

## PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

### CITY OF LEE'S SUMMIT

<b>DATE:</b>	July 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>	
Mindy Aulenbach Hope Davis Nancy Kelley Marly McMillen Beelman Tyler Morehead Lawrence Bivins Rob Binney, Council Liaison		Mike Bowles Steve Hardin Brian Hutchin		Joe Snook Carole Culbertson David Dean Steve Casey Robert Sanchez Tede Price Beth Comer Vernon Hughes	
<b>AGENDA TOPIC</b>		<b>DISCUSSION (Findings/Conclusions)</b>		<b>RECOMMENDATIONS/ ACTIONS</b>	
<b>Special Guests</b>		Mr. Snook recognized Vernon Hughes our Employee of the Quarter.			
<b>Approval of Minutes</b>		Supporting documentation (see pages 1-4).		Ms. Davis moved to approve the June 28, 2017 minutes Ms. Kelley seconded. Minutes approved unanimously.	
<b>TREASURER’S REPORT:</b>		Supporting documentation (see pages 5-13). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.		There were no comments. Mr. Bivins moved to approve the June 2017 Financial Report as read. Ms. McMillen Beelman seconded. Report approved unanimously.	
<b>Sales Tax Report June 2017</b>		Supporting documentation (see page 14). Ms. Culbertson noted there was nothing to add. There were no questions or discussion.			
<b>BOARD APPROVAL ITEMS</b>					
<b>North Lea McKeighan Projects Overview</b>		Supporting documentation (see page 15). Mr. Snook introduced the summary of the projects as a reference point for the board to see all the expenses that will be discussed tonight for the North Lea McKeighan board approval items on the agenda.			
<b>North Lea McKeighan: Agreement with KC Ice for Construction of Ice Rink</b>		Supporting documentation (see pages 16-18). Mr. Casey noted that there were three responses, KC ICE was the lowest bid and the best fit for the scope of the project. This is a bid for a turnkey project to build and set up the ice for the first season of operation. Mr. Morehead asked if this bid was \$35,000 under allowance from budget, Mr. Casey confirmed that was correct. Ms. Kelley asked if this was the same contractor who worked on the North Kansas City rink they went to see last year, Mr. Casey confirmed it was and noted other projects and vendors they work with that exclusively design and set up ice rinks around the country. Ms. Davis inquired about the future operation of the rink. Mr. Snook noted the options for operating the rink internally or externally going forward and reiterated that this contract includes KC ICE doing set-up for the first year of operation. That first year could be either the year it is built or the following if the construction is complete after the season is over. Ms. Aulenbach asked if the RFP is for both options and Mr. Snook explained we are looking at both models to put together the RFP. Ms. Davis asked if the parking lot would be complete before the rink opens. Mr. Casey confirmed it will be completed before the rink opens, after the pre-construction meetings we will get a timeline showing the timing of each project and how they are coordinated. Mr. Binney asked if the Zamboni to be purchased was new or used. Mr. Casey explained that there was extensive discussion with the consultants about the Zamboni. Staff has decided to purchase a new machine that is smaller to better fit our "sport ice" size rink. Mr. Snook noted KC ICE said in retrospect they would have gone with this model because of the size of their rink which will be similar to ours. Also, this model is battery operated which will eliminate the need to store fuel, it will run cleaner and quieter than a regular Zamboni.		Mr. Bivins moved to approve the quote from KC Ice in the amount of \$790,392 for construction of an outdoor ice rink at North Lea McKeighan Park. Ms. Aulenbach seconded. The motion passed unanimously.	

<p><b>North Lea McKeighan Projects: Construction Contract for Gunter Construction</b></p>	<p>Supporting documentation (see pages 19-20). Mr. Casey stated this contract is for the general contractor on the project for everything excluding the ice rink, SplashPad and Playground. Mr. Casey also reviewed the bid reduction to remove the stand alone bathroom from the scope which resulted in a \$60,000 savings. It is anticipated that the restrooms connected to the concession building will more than adequately serve the entirety of the the park. If this is approved the pre-construction meeting can be scheduled for August 7th with construction to start mid to late August. Mr. Morehead asked if we had used them before. Mr. Casey noted that they have bid on past projects but we have not worked with this contractor. Staff had the opportunity to meet the Project Superintendent and Project Manager. We are comfortable with their experience especially with parks and recreation projects. Ms. Aulenbach asked if Kansas City Missouri Parks and Recreation had used them before and Mr. Casey responded yes and during the reference checks they recommended them. Also, Gunter has worked well with BBN in the past.</p>	<p>Ms. Kelley moved to approve the bid from Gunter Construction Company in the amount of \$2,657,272 for the general construction of North Lea McKeighan Park improvements. Ms. McMillen Beelman seconded. The motion passed unanimously.</p>
<p><b>North Lea McKeighan Projects: Agreement with Vortex for Splash pad</b></p>	<p>Supporting documentation (see pages 21-28). Mr. Casey reviewed the memo noting that this project will be similar to the Miller J Fields SplashPad project. After the RFP process this vendor was selected and it is a vendor that we have a cooperative agreement in place with so that would abbreviate the procurement process. The scope and budget will be similar to Miller J Fields, with new features. This is the same contractor that we worked with on Miller J Fields and we had a good working relationship with them. Mr. Snook noted that color will be mixed into the brushed concrete instead of coating the surface area. Mr. Bivins inquired about the terms and conditions and if we will take responsibility for the site preparation. Mr. Casey responded that all the site preparation will be done by the General Contractor.</p>	<p>Ms. Davis moved to approve the quote from Vortex in the amount of \$260,394 for splash pad equipment and installation at North Lea McKeighan Park. Ms. Aulenbach seconded. The motion passed unanimously.</p>
<p><b>North Lea McKeighan Projects: Cooperative Purchasing Agreements with Athco LLC and AB Creative for playground equipment</b></p>	<p>Supporting documentation (see pages 29-31). Mr. Casey noted that there were two different manufacturers selected and we have used these manufactures on previous projects. This will have the same look and appearance as South Lea McKeighan but instead of the high pyramid it will be a low ropes climbing and adventure course. Ms. Davis inquired about the age group this would be for, Mr. Casey responded it would be for children up to twelve.</p>	<p>Ms. Davis moved to approve the quote from AB Creative in the amount of \$195,594 and move to approve the quote from Athco in the amount of \$29,973 for playground equipment and installation at North Lea McKeighan Park. Ms. Aulenbach seconded. The motion passed unanimously.</p>
<p><b>Agreement with BBN for Master Planning Services at Howard and Summit Parks</b></p>	<p>Supporting documentation (see pages 32-36). Mr. Casey reviewed the memo noting that the purpose of this request is to get some new designs and fresh amenities for the these parks. There were eight to nine responses to the RFQ process. BBN was the best fit especially for the Summit park improvements because they have integrated planning in house for the shelter or pavilion which will be a focal piece of that park. Ms. Davis noted that the copy of the contract in the packet had draft on it. Mr. Casey responded this is the most current and up to date version and staff has reviewed and approved it. Ms. Davis requested that Mr. Snook keep them informed on when the stakeholder meetings are being held, Mr. Snook agreed to do that.</p>	<p>Ms. McMillen Beelman moved to approve the agreement with BBN Architects in the amount of \$20,000 for park master planning services at Summit and Howard Park. Mr. Bivins seconded. The motion passed unanimously.</p>
<p><b>Wi-Fi in Parks – Proposal from Charter Communications</b></p>	<p>Supporting documentation (see pages 37-46). Mr. Snook noted that the update to Attachment A, Authorization to Install and Maintain Communications Equipment ("Agreement"), paragraph 3, requiring board approval for use of the LSPR logo, has been made and approved by both the City of Lee's Summit and Charter Communications' legal departments. Mr. Morehead asked when would this take affect. Mr. Snook responded that if the board approves the agreement then the team from Charter will fly in here to analyze the scope of the project and give us a timeline for installation. They are ready to start this project as soon as possible. Mr. Binney asked if other organizations that work with Charter are required by them to have sponsorship in place to provide service. Mr. Snook responded that during the reference checks staff had no indication of sponsorship for service and it was reported by the references that Charter had been great to work with and they provided good service.</p>	<p>Ms. Aulenbach moved to approve the agreement between Lee's Summit Parks and Recreation and Charter Communications granting permission to Charter Communications to install, maintain, and operate Wi-Fi equipment on select properties operated by the Park Board. Ms. Kelley seconded. The motion passed unanimously.</p>

<b>OLD BUSINESS</b>		
<b>Projects and Services Review Fiscal Year 2017</b>	Supporting documentation (see pages 47-54). No questions or discussion.	
<b>Projects and Services Review Fiscal Year 2018</b>	Supporting documentation (see pages 55-62). No questions or discussion. Ms. Davis noted the operations section needed dates.	
<b>Capital Projects Plan Through 2018</b>	Supporting documentation (see pages 63-64). Mr. Casey updated the board about the meetings with the county regarding the South Lee's Summit Trail Connector Study (Greenway Gap Study). Hopefully it will be collaborative, we shared our information that was eye-opening for them to some things that that they had not considered and they are focused on two or three routes we have not considered. We are all working mutually to the best solution for this 11 mile gap between Rock Island and Pleasant Hill there is some positive activity there.	
<b>Hartman Park Renovations</b>	Supporting documentation (see pages 65-75). Mr. Casey updated the board on the grading which is taking place and that installation will start next week with two installers. This is a four to six week installation depending on weather and crew availability. Mr. Morehead stated that the Facebook updates have been helpful to communicate to patrons the status of the project. Mr. Casey agreed that we have learned some lessons on the replacement process going forward.	
<b>Practice Field Improvements</b>	Supporting documentation (see pages 76-79). No questions or discussion.	
<b>North Lea McKeighan Park Improvements</b>	Supporting documentation (see pages 80-98). No questions or discussion.	
<b>Harris Park Connection Phase 2 (SW Main from 5th to 4th Street)</b>	Supporting documentation (see pages 99-103). Mr. Morehead thanked Mr. Casey on the ribbon cutting and his work on the project what a great trail to have and doing it with 80% staff labor kudos to you and the staff.	
<b>Howard Park Renovations</b>	Supporting documentation (see pages 104-105). No questions or discussion.	
<b>Summit Park Renovations</b>	Supporting documentation (see pages 106-107). No questions or discussion.	
<b>Fundraising Update</b>	Supporting documentation (see pages 108-111). Mr. Snook reviewed the report for the new fiscal year, noting that all sponsors are on schedule and paid for the month. Saint Luke's East will be a new banner sponsor on next month's report. Ms. Davis inquired if the sponsors had a choice in where their banners are in the parks. Mr. Snook responded there are no options, the sponsor pays the fee and the banners are placed in specific locations. Ms. Davis inquired about the analysis of a saturation point for the banner program. Mr. Snook responded that we are not close to the saturation point currently but are monitoring that future possibility.	
<b>RevUP Update</b>	Supporting documentation (see pages 112-113). No questions or discussion.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 114-117). Mr. Sanchez informed the board they ended the fiscal year under budget. The board should have received their invitation to the Landscape Awards ceremony at Gamber Community Center on 8/8/17. Mr. Sanchez stated that he and the Commission continue to find opportunities to do presentations about the ROW Beautification Study to keep the community informed. Downtown planters have been ordered and should be coming in soon. Rosehill completed their landscaping improvements to the 3rd Street planting beds. Mr. Binney inquired about the Beautification Tree Plan. Mr. Sanchez explained that we are doing our research with other communities and working with state tree agencies to find the best practice and to present to the commission. Mr. Snook noted that we are looking at the current city ordinance and comparing it to other communities tree plans.	

<b>Right of Way Beautification Study</b>	Supporting documentation (see pages 118-119). Mr. Sanchez informed the board that the contractor started spraying the right of way yesterday and we are hoping to have all of that work complete by next week, weather depending. Ms. Davis asked if there would be signs up, Mr. Sanchez responded that MO DOT is working on getting those up soon.	
<b>Wi-Fi Proposal from Time Warner (Charter Communications) Update</b>	Supporting documentation (see pages 120-133). Mr. Snook asked the board if they would prefer to see a streamlined memo and project timeline going forward and the board agreed they would.	
<b>Search Firm RFP Update</b>	Supporting documentation (see page 134). Mr. Snook informed the board that he will step away from these conversations due to his intent and Ms. Culbertson will be handling these updates going forward. Ms. Culbertson informed the board that the request closed last Friday and there were four submittals. The binders were delivered to the committee members on Monday evening. The committee consisting of; Mr. Hutchin, Mr. Morehead, Ms. Aulenbach and Ms. Culbertson, will meet to discuss and score the submittals. Ms. Culbertson noted that the timeline states July 25th - 31st for analysis and scoring is due by August 1st. Mr. Morehead responded that he would communicate with Mr. Hutchin to coordinate a time to meet and complete the scoring.	
<b>2nd Quarter Security Report</b>	Supporting documentation (see pages 135-142). Mr. Sanchez noted that Lee's Summit Police Department continues to do a great job keeping our parks safe. He reviewed the memo noting 645 reports listed by police for the quarter. This can be misleading as 56% of these reports were park checks that didn't result in an incident. Mr. Sanchez spoke with Major Childs who said there were no major incidents in the second quarter. Mr. Sanchez confirmed with Major Childs that all parks are being included in the report. Mr. Binney said that when he goes on a ride along they always stop at least one park. Mr. Snook noted that he often sees officers on the Legacy Loop bike trail keeping that area patrolled. Mr. Snook informed the board about two incidents at Summit Waves during Teen Nights that will be in next quarterly report. These incidents are due to increased attendance. We are looking at options for next year to maintain the quality of the event. The board discussed the comments from events at Summit Waves and possible solutions. Ms. Kelley inquired about a report listed as Prisoner Exchange at Dogwood Park, Mr. Sanchez said he would get more information on that report for her.	
<b>New Business</b>		
<b>End of Activity Reports</b>	Supporting documentation (see pages 143-172). No questions or discussion. Mr. Binney noted the accuracy of the numbers and Mr. Snook reviewed the end of activity process.	
<b>Approval of FY18 Committee Members</b>	Supporting documentation (Verbal). Mr. Morehead informed the board of the appointments of Mr. Bowles for Budget Committee and Ms. Davis for Personnel Committee.	
<b>PATRON COMMENT REVIEW</b>		
Mr. Morehead noted that page 173 of the packet is what Parks and Recreation is all about and the success of the paddleboard rentals. Mr. Dean noted that the paddleboards and water equipment have been and continue to be a great success, noting a family reunion that was out last weekend.		
<b>MONTHLY CALENDARS</b>		
Mr. Morehead reviewed the upcoming events on the calendar. Mr. Snook reviewed the Legacy Park Amphitheater events, The Georgia Satellites will be performing this weekend and we have three events next week. Mr. Morehead inquired about ticket sales, Mr. Snook agreed they are not where we want them to be. The special we did this week on The Georgia Satellites tickets was successful in doubling the number of tickets sold. Mr. Snook also noted that outdoor venue sales are dependent on weather so people wait to the last minute to buy tickets. Ms. Davis noted that there is a lot of competition for events this time of year. Ms. McMillen Beelman suggested that a performer with more name recognition could raise ticket sales. Mr. Snook agreed that is a possibility once we are more established. He explained that we are still learning a lot in our second season but we have had great feedback from performers and attendees about the venue.		
<b>ROUNDTABLE</b>		
Ms. Aulenbach complimented the staff on working so hard and doing such a wonderful job with all of these events.		
Ms. Kelley informed the board about the Youth Sports Association dinner meeting on July 18th. Myself, Mr. Bowles and Mr. Bivins attended. She also complimented Mr. Snook on how well he represented the parks department and appreciated him clarifying some points in the discussion on behalf of parks. It was good dialogue and she hopes it will continue.		
<b>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</b>		

Mr. Snook passed out the communication plan for the Aquatics Center being down for a month.
Mr. Snook informed the board that 2018 is the 50th Anniversary of the year the Lee's Summit Parks and Recreation Board was started in 1968. First, Staff is working on celebration, branding and events for the occasion. Second, we didn't allot for this in the FY18 budget planning, so we will planning free events but would like to have one special celebration next year.
Mr. Snook presented the board with a list of Administrator expenses for FY17.
Mr. Snook reported to the board that he was invited to attend the Lee's Summit Soccer Association meeting they have decisions to make that may impact their agreement with Parks and Recreation. He will keep the board informed as discussion develops.
Mr. Snook updated the board on the Compensation Study the City has a date for the presentation set for early September to the City Council.
Mr. Snook announced the date for the Health Workshop will be held on October 24th at Gamber Community Center, it will be an all day event. Ms. Davis requested a copy of the Health Workshop Agenda when available.
Mr. Snook noted some scheduling changes that will be coming for September Park Board meeting, Staff Retreat and Board Retreat, final dates to be announced for either October or first week in November.
<b>BOARD ACTION ITEMS</b>
Committee Nominations - Mr. Bowles for Budget Committee and Ms. Davis for Personnel Committee.
<b>MEETING ADJOURNMENT</b>
Mr. Morehead closed the meeting