



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	August 28, 2019	TIME:	6:00 PM	PLACE:	Strother Conference Room		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Tyler Morehead, President		Mindy Aulenbach, Vice President		Joe Snook		Rob Binney, Council Liaison	
Nancy Kelley		Lawrence Bivins, Treasurer		Carole Culbertson			
Samantha Shepard		Nick Walker		David Dean			
Jim Huser				Steve Casey			
Marly McMillen				Tede Price			
				Jackie McCormick Heanue			
				Brooke Chestnut			
				Ryan Gibson			
AGENDA ITEM		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS	
Approval of Minutes of June 26, 2019 Regular Board Meeting		Supporting documentation (see pages 1-8.) No questions or discussion.				Ms. Shepard made a motion to approve the July 24, 2019 Regular Board Meeting Minutes; seconded by Ms. Kelley. Motion carried unanimously.	
Treasurer’s Report – July 2019		Supporting documentation (see pages 9-18.) Ms. Kelley read the Treasurer’s Report for July 2019. No questions or discussion.				Mr. Crawford made a motion to accept the Treasurer’s Report for July 2019; seconded by Ms. McMillen. Motion carried unanimously.	
Sales Tax Report – August 2019		Supporting documentation (see pages 19-20.) No questions or discussion.				No Board Action.	
BOARD APPROVAL ITEMS							
2019-2020 Great Beginnings Early Childhood Center/LSR7 Event Calendar		Supporting documentation (see pages 21-23.) Mr. Snook explained the Agreement with the Early Childhood Center requires submission of proposed events for the school year to the Park Board. There are no conflicts with the events as scheduled for any LSPR activities or events. The schedule is similar to those of past years. Mr. Crawford asked what the programs are. Mr. Snook referred the Board to page 22 of the Packet, which contains a full listing of all events.				Ms. McMillen made a motion to approve the special events and programs for the Great Beginnings Early Childhood Center for the 2019-2020 school year as outlined on Attachment A; seconded by Ms. Shepard. Motion carried unanimously.	
Amendment No. 1 to FY2020 Budget – Lea McKeighan North Operations		Supporting documentation (see pages 24-29.) Mr. Snook reminded the Board the budget was presented to the Board for FY20 prior to the change in circumstances for operations and management of Lea McKeighan North/Summit Ice. The budget for operations and maintenance has now been prepared. The budget is conservative from a revenue generation standpoint. Mr. Snook also pointed out the “actuals” reported in the documents are the numbers provided by KC Ice to LSPR, and are still tentative as they have not yet been fully audited by LSPR. They were included to provide a comparison to last year’s operation. Significant differences between the “actuals” and the proposed budget include staffing, as LSPR believes there will be significant savings from more efficient staffing of the facility. Staff is projecting a \$52,000.00 net profit for the FY20 operations, but the number does not currently include any full time staff allotment, which would typically be included in a program or activity. Mr. Crawford asked whether there had been any statements made by LSPR regarding removing pond hockey moving forward, as he has been approached several times hearing the rumor. Mr. Snook indicated LSPR intends to continue offering pond hockey, but a contractor will likely run it. Mr. Snook noted it was possible there were statements made by KC Ice staff regarding pond hockey, which LSPR is not aware of.				Ms. Kelley made a motion to approve Amendment No. 1 to the Lee’s Summit Parks and Recreation Budget for FY20 to incorporate revenues and expenses for the operations of Lea McKeighan North and Summit Ice as well as the inclusion of two (2) new positions to the FY20 Part Time Pay Plan for operations of Lea McKeighan North; seconded by Ms. Shepard. Motion carried unanimously.	



	<p>Ms. Shepard asked where the money would come from when we make a payment to KC Ice for the loss. Mr. Snook explained it would come out of Fund 530. Ms. Shepard asked if the loss was taken into consideration into the current budget. Mr. Snook indicated it was not in the budget and would affect the fund this year, but the budget presentation is how staff realistically anticipates the facility will run, irrespective of the loss from the prior year. Additionally, the loss from KC Ice operations last year will not be an operational expense that will occur year over year.</p> <p>Mr. Crawford asked about the \$50,000 discrepancy on KC Ice's actual numbers. Mr. Snook explained there were two separate line items for KC Ice salaries – full time and part time, as well as contract services, and collectively their total expense for staff was approximately \$140,000; LSPR's projected staffing costs is approximately \$80,000.00.</p> <p>Mr. Huser asked what "AF" stood for, and Mr. Snook noted this was "Activity Fees."</p> <p>Mr. Crawford asked about the Professional Fees line item in the budget. Mr. Snook noted \$15,000.00 of the line item is to have a firm or group to come in and help make the first sheet of ice. He explained KC Ice previously handled ice creation, and while staff watched and learned the process, we do not yet have enough in-house expertise to complete the task alone. Mr. Snook also noted Mr. Gibson has found two individuals with expertise and experience with making ice for the KC Mavericks. Staff anticipates creating an employee position rather than have a contractor relationship for these roles, so this line item may move from Professional Services to employee costs. This will require another modification from the Board at a future meeting to incorporate positions into the pay plan. He also noted the \$15,000.00 professional fees projection was a quote from KC Ice for estimated costs of creating the ice and getting it up and running.</p> <p>Mr. Crawford questioned the savings of \$100,000.00, and suggested our projections are fairly low, or KC Ice's expenses were extremely high. He was seeking assurances expenses could be cut by this much. Mr. Snook indicated staff was very conservative in its' approach in preparing the budget and is confident in the projected numbers which have been presented.</p> <p>Ms. Kelley was amazed by the "Office Supply" line item on KC Ice's budget, noting more than \$10,000 in expenses as opposed to LSPR's projected \$520.00. Mr. Snook reiterated staff is still working through the review of expenses and will be questioning some of the expenditures, such as concessions products.</p> <p>Mr. Huser asked about the bank card fees and sales tax expenses, noting the revenues should have been much higher to result in bank card fees and sales tax being as high as it is, nearly \$22,000.00. Ms. McCormick Heanue noted KC Ice has provided detail line item fees related to the bank card fees, but they have not yet been audited. Ms. McCormick Heanue and Ms. Culbertson also noted the bank card fees line item may include the credit card processing software expenses used by KC Ice.</p> <p>Mr. Snook noted credit card fees were missing from our budget but believes there are other areas of the budget which will more than accommodate the expenses. Mr. Crawford asked whether we should wait to approve the budget. Mr. Snook felt comfortable.</p>	
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 30-38.) No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	<p>Supporting documentation (see pages 39-57.)</p> <p>Hartman Park Trailhead: Mr. Casey noted the last of the touchups on the project were completed today, and the project expenses came in about \$34,000 under budget. Since LSPR acted as general contractor for a majority of the work,</p>	No Board Action.



	<p>significant savings were realized. An end of project report is being prepared and will be included for the September Park Board meeting.</p> <p>Summit and Howard Park Improvements: Mr. Casey reported most of the underground utilities work has been completed at both project locations. He indicated the splashpad installation at Howard Park was projected to begin in the next week. Additionally the parking lot paving work at Summit Park will be complete soon. Playground installation has been in process for both projects and will be completed in the middle of September.</p> <p>Lowenstein Park Improvements: Mr. Casey reported there is significant activity going on with the Streets of West Pryor development. Park improvements to be completed by the Developer will start in the next few weeks, and a contractor has been selected by the Developer for restroom, trail, and parking lot expansion tasks. LSPR staff has been working through a selection process for fitness equipment and playground equipment and will bring forward a recommendation for the Board's consideration in September.</p> <p>Mr. Morehead asked if the power lines were going to be buried. Mr. Snook and Mr. Casey indicated they do not believe the plan for development includes burial of the power lines.</p> <p>Mr. Crawford asked about the litigation involving the Rock Island trail and asked whether it would impact anything LSPR has done or is doing. Mr. Snook reported the ongoing litigation should have no impact on LSPR projects or facilities.</p> <p>Mr. Crawford asked who the developer is for Streets of West Pryor. Mr. Snook reported the developer is Matt Pennington, Drake Development.</p> <p>Wave Pool @ Summit Waves: Mr. Dean reported LSPR staff worked hard with the consultant and the contractor to value engineer cost reductions for the project. Additional ground borings were completed on the project area to confirm the presence or absence of rock. After this evaluation, two significant cost reduction items were approved, including the removal of the contractors' rock allowance of \$60,000 and the use of an alternative storm water detention system. It is everyone's hope to start construction early September. Mr. Snook noted the boring evaluation showed indication of the possibility of shelf rock in one area of the project, but the worst case scenario cost for excavation of rock in the area would be about half of the allowance from the contractor. Therefore, even if our exposure hits the worst case scenario, we are money ahead by accepting the credit. He also reminded the Board of the \$90,000.00 contingency in the budget, and reiterated to the Board the acceptance of the credit was an educated, calculated risk.</p>	
Fundraising Update	Supporting documentation (see pages 58-60.) No questions or discussion.	No Board Action.
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 61-62.) Ms. Culbertson noted there have been no monthly fees assessed and the billing for construction at Longview has not yet been received. No questions or discussion.	No Board Action.
NEW BUSINESS		
End of Activity Reports	Supporting documentation (see pages 63-91.) No questions or discussion.	No Board Action.
PATRON COMMENT REVIEW		
Supporting documentation (see pages 92-97.) No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 98-99.) Mr. Morehead pointed out the Park Board meeting has been moved ahead a week, to September 18, 2019, to accommodate the NRPA Conference.		
Mr. Snook indicated the Park Board Retreat will take place on Friday, November 1, 2019. Mr. Crawford asked what the Park Board Retreat entailed. Mr. Snook explained it is the annual planning retreat with the primary focus of looking at goals for the next year and five years, and to aid staff in planning for budgetary purposes. Location will be determined at a later date. Staff Retreat will take place in October and staff results will be provided to the Board.		



Mr. Snook reminded the Board the reception to honor the renaming of the Legacy Park Community Center to the J. Thomas Lovell, Jr. Community Center at Legacy Park will take place on Thursday, September 12, 2019 at 6pm.

Mr. Snook noted the End of Summer Staff Celebration will take place at Lea McKeighan North over the lunch hour on Tuesday, September 17, 2019.

STAFF ROUNDTABLE

Mr. Snook provided an update on the staff trip to West Palm Beach, Florida and Virginia Beach, Virginia to research landfills converted into parks. He reported the trip was very informative and encouraging, but noted the reality is the planning phase of a project of this magnitude would likely be 5 or more years, with the implementation of the full scope being very long term, likely exceeding 20 years from start to finish. He noted some of the specific observations of Mount Trashmore, Virginia Beach, which is known as the "crown jewel" of their parks system. The potential for Lee's Summit's facility is more than 200 acres and there are multiple opportunities for unique development. He was surprised there was little or no discomfort with the facility being a former landfill. Mr. Binney asked if Nigel Woodbury attended and took video of the trip. Mr. Snook reported he did not attend but photos were taken, he also reported his Weekly Reader this week would include a significant update to show some of the results. Mr. Binney noted how attitudes may shift about the existence of the landfill if and when it is converted to a park. Ms. McMillen asked if there is any hazardous waste or risk of seepage. Mr. Binney explained there is constant monitoring of the landfill, from an outside consultant to the State of Missouri. He noted there is occasionally leachate, but it is captured and treated. Mr. Snook noted Mount Trashmore had a lot of leachate because there were no regulations at the time. However, the City is required to keep \$5 million in escrow to address any environmental issues related to the landfill for 30 years post closure. Staff is still working to create a comprehensive analysis of the possibility of transitioning the landfill to park property and will look to bring consultants in to assist with high level development of a proposal after the discovery and analysis phase is complete. Ms. McMillen noted an innovative project like this would look good on a Gold Medal application. Mr. Snook indicated this would be the first project of this type in the Midwest and certainly in Missouri.

BOARD ROUNDTABLE

Ms. McMillen made note of Mr. Snook's Weekly Reader comments about Jay moving to Arkansas.

Ms. McMillen also noted she recently went to Bismarck, North Dakota and observed several things in parks that were unique and innovative, and she suggested the Board take pictures and send them to Joe when they observe interesting things.

Mr. Huser asked about the status of the gentleman who had the heart attack at Legacy Park on Monday. Mr. Snook reported the last update he received was he was transported to Lee's Summit Medical Center and underwent a procedure, which appeared to be successful, but has received no further update. He also noted the Assistant Fire Chief commented to Mr. Snook the excellent job LSPR staff did in assisting, and noted LSFD asked for the names of staff who supported the process, because they intend to formally recognize them.

Mr. Huser commented his experience at the Amphitheater was fun. He noted there are a lot of comments in the public about why the amphitheater was built at Legacy, but doesn't think people can really understand until they've been there. He noted how easy the process was, from parking to entry, etc. He said to be that close to an event was a very cool experience.

Mr. Crawford echoed the experience of the amphitheater, and noted he and his family really enjoy the events at the facility. He thanked Tede, Joe and the rest of the staff for everything that goes into making the events happen. He stated the only challenge is getting a town of 100,000 people to know it is there. Mr. Crawford asked if theatre has ever been done at the amphitheater. Ms. Price noted the Summit Theatre Group rented the facility for the first year it was open to do its' annual show, but it was not cost effective for them to rent the facility. Mr. Snook noted finding the right connections with entities to partner with is key.

Ms. Kelley noted she enjoyed her experiences at Summit Waves this season, and said they can't wait for the Wave Pool.

Ms. Shepard stated Mike Weger, who was President of Lee's Summit Basketball Association, advised her the association sends representatives to attend back to school night every year through Lee's Summit R-7. He suggested parks participate because there are parks programs which get a lot of questions and attention. She also suggested linking LSPR and the Youth Sports Associations on the websites.

Mr. Binney commented on the diversity of thought and idea. He agreed with the comments regarding the placement of the amphitheater and the location was the natural selection of where it belonged. He felt the free concerts and the experiences have been great. He asked for more information about the Bobby Watson event on September 6. Ms. Price explained she reached out to the 18th and Vine group looking for jazz bands, and the representative she was working with suggested a meeting and the possibility of collaboration. The product of those meetings and discussions is this event, a partnership with the 18th and Vine Redevelopment Corporation, bringing jazz music and events of this type to the suburbs. It is a free event and is another example of the collaborations LSPR engages in with many entities, where the partners provide the service provider at its' cost, and LSPR provides the venue and the concessions. The hope with these events is to bring new participants to the facility.

Mr. Binney asked about the status of the Foundation regeneration. Mr. Snook explained the first go round of trying to grow participants in the foundation was not successful, so a second round is in process. The hope is to generate interest and excitement from a wide variety of participants to serve on the Foundation Board and have an interest in supporting parks and recreation initiatives. Mr. Binney noted he has several individuals who are interested in donating assets or support for trails.

Mr. Binney also noted Mr. Snook's recent acceptance to the American Academy of Parks and offered his congratulations.



Mr. Crawford asked if there has been land donated from Unity Village. Mr. Snook explained there is 30 acres adjacent to the railroad which LSPR now owns. Mr. Snook explained it is south of Colbern and north of 470. It can not be accessed easily by the gate, but runs along the railroad tracks and adjacent to Main Street. Mr. Crawford asked if there is a plan for development. Mr. Snook indicated there were no current plans. Ms. McMillen asked if Unity placed any restrictions on the property. Mr. Snook reported there are no restrictions on the property, and several high level discussions have taken place regarding future opportunities, including a possible ropes course, single track bike trail, etc. The park will be considered for future development based on demand, but at this time there is no active effort for development.

Mr. Morehead thanked staff, especially Ms. Price for all her hard work on concerts this year. He noted the Amphitheater and its' programming helps make Lee's Summit a destination City.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT