summit bid #2017-039 in the amount of \$76,465.00 for the aquatics ceiling paint project at Legacy Park Community Center. Ms. Kelley seconded. The motion passed unanimously.
Wi-Fi Proposal from Time Warner (Charter Communications)		Supporting documentation (see pages 20-29). Mr. Snook reviewed the information in the memo. Mr. Binney inquired about equipment replacement over time. Mr. Snook responded that they would be responsible for updates as needed. The only financial responsibility for us is minimal electricity expense to run the equipment. Mr. Hutchin asked how concerned we are about the equipment updates. Mr. Snook was confident that the vendor would be timely with whatever was needed to provide service. Ms. Davis questioned the wording on attachment A, third paragraph regarding use of our logo. It was decided that language would be added regarding use of our logo. The City or Lee’s Summit Law Department will add the language. Once complete this will be brought before the board for approval.			Postponed pending additional language added to contract regarding use of our logo. This will be added by the City or Lee’s Summit Law Department.

OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 30-38). No questions or discussion.	
Capital Projects Plan Through 2018	Supporting documentation (see pages 39-40). Mr. Casey commented on projects listed below.	
Hartman Park Renovations	Supporting documentation (see pages 41-51). Mr. Casey updated the board that the playground equipment installation will start mid-July with our Parks Operations team assisting the installers.	
Practice Field Improvements	Supporting documentation (see pages 52-55). Mr. Casey explained that this project has been moved around with other projects this season. The next steps in the project is fencing that will start at the end of the month.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 56-75). Mr. Casey informed the board that we are currently negotiating with KC ICE the contract should be ready for board approval at the July park board meeting. Regarding the general contract for this project we received 3 proposals. One was incomplete the other two we currently asking for references. We are planning to present for approval a contract for the general contractor at the July park board meeting. The start date for this project would be August. Mr. Hutchin asked if there would be public access during the construction to the volleyball courts and skate track. Mr. Casey responded there will be foot traffic but not vehicles. Mr. Snook explained that we will put together a plan for alternative parking during construction but nothing is final at this time. Mr. Hutchin inquired if there would be additional grading while there is still vehicle access. Mr. Casey responded it has seen a lot of traffic but not at this time. Ms. McMillen Beelman asked how long the construction would be after it started. Mr. Casey responded it would be 210 days, so we are looking at possibly March 2018.	
Harris Park Connection Phase 2 (SW Main from 5th to 4th Street)	Supporting documentation (see pages 76-80). Mr. Casey reported that this project is nearing completion with exception of wiring. The paver stones and lampposts have been installed. The resurfacing of the alley at 4th and 5th street is essentially done. All of the work has been done by our crews which has created a large savings. The ribbon cutting ceremony to officially open the connector is scheduled for July 26, 2017 at 5:15pm.	
Howard Park Renovations	Supporting documentation (see pages 81-82). Mr. Casey reported the request had eight responses, the team narrowed to three. BBN Architecture was selected. Their proposal for services will be brought to board at the July park board meeting for approval.	
Summit Park Renovations	Supporting documentation (see pages 83-841). Mr. Casey reported that this project will run parallel to Howard Park. The planning timetable is currently scheduled for the late summer.	

LS Trail Connector Study Final Report	Supporting documentation (see pages 85-114). Mr. Casey gave a presentation on the Trail Connector Study. Vireo has reviewed several options for connecting to the trail. All possibilities would require improvements or easements with significant costs. These expenses can be offset with grants. Mr. Bowles asked how long does a project like this take to be completed. Mr. Casey responded that it would be lengthy requiring more funding due to exposure and popularity. Mr. Snook added that this project could be regionally successful and have impacts beyond our community. Ms. McMillen Beelman asked what the expense would be to connecting the two ends of the trail directly through Greenwood. Mr. Casey explained that the cost would be much higher than the improvements and easements on the other routes. The next steps will be to form a coalition of surrounding communities to get endorsement and participation.	
Fundraising Update	Supporting documentation (see pages 115-118). Mr. Snook informed the board that we are paid in full for Fiscal Year 2017 as of today.	
RevUP Update	Supporting documentation (see pages 119-120). Mr. Dean stated that there was nothing new to add at this time.	
Arts Council Report	Supporting documentation (see pages 121-125). Ms. Price communicated that we have transferred the files to Nick Edwards. We will no longer be involved with Arts Council. Mr. Binney complimented Parks support and organization that has made the Arts Council successful.	
Beautification Commission Report	Supporting documentation (see pages 126-129). Mr. Sanchez informed the board they are on budget. The landscape competition ended last week. The board will be receiving an invitation to the awards presentation on 8/8/17.	
LPCC Locker Room Tile Project Update	Supporting documentation (see pages 130-135). Mr. Dean informed the board that the Locker Rooms are now open. The tile project is completed.	
Right of Way Beautification Study	Supporting documentation (see pages 136-138). Mr. Sanchez informed the board that the Audubon Society is finalizing their permits with MoDOT. Then work on the designated areas will start once the permits are finalized.	
Wi-Fi Proposal from Time Warner (Charter Communications) Update	Supporting documentation (see pages 139-152). No questions or discussion.	
Search Firm RFP Discussion	Supporting documentation (see pages 153-155). Mr. Snook noted that in the memo there was one change to the scope. If the Executive Committee accepts the change to the RFP it can be advertised on Friday morning. Ms. Davis clarified the purpose of the Executive Committee. In the March 22, 2017 Park Board meeting minutes, the purpose was to advise Mr. Snook during his time as Interim Administrator. The RFP was not specified as a purpose of the committee. The board discussed and agreed the RFP and selection of a search firm falls under this committee's responsibilities. Ms. Davis stated as before that she would recuse herself from the committee while they are choosing a search firm. Mr. Snook announced that Ms. Culbertson will be the staff member to support the committee through this process.	

New Business		
Harris Park Water Main Easement Agreement	Supporting documentation (see pages 156-161). Mr. Snook informed the board that due to the construction at 50 highway and 291 we have allowed the Water Department access to Harris Park. This will be during the construction to upgrade the water lines. The MOU ensures the park will be restored to it original state and to the satisfaction of the Parks Administrator. Staff and the board discussed other similar projects.	
Asphalt Replacement Program	Supporting documentation (see pages 162-166). Mr. Casey explained that this project included renovations at Canterbury and the backstops at Miller J. Fields which are complete. It really improved the look of the park and was done by our crews at lower expense.	
End of Activity Reports	Supporting documentation (see pages 167-171). No questions or discussion.	
Approval of FY18 Park Board Officers	Supporting documentation (Verbal). Ms. Kelley announced that the appointments would remain the same for fiscal year 2018. President – Brian Hutchin, Vice President – Tyler Morehead and Treasurer – Mindy Aulenbach. Mr. Hutchin will update the committees with Mr. Bowles and Ms. Davis.	Mr. Kelley moved to accept the nominated officers for fiscal year 2018. Ms. Davis seconded. No discussion the nominations were approved unanimously.
PATRON COMMENT REVIEW		
There were no comments or discussion.		
MONTHLY CALENDARS		
There were no comments or discussion.		
ROUNDTABLE		
<p>Ms. Kelley noted that July 12th was the quarterly employee breakfast.</p> <p>Mr. Morehead complimented Ms. Price's job on Tour de Lakes. The weather was perfect and it was an amazing event. He welcomed Mr. Binney adding that he is glad he is here and is looking forward to working with him. He congratulated Russ Pulley on his five years at the Lee's Summit Journal.</p> <p>Mr. Hutchin noted that Legacy Blast was coming up on July 3rd.</p> <p>Ms. Aulenbach complimented Ms. Price and all the staff on the all the Summer events.</p> <p>Ms. Davis complimented staff with all that was going on this summer. She also inquired about the amphitheater. Mr. Snook responded that ticket sales are not as strong as we would like. The last event Peter, Paul and Mary Alive was well attended. Ms. Price interjected that radio promotion for Georgia Satellites starts in ten days. We are also handing out fliers at Legacy Blast and have sent out 2,000 fliers with Night Flight and Tour de Lakes packets. Mr. Snook added that Uncle Kracker seems to be the strongest draw right now. Mr. Hardin noted that he saw a flier for a local club and noted the bands they are featuring. Mr. Snook explained that Andy Holmes created a survey to find out more about the community awareness and demand. So far the survey shows that 81% of respondents have heard and/or been to the amphitheater. We also inquired about price points and the type of entertainers they would like to see. This information is not complete but will be presented to the board at a later date. The purpose is to use the responses from the survey to plan the Summer 2108 season. We also have other events this season that are being held at the amphitheater. For instance Jenny Brennan's yoga classes which are exploding and hosting Night Flight. The amphitheater is being utilized for more than just music.</p> <p>Ms. McMillen Beelman inquired about the Paragon Star project. Mr. Binney responded that the developer is still working on securing their requirements. There has not been progress of note to date.</p>		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
<p>Mr. Dean reported the numbers on watercraft and bike rentals was a total of 1,500, 1,000 were in June. He added that it's a huge success they are getting large groups and families, everyone is really pleased with the program.</p> <p>Mr. Snook reported that the City has completed their Compensation Study. Last week the initial draft was presented to the City Council. Employees are now reviewing the report. The study reorganized the pay scales and now employees have the opportunity to request a review if necessary. Currently, there is nothing to review by the park board but we will continue to communicate the status of the study.</p>		
BOARD ACTION ITEMS		
Mr. Sanchez met with Police Department and Animal control regarding Steve Parker's statements at the last park board meeting regarding the dog park. Mr. Sanchez communicated his findings back to Mr. Parker and he was pleased with the feedback.		
MEETING ADJOURNMENT		
Mr. Hutchin closed the meeting		