



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

CITY OF LEE'S SUMMIT, MISSOURI

|              |                |              |         |               |                          |
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| <b>DATE:</b> | April 24, 2019 | <b>TIME:</b> | 6:00 PM | <b>PLACE:</b> | Strother Conference Room |
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| Board Members Present:          | Board Members Absent: | Staff Present:          | Other Guests:   |
|---------------------------------|-----------------------|-------------------------|-----------------|
| Tyler Morehead, President       | Nick Walker           | Joe Snook               | Carrie Schooley |
| Mindy Aulenbach, Vice President | Samantha Shepard      | Carole Culbertson       | Emmie Schooley  |
| Lawrence Bivins, Treasurer      |                       | David Dean              | Micah Bell      |
| Nancy Kelley                    |                       | Steve Casey             |                 |
| Casey Crawford                  |                       | Tede Price              |                 |
| Marly McMillen                  |                       | Jackie McCormick Heanue |                 |
| Jim Huser                       |                       | Brooke Chestnut         |                 |
|                                 |                       | Jodi Jordan             |                 |
|                                 |                       | Eric Schooley           |                 |

| AGENDA ITEM   | DISCUSSION<br>(Findings/Conclusions)  | RECOMMENDATIONS/<br>ACTIONS   |
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| <b>Employee of the Quarter and Employee of the Year Recognition</b> | <p>Mr. Snook introduced Mr. Eric Schooley as the Employee of the Quarter for 1<sup>st</sup> Quarter 2019. Mr. Schooley was instrumental in the Longview transition and his peers recognized him for his contributions to the effort.</p> <p>Mr. Snook then introduced Ms. Jodi Jordan as Employee of the Year for 2019. Mr. Snook noted Ms. Jordan received a substantial number of votes from her peers for her behind the scenes work in transitioning the opening of Longview Community Center.</p> <p>The Board thanked and congratulated both Mr. Schooley and Ms. Jordan for their contributions to LSPR.</p> | No Board Action.  |
| <b>Approval of Minutes of March 27, 2019 Work Session Meeting</b>   | Supporting documentation (see pages 1-2.) No questions or discussion.   | Ms. Kelley made a motion to approve the March 27, 2019 Work Session Meeting Minutes; seconded by Mr. Bivins. Motion carried unanimously.    |
| <b>Approval of Minutes of March 27, 2019 Regular Board Meeting</b>  | Supporting documentation (see pages 3-8.) No questions or discussion.   | Mr. Bivins made a motion to approve the March 27, 2019 Regular Board Meeting Minutes; seconded by Mr. Crawford. Motion carried unanimously. |
| <b>Treasurer's Report – March 2019</b>                              | Supporting documentation (see page 9-18.) Mr. Bivins read the Treasurer's Report for March 2019. No questions or discussion.  | Ms. Aulenbach made a motion to approve the Treasurer's Report for March 2019; seconded by Ms. Kelley. Motion carried unanimously.           |
| <b>Sales Tax Report – April 2019</b>                                | Supporting documentation (see pages 19-20.) Mr. Snook stated he learned at the City's Management Team meeting sales tax numbers are down for the second month in a row. The City's Finance Department is going to be doing more analysis on this, and while there does not seem to be any reason for immediate concern, staff will keep the Board updated as more information becomes available.  | No Board Action.  |

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| <b>BOARD APPROVAL ITEMS</b> |  |  |
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| <b>FY 2020 Budget</b> | Supporting documentation (see pages 21-98.) Mr. Bivins reported to the Board a Finance and Budget Committee meeting was held earlier this month to review the Budget, and noted there have been a few amendments since the meeting which will be reviewed by staff in more detail. He thanked staff for their work on the budget and indicated staff would be presenting the budget to the Board for consideration. | Mr. Bivins moved to approve the FY20 Budget as presented, with the addendum for the Part Time Staff Starting Pay Schedule; seconded by Ms. |
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|  | <p>Mr. Snook thanked Carole Culbertson and Mathew Garrett for their hard work in preparing the budget presentation. He wanted to bring to the Board's attention the issue of part time pay adjustments for future years because of minimum wage, noting the proposals for pay adjustments and related revenue adjustments are not included for future years; rather the information will be presented to the Board separately at a work session for further consideration.</p> <p>Ms. Culbertson reported on changes to the FY 20 Budget since its' presentation to the Finance and Budget Committee as follows:</p> <ul style="list-style-type: none"><li>-Merit pool was increased from 2% to 3% based upon an adjustment made by the City;</li><li>-The funding received for work with the Beautification Commission was removed as a result of the termination of the MOU between the City and the Parks Department for support of the Commission effective July 1, 2019. She noted the \$35,000 salary which is currently allocated to the Beautification Commission will be absorbed back into Fund 200;</li><li>-\$100,000 has been allocated to the Legacy Wayfinding project; and</li><li>-An adjustment was made to the cashflow report regarding the Interfund Loan for Longview Community Center.</li></ul> <p>Ms. Culbertson then summarized items of note regarding the FY20 Budget as they pertain to personal services. Those items included:</p> <ul style="list-style-type: none"><li>-This year will experience the first full year implementation of the recently adopted Compensation and Classification Plan for Full Time employees;</li><li>-Minimum wage increases to address the new minimum wage for calendar year 2019 have been included, as well as adjustments to address compression issues resulting from the minimum wage increases; and</li><li>-The blended rate for health insurance reduced slightly, and employees will be contributing more out of pocket towards premium costs beginning in January 2020.</li></ul> <p>Ms. Culbertson began presenting key highlights of the budget for each of the Parks and Recreation Funds.</p> <p><b>Gamber Center</b> – Ms. Culbertson noted revenues and revenue sources are consistent with past budgets for Gamber Community Center in the FY20 Budget, including the \$175,000 annual subsidy. Main expenditures will be for professional fees and personnel costs. Capital outlay items include carpet replacement and treadmill replacement.</p> <p>Mr. Bivins asked for a brief explanation of the 0.35 FTE from Beautification Commission, and asked what the Parks Department will be responsible to the Beautification Commission for in the future. Mr. Snook reported there will be no further obligations to the Beautification Commission by the Parks Department after July 1. He also noted the 0.35 FTE is being absorbed by Fund 200.</p> <p>Ms. Aulenbach asked whether Silver Sneakers is still a strong program. Mr. Snook and Mr. Dean reported the programs are still going strong at all locations, and there are now 4 insurance programs now similar to Silver Sneakers which provide a strong revenue source. Staff does not predict any changes to the format of these programs in the future and expect they will continue to be strong programs for LSPR.</p> <p><b>Legacy Park Community Center</b>– Ms. Culbertson reported revenues and revenue sources were again consistent, and include a RevUp sponsorship and a transfer from the City's general fund to offset some of the costs of the annual Legacy Blast fireworks show. Main expenses include personnel costs, professional fees, Legacy Blast fireworks, and maintenance and repairs. Capital outlay items include locker replacement, wood staining to the facility exterior, and the replacement of cardio equipment.</p> <p>Mr. Crawford asked whether the net is lower than other funds as a result of the capital outlays, and Mr. Snook indicated this was the case. He noted the Legacy Park Community Center fund balance is currently very healthy, and in light of this it is an opportune time to replace the lockers which are in serious need of repair and replacement. Mr. Crawford asked whether there was any concern the fund would go into the red. Ms. Culbertson noted even after the net FY20 projection,</p> | <p>McMillen. Motion carried unanimously.</p> |
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the fund balance was still well over \$1 million, and the Fund Balance Policy only requires a balance of approximately \$280,000. Mr. Snook reported even if the annual end of year for FY20 goes into the red, the fund balance will be more than sufficient. Mr. Crawford asked whether there was a year over year comparison of budget performance and Mr. Snook indicated this is prepared and provided every year.

**Longview Community Center** – Ms. Culbertson noted this is the first full year of revenue and expense realization for the facility, and noted the additional revenue opportunity with larger pool than Legacy Park. Main expenses are professional fees and personnel costs, as well as fiber connectivity for the facility. Capital outlay items include motorized lobby shades for the front lobby windows.

Mr. Snook noted the large windows on the east side of the building provide a lot of bright light early in the morning, and the motorized shades will be an upgrade from the film which was previously on the windows.

Ms. McMillen congratulated staff on the growth of memberships at Longview since it's opening.

Mr. Crawford noted the success of the facility and the positive community conversations regarding the facility and congratulated staff on the success.

**Harris Park** – Ms. Culbertson noted the components of this fund include Camp Summit, Athletics, Instructional, Leigh McKeighan North, and Legacy Park Amphitheater. She noted Camp Summit provides a good net revenue to the fund, and added sponsorships also provide an additional source of revenue. Main expenses are for personnel costs, professional fees, including the artists for Legacy Park Amphitheater, contract services and camp related expenses. Capital outlay items include exterior wood staining for the facility.

Ms. Kelley asked whether the estimated revenue for Camp Summit takes into account the reduced week due to school being out late. Mr. Snook explained the budget is for the fiscal year beginning July 1, so the shortfall will actually occur in the current fiscal year, FY19, having lost 2 full weeks of camp in May 2019. The projections for FY20 are for the full summer.

**Fund 200** – Ms. Culbertson explained this fund contains all administrative functions, as well as operations, Legacy Park, and grounds maintenance. Primary revenue sources include property tax, rentals, and tournaments. Main expenses will be for personnel costs, professional fees, travel, training and meetings, asphalt, and other maintenance and repair. She noted water and sewer costs will also increased due to Lea McKeighan North and Howard Park splashpads. Capital outlay includes the Arborwalk Trail expansion, the purchase of a broomsickle mower, and Legacy Park shade structures and bleachers.

Ms. Kelley asked when the new shade structures would be installed. Mr. Snook indicated the purchase and update would occur after July 1 with the new budget but would be ready for next season.

Mr. Huser asked whether the original shade structures were purchased by Hy Vee. Mr. Snook indicated there was a sponsorship from Hy Vee and Paradise Park which provided a substantial amount towards the purchase of the original structures.

Ms. Culbertson also noted this was the fund absorbing the 0.35 FTE as a result of the Beautification Commission changes.

**Aquatics** – Ms. Culbertson reported there are projected increases in revenue and expenses as a result of the opening of the wave pool in FY20. Main expenses include personnel costs, chemicals, and concession supplies. Capital outlay items include replacement of palm trees before wave pool opens.

Mr. Huser asked how many palm trees were at the facility. Mr. Snook and Mr. Dean indicated there were approximately 15-20 and they are expensive because they are high quality, but it is important to upgrade them in advance of the opening of the wave pool for the aesthetics.



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|   | <p>Ms. McMillen asked what happens to the palm trees at the facility, and Mr. Dean reported due to their deteriorated condition they would likely be disposed of at the landfill.</p> <p><b>Cemetery</b> – Ms. Culbertson reported the main sources of revenue for the fund being grave openings and monument sales. She noted this would likely be the final year of available plot sales, with only 33 unsold spaces remaining at this time. Main expenses include professional fees and construction materials.</p> <p>Mr. Snook explained staff is in the process of researching the revestment process again to open up additional available plots. He explained the revestment process is allowed by State Statute, and provides the opportunity for cemeteries to re-acquire plots which have not been used in at least 75 years and which have not been properly claimed. He stressed the minimum timeframe was 75 years but LSPR could certainly consider a longer period of time, i.e. 100 years for the revestment process. Staff is looking for additional ways to increase the fund balance to allow for the continued maintenance of the Cemetery after the revenue sources of grave and monument sales ceases.</p> <p>Mr. Morehead asked whether there is any plan for another cemetery in Lee’s Summit and Mr. Snook reported he is not aware of any plans at this time.</p> <p>Mr. Crawford asked how many possible lots exist for revestment. Mr. Snook reported the availability will be researched and determined during the revestment process investigation.</p> <p>Ms. Culbertson noted staff is also reviewing the possibility of passing along a convenience fee to patrons as an additional source of revenue or offset of expense. However, these projected savings have not been included in the budget at this time. Mr. Snook indicated this initiative should result in a net zero, or \$75,000 back to the bottom line, because LSPR is currently paying these costs on behalf of patrons using credit cards. He also reminded the Board there will be proposed adjustments to offset minimum wage which may impact the budget in a positive way.</p> <p>Ms. Culbertson noted the Construction Fund and COP Debt Fund budget and asked for any questions.</p> <p>Mr. Huser asked what the payment plan is when we borrow money. Ms. Culbertson replied the only loan we currently have is the Interfund Loan for Longview, and it has a 5 year repayment of \$820,000.00 each year, covering the expense plus lost interest. Ms. Culbertson noted staff is looking at the 5 year CIP and is considering financing options, but currently is only paying the negative on lost interest for the Longview project. Mr. Snook added staff is investigating options and meeting with Bond Counsel to explore all possible funding opportunities.</p> <p>Ms. Culbertson pointed out to the Board the Part Time Pay Plan was corrected to address an issue related to the part time Parks Specialist and Park Site Supervisor positions. The new document was handed out to the Board and will be uploaded to the public documents. She noted the changes to titles and the adjusted rate for the former Site Supervisor position, which has been reclassified.</p> <p>Mr. Crawford asked about other municipalities and their adjustments or lack thereof to minimum wage since it is not required for municipalities. Mr. Snook reported the KCMRDA meeting participants from Missouri are all implementing minimum wage even though they are not required by law. He also stated the Kansas entities are concerned about the Missouri increase due to competition from Missouri employers.</p> |  |
| <p><b>Community Center Renaming</b></p> | <p>Supporting documentation (see pages 99-100.) Mr. Snook reminded the Board of the previous discussions regarding the renaming of the Community Center in honor of Mr. Lovell. Tonight’s proposal is the culmination of those discussions and staff’s research regarding costs.</p> <p>Mr. Morehead noted Mr. Lovell was very touched by this gesture, did not see it coming, but very much looks forward to it.</p>  | <p>Ms. Kelley made a motion to approve an amount not to exceed \$20,000 for the renaming of Legacy Park Community Center; seconded by Ms. Aulenbach. Motion carried unanimously.</p> |



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|   | <p>Mr. Bivins asked what fund the expenditures will come out of. Mr. Snook indicated it would either come from Legacy Park Community Center Fund Balance or Fund 200.</p> <p>Mr. Huser asked whether there was an opportunity to offset the expense with a sponsorship for this, noting there are many individuals who would be willing to lead the effort.</p> <p>Mr. Bivins stated if he were a business person or vendor in the community, he would prefer donating his money to something more tangible for children, advancement of the facilities, etc. than to renaming a facility in honor of someone. Further at this late date, it would be difficult to coordinate.</p> <p>Mr. Morehead noted he had already spoken with Mr. Lovell, and with the July as a rough timeframe, it would be difficult to delay to try to obtain sponsorships.</p> <p>Ms. Kelley noted it might open the door for others to offer funding to name facilities in honor of someone and without a plan or process it may cause issues.</p> <p>Mr. Crawford asked whether there was any way to approve the amount for expense but to allow it to be offset by any community donations which may come in supporting the renaming.</p> <p>Ms. McMillen worried the donors would also want to be recognized for the donation.</p> <p>Mr. Huser recognized it may be too late at this point to consider the opportunity, but the option could exist in the future.</p> <p>Mr. Snook stated LSPR is always open to considering naming rights in appreciation of donations, however this is a unique situation because the naming is associated with the Board and Community's recognition of Mr. Lovell's contributions. He did note if there are individuals who wish to make a contribution towards the effort, they can be filtered through the Foundation, which can then redirect the funds to LSPR to offset the costs.</p> |                  |
| <b>OLD BUSINESS</b>                       |   |                  |
| <b>Projects and Services Review</b>       | Supporting documentation (see pages 101-109.) No questions or discussion.   | No Board Action. |
| <b>Capital Projects Plan through 2019</b> | <p>Supporting documentation (see pages 110-125.) Mr. Casey reported the Hartman Park Trailhead infrastructure is now 100% complete; crews are working on putting up the trailhead shelter/kiosk and landscaping improvements. He noted the signage is a coordinated effort with the County, but LSPR signage will be put up on the kiosk. He mentioned the large volume of calls being received regarding the "Trail Closed" signage put up by Jackson County, and explained the trail is beyond the scope of LSPR's control, and all calls are being redirected to the County.</p> <p>Summit and Howard Park Notice to Proceed will be issued tomorrow for an April 29, 2019 start date and operations will begin with a 180 day completion date. Monthly updates regarding budget and schedule will be provided to the Board. At this time, the contractors anticipate completion of Howard Park improvements by mid-August, and Summit Park improvements by mid-September, which is well in advance of the 180 days.</p> <p>Mr. Huser asked about a sidewalk and trail on the pizza shop side of the Summit Park Project and was under the impression it would not be included. Mr. Casey stated staff worked with the owner of the pizza shop, who was supportive of the trail and its' facilitation.</p> <p>Mr. Dean reported the Summit Waves Wave Pool project consultant team and staff team met yesterday to review 95% drawings and provide comments and changes. Staff and consultants also met with the City's DRC. The application is being prepared for the City's final review process and the consultant is getting the front end documents ready in anticipation of bidding.</p>   | No Board Action. |
| <b>Fundraising Update</b>                 | Supporting documentation (see pages 126-128.) Nothing new to report.  | No Board Action. |



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| <b>Beautification Commission Report</b>  | Supporting documentation (see pages 129-133.) Mr. Snook reported the new update is the ending of the MOU regarding the Beautification Commission, and there will be a transition plan in place beginning in June to transfer the responsibilities back to the City.<br><br>Ms. Kelley asked whether LSPR would have any representation at Beautification Commission after July 1, and Mr. Snook indicated no functions would be provided by LSPR after July 1, all responsibilities will be undertaken by the City Administration Department. | No Board Action. |
| <b>Wi-Fi in Parks Installation Update</b>  | Supporting documentation (see pages 134-135.) Ms. Culbertson reported it was originally anticipated all elements would be activated by last Friday; as of today, 19 of 26 points are activated. Staff is hoping for completion at end of this week. Next steps will include installation of signage and social media blasts to notify patrons.  | No Board Action. |
| <b>NEW BUSINESS</b>  |   |                  |
| <b>1<sup>st</sup> Quarter Security Report</b>  | Supporting documentation (see pages 136-139.) No questions or discussion.   | No Board Action. |
| <b>End of Activity Reports</b>   | Supporting documentation (see pages 140-150.) No questions or discussion.   | No Board Action. |
| <b>PATRON COMMENT REVIEW</b>   |   |                  |
| Supporting documentation (see pages 151-158.) No questions or discussion.  |   |                  |
| <b>MONTHLY CALENDARS</b>   |   |                  |
| Supporting documentation (see pages 159-160.) Mr. Morehead reminded the Board of the Volunteer Gala tomorrow night. Mr. Snook stated we would love to have as many Park Board members as possible and we would like to have the Park Board members line up to shake hands of the volunteers receiving awards. He indicated the event would be completed by 8pm.  |   |                  |
| <b>STAFF ROUNDTABLE</b>  |   |                  |
| Mr. Snook reminded the Board of Pat Shepard's retirement reception scheduled for Thursday, May 2, 2019 from 2-4pm.   |   |                  |
| Mr. Snook noted the Part Time Pay Work Session Meeting is targeted for May 8, 2019 at 5pm.   |   |                  |
| Mr. Snook reminded the Board of the next meetings in the City's Strategic Plan initiative, with a meeting set for tomorrow at the Aspen Room at Stanley Event Space in downtown Lee's Summit. He noted the summaries of the information gathered to date are very supportive of recreation and parks.  |   |                  |
| <b>BOARD ROUNDTABLE</b>  |   |                  |
| Mr. Morehead announced he intends to form two ad-hoc committees to review amendments to By-Laws of the Park Board as well as ordinance amendments. He asked for volunteers to serve on the ad-hoc committees. The following ad-hoc committees were formed: Mr. Crawford, Ms. Shepard and Mr. Bivins – Ordinance Committee; Mr. Huser, Mr. Walker and Ms. Kelley – By Laws Committee. Staff will reach out to each group to get availability for meetings and get them started as soon as possible.   |   |                  |
| Ms. McMillen noted people might be interested in buying the palm trees and suggested looking into selling them rather than throwing them away. She also asked how reviews on parks are conducted, i.e. feedback on how many people are going to parks like the dog parks on an annual basis. Mr. Snook reported staff does park visits regularly and completes presentations to staff. The information can easily be shared with the Board. He noted there are no manual counts of patrons in the parks, but the information still may provide valuable information to the Board.  |   |                  |
| Mr. Huser pointed out an article in the latest Parks and Rec magazine focused on beacons placed in parks which ping off of phones to track patron use, stating it is a scary technology but may be of value. Mr. Snook added there are other technologies available but they are generally expensive. He suggested the possibility of getting equipment to be used on a rotating basis, and indicated staff would look into costs. Mr. Huser also noted there was a lot of comparative data provided and asked whether we participate in anything similar. Mr. Snook reported LSPR participates in an NRPA comparative survey, which was just provided to LSPR. He indicated staff was in the process of reviewing and more information would be shared, along with the NRPA report, in the near future. |   |                  |
| Ms. Kelley reported she was seeing black boxes on certain pages of the paperless packet on her iPad, and others noted seeing markings and notes on theirs as well. Staff will review the issues and assist as appropriate. Ms. Kelley also suggested a tour of the parks facilities for the Board, as this has not been done in quite some time.   |   |                  |
| Ms. Aulenbach explained the annual review process and contract renewal process for the Administrator. She explained a survey will be sent to all Board members via Survey Monkey which will contain ten questions for the Board to answer about the Administrator and his performance. Once those are compiled, the Board will meet, without the Administrator, to discuss the results and finalize the review, after which, Ms. Aulenbach and Mr. Morehead will meet with the Administrator to present the results. Ms. McMillen and Ms. Aulenbach will be meeting in the coming days to finalize the survey to send to the Board. This process must be complete by the end of May.   |   |                  |
| Ms. Aulenbach also offered her congratulations to Ms. McMillen on the publishing of her new cookbook, which the Board reiterated.  |   |                  |
| Mr. Morehead reported the need for a Nominating Committee for the FY20 Board Officer positions, noting the positions need to be voted on at the May meeting. He noted the positions to be nominated include President, Vice President, and Treasurer. He explained the Officers have historically  |   |                  |



served two year terms, but this is not absolutely required. He appointed Mr. Crawford, Ms. Shepard and Ms. Kelley to the Nominating Committee and asked them to complete their work to present at the May Park Board meeting.

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

None.

**MEETING ADJOURNMENT**

Ms. Aulenbach made a motion 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 and 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 to go into closed session; seconded by Ms. Kelley. Roll Call: Aye – Mr. Morehead, Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Ms. McMillen, Mr. Huser. Regular Session adjourned.