

# PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

## CITY OF LEE'S SUMMIT

<b>DATE:</b>	April 25, 2018	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
5:15 PM Tour of Lea McKeighan North Park prior to the Parks and Recreation Regular Board Meeting					
<b>Board Members Present:</b>	<b>Board Members Absent:</b>	<b>Staff Present:</b>		<b>Other Guests:</b>	
Mindy Aulenbach	Brian Hutchin	Joe Snook			
Lawrence Bivins		Carole Culbertson			
Hope Davis		David Dean			
Steve Hardin		Steve Casey			
Nancy Kelley		Michael Cox			
Marly McMillen Beelman					
Tyler Morehead					
Samantha Shepard					
Rob Binney, Council Liaison					
<b>SPECIAL GUESTS</b>					
<b>Employee of the Year 2017</b>	Mr. Snook presented the Employee of the Year Award to Michael Cox, Park Specialist				
<b>AGENDA TOPIC</b>	<b>DISCUSSION (Findings/Conclusions)</b>			<b>RECOMMENDATIONS/ ACTIONS</b>	
<b>Approval of Minutes for the March 28, 2018 meeting</b>	Supporting documentation (see pages 1-4). No questions or discussion.			Mr. Bivins moved to approve the March 28, 2018 meeting minutes, Mr. Hardin seconded. Minutes were approved unanimously.	
<b>TREASURER’S REPORT for March 2018</b>	Supporting documentation (see pages 5-13). Ms. Aulenbach read the Treasurer’s Report for the March 2018 financial statements. No questions or discussion.			There were no comments or discussion. Ms. Kelley moved to approve the March 2018 Financial Reports as read. Ms. Davis seconded. The Treasurer’s Report was approved unanimously.	
<b>Sales Tax Report for April 2018</b>	Supporting documentation (see page 14). Ms. Culbertson had no additional information to the report. No further questions or discussion.				
<b>BOARD APPROVAL ITEMS</b>					
<b>Fiscal Year 2019 Budget</b>	Supporting documentation (see Packet). Mr. Snook stated the proposed budget for Fiscal Year 2019 was presented to the Budget Committee on April 9, 2018. Mr. Snook and Ms. Culbertson provided a high level review of the budget highlighting significant changes. Ms. Culbertson covered assumptions used in the budget for personnel costs including a 2% merit increase, the increase in the blended rate for health and dental insurance and the percentage used for the funding of LAGERS retirement. The impact of the vacancy in the Assistant Administrator position across the recreation funds was noted. Also, a new position in the FY19 budget for a Superintendent of Legal Services and Human Resources was discussed. Mr. Snook stated he would like to request approval to fill the position in FY18 using vacancy savings from other open positions to provide the funding in the current year. Mr. Snook further discussed the responsibilities assigned to the new position. The hiring of new position during FY18 was approved by the Board. Other discussions during the review of the FY19 budget included the Morton building to be construction at Legacy Park for storage, the storage trailer to be used for special events, and the increase in water usage related to the Lea McKeighan North Park splashpad. Mr. Snook reminded the Board that staff had conducted an evaluation between a pass through system versus a recirculation system a couple of years ago when the splashpad was being considered at Miller J Fields Park. He stated the pass through is still considered a more cost effective and a safer option. Also, Mr. Binney asked if the Memorandum of Understanding (MOU) with Public Works included the gateway monument at Lakewood and if the roundabouts at 50 Highway and Blackwell were for one or all three roundabouts. Mr. Snook stated LSPR has no responsibilities for the gateway monument at Lakewood at this time. Regarding the roundabouts,			Ms. Davis moved to approve the hiring of the Superintendent of Legal Services and Human Resources to begin June 2018. Ms. Aulenbach seconded. The motion was approved unanimously.  Ms. Kelley moved to approve the Fiscal Year 2019 Budget as presented. Mr. Bivins seconded. The budget was approved unanimously.	

	he will confirm with staff whether the MOU includes one or three roundabouts. Ms. Aulenbach thanked staff for their work on the budget. Mr. Snook noted the budget process was truly a team effort and appreciated her comment.	
<b>Part-Time Pay Analysis-Park Operations</b>	Supporting documentation (see pages 15-16). Mr. Snook stated the department has seen increased competition in hiring both part-time and full-time staff with the improvement in the economy. He noted the new rates are included in the FY19 budget; however, Board approval would allow staff to hire at the new rates for the current year.	Ms. Aulenbach moved to approve the Part-Time Pay Schedule as presented. Mr. Bivins seconded. The motion was approved unanimously.
<b>KCPL Easement at Lea McKeighan North</b>	Supporting documentation (see pages 17-19). Mr. Casey stated to install the new service line for the ice rink and concession building at Lea McKeighan North, Kansas City Power and Light required approval of an easement. He further stated requiring an easement is typical when working with a utility company and an installation on public property. No questions or discussion.	Mr. Bivins moved to approve a KCPL easement through North Lea McKeighan Park as depicted in the survey documents. Ms. Kelley seconded. The motion was approved unanimously.
<b>Projects and Services Review</b>	Supporting documentation (see pages 20– 27). No questions or discussion.	
<b>Capital Projects Plan Through 2018</b>	Supporting documentation (see pages 28-33). Mr. Casey noted Lea McKeighan North (pages 30-33) is the only project currently in progress and wrapping up as part of the FY18 budget. With approval of funding tonight, staff will then focus on moving forward with new projects. Further, as mentioned in the memo, the contractor for the Lea McKeighan North project is beyond the April 9 <sup>th</sup> substantial completion date and therefore into liquidated damages (\$500/day) at this point which the contractor is disputing. Our goal is to wrap up the project and then work through the settlement which we are working with our consultant to rectify. Mr. Bivins asked if liquidated damages are addressed in the contract, why is there a dispute. Mr. Casey stated the contractor is disputing because of issues related to claims of weather days. The contractor is requesting weather days be added to the contract that were weekends and holidays. The contract is based on Corp of Engineers criteria and does not consider weekends and holidays as work days unless we are notified in writing that they are work days. Mr. Snook stated settlement for liquidated damages is common at the end of a large contract. The general contractor is working hard to complete the project.	
<b>Fundraising Update</b>	Supporting documentation (see pages 34-36). Mr. Dean stated the contractor has been focusing on sponsorships for the Legacy Park Amphitheater and has submitted the first agreement for review. He is also working on another three year sponsorship commitment for the department.	
<b>RevUP Update</b>	Supporting documentation (see pages 37 – 39). Mr. Dean noted the hiring of Dom Thomas, Recreation Supervisor, for the program. Dom has completed his HEED (Healthy Eating Every Day) certification and is being trained. Mr. Binney asked if City employees were participating in the program. Mr. Dean stated the city allows 20 participants per session and there are 16-17 enrolled per session.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 40-43). No questions or discussion.	
<b>Wi-Fi Proposal from Time Warner (Charter Communications) Update</b>	Supporting documentation (see 44-45). Mr. Snook stated LSPR is still working through the same issues noted at last month's meeting (receipt of high resolution logo for signage and one hour versus 30 minutes currently available). Staff has been in contact with Charter Communications to get the remaining issues resolved. The service will not be announced until both issues have been resolved.	
<b>NEW BUSINESS</b>		
<b>1<sup>st</sup> Quarter 2018 Security Report</b>	Supporting documentation (see pages 46 -48). Mr. Snook commented on the "kidnapping" included in the report. The incident was actually an older sibling trying to scar a younger sibling. Since the call was made as a kidnapping, it was reported as such. Further, "shots fired" at Lower Banner have been reported periodically. As in the past, when the police arrive, there is no one around. Mr. Snook further stated he is not aware of an ongoing issue at the park.	
<b>End of Activity Reports</b>	Supporting documentation (see pages 49-67). No questions. There was some discussion regarding the need for a mother/son event. Mr. Snook stated the department has tried a mother/son dance in the past which was not successful; he will direct staff to consider other options.	

<b>PATRON COMMENT REVIEW</b>
Supporting documentation (see pages 68-74). Mr. Snook noted his response to the comment referenced at the last meeting and that there has been no further communication. Ms. Kelley also mentioned the positive comment regarding a Harris Park Community Center staff member fixing the tire for a patron in the parking lot. Mr. Snook agreed that he is glad staff took the time to assist the patron. The benefit to the department for such actions far exceeds the amount of staff time.
<b>MONTHLY CALENDARS</b>
Supporting documentation (see pages 75-76) No questions or discussion.
<b>ROUNDTABLE</b>
Mr. Binney asked for an update on the Hartman Park trailhead CIP project. Mr. Snook stated it is in the early planning stage and anticipates an internal connection where people have access. The project will be assigned a project number, LSPR will oversee the project and charge costs to the project number. The project is prioritized in the FY19 budget year and will include a connection to the trail, a kiosk and restroom renovations. Mr. Binney stated he is working with county legislators to provide assistance towards the project. Mr. Snook stated the planning process will include consultants and citizen groups.
<b>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</b>
Mr. Snook reminded the Board he is out of the office on Friday, 4/27 and Monday, 4/30 to visit his son in Colorado. While in Colorado, he will be visiting Windsor, Colorado (a Gold Medal finalist) where the former director of Grandview, Missouri is now working. Also, the Volunteer Gala is Thursday night. A Park Board member generally conducts the introductions; Ms. Aulenbach offered to serve the roll. Mr. Snook stated the event will recognize Gene Gamber and several family members will be in attendance. The key note speaker is Mr. Bill Severns, a motivational speaker who played baseball for the Milwaukee Brewers and has written a couple of books regarding "Keepers of the Sandlot." His message is that all of us are keepers of the sandlot and Gene Gamber was the keeper of the senior center. The name of Lea McKeighan North's ice rink was also discussed. Mr. Snook requested the Board to submit suggestions to his attention.
<b>MEETING ADJOURNMENT</b>
Ms. Aulenbach moved to go 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. Ms. Kelley seconded. Ms. Culbertson conducted roll call.