



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

### CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	January 23, 2019	<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>
Tyler Morehead, President		Marly McMillen-Beelman		Joe Snook	Bob Johnson, Council Liaison
Mindy Aulenbach, Vice President		Samantha Shepard		Carole Culbertson	
Lawrence Bivins, Treasurer				David Dean	
Jim Huser				Steve Casey	
Nick Walker				Tede Price	
Nancy Kelley				Jackie McCormick Heanue	
Casey Crawford				Steve Thomas	
				Mike Hedrick	
<b>AGENDA ITEM</b>	<b>DISCUSSION (Findings/Conclusions)</b>				<b>RECOMMENDATIONS/ ACTIONS</b>
<b>Employee of the Quarter Presentation</b>	Mr. Snook presented the Employee of the Quarter recognition for 4 <sup>th</sup> Quarter 2018 to Steve Thomas.				No board action.
<b>Legacy Park Community Center End of Activity Report</b>	<p>Mr. Hedrick presented the End of Activity Report for Legacy Park Community Center. Items of note included consistency in month to month attendance over the past three years and total FY 2018 net revenue of \$149,197. He also highlighted the recent engagement of Town &amp; Country Janitorial Services to outsource the cleaning of locker rooms and restrooms at the facility and noted staff has made a recommendation to incorporate use of the Kaivac cleaning machine to the current agreement with Town &amp; Country. He advised the Board the lockers at the facility have been discontinued and repairing damaged lockers is difficult, and has recommended replacement of the lockers in FY20. It has also been suggested to provide cross training to maintenance staff to accommodate some of the identified needs related to the locker rooms. Mr. Hedrick addressed the positive and negative comments related to staff and indicated matters which were negative were addressed with staff through training and coaching.</p> <p>Mr. Crawford asked whether staff had inquired with businesses providing massage therapy services in the community to see if they were interested in contracting with LSPR to provide the same services.</p> <p>Mr. Johnson asked whether there is a ratio of how many of the members at Legacy are Silver Sneakers members. Mr. Hedrick reported the facility has a total of 1,904 members who are enrolled in a Medicare insurance program similar to Silver Sneakers.</p> <p>Mr. Bivins inquired how staff plans to communicate planned improvements to the patrons, noting it is important to communicate to the patrons what is happening. He also noted the negative comments regarding staff are concerning and inquired how it was being addressed. Finally, he noted the massage therapy business is a difficult industry.</p> <p>Mr. Snook noted staff is looking at the option of moving away from contracting out massage therapy services and moving towards an employee relationship due to the challenges we have faced in contracting recently. We are hopeful this will help incentivize additional individuals to work with us as massage therapists.</p> <p>Ms. Aulenbach noted an individual has approached her indicating she is ready to accept an offer with Longview Community Center for massage therapy.</p> <p>Ms. Kelley asked how many surveys were returned. Mr. Hedrick reported a total of 831 (12%) of the surveys were returned.</p>				No board action.



<b>Approval of Minutes for the December 5, 2018 Board Meeting</b>	Supporting documentation (see pages 1-7.) No questions or discussion.	Mr. Bivins moved to approve the December 5, 2018 meeting minutes; Ms. Aulenbach seconded. Minutes of the December 5, 2018 Board Meeting were approved unanimously.
<b>Treasurer's Report for November and December 2018</b>	Supporting documentation (see pages 8-27.) Mr. Bivins read the Treasurer's Report for the November and December 2018 financial statements. No questions or discussion.	Ms. Aulenbach moved to approve the November 2018 Treasurer's Report as read; Ms. Kelley seconded. November 2018 Treasurer's Report was approved unanimously.  Ms. Aulenbach moved to approve the December 2018 Treasurer's Report as read; Ms. Kelley seconded. December 2018 Treasurer's Report was approved unanimously.
<b>Sales Tax Report for December 2018 and January 2019</b>	Supporting documentation (see pages 28-31.) No questions or discussion.	No Board action.
<b>BOARD APPROVAL ITEMS</b>		
<b>Proposal from Quality Custom Construction for Hartman Park Trailhead Construction</b>	Supporting documentation (see pages 32-34.) Mr. Casey advised the Board the item was a motion to approve a scope of work for the Hartman Trailhead project using the City's on-call contract for concrete services. The total amount of the proposal is \$84,616.90.  Mr. Crawford asked what the total project budget was for the project. Mr. Casey reported the total project budget was \$250,000.  Mr. Crawford asked whether this proposal was within the scope of the budget.  Mr. Casey responded the proposal includes demolition of existing parking lot and sidewalk, drainage work and all concrete work and all of the work is within budget.	Ms. Kelley moved to approve the proposal in the amount of \$84,616.90 with Quality Custom Construction for construction services for the Hartman Park Trailhead project; seconded by Mr. Crawford. Motion was approved unanimously.
<b>NPP.gov Contract with Vortex International for Splashpad Equipment and Installation for Howard Park</b>	Supporting documentation (see pages 35-55.) Mr. Casey reported this proposal is using the same contract and vendor as the Miller J. Fields Splashpad project.  Mr. Crawford inquired whether the expenditure was within the budget of the project. Mr. Casey confirmed the expenditures were within the project budget.  Mr. Bivins suggested noting in the packet whether an item being presented is within the budget for a given project. Mr. Casey noted budgets are tracked on projects as they move through the process and he will ensure budget updates are included in future board packets. Mr. Bivins reiterated he would like to see a brief note regarding the budget and how the project fits within the budget in future packets.  Mr. Crawford noted he agrees with Mr. Bivins suggestion and requested a line item be included in packets identifying whether the item is budgeted and whether it is above or below budget.  Mr. Snook replied staff would work to incorporate this information in future packets.	Mr. Bivins made a motion to approve the participation in and use of the cooperative contract through NPP.gov for the Howard Park Splashpad project and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to engage said services; seconded by Mr. Crawford. Motion was approved unanimously.
<b>Lee's Summit Baseball Association Youth Sports Agreement</b>	Supporting documentation (see pages 56-68.) Ms. Chestnut reported there are only two changes to the Agreement from the previous years' agreement, the date and the number of fields being used.  Mr. Crawford asked Ms. Chestnut to reiterate whether there were any additional changes from previous years and Mr. Snook noted there were not any requested changes.	Mr. Bivins moved to approve the Agreement with Lee's Summit Baseball Association as presented; seconded by Ms. Aulenbach. Motion



	<p>Ms. Kelley noted the location of T-Ball activity has changed, and Mr. Snook noted the location of activities and events are operational decisions and not related to the Agreement itself.</p> <p>Mr. Bivins commented on the Youth Sports Association Committee and reminded Mr. Huser and Mr. Crawford they are members of the Committee and Mr. Snook provides good information at the meetings.</p>	was approved unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 79-77.) No questions or discussion.	
<b>Capital Projects Plan Through 2019</b>	<p>Supporting documentation (see pages 78-87.) Mr. Casey indicated the work at Hartman was hampered by both the weather and the finishing touches on the Longview Community Center. He noted there would be some improvements to the restrooms, and reminded the Board LSPR is serving as the General Contractor for the project. He noted the anticipated completion is mid-March, pending weather.</p> <p>With regard to the Howard and Summit Park projects, Mr. Casey noted they will both be bid out for construction, and anticipates bringing forward contracts to the Board for consideration at the March 2019 meeting.</p> <p>Mr. Dean reported on the status of the Summit Waves Wave Pool project and indicated the meeting with the consultants last week provided concepts to LSPR staff. A follow-up staff meeting took place yesterday which resulted in additional questions to be forwarded to the consultants to narrow down the design concepts.</p>	
<b>Fundraising Update</b>	Supporting documentation (see pages 88-90.) No questions or discussion.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 91-95.) No questions or discussion.	
<b>Wi-Fi in Parks Installation Update</b>	Supporting documentation (see pages 96-97.) Ms. Culbertson reported there was a node which needed to be reinstalled for the sports venues at Legacy, which is expected to be complete within the next 4 weeks. There has also been intermittent connectivity issues at Legacy which are being addressed. There has been a request for the addition of services to Longview and it has been added to the Agreement. No questions or discussion.	
<b>NEW BUSINESS</b>		
<b>4<sup>th</sup> Quarter Security Report</b>	Supporting documentation (see pages 98-100.) Mr. Huser noted the comment regarding 'continuing' to use LSPD, and asked whether we paid for the service. Mr. Snook indicated there is no payment issued to LSPD, the relationship between LSPR and LSPD has been very positive and they are happy to provide those services.	
<b>End of Activity Reports</b>	Supporting documentation (see pages 101-215.) No questions or discussion.	
<b>PATRON COMMENT REVIEW</b>		
<p>Supporting documentation (see pages 216-227.) Mr. Snook noted the process of gathering and sharing patron comments is important and he believes patrons are often pleasantly surprised to learn their comments and information are shared with the Administrator and the Park Board. He also noted all of the information we receive, both positive and negative, is valuable.</p> <p>Mr. Crawford asked whether an FY2020 calendar of events is available for the Amphitheater yet. Mr. Snook reported staff is working on the calendar.</p>		
<b>MONTHLY CALENDARS</b>		
<p>Supporting documentation (see pages 228-229.) Mr. Snook reminded the Board of the Community of Character Breakfast is going to be held tomorrow morning at John Knox Village Pavilion. Mr. Crawford noted he has RSVP'd for the breakfast but has also been advised he has a seat at his firm's table and someone else can use his spot.</p> <p>Mr. Snook noted the February Park Board Meeting is scheduled for the same week as the MPRA Conference, which he will be attending. It is possible there will be no Board Approval items to consider and, if this is the case, the meeting may be cancelled. Staff will keep the Board up to date regarding the potential cancellation of the meeting.</p>		
<b>STAFF ROUNDTABLE</b>		
No items.		



## BOARD ROUNDTABLE

Mr. Crawford stated he had been thinking about ways to get the community more involved with the Amphitheater, believing the facility is underutilized. He inquired whether LSPR has ever considered having a “Battle of the Bands” for bands and musicians in and around the Lee’s Summit community, offering the use of the facility for home grown talent to tap into patrons which may not otherwise be exposed to the facility. He mentioned the largest record label in the area is located in Lee’s Summit, and wondered whether any partnerships or opportunities with Strange Music or other sources had been considered. Mr. Snook agreed the facility is underutilized and noted staff is open to any and all suggestions. He reported every season is kicked off with a community event called “Celebration of the Arts” that gives community groups the opportunity to utilize and participate at the facility. Mr. Casey noted more general bands may draw a more mainstream clientele. Mr. Crawford noted the facility is phenomenal, and asked how we get the facility better exposure. Mr. Snook reminded the Board of the financial component of the facility, and noted the losses sustained with the combination of offerings in years’ past. He indicated the survey responses have revealed our patrons want tribute bands with ticket prices around \$10 each. He reported LSPR staff is looking at ramping up the acts some this year to see if it generates excitement, with the potential of a \$50,000.00 act being included, but noted \$10-\$15 per ticket seems to be the sweet spot for ticket sales. Mr. Crawford suggested staff consider involving local bands as a way to engage individuals who are not otherwise being exposed to the facility and has the added benefit of helping give local artists exposure. Mr. Snook noted other ideas, like a Blues and Brews event, car or motorcycle shows, and the like, to get other groups of people exposed to the facility. Mr. Crawford stated he would be happy to take the lead on preparing a presentation containing suggestions for the facility. Mr. Snook reported staff would take any suggestions and do research to determine whether the proposals are viable. Ms. Price noted the Mid Continent Public Library is planning for an event this season which is intended to highlight bands which are up and coming in the area. Mr. Crawford asked what the time period was for the event, and suggested the local bands be pushed as much as possible. He stated if this type of event is already planned, it would be great to put additional local talent into it. Mr. Walker asked how we advertise our events at the Amphitheater, and noted direct mail pieces often fall through the cracks. He also asked whether LSPR has a Twitter handle, and suggested it would be valuable to have and utilize. Mr. Snook reported he believed LSPR does have a Twitter handle but is not sure how much it is used. Mr. Walker feels the demographic we are looking for will be exposed to information on Twitter more than other sources. Mr. Snook stated he would follow up with Collin McCage, the Marketing Coordinator, to address the status of the Twitter handle.

Mr. Bivins noted Mr. Crawford’s suggestions do not fall on deaf ears, but LSPR has been so busy with other initiatives. He noted it is important to identify and take things in order of priority and to allow staff to do their work as part of the efficient operation of the organization. Mr. Bivins noted Juilan Vaughn, who is a Rock/Jazz/Adult Lounge artist who is local and would be a great source of up and coming local talent to consider. Mr. Bivins also mentioned the Chesterfield Jazz event he attended last year which was a huge success. He finally noted staff’s efforts in the past to get bigger talents to the Amphitheater.

Ms. Aulenbach applauded the efforts of everyone who assisted in bringing the Longview Community Center online, and has received a number of positive comments regarding the facility. She also noted the positive comments coming from the ice rink so far. Mr. Snook noted the contractor, KC Ice, has reported the facility has exceeded their pro forma expectations and they have not had as much success at the other facilities they operate. Mr. Snook also noted membership at Longview is currently sitting at approximately 1,650.

Ms. Kelley also commented on the Longview Facility and stated she has moved her membership and is now exercising at the facility. She also noted it is starting to get busier.

Mr. Johnson mentioned the 2013 bond issue which included the Amphitheater and a venue in Downtown Lee’s Summit. He commented the concept for the Downtown facility has continued to grow and is concerned it may negatively impact the Amphitheater. He suggested if the Board wants to discuss further or provide input, they could contact him privately. Mr. Morehead thanked Mr. Johnson for providing the information. Mr. Crawford asked what the proposed construction date was for the downtown facility. Mr. Johnson reported the project is still in the beginning planning stages but expects an Agreement to take place sometime in 2019, and the City has already purchased one parcel of property for the project. Mr. Crawford asked whether the people spearheading the project are aware of the existence of the Amphitheater. Mr. Huser noted the projects were packaged together originally, and the project downtown has been stalled for 6 years. Mr. Snook confirmed the original concept was for a 500-700 person boutique facility in downtown, with the Amphitheater being the larger facility.

Mr. Morehead gave kudos to staff for a great 2018 and noted there were a lot of exciting opportunities for 2019.

## OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Snook reminded the Board of the Committee Assignments which are listed at the bottom of the Agenda, and noted the Budget Committee would be ramping up in February.

Mr. Snook advised the Board on February 26, 2019 the Stanley Cup will be coming to Lee’s Summit. There will be a special viewing for the Park Board, LSPR Staff, and the City Council, and additional information will be forthcoming to the Board as the schedule is finalized.

Mr. Snook mentioned Dana Thurber will be reaching out to members of the Board in the upcoming weeks to schedule one-on-one breakfast or lunch appointments.

Mr. Snook reported a comprehensive pickleball schedule has been prepared which identifies when pickleball will be available at each facility throughout the organization. The goal was to be as all-encompassing and inclusive as possible while still serving other patrons.

Mr. Snook advised LSPR Staff re-visited the question of a thirty (30) day facility pass. The results of the review was we have refunds available, and purchasing the ninety (90) day pass then requesting a refund for the remaining amount due will be offered instead of another pass being created.



Mr. Snook noted LSPR Staff had a follow up discussion regarding patrons paying to observe, and reported the result was to stay the course at this point, and continue to charge for visitors who are merely observing and not participating.

Mr. Crawford asked whether LSPR is involved in the PRI property discussions, noting people are concerned with the potential over commercialization and lack of green space. Mr. Snook assured the Board LSPR would be involved in those discussions, and reported the goal of LSPR is to have a park within a 10-minute walk of every residence, and in order to achieve this objective it will be necessary to incorporate parks facilities in these areas as well, with the hope of being able to reasonably acquire space in those areas. He also noted the City Manager is very supportive of LSPR's participation in the process.

#### **MEETING ADJOURNMENT**

Mr. Crawford made a motion to go into Closed Session pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor, and pursuant to Section 610.021(13) of the Revised Statutes of the State of Missouri pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; seconded by Ms. Aulenbach. Ms. McCormick Heanue conducted roll call and the Regular Meeting of the Park Board was adjourned.