



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

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	May 27, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Tyler Morehead, President				Joe Snook		Rob Binney, Council Liaison	
Mindy Aulenbach, Vice President				Carole Culbertson			
Lawrence Bivins, Treasurer				David Dean			
Nancy Kelley				Steve Casey			
Samantha Shepard				Tede Price			
Marly McMillen				Jackie McCormick Heanue			
Jim Huser							
Casey Crawford							
Nick Walker							
AGENDA ITEM		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS	
AGENDA ITEMS:							
Approval of Minutes of April 22, 2020 Regular Park Board Meeting		Supporting documentation (see pages 1-7.) No questions or discussion.				Treasurer Bivins made a motion to approve the minutes of April 22, 2020; seconded by Vice President Aulenbach. Motion carried unanimously.	
Treasurer’s Report – April 2020		Supporting documentation (see pages 8-17.) Treasurer Bivins read the Treasurer’s Report for April 2020. No questions or discussion.				Vice President Aulenbach made a motion to accept the Treasurer’s Report for April 2020 as read; seconded by Ms. Kelley. Motion carried unanimously.	
Sales Tax Report – May 2020		Supporting documentation (see pages 18-19.) No questions or discussion.				No Board Action.	
NEW BUSINESS							
FY21 Budget		Supporting documentation (see pages 20-97.) Treasurer Bivins thanked the Budget Committee, consisting of Treasurer Bivins, Ms. McMillen and Mr. Walker for taking the time to meet on May 11, 2020 via Zoom. Mr. Bivins stated the meeting went very well and the Committee covered a lot of topics. He provided a brief overview of the budget and noted there were a number of revisions due to the unique circumstances surrounding our current environment. He pointed out some assumptions included in the Budget, including several facilities and programs’ limited opportunity to operate or generate revenue, in particular, Camp Summit and Summit Waves. He pointed out this would also result in part time salary savings. Finally, he reminded the Board the potential of reduced sales tax revenues, which impacts a significant portion of our revenue, will have an impact on the overall budget as a result of less spending during the pandemic.  Mr. Snook stated this was the most difficult budget he has been involved in over his 20 year career, and explained to the Board staff actually completed the budget process twice with several revisions and several assumptions being made. He explained revenues were minimized in FY20 projections and the worst case scenario was presented for the FY21 budget. He noted the furlough savings were also incorporated into the FY20 projections. Additionally, several cost cutting measures were incorporated, such as the minimization of the asphalt program to address only safety concerns. He also reminded the Board of the five year minimum wage plan and its’ impacts, both from a revenue and expense standpoint, and noted some adjustments to the plan in light of the current circumstances, for example, postponing the rate increases for memberships which were originally slated for July 1.				Ms. Kelley made a motion to accept the proposed budget for the 2021 Fiscal Year; seconded by Vice President Aulenbach. Motion carried unanimously.	



	<p>Ms. Culbertson explained the budget presented to the Park Board is in substantially the same form as the Committee Packet with minor adjustments, primarily related to a reduction of \$8,600 in expenditures between the Committee Packet and the final version. Another change was to the Construction Fund related to payments being made for the Lowenstein Park project, as rollover amounts do not need to be incorporated into the expenditures for the budget process.</p> <p>Ms. Culbertson noted the budget includes 2% merit increase for full time staff, emulating the City of Lee's Summit's plan, as well as minimum wage plan increases. She highlighted the health insurance blended rate for FY21 is \$13,300.00, which represents an increase over prior year expenses. Additionally, the LAGERS funding increased by 1%. Due to changes at the community centers and programming, hiring and replacement of some vacant positions have been deferred to later in the year in order to achieve further savings. The budget also does not assume Camp Summit will occur in 2020, and assumes the cancelation of 2 of the 3 national acts at LPA, as well as other activities through the majority of August. Other savings result from the elimination of part time staff in Fund 200 for the fiscal year, the transition of bioswale maintenance and restroom cleaning tasks to be performed in house, travel and training expenses minimized, and the removal of capital expansion items. The budget does include funds for the Arborwalk project, the repairs to the entrance behind Longview, which is a commitment previously made to Jackson County, and funding for the landfill project. Revenue increases include daily visit rate increases of \$1 per visit and monthly membership increases of \$1 per month; in addition, paddleboards will now be rented at a cost, and recurring rental rates and certain activity fees will increase.</p> <p>Ms. Shepard asked whether budget would be modified as we move through the year and see what changes occur? Mr. Snook explained projections take place midway through the fiscal year, and there will be revisions and adjustments to the budget, which will be presented as part of the budget packet for FY22 in March. Additionally, the monthly financial reports will show significant changes from budget.</p> <p>Mr. Binney asked whether the budget considers any employees furloughed or whether it assumes they have been brought back. Mr. Snook explained the FY20 projections show furloughed employees and the accompanying savings.</p>	
<p><b>Award of Bid No. 2020-PR-019 Restroom Cleaning Services</b></p>	<p>Supporting documentation (see pages 98-126.) Ms. McCormick Heanue explained this is the contract which previously provided cleaning services for all outdoor restrooms in the park system as well as locker rooms and restrooms at Lovell, Longview, and Gamber Community Centers. The bid for this project was issued prior to changes being made to the budget to bring the cleaning of outdoor restrooms back in house, so the responses include costs for all services, but the only approval staff is currently seeking is the cost of services for the indoor restrooms, which is under the threshold required for Park Board approval, however staff is requesting Park Board approval of the Agreement in order to leave the opportunity for outdoor restrooms to be included at a future date should the Park Board include it in future budget years. She explained a total of three vendors responded to the bid request, with the incumbent service provider, Town and Country, providing the lowest and most responsive bid, which is being recommended to the Park Board for award.</p> <p>Treasurer Bivins asked why there are four additional one year renewal options in the Agreement. Ms. McCormick Heanue explained LSPR's contracts typically vary between offering 3 and 4 additional one year renewals, and sometimes statutory requirements call for bidding on a more frequent basis. The opportunity for renewals does not require LSPR to utilize them, and LSPR can opt not to take the renewals and go out for rebid.</p> <p>Mr. Huser asked how frequently services are provided under the Agreement. Ms. McCormick Heanue replied the Agreement requires service seven days per week. Mr. Huser calculated the amount to work out to \$60 per day to clean everything</p>	<p>Treasurer Bivins made a motion to award Bid No. 2020-PR-019 for on-call restroom janitorial services to Town &amp; Country Building Services with the possibility of four additional renewals and further authorize the Administrator of Parks and Recreation to enter into an agreement with Town &amp; Country Building Services as well as to execute any and all documents necessary to effectuate the same; seconded by Ms. McMillen. Motion carried unanimously.</p>



	<p>at Lovell Community Center, and Ms. McCormick Heanue indicated this was consistent with the rates currently being charged. Mr. Huser noted he recalled seeing people's concerns in patron comments related to the janitorial service and cleaning maintenance of the locker rooms. He questioned how the level of service outlined in the scope of work can be provided at the rate the vendor is charging, and noted his observation was the top bidder's submission was probably more realistic. He noted his concern was whether we would be able to expect the facility to be cleaned in an appropriate and acceptable manner, especially in light of COVID and the new requirements and expectations associated with cleaning.</p> <p>Mr. Snook explained the janitorial services contractors come in after hours to do the deep cleaning, and staff handles cleaning during the day. He also noted the patron comments for the community center locker rooms have been very consistent for the entire time the facility has been in operation, and noted the locker rooms are always challenging to get "good" ratings, because it is difficult to keep a locker room consistently clean with all the users and types of uses. He acknowledged the increased sanitation efforts needed in light of COVID, and explained those efforts would be undertaken by staff during the day. He noted he has not heard any negative comments from staff regarding the work or service level of the janitorial services to date, which is intended as a supplement to staff's work.</p> <p>Mr. Huser asked how often the service provider cleans the park restrooms, and Mr. Snook replied the scope requires the restrooms be cleaned once per day. He also highlighted only the fully functioning restrooms are included in the schedule of services. Mr. Huser expressed his concern that a provider could clean the restrooms for \$7.25 each per day. He noted this was simply his mathematical observation about the bid, which does not seem to be able to make a profit. Mr. Snook thanked Mr. Huser for his comments and committed to continuing to monitor the service provider's performance, and address the situation if expectations are not met.</p> <p>Mr. Huser asked what increase the service provider is allowed to request at renewal. Ms. McCormick Heanue explained the standard bid documents used to require any increases to comply with CPI, but the City found this to be a very challenging requirement to deal with, and now the agreements require mutual consent for increases. Mr. Huser pointed out the minimum wage in the State of Missouri are increasing every year for the next 3 years, and the ability to continue to do business may hinge on substantial increases in future years.</p>	
<b>Approval of Rule Prohibiting Vaping in Parks</b>	<p>Supporting documentation (see pages 127-131.) Mr. Snook reminded the Board of the discussion last month regarding the incorporation of a vaping rule. Staff did not receive any additional requests from the Board for research or information. The rule is now being presented for the Board's consideration.</p> <p>Mr. Crawford asked what the enforcement mechanism is for the rule. Mr. Snook stated it would be the same process as our other park rules, when we see it, we will address it, meaning Park staff will address the patron and advise them of the prohibition. If the patron refuses to comply, Parks staff will provide a second warning, then ask the patron to leave the park for violating the rules. The final step would be the option to call the police to have them removed for trespassing. Mr. Snook noted staff was very concerned about enforcement when the tobacco rules were established, but there have not been issues with enforcement, and our experience has been patrons are responsive in a positive way.</p> <p>Treasurer Bivins asked about step 4 in the enforcement process, and questioned whether we should assume the patron will be arrested, questioning whether the actual arrest would occur. Mr. Snook noted a change could be made to indicate the patron could be cited for trespassing, softening the language and removing the assumption of a charge or arrest.</p> <p>Mr. Crawford asked how the rule impacts the YSA's use of the parks for third party tournaments, and whether the entities were actually enforcing the rules.</p>	<p>Treasurer Bivins made a motion to adopt Rule 8.3.8 Tobacco and Vaping in Parks, which amends the current rule regarding the use of tobacco in parks to include a prohibition on the use of e-cigarette and other vaping devices and further direct the Administrator of Parks and Recreation to take such other actions as he deems necessary to implement the rule in the parks system immediately; seconded by Ms. Kelley. Motion carried unanimously.</p>



	<p>Mr. Snook explained he has discussed the potential of adding vaping to the park rules, and staff will make the groups aware of the rule if it is adopted. At the end of the day it is the YSA's responsibility to ensure the third party to whom they are renting the facility are also following the rules. Staff would likely also address with the renting party directly but would attempt to ensure compliance otherwise.</p> <p>Treasurer Bivins asked whether the rule has to go before the City Council. Mr. Snook explained this is a rule, not an ordinance, and therefore does not need City Council approval.</p>	
<b>FY2019 Annual Report</b>	Supporting documentation (see pages 132-136.) Ms. Culbertson explained the preparation of an Annual Report was a requirement of the City Charter. Mr. Snook asked Ms. Culbertson to confirm the liaison for FY2019, and also noted the trailhead was paid for by the CIP not the transportation sales tax. Appropriate changes will be made and it will be shared with the City Administrator if approved.	Treasurer Bivins made a motion to approve the LSPR Annual Report for 2019 pending the items to be confirmed; seconded by Ms. Kelley. Motion carried unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 137-145.) No questions or discussion.	No Board Action.
<b>Capital Projects Plan</b>	<p>Supporting documentation (see pages 146-163.)</p> <p><b>Howard and Summit Park Improvements:</b> Mr. Casey reported LSPR is very close to wrapping all the work up with the general contractor, down to a couple of minor punch list items, which are expected to be complete in the coming days. He noted LSPR crews are on site working on landscaping and the disc golf course at Howard. He also noted staff is working on completing the infields, backstops, and batting cages at Summit Park.</p> <p>Mr. Bivins stated he walked around Summit Park today and is thrilled with what he saw.</p> <p>Ms. Kelley asked about the installation of the sculpture at Summit Park. Mr. Snook reported the piece going in has to be fabricated, and will likely be installed mid-June. He also reported the sculpture for Legacy Park Amphitheater would likely be installed the first part of June. He noted the shutdowns related to COVID have delayed the installations.</p> <p>Mr. Binney noted the tennis nets were installed this afternoon.</p> <p><b>Lowenstein Park Improvements:</b> Mr. Casey reported the Developer's contractor is close to completing restoration work, utility connections and new restroom improvements. He stated traffic has been rerouted, and Phase II Road Improvements along the perimeter of the park are currently in process, with scheduled completion of late June. After this, final resurfacing and striping of the expanded parking lot will be completed. After this is complete, LSPR staff will work on installation of playground equipment and shelters.</p> <p><b>Wave Pool @ Summit Waves:</b> Mr. Dean noted several contractors are still on site, with masonry walls and roofing complete, and the sheet metal on the roof is beginning installation this week. Additionally, the shade structures have been installed and the pool decking is nearly complete. Other contractors on site include the painters, the electricians and the mechanical contractors. One of three coats of the pool is complete, and the two remaining coats need to be installed and have 7 days to cure before the pool can be filled with water. There were several rain days in May and staff is working with the contractor on adjusting the schedule to accommodate the lost days. At this time, the contractor is estimating June 12 as a final completion date.</p> <p>Mr. Binney asked whether the exterior perimeter fence went around the service drive and back around the wave pool. Mr. Dean replied the fence comes around the back side of the slides with a double gate on the east side of the building to allow food trucks to enter, and the fence then goes around the south side of the pool deck, and abuts the pool on the west side of the structure. Mr. Binney asked</p>	No Board Action.



	for clarification on where the north fence would go, and Mr. Dean explained the fence would be inside the service drive, to the south.	
<b>Fundraising Update</b>	Supporting documentation (see pages 164-166.) Mr. Dean reported several payments were received late last week, totaling approximately \$6,500, including a few installment payments and one sponsor who made their full payment. No questions or discussion.	No Board Action.
<b>NEW BUSINESS</b>		
<b>FY21 Park Board Executive Committee Nominations</b>	<p>Ms. McMillen began by stating the job of the nominating committee was made much harder by having such a talented and giving body of board members, but it was a good problem to have. She also thanked President Morehead for his leadership and service the last two plus years.</p> <p>Ms. McMillen reported the Nominating Committee was presenting the following slate of officers for the Board's consideration: Mindy Aulenbach as President, Lawrence Bivins as Vice President, and Jim Huser as Treasurer.</p> <p>President Morehead thanked Ms. McMillen and the Committee for their work in preparing and presenting the slate of officers.</p> <p>Mr. Snook explained the By-Laws require the slate of officers be presented in May and be voted on in June. He noted it was possible for the Board to vote on the slate of officers at tonight's meeting, but it could also be done at the June meeting.</p>	Ms. Shepard made a motion to approve the slate of officers as presented. Ms. McMillen seconded the motion. Motion carried unanimously.
<b>End of Activity Reports</b>	Supporting documentation (see pages 167-176.) No questions or discussion.	No Board Action.
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 177-180.) No questions or discussion.		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 180-183.) Mr. Snook pointed out the Park Board YSA Committee will be meeting on June 3 in virtual session to discuss the youth sports agreements for Lee's Summit Soccer Association and Lee's Summit Football Association. He also stated at this point it had not been determined whether the June Park Board meeting would be held virtually, in person, or some combination. No questions or discussion.		
<b>STAFF ROUNDTABLE</b>		
<p>Mr. Snook provided several updates to the Board:</p> <ul style="list-style-type: none"> <li>The National Parks and Recreation Association (NRPA) magazine contained a half-page article dedicated to the renaming of Legacy Park Community Center to Lovell Community Center.</li> <li>Longview and Lovell Community Centers reopened yesterday (May 26) to members only; Lovell had 220 patrons visit and Longview had 144 in the first day. Participation appeared to be up a bit today, with significant phone calls being received.</li> <li>It is anticipated Phase II of reopening, with capacity of up to 50% and additional amenity adjustments, such as pickleball, will begin on Monday.</li> <li>The vandalism incident at Velie Park last week was very troubling, and LSPR has received several calls from neighbors asking about plans for repair. Mr. Snook advised the Board the park was originally scheduled for a makeover in FY23, similar to other neighborhood parks, and including a neighborhood engagement process. He indicated to the Board, in light of the vandalism, he intended to adjust the improvements plan and move the project to FY22, and adjust planned FY22 projects to accommodate it. He additionally explained options for addressing the playground in the interim, and suggested using a piece of equipment being removed from Lowenstein for an interim period until the planning and engagement process for the renovation of Velie Park takes place. Treasurer Bivins stated his agreement with the plan but said strong emphasis should be placed on the fact that it is an interim step, and a full renovation would be forthcoming, particularly with the neighbors of the area.</li> <li>Mr. Snook reported staff has been working very hard to reopen amenities with the necessary modifications to comply with Jackson County Health Department restrictions and guidelines, and noted Phase II requirements have still not been released by the County. He did emphasize staff was confident camp and Summit Waves would be offered in some capacity, and reported LSPR staff submitted plans to the County for both operations, receiving positive feedback.</li> <li>Mr. Snook reported playgrounds, restrooms and splashpads would remain closed until Phase III of reopening.</li> </ul>		
<b>BOARD ROUNDTABLE</b>		
Ms. Kelley commented Summit Waves would be the only pool open in the KC Area, and suggested it should be Lee's Summit residents only, with perhaps considerations to Winnebago and Greenwood residents. Mr. Snook noted we will have a capacity restriction, at first at least, and the plan is to sell season passes only, to residents only, in the beginning. This will minimize both delays and interaction with staff. He also reported the facility would be opening with a lot of changes and limitations. Those things may be lifted or adjusted as the phases allow additional capacity, however, until Jackson County releases guidelines there are still a lot of open questions.		



Ms. Shepard was questioned by some patrons about the lack of a family pass at Summit Waves, particularly for patrons who only attend the park because they are accompanying their children and not actually using the facility. The fact that season passes were the only passes allowed at this time, combined with the limited capacity, offering a family pass may make residents' use more affordable.

Mr. Snook noted the majority of facilities in the metro are not opening due to budgetary constraints rather than concerns related to COVID.

Mr. Huser complimented the new 3 mile loop at Legacy, and said it was fun to run it, to talk to patrons and to see the Frisbee golfers, and is great to see people using the parks and a great amenity.

Ms. Kelley complimented Osage Trails park, and pointed out the rosebushes.

Mr. Walker said he appreciates everything Joe and staff have done to keep everyone up to date, as well as all the hard work on the budget, stating the committee meeting was time well spent, and the Department did exactly what we needed to do to be as prepared as possible.

Ms. Aulenbach complimented the entire staff and stated she visited several parks last weekend and everything looks wonderful. She also reminded the Board of Joe's administrator evaluation, due to her by June 1.

Ms. McMillen reiterated what others were saying about staff, and noted the tough decisions being made as a Board, but it is nice we are able to put ourselves in a position where we can provide amenities. She also mentioned one of the sculptures in Downtown Lee's Summit looks a lot like one the committee looked at. Mr. Snook explained the City did its' own call for artists process, and it is possible it could be the same piece by the same artist, but was selected through a different process.

Mr. Crawford noted this would be Mr. Binney's last Park Board Liaison meeting and thanked him for all his input and support for Parks.

Mr. Morehead thanked the Board for everyone's hard work.

Mr. Binney commented 3rd quarter numbers are where they should be, and sales tax revenues were stronger than anticipated, suggesting, at the end of the day, it may not be as bad as it seems. He further reminded the Board adjustments will be possible, and encouraged them not to lose heart for long range planning. Jackson County is getting better at considering options and at communicating. He offered his thanks to staff for being compassionate, responsive and thorough, and reiterated each Park Board member gives tremendously to the community and does important work.

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

None.

#### MEETING ADJOURNMENT

**Closed Session** – A motion was made by Vice President 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, Ms. McMillen, Mr. Huser, Mr. Crawford, Mr. Walker.