



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

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	February 26, 2020	TIME:	6:00 PM	PLACE:	Strother Conference Room		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Tyler Morehead, President		Casey Crawford		Joe Snook		Stephen Arbo, City Manager	
Mindy Aulenbach, Vice President				Carole Culbertson		Rob Binney, Council Liaison	
Lawrence Bivins, Treasurer				David Dean			
Nancy Kelley				Steve Casey			
Marly McMillen				Tede Price			
Jim Huser				Jackie McCormick Heanue			
Nick Walker				Brooke Chestnut			
Samantha Shepard							
AGENDA ITEM		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS	
PRESENTATIONS							
Use Tax Presentation		<p>Mr. Steve Arbo, City Manager, spoke to the Park Board about Use Tax. He explained if a business does not have a physical presence within the State of Missouri, then sales tax is generally not collected on sales. The State of Missouri currently has a use tax in place for out of state purchases, and has given municipalities in the state the opportunity to do the same. Lee’s Summit is now requesting the voters consider incorporating a local use tax. If passed, it is the intention of the current City Council to disburse the revenues from the use tax in the same proportion as the current sales tax. It is estimated if a use tax were in place in 2018, the Parks Department would have received a little over \$200,000. Mr. Arbo explained the question on the ballot is very complex and wanted to provide the Board information about the initiative to be aware as representatives of the City.</p> <p>Mr. Binney noted he served as the Chair of the Missouri Municipal League’s Tax and Finance Committee, and does not recall seeing any more specific use tax ballot measure than what has been put forward by Lee’s Summit, he believes it is very clear and specific, and gives the voters the opportunity to choose.</p> <p>Ms. McMillen commented as an Amazon affiliate, it is nice to see the State of Missouri take part in the use tax measure initially, and the process is much better for vendors now.</p> <p>Ms. Kelley asked whether there are other municipalities in Missouri which have a use tax currently. Mr. Binney replied he believed there to be more than 100 Missouri municipalities with a use tax currently on the books. Mr. Binney mentioned the Wayfair vs. South Dakota Supreme Court case which was really the jump start of giving municipalities the ability to implement this tax.</p> <p>Mr. Arbo named the municipalities currently with a use tax in the metro area, which included Grandview, Kansas City, Independence, Liberty, Excelsior Springs, St. Joseph and Gladstone.</p> <p>Mr. Snook noted the Parks Department will be providing information to the City for its’ educational campaign regarding the use tax, and he may also be participating in presentations and the educational process regarding the use tax.</p>				No Board Action.	
AGENDA ITEMS:							
Approval of Minutes of January 2020 Regular Park Board Meeting		Supporting documentation (see pages 1-8.) Mr. Morehead noted amended minutes were handed out prior to the meeting. Mr. Snook explained the only change was related to the Park Board members reported as absent. No questions or discussion.				Ms. Bivins made a motion to approve the minutes of the January 2020 Park Board meeting; seconded by Ms.	



		Aulenbach. Motion carried unanimously.
<b>Treasurer's Report – January 2020</b>	Supporting documentation (see pages 9-18.) Mr. Bivins read the Treasurer's Report for January 2020. No questions or discussion.	Ms. Aulenbach made a motion to accept the Treasurer's Report for January 2020; seconded by Ms. Kelley. Motion carried unanimously.
<b>Sales Tax Report – February 2020</b>	Supporting documentation (see pages 19-20.) No questions or discussion.	No Board Action.
<b>BOARD APPROVAL ITEMS</b>		
<b>Pleasant Lea Park Master Plan</b>	<p>Supporting documentation (see pages 21-23.) Mr. Casey explained the Pleasant Lea Park Master Plan was developed in compliance with the Legacy for Tomorrow initiative's key focus on neighborhood park renovation. The park was originally constructed in 1982, and though there have been some improvements, it has not seen significant upgrades since that time.</p> <p>Mr. Casey gave an overview of the location of the park, tucked into a residential neighborhood and bordering the R-7 School District Pleasant Lea campus. LSPR's demographic analysis revealed a majority of the residents in the area consist of an older population.</p> <p>Mr. Casey highlighted the public engagement efforts used in the planning for this park renovation, and explained a coffee and donut open house was held on a Saturday morning in October for residents to come and express their thoughts regarding the park. Additionally, extensive outreach occurred through an online survey via social media and e-mail.</p> <p>Mr. Casey summarized the outcomes from public input, including adding variety and interesting components to the playground, interacting with the natural, quiet, secluded setting of the park; a shelter or other gathering space with shade; diversity of activities and amenities; and the retention of nature elements.</p> <p>The proposed master plan focuses heavily on the natural, secluded setting, and includes nature play, a tree house themed playground, connectivity to the creek, and enhancement of the central area of the park with low impact interpretive areas. Mr. Casey noted the possibility of working with the school district to offer educational programs in the interpretive areas. He also introduced the concept of converting the current tennis courts to "multi sport" courts with multiple activities available.</p> <p>Mr. Casey noted the park is unique in that it has two points of access, and there are ball fields at one end of the park which are proposed to remain.</p> <p>Mr. Casey noted the project has approximately \$400,000 in total funds allocated, with some soft costs including consultants' fees already spent. He reported the consultant's projected cost estimate of approximately \$500,000 and reminded the Board of the pending grant application through the Land Water Conservation Fund to help offset some of the anticipated cost overruns. He also suggested LSPR would likely act as the general contractor for this project in an effort to maximize efficiency of the project.</p> <p>Mr. Bivins asked what the site furniture line item represented in the proposal. Mr. Casey explained this line item covers items such as benches, trash cans, and picnic tables.</p> <p>Mr. Snook reiterated the "treehouse" playground concept would be integrated with the existing trees in the center of the park, and the area would be thinned out and cleaned up some to achieve the overall aesthetic of the plan. He also highlighted the trail running through the center of the park, and explained the area would be crushed rock and would not be a paved trail portion, but would connect the two ends of the park through the native center area. He noted the rope bridge over the creek as a unique component to the design.</p>	<p>Ms. Kelley made a motion to approve the Master Plan and opinion of probable costs for improvements to Pleasant Lea Park; seconded by Ms. Shepard.</p> <p>Upon further discussion, Ms. Kelly withdrew her original motion.</p> <p>Ms. Kelley made a motion to approve the Master Plan for improvements to Pleasant Lea Park; seconded by Mr. Bivins. Motion carried unanimously.</p>



	<p>Mr. Snook advised the Board of the Legacy for Parks Foundation grant commitment in the amount of \$25,000.00 towards the project.</p> <p>Mr. Morehead asked for feedback from the Park Board members and Council Liaison Binney, who attended the October open house.</p> <p>Mr. Bivins stated he now knows more about the park than he ever did and agrees it needs updating. He also noted he thinks the multi sport court will be a good addition to the park.</p> <p>Mr. Huser asked if there was any discussion regarding parking, noting his experience with the park is from his daughters' time in softball, and the parking at the ball field was always an issue, and wondered whether there was an opportunity to add more parking to alleviate parking on the residential streets. Mr. Snook explained this was discussed extensively internally and with the consultants, as well as with the residents. The majority of citizen feedback was they wanted the park to remain a neighborhood park. This combined with the cost involved in building the needed infrastructure for additional parking made it a challenge to incorporate. Mr. Morehead asked where additional parking would go if it was incorporated. Mr. Snook replied the decision was made early on in the process not to incorporate additional parking, so a proposed location was never identified. He also reminded the Board of the ample parking adjacent to the park at the R-7 Pleasant Lea campus.</p> <p>Mr. Binney noted the quiet, secluded nature of the park, and he believed the plans will highlight the natural elements, adding the multi sport court will be appealing.</p> <p>Ms. Shepard said she is very excited about this park project and it reminds her of a very popular park in Tennessee because it was so open and had the natural opportunities like the treehouses.</p> <p>After the motion and second, Mr. Bivins asked for clarification on the approval, noting the budget contains \$400,000 and the Legacy for Parks Foundation has committed an additional \$25,000, but the Board is simply approving to move forward with the master plan, and not the total costs at this time. Mr. Snook explained the budget process would address the financial components and the probable cost would not need to be approved at this time. Ms. Kelly withdrew her motion and revised it to remove the opinion of probable costs.</p>	
<b>Electrical Easement – Summit and Howard Parks</b>	<p>Supporting documentation (see pages 24-30.) Ms. McCormick Heanue explained one of the necessities of the Summit and Howard renovation projects was the relocation of electrical service lines within the parks, which also requires the conveyance of easements to Evergy (formerly KCP&amp;L) so those new lines could be installed. She explained because the conveyance of easements is a transfer of property rights, the Park Board must approve the transaction, which then must be sent to the City Council for approval, because pursuant to the Charter, all property transactions require the Mayor's signature, as LSPR owned property is titled in the name of the City of Lee's Summit.</p> <p>Mr. Binney asked if any easements would be vacated with the work being completed. Ms. McCormick Heanue explained this was only conveying easements, no vacation of easement would be taking place.</p>	Mr. Bivins made a motion to approve the conveyance of easements in favor of Evergy, Inc. for utility easements at Summit and Howard Park as more particularly described in the easement conveyances attached as Exhibits A and B and further move to authorize staff to present the items to the City Council for approval and execution by the Mayor; seconded by Mr. Walker. Motion carried unanimously.
<b>Amendment to FY 20 Budget – Fund 203 Aquatics Center</b>	Supporting documentation (see page 31.) Ms. Culbertson reported once the projections were reviewed it was determined an amendment was needed due to both expenses and revenues being higher than projected. No questions or discussion.	Ms. McMillen made a motion to amend the budget for FY2020 by revising expenditures for Fund 203 Aquatics Center to a revised total of \$694,634.00; seconded by Mr. Huser. Motion carried unanimously.
<b>Amendment to Land Water Conservation Fund Grant Authorization</b>	Supporting documentation (see page 32.) Ms. McCormick Heanue explained this item was presented because the original request to the Park Board last month was to authorize a grant application for \$75,000; however it was recommended	Mr. Bivins made a motion to revise the authorized amount for grant application from the Land



	by the grant administrator to seek the full funding amount of \$250,000. Because the application was due before this meeting, Staff applied for the grant in the total amount and is requesting Park Board ratification of the action. No questions or discussion.	and Water Conservation Fund for Pleasant Lea Park to \$250,000 and further ratify staff's previous action in submitting a grant application to the Land Water Conservation Fund in the same amount for the project; seconded by seconded by Ms. Shepard. Motion carried unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 33-41.) No questions or discussion.	No Board Action.
<b>Capital Projects Plan through 2019</b>	<p>Supporting documentation (see pages 42-59.)</p> <p><b>Howard Park Improvements:</b> Mr. Casey explained with the weather and cold temperatures there is not much in the way of advancement to report. He did note LSPR staff is working on setting the disc golf course, along with the assistance of local players.</p> <p><b>Summit Park Improvements:</b> Mr. Casey noted LSPR staff is working on the playground, curbing and surfacing. Several outstanding items are weather dependent, including the tennis court coatings. He noted a few utility items remaining, as well as punch list items on shelters, parking lot, grading, and other related items. He noted an art piece has been selected for the park which will be installed in the near future.</p> <p>Mr. Casey reminded the Board we are still in liquidated damages with the contractor and explained he is in contact with them on a regular basis regarding completion which is likely targeted for Spring.</p> <p><b>Lowenstein Park Improvements:</b> Mr. Casey reported the restrooms are looking to be completed in the near future, and there have been some issues with the City's approval of the sewer lines and final inspection, and the restrooms haven't yet been tied into the line. He also noted the parking lot is set to get a finish course of asphalt soon, and the second phase of Lowenstein Drive is scheduled for completion in March or April which will open up the new traffic alignment and increase access to the park's parking lots. He reminded the Board the park improvements are a small piece of the overall development, but staff is still participating regularly in development meetings.</p> <p>Mr. Bivins asked whether LSPR has ever used the contractor for Summit Park in the past. Mr. Casey explained LSPR has worked with the Superintendent for the project in the past, but not the construction company. Mr. Bivins mentioned the pace of this project was quite slow in comparison to the large scale Lowenstein project.</p> <p>Mr. Snook agreed with Mr. Bivins comments and reiterated staff has expressed the unacceptable status of the situation to the contractor. He also noted the liquidated damages of \$500 per day which began on December 6, 2019. He explained the contractor is in a position where they can not do much at this point due to weather, but also noted LSPR staff is out working diligently as they can to complete our portion of the project.</p> <p><b>Wave Pool @ Summit Waves:</b> Mr. Dean explained the highest priority critical path item is the pool itself and the contractor has been able to work fairly consistently with only a couple of weather days. Two significant concrete pours have taken place in the last two weeks and another significant pour is scheduled for next week. He reported the block for the building would be delivered next week, the storm detention system has been installed and underground electrical and plumbing is being installed currently.</p>	No Board Action.



	Mr. Binney asked about the utility construction along Jefferson and Mr. Dean indicated the work he referred to is not related to the Wave Pool project.	
<b>Fundraising Update</b>	Supporting documentation (see pages 60-62.) No questions or discussion.	No Board Action.
<b>NEW BUSINESS</b>		
<b>End of Project Report – Park Operations Center Storage Building</b>	Supporting documentation (see pages 63-65.) Mr. Morehead highlighted the project came in significantly under budget.  Mr. Snook reported the project turned out great and was the result of a lot of work by talented construction staff. He noted Recreation staff would be moving their items into the facility tomorrow. No questions or discussion.	No Board Action.
<b>End of Activity Reports</b>	Supporting documentation (see pages 66-94.)	No Board Action.
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 95-102.) Mr. Bivins complimented Ms. Jodi Jordan on her patron response regarding price points. He appreciated the way she responded to the patron and gave options for each family member being addressed. Mr. Morehead asked Mr. Snook to pass the compliment along to Ms. Jordan.		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 103-105.) No questions or discussion. Mr. Snook noted staff would be looking to get the Budget Committee together late March or early April to review the Budget.		
<b>STAFF ROUNDTABLE</b>		
<p>Mr. Snook reported on the selection of the art pieces through the Sculptures on the Move program, and thanked Ms. McMillen and Ms. Kelley for their participation. He noted he believed the process went very well and consensus was generated very quickly. Mr. Snook also noted some of the communities who participated had to go through multiple steps to approve their selections. Mr. Snook noted we got our number 1 and 7 options. Ms. Price reported out of 17 communities, 7 were able to get their first option.</p> <p>Mr. Snook noted on Friday, March 6, 2020, LSPR and Jackson County Parks + Rec are partnering to hold a customer service training session for all full time staff at both facilities.</p> <p>Mr. Snook reported staff is currently working on the Gold Medal Application for 2020 which is due at the end of March.</p> <p>Mr. Snook asked the Board to think about the issues they wanted to address regarding the website, discussed at the Park Board Retreat, and specifically making it more user friendly as one of the goals for the upcoming year. He noted the limitations in place due to the City's hosting of the website, but asked for feedback about concerns. Ms. Shepard asked if issues regarding RecTrac are eligible for comments as well. Mr. Snook said this would be the type of feedback we are looking for.</p> <p>Mr. Snook noted the incident at Maryland Heights on Monday night and reiterated the importance of training staff and preparing for situations of this type, and noted he would be sending condolences on behalf of the Department to Maryland Heights.</p>		
<b>BOARD ROUNDTABLE</b>		
<p>Mr. Binney commented to keep up the good work.</p> <p>Mr. Walker apologized for missing the meeting last month.</p> <p>Ms. Shepard was at Hartman Park on Sunday and observed it was packed, and it made her realize there are no vending machines or amenities. She feels like with the trailhead connector, there are going to be extremely busy weekends, and if there is a way for us to put amenities in to buy concessions it might be a good service to our patrons, especially before the water fountains are turned on.</p> <p>Ms. Shepard asked whether Spring Kickball was going to happen this year. Ms. Price said she would follow up. Ms. Shepard said she feels like sometimes the communication regarding whether leagues are taking place seems to be lacking. Mr. Snook indicated social media is usually our primary method of communicating issues like league cancellation.</p> <p>Mr. Huser made the interesting observation that the Cemetery was perfectly plowed but his street was not during the last snow event. Mr. Snook explained the process for LSPR staff is to first plow the facilities/community centers, then move on to other locations, including the cemetery.</p> <p>Ms. McMillen noted she loved the idea of bringing the meeting to the people at Pleasant Lea Park.</p> <p>Ms. McMillen said she is very impressed with the improvements at Howard Park, is very excited about the new splashpad, and has been inspiring the excitement among her neighbors.</p> <p>Ms. McMillen noted the 5 Things Newsletter discussed at the Board Retreat, and noted she still very much finds value in the communication. She says it helps keep people more informed in small doses versus the large magazines sent out periodically throughout the year.</p>		



Mr. Morehead thanked staff and the Board for all the work and input they contribute.

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

None.

**MEETING ADJOURNMENT**

**Closed Session** – A motion was made by Ms. Aulenbach 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 go into closed session; seconded by Ms. Kelley. Roll Call: Aye - President Morehead, Vice President Aulenbach, Treasurer Bivins, Ms. Kelley, Ms. Shepard, Mr. Walker, Ms. McMillen, Mr. Huser. Absent – Mr. Crawford.