



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	May 22, 2019	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	
Nancy Kelley				Steve Casey	
Samantha Shepard				Tede Price	
Nick Walker				Jackie McCormick Heanue	
Jim Huser				Brooke Chestnut	
Marly McMillen				Steve Thomas	
Casey Crawford					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Approval of Minutes of April 24, 2019 Regular Board Meeting	Supporting documentation (see pages 1-7.) No questions or discussion.				Mr. Bivins made a motion to approve the April 24, 2019 Regular Board Meeting Minutes; Ms. Aulenbach seconded. Motion carried unanimously.
Approval of Minutes of May 8, 2019 Work Session Meeting	Supporting documentation (see pages 8-10.) No questions or discussion.				Mr. Bivins made a motion to approve the May 8, 2019 Work Session Meeting Minutes; Ms. Aulenbach seconded. Motion carried unanimously.
Treasurer’s Report – April 2019	Supporting documentation (see page 11-20.) Mr. Bivins read the Treasurer’s Report for March 2019. No questions or discussion.				Ms. Kelley made a motion to approve the Treasurer’s Report for March 2019; seconded by Mr. Huser. Motion carried unanimously.
Sales Tax Report – May 2019	Supporting documentation (see pages 21-22.) Ms. Culbertson noted she still has pending questions out to the City’s Finance Department regarding the reported numbers. No questions or discussion.				No Board Action.
BOARD APPROVAL ITEMS					
Part Time Pay Plan Amendment	Supporting documentation (see pages 23-25). Ms. McCormick Heanue explained the operations functions of Lea McKeighan North would be taken over by LSPR at the end of the month in light of the non-renewal of the agreement with KC Ice. In order to hire for the location, positions needed to be created for the facility. The proposed amendment includes the creation of two new positions to be added to the Part Time Pay Plan, a Facility Supervisor and a Service Representative. The proposed amendment also includes the current fiscal year (2019) to cover operations through the end of June, as well as FY2020, as the budget for the year and corresponding pay plan were recently approved by the Park Board. Ms. McCormick Heanue explained the full budget for the facility and any corresponding budget amendments for FY2020 would be brought forward for the Board’s consideration at a later date. Mr. Crawford asked whether there were excess employees at other facilities who could cover and whether the position was full time, meaning year round. Mr. Snook indicated the hours would be needed regardless of whether there is staff at other facilities in order to cover, and the cost will be the same regardless of whether we bring an individual from another location or hire a new person to cover the location. He also explained regardless of whether an existing employee were to work at the facility, the positions must be approved because they do not currently exist in the pay plan. Ms. McMillen asked where the funds would come from to pay for the positions initially. Mr. Snook replied the funds would come out of the Harris Park budget which is where the program is located.				Ms. Shepard moved to approve the FY2019 Part Time Pay Plan and the FY2020 Part Time Pay Plan, each as amended to include two (2) new positions to address operations at Lea McKeighan North, as more fully outlined on the attached amended plans; seconded by Ms. Kelley. Motion carried unanimously.



	<p>Mr. Crawford asked whether the KC Ice contract was going to be discussed in more detail now or later. Mr. Snook responded the discussion would occur in Roundtable.</p> <p>Mr. Bivins asked whether every facility needed a supervisor. Mr. Snook reported the Facility Supervisor is needed and is effectively the manager on duty.</p>	
Park Construction and Operations Center Storage Building	<p>Supporting documentation (see pages 26-28.) Mr. Snook explained this project was included in the FY2019 budget but was placed on the back burner when the Longview project came about. The threshold for the project is over \$50,000 and therefore requires Park Board approval. Staff sought bids from entities which would be able to provide a good match to the existing structures on the premises. The Morton bid was the lowest responsive bid for the project, which is also the type of the existing building.</p> <p>The total project budget is approximately \$83,000 and includes some in house work which will be completed in order to finish the project. At this time, it is anticipated the project will come in under budget.</p> <p>Mr. Crawford asked why MAR Building declined to bid. Mr. Thomas explained they simply didn't provide a response, although several attempts were made to request a response, they did not provide one by the deadline for the bid.</p> <p>Mr. Bivins asked whether the building was similar to Morton buildings. Mr. Thomas explained MAR uses the Butler building which is similar to Morton's buildings.</p>	<p>Ms. McMillen made a motion to approve Morton Buildings as the vendor and service provider for the project and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to effectuate the same; seconded by Ms. Aulenbach. Motion carried unanimously.</p>
Lee's Summit Football Association Agreement	<p>Supporting documentation (see pages 29-41.) Ms. Chestnut explained to the Board the Agreement is similar to prior agreements with the entity and is straightforward. Mr. Snook reported the football organization is experiencing growth in the flag football program, which are the games played at Legacy. They are struggling for practice space and LSPR is trying to assist them with additional practice space, including a trial of allowing the use of a certain portion of Lea McKeighan South, with no more than 2 teams per hour practicing. He anticipates approximately 22 cars being present for each practice slot. He noted with Howard and Lowenstein being out of commission due to renovations and development, there will be an additional reduction in available practice space which will require additional adjustments. He noted it is not LSPR's responsibility to provide all of the practice space which they may require, but we do try to accommodate the needs to the extent possible.</p> <p>Mr. Huser asked whether the space was rented from the Association. Mr. Snook explained the per participant cost in the Agreement covers the practice spaces as well as other services, and LSPR has always committed to assisting the YSA's with practice space as it is able.</p>	<p>Mr. Bivins made a motion to approve the Agreement with Lee's Summit Football Association as presented; seconded by Ms. Aulenbach. Motion carried unanimously.</p>
Lee's Summit Soccer Association Agreement	<p>Supporting documentation (see pages 42-54.) Ms. Chestnut noted the biggest change for this Agreement was combining Recreation and Competitive Agreements back into one. Mr. Snook explained the agreements were separated in previous years because the academy was included, and coaches were being paid for the competitive portion. This has returned to its previous status without paid coaches, so the agreements are now wrapped back up into one, creating more consistency and efficiency.</p> <p>Ms. Shepard asked whether the recreational fees are being used to supplement the competitive program. Mr. Snook replied it is possible, but the competitive program as it exists today is very different from the one which initiated those concerns, as the coaches are not paid, and the academy is not being supported by the association any longer.</p>	<p>Ms. Kelley made a motion to approve the Agreement with Sporting Lee's Summit Soccer Association as presented; seconded by Mr. Bivins. Motion carried unanimously.</p>
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 55-63.) No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	<p>Supporting documentation (see pages 64-79.)</p> <p>Hartman Park Trailhead: Mr. Casey reported the Hartman Park Trailhead has made good progress, with about 90% complete, with a few odds and ends punch list items remaining, including signage and finalizing landscaping. He noted the addition of the trail head fits in really well with the renovations of the park in general, and has received positive feedback. The Ribbon Cutting is scheduled for</p>	No Board Action.



	<p>June 5, 2019. Jackson County will be doing its' ribbon cutting for the Rock Island Trail on Saturday June 1, 2019, and the trail will be officially open</p> <p>Ms. Shepard asked whether there had been any issues with trash and litter at Hartman since the trailhead was installed. Mr. Casey reported there was no observed issue at the trailhead.</p> <p>Summit and Howard Park Improvements: Mr. Casey noted the Contractor is on board and ready to work, however the weather has not been cooperative and, as a result, the project has not had as much activity as planned to date.</p> <p>Wave Pool @ Summit Waves: Mr. Dean reported the 95% plans have been received from the consultant on the Wave Pool project, and the plans are in review with the City's DRC. It is anticipated the project will be out to bid by mid-June.</p>	
Fundraising Update	<p>Supporting documentation (see pages 80-82.) Mr. Reinoehl has been working to obtain sponsorships for the amphitheater, with 5 sponsors, the most sponsors in the facility's history.</p> <p>Mr. Huser asked whether there had been any discussion about presenting the sponsorship in a way other than banners on the fence, as the banners are not the most attractive method of advertising on the fence. Mr. Snook reported the banners were actually requested because it provides a barrier to individuals who park at the facility and don't pay to get in. Mr. Morehead asked if Mr. Huser had any suggestions, and Mr. Huser suggested some of the types of sponsorship identifiers at Starlight Theater. He noted the banners are fine for an athletic complex, but for a facility of the caliber of the amphitheater, they can be detracting.</p> <p>Mr. Crawford asked what the businesses who are sponsoring want, and would they be ok with a change? He noted while the banners may not be as aesthetically pleasing, if they like what they are getting for the value, it may result a change in the level of sponsorship. Mr. Huser suggested the sponsor not drive the option; rather the sponsorship package be prepared and offered by LSPR.</p> <p>Ms. Shepard suggested a digital banner rotating through sponsorships at the location.</p> <p>Mr. Snook suggested staff ask the Sponsorship Contractor what other options and trends he is seeing in the industry and propose ideas and options. He noted Mr. Reinoehl does work with a number of other entities, including Johnson County, Kansas, who he believes uses a similar method as LSPR, but he may have other suggestions as well.</p> <p>Ms. McMillen asked whether any patrons have made comment about the banners. Mr. Snook did not know of any complaints. He did note there would need to be another consideration to avoid patrons participating in activities at the facility without paying, such as a black netting barrier.</p> <p>Mr. Bivins noted he brought this topic up a few years ago, and reiterated Mr. Crawford's comment indicating the sponsors will drive what we use, because they will choose to pay or not pay, noting advertisers look for impact.</p>	No Board Action.
Beautification Commission Report	<p>Supporting documentation (see pages 83-87.) Mr. Snook noted the last Beautification Commission meeting LSPR staff will be formally attending as the liaison department is June.</p> <p>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.</p>	No Board Action.
Wi-Fi in Parks Installation Update	<p>Supporting documentation (see pages 88-89.) Mr. Snook advised the Board staff is still waiting on the signed contract back from the service provider for the addition of Longview.</p>	No Board Action.
NEW BUSINESS		



Conflict of Interest Training	Jackie McCormick Heanue conducted a presentation/training session for the Board regarding Appointed Officials Conflict of Interest.	
End of Activity Reports	Supporting documentation (see pages 90-94.) No questions or discussion.	No Board Action.

PATRON COMMENT REVIEW

Supporting documentation (see pages 95-97.) Mr. Huser asked whether the spreadsheet format was working properly, because some of the text is cut off. Mr. Snook indicated the wrap text isn't working properly and it needed to be reformatted, and staff would address it. Mr. Crawford asked why there is not a steam room at the facilities. Mr. Snook reported steam rooms are very difficult to keep sanitary and are operational challenges. He noted while we do occasionally get comments regarding steam rooms, there are not an overwhelming number of comments.

MONTHLY CALENDARS

Supporting documentation (see pages 98-99.) Mr. Snook reminded the Board June 5, 2019 at 5:30pm is the ribbon cutting for Hartman Park Trailhead.

STAFF ROUNDTABLE

KC Ice/Lea McKeighan North Operations Update:

Mr. Snook handed out a memorandum prepared by staff regarding the KC Ice contract. He noted he was somewhat surprised we ended up not being able to come to agreement for renewing with KC Ice, but at the end of the day, they demanded LSPR pay the full amount of the loss in order to renew, which was not acceptable to LSPR. The memorandum summarizes the areas where the arrangement was not successful. In comparing the pro forma to the actuals, it is clear in several areas where revenues fell short. For example, the volleyball leagues did not perform as KC Ice expected in its' pro forma. He indicated this was in part due to the lack of programming of volleyball. Mr. Huser asked when the Agreement started, as he assumed it was when the ice rink opened. Mr. Snook clarified the Agreement was in place from May 2019.

Mr. Snook also noted the staffing and payroll seemed a bit excessive, with 4 full time people being allocated, at least partially, to the operations, in addition to a number of part time staff. He noted he had conversations with management about the level of staffing throughout the year based on the demands of the facility, however they did not adjust as recommended by LSPR. Although they came in under budget for payroll, their revenue targets were not met, and reduction of overhead was not made to accommodate those losses.

Mr. Snook also commented on the breadth of programming, including, specifically, curling, which was projected to bring in revenue. This program was not offered as originally contemplated, resulting in no revenue being generated as projected.

Finally, he pointed out the months of January and February, which were projected to be very successful, were instead losses, due partially to the bad winter weather, particularly on the weekends when participation is higher.

Ms. McMillen noted she did not see any concessions revenue. Mr. Snook indicated there was revenue, and the memo only provided highlights and red flags.

Ms. Kelley asked about winter tournaments. Mr. Snook reported there were pond hockey tournaments. Mr. Gibson explained the financials the contractor supplied did not break out revenue per type, all revenue went into the "Public Skate" line item so it is impossible to decipher exactly how much money was made specifically for pond hockey or for any tournament.

Ms. Shepard asked why LSPR didn't put the brakes on some of the proposed programs in the first year of operation and limit the expectations of the pro forma. Mr. Snook indicated the contractor has run other facilities in the past, and they are the experts in what they believed they could do, and it was communicated by LSPR the proposals were aggressive, but as the professionals, they were convinced they could provide these levels of expectation. She suggested if the proposal were brought to the Board, it likely would have felt like it was a little much for the first year of the facility, and cautioned the Board to take this into consideration when deciding on programming for the upcoming year as LSPR takes over operations.

Mr. Huser noted the pond hockey tournaments seemed to have the best participation. Mr. Gibson and Mr. Snook indicated the participation was not as high as expected or anticipated.

Mr. Snook noted the possibility of curling programs had a lot of interest and would likely be successful, and also have other ideas regarding rentals, birthday parties, and open skate. He did caution weather will play a huge factor, and although it is not planned to have as aggressive a plan, the level of participation will largely be driven by weather.

Mr. Walker asked how much LSPR is planning to allocate for salaries for the upcoming year. Mr. Snook reported staff is working on the budget currently. He asked whether all the equipment was the property of LSPR, specifically the ice resurfacing machine. He asked whether we have internal experience operating the ice rink, noting this was his greatest concern, and Mr. Snook reported we do have experience on our staff to ensure operations are in place, including making ice and operating the Sport Ice machine. Mr. Snook also noted the hours of operation will be closely considered, and the primary goal right now is trying to get the facility in operation for the summer with the splash pad, volleyball, pickleball and concessions operations. He also stated there would be adjustments made to the offerings in the pro shop and concessions facilities, with more limited offerings and more condensed operating.

Mr. Huser asked about the formatting on the spreadsheet, because the numbers appear to be off, and the gains and losses do not appear to be correct. Mr. Snook reported staff would double check the calculations.

Mr. Crawford asked what LSPR's liability or responsibility is for the loss, if anything. Mr. Snook reported the losses would be split 50/50 per the agreement with KC Ice. Mr. Walker clarified LSPR would be taking half of the current reported year loss and Mr. Snook reported this would be correct.



Ms. Shepard asked what we were prepared for. Mr. Snook indicated he expected there to be some loss the first year, but did not expect it to be this extensive.

Mr. Crawford suggested the goal in budgeting would be to offset the loss. Mr. Snook indicated he expected the budget to be break even the first year, and suggested it may be possible to make up the loss over two or three years, but it was not likely in the first year. Mr. Crawford indicated he understood this may not be possible but should be an objective in the near future. He also asked whether there has been any research, polling or information requests about what residents may want to see to ensure we don't fail like KC Ice did. Mr. Snook indicated there had been no polling done, but the assumptions which have been made by staff are likely fairly safe. For example, public skate will likely be the highest volume program. He also noted there would be additional programs, like a Learn to Skate program, and there appears to be great interest in other programs, but until programs are offered, we will not be able to clearly identify demand. He stated we would not be coming up with wild programs with little opportunity for success.

Mr. Crawford asked how we decide to introduce new programming into our system. Mr. Snook reported the ice rink and the wave pool were community driven. He used the example of the pyramid at Lea McKeighan, and indicated the community was consulted, and feedback was sought. Interestingly, the pyramid did not score well in these sessions, but staff suggested taking a chance, and the pyramid has been extremely successful. He noted another example is the consideration of putting in outdoor fitness equipment at Lowenstein Park which was also driven by citizen input.

Ms. McMillen noted the national and regional conferences also provide us with information and opportunities for new and innovative options.

Mr. Snook explained the needs of the community are considered and input is sought when large scale projects are brought forward. He indicated in this case, the ice rink was provided as a result of the community demand, and now LSPR needs to refine the offerings to build on the foundation of the facility.

Ms. McMillen noted the expenses are primarily related to staffing. She inquired what the staff was doing, if they weren't doing programming. Mr. Snook indicated the staff was present to run the ice resurfacing machine and make sure the facility was clean and in working order, and manning the pro shop/concessions stand.

Mr. Bivins noted when he was present at the facility, there were 3 or 4 staff people who weren't doing much until a large group of people came in to rent skates.

Mr. Snook explained the philosophy at LSPR is to minimize the number of people involved at the highest pay level though it appears the KC Ice philosophy was the reverse, and full time staff were allocated to the operation, at least partially. He noted the expenses related to staffing would be significantly reduced when operations are taken over by LSPR.

Mr. Snook advised the Board staff was still working on collecting information and data from KC Ice to close out the contract and would provide updates as information becomes available.

Ms. Shepard asked if volleyball was up and running for the summer. Mr. Snook indicated volleyball and pickleball are both being offered.

General Roundtable:

Mr. Snook handed out postcards with the summer slate of offerings at the Amphitheater and noted additional handouts are available if needed or desired for dissemination at community groups or other areas.

Mr. Snook updated the Board on a comment received at the City Council last night regarding the tree board which included disparaging comments, and specifically alleged staff lied on the application for Tree City USA. He indicated staff is working on a response to the comments. He indicated the comments were unfounded and the patron is upset because the City has not set aside funds to replace trees in the right of way. This topic has become his personal mantle ever since.

Mr. Snook advised he would be out of the office June 11-12, 2019, as well as June 30-July 1, 2019.

BOARD ROUNDTABLE

Mr. Huser indicated he was contacted by a patron who dropped his son off at Legacy Park Community Center to play basketball with a \$100 bill to pay his entry fee. The facility could not make change and would not allow the patron in. He was unable to contact his Dad to pick him up, and he was not allowed in the facility to get his friends to get enough change. Finally, the front desk took the \$100 as collateral for his fee. He suggested different solutions would have been available and this seemed like an excessive response. Mr. Huser asked what the protocol should be when these issues are brought to members of the Board, and whether this should be typed up. Mr. Snook noted issues of this type can be quickly addressed if he is made aware immediately, and asked the Board to call him when they are made aware of these types of issues. Mr. Huser also noted he has been doing a personal tour of all the parks, and has enjoyed the experience, noting it is fun to experience the parks in a different way. He noted all the parks have gotten better with time. He said it is very cool to be part of the vast parks system and praised staff for keeping up such a great system.

Mr. Crawford complimented the Celebration of the Arts event at the Amphitheater, noting it was the first time he took his entire family, and felt like it was great for young kids.

Mr. Bivins asked if anything has been done with the back deck at Longview, and Mr. Snook indicated the project had been completed. He also suggested keeping the renovation of Pleasant Lea Park as a priority, and Mr. Snook indicated it is included in the FY2020 budget. He finally commended the securing of Sara Evans for the amphitheater. Mr. Crawford also noted he has received comments from people outside the community interested in the event.



Ms. Aulenbach thanked Marly and Jackie for assistance recently and expressed her best wishes for good luck for Summit Waves. She reminded the Board every season has its' events and activities and realizes it is a continuous cycle, and thanked staff for all their efforts.

Ms. Kelley commended the retirement reception for Pat Shepard and thought the gift was perfect and a wonderful gesture.

Ms. Shepard noted a patron expressed concerns about the renovation at Pleasant Lea Park, worried it would result in losing the one outdoor basketball court in Lee's Summit. Mr. Snook noted there is not a basketball court at the facility, but two other parks do have outdoor basketball courts. She recommended we not lose sight of things like this, patrons may still take advantage.

Ms. Kelley presented the Nominating Committee's proposed slate of officers for FY2020, and explained typically, although the term of office is for a period of one year, it has been the Board's common practice to have the individuals serve two years. Thus, the proposal is for Tyler Morehead to serve as President, Mindy Aulenbach to serve as Vice-President, and Lawrence Bivins to serve as Treasurer for FY2020. Ms. Aulenbach made a motion to approve the slate of officers as presented for FY2020; seconded by Ms. McMillen. Motion carried unanimously.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT

Ms. Aulenbach made a motion pursuant to Section 610.021 (3) of the Revised Statutes of the State of Missouri pertaining to hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded 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 to move into Closed Session; seconded by Ms. . Roll Call: Aye – Mr. Morehead, Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Ms. McMillen, Mr. Huser, Mr. Crawford, Mr. Walker, Ms. Shepard. Regular Session adjourned.