





# LEE'S SUMMIT PARKS AND RECREATION BOARD

## MEETING MINUTES

### CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	October 24, 2018	<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>	
Tyler Morehead, President		Nancy Kelley		Joe Snook	
Mindy Aulenbach, Vice President		Casey Crawford		Carole Culbertson	
Lawrence Bivins, Treasurer				David Dean	
Marly McMillen				Steve Casey	
Jim Huser				Tede Price	
Nick Walker				Jackie McCormick Heanue	
Samantha Shepard (6:31pm)				Ryan Gibson	
<b>AGENDA TOPIC</b>		<b>DISCUSSION (Findings/Conclusions)</b>			<b>RECOMMENDATIONS/ ACTIONS</b>
		<p>Mr. Ryan Gibson gave a presentation summarizing Camp Summit 2018. The theme of camp for 2018 was “Go for the Gold” to tie in to both the 50<sup>th</sup> Anniversary of LSPR, the Winter Olympics and the LSPR Gold Medal. Enrollment for 2018 was a record high of 756, with a second highest average weekly attendance of 441. Net revenues for 2018 were \$278,515.44.</p> <p>Mr. Johnson asked whether Ryan had heard of Moon Marble. Ryan indicated it is on the master list of field trips and is common for school break camps as they accommodate smaller groups.</p> <p>Mr. Snook asked about the campers favorite activities, and Ryan explained Cat and Mouse game and indicated it was the camper’s favorite game this year. No further questions or discussion.</p>			
<b>Approval of Minutes for the September 19, 2018 Meeting</b>		Supporting documentation (see pages 1-5.) No questions or discussion.			Mr. Bivins moved to approve the September 19, 2018 meeting minutes, Ms. Aulenbach seconded. Minutes were approved unanimously.
<b>Treasurer’s Report for September 2018</b>		<p>Supporting documentation (see pages 6-15). Mr. Bivins read the Treasurer’s Report for the September 2018 financial statements.</p> <p>Mr. Huser asked about the expenditures in Fund 410, because the COP Financial Report is not the same. Mr. Snook explained that the Treasurer’s Report is a summary of the expenditures of each fund. No further questions or discussion.</p>			Ms. Aulenbach moved to approve the September 2018 Treasurer’s Report as read, Ms. McMillen seconded. Treasurer’s Report was approved unanimously.
<b>Sales Tax Report for October 2018</b>		<p>Supporting documentation (see pages 16-17.)</p> <p>Mr. Huser asked if we were ahead \$484,000.00, being two months in arrears? Carole indicated that updated information would be provided by Finance once the audit is complete. Mr. Huser asked for clarification on the footnote which indicates that we are two months behind. Ms. Culbertson indicated the report is information received from the Finance Department and she would follow up to get additional information if possible. Mr. Huser stated it appeared we collected a significant amount more than we budgeted. Mr. Snook asked whether EATs was included, and Ms. Culbertson reported EATs is usually behind. Mr. Snook reported we project approximately \$3.5 million annually, so the number is probably fairly accurate as a year to date based on inception of the tax (April).</p> <p>Mr. Johnson indicated sometimes it depends on whether a vendor is a monthly or quarterly filer. It may take additional time for sales tax to book based on the report from the Department of Revenue. No further questions or discussion.</p>			
<b>BOARD APPROVAL ITEMS</b>					
<b>Memorandum of Understanding with Inspired Homes – Arborwalk Park</b>		Supporting documentation (see pages 18-22). Mr. Casey explained the developer of Arborwalk approached LSPR about accepting a tract of land as part of the redevelopment process. From a strategic standpoint, the parcel serves value to LSPR because it will allow the closure of a dead end loop at the current park.			Ms. McMillen moved ; Ms. Aulenbach seconded. Motion was approved unanimously.

	<p>LSPR and the developer have agreed to share in the cost of installing the trail on a portion of the property which will constitute the sidewalk required to be installed by Inspired Homes as part of the development.</p> <p>No questions or discussion.</p>	
<b>Summit Waves Design Contract – Kimley Horn</b>	<p>Supporting documentation (see pages 23-40.) Mr. Casey advised the Board staff finalized the negotiation of services for the Summit Waves Wave Pool project. The scope, containing tasks and progress phases of the design of the facility is incorporated in the Agreement.</p> <p>Mr. Morehead asked whether a new proposal would be presented to the Board for each task. Mr. Casey reported the Agreement was comprehensive for all tasks related to the design of the project. No further questions or discussion.</p>	<p>Ms. McMillen moved; Ms. Aulenbach seconded. Approved unanimously.</p>
<b>Budget Amendment – Fiscal Year 2018</b>	<p>Supporting documentation (see pages 41.) Ms. Culbertson reported on the City's annual closeout process and explained that the amendment is to account for expenditures over the budgeted funds for Fund 202 for Fiscal Year 2018. No further questions or discussion.</p>	<p>Mr. Bivins moved to approve additional expenditures; seconded by Ms. McMillen. Approved unanimously.</p> <p>Mr. Bivins moved to authorize the amendment of FY2018 budget by increasing expenditures of Fund 202 in the amount of \$ 16,895.00; seconded by Ms. Aulenbach. Approved unanimously.</p>
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 42-49). No questions or discussion.	
<b>Capital Projects Plan Through 2019</b>	<p>Supporting documentation (see pages 50-66.)</p> <p>Mr. Casey highlighted the Hartman Park Trailhead project and indicated design documents are in the final phase, with anticipated construction in November, which will track with the County's progress on the project. He reminded the Board of LSPR's service as the General Contractor on the project. Mr. Snook indicated he had been in communication with the three Rotary Clubs in Lee's Summit regarding the groups taking on the expenses for the trailhead shelter at an approximate total investment of \$30,000.00. The clubs are in the process of confirming that their grant process will accommodate the project. Mr. Morehead inquired whether the investment would be \$30,000.00 per club or total, and Mr. Snook indicated it would be a total amount.</p> <p>Mr. Casey briefly updated the Board on the Summit Park and Howard Park improvements, indicating LSPR is currently involved in the development process with the City, and final construction documents will be completed after that time. He indicated staff is still in the process of identifying what work would be done in house and what would be contracted. Anticipated completion date of Summer 2019.</p> <p>Mr. Casey stated the Legacy Wayfinding project is being brought forward for consideration on moving forward on this project in general. The costs provided for doing everything on the plan was higher than staff anticipated. The planning part of the project is complete at this time, and there is no request for funding at this time. Mr. Snook reported this would likely come forward as part of the budget planning process for the next fiscal year. Mr. Morehead stated there is definitely a need for additional signage, and asked whether there have been requests for elevated signage for the fields. Mr. Casey reported there was not much investigation into the venues themselves; the focus was on Blackwell Parkway and the entry ways into the parks. Secondary was working with associations to address field signage once inside the venues. Mr. Bivins asked where Confluence was out of, and Mr. Casey reported they office out of the Kansas City Riverfront area.</p> <p>Mr. Snook offered to meet Park Board members at the Longview Community Center for a tour, reminding the Board there is a lot of work going on and a lot of progress being made. Ms. Aulenbach asked what the appropriate response is to inquiries regarding timeline. Mr. Snook indicated it was likely going to be early December before the facility is ready to open, stating staff is awaiting some timelines for the installation of materials and products from vendors, and the</p>	



	phasing of projects has to be carefully timed. Ms. McMillen asked whether any thought had been given to a soft opening in December with a more formal opening later, because December isn't high volume for fitness facilities. Mr. Snook reported staff would like to get to the point of having a firm date before making a statement about opening. He further stated sales would be good during the holidays for gifts, and there have been numerous inquiries about memberships and the opening date. Ms. Shepard asked whether sales of memberships could be done now. Mr. Snook reported it was possible, but they would not be active until the facility is open, and further stated he was reluctant to sell memberships when there is no firm opening date, and would rather sell a membership when it is known that the service will be available. Finally, he indicated memberships are technically for sale now, and memberships are available for any LSPR facility until the Longview Community Center opens. Rubber flooring will be installed next week, followed by fitness equipment. The lobby will be the largest outstanding item. No further discussion or questions.	
<b>Fundraising Update</b>	Supporting documentation (see pages 67-69.) Mr. Dean reported another business, Integrity Roofing, has signed an Agreement as a sponsor. The sponsorship coordinator is still pursuing other opportunities. No discussion or questions.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 70-73.) No discussion or questions.	
<b>Wi-Fi in Parks Installation Update</b>	Supporting documentation (see pages 74-75.) Mr. Morehead noted he had received a comment from a patron thanking LSPR for providing this amenity. Ms. Culbertson reported she has requested an addendum from Charter to include the Longview Community Center, and further reported the Legacy Park and Amphitheater improvements are almost complete. Mr. Snook also reported until Charter has the opportunity to incorporate the service, staff has budgeted funds to provide free WiFi to patrons at Longview Community Center.	
<b>NEW BUSINESS</b>		
<b>End of Activity Reports</b>	Supporting documentation (see pages 76-124). No discussion or questions.	
<b>2018 NRPA Annual Conference Reports</b>	Supporting documentation (see pages 125-135). Mr. Snook told new Board members that any time a staff member attends a conference or training, he or she is asked to provide a summary report of the activities they participate in to give the Board an idea of the activity. No discussion or questions.	
<b>2018 Leadership Development Institute Reports</b>	Supporting documentation (see pages 136-146). Mr. Snook stated this is a program through the State professional organization, which new staff members are typically sent to attend. No discussion or questions.	
<b>2018 3<sup>rd</sup> Quarter Security Report</b>	Supporting documentation (see pages 147-149). Mr. Snook mentioned the incident reported involving rape. In this instance, a young lady met an ex-boyfriend at the park, and contacted police, with the resulting incident being reported as a rape incident. Mr. Huser asked whether each time a police officer drives through a park it constitutes an incident. Mr. Snook stated the total number is a summary of all contacts, including routine park checks. Mr. Huser suggested the use of the word "incident" has a negative connotation and is concerning. Mr. Snook stated staff would work to find a better word to use for future reports. Ms. McMillen asked whether additional lines could be included in the report to make it easier to read the report.	
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 150-155). Mr. Huser asked what happened with the incident involving Kelsey Black at Legacy Park. Mr. Hedrick contacted the patron and apologized and indicated he was going to be following up with staff and encouraged Ms. Black to give the childcare another try.		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 156-165.) The monthly calendars were reviewed. Mr. Morehead reminded the Board of the combined November/December Board meeting.		
<b>STAFF ROUNDTABLE</b>		
Mr. Snook reminded the Board of the Summit Ice ribbon cutting on Friday at 5:30pm, and requested anyone who is able to please attend. He also invited the Board to the facility at 8pm on Thursday to pre-skate on the ice to rough the ice so that it could be polished for the event.		
<b>BOARD ROUNDTABLE</b>		
Ms. McMillen asked whether there is still a monthly membership plan. Mr. Snook indicated there is a Flex Plan, which is paid monthly. Ms. McMillen stated a patron advised her she went to try to sign up for a month to month plan and was told she could not. Mr. Snook explained effectively the Flex Plan is month to month but does include a one time setup payment.		
Mr. Huser indicated his wife was happy to receive a call from LSPR staff to remind them their memberships were coming due.		



Mr. Bivins expressed his thanks for allowing him to participate in the conference this year. He reported the presentation on opening a new facility was very beneficial and the speed sessions were very good.

Ms. Aulenbach complimented the amount of work that gets done by LSPR staff and stated she is constantly impressed with everything that gets done.

Ms. Shepard stated she has received a significant number of inquiries about the Trailhead, and realizes there is a lot of excitement about the project right now and suggested that LSPR should be over communicative about where you can go and how far you can go once you get on or off the trailhead. Mr. Snook stated there is a link to the Rock Island Railroad Authority that inquiries should be forwarded to for additional information regarding the trail itself, and questions regarding Hartman and the trailhead can be provided by LSPR. Mr. Morehead asked whether there would be a kiosk with information about the trail, and staff indicated there would be.

Mr. Walker stated he was happy to be on the Board and looks forward to participating on the Board.

Mr. Johnson asked how many splash pads were planned in the 15 year plan. Mr. Snook reported there would be a total of 4, with the two in existence, one planned for Howard Park and one which was originally planned for Hartman but which will be reassigned in light of the Trailhead. Mr. Johnson also noted there is a tenth field at the Softball complex.

Mr. Morehead thanked staff for preparing the Board Retreat, and thanked the Board for coming to meetings prepared to ask the right questions after doing homework.

#### **OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD**

Mr. Snook reminded the Board about the work being done on the new logo. He shared all of the Parks Department logos since 1968 and stated the back cover of the next Illustrated would include the new logo and the history of LSPR's logos. He reported he was presenting the two logos that staff had narrowed down. He requested feedback on the two options presented and stated he was hopeful to get resolution on the logo for inclusion in the next Illustrated. The Board expressed its opinion regarding the logo.

#### **MEETING ADJOURNMENT**

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. McMillen seconded. Ms. McCormick Heanue conducted roll call and the Regular Meeting of the Park Board was adjourned.



# LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES – SPECIAL SESSION

## CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	November 13, 2018	<b>TIME:</b>	5:30 P.M.	<b>PLACE:</b>	Strother Conference Room
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<b>Board Members Present:</b>	<b>Board Members Absent:</b>	<b>Staff Present:</b>	<b>Other Guests:</b>
Tyler Morehead, President	Casey Crawford	Joe Snook	
Mindy Aulenbach, Vice President		Jackie McCormick Heanue	
Lawrence Bivins, Treasurer			
Nancy Kelley			
Nick Walker			
Jim Huser			
Samantha Shepard			
Marly McMillen-Beelman (arrived at 5:46 p.m.)			

<b>AGENDA TOPIC</b>	<b>DISCUSSION (Findings/Conclusions)</b>	<b>RECOMMENDATIONS/ ACTIONS</b>
<b>Presentation: Proposed Compensation Plan for Lee's Summit Parks and Recreation</b>	<p>Mr. Snook presented LSPR's proposed Compensation and Classification Plan for all full time LSPR staff, which was prepared based upon an analysis of current job descriptions, comparator market data, and prior compensation study data. Mr. Snook also presented an implementation scenario, including costs, based upon the City of Lee's Summit's three-step implementation scenario for pay adjustments. Mr. Snook advised there are sufficient funds budgeted for the remainder of FY2019 from a combination of already allocated wage adjustments and savings from anticipated but unrealized medical insurance premium increases. He also advised LSPR staff is working on preparing recommendations for funding moving into future fiscal years.</p> <p>Mr. Snook also presented general information regarding the State of Missouri minimum wage increase which is set to go into effect on January 1, 2018 and some tentative impacts which will affect LSPR's part time staff moving forward.</p> <p>The Board generally discussed the proposed full time compensation plan and made inquiries regarding the comparators used, the placement of positions within ranges, specific position placement, and options for funding the increases in future years.</p> <p>The Board expressed general support for the plan and supported moving forward with discussing the proposed compensation and implementation plans with employees beginning on Wednesday November 14, 2018 as well as bringing the proposal forward for the adoption at the December 5, 2018 Park Board Meeting.</p>	No formal action taken.

<b>MEETING ADJOURNMENT</b>
There being no other business for the Board to consider or discuss, the meeting was adjourned.