



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	February 20, 2019	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Tyler Morehead, President		Nancy Kelley		Joe Snook	
Mindy Aulenbach, Vice President				Carole Culbertson	
Lawrence Bivins, Treasurer				David Dean	
Jim Huser				Steve Casey	
Nick Walker				Tede Price	
Samantha Shepard				Jackie McCormick Heanue	
Marly McMillen				Brooke Chestnut	
Casey Crawford				Devin Blazek	
				Shelby Dawson	
				Steve Thomas	
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Summit Waves End of Activity Report	<p>Devin Blazek presented the 2018 End of Activity Report for Summit Waves.</p> <p>Following the presentation, The Board engaged in a general discussion regarding the proposal to close the facility earlier than previous years, and focused on the issue being a service to community versus profit center discussion. It was inquired and noted no public polling has taken place regarding this recommendation. Mr. Bivins noted communication to patrons will be necessary to identify clearly why the facility hours are changing, and it would be important to communicate the reasons why. Mr. Snook confirmed the changes will be clearly and thoroughly communicated in the Illustrated and other areas.</p> <p>Mr. Crawford noted ensuring safety is his biggest concern, and stated he would rather shut down early and be safe rather than take the risk of something happening due to understaffing or other related issues. He noted the benefit of mitigating risk and danger is greater than the detriment of public being disappointed with the hours.</p> <p>Ms. McMillen suggested the potential opportunity to allow season pass holders to use indoor facilities for the two weekends which would no longer be opened and reiterated the plan needs to be clearly communicated early and often to patrons.</p> <p>Mr. Walker asked for additional information about schedules and the amount of time lifeguards are being scheduled after school is back in session. Mr. Blazek stated 3.5 to 4 hours is typically the maximum shift length for lifeguarding outside to ensure safety. He noted he’s had to keep lifeguards on stand from open to close due to staffing after school goes back in session, which increases safety concerns.</p> <p>Mr. Huser pointed out this decision will make an impact on a large number of patrons when taking into consideration the number of participants of parks and recreation activities, with 1,500 patron visits on the weekends of proposed closure. He suggested there were ways of reducing risk without making such a significant impact, such as reallocating staff from indoor facilities to cover the weekends prior to closure. Mr. Blazek reported Summit Waves hires approximately 80 new lifeguards every year, and it is consistently the most difficult position to hire. He indicated pulling from other facilities to cover those weekends would leave thin staffed at other locations.</p> <p>Mr. Walker inquired whether guards are required to work open to close on shifts outside the weekends after school is back in session, indicating this would be of significant concern. Mr. Blazek responded this was not a general practice and has only occurred on the weekends after school resumes.</p> <p>Ms. McMillen suggested creating and implementing special programming to be offered for indoor facilities to entice participation and use after the outdoor</p>				No board action.



	<p>facility closes. Ms. Shepard echoed the suggestion and further suggested the idea of an end of year party.</p> <p>Mr. Walker questioned whether the indoor facilities have the physical space capacity to offset the outdoor use on those weekends if the passes for season users were to be extended. Mr. Snook replied the average visit is 2.5 to 3 hours, and all users will not be at the facilities at the same time. Further, it is suspected a significant volume of people will opt not to take advantage of the opportunity because it is indoors and their objective is to be outdoors.</p> <p>The Board's general consensus was to move forward and find another alternative for season pass holders to use the indoor facilities through Labor Day.</p>	
Approval of Minutes for the January 23, 2019 Board Meeting	Supporting documentation (see pages 1-5.) No questions or discussion.	Mr. Bivins moved to approve the January 2019 Minutes; seconded by Ms. Aulenbach. Motion carried unanimously.
Treasurer's Report for January 2019	Supporting documentation (see pages 6-15.) Mr. Bivins read the Treasurer's Report for the January 2019 financial statements. No questions or discussion.	Mr. Huser moved to approve the Treasurer's Report for January 2019; Ms. McMillen seconded. Motion carried unanimously.
Sales Tax Report for February 2019	Supporting documentation (see pages 16-17.) No questions or discussion.	No Board action.
BOARD APPROVAL ITEMS		
Approval of Demolition Services for Summit Park	<p>Supporting documentation (see pages 18-20.) Mr. Casey indicated this contractor has been utilized in the past, and the work is being proposed to get a head start on the project for the contractor who will be serving as general contractor to get the ball rolling on the projects and keep it out of the costs of the general contract.</p> <p>Ms. McMillen asked whether the amount of the contract needed to be specified in the motion. Ms. McCormick Heanue replied that the motion was drafted in such a manner that would allow for flexibility to spend up to the budgeted amount for the demolition component of the project without having to come back for additional authority in the event additional needs are identified after work begins.</p> <p>Mr. Snook asked the Board whether the new format of the Board Memos containing budget information was acceptable to the Board, and they indicated it was.</p> <p>Mr. Crawford asked whether LSPR has used Advanced Trenching in the past, and Mr. Casey responded LSPR has used this service provider before, and they have been under contract for the last 10 years or more and had good experience. Mr. Crawford asked whether issues with contractors ever result in severing services, and Mr. Casey indicated there are "out" clauses in the agreements with service providers which can be and have been used when needed.</p>	Ms. McMillen moved to approve the use of Agreement No. 2015-094/3R for demolition services for Summit Park; seconded by Mr. Bivins. Motion carried unanimously.
Approval of Demolition Services for Howard Park	Supporting documentation (see pages 21-23.) No questions or discussion.	Mr. Huser moved to approve the use of Agreement No 2015-094/3R for demolition services for Howard Park; seconded by Ms. Aulenbach. Motion carried unanimously.
Award of Bid No. 2019-014 for Concrete and Flatwork Services to Quality Custom Construction.	Supporting documentation (see pages 24-37.) Ms. McCormick Heanue explained the City often puts bids out for various on call services, including concrete and flatwork services. LSPR has the opportunity to utilize these contracts as well. The City's contract for concrete and flatwork through Quality Custom Construction expired in October 2018, and though the project was re-bid, no contract has been awarded by the City yet. Quality Custom Construction, the incumbent service provider, was the only bidder for the contract. Ms. McCormick Heanue also explained the nature of this agreement is on call, meaning the services are	Ms. Shepard moved to approve the award of City of Lee's Summit Bid No. 2019-014 for Lee's Summit Parks and Recreation use to Quality Custom Construction; seconded by Ms.



	<p>available to utilize for projects as they come up for the fixed rates stipulated in the contract without having to separately bid each project. She also reiterated the City's procurement policies and purchasing thresholds apply, and any expenditure which is unbudgeted and in excess of \$50,000 would still come to the Park Board for approval and authorization.</p> <p>Mr. Snook reiterated the reason this item was being brought to the Park Board specifically instead of for use on an as needed basis is because the City has not yet ratified the Agreement for use and there are pending projects Parks and Recreation has forthcoming which will require the use of the service provider.</p> <p>Ms. McMillen asked why the motion didn't include language about the procurement policy. Ms. McCormick Heanue stated the policy applies to any and all purchases that are unbudgeted automatically, and there is no need to call that item out in the motion.</p> <p>Mr. Huser asked whether there is a warranty on workmanship or if the contract was strictly related to materials purchased. Ms. McCormick Heanue responded there are provisions in place regarding warranty of workmanship.</p>	Aulenbach. Motion carried unanimously.
Approval of Assignment of Project Using Cooperative Contract – Tennis Court Lighting at Summit Park	<p>Supporting documentation (see pages 38-42.) Ms. Shepard asked whether this is the same service provider for the skate park. Mr. Casey reported it was and approximately 90% of the lighting in our system is Musco.</p> <p>Ms. McMillen asked about the timers. Mr. Casey reported it is a push button activated system set up on a timer. If no one is there to re-activate, there will be a timeframe it can be shut down. It is also programmed to shut down at closing of park – 11pm, and cannot be reactivated. Ms. McMillen asked whether the strobes give you a warning before shutting off, and Mr. Casey responded they would and he believed it was a 5 minute warning.</p>	Ms. McMillen moved to approve the use of Cooperative Agreement No. 2018-006/1R with Musco Lighting; seconded by Ms. Aulenbach. Motion carried unanimously.
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 43-51.) No questions or discussion.	No Board Action.
Capital Projects Plan Through 2019	<p>Supporting documentation (see pages 52-64.)</p> <p>Mr. Casey reported the weather has hampered progress on the Hartman Trailhead project. To date, the shelter structure pad has been set and restroom improvements including heat installation has been completed by staff.</p> <p>Mr. Snook summarized the information sent regarding the Jackson County/Rock Island dispute, and reiterated the outcome appears to be the trail will happen eventually, and LSPR will continue to move forward on the Hartman Trailhead project.</p> <p>Mr. Casey noted Summit and Howard Park bids are out on the street and responses are due March 8, 2019. Staff anticipates bringing a proposal forward for consideration at the March Park Board meeting. The Bid documents were prepared to require one comprehensive bid with two lump sum amounts, one for each park, since the timing and location of the projects are similar. It is anticipated there may be economies of scale with regard to mobilization costs which favors selecting one bidder for both projects. The bidding environment appears to be favorable currently.</p> <p>Mr. Dean reported the design consultant has been working closely with staff on the Summit Waves wave pool project. The challenge has been to design something unique which fits the space. Staff's hope is to share renderings of designs with the Park Board at the March meeting.</p>	No Board Action.
Fundraising Update	Supporting documentation (see pages 65-67.) No questions or discussion.	No Board Action.
Beautification Commission Report	Supporting documentation (see pages 68-71.) Ms. McMillen asked who the liaison was to the Beautification Commission, because she wanted to communicate the notes they provide are very informative. Mr. Snook noted LSPR staff serves as the liaison and would pass her compliment along.	No Board Action.
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 96-97.) Ms. Culbertson reported the service provider is still waiting on parts and once they come in they will start activating service.	No Board Action.



	<p>Connectivity at Longview Community Center is in process, and LSPR and the service provider are still working on the timeline.</p> <p>Ms. Shepard asked whether we would have Wi-Fi access to Legacy by summer. Ms. Culbertson reported the hope is for it to be up and running as soon as possible, but we don't have an update at this point on final timeline.</p> <p>Mr. Crawford asked how much access is available. Ms. Culbertson reported for non-Time Warner/Spectrum customers, one hour per day is provided free of charge. Time Warner/Spectrum customers receive unlimited service in accordance with their private service plans.</p> <p>Mr. Crawford asked whether LSPR has control of the access being provided. He noted the service providers who provide free data will often track usage and send/sell it to marketers for a profit. Staff responded they would research the Agreement to determine whether there is any reference to data being sold.</p> <p>Mr. Snook noted Google Fiber had recently come to town when the Agreement was presented by Spectrum, and it was LSPR's impression it was looking for other ways to enter the market.</p>	
NEW BUSINESS		
Longview End of Project Report	<p>Supporting documentation (see pages 101-215.) Mr. Thomas noted the project is now complete and the project came in under budget. The facility appears to be well received by the public and has been a tremendous success for LSPR.</p> <p>Ms. McMillen complimented the report and stated it shows how nimble we can be. She inquired how the sales of memberships for the first month compared to the first month's sales at Legacy when it opened. Mr. Snook indicated the sales for Longview have been significantly higher but there were a number of differences, including the menu of options, when Legacy first opened.</p> <p>Mr. Snook drew the Board's attention to the items under the blue line on the renovation summary as items which staff still anticipates completing using budget savings in the future. Of particular note was the sidewalk improvements from the parking lot. Additionally, the window seals for the front windows are rotting out and creating leak issues and will need to be addressed.</p> <p>Mr. Huser congratulated staff on coming in under budget, and noted the additional budget costs associated with the water main breaks, which should have put the project over budget were still able to be addressed while remaining under budget.</p> <p>Mr. Crawford noted the panic button and locking of doors in the facility is something else to look at with the remaining funds. With a facility this large, the accessibility is an issue.</p> <p>Mr. Dean explained the mag lock system unlocks the building at 5am every morning and 11pm every night. If a lockdown situation were to occur, the panic button would immediately lock the facility. There is no other way to immediately lock the facility, because it would require logging into a system and manually locking the facility. Mr. Snook reported LSPR would build smaller expenses for repairs and maintenance into the facility's ongoing operational budgets, and assured the Board these issues would be addressed. He noted the Agreement with Jackson County to have access to the facility's trash enclosure. The funds needed for the Agreement will come from operational funds or fund balance rather than project funds.</p> <p>Mr. Morehead asked whether there had been any discussions about bringing the parking lot closer to the building, because it is a long walk from the lot to the building, especially in the winter. Mr. Snook reported it had not been seriously considered to date. Mr. Casey noted it is truly a facility design issue and is more campus oriented than community center oriented.</p> <p>Mr. Bivins asked whether there are volunteer opportunities at Longview Community Center. Mr. Snook reported there are volunteer opportunities at all of our facilities.</p>	



PATRON COMMENT REVIEW

Supporting documentation (see pages 216-227.) Mr. Bivins asked about the BYOT comment. Mr. Snook indicated the matter was related to services provided by the janitorial contractor, and staff has already addressed the issue.

Mr. Huser asked whether the facility is only being cleaned once at night. Mr. Dean indicated the deep clean occurs at night, regular maintenance occurs by staff throughout the day.

Ms. McMillen asked about the patron comment with the fence backing up to a trail and wondered whether the trail was the Rock Island. Mr. Casey explained the parcel is the Ruiz Trail, and letters were sent to the public indicating the project would be started. One resident sent comments with concerns about her dog and nothing had been behind her home previously. Staff directed her to the Minor Home Repair program for the possibility of assistance with a fence. Mr. Casey noted there are significant stormwater, drainage and erosion issues to determine whether the project is even feasible at this point. LSPR will not build a trail unless there is the ability to substantially improve the bank of the creek, with the assistance of Public Works.

MONTHLY CALENDARS

Supporting documentation (see pages 228-229.)

STAFF ROUNDTABLE

Mr. Snook advised the Board of the City's strategic planning process, Ignite. There are two meetings scheduled next week, and an online survey. He handed out information and encouraged the Board as community leaders to participate.

Mr. Snook also noted the Administrator – Board one-on-one meetings are almost complete, and thanked everyone for their participation.

Mr. Snook noted the Budget Committee will likely be convened in the next 4-6 weeks.

Mr. Snook gave a sneak peek at the LPA Summer Event series. The slate of events does not include fitness, yoga or other activities. He noted there would be three ticketed events and the remaining events are free, with many of them being Mid Continent Public Library partnerships.

Mr. Snook shared a positive comment about the RevUp program.

BOARD ROUNDTABLE

Ms. Shepard recommended downloading the LS Connect app if folks have not already. It can be utilized to communicate with the City about issues of citizen concern.

Ms. Aulenbach commended staff and all of their hard work.

Ms. McMillen stated everything is going on in the organization is very impressive, and echoed Ms. Aulenbach's comments.

Mr. Huser indicated he had a staff member approach him and state she enjoys being an instructor but she does not have childcare. She said it is too expensive to use the facility childcare and she will no longer be able to serve as an instructor. He suggested looking at more creative ways to support instructors.

Mr. Crawford asked whether a yearlong childcare pass would be an option for families as opposed to the pay as you go. Mr. Snook indicated we have never looked at a year pass, but a punch card is available which reduces the cost of childcare. Mr. Crawford also suggested also incorporating family friendly events for families with small children to encourage participation. Mr. Snook noted LSPR has tried to keep childcare cost effective and reasonable, but noted staff would research other options for care, while ensuring fiscal responsibility and not subsidizing childcare with other revenues. Mr. Crawford also suggested highlighting the childcare opportunity in the LS Illustrated to remind folks of the opportunity, as childcare is a big marketing effort for private gyms in the area.

Mr. Bivins asked whether the rear deck at Longview had been addressed yet. Mr. Snook reported it had not. Mr. Bivins complimented the good discussion about limiting activities and making difficult decisions because it is a springboard for things to come and gives the Board the opportunity to brainstorm alternative options. He suggested coming up with criteria to help make decisions from a mission standpoint.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Morehead asked the Board for its' opinion on naming something in honor of Tom Lovell in the parks system to recognize his contributions to the community and the organization.

Mr. Bivins asked what the process would involve, and whether City Council would be consulted. Mr. Snook noted the Board has the authority to name exclusively, and the Board can make a decision unilaterally. Mr. Morehead asked whether there were any legal considerations and Ms. McCormick Heanue reported there were no significant legal barriers.

Ms. McMillen asked whether there were budgetary concerns associated with facility naming. Mr. Snook reported the only costs associated would be for signage and related information materials.

Mr. Crawford noted he did not have the opportunity to work with Mr. Lovell, but supports an action.



Ms. Shepard suggested making an occasion out of the naming and infusing something special to recognize Mr. Lovell's contribution to the community.

Mr. Snook committed staff to coming up with options and opportunities for the Board's consideration at the March meeting.

MEETING ADJOURNMENT

There being no further business before the Board, the February 2019 Meeting of the Park Board was adjourned.