



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

<b>DATE:</b>	May 10, 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>
Hope Davis Paula Belser Tyler Morehead Mindy Aulenbach Nancy Kelley Lawrence Bivins Steve Hardin Marly McMillen Beelman		Brian Hutchin Phyllis Edson, Council Liaison	Joe Snook Carole Culbertson David Dean Steve Casey Tede Price Robert Sanchez Andy Holmes		
<b>AGENDA TOPIC</b>	<b>DISCUSSION (Findings/Conclusions)</b>				<b>RECOMMENDATIONS/ ACTIONS</b>
<b>Lea McKeighan North Improvements Funding</b>	Ms. Aulenbach stated she had a preliminary meeting with LSPR staff to cover the FY18 budget packet prior to tonight’s meeting. Mr. Holmes took the lead in presenting to the full board paying particular attention to significant changes. Regarding the funding of the Lea McKeighan North Improvement project, Mr. Snook asked staff to prepare a memo for the board to provide information regarding the available funds towards the project. Ms. Culbertson lead the description for the project funding summarizing the Capital Improvement Plan (CIP) process from FY16 through FY18 regarding the project and the increase in funding each year. With the revised project total of approximately \$5 million, the memo covers the reallocation of \$1.3 million from projects previously identified in the CIP to provide additional funding towards Lea McKeighan North. The ice rink and SplashPad were identified in the sales tax renewal and therefore, could be funded from new sales tax revenues. Mr. Snook commented the \$5 million is a maximum for the project. When the project is bid and if the funding requirements are over, adjustments will need to be made. Ms. Davis asked if the project would be one bid/job. Mr. Snook explained the ice rink and SplashPad would be separate contractors who specialize in those particular project types. Then a there will be a general contractor to manage the entire project that Mr. Casey will coordinate. The RFP for the ice rink is out on the streets and the bid advertisement for the general contractor is anticipated in the next few weeks. The plan is to solidify the contractor for the ice rink to allow coordination and communication with the general contractor for the project. This is similar to how the Amphitheater project was handled with the coordination of the stage contractor and the general contractor. Mr. Hardin asked what will				

	<p>happen to the projects previously approved where the \$1.3 million reallocation of funding has been identified. Ms. Culbertson explained that the CIP is a five year plan and some of the projects have been included in later years. The roll forward document included in the CIP plan reflecting the reallocation of the \$1.3 million was shared with the Board. Mr. Snook commented the CIP plan is a planning document that is a moving target depending on when opportunities present themselves. Ms. Kelley voiced her concern regarding the Bailey Park project continuing to be delayed. Ms. McMillen agreed. Mr. Snook stated work is continuing behind the scenes regarding a funding mechanism to prioritize the project. Also, new sales tax revenues could be used for financing projects up front. All options will be considered and presented to the Board for their consideration and approval. If no changes are needed at this time, no approval is needed at this time and the funding option will be included in the budget packet presented for approval at the May 24<sup>th</sup> regular meeting.</p>	
<p><b>Review of FY18 Proposed Budget</b></p>	<p>Mr. Holmes reviewed the FY18 budget packet. He explained the budget currently does not include any estimate for merit increases as the City is completing a compensation study and therefore waiting on any proposed adjustments based on the results. An estimate of approximately \$115,000 was provided to the board. Ms. Davis asked if the amount represented a certain percentage. Mr. Snook explained the percentage is consistent with the city's estimate for the general fund and further explained the process when the study is completed. When complete, the consultant will provide a recommendation. Staff will perform the analysis and will bring their recommendation for implementation back to the Board. Ms. Davis requested confirmation that this would be an increase in expense with no offsetting increase in revenue which Mr. Snook confirmed. Mr. Holmes also stated the funding of health insurance and the LAGERS retirement fund reflect a sizeable increase in the budget. A revised Fund Balance Summary report was handed out noting the amount needed for each fund to comply with the 15% fund balance policy. Ms. Davis commented the total Expenditures are higher than the total Revenues. Ms. Culbertson explained it is due to the fund balance being used in both the Construction Fund and the Park COP Debt Fund. Mr. Holmes added that all of the operating funds are budgeted at a 100% cost recovery. There were some questions regarding the votes and weighting on the summary from the Staff and Board retreats. Mr. Snook further explained that if the one year goal had</p>	

a cost, it was included in the budget. Some of the goals were to conduct research on an issue which would be handled in-house. Ms. Davis stated the Board retreat was before the Staff retreat this year which did not allow the Board to see staff recommendations as in the past. She would like the staff retreat to be held before the Board retreat. Mr. Bivins requested a clearer interpretation of the goal be included in the summary document so it can be determined what it really means. Also, to revisit the goals on occasion during meetings. Mr. Snook added the long-term goals from the previous year will be brought back to the next retreat to assure the goals continue to be considered if viable. Mr. Holmes covered each operational fund noting any significant changes from the prior year including any expansion items. The Harris Park Fund, Fund 530, reflects a change in responsibility for the Arts Council which will now be managed by the City's Administration Department. Ms. Davis asked if staff would have any responsibility for the Arts Council. Mr. Snook stated effective 7/1; no LSPR salaries are allocated to the Arts Council. Mr. Edward with the City's Administration department will take an interim lead with plans to hire a staff person. In the Parks and Recreation Fund, the expansion list included a \$9,000 dump trailer. Ms. Belser asked for an explanation. Mr. Sanchez stated it is a pull behind dump trailer versus investing in another dump truck. The trailer is 25% to 30% of the cost of a dump truck. Discussion of the Aquatics Fund included the significant repairs being conducted at Summit Waves and the use of the settlement fund which was established for significant repairs. Ms. McMillen asked about the shade structures at Legacy Park included as expansion items in the Parks and Recreation Fund. Mr. Snook explained the initial shade structures were supplied by a local grocery store and business and that LSPR is replacing them on an as needed basis. Further, with the success of the sponsorship contractor, some of the banner revenue could be used towards the replacement of shade structures. Regarding the significant expenditure for asphalt, Mr. Morehead asked about the cost difference between using asphalt versus concrete. Mr. Casey stated the department has performed an analysis in the past with the concrete having a more significant upfront cost than asphalt. He added that asphalt maintenance is a challenge. If there is a heavy, compacted based, asphalt has a better life. Mr. Snook stated that staff will review the analysis again and if it has been more than five years, will update it. Regarding the organizational chart and full time pay plan included in the budget packet, Mr. Snook stated there could be changes to these documents after the compensation study is completed (more grade levels, changes in salary ranges, etc). The VERP, asphalt, playground,

	<p>drinking fountains and shelter replacement schedules were discussed with a request for a legend to be added to the schedules. Mr. Snook commented that creating the initial schedules were a significant amount of work but now they serve as a living document used for evaluation each year. A similar approach is used with fitness equipment at the facilities. The initial fifteen year work plan for projects to be funded by the renewed sales tax was discussed noting it is a living document with adjustments made as needed. Mr. Snook stated as a reminder that the construction of projects begins with meetings for community input and the hiring of consultants. Ms. Davis has if the Katy trail is included in the Greenway and Trail category on the plan which was confirmed. Mr. Casey stated there is activity at the county level and some internal city meetings in process. The document from the consultant should be final for the June meeting. Ms. Aulenbach complimented staff for their hard work on the budget. Mr. Snook shared with the board that the City Council Liaison to the Park Board, Councilmember Edson, had emailed stating that she had requested Mayor Pro Tem Binney to assign a different Councilmember to the Park Board as changes in her personal life are causing a conflict with the Board's meeting schedule. Ms. Kelley commented that the Volunteer Gala was great event again this year. Ms. Belser thanked the board for her award at the Gala for her years of service on the Park Board.</p>	
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#### MEETING ADJOURNMENT

Ms. Kelley moved the board into closed session pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions. Mr. Hardin seconded. Ms. Culbertson called the roll which was unanimous.