

PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

CITY OF LEE'S SUMMIT

DATE:	September 20, 2017	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Mindy Aulenbach		Brian Hutchin		Joe Snook	Jordan Bivins
Lawrence Bivins				Carole Culbertson	Layna Shepard
Hope Davis				David Dean	
Steve Hardin				Steve Casey	
Nancy Kelley				Robert Sanchez	
Marly McMillen Beelman				Tede Price	
Tyler Morehead				Beth Comer	
Samantha Shepard					
Rob Binney, Council Liaison					
AGENDA TOPIC		DISCUSSION (Findings/Conclusions)			RECOMMENDATIONS/ ACTIONS
Approval of Minutes		Supporting documentation (see pages 1-3).			Mr. Bivins moved to approve the August 23, 2017 minutes Ms. Kelley seconded. Minutes approved unanimously.
TREASURER’S REPORT:		Supporting documentation (see pages 4-12). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.			There were no comments. Ms. Davis moved to approve the August 2017 Financial Report as read. Mr. Hardin seconded. Report approved unanimously.
Sales Tax Report September 2017		Supporting documentation (see page 13). Ms. Culbertson said there was nothing to add. There were no questions or discussion.			
BOARD APPROVAL ITEMS					
Policy Approvals for Accreditation		Supporting documentation (see pages 14-34). Mr. Snook reviewed the policy modifications presented in the packet. Mr. Morehead asked what the city's policy was for contact with the media. Mr. Snook responded we are not using the city's policy, this is our current procedure we are making it a policy. Mr. Bivins commented that the use of drones was not included in the policy. Mr. Snook responded that these changes reflect removing rules and the policies will now only be ordinances that can be enforced by police. There will still be rules in the parks and online about drones, tobacco use and other park rules. Ms. Kelley suggested an addition to policy number 400.05.01 Policy and Procedure for Contact with Media that notification to the Lee's Summit Parks and Recreation Board be added. The board discussed and			Ms. Kelley moved to approve policy number 600.01 Park Rules, policy number 400.05.01 Policy and Procedure for Contact with Media, and policy numbers 700.01 Succession Planning-Administrator and 700.02 Succession Planning-Superintendents. Mr. Bivins seconded. The motion passed unanimously.

	<p>agreed that they could pass all modifications for all policies if language was added to policy number 400.05.01 Policy and Procedure for Contact with Media regarding notification of the board at the LSPR Administrator's discretion. Ms. Davis also suggested that after the process of placing the next LSPR Administrator that the policy numbers 700.01 Succession Planning-Administrator and 700.02 Succession Planning-Superintendents, be revised with "lessons learned" from the recent process. The board and Mr. Snook agreed the policies continue to evolve as necessary and we will revisit after that process is complete.</p>	
<p>Budget Adjustment for Personnel</p>	<p>Supporting documentation (see pages 35-36). Mr. Snook thanked the personnel committee for meeting last week to discuss this issue. Mr. Snook noted that in the budget report this year there were no merit increases at that time. The city's benefits and compensation study is not complete but they feel that it is important to give a cost of living increase to full time staff. This goes in front of the City Council tomorrow night for a decision and we emulate the city policy so we would implement the cost of living increase for full time staff of 2% with the city. Mr. Snook reviewed the memo to show the financial impact of this increase by fund. Mr. Snook also informed the board that after the study is complete there will be another motion for the board to implement the necessary changes in accordance with the results of the study. Mr. Snook confirmed that even with the cost of living increase and the second motion to implement the study results we are still on track with the FY18 Budget. Ms. Davis inquired about the last cost of living increase given out by the city. Mr. Snook responded it was in 1978. Mr. Snook also informed the board that after a meeting on Friday next month there will be a proposal regarding cost of living increase for part time staff.</p>	<p>Ms. Davis moved to approve a 2% cost of living increase for all full-time staff to be effective on a date consistent with the City's date of implementation. Ms. McMillen Beelman seconded. The motion passed unanimously.</p>

Synthetic Turf for Hartman Park	<p>Supporting documentation (see pages 37-41). Mr. Casey reviewed the memo noting this is a change order with AB Creative for 1,000 square feet of synthetic turf. He noted that due to the incline of the embankment slide and net climber on this playground turf would be a superior solution to the wood fiber we typically use in our parks. This product will reduce maintenance needs, make a cleaner appearance and you see a lot of the schools going to synthetic turf. Mr. Morehead inquired about the lifespan of the product. Mr. Casey said that it has only been in the ground for five years at other places, but the company stated ten years. Ms. Davis inquired if he had seen it in use. Mr. Casey responded that Grandview is using it and the school district is using a similar product. Mr. Morehead confirmed that we will still be under budget even after this change. Mr. Casey confirmed yes we have saved a considerable amount of money with our crews doing the concrete, curbs and drainage work on this project. Mr. Casey also announced that the playground is expected to be complete by the second week in October.</p>	<p>Ms. Aulenbach moved to approve the contract change in the amount from \$92,217.00 to \$106,617.60 for an increase of \$14,400.60 for improvements to Hartman Park Playground. Mr. Hardin seconded. The motion passed unanimously.</p>
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<p>Executive Search Firm Agreement</p>	<p>Supporting documentation (see page 42). Ms. Davis left the room as previously stated in the June 28, 2017 minutes. Ms. Culbertson presented the memo, noting this is from a conference call last week with the committee. Ms. McMillen Beelman communicated that she has received questions from community members that this process seems to be taking a long time so far about six months. She noted that she was in favor when the bid was ten thousand and now it is twenty-three thousand she questioned the need to hire a search firm. She cited the policies and succession plan which does not require hiring search firm. She cited the professional qualifications and experience of Mr. Snook that match the candidate requirements listed on page 23 of the packet. Also this is a contract position that is reviewed annually. Last she does not feel that hiring a search firm is fiscally responsible. Ms. McMillen Beelman summarized with a motion to offer the position of Parks and Recreation Administrator to Joe Snook contingent on an executive session to negotiate a contract. Mr. Morehead thanked Ms. McMillen Beelman for her comments. He reviewed the in-depth selection process that looks at many factors leading to this decision citing page 21-22 of the packet. Ms. Kelley inquired about how long after approval would the firm start. Ms. Culbertson responded that legal is reviewing the agreement, but we need approval to make a commitment with the firm. Mr. Bivins inquired about relocation costs. Ms. Culbertson responded that could be negotiated with the salary. The board discussed and everyone agreed that Mr. Snook has done a great job as the Interim Administrator. The majority of the board agreed that for a city of this caliber and to maintain the integrity of LSPR this position requires the services of a professional search firm to perform a national search.</p>	<p>Mr. Hardin moved to approve an agreement with GovHR USA LLC to conduct an executive search for the Administrator position in the amount of \$23,000. Ms. Kelley seconded. The motion passed with 5 yea votes; Ms. Aulenbach, Mr. Hardin, Ms. Kelley, Mr. Morehead and Ms. Shepard and 2 nay votes; Mr. Bivins and Ms. McMillen Beelman.</p>
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OLD BUSINESS		
Projects and Services Review Fiscal Year 2018	Supporting documentation (see pages 43-50). No questions or discussion.	
Capital Projects Plan Through 2018	Supporting documentation (see pages 51-52). See notes by project.	
Hartman Park Renovations	Supporting documentation (see pages 53-65). Mr. Casey reiterated we plan to have this completed by second week in October.	
Practice Field Improvements	Supporting documentation (see pages 66-70). Mr. Casey noted that we are currently working on the T-Ball field.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 71-89). Mr. Casey and Mr. Snook notified the board this project has started and the grading has been done and they are putting down a base layer on the parking lot.	
Howard Park Renovations	Supporting documentation (see page 90). Mr. Casey notified the board that the charrette will be held on 10/11/17 at 6:00 PM to 7:30 PM at Gamber Community Center. Mr. Casey explained that this will be a small group with the goal of formulating three to four ideas. Those ideas will be presented to the community and neighborhood three to four week later.	
Summit Park Renovations	Supporting documentation (see pages 91-92). The process will be the same as Howard Park. The charrette will be held on 10/10/17 at 6:00 PM to 7:30 PM at Gamber Community Center.	
Fundraising Update	Supporting documentation (see pages 93-98). Mr. Dean informed the board that Joel Reinoehl has secured two new banner sponsors back to back days. Mr. Dean discussed the saturation question for the program with Mr. Reinoehl while moving banners at Upper Banner Park Tennis Courts. There are fourteen available spots and we don't want to go outside those boundaries for the facility. Mr. Dean also reported that we continue to collect September payments.	

RevUP Update	Supporting documentation (see pages 99-100). Mr. Dean noted that Joe Sherman is currently working on the October Wellness Workshop. We have ten enrollees as of Monday. Mr. Sherman is also following up with other communities to collect data for the tool presentation at the workshop.	
Beautification Commission Report	Supporting documentation (see pages 101-105). Mr. Sanchez informed the board there were no major expenditures of note this month. Two pots for downtown finally came in and we are coordinating the installation with the museum. The tree plan subcommittee recommendation should come through this month to take to LSPR Park Board for approval.	
Right of Way Beautification Study	Supporting documentation (see pages 106-107). Mr. Sanchez invited the board to the presentation of the right of way on October 10th at 7:00PM at the Gamber Community Center.	
Wi-Fi Proposal from Time Warner (Charter Communications) Update	Supporting documentation (see pages 108-109). Mr. Snook informed the board that Charter has completed their review of the parks and we are waiting on an implementation timeline. They want to have this completed by 12/22/17. We are currently waiting to hear back from Charter.	
Search Firm RFP Update	Supporting documentation (see page 110). No additional questions or discussion.	
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Snook announced that LSPR has won the Healthy KC Workplace Wellness Program Silver Award. This is presented by the Greater Kansas City Chamber of Commerce and Blue Cross Blue Shield for a company's certification in the four 'pillars' of health: nutrition, physical activity, tobacco cessation, and work/life integration.		
Mr. Snook invited the board to attend the Toast to Our Towns Gala that is put on by the Truman Heartland Community Foundation. He requested emails by the end of next week if you want to attend and we will order the tickets.		
Mr. Snook informed the board that as part of the 50 Highway and 291 Highway interchange construction the entrance to Harris Park from the outer belt road will be closed. This has been communicated to parents and patrons.		
Mr. Snook reminded the board that NRPA conference is next week and he, Ms. Price, Mr. Casey, Ms. Kelley and Ms. Davis will be in attendance. While Mr. Snook is out of town Mr. Dean will take the lead.		
Mr. Snook invited the board to the Employee Quarterly Breakfast on October 11th at 7:30AM and the Youth Sports Association dinner on October 17th at 6:30PM both events are at Gamber Community Center.		



Mr. Snook communicated that we had the best performance at the William Michael Morgan concert last Friday night, but a disappointing turnout. There was a patron complaint about the noise level from the neighborhood north of Colbern road. Staff did decibel meter readings in these locations and they were all under 60 decibels which is normal conversational level. Mr. Snook noted that the wind may have carried the sound and the base from the music can travel. Ms. Price commented that the patrons with complaints she spoke with understood once she explained the decibel readings.

New Business

End of Activity Reports

Supporting documentation (see pages 151-159). No questions or discussion.

PATRON COMMENT REVIEW

Mr. Snook explained that we are presenting Facebook ratings not posts. He noted we are currently working on a process for what to present to the board. Once we have a criterion that is manageable for us and meaningful to the board it will be presented. Mr. Binney asked about comment #13 on page 158 if it had been resolved. Mr. Casey responded that there had been some misinformation about the new skate park construction contract. Mr. Casey contacted the patron Mr. Eaton, explained the plans for the skate park features and offered to answer any other questions which resolved the issue.



MONTHLY CALENDARS

Mr. Binney inquired about the End of Summer Lunch. Mr. Snook responded that we gave out Chestnut Awards for outstanding service to three staff members. Two were for the staff members that assisted the patron that had a car accident at Legacy Lake. The third was Andy Carr for his assistance with the request on page 153 and 154 of the board packet. Mr. Bivins and Ms. McMillen Beelman were in attendance.

ROUNDTABLE

Ms. McMillen Beelman relayed a comment that people are disappointed with the concerts not being downtown anymore. Thanked staff for moving the banners at Upper Banner Park Tennis Courts. Mr. Snook added we did the same at Summit Park Tennis Courts. She loved having the kids this evening.

Mr. Bivins thanked the board and staff for having his granddaughter. He noted his friends new television show the Couples Court with Dana and Keith Cutler lawyers from Kansas City.

Ms. Davis enjoyed the William Michael Morgan concert last Friday night. She seriously suggested that making free tickets available to the people with noise complaints could make them fans. Mr. Snook said that we have done specials in the past and will look at that for next season.

Ms. Aulenbach thanked the staff for another great month.

Mr. Morehead announced that Octoberfest is this weekend and the kickoff is tomorrow from 5:00PM to 7:00PM.

Ms. Kelley was out town during the William Michael Morgan concert last Friday night, but her friend posted a couple of the most beautiful pictures of the sunset at the Amphitheater.

Ms. Shepard offered her professional skills to help in any way that she could with selling tickets or marketing. She thanked the board for welcoming Layna to the meeting tonight. Her family is very excited about going to the Baily Park Flashlight Fridays.

Mr. Hardin complimented the R-7 school district on the news that Jesse Griffin of Lee's Summit West High School was recently named the 2017 National High School Girls Track and Field Coach of the Year by the U.S. Track Field and Cross Country Coaches' Association.

Mr. Binney confirmed with no objections from the board he would report on the Healthy KC Workplace Wellness Program Silver Award and the hiring of GovHR USA LLC to conduct an executive search for the Administrator position. He also communicated that while attending the Missouri Municipal League (MML) Annual Conference at Tan-Tar- A last week he passed along the compliments from other communities about LSPR.

MEETING ADJOURNMENT

Mr. Morehead closed the meeting.