



## LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	December 5, 2018	TIME:	6:00 PM	PLACE:	Strother Conference Room	
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:
Tyler Morehead, President				Joe Snook		
Mindy Aulenbach, Vice President				Carole Culbertson		
Lawrence Bivins, Treasurer				David Dean		
Marly McMillen				Steve Casey		
Jim Huser				Tede Price		
Nick Walker				Jackie McCormick Heanue		
Samantha Shepard				Ryan Gibson		
Nancy Kelley				Pat Shepard		
Casey Crawford						
AGENDA TOPIC		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Gamber Community Center End of Activity Report Presentation		<p>Pat Shepard, Gamber Community Center Manager, provided an End of Activity Report presentation for the facility’s activity over FY 2018.</p> <p>Mr. Bivins asked what happens to equipment once it is no longer used by LSPR. It was explained once equipment is no longer used, it is placed on GovDeals, a website to dispose of surplus government owned equipment. All assets from Gamber have been sold on GovDeals.</p> <p>Mr. Bivins asked about the negative comments regarding staff. Ms. Shepard reported they are usually about her, and are often about the bingo program. Ms. Shepard did address the specific staff related issues identified in the surveys.</p> <p>Mr. Crawford asked what the attrition rate is for memberships at the facility. Ms. Shepard reported the memberships remain fairly steady, with perhaps a slight increase each year. Silver Sneaker memberships seem to increase slightly each year when the new insurance programs come online. Mr. Snook also reported the senior patrons are the most consistent across the facilities and across fitness.</p> <p>Ms. Kelley asked whether there is a photo of Mr. Gamber at the facility. Mr. Snook and Ms. Shepard reported there is a plaque and photograph identifying who Mr. Gamber is.</p> <p>Mr. Huser noted that his daughter’s wedding reception was held at Gamber Community Center, and the process as a consumer was fantastic and very smooth.</p>				
Approval of Minutes for the October 19, 2018 Special Board Meeting		Supporting documentation (see page 1). No questions or discussion.				Ms. Kelley moved to approve the October 19, 2018 meeting minutes, Ms. Aulenbach seconded. Minutes of the October 19, 2018 Special Board Meeting were approved unanimously.
Approval of Minutes for the October 24, 2018 Board Meeting		Supporting documentation (see pages 2-5.) No questions or discussion.				Mr. Huser moved to approve the October 24, 2018 meeting minutes, Ms. Aulenbach seconded. Minutes of the October 24, 2018 Board Meeting were approved unanimously.
Approval of Minutes for the November 13, 2018 Special Board Meeting		Supporting documentation (see page 6.) No questions or discussion.				Ms. Aulenbach moved to approve the November 13, 2018 meeting minutes, Ms. Kelley seconded. Minutes of the November 13, 2018 Special Meeting were



		approved unanimously.
<b>Treasurer's Report for October 2018</b>	Supporting documentation (see pages 7-15.) Mr. Bivins read the Treasurer's Report for the October 2018 financial statements.	Mr. Crawford moved to approve the October 2018 Treasurer's Report as read, Ms. Aulenbach seconded. Treasurer's Report was approved unanimously.
<b>Sales Tax Report for November 2018</b>	Supporting documentation (see pages 16-17.) Ms. Culbertson noted the discussion at the last regular Park Board meeting regarding the variance between historical and actual. The Budget was pulled every year back to 1998 to calculate and confirm the historical numbers. No questions or discussion.	No Board action.
<b>BOARD APPROVAL ITEMS</b>		
<b>LSPR Full Time Compensation and Classification Plan</b>	<p>Supporting documentation (see pages 18-21.) Mr. Snook advised the Park Board the City Council gave preliminary approval for the City's compensation and classification plan at their meeting last night, December 4, 2018. The final approval will be December 18, 2018 and, if the Park Board approves this plan, implementation will track with the City to have an effective date of January 26, 2018.</p> <p>One small change was made as a result of the re-review. No other changes were incorporated from the plan presented at the Special Meeting in November.</p> <p>Mr. Morehead asked to confirm that LSPR will be on track for a January 26, 2019 implementation? Mr. Snook reported LSPR will be ready to implement as long as the Park Board gives its' approval of the Pay Plan.</p> <p>Mr. Crawford noted the legislation that recently passed that requires increases in minimum wage over the next five years, and asked how Parks plans to combat those increases. Mr. Snook reported the next packet item addresses this topic. Staff has been in the process of undertaking an analysis of minimum wage increases as required by the ballot initiative. Once all of the analyses are complete, Ms. Culbertson will be preparing a financial impact so that Staff can create proposals for addressing the increases moving forward. It is anticipated the plan will be brought forward for consideration by the Board in Spring 2019. The plan will likely include elements such as increased fees, reduced staffing hours, reduced operational hours, with impacting services to be lower priorities. Mr. Crawford asked whether there is a plan for addressing with the community why increases in fees will take place or whether they will be increased without giving reason. Mr. Snook indicated if the increases are incremental, it is not likely that a reason will be given. If there is a substantial increase, there may be a reason communicated. Mr. Snook cited camp fees as an example of something that may incrementally increase, with the current fees of \$120 having not increased in several years.</p> <p>Ms. McMillen noted that on the flipside hiring at minimum wage as it goes up will help us attract and retain employees. Mr. Snook stated he expects us to be able to be as competitive as it is now. Mr. Snook reiterated that the legislation does not require public employers like LSPR to adhere to the minimum wage, however not paying minimum wage would make competing very difficult.</p> <p>Mr. Crawford asked whether we have a problem competing for employees. Mr. Snook indicated that facility supervisors opening and closing the facilities, custodians, and childcare positions are difficult to hire.</p> <p>Mr. Crawford asked whether we are voting for increases over the minimum wage increases currently. Mr. Snook reported the current agenda item is for full time staff only.</p> <p>Ms. Kelley asked whether the \$100 per year was acceptable and whether the City was still at \$96. Mr. Snook reported it was acceptable and the City was still planning to use the \$96 rate based on what was budgeted for pay increases.</p>	Mr. Bivins moved to adopt the LSPR Compensation and Classification Plan as presented and to further direct the Administrator of Parks and Recreation to implement the plan by incorporating the steps as outlined in the Memorandum dated November 28, 2018 regarding the same; Ms. Kelley seconded. Motion was approved unanimously.



<p><b>LSPR Part Time Compensation and Classification Plan Adjustment re: Minimum Wage</b></p>	<p>Supporting documentation (see pages 22-25.) Mr. Snook reported that the impact of raising positions to the new \$8.60 minimum wage for the remainder of FY2019 was approximately \$48,231.00. There were some compression issues with the proposed plan which were also addressed, for example, the Facility Supervisor at Gamber Community Center is increasing past minimum wage because the previous rate was so close to the new minimum wage and that position makes more than others in the pay structure due to the responsibilities and expectations of the position. As Staff continues to work through the plan, the compression issues throughout the part time structure will continue to exist and be addressed.</p> <p>Mr. Crawford asked whether the City is acting appropriately with regard to increases to minimum wage. Ms. McCormick Heanue noted that based on her experience with the City, there were few, if any, positions which pay minimum wage or close to minimum wage for positions currently in the pay plan, outside of Parks and Recreation. Mr. Crawford indicated he wanted to be consistent with what the City is doing, and would like to know whether the Mayor and City Council intend to move the minimum wage. Mr. Snook responded even if the Council did not recommend moving it, Mr. Snook would not recommend following suit because of the competition challenges we have to hire positions as it stands currently. LSPR already struggles significantly with some minimum wage positions and not adjusting to compete with the market accordingly for part time positions would be detrimental to the organization.</p> <p>Ms. McMillen suggested that it may actually be beneficial for LSPR to do something slightly different from the City from a business perspective.</p> <p>Mr. Crawford stated his concern is the risk of going in the red as a result of the increases. Mr. Snook stated he is not concerned about FY2019 or FY2020, but there is a potential concern about the outer years, as the rate continues to increase. This is the purpose for undertaking the five (5) year review. Mr. Crawford stated he would rather have the discussion now than be in the position of having feet to the fire from a financial risk standpoint. Mr. Snook stated our history has been to be as fiscally responsible as possible, and that is the purpose of the thorough review and analysis and proposed options for addressing revenues and expenses in the future. A good example of a program that may be marginal and may not be viable for the future is Bailey Farm Park in its' current format, which loses money every year. Another example Mr. Snook brought to the Board's attention is the outdoor swim team, which is not breaking even and participation continues to drop. Programs and activities are evaluated on a regular basis for exactly this purpose.</p> <p>Mr. Crawford suggested tabling the discussion until it is determined what the City is going to do with minimum wage. Mr. Crawford asked whether tabling it would negatively impact any part time staff. Mr. Snook reported the next meeting of the Park Board would not be until after January 1, 2019, meaning the impact would prevent implementation of the minimum wage increase to part time staff until at least the next Park Board meeting.</p> <p>Mr. Bivins stated being fiscally responsible isn't always about saving money on the bottom end, and staff has done a thorough job of researching to determine that this can be sustained for a limited period of time. He stated sometimes it is necessary to take incremental steps, and based on what has been discussed, he does not feel we are getting too far out there. Mr. Bivins believes there is a sense of urgency to attract the talent needed, and that long term is anyone's guess, but this can be covered currently. Additionally, he noted the City does not have a substantial number of minimum wage workers that will be impacted; however LSPR does have a substantial employee base that are impacted.</p> <p>Mr. Walker noted these raises are not insignificant, and if everyone else in town is raising the minimum wage, our employees who are not yet brought up to the minimum will immediately look for other jobs. It will also bring questions as to why the increase was made after the fact; the timeline is way too short to lose critical people and try to get them back.</p> <p>Mr. Huser stated he was not sure the proposed increases were actually enough for some of the front line staff, and there are positions which may need higher</p>	<p>Ms. McMillen moved to adopt the LSPR Part Time Pay Plan as presented and further direct the Administrator of Parks and Recreation to implement the plan by adjusting the rate of pay for employees whose salaries fall below the new pay rates to be effective the pay period that includes January 1, 2019; Ms. Shepard seconded. Motion was approved unanimously.</p>
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	<p>increases in order to attract people of the quality we need to provide our programs at the level of service we expect. He noted a google search of custodial services pay rates shows the top three pay rates are a minimum of \$10 per hour.</p> <p>Mr. Crawford asked whether the part time pay plan would be reviewed again in December 2019. Mr. Snook stated the intent is for the Fiscal Year 2020 budget, to be presented in March 2019, to include the new proposed rates to be effective January 1, 2020. Proposals for future years will be before the Board as a part of the budget process which occurs in March and April, and will continue along that path. LSPR will not pay the new minimum wage until it goes into effect, meaning it will impact half of each fiscal year. This will be highlighted in budget presentations. Mr. Crawford asked whether Mr. Snook was confident that the increases would not get close to putting us in the red. Mr. Snook reported he believed we would be in good shape for the remainder of the FY 2019 fiscal year at a minimum.</p>	
<b>Lee's Summit Girls Softball Association Youth Sports Agreement</b>	<p>Supporting documentation (see pages 26-38.) Ms. Chestnut reported she met with the President of the Lee's Summit Girls Softball Association. There are no changes to the Agreement from the previous year, with the exception of the name of the President of the Board and the dates. Mr. Snook noted that Mr. Johnson, who is also the President of the LSGSA, apologized for not being present tonight, he had to have oral surgery today.</p> <p>Mr. Snook also noted the intent was to bring the baseball agreement today as well, but it was not yet complete and will be presented for consideration at the January meeting.</p> <p>Ms. Shepard asked whether LSPR was responsible for setting wages for youth sports associations. Mr. Snook reported the associations are responsible for their own rates, but because they are not a governmental entity, they are required to move to minimum wage. Ms. Shepard suggested that fees may be increasing as a result.</p>	<p>Ms. Aulenbach moved to approve the Lee's Summit Girls Softball Association Youth Sports Agreement; Mr. Bivins seconded. Motion approved unanimously.</p>
<b>Streets of West Pryor Development Agreement</b>	<p>Supporting documentation (see pages 39-51.) Mr. Snook noted that Matt Pennington, developer for the proposed Streets of West Pryor project, will be presenting his financing and development request at the December 18, 2018 City Council meeting. This Agreement is representative of everything that has been discussed between LSPR and the developer. The Agreement will</p> <p>Mr. Crawford asked about the goose mitigation item listed in the Agreement.</p>	<p>Ms. Aulenbach moved to approve the Memorandum of Understanding with Streets of West Pryor, LLC and authorize the Administrator of Parks and Recreation to execute the same; Ms. Kelley seconded. Motion approved unanimously.</p>
<b>Urban Trail Co. Memorandum of Understanding for Legacy Park Single Track</b>	<p>Supporting documentation (see pages 52-62.) Mr. Snook noted the 2016 Strategic Plan Update included dirt track trails in the park system. Urban Trail Co. currently provides single track trail services for all Jackson County, Missouri and Kansas City, Missouri facilities. Mr. Snook indicated the discussions have involved the creation of a beginner trail at Legacy Park in order to accommodate activities for a wide variety of patrons. The group is excited about developing a beginner single track in Lee's Summit, and there is an expectation that runners will use the trail as much as mountain bicyclists.</p> <p>Mr. Crawford asked about any costs associated with the Agreement. Mr. Snook reported the only costs would be related to signage, and would likely be less than \$1,000.00.</p>	<p>Ms. McMillen moved to approve the Memorandum of Understanding with Urban Trail Co.; Mr. Bivins seconded. Motion approved unanimously.</p>
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 63-70.) No questions or discussion.	
<b>Capital Projects Plan Through 2019</b>	<p>Supporting documentation (see pages 71-83.) Mr. Casey indicated there was no significant progress on many of the projects due to weather and the Longview project. It is anticipated that the Hartman Trailhead project will break ground in the next few weeks. Final Development Plans with the City are in process for Howard and Summit Park, and it is anticipated these projects will begin after the first of the year.</p> <p>Mr. Thomas reported on the status of Longview, indicating the tile is being installed in the lobby and restrooms, and carpet was completed today. Work in the gymnasium is almost complete, with tile and baseboard scheduled for next week. The fitness area flooring and walls are complete and light fixtures are being</p>	



	<p>installed; with fitness equipment having already been delivered. The natatorium is cleaned and the pool is almost ready to begin filling. Cabinetry in the reception area has been installed and is tying together with the design nicely.</p> <p>Ms. Shepard asked how the hot tub was looking. Mr. Snook reported it is in rough shape currently but will be ready to go next week.</p> <p>Mr. Snook advised the Board the ribbon cutting for the facility will be Saturday, January 5, 2019 at 10:00am. Staff is confident the facility will be open and operational well before that date, however because of the holidays and the schedule for completion, it was difficult to schedule a ribbon cutting before that date. At this time, it is tentatively projected that the facility will be open somewhere close to December 15, 2018, though the date will not yet be formally released. Additionally, marketing materials are going out to announce presales for the facility which will allow patrons to visit the facility and see the progress. Mr. Snook advised the Board a second water main break occurred last week, and there is some concern there will be an infrastructure issue moving forward, meaning future investment in the water line is likely. There is a new PVC main installed to the northeast of the facility, however the remainder of the infrastructure is old ductile iron, approximately 80% of the pipe.</p> <p>Mr. Crawford asked whether it has been considered to TV the line to see what the condition of the line is. Mr. Snook reported the incident only occurred last week and the concern was to repair it, but the suggestion was a good one to consider moving forward. Mr. Snook also noted the good thing is the system is redundant so the likelihood of not having water service to the facility is low even if there are future breaks.</p>	
<b>Fundraising Update</b>	Supporting documentation (see pages 84-86.) Mr. Dean noted the sponsorship coordinator was able to secure Camp Bow Wow as a sponsor for Happy Tails Dog Park for the next year at a rate of \$5,500.00 per year. No further questions or discussion.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 87-91.) No questions or discussion.	
<b>Wi-Fi in Parks Installation Update</b>	Supporting documentation (see pages 92-93.) Ms. Culbertson reported the activation is still pending for Legacy, with an anticipated date of mid-December. No questions or discussion.	
<b>NEW BUSINESS</b>		
<b>Summary of Retreat – FY2020 Goals</b>	Supporting documentation (see pages 94-98.) Mr. Snook directed the Board's attention to the one-year goals, with no overlap between Board and Staff goals. He noted some of the capital items identified may not be able to be accommodated given the expense increases from the pay and classification adjustments. Mr. Snook advised the Board the items on pg. 96-97 were all the suggestions that came out of the retreat. No questions or discussion.	
<b>Summit Waves Wave Pool Project Update</b>	Supporting documentation (see pages 99-102.) Mr. Dean reported Staff toured several facilities in the Dallas and Houston area to get ideas for the future and in advance of planning the LSPR wave pool facility, noting it was a very worthwhile trip, and included field houses, community centers, and other parks. The next step in the process is an all-day workshop next Monday to begin the design process with the consultants, followed by a pre-application meeting with the City on Tuesday. No questions or discussion.	
<b>Report re: Trail Lighting Research</b>	<p>Supporting documentation (see pages 103-105.) Ms. Chestnut reported she reached out to metro parks departments to determine whether any other municipalities light their trails, and the only one was Kansas City, which is supplemented financially by an outside source.</p> <p>Mr. Snook reiterated lighting trails is a very costly endeavor, but noted Lee's Summit is fortunate in that it has a Greenway Master Plan, which incorporates a number of multi use paths that are lit and accessible for healthy activities in the evening or early morning hours. The Greenway is a joint initiative between LSPR and Public Works. Mr. Snook stated the recommendation of Staff is to stay the course currently, and perhaps consider the opportunity to select a pilot project for the future.</p> <p>Ms. McMillen suggested the possibility of a grant to explore using solar lights in the future. Mr. Snook noted while this has been reviewed in the past, it is good to</p>	





	<p>periodically update research to determine whether new technologies or opportunities exist for consideration.</p> <p>Mr. Crawford asked whether any patrons had reached out to LSPR regarding trail lighting. Mr. Snook reported, to his knowledge, it has not been brought up by patrons.</p> <p>Ms. Shepard stated the ability to give someone a long, good, safe run early in the morning is not available in Lee's Summit, and other areas are better set up for those runs than Lee's Summit, however she will continue to push to find that community a better solution to prevent those individuals from leaving Lee's Summit. Mr. Snook stated the Rock Island Trail may be a solution to this. The example of the Indian Creek Trail, which is significant in distance, traverses three different municipalities. No further questions or discussion.</p>	
<b>Report re: Natural vs. Synthetic Turf Research</b>	<p>Supporting documentation (see pages 106-111.) Mr. Huser stated he had general questions, as soccer complexes are being built all over the area, and noted Olathe has put together a plan to move new facilities to astro-turf. He noted natural grass fields can't be used when wet, can't be used when tall, can't be practiced on, etc., and was curious whether it has ever been explored to turn a portion of the space to artificial turf for more accessible use. Mr. Snook reported LSPR always touches base with the associations, and will inquire about artificial turf again the next time the agreement is reviewed.</p> <p>Mr. Morehead stated if inquiries start to arise again regarding artificial turf, it will be investigated further.</p> <p>Mr. Huser noted there are private investors and public-private partnerships that are spending millions of dollars to build facilities with artificial turf in the metro area, although the market may be saturated at this point.</p> <p>Mr. Snook stated he was not sure there was much opportunity for national tournaments at LSPR, as the tournaments now actually solicit bids and get paid by communities to get tournaments to come to the area. The purpose of the facilities in the LSPR system have historically been to support the recreational needs of the community, and while hosting the tournaments is a nice by-product, it was not the intent. No further questions or discussion.</p>	
<b>End of Activity Reports</b>	Supporting documentation (see pages 112-133.) No questions or discussion.	
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 134-139.) Mr. Bivins made reference to the comment regarding paying \$6 to enter the pool area, and noted the patron's suggested method of watching the grandchild without paying the fee. He noted it was a suggestion to consider. Mr. Snook stated it was an option that could be considered if the Board so directs, but it would be an impact on staffing and there is a high likelihood for abuse, with patrons participating in activities when they did not pay to enter. Mr. Huser asked how many parents are allowed to enter a birthday party. Mr. Dean indicated the maximum capacity of the room is 20, and that is inclusive of parents and participants.		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 140-141.) Mr. Snook reminded the Board the next meeting will not be until January 23, 2019. He also noted the Ribbon Cutting for Longview is set for January 5, 2019, which is not yet on the calendar, but a separate invitation will be forthcoming.		
Ms. Shepard asked whether LSPR would be attending the Mayor's Character Breakfast. Mr. Snook reported the breakfast is on January 24, 2019 and LSPR will buy a table. He indicated an invitation would be forthcoming for the Board.		
<b>STAFF ROUNDTABLE</b>		
Mr. Snook noted again the swim team program is proposed to be eliminated and asked for any feedback from the Board. Mr. Crawford asked how many participants we had in the last year, and Mr. Dean reported there were 42, down from a high of about 110. Mr. Crawford inquired what the drop in participation resulted from, and Staff reported the drop is a result of private clubs and neighborhood clubs.		
<b>BOARD ROUNDTABLE</b>		
Ms. McMillen asked about a donation of Dogwood trees for Dogwood Park, and Mr. Snook stated he was not aware of any donation that was forthcoming. Mr. Casey said at one point former Board Member Davis suggested planting Dogwood trees there as a result of the name. Ms. McMillen also noted the businesses adjacent to the park were using the back side of the fence to market their business. Ms. McMillen also noted that she would be recommending electronic board packets moving forward based upon her experience.		
Mr. Huser suggested having a "Christmas Pass" for Legacy Park for kids coming home from college for off season to meet the needs of kids who are home from school, in the form of a month to month pass. Mr. Snook noted there is a three month membership which is intended for summer use, but the winter break is shorter.		
Mr. Crawford stated he has enjoyed his time on the Board thus far.		



Ms. Aulenbach commended Staff on the amount and quality of work undertaken. She also asked about Summit Ice, and Mr. Snook reported it is going really well, with November numbers of approximately 3,000. He noted weekends are the high activity time, and the magic temperature for participants appears to be around 30 degrees. He noted the Pond Hockey Tournament held over Thanksgiving weekend, and reported the facility did have the opportunity for open skate as well.

Ms. Kelley noted KC Ice is going to be handling volleyball courts as well, and Mr. Snook confirmed this. He also advised the Park Board the Stanley Cup will be coming to Summit Ice in January or February. Mr. Morrow, of KC Ice, has made arrangements for the Stanley Cup to be shown at Summit Ice for a few days, which will bring a lot of traffic to the facility. Mr. Snook also reported a sponsorship of \$25,000 has been secured for the Zamboni for the season from Cable Dahmer Kia.

Ms. McMillen asked whether there is a plan to resurface pickleball courts at Upper Banner.

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

#### **MEETING ADJOURNMENT**

Ms. Shepard made a motion to go into Closed Session pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys; seconded by Ms. Aulenbach. Ms. McCormick Heanue conducted roll call and the Regular Meeting of the Park Board was adjourned.