



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

## CITY OF LEE'S SUMMIT, MISSOURI

DATE:	August 15, 2018	TIME:	5:30 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	
Tyler Morehead		Mindy Aulenbach		Joe Snook	
Lawrence Bivins				Carole Culbertson	
Nancy Kelley				David Dean	
Casey Crawford				Steve Casey	
Jim Huser				Jackie McCormick Heanue	
Samantha Shepard					
Marly McMillen-Bellman					
AGENDA TOPIC	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Preliminary Items	<p>Mr. Snook presented the Board with a copy of the article in the Lee’s Summit Journal regarding the Longview Recreation Center acquisition.</p> <p>Mr. Snook presented a memorandum that contains the proposed dates for Park Board meetings and events for the remainder of the year. In the event that there are conflicts, Mr. Snook requested that he be advised as soon as possible.</p> <p>First meet and greet for Longview membership was held at Gamber Community Center last night. Very well attended – approximately 100 people. Majority of comments were very positive and people are generally very excited. One more meet and greet from 8:30-10:30am on Saturday. Signed up 50-60 bridge memberships.</p>				
BOARD APPROVAL ITEMS					
Proposed Renovation Expenditures for Longview Community Center	<p>Mr. Snook presented the renovation budget proposal for Longview Community Center. A summary of the renovation items was included in the packet. Mr. Snook indicated that there is a contingency built in on the renovations; FFE is fairly solid. Request for \$1.65 million for renovations and FFE. These funds will come from three different park fund sources.</p> <p>Mr. Johnson asked whether the \$800,000 was coming before the Finance and Budget Committee of the City Council. Mr. Snook indicated that all funds are coming from Parks sources and nothing needs to come before Council for approval at this stage.</p> <p>Mr. Crawford sought clarification on the total amount. Mr. Snook identified the total budget of \$1.65 million, which includes a contingency of 7% of renovation costs and 3% of FFE.</p> <p>Mr. Crawford inquired how were these renovations identified and who identified them. Mr. Snook explained that LSPR Staff members did an inspection and analysis and also sought services from an aquatics consultant to get additional expertise.</p> <p>Mr. Crawford asked whether the proposed renovations are to bring the facility up to LSPR standards, were they items that were in complete disrepair? Mr. Snook explained not all in complete disrepair; upgrades and updates to front entry and bathrooms, etc. and include items that don’t “need” to be replaced, but will bring to caliber of our other facilities. Some things need to be repaired and some things need to be brought up to aesthetically appropriate. Aquatics area does have some issues that need attention from a safety standpoint.</p> <p>Mr. Morehead pointed out that there was also a list provided of items that were improved by MCC recently, including roof repairs, pool liner, but there were several items that were still in need of attention.</p> <p>Ms. McMillen-Beelman stated that in user comments we get a lot of positive comments on look of the building and cleanliness of our facilities and it</p>				Ms. Shepard made a motion to approve. Ms. Kelley seconded. The motion passed unanimously.

	<p>matters and makes a difference.</p> <p>Mr. Bivins inquired how comfortable Mr. Snook and LSPR staff was with the proposal and the funds. Mr. Snook indicated that he feels strongly that we will be able to accomplish our goals with the \$1.65 million, with the caveat that we never know exactly what you are getting into and surprises occur. From an FFE standpoint, the budget has been minimized but has not been cut short. Generally feel very comfortable.</p> <p>Ms. Kelley asked whether the parking lot renovations were only to our portion or the whole lot. Mr. Snook explained that the whole lot will be renovated; the two entities will share the costs 50/50; the amount contained in the budget is for LSPR's portion only.</p> <p>Mr. Crawford inquired whether MCC's use would expedite the need to refinish the floors, and whether they would participate in renovations to facilities as needed. Mr. Snook responded that the financial burden is on LSPR, and that the floors will be refinished annually pursuant to our standards, this would occur regardless of whether MCC was utilizing the facility for athletics. Further, MCC's use of the facility will be minimal and will not largely impact the schedule.</p> <p>Mr. Huser inquired whether there is an option for MCC to bring baseball back on. Mr. Snook explained that the Agreement allows for the three sports that are currently at MCC-Longview. In the event that they wish to propose additional uses, discussions would take place but there would be no obligation on LSPR to accept the further uses and they could be negotiated.</p> <p>Ms. Kelley asked how many PE classes were allowed. Mr. Snook replied that there is a cap on the number of PE students to 150 per semester. The use will be limited to facility membership use, workout, lifetime fitness type uses.</p> <p>Mr. Crawford asked whether there were any opportunities for savings or whether this was a minimum spend. Mr. Snook indicated there may be areas for savings in the areas of IT; Ms. Culbertson explained that there are possible opportunities to lease fiber which could result in cost savings. Additional areas of savings that Mr. Snook identified include furniture, if Longview leaves good quality furniture. Savings will not likely be significant but we do not anticipate going over either. That is the reason for the contingency included.</p> <p>Mr. Crawford inquired whether there were disclosures by MCC that identify any defects in the facility. Mr. Snook replied that there were no disclosures; there was an appraisal but no inspection by an outside party. Ms. McCormick Heanue indicated that the purchase is "as is." Mr. Crawford mentioned that there could be issues from a structural or mold standpoint that could dramatically affect budget. Mr. Snook responded that during the multiple staff inspections and visits nothing stood out.</p>	
<b>Proposed FY19 Operating Budget</b>	<p>Mr. Snook reported to the Board that in preparing the Budget, he asked staff to be conservative in membership estimates. Break-even is approximately 4,200 memberships. Projecting 3,900 for the first year, but this will not occur before the doors open. He reminded the Board that it took 18-24 months for Legacy to be fully financially self-sufficient. Benefit of this time around is that our membership structure is already stable and shouldn't need modification. The plan is to grow and expand staff and programming as membership grows, being conscientious of amenities and programs at the outset to minimize expenses. Looking at an approximate loss of \$150,000 for this fiscal year. The current proposal is to have fund balance from Legacy to offset shortfall from Longview.</p> <p>Positions are outlined in the Budget. Supplemental packet contains pay plan and organizational chart to establish where new positions will be.</p> <p>Jodi will move over from Legacy, and Mike Hedrick will be promoted to the Legacy Park Community Center Manager, vacating his current Assistant Manager position. Some other people will also move from Legacy to Longview. No further questions or discussion.</p>	<p>Ms. McMillen-Beelman made a motion to approve. Mr. Bivins seconded. The motion passed unanimously.</p>

	<p>Mr. Morehead asked about demographics and asked whether we inquired what the likelihood of going to the facility was. Mr. Snook said that we did not do a detailed analysis, but we expect approximately 10% loss of members at Legacy going to Longview. This loss will not hurt Legacy tremendously and would not put us in a negative position. The hope is that the projections will be exceeded soon, as they are conservative. After the initial meet and greet and discussions with people in the community, there is cautious optimism.</p> <p>Mr. Morehead stated that of the approximate 100 people that attended the first meet and greet, it is encouraging that approximately 60% of them signed up immediately.</p> <p>Mr. Snook reported that he is confident the operational budget is where it should be. He did note that lane rentals will be significant; resident rate is proposed for \$18 per hour, and we will be on the low end of the market, but the private teams have been paying \$10 per hour at Longview to date. These rentals could produce a significant source of revenue.</p> <p>Mr. Morehead inquired what the plan was to get the word out. Mr. Snook indicated there is a marketing plan in place that is intended for a September roll out.</p> <p>Mr. Bivins mentioned that it would be a good idea to run advertising on the City cable channel to provide updates on the renovations. Mr. Snook took the suggestion and indicated that there will be landing pages on the website and that before and after photos and status updates are going to be provided. Staff will make sure these updates are added to the government channel at all.</p> <p>Mr. Crawford asked whether LSPR has considered the use of basketball courts for private tournaments as an additional source of revenue, noting that in Kansas a significant source of revenue for schools is through private tournaments. Mr. Snook stated that basketball rentals have never been considered because there is not adequate space at Harris Park; however there are significant volleyball rentals at Harris Park. LSPR avoids tournaments at Legacy because of the logistics of preventing participants from utilizing other areas of the facility and affecting members' use of the facility. Once staff has a feel for how the use of Longview could be impacted, other options could be considered. Mr. Snook did state the first priority is providing members access to the facility without being diminished or impacted negatively by other uses.</p> <p>Mr. Crawford suggested that usage patterns be reviewed carefully because there are a lot of private teams that are looking for space.</p> <p>Ms. McMillen-Beelman inquired whether the same usage reports that are provided for other facilities will be provided for Longview.</p> <p>Mr. Huser asked whether LSPR caps memberships. Mr. Snook indicated that we have not to date found the need, but should it arise, LSPR would cap the memberships for non-residents over residents. Have some methods of addressing that for other issues as the needs arise in programming, i.e. camp.</p> <p>No further questions or discussion.</p>	
<b>Proposed Organizational Changes for Longview Community Center</b>	<p>Mr. Snook presented the proposal indicating the positions that need to be created or added to staff the facility.</p> <p>Mr. Huser inquired whether adding an entire facility would only result in adding six (6) staff members. Mr. Snook confirmed this is correct. Mr. Snook stated this does not include part time staff, which will be added at a later date but which are factored into the operational budget.</p> <p>Mr. Huser asked where security is factored in as a line item, for example the police officers that are watching kids play basketball. Mr. Snook indicated that those are contracted services which are included in professional fees. Mr. Snook reiterated that police presence is not constant but they are periodic to enforce safety and security. When participation levels increase, we anticipate the need to add a security presence. No further questions or discussion.</p>	<p>Mr. Bivins made a motion to approve. Ms. Kelley seconded. The motion passed unanimously.</p>



NEW BUSINESS		
	No new business.	
ROUNDTABLE		
End of Summer Luncheon August 28, 2018 from 11:30am-1:30pm at Hartman Park. Hamburgers, Hot Dogs, and yard games will be provided as a thank you to staff for a job well done this summer.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
None.		
MEETING ADJOURNMENT		
Meeting adjourned at 6:11pm.		