



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

CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	December 4, 2019	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
--------------	------------------	--------------	---------	---------------	--------------------------

Board Members Present:	Board Members Absent:	Staff Present:	Other Guests:
Tyler Morehead, President	Casey Crawford	Joe Snook	
Mindy Aulenbach, Vice President	Samantha Shepard	Carole Culbertson	
Lawrence Bivins, Treasurer		David Dean	
Nancy Kelley		Steve Casey	
Nick Walker		Tede Price	
Jim Huser		Jackie McCormick Heanue	
		Brooke Chestnut	
		Ryan Gibson	

AGENDA ITEM	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
-------------	--------------------------------------	-----------------------------

<b>PRESENTATIONS</b>		
----------------------	--	--

<p><b>Camp Summit 2019 End of Activity Presentation</b></p>	<p>Mr. Ryan Gibson, Harris Park Community Center Manager, introduced the 2019 Camp Summit Theme: Fun Starts Here! He summarized the statistics of participants and employees as well as the dates of camp for 2019. Mr. Gibson noted the difficulty hiring nurses to work the hours and schedule of camp this year, and reported research has been conducted to try to find ways to encourage applicants next year. Mr. Gibson reported revenues, which he explained were lower than budgeted due to the fact that camp was shortened as a result of the school schedule. However, expenses were also lower because of the shortened schedule. He reviewed the cost breakdown and highlighted crafts and snacks as two areas where staff worked hard to contain costs and provide high quality, healthy options. He also explained the increase in part time expenses due to the minimum wage implementation.</p> <p>Mr. Gibson noted there were surveys sent to 524 unique households, with 123 returned (23% return rate). Field trips accounted for a significant number of comments, with a variety of positive and negative. He noted it becomes difficult to find unique field trips to offer due to the number of participants and the options available in the area, however staff uses unique strategies to try to make other opportunities available.</p> <p>Mr. Gibson also commented on the number of responses seeking to extend the age group to 12 and explained to the board this would be very difficult to do due to space constraints.</p> <p>Mr. Gibson explained the end of year experiences for campers and staff, which are very emotional, and explained tears are a good thing in this instance because of the positive impact camp has on the participants.</p> <p>Mr. Bivins asked how the surveys are sent out. Mr. Gibson reported they are sent via e-mail.</p> <p>Ms. Kelley asked whether there have been handicapped students attend camp. Mr. Gibson reported there have been, they are usually high functioning, and we have never had anyone in a wheelchair. If it is known/noticed, Ryan tries to have a conversation with the parents in advance to prepare and determine how staff may be able to assist or accommodate. Mr. Snook added there are probably more children who have emotional or spectrum issues as opposed to physical disabilities. He noted at the end of the day, staff tries to accommodate but it has to work within the framework of camp, and one on one interaction is not possible.</p>	
-------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--



<b>Approval of Minutes of October 23, 2019 Regular Board Meeting</b>	Supporting documentation (see pages 1-6.) No questions or discussion.	Ms. Aulenbach made a motion to approve the October 23, 2019 Regular Board Meeting Minutes; seconded by Mr. Bivins. Motion carried unanimously.
<b>Treasurer's Report – October 2019</b>	Supporting documentation (see pages 7-16.) Mr. Bivins read the Treasurer's Report for October 2019. No questions or discussion.	Ms. Kelley made a motion to accept the Treasurer's Report for October 2019; seconded by Ms. McMillen. Motion carried unanimously.
<b>Sales Tax Report – November 2019</b>	Supporting documentation (see pages 17-18.) No questions or discussion.	No Board Action.
<b>BOARD APPROVAL ITEMS</b>		
<b>Award of Bid No. 2020-PR-005 Lockers for Lovell Community Center</b>	Supporting documentation (see pages 19-22.) Mr. Dean explained this project was included in the capital improvements list for FY 2020 and noted the current lockers are no longer able to be repaired because parts are no longer being made for the system. In response to this, staff issued an RFP seeking responses for the project. He noted the project would be completed during the slower period of the year and would be accomplished in phases. He also noted the number of lockers was going to be reduced in this project, due to need and space availability.	Mr. Bivins moved to award RFP No. 2020-PR-005 to Bulte Company for the replacement of lockers at Lovell Community Center in the total amount of \$66,599.00 and further authorize the Administrator of Parks and Recreation to enter into an agreement and execute any documents necessary to procure the goods and services described; seconded by Ms. Aulenbach. Motion carried unanimously.
<b>Greenway Trails Master Plan Update</b>	<p>Supporting documentation (see pages 23-51.) Mr. Casey reported staff has been working with Vireo, LSPR's consultant on this project. He noted the City has been working under Greenway Trails Master Plans since 1998, which are updated about every ten years.</p> <p>Mr. Casey gave an overview of the trails system within Lee's Summit. He identified the biggest topic coming out of the discussions were influencing factors which have changed, the most significant being the Rock Island Trail. He also noted strong desires for connectivity between Downtown Lee's Summit and the Rock Island Trail.</p> <p>Mr. Casey reminded the Board of the City's Comprehensive Plan review, which will be in process in the next 6-12 months; the greenway update process was intended as a kick start to the discussion.</p> <p>Mr. Casey highlighted the community engagement component of the master plan update, which occurred on one day in June 2019 and included focus group discussions with community members, the Livable Streets Advisory Committee, and Mid America Regional Council (MARC) as well as City staff. Consistent themes of these discussions focused on connectivity to downtown, overland trail development (not adjacent to roadways), and collaboration between City departments. Mr. Casey reported there was modest attendance at the public open house, but there were more than 250 responses to the online polls, which provided good feedback from the community.</p> <p>Several opportunities were identified, including O'Brien Road and the bridge way crossing over US 50 Highway, the Paragon Star Development and its' connection to the Rock Island Trail and Little Blue Trace.</p> <p>Mr. Casey noted some of the regional priorities are a bit out of LSPR's control from a jurisdictional standpoint, but the desire is to support other agencies as best as possible.</p>	Ms. McMillen moved to approve the Greenway Trails Master Plan and recommend for adoption into the City of Lee's Summit Comprehensive Plan; seconded by Ms. Kelley. Motion carried unanimously.



	<p>Some of the identified challenges included land availability and funding.</p> <p>He highlighted the priorities of the City and mentioned the PRI property and opportunities for expanding the system to the south through the property.</p> <p>Mr. Casey summarized some possible funding mechanisms, including the Parks Sales Tax, grants, shared projects with City departments such as Public Works, and the possibility of a regional tax, for which legislation is currently being considered in Jackson County. Mr. Snook explained the regional tax would go to each municipality for a vote, and if the community passes it, then the community receives a benefit, which is based on population.</p> <p>Mr. Casey explained the next steps include continuing to build momentum with the opening of the Rock Island Trail, focusing on the priorities of the community, and finding opportunities for funding, focusing on regional funding. He also reiterated cooperation with the City's Comprehensive Master Plan Update, because all of the projects are closely related and intertwined.</p> <p>Mr. Walker asked what Jackson County's plan is for the Little Blue Trace trail currently. Mr. Casey noted the County is challenged with acquisition and funding, but there is a plan in place. Mr. Snook explained there would be a connection from Rock Island to Little Blue Trace, effectively from Noland Road to the Rock Island. He also noted there is approximately 2 miles of space which are challenging for land acquisition. He stated he believes the feasibility of the connection happening is strong and will likely happen before the connection between the Katy Trail and the Rock Island in Pleasant Hill. Mr. Walker</p> <p>Ms. McMillen complimented the report and the work by staff.</p>	
<p><b>Budget Amendment No. 1 to FY2019</b></p>	<p>Supporting documentation (see page 52). Ms. Culbertson explained with the closeout of the Longview Community Center project, it was necessary to make adjustments to reflect the appropriate location of expenditures related to the construction project and subsequent operations.</p>	<p>Ms. Kelley moved to approve the Budget Amendment to move the remaining Longview Community Center renovation funds of \$50,196 from the Construction Fund 327 to the Longview Community Center Fund 205; seconded by Ms. Aulenbach. Motion carried unanimously.</p>
<p><b>Change Order No. 19003-001 Wave Pool at Summit Waves</b></p>	<p>Supporting documentation (see pages 53-58). Mr. Dean explained the old pool and foundation of the pool house building were discovered during the excavation of the project, and in order to stay on critical path, work had to begin immediately. The original contract did not have a component for demolition and removal, therefore a change order is necessary to incorporate the needed work for removing the old pool from the construction area.</p>	<p>Mr. Bivins made a motion to approve Change Order No. 19003-001 for Project No. 47132784 Wave Pool at Summit Waves related to a change in scope to include demolition work needed to remove the old municipal pool components from the project site at a total cost of \$58,598.26; seconded by Ms. Kelley. Motion carried unanimously.</p>
<p><b>Approval of Co-Op No. 2020-036 Musco Sports Lighting, LLC</b></p>	<p>Supporting documentation (see pages 59-76). Ms. McCormick Heanue explained this Co-Op was being brought forward to save the time and effort of going through the formal bid process because the entity has already been vetted and gone through a competitive process with another entity which has been approved by the City, in accordance with the relevant provisions of the Procurement Policy. Musco is frequently used as the source of lighting equipment throughout the LSPR system. This Co-Op is being presented to the Board for approval because projects planned and budgeted for the contract period may exceed \$50,000, the required threshold for Board approval.</p>	<p>Ms. Kelley moved to approve the participation in and use of Contract No. 2020-036 through Sourcwell for an Agreement with Musco Sports Lighting, LLC and further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure supplies and services under the agreement consistent with approved projects and budgets; seconded by Mr. Bivins. Motion carried unanimously.</p>



**OLD BUSINESS**

<b>Projects and Services Review</b>	Supporting documentation (see pages 77-85.) No questions or discussion.	No Board Action.
<b>Capital Projects Plan through 2019</b>	<p>Supporting documentation (see pages 86-103.)</p> <p><b>Summit and Howard Park Improvements:</b> Mr. Casey celebrated the weather is finally beginning to cooperate, and explained remaining portions of the Howard Project include resurfacing/restriping of the parking lot, completion of restrooms, and rock/backfill/grading work, as well as landscaping, which will take place in spring. At this time, formal opening of the park will likely coincide with the splash pad near Memorial Day. He reported the park is already being used to a certain degree, with the playground already accessible for use.</p> <p>Staff anticipates asphalt to be poured in the parking lot this week at Summit Park, with base course slated for Thursday and final coat Saturday. Shelter work is also underway, with the staining occurring off site. Practice fields, batting cages, backstops, second infield, and other related improvements will be completed in house by LSPR staff. At this time, staff is hoping for surface and color coating in the coming weeks for the tennis court as well.</p> <p><b>Lowenstein Park Improvements:</b> Mr. Casey reported the parking lot is built, restrooms close to completion, water and sewer hookups and electrical completion is pending. After developers complete their work, LSPR staff will come in and begin shelter and playground portion of the park development.</p> <p>Mr. Bivins asked about the retaining wall at Lowenstein. Mr. Casey reported the wall is on the developer’s property, and is near where pad site restaurants will go.</p> <p><b>Wave Pool @ Summit Waves:</b> Mr. Dean reported the project is moving along well, with the big milestone last Wednesday with the pouring of the floor of the pool. He explained the focus over the next few weeks will include forming walls and the storm water detention.</p>	No Board Action.
<b>Fundraising Update</b>	<p>Supporting documentation (see pages 104-106.) Mr. Dean reported the Pediatric Associates agreement was finalized and fully executed today, which was helpful in replacing another sponsor who didn’t renew.</p> <p>Mr. Snook shared the acquisition of a sponsorship for Summit Ice from Lee’s Summit Medical Center, which will be a three year sponsorship and will include banners and a wrap for the ice resurfacing machine.</p> <p>No questions or discussion.</p>	No Board Action.
<b>Wi-Fi in Parks Installation Update</b>	Supporting documentation (see pages 107-108.) Ms. Culbertson happily announced the completion of the Wi-Fi in Parks project and Mr. Snook reiterated there would be no further reports regarding this item. No questions or discussion.	No Board Action.

**NEW BUSINESS**

<b>Landfill to Parks Presentation</b>	<p>Mr. Snook introduced this presentation as the results of staffs’ due diligence in researching the potential of converting the Lee’s Summit landfill to a park.</p> <p>Mr. Casey provided an overview of the Lee’s Summit Resource Recovery Park and explained a majority of the landfill operations have ceased. He explained LSPR staff met with Public Works staff to brainstorm possibilities as Public Works is working through the closure process, which includes capping and topping the landfill and is close to completion. Mr. Casey explained there are 230 acres of property, with approximately 80 acres which are truly “landfill.” He also explained the 30 year environmental oversight requirement post-closure, which progressively reduces as time passes, and is primarily related to methane, settlement and leachate.</p> <p>At this point, there has been no conversation indicating the City would be seeking compensation for the land, they just want to be alleviated from ownership. Public Works has already set aside the funds necessary for post closure monitoring and escrow. There is currently an RFP for the possibility of a transfer station on the property as well.</p>	No Board Action.
---------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

	<p>No buildings may be built on the landfill site itself per DNR regulations. More active park use could possibly take place on non-landfill portions of the property, however.</p> <p>LSPR and Public Works staff met with DNR in April. Additionally, staff has made several visits to the site with consultants, contractors and City staff. The objective of the preliminary discussions with DNR was to determine whether there are any “deal breakers.” There are no municipally owned landfills which have been converted to parks in the State of Missouri, thus making this project new territory for all involved, however, the aspects of environmental protection are non-negotiable.</p> <p>Mr. Casey provided a brief report on staff’s tours of other landfill to parks conversions – at locations in Florida and Virginia in August and Iowa in November. He summarized the facilities which were toured by staff, including two “Mount Trashmores,” one in Virginia and one in Iowa. He noted Federal regulations prohibit planting of trees or the construction of any other structures on the dome of the landfill.</p> <p>Mr. Casey also explained staff has completed a preliminary SWOT analysis of the potential project, and gave the Board an orientation of the landfill area and the surrounding properties.</p> <p>Ms. Kelley asked whether MDNR was receptive to the project. Mr. Casey explained the overall response was generally supportive of the concept. No one ever said “no” to any of the ideas which were discussed, but Mr. Snook noted one of the biggest challenges for the project is controlling access to the dome itself.</p> <p>Mr. Huser asked whether City Council was in agreement with the transfer of land at no cost to Parks? Mr. Snook reported he could not definitively answer the question, and the only information from Public Works to date is they don’t expect compensation. Mr. Binney stated as an elected body there has been no decision made regarding the topic at this point, and explained the Council would need to see a more comprehensive proposal before making a decision.</p> <p>Mr. Snook explained the next steps involve asking whether Park Board wants to hire consultant to work on a preliminary plan for a landfill to park conversion, to come up with concept, refine plans, bring those proposed plans to the Park Board, and ultimately bring the plan to the City Council for consideration.</p> <p>Mr. Huser noted he would be reluctant to work on the project if he doesn’t know the Council as a whole has been briefed and had some knowledge of the project.</p> <p>Mr. Morehead asked Mr. Bivins to share his thoughts, since he toured all the facilities with staff. Mr. Bivins expressed his concern about leachate, but it has been overcome in other projects. He explained to the Board Trashmore #1 has grass, which is maintained, and it is impressive. He expressed agreement with Mr. Huser about sharing with City Council thoughts and garner excitement from Council if we are going to spend significant resources on a conceptual plan. He also noted he wants to make sure whoever we hire gives a very comprehensive proposal, more than just nice architectural drawings, because this project is much deeper and bigger than a regular park. He did note at some of the facilities methane smell is apparent. He stated he was very impressed with Trashmore #1 (Virginia) and Trashmore #2 (Iowa) had an impressive view of the river and the structure on top.</p>	
<p><b>Sculptures on the Move</b></p>	<p>Supporting documentation (see page 109.) Ms. Price explained she was tasked with researching art in parks. She happened upon the Sculptures on the Move program which is an effort to bring more public art to parks, on a temporary to permanent basis. The program began with a single municipality, then expanded in 2018 to include Poplar Bluff and Jefferson City. Ms. Price contacted the group and asked whether there was interest in expanding to the Kansas City region, which the group indicated there was.</p>	<p>No Board Action.</p>



	<p>Staff is proposing to participate in a two (2) year cycle, which includes payment of the membership fees, payment of fees to the artist, and payment for the creation of plaques to identify the artwork and the program.</p> <p>Last year, there were 50 submissions from artists. There is a draft pick format for selection of art. She noted this is a great way to get art for the parks and for it to be affordable. She also explained if we like the artwork, we can negotiate with artist to purchase and keep it after the expiration of the cycle.</p> <p>Mr. Snook explained he wanted to make the Board aware of LSPR's planned participation and allow an opportunity for any comments or concerns.</p> <p>Mr. Binney asked how many sculptures or art pieces would be obtained. Ms. Price reported one would be obtained for Summit Park and one for Legacy Park Amphitheater.</p> <p>Mr. Huser asked about the security and who owns and is responsible for damage. Ms. Price explained staff has not been provided with a copy of the program agreement yet, but negotiations ultimately occur with artist, and are not governed by the Sculptures on the Move organization.</p>	
<b>End of Activity Reports</b>	Supporting documentation (see pages 110-190.) Mr. Morehead asked about the reduction in participation of Tour de Lakes. Ms. Price explained the drop off was due to the weather on the day of the event.	No Board Action.

**PATRON COMMENT REVIEW**

Supporting documentation (see pages 191-207.) Ms. McMillen noted the enthusiasm of the pickle ball players. Mr. Snook explained the requests included in the packet and noted the Lovell Community Center issues have already been addressed and the participants are very happy with the accommodations. He also explained staff will be meeting with representatives of the second group next week. He reported the discussion seems to be framed around pickle ball programming in the community. Staff will research the matter and is monitoring the use of our facilities and participants who use them to determine whether patrons are adequately being accommodated with the resources available.

Ms. Kelley commented on the heart attack at Longview and complimented staff on their diligence and being ready and trained.

**MONTHLY CALENDARS**

Supporting documentation (see pages 208-210.)

**STAFF ROUNDTABLE**

Mr. Snook mentioned his meeting with an instructor from Lee's Summit R-7 about opportunities for projects with students. Staff is looking at research regarding economic impact of the parks in communities. The project will likely center around Miller J. Fields and Lea McKeighan South and North, as well as youth sports and competitive sports. At this time, it is anticipated the group will complete their work and come to present those efforts in April.

Mr. Snook reminded the Board the Mayor's Character Breakfast is January 23, 2020 from 7-9am. Last year, tickets were \$160 for a table of 8. This year, table of 8 is \$1,000. Tickets are still \$20 per person. He reported LSPR will not buy a table, but will buy individual tickets for those interested in participating. He expressed he would like LSPR to have a presence, and he is planning to speak with the Director of Lee's Summit Cares to see if anyone in attendance can sit together without buying a table. Mr. Morehead, Ms. Kelley and Ms. McMillen all expressed interest in attending.

Mr. Snook reported the YSA Softball and Baseball Agreements are currently being reviewed by YSAs and need to be reviewed by YSA Board subcommittee. Staff is planning a meeting of the Committee in early January. He noted YSA's reported concerns about the indemnification in the Agreement, which has been in place for 20 plus years. He explained staff would be meeting with representatives from softball on Friday to address concerns but assured the Board we would not agree to remove indemnification requirements.

Mr. Snook reported to the Board there is a need of updating signage in many of the parks, particularly the no tobacco signs. He reminded the Board of recent conversations regarding vaping and suggested the topic be re-considered before ordering the new signs. Ms. Aulenbach asked about how a vaping ban would be enforced. Mr. Snook reported it would be a park rule similar to the one already in place for tobacco. Mr. Snook reported staff would research restrictions on vaping and will present findings to the Board for further discussion. Mr. Bivins asked whether there was any signage that needed to be taken care of now rather than wait until after the vaping decision is made, and suggested replacing it now rather than wait on the vaping decisions.

Mr. Snook shared with the Board there was a dog death at Dogwood Park. A Chihuahua was brought into the large dog area with a Mastiff and two other large dogs. The Mastiff thought it was a toy, picked it up and killed it instantly. The outcome was the imposition of the Dangerous Dog Ordinance on the Mastiff and its' owner. Mr. Snook explained to the Board currently, there are no specific rules in our park regarding dangerous dogs. Ms. McMillen noted it was something to consider. Mr. Huser asked about what we are taking on by creating a rule. Ms. Kelley asked if there are restrictions for big dogs and little dogs. Mr. Snook reported there is not, but the big reported issue is walking path, and the fact there are not a lot of toys and things to do in small dog area. He noted it was a poor decision on the dog owner's part and an unfortunate event, and reported staff would be reviewing the dangerous dog ordinance and the park rules to determine whether to recommend any changes.



**BOARD ROUNDTABLE**

Ms. McMillen thanked Mr. Snook for the tour of Lowenstein Park and suggested other Board members take a tour as well.

Mr. Bivins asked when the ice rink opens. Mr. Snook reported it is open currently. Ms. Kelley noted the Skate with Santa is taking place the next three (3) Saturdays from 6-9pm.

Ms. Aulenbach noted she skipped over the Projects and Services review portion of the Agenda and asked whether there were any comments.

Ms. Kelley commented the Lee's Summit North PE students are participating in the Broomball activity at Summit Ice, and thanked LSPR for working with her son and the school district to achieve this.

Mr. Binney noted the Park Ordinance revisions which were pulled from the City Council Agenda, but explained it would be coming back next week.

Mr. Morehead noted his appreciation for the Thanksgiving Luncheon with staff. Mr. Snook noted there would be a Christmas Luncheon as well on December 23, 2019 at the Maintenance Facility.

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

None.

**MEETING ADJOURNMENT**

**CLOSED SESSION**

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 communication between a public governmental body or its representatives and its attorneys to move into Closed Session; seconded by Ms. Kelley. Roll Call: Aye - Mr. Morehead, Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Mr. Walker, Mr. Huser, Ms. McMillen; Absent – Ms. Shepard, Mr. Crawford.